

## Unlicensed Food Vendors Checklist for Community Event Licensing

The requirements below only apply to vendors which DO NOT require a license from the Kansas Department of Agriculture. Please contact KDA at 1-785-564-6767 to see if your operation requires a state food license.

- \*Vendors selling perishable foods must have a suitable thermometer with them on-site.
  - *Transport and store foods at proper temperatures to prevent rapid bacterial growth.*
- Equipment capable of holding hot prepared foods at 135°F or higher (when applicable).
- Adequate cooking equipment capable of reaching minimum cooking temp of 165 (when applicable).
  - *Cook foods to the proper temperature during preparation.*
- Equipment capable of holding cold foods (such as potato salad or meat products) at 41°F or less (when applicable).
- Equipment capable of keeping frozen foods (such as frozen meats and ice cream) maintained frozen.
  - *Coolers and ice packs or ice surrounding the product can be used to transport and hold cold foods. Check the temperature occasionally (about once/hour) with a stem food thermometer or a refrigerator thermometer.*
  - *32°F or below (0°F or cooler is the best practice).*
  - *Ensure that any food or ingredients you use are from licensed inspected suppliers.*
  - *Raw meats must be from approved source (USDA inspected if purchased across State lines, USDA/KDA inspected if bought in Kansas)*
  - *If foods intended to be served hot have been cooled, they must be reheated to 165°F within 2 hours of removing from refrigeration before hot holding at 135°F or above.*
  - *Food may not be prepared at home.*

**\*Handwashing station meeting the following minimum requirements must be present:**

- 5-gallon cooler with a hands-free spigot and catch basin for wastewater or portable hand sink
  - Soap
  - Paper towels
  - Adequate supply of warm water
  - Trash receptacle
- *Hand sanitizer is not a substitute for handwashing; however, it can be used after washing your hands.*
  - *Practice good personal hygiene (clean clothes, clean hands) to prevent transferring bacteria to your food.*
  - *Shaking hands, touching money, animals, soiled vegetables or utensils can transfer bacteria to your hands.*

- *Vendors must wash hands after handling any raw product, before serving any product, before beginning food preparation, after using the toilet, after smoking, or in any situation that will contaminate hands.*
- *Smoking, vaping, and other tobacco use must occur minimum 10ft away from food and tent*

**\*Three-compartment sanitizing station must be present for washing and sanitizing all utensils (may use disposable utensils or bring enough clean utensils). If washing utensils onsite, the following equipment must be available:**

- Three tubs/basins (large enough to submerge pots and pans)
- Adequate supply of potable hot water
- Liquid soap
- Approved sanitizer (sanitizing tablets or unscented bleach)
- Test strips for applicable sanitizer
- Paper towels
  - *Wash, rinse, and sanitize food contact surfaces, equipment, and utensils between uses (unless using disposable equipment and utensils).*
  - *Cutting boards and knives must be washed and sanitized before use and frequently during use by using the three-compartment sanitizing station.*
  - *In storage and display, ensure that the juices of one species (e.g. poultry, beef, etc.) do not drip onto and contaminate another species, or any other type of product, with bacteria.*
  - *Bag meat separately from any other products (particularly fresh produce, ready-to-eat foods, baked goods) to prevent cross-contamination.*

**\*Food prep equipment that must be present:**

- No bare hand contact.** Single use disposable gloves, deli tissue, spatulas, or other dispensing equipment to handle food, rather than bare hands, is acceptable.
  - *Wash hands as needed; do not touch prepared foods or baked goods with bare hands*
- Separate cutting boards for raw meats and ready-to-eat foods.
  - *Ensure that raw meat or poultry does not contact ready to-eat food or fresh produce.*
- Tables, pallets, or other items to keep food and equipment off floor/ground.
- Food containers with lids/covers to protect food when not in use.
  - *Flies, insects, pets, and other customers must not be allowed to contact food. Therefore, vendors must keep food covered or otherwise protected.*
- Sanitizer bucket (with proper concentration of sanitizer to clean food contact surfaces).

- Please refer to chemical manufacturer for proper concentration of sanitizer (sanitizers reduce microbes to safe levels on food contact surfaces).

**\*Temporary structure/facility requirements:**

- Adequate size tent/canopy or umbrella is needed if the temporary facility is not under a structure.
  - *Food must not be exposed to insects or other environmental contaminants. A fan or fly screen may be necessary.*
  - *Grills need covers.*