**La Paz County Health Department**

**Environmental Health Division www.lpchd.com**

*A Healthy Environment is a Healthy Community*

1112 Joshua Ave., Parker AZ 85344

928-669-1100 Fax 928-669-6703

**Office hours are 7:00 am – 6:00 pm Monday – Thursday**

Operating Guidelines and

Application for a Temporary

**FOOD CHALLENGE EVENT**

**Chili Cook-Offs, BBQ Cook-Offs, People’s Choice**

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**For La Paz County, Arizona**

**NOTE: This is a Temporary Food (14 days or less) Application. If you will be set up longer than 14 days, you will need either a County Food Unit Permit or a State Mobile Food Establishment permit. Please go to** [**www.lpchd.com**](http://www.lpchd.com) **for information and permit applications for those types of permits.**

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**Phone Numbers:**

**Health Department** 928-669-1100

(You will need a Permit to Operate a Food Establishment)

**The Town of Quartzsite** 928-927-4333

(Town Business License is required)

**Quartzsite Fire Department** 928-927-6556

(You must have approval to cook in your unit)

**The Town of Parker** 928-669-5247

(Town Business License is required)

 **![logo[1]]()**

**Basic Guidelines for**

**Food Challenges and Chili Cook Offs in**

**La Paz County, Arizona**

Please realize that these guidelines may not be inclusive for your event – the Event Coordinator is responsible for ensuring that food safety practices are followed, meeting requirements of the *Arizona Food Code* for temporary food establishments.



1. **A Food Challenge Temporary Food application** must be submitted and approved by the Health Department. Each contestant can make application or the Event Coordinator can make application for the entire event. Please make it clear on the application which it is.
2. All food must be prepared on site or in an approved, permitted kitchen/food establishment such as a local restaurant. **No exceptions**.
3. No home cooked or home prepared food is allowed by law.
4. **Handwashing areas** must be provided at each booth or close enough for booths to easily utilize (booths can share stations if appropriate). Show location(s) on the Plan.



1. **Three bay sink area** (can be three plastic tubs) for ware washing must be at each booth (wash, rinse, sanitizer, and an area to air dry utensils) or in an area close enough for booths to utilize (booths can share if appropriate and must be shown on plan).



1. **A sanitizer bucket** should be set up with sanitizer/water and wiping cloths to clean off food prep areas, equipments, and tables.
2. **La Paz County Food Handler Cards** are required of all people preparing and serving food to the public. All contestants must possess a current and valid La Paz County food handler’s card (this must be posted in their booth):
	1. Either by watching video (Monday, Wednesday, or Thursday at Health Department in Parker; or attending a verbal class, taking test and passing with grade of 70% or above. Cost is $15.00, OR
	2. If a person has a current food handler’s card from another jurisdiction – can present that card and pay $15.00 card, OR
	3. If a person has knowledge of the Arizona Food Code and food safety, can take the test and pass with 70% or above (No retakes) $15.00 card.
3. **There must be a Person In Charge** for the event or at each booth who has knowledge of food safety and the *Arizona Food Code* and who can give guidance or shut down a booth or remove a contestant who is in violation of the Food Code or not following basic food safety practices. This can be the Event Coordinator or other, named individual who will be there during entirety of event.
4. **All food must be obtained from approved sources**, such as a local grocery store. Wild game is not allowed.



1. **A food thermometer** must be at each booth and utilized to check cooking temperatures, hot holding temperatures, and cold holding temperatures. A food temperature log is recommended to document temperature of the products (time it was taken and temperature). Also, any refrigeration equipment (even ice chests) which are holding food product must have a thermometer for checking ambient air temperature.
2. **No bare hand contact** with ready to eat food. Nonlatex gloves, tongs, or deli paper must be used to handle ready to eat food such as chips or hamburger buns.
3. **Sampling** – the event coordinator must provide a written description of how samples will be handled for optimum food safety and be approved by the Health Department prior to event. All food sampling of product must be done in a sanitary manner using single-service dispenser (napkin, toothpick, etc.). Each person providing samples shall provide a plastic-lined waste container for the disposal of used single-service items and other waste products.
4. The Event Coordinator and the Person In Charge are ultimately responsible for the food safety practices conducted at the event and should insure that all contestants follow the *Arizona Food Code* and meet basic requirements for a temporary food establishment.
5. Contestants not meeting food safety standards for a temporary food establishment will be required to shut down their operation.

**If you need further information about temporary food requirements, please see the Complete Temporary Food Guidelines the Health Department website at www.lpchd.com.**

**![MC900442153[1]]() CHECKLIST FOR TEMPORARY FOOD BOOTHS**

□ Obtain Guidelines for Temporary Food Booths

□ Fill out Temporary Food Booth application and submit with fee with required information

□ Obtain food and ice from approved sources

□ Use separate coolers for raw meats, clean vegetables and ice used for beverages

**SET UP OF BOOTH**

□ 3 Sides with Screening

□ Ceiling

□ Flooring

□ Service Counter (Screening may be required)

**HAND WASHING SET UP**

□ 5 gallon thermal container with a continuous flow spigot to provide warm (100°F - 120°F) running water

□ Soap

□ Paper Towels

□ Discard bucket

**OPERATING SET UP**

□ Bucket and bleach for sanitizing solution (one capful bleach to a gallon of water )

□ Wiping cloths (keep cloth *immersed* in sanitizer water)

□ Metal Probe Thermometer with range of 0° F to 220° F (calibrate prior to using)

□ Non-latex gloves

□ Serving spoons, spatulas, knives, tongs, ice scoop, etc. (change out every 4 hours)

□ Smooth easily cleanable cutting boards

□ Food grade plastic wrap for covering food

□ Adequate hot and cold holding equipment; and cooking or re-heating equipment

□ Source for fresh water and wastewater disposal

□ Pallets, boxes or shelves for food storage

□ Covered trash container(s)

□ Operating permit is posted inside of booth for easy viewing by public and Health Department

**DISHWASHING FACILITIES**

□ Warm water (110°F – 120°F)

□ 3 containers for wash/rinse/sanitize method of cleaning and sanitizing ware

(containers should be large enough to fit largest pots/pans/utensils )

□ Bleach for third bucket for sanitizing solution (one capful bleach to a gallon of water)

**TEMPORARY BOOTH WORKERS**

□ Food worker screening for illness and hygiene

□ Hair restraints (cap, hair net, or hair pulled back)

□ Booth workers have current La Paz County Food Handler cards which are posted inside booth.

□ A Person In Charge is in the booth during all hours of operation

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| **Food Challenge Temporary Food Permit Application La Paz County AZ** **1112 Joshua Ave., 206, Parker, AZ 85344 928-669-1100 Fax 928-669-6703** **jmccluskey@lapazcountyaz.org****PLEASE FILL OUT AND RETURN THE APPLICATION Pages 7-11** |
|  | All information must be submitted or application will be delayed/denied Application must be submitted within 15 days of event **or LATE FEE of $50 will be assessed.** |
| 1 | Part 1 **Food Challenge Temporary Food Booth Info**Name of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ This is an application for the entire food challenge event□ This is an application for one booth in the event – Name of booth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **If you are an Event Coordinator, please also submit the Event’s requirements for food booths.** |
| 1a | Date(s) of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hours per day of operation \_\_\_\_\_\_\_\_\_\_\_Operation start Date: Time: Operation end Date: Time:**Permit Fee is $50 + $10/day** ~ ~~~ Example: 1 day = $60.00, 2 days = $70.00 |
| 1b | Owner/Operator Name:Is the owner a Corporation or Nonprofit corporation? Yes or NoName of **Person In Charge for Event/Booth** |
| 1c | Mailing Address (Street, PO Box) |  |
| 1d | City/State/Zip |  |
| 1e | Phone NumberEmailFax Number |  |
|  Note: Owner/Operator must provide Licensing Eligibility information and provide documentation with this submittal unless they are nonprofit or a corporation  |
| 2 **Event Information** |  |
| 2a | Event LocationStreetTown |
|  |  |
| 2b | Source of potable water |
| 2c | Public Toilet Facilities at EventCircle One: Permanent Flush Chemical Portajohns Other (describe)What type of handwashing facilities are provided for the toilets? |
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| 3 | Part 3 Menu/Food Transport, Storage, Preparation, Service |
| 3a | Where will food be purchased and when? **Potentially Hazardous Food should be purchased locally unless transported in a refrigerated truck**.  |
| Where will food be stored before event?Keep food receipts in booth for proof of purchase and proof of date of purchase**Food must be purchased immediately (same day) before event or stored in a permitted commissary prior to event. Complete Appendix C Commissary Agreement if storing in an offsite facility.** |
| Describe how frozen, cold, and hot foods will be transported to the event. |
| 3b | Will all foods be prepared at booth? Yes or No (Circle)If NO, complete Appendix C Commissary Agreement (attached) and attach a copy of current permit of facility if outside of La Paz County. Also complete Appendix D Food Prep at Commissary (attached). |
|  Note: Home/unpermitted facility prepared food **IS NOT ALLOWED**. All food must be stored, prepared onsite in booth or in a permitted food establishment and transported safely to event. No raw or undercooked food allowed |
| 3c | How will food temperatures be monitored during the event? |
| Will a temperature log be kept? |
| How many thermometers will be available and location: |
| 3d | Cold Holding Equipment Please explain your method of cold holding whether it is with mechanical equipment or ice chests (types and number of units, manufacturer name, etc.) |
| 3e | Hot Holding Equipment Please explain your method of hot holding (types and number of units, manufacturer name, etc) |
| 3f | Cooking Equipment Please explain your method of cooking whether through mechanical equipment or wood/charcoal sources (give types and number of units, manufacturer name, etc) |
| 3g | List a full menu of items to be prepared and served. Only food on list which has been approved by Health Department may be served. | Menu  |
| 3h | Where will food/paper goods be stored during the event? Please show on drawing |
| 3i | **Food Prep – List all Foods** (use a separate page if necessary) |
| **Food** | **Food Source** | **Thaw**How? Where? | **Cut/Wash/ Assemble**Where? | **Cold Holding**How? Where?Food Temp? | **Cook**How?Where? FoodTemp? | **Cooling is not allowed** | **Hot Holding** How?Where? Food Temp? | **Reheating**How?Where? Food temp? | s |
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| 4 | Part 4 Booth Operation/Construction **see Temporary Guidelines for construction requirements.** |
| 4a | Booth will be set up and ready to inspect on:Date Time# of hours of operation per day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Booth Construction**Please describe construction (3 walls, ceiling, floor, service counter, lighting, screening) and the materials (canvas, metal, wood, etc.)Walls:Ceiling:Floor:Manned Service Counter:Lighting:Are shields available for the lighting?Screening available in the event of insects?**Note: Service counter at front of booth must be manned at all times if unscreened. Screening must be available for windows and openings OR the booth must be closed during dust storms or when insects/vermin are present.** |

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| 4b | **Provide a drawing of the temporary booth**. Identify equipment, handwashing, warewashing, cleaning equipment, storage, work tables, condiment dispensing, customer self service area, garbage containers, service counter. – separate page can be used. If you are the Event Coordinator for an event, provide a general drawing showing the event requirements for each food booth. The event should have basic requirements of each booth to meet food safety requirements. Show a typical plan view of each booth and a site plan of the entire event which shows the location of communal handsinks and communal three bay sinks. Show all restroom facilities available on site..  |
| 4c | Describe the utensil wash station and the procedure used to wash, rinse, sanitize, and air dry utensils and equipment. |  |
| 4d | A handwash station is required and a method of heating water for hot water is required.  | Circle: Plumbed Sink OR Gravity Flow Set-Up (see Temp Guide) |
| 43 | How will hot water be made available to handwash sink and utensil wash station? |
| 4f | How will you dispose of gray water? It can not be thrown on ground or in street. |
| 4g | Will electricity be provided to your booth? Will it be provided 24 hours per day? |
| 4h | Sanitizer buckets are required with wiping cloths (Bleach at 50 ppm) Test strips must be available to test sanitizer. | Describe sanitizer bucket set-up (location and number of buckets) |

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| 4i4J | # of garbage disposal containers available in booth and outside of boothWill you provide samples? If so, attach a separate page detailing how you will insure food safety with sampling. |
| 5 | Submittal Requirements  |
| 5a | A Complete Application must be submitted: |
| 5a.i | Fee or proof of nonprofit status must be included with each temporary submittal |
| 5a.ii | Proof of licensing eligibility and required documentation must be submitted with all applications |
| 5a.iii | Commissary or approved kitchen permit must be attached if required |
| 5a.iv | Other documentation as required |
| 6 | Owner agreement and signature  |
|  | I have read the La Paz County AZ Temporary Food Vendor Guide and I understand that I must follow all of the requirements stated in the Guide as well as pertinent requirements of the Arizona Food Code. |
|  | I understand that I must only prepare and serve food that was stated on my menu and approved by the Health Department and that all food is to be prepared and served from the temporary food booth unless a variance has been obtained from Health Dept. |
|  | I understand that I must submit another application and get a permit from the Health Department if I change locations or have a second, satellite location. |
|  | I understand that if anything changes concerning the information submitted in this application, I must notify the Health Department and get approval of revised circumstances before opening or continued operation. |
|  | I understand that the Health Department can close my booth for a critical violation and charge a reopening inspection fee of $100.00. |
|  | I understand that workers in the booth must obtain a La Paz County Health Department food handler card before working in my booth. Employees without a card will be asked to leave and a critical violation will be marked against the permit, requiring a reinspection and reinspection fee of $100 to be assessed. |
|  | I agree to abide by the laws and regulations of the State of Arizona and La Paz County.  |
|  | I understand that retention of this permit is contingent upon satisfactory compliance with all state/ local laws |
| **Licensing Eligibility Required per ARS 41-1080**>>Please attach a copy of identification – both sides of ID is required.Please see Page 12 for the identifications that are allowed.*By my signature below, I hereby certify, under penalty of perjury that the copy of the document I am providing is a true and accurate copy of the original document and that I am legally authorized to be present in the United States. If further agree to operate under all requirements of the Arizona Food Code and La Paz County regulations as outlined in the statements above.* |

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| **6a** | **Signature of License Applicant X****Date** |

**La Paz County Health Department** [www.lpchd.com](http://www.lpchd.com) 1112 Joshua Ave., #206, Parker AZ 85344

928-669-1100 Fax 928-669-6703

*Licensing Eligibility Required per ARS 41-1080*

*>>Please attach a copy of identification – both sides of ID is required.*

*Check the type of I. D. you will be submitting:*

*□ AZ driver license issued after 1996 or AZ non-operating I.D. license*

*□ A driver license issued by a state that verified lawful presence in U. S.*

*(Licenses from HI, IL, ME, MD, NM, TX, UT, and WA are NOT acceptable)*

*□ A birth certificate issued in any state, territory or possession of the U. S.*

*□ A U.S. certificate of birth abroad*

*□ A U. S. passport*

*□ A foreign passport with U. S. visa*

*□ A I-94 form with a photograph*

*□ A U. S. certificate of naturalization*

*□ A U. S. certificate of citizenship*

*□ A U. S. citizenship/immigration service employment authorization document or refugee travel document*

*□ A tribal certificate of Indian blood*

*□ A tribal or Bureau of Indian Affairs affidavit of birth*

***A.R.S. §11-1602: REGULATORY BILLS OF RIGHTS***

1. ***To ensure fair and open regulation by counties, a person:***
2. ***Is eligible for reimbursement of fees and other expenses if the person prevails by adjudication on the merits against a county in a court proceeding regarding a county decision as provided in A.R.S. §12-348.***
3. ***Is entitled to receive information and notice regarding inspections as provided in A.R.S. §11-1603.***
4. ***Is entitled to have a county not base a licensing decision in whole or in part on licensing conditions or requirements that are not specifically authorized as provided in A.R.S. §11-1604.***
5. ***May have a county approve or deny the person’s license, application within a predetermined period of time as provided in A.R.S. §11-1605.***
6. ***Is entitled to receive written or electronic notice from a county on denial of a license application that:***
7. ***Justifies the denial with references to the statute, ordinance, regulation, delegation agreement or authorized substantive policy statements on which the denial is based as provided in A.R.S. §11-1605.***
8. ***Explains the applicant’s right to appeal the denial as provided in A.R.S. §11-1605.***
9. ***Is entitled to receive information regarding the license application process at the time the person obtains an application for a license as provided in A.R.S. §11-1606.***
10. ***May inspect all ordinances, regulations, and substantive policy statements of a county, including a directory of documents, at the office of the county or on the county’s website, as provided in A.R.S. §11-1607.***
11. ***Unless specifically authorized, may expect counties to avoid duplication of other laws that do not enhance regulatory clarity and to avoid dual permitting to the maximum extent practicable as provided in A.R.S. §11-1604.***
12. ***May file a complaint with the Board of Supervisors concerning an ordinance, regulation or substantive policy statement that fails to comply with A.R.S. §11-1602.***
13. ***As provided in A.R.S. §11-1604, is entitled to have a county not request or initiate discussions about waiving any of the rights prescribed in A.R.S. §11-1602.***

***Notice***

***A.R.S. §11-1604. Prohibited acts by county and employees; enforcement; notice***

***● A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance, or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.***

***● Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.***

***● This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.***

***● A county shall not request or initiate discussions with a person about waiving that person’s rights.***

***● This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.***

***● A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county’s adopted personnel policy.***

***● This section does not abrogate the immunity provided by Section 12-820.01 or 12-820.02.***

***ARS §11-1606 Application Process Notice***

***for Temporary Food Establishment Permits***

***Under ARS §11-1606, La Paz County is required to give you certain information when you apply for a food establishment permit – Steps required for permit approval, licensing times frames, and a point of contact if you have questions.***

***The following steps are required in order to obtain a Temporary Food Establishment permit to operate:***

1. ***Obtain a copy of the “Operating Guidelines for Temporary Food Booths and Chili Cook Offs/ Cooking Challenges in La Paz County” and read thoroughly. If you have questions, contact the Health Department at 928-669-1100 and ask to speak to a Health Inspector. Your booth must meet the requirements of a Temporary Food Booth as outlined in the Guidelines and the Arizona Food Code. If, upon inspection, the inspector finds critical violations or noncompliance with building/temporary food guidelines, the temporary booth will be closed by the Health Department.***
2. ***A Temporary Food Booth is limited to 14 days maximum at any one event.***
3. ***Fill out application “Temporary Food Application for La Paz County” completely. Incomplete applications will delay permit approval or be denied.***
4. ***Application must be submitted at least 15 days prior to event with the correct review/permit fee. Review/permit fees are nonrefundable.***
5. ***The Health Department will review and contact you via some type of written correspondence, either email or by letter with written approval and the operating permit OR a written list of concerns which must be addressed before approval can be issued.***
6. ***If concerns are listed, provide required information and resubmit.***
7. ***Food handler cards are required. A copy of a food handler card from another jurisdiction can be submitted with appropriate fee ($15.00) and a La Paz County Food Handler card will be issued. Otherwise, all food handlers and people working in Temporary booth must come to Health Department for Food Handler classes (offered Monday, Wednesday, and Thursday from 7:00 am – 5:00 pm) and take the test. Proof of Licensing Eligibility is required per AZ ARS 41-1080.***
8. ***Business Permits are required through the Town of Quartzsite. Please contact the Town of Quartzsite to obtain an application to operate a business.***
9. ***Approval from the Quartzsite Fire Department may be required. Please contact the Fire Department for more information.***

***-If a reinspection is required during any part of the permitting or inspecting process, a reinspection fee of $100.00 will be assessed.***

***-If denied during any part of the permitting process, an appeal of the decision can be requested by written request to: Director, Environmental Health Division, 1112 Joshua Ave., 206, Parker, AZ 85344.***

***- If application is not received at least 15 days before event, a $50 Late Fee will be assessed and must be paid before a permit is issued.***

***Applicable licensing time frames (in days): Time frames can be found in the Arizona Administrative Code, R9-8-104***

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| ***Type of Approval*** | ***Statutory Authority*** | ***Overall Time-Frame*** | ***Administrative******Completeness******Review*** | ***Substantive******Review*** |
| ***FOOD ESTABLISHMENT LICENSE*** | ***ARS 36-136(H)(4)*** | ***60*** | ***30*** | ***30*** |
| ***Approval of Plans and Specifications under Food Code 8-201.11*** | ***ARS 36-136 (H)(4)*** | ***90*** | ***30*** | ***60*** |
| ***Approval of HACCP PLAN and*** ***Food Code 8-201.13*** | ***ARS 36-136(H)(4)*** | ***90*** | ***30*** | ***60*** |
| ***Approval of Quality Assurance Program*** | ***ARS 36-136(H)(4)*** | ***90*** | ***30*** | ***60*** |

***Name/telephone number of a person who can answer questions or provide assistance during the application process: Environmental Health Staff at 928-669-1100***

*If you are unable to receive assistance from an inspector, you may contact the Environmental Health Director at* ***(928)669-1100.***

*Under ARS**§11-1609, you may request that the County clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that affects the issuance of your food establishment permit by providing the County with a written request that states:*

*1. Your name and address;*

*2. The statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification;*

*3. Any facts relevant to the requested ruling;*

*4. Your proposed interpretation of the applicable statute, ordinance, regulation, delegation agreement or authorized substantive policy statement or part of the statute, ordinance, regulation, delegation agreement or authorized substantive policy statement that requires clarification;*

*5. Whether, to the best of your knowledge, the issues or related issues are being considered by the County in connection with an existing license or license application.*