



**TULSA HEALTH**  
DEPARTMENT

# Special Events Requirements

*Food Protection Services*

# Permit Requirements for Special Events

Who requires a permit?

Any vendor selling a consumable product requires a permit for food sales. This includes but is not limited to packaged spices, dips, prepared foods, candies, and bottled beverages. Vendors selling beer or alcohol will require a permit and a food permit issued by the local health department.

# Booth Placement

- All food/beverage booths should be located away from all animal arenas
- Restrooms must be available
- Areas of flooding should be taken into consideration when placing food/beverage booths at an event
- Once permits are issued, they must be displayed in an easily visible location for the duration of the event.

# Walls, Ceilings & Flooring

- Food/beverage booths must have overhead protection and complete screening on all sides.
- Walls and ceiling must be made of material that protects the interior of the booth. Acceptable materials include wood or canvas.
- Screening may be used for walls and shall be at least 16 mesh to the inch.

# Walls, Ceilings & Flooring

- When mesh screening is used, it is suggested that additional wall covering be kept onsite in case of inclement weather.
- A smooth easily cleanable floor surface is required. This includes concrete, asphalt, or dirt/gravel covered with non absorbent mats or boards.



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# Wall, Ceilings & Flooring Examples



# Lighting

- Booths are required to have sufficient lighting during operation.
- Lights are required to be properly shielded or coated for protection to prevent broken glass from contaminating food or beverages

# Hand Washing Stations

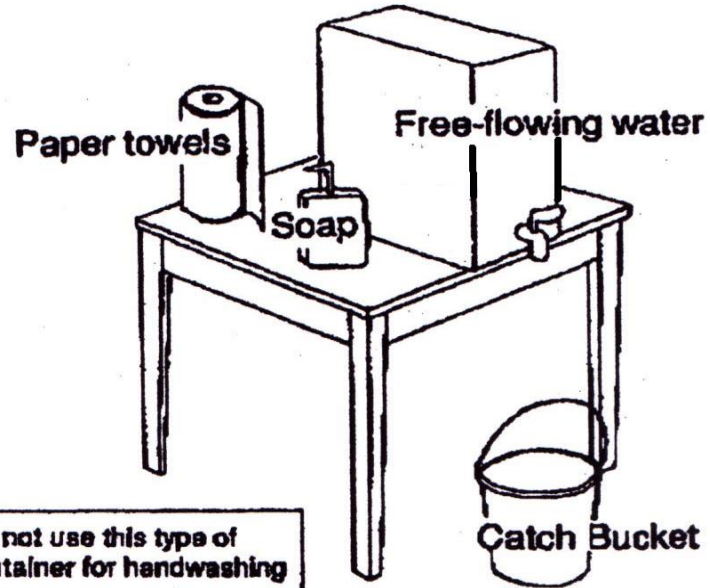
- All booths are required to have at least (1) hand washing station
- The hand washing station must consist of a minimum of 5 gal. insulated container with a free flowing spigot, a catch basin, warm water, soap and paper towels.
- The catch basin should be set up in a manner that prevents the splashing of water out onto the ground during hand washing.
- Note: push button containers are not permitted. You must have a spigot nozzle.



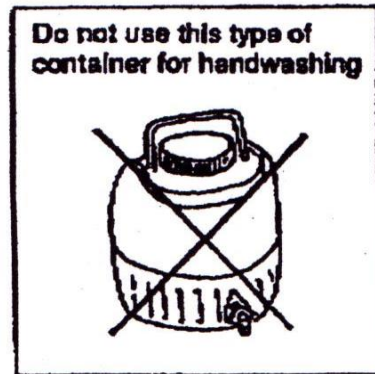
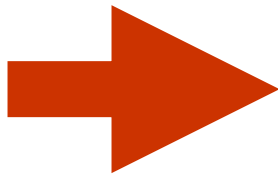


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## Correct Handwashing Set-up



Push Button  
Not Approved



# Hand Washing Station Placement

- The hand washing station must be set up and operational prior to handling food or food equipment.
- It must be located in an area that is easily accessed by the entire food service and preparation area including the warewashing area
- It must be designated for hand washing only and must be accessible at all times
- Multiple hand washing stations may be required depending on the size of the booth or equipment placement.

# Warewashing Station

- A 3 bin set up is required for washing, rinsing, and sanitizing of utensils and equipment.
- Acceptable sanitizers include chlorine (unscented bleach), quaternary ammonia, or iodine.
- Test strips must be available to check the concentration of the sanitizer



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# Warewashing Examples



# Cleaning Frequency

Circumstances for Washing, Rinsing, Sanitizing	Minimum Frequency
Surfaces touching Time Temperature Control for Safety (TCS) Foods	Every 4 hours
Surfaces touching Non Time Temperature for Safety (TCS) Foods	Every 24 hours
Utensils kept in food 135F or above	Every 24 hours
When contamination occurs	Immediately
At the end of food service or special event	Immediately



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# Garbage and Grease Disposal

Trash and grease must be stored in a sealed, non-absorbent container to prevent harborage of insects and rodents.



# Water System

Approved source/portable water

- Under pressure by pump or gravity
- Food Grade Water Hose (white, blue, or white and blue)
- Enough potable water shall be available for food preparation, utensils washing and hand washing

# Water System

- A heating facility is required to provide water at least 100°F for handwashing.
- Portable water storage containers must be flushed, rinsed and sanitized prior to the start of the event.





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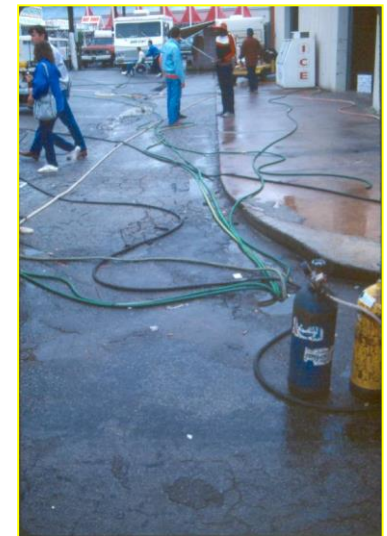
# Supply of Potable Water



# Wastewater and Sewage

Wastewater/sewage must be disposed of according to law

- In a sanitary sewer
- At an approved sewage disposal facility (wastewater tank or mop)
- **Waste water must not be dumped down storm drains or out onto the ground**



# Food Source

- All food and beverages (including samples) must be from an approved source. Food prepared or stored in a private home may not be used or offered for human consumption in a food establishment., this includes a temporary set up.
- Foods must be prepared onsite after licenses have been obtained or be prepared in an Oklahoma licensed kitchen. If an out of state licensed facility is to be used prior arrangements with the Tulsa City-County Health Department must be made.
- Food prepared in another state or leftover from previous events may not be used.

# Two Types of Food

Time/Temperature Control for Safety (TCS) or Potentially Hazardous Food

- Food where bacteria CAN survive and grow
- Requires strict temperature control for safety

Non-Time/Temperature Control for Safety (non-TCS) or Non-Potentially Hazardous Food

- Food where biological hazards CANNOT survive and grow
- Temperature control not critical

# Food Temperatures

Held at 41° or less or 135° or more

- Temperatures shall be maintained consistently throughout the duration of the event.
- Time as control is prohibited on a temporary set up
- Product thermometer accurate to +/- 2°F required, ask about calibration
- Small-probe type digital thermometer required for small mass meats and items cooked from raw

# Cold Holding Equipment

- Ice chests or mechanical refrigeration is required to maintain all cold foods at 41° F or below.
- If using mechanical refrigeration, ensure that the ambient air temperature is 41° F prior to placing food inside the unit.

# Hot Holding Equipment

Electric or propane equipment as well as sufficient chafing dishes are acceptable methods for keeping food at 135° F or higher



# Food Protection

All food and condiments must have proper protection (lids, sneeze guards) to prevent contamination. Samples may not be set up as a customer self serve without proper protection.



# Food Storage

- Separate raw animal foods from ready to eat foods during preparation and storage.
- Raw meats must be stored below any ready to eat product included vegetables
- Separate different types of animal foods from each other except when combined as an ingredient
- Each type of meat must be stored in its own separate container with a cover.

# Wet Storage of Food

- No food or drink storage in water or un-drained ice
- Run-off from iced-down food storage must be treated as waste water
- Exception: Ice used to store drinks can drain onto ground



# Proper Food Grade Materials

Food contact surfaces must be:

- Safe, durable, corrosion resistant, and non absorbent
- Smooth and easily cleanable
- Designed for use with food items.

# Wiping Cloths



- Cloths used for food contact surfaces must be maintained separate from cloths used for non-food surfaces
- Soiled wiping cloths must be kept in sanitizer solution when not in use.
- Sanitizer solutions should be replaced every few hours

# Chemical Storage

- Chemicals must be labeled and stored in a manner to prevent contamination of food and food equipment
- Chemical containers are prohibited from being used to store food or beverages
- Only chemicals required for operation shall be permitted inside the food booth

# Sampling

- Customer self service is prohibited
- Only single use, disposable utensils may be used for sampling
- Samples must be covered with lids or sneeze guards or handed to each individual customer.
- Handwashing station is required for sampling per booth

\*\*Service trays with cups of uncovered samples are not permitted unless they are under a sneeze guard

## Personal Cleanliness and Proper Hygienic Practices

- Use gloves to handle ready-to-eat food. Bare hand contact with ready to eat food is strictly prohibited
- Properly restrain hair
- Limit jewelry and maintain fingernails
- Wear clean clothing and practice good personal hygiene
- No tobacco or E-cigarette use in stand
- No eating inside food stands

# Method of Hand Washing

1. Use designated hand sink only
2. Use soap and warm running water
3. Rub your hands vigorously (for 20 seconds)
4. Wash all surfaces, including:
  - back of hands
  - wrists
  - between fingers
  - under fingernails
5. Rinse well
6. Dry hands with a paper towel
7. Turn off the water using a paper towel



# Proper Glove Use

One job, one activity = One pair of gloves

- Wash hands before putting gloves on.
- Wash hands after taking gloves off.
- Always change gloves – never wash or rinse.
- Change gloves as soon as they become soiled or torn.
- Change gloves as often as you should wash hands.
- Use gloves if you have a cut or burn!



The Tulsa Health Department  
wants you to prevent the spread  
of harmful viruses and bacteria

# WASH YOUR HANDS

before returning to work

**LAVE SUS MANOS**