

**In-Home Services**

**573-785-0131**

**Fax 573-727-9479**

Advanced Personal Care  
Homemaker/Chore  
Nursing  
Personal Care  
Private Pay  
Respite Care



*Serving our community since 1948...*

**BUTLER COUNTY HEALTH  
DEPARTMENT**

1619 North Main St.  
Poplar Bluff MO 63901

**Public Health Services**

**573-785-8478**

**Fax 573-785-2825**

Communicable/Chronic Diseases  
Environmental Sanitation  
Family Planning  
Health Education  
Immunizations  
Nursing  
STD/HIV Testing  
WIC

Event Organizers,

The attached application is to be filled out and returned to the Butler County Health Department Environmental Department a minimum of **Thirty (30) Days** prior to your event.

The attached vendor application must be filled out by each vendor and submitted to the Butler County Health Department a minimum of **Three (3) Days** Prior to your event.

Your event is to have **all** applicable requirements as defined in the attached Mobile and Temporary Guidelines available to all participants.

All events serving food are subject to inspection by the Butler County Health Department. Single day events will be inspected at the discretion of the Butler County Health Department. A minimum of technical assistance will be provided.

All requirements are to be in place prior to inspection from the Butler County Health Department.

Please return, fax, or email the completed form to the Butler County Health Department.

The Email Address for submittal is [info@butlercountyhealth.org](mailto:info@butlercountyhealth.org)

Thank you,

Michael Osborn / Grant Hargrove  
Environmental Public Health Specialists  
Butler County Health Department  
1619 North Main Street  
Poplar Bluff, MO 63901

Service provided on a nondiscriminatory basis  
**\*\*AN EQUAL OPPORTUNITY EMPLOYER\*\***

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**Food Event Application**

Complete form and submit a minimum of **ONE (1)** Month prior to event  
Vendor forms are to be submitted a minimum of **THREE (3)** Days prior to event

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Event Operation Hours: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What foods will be at event: \_\_\_\_\_ Est. Number of Vendors: \_\_\_\_\_

Will Electricity be Provided: Y / N

Source: Public / Personal Generators

Handwashing Provided: Y / N

Three Vat Sinks Provided: Y / N

Water Supply Source: Public Water Well Other \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*BCHD Internal Use Only\*\*\***

Approved Not Approved

Technical Assistance Provided

Requires Inspection:

No Inspection Required:

Comments:

EPHS: \_\_\_\_\_ Inspector # \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Application can be submitted by mail, fax or email to [info@butlercountyhealth.org](mailto:info@butlercountyhealth.org)\*\***

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**Food Vendor Application**

Vendor forms are to be submitted a minimum of **THREE (3)** Days prior to event

**Name of Vendor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Person In Charge:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_ **Event Operation Hours:** \_\_\_\_\_

Are you setting up as a Mobile or Temporary

If Mobile, Are you currently under inspection by BCHD: Y / N

Are you currently under inspection by another County: Y / N What County \_\_\_\_\_

What foods will you be serving at the event:

Will Electricity be Provided: Y / N

Cook's Thermometer: Y / N

Handwashing / Temp Handwashing: Y / N

Three Vat / Temp Three Vat: Y / N

Awning: Y / N

Floor Covering: Y / N

Sanitizer Test Strips: Y / N

Water Supply Source: Public Water Well Water Other \_\_\_\_\_

How will you dispose of Wastewater? \_\_\_\_\_

\*All wastewaters must be disposed of in an approved sewage system. Not to be poured directly on to the ground\*

**Sign Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*\*\*BCHD Internal Use Only\*\*\***

Approved Not Approved

Technical Assistance Provided

Requires Inspection:

No Inspection Required:

Comments:

**EPHS:** \_\_\_\_\_ **Inspector #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*Application can be submitted by mail, fax or email to [info@butlercountyhealth.org](mailto:info@butlercountyhealth.org)\*\***

# Guidelines for Mobile & Temporary Food Establishments



1619 North Main

Poplar Bluff, MO 63901

Phone:(573)785-8478

Fax:(573)785-2825

Email:

[Michael.Osborn@lpha.mo.gov](mailto:Michael.Osborn@lpha.mo.gov)

[Grant.Hargrove@lpha.mo.gov](mailto:Grant.Hargrove@lpha.mo.gov)

Website:

[www.butlercountyhealth.org](http://www.butlercountyhealth.org)

### **Definition:**

A **Mobile Food Establishment** is a food establishment that is readily moveable, that operates on consecutive days in associations with an event, or returns to a home base at the end of each day.

A **Temporary Food Establishment** is an establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

### **Inspections:**

All mobile and temporary food vendors shall be inspected by the Butler County Health Department as deemed necessary. This pamphlet is for educational use only.

### **Permit Requirements:**

Food Service Establishment permits may or may not be required for events inside the city limits of Poplar Bluff, Missouri. A vendor must receive an inspection from the Butler County Health Department (BCHD) prior to a permit being issued.

### **General:**

All food must be clean, free from spoilage or adulteration, and safe for human consumption.

All food must be from an approved source. Vendors must have proof of an approved source by showing a receipt. All potentially hazardous food (meat, cheeses, Dairy products, fish, etc.) must be prepared on or in an inspected and approved facility. Food prepared or stored in a private home or non-permitted facility may not be used or sold on a mobile food unit.

### **Temperature Control of Foods**

All potentially hazardous food must be kept cold or hot, (41 degrees Fahrenheit or below, or 135 degrees Fahrenheit or above) at all times. Equipment must be provided and available for maintaining these temperatures at all times.

Required internal cooking temperature for potentially hazardous food:

**Chicken – 165F, Pork – 155F, Beef – 140F.**

Precooked food must **be reheated to 165 degrees** Fahrenheit before re-serving.

Metal stemmed thermometers ranging from 0-220 degrees Fahrenheit, accurate to plus or minus two degrees must be provided to monitor food temperatures.

### **Ice and Refrigeration:**

Mechanical refrigeration units must be clean, in good repair and capable of maintaining food temperatures of 41 degrees Fahrenheit or below, Thermometers must be provided in all refrigeration units holding potentially hazardous food items.

Ice must come from an approved source.

The ice holding container must be constructed of non-porous materials with an attached lid. Proper Cambro units or coolers are acceptable.

Ice used for cooling food or beverages may not be used for human consumption.

Ice containers must be drained to prevent accumulation of water.

### **Cleaning and Sanitizing Equipment:**

Adequate facilities must be set up for cleaning food contact surfaces such as; cooking utensils, cutting boards, knives, etc. Three labeled containers of adequate volume may be used as follows:

#### **Temporary three vat sink**

Wash (hot, soapy water)

Rinse (clean water)

Sanitize (approved sanitizer and water)

An approved sanitizing solution shall be provided and used at all times during food preparation.

**\*Sanitizer Test Strips are required**

### **Hand Washing:**

An approved hand washing sink must be installed with hot and cold running water under pressure.

Both hand soap and approved hand drying provision (disposable towels or warm air drier) are required.

A temporary hand washing facility may be approved on a case by case basis.

## **Food Handling**

Bare hand contact with ready to eat food is prohibited. Proper glove usage is required.

Cross contamination of raw food and cooked food must be prevented at all times. The use of utensils such as tongs, forks, and spatulas is required to minimize contact with food.

All food products must be wrapped or covered and stored at least 6 inches above the floor to prevent contamination.

Tobacco products, eating, and drinking are prohibited in any food prep or service area. Drinks with covered lids are permitted if stored properly.

## **Water Supply:**

A readily available supply of hot and cold running water from an approved source must be provided at all times to the unit. It also must be adequate to meet the needs of the unit.

Water hose, if used, must be food grade hose and used for potable water, and be equipped with a back flow prevention device, (Hose-Bibb Vacuum Breaker).

Water must be stored in a food grade container.

Trash cans with tight fitting lids are required for all food waste, soiled paper, etc.

## **Sewage & Waste Water:**

Waste water must be retained in a spill proof, leak proof container with a 15% larger capacity than the water supply available on the vehicle. Waste water **must** be disposed of into an approved sanitary sewer.

## **Construction of Equipment:**

Fans and screens may be required to control flies and or pests.

All food contact surfaces must be smooth, easily cleanable, non-absorbent, and non-toxic. They must be durable and kept in good repair. No bare, unfinished or non-sealed wood surfaces are allowed.

All lighting in food prep or storage areas must be shielded or otherwise shatter resistant.

Overhead protection must be provided for all food preparation and food storage area. Materials such as canvas, plastic or wood that protect the establishment from the weather may be approved.

All cooking equipment including but not limited to: BBQ grills, smokers, fish cookers, kettle corn pots, etc., must be protected to prevent possible contamination and pest issues.

Use of a tarp may be permitted for a temporary floor.  
All other equipment must be constructed and maintained in a manner consistent with manufacturer specifications.

### **Public Food vs. Private Food Event**

A permit is required from the Health Department for:  
Any event within the city limits or sponsored by the city of Poplar Bluff, Missouri, that is open to the public where food is provided unless the exceptions below apply.

#### **A permit is not required from the Health Department for:**

A produce stand that offers only whole, uncut fruits and vegetables.

A kitchen in a private home if only food that is non-potentially hazardous is prepared for sale or service as part of a non-profit event. Examples include a religious or non-profit organization bake sale.

A closed event, with only invited guests. The public must not be able to attend without invitation. Examples of closed events include religious gatherings involving members of a church, wedding parties, family reunions, and company picnics.

**Contact the Butler County Health Department to determine if an inspection or permit is needed.**

#### **Note:**

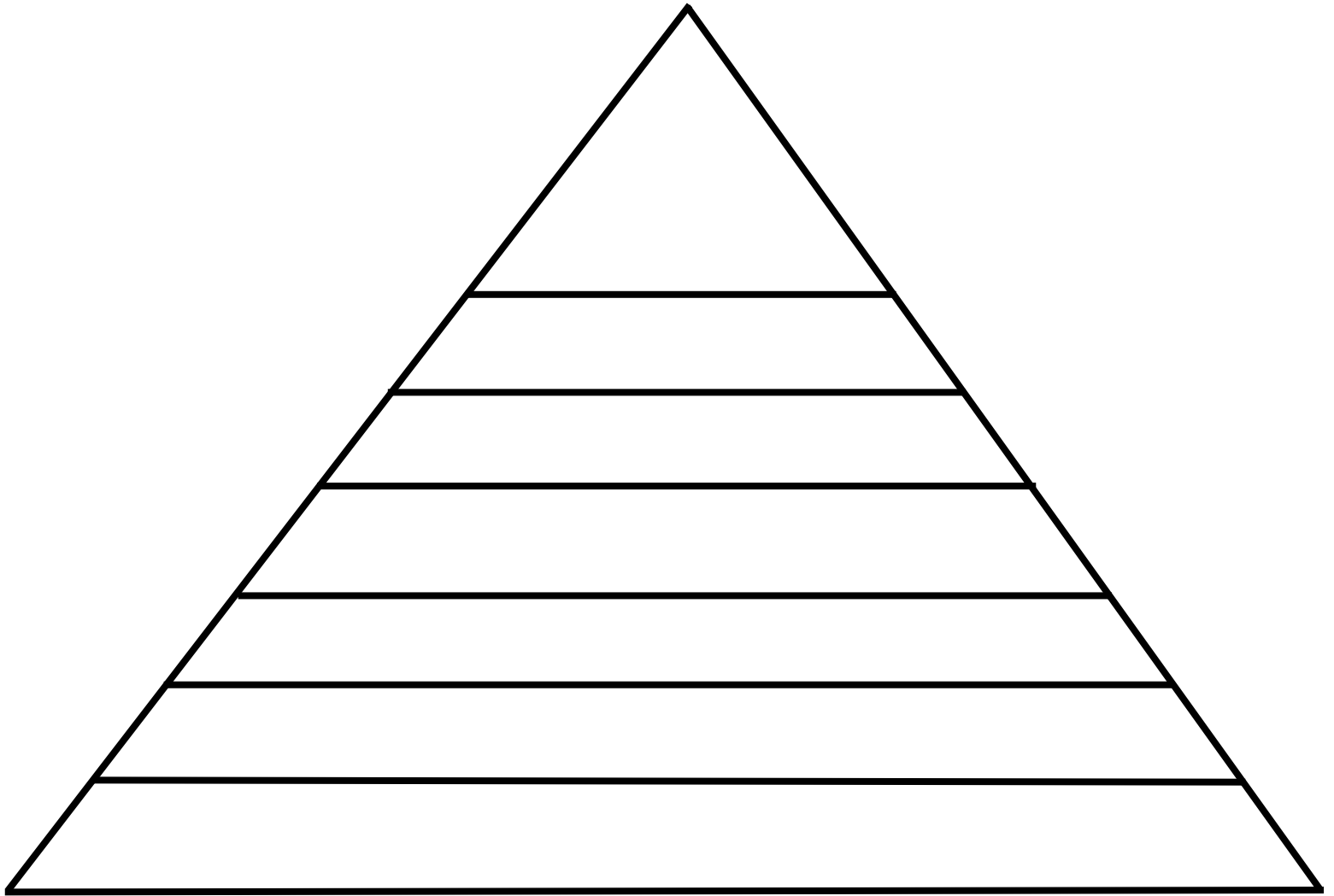
**All violations, unless corrected during the time of inspection, must be corrected prior to the next event held in Butler County.**

**\*This brochure is a guideline; for a complete listing of rules and regulations governing food service, please refer to the last edition of the Missouri Food Code.**

**Revised Feb 2022**



# Refrigerator & Freezer Storage



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**“Examples of Temporary Hand Washing Stations (Estimated Cost \$10.00)”**



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