

RAGBRAI FOOD SERVICE AND LICENSE GUIDE



Table of Contents

Definitions	page 1
License Requirements: Events	page 1
License Requirements: For Profit Vendors	page 2
License Requirements: Non-Profit Organizations	page 3
License Types	page 5
Requirements: Services at Temporary Events	page 6
Requirements: Food Stands at Temporary Events	page 7
Temporary Food Vendor Checklist	page 12

DEFINITIONS

Temporary Food Establishment- means a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event.

An **Event** is a significant occurrence or happening sponsored by a civic, a business, an educational, a government, a community, or a veterans' organization, and may include athletic contests.

- An "event" does not include a single store's grand opening or sale (a single store cannot "host" and event).

LICENSE REQUIREMENTS: **EVENTS**

- An Event Registration License is required to be obtained by Overnight and Pass-Through Host Towns, and/or County Municipalities or Organizations, which hold events where there are more than 10, Temporary Food or Beverage Vendors. License applications must be submitted 60 days prior to the Event.
- **Each Town is considered a separate event.**
- An Event Registration License is not required when there are 10 or less Temporary Food Vendors.
- For Events with less than 10 Temporary Food Vendors, Event Coordinators (the person coordinating the event) must fill out an [Event Coordinator Questionnaire](#) and submit it to the Regulatory Agency assigned to the event.

LICENSE REQUIREMENTS: **FOR-PROFIT VENDORS**

When is a Temporary Food Establishment license needed?

- Operating OFF the premises (*premises= the physical facility, its contents, and the contiguous land or property under the control of the permit holder*) of your licensed food establishment, or
- Vendors serving, selling, or providing unpackaged food or beverages (including alcoholic beverages) to the public.
 - **Examples-** tacos, burgers, lemonade, keg beer, mixed drinks, BBQ, pie by the slice, etc., or
- Vendors serving, selling, or providing commercially prepared pre-packaged food or beverage that requires temperature control for safety.
 - **Examples-** ice cream bars, bottles/cartons of milk, containers of yogurt, etc., or
- Vendors serving, selling, or providing cut fruits that require temperature control for safety.
 - **Examples-** cut watermelon, cantaloupe, and honeydew melons.

What food can be served in a for-profit licensed Temporary Food Stand?

- Menu items that are listed on the Temporary Food License application and approved prior to the event may be served in a Temporary Food Stand.
- **All food must come from a licensed and approved source.** [Food Code 3-201.11](#)
 - Ingredients for menu items must be obtained from a licensed and approved source such as a grocery store, a federal or state inspected meat locker, or the food stand owner's licensed food establishment or mobile food unit, or a food processing plant.
 - Menu items may be prepared in the food stand owner's licensed restaurant, food processing plant, or mobile food unit and appropriately transported to the food stand for service.
 - Menu items may be prepared within the licensed temporary food stand the day of the event. No food may be prepared prior to the event unless it is done so in the food stand owner's licensed food establishment, food processing plant, or mobile food unit and noted on the license application.

When is a Temporary Food license not needed?

- When operating on the premises (*premises= the physical facility, its contents, and the contiguous land or property under the control of the permit holder*) of your licensed food establishment and serving food or beverages from your establishment that are within the scope of your business (normal menu or a menu pre-approved by the Regulatory Authority), or
- Serving, selling, or providing commercially prepared pre-packaged food or beverage that does not require temperature control for safety.
 - **Examples-** bottled sodas, packaged candy, packaged chips, packaged granola bars, etc. that are purchased from a store or food purveyor or prepared, packaged, and labeled for retail sale in your licensed food establishment or food processing plant, or
- Serving, selling, or providing whole, uncut fruits and vegetables, or
- When operating within, and meeting all requirements of your licensed Mobile Food Unit.
- Food Stand operated by a Minor: means a stand or other facility operated by a person or persons under the age of eighteen at which food is sold directly to consumers that is not time/temperature control for safety food or an alcoholic beverage, and that operates on a temporary and occasional basis on private property with the permission of the owner of the property. (Events typically are not set up on private property.)

LICENSE REQUIREMENTS: **NON-PROFIT ORGANIZATIONS**

*Note: Non-profit Organizations do not include municipalities or property of the municipality.

When is a Temporary Food license needed?

- When operating a food or beverage stand OFF the premises (**premises= the physical facility, its contents, and the contiguous land or property under the control of the permit holder**) regularly used by your Non-profit organization and serving or providing:
 - Unpackaged food or beverages (including alcoholic beverages) to the public.
Examples- tacos, burgers, lemonade, keg beer, BBQ, pie by the slice, etc., or
 - Commercially prepared pre-packaged food or beverage that requires temperature control for safety. **Examples-** ice cream bars, containers of milk or yogurt, etc., or
 - Cut fruits that require temperature control for safety.
Examples- cut watermelon, cantaloupe, and honeydew melons.

What food can be served in a licensed food stand?

- Menu items that are listed on the Temporary Food License application and approved prior to the event may be served in a Temporary Food Stand.
- All food must come from a licensed and approved source*. [Food Code 3-201.11](#)
 - A non-profit organization's premise is not considered an approved source unless it is licensed as a food establishment or a food processing plant. If the organization does not have a licensed food establishment, food processing plant, or mobile food unit- then all preparation must be done the day of the event within the licensed temporary food stand.
Menus must be adjusted to accommodate production needs.
 - Ingredients for menu items must be obtained from a licensed and approved source such as a grocery store, a federal or state inspected meat locker, or the food stand owner's licensed food establishment, food processing plant, or licensed mobile food unit.
 - Menu items may be prepared in the organization's licensed restaurant, food processing plant, or mobile food unit and appropriately transported to the food stand for service.
 - Menu items may be prepared within the licensed temporary food stand the day of the event. No food may be prepared prior to the event unless it is done so in the food stand owner's licensed food establishment, food processing plant, or mobile food unit and noted on the license application.
- *Non-profit organizations may serve packaged or unpackaged foods that do not require temperature control from any source. **Example-** baked goods and fruit pies made by organization members.
- **Pies** that require temperature control for safety, such as cream pies, custard pies, meat pies must be prepared in or purchased from a licensed home bakery, food establishment, or food processing plant (receipts must be provided). These types of pies may only be cut within the licensed temporary food stand or in a licensed food establishment, food processing plant, or mobile food unit.



When is a Non-Profit Organization exempt from licensing requirements?

1. *When serving, selling, or providing food or beverages on the premises (**premises= the physical facility, its contents, and the contiguous land or property under the control of the organization**) regularly used by the non-profit organization for one day per calendar week, or
2. *Twice per calendar year a non-profit organization may serve food to the public up to 3 consecutive days from their regularly used premises, or
3. *Twice per calendar year a non-profit organization may use the premises of another non-profit organization for one day (each time) to serve food, or
4. When operating off the premises regularly used by the non-profit organization serving, selling, or providing only pre-packaged food or beverage that does not require temperature control for safety. **Examples-** bottled sodas, packaged candy, packaged chips, packaged granola bars, etc. that are purchased from a store or food purveyor, or
5. When operating off the premises regularly used by the non-profit organization serving, selling, or providing pre-packaged food that does not require temperature control for safety that is prepared and packaged by non-profit organization members or family members. **Examples-** Brownies, cookies, fruit pie, etc. *These foods may be prepared in any clean sanitary location and must be served in labeled packages containing the name and address of the person making the food and the common name of the food, or
6. When serving, selling, or providing whole, uncut fruits and vegetables

***What food may be served when a non-profit organization meets licensing exemptions 1-3?**

Any food or beverage that is prepared and served safely may be provided by a non-profit organization who meets the licensing exemptions 1-3 above.

****Food Vendors are responsible for applying for and obtaining their license. (Event organizers do not issue food licenses to sell food.)***

- License applications must be submitted to the appropriate [Regulatory Authority agency](#) and must be received in enough time to ensure that licenses can be emailed or mailed back to the vendor prior to the event.
- **Due to the high number of applications, we ask that you apply at least 30 days in advance of your event.**
- **DIA cannot guarantee that your application will be processed in time for your event if these timelines are not met or your application contains errors or misinformation. Please note that providing food without a license or permit is subject to a penalty double license fee.**

Apply Online for a Temporary Food Establishment License:

<https://dia.iowa.gov/food/business-licensing>

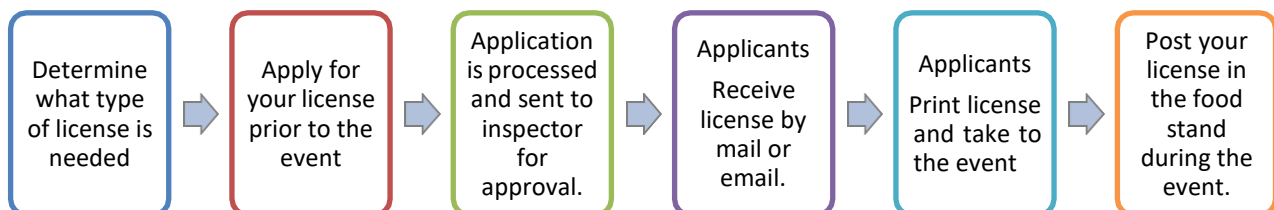
- Apply or Renew Food Establishment, Food Processing Plants, and Hotels and Motels: Login
- Login- if you currently have an account with the Agency where you need a temporary food license
- New Account- if this is the first time creating an account with the Agency where you need a temporary food license

LICENSE TYPES: **For-Profit Vendors and Non-Profit Organizations**

***Food Licenses must be applied for through the appropriate Regulatory Authority Agency:**

<https://dia.iowa.gov/document/food-inspector-map>

- **Event Registration License-\$50.00** must be received from the Event (event coordinator, host, or sponsoring organization putting on the event) a minimum of 60 days prior to the event.
 - Each town along the RAGBRAI Route is considered its own Event
 - Each County allowing vendors to set up outside city limits is considered its own Event
 - An Event Registration license is not required for an event having 10 or fewer temporary food vendors, a fair (as defined in Iowa Code section 174.1, such as a county or state fair), or a farmers market
- **Single Event Temporary Food License – \$50.00** used in conjunction with a single event at one location, and may be used up to 14 consecutive days in conjunction with that event. ***Each RAGBRAI town is its own event and requires a separate temporary food license for each food or beverage stand.***
- **Annual Temporary Food License- \$200** license applications must be received a minimum of 30 days prior to the first event for complete processing and approval.
 - An Annual Temporary Food Establishment License is an annual license that is valid only in the one County for which it was issued. *A separate license application must be submitted for each additional County where a vendor will operate a Temporary Food Establishment in conjunction with an event.*
 - Persons who operate simultaneously at more than one event within a county are required to have a separate license for each food stand.
 - ****Annual Temporary Food License Applications not received, processed, and approved prior to operating will require a single event temporary food license until the annual license is approved and issued. (Subject to penalty fees when operating without an approved license.)**
- **Mobile Food License-** aka- Food Truck or Push cart (Annual License), may be used up to 3 days in a single location before the unit has to move. License applications must be received a minimum of 30 days prior to opening for complete processing and approval. ****Mobile Units operating for longer than 3 days on the RAGBRAI Route without returning to their Home Base of Operation for cleaning and servicing are required to obtain a Temporary Food License. Push carts **must** return to their Home Base of Operation daily or obtain a Temporary Food License.***
- **Food Service or Retail License**, aka- Restaurant, Grocery Store (Annual License) **License applications** must be received a minimum of 30 days prior to opening for complete processing and approval. This license may only be used on the premises for which the license was issued. A licensed establishment may set up a food stand on their own premises without an additional food license requirement.



REQUIREMENTS: **SERVICES AT TEMPORARY EVENTS** (food stands and/or events)

It is the Food Stand Operator's responsibility to ensure that the following services are provided to them. If the Town or Event does not offer the services required, the responsibility lies with the Food Stand Operator.

ELECTRICITY

- Ensure each stand has enough electricity to safely operate (lighting, mechanical refrigeration and hot holding)

ICE



- Ice shall be obtained from an approved source.
- Food that is not sealed in packaging shall not be stored in contact with water or ice.
- Packaged food or canned and bottled beverages may be stored in ice bins that are continuously drained.
- Ice that has been used for cooling or keeping food or beverage containers cold may not be reused in beverages provided to customers.
- Beverage ice shall be stored in the bag in which it is purchased or in clean, properly constructed ice storage units which are easily cleanable, and kept drained.
- Ice shall be dispensed with scoops, tongs, or other utensils with a handle, *not with hands or drink cups*.

WATER SUPPLY, STORAGE, AND DISPOSAL



- Water shall be provided from an approved source- city, county, bottled, and wells that have a satisfactory water test within the last year. (Well tests should be submitted with the license application and available for review on site.)
- Waste water shall be disposed of in an approved waste water disposal system sized, constructed, maintained and operated according to LAW.
- Water storage units and hoses must be made from food grade material and used only for potable water.
- Water supply systems shall be protected against backflow or contamination.

TOILETS/HANDWASHING

- An adequate number of approved toilet and hand washing facilities shall be provided at each event

REQUIREMENTS: **ALL LICENSED FOOD STANDS AT TEMPORARY EVENTS**

PERSONNEL



- All employees, including volunteers, shall be under the direction of a designated person in charge at all times of operation.
- The person in charge shall ensure that all food handlers are following the Temporary Food Stand Requirements.
- Every employee and volunteer must sign a logbook with their name, address, telephone number, and the date and hours worked. This logbook must be maintained by the person in charge for 30 days.

- All food handlers shall be free of contagious or communicable diseases, sores, or infected wounds; must keep themselves and their clothing clean; and must keep their hair properly restrained.
- Tobacco use of any kind is not permitted inside the stand or while attending grills outside the stand.
- No eating or drinking is allowed in food preparation areas.
- Personal belongings shall be stored in a designated place adequately separated from food, food contact surfaces, and dishwashing areas.

ILL FOOD HANDLERS

- Cover lesions on the hands or wrist with an impermeable finger cot or stall and with a single-use glove.
- Exclude employees with a diagnosed foodborne illness (such as Norovirus, Salmonella, Shigella, E. coli 0157:H7 or Hepatitis A) or sudden onset of vomiting or diarrhea, from the establishment.
- Exclude or Restrict employees from working with exposed food or clean equipment, utensils, linen, and unwrapped single service and single-use articles when the following symptoms are present:
 - 1) Vomiting
 - 2) Diarrhea
 - 3) Jaundice
 - 4) Sore throat with fever
 - 5) Open/drainning lesions

****GOOD HYGIENIC PRACTICES AND TEMPERATURE CONTROL ARE OF EXTREME IMPORTANCE TO PREVENT FOODBORNE ILLNESS!**

FOOD PREPARATION AND FOOD HANDLING



- Bare hand contact with ready-to-eat food is prohibited. Food handlers should limit direct hand contact with all foods as much as possible with the use of tongs, deli tissues, gloves, and other utensils.
- All food preparation and contact surfaces must be of a safe design with durable, smooth, and easily- cleanable surfaces.
- Food must be thawed, reheated, and cooled using procedures approved in the Food Code.

FOOD AND CONDIMENT DISPLAY

- Condiment stations must be located in an area where they are constantly monitored.
- All foods on display shall be covered or individually packaged and meet appropriate temperature requirements.
- All food must be protected from customer handling, coughing or sneezing, and other contamination by wrapping, sneeze guards, or other effective means.
- The public is not allowed to serve itself from opened and uncovered containers of food.
- Sugar, ketchup, mustard and other condiments must be individually packaged or dispensed from closed squeeze, pour, or pump type dispensers.



COOKING AND STORAGE TEMPERATURES

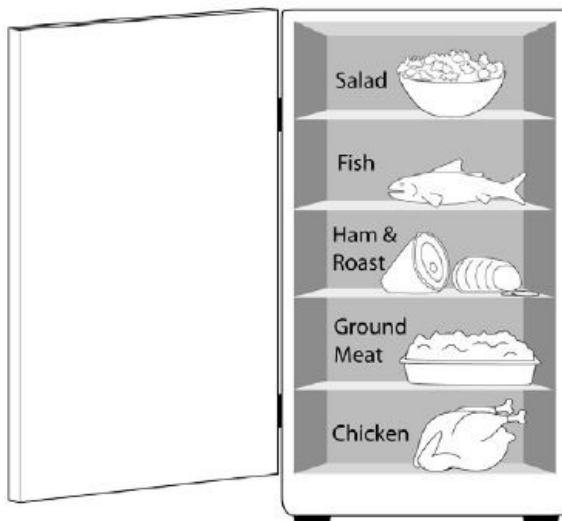
Hold all temperature controlled foods in refrigeration at 41°F or less or hold at 135°F or higher by other means. All cooling units must be equipped with an accurate, easily-visible thermometer. An accurate metal stem food thermometer must be provided to check storage and cooking temperatures. Cooking temperatures for meat products and reheating must be as follows:

Poultry and Ground Poultry	165°F
All other Ground Meat	155°F
Pork or Fish	145°F
Whole Muscle Beef	145°F
Reheated or microwaved items for Hot Holding	165°F
Properly Cooked Foods Hot Holding	135°F or above
Cold Holding	41°F or lower



*If raw or undercooked animal foods such as meat, eggs, or fish are served, a consumer advisory as required by the Food Code must be conspicuously posted or included in the menu.

Proper Refrigerated Storage



	Cooking Temp.
Ready to eat items	
Fish	145°F
Beef/Pork Roasts	145°F
Ground meat	155°F
Poultry	165°F

Remember this.....The higher the cooking temperature of the food, the lower it should be stored on the shelves.

THERMOMETERS

- Thin tip probe thermometers are required to monitor food cooking and holding temperatures.



COOKING, PREPARATION AND SERVICE UTENSILS

- All equipment and cooking utensils must be maintained in a sanitary manner.
- A three compartment operation may be required for washing, rinsing and sanitizing. This requirement may be waived depending on the menu and the number of utensils being utilized by the operator.

EATING AND DRINKING UTENSILS



- Use disposable single-service plates, cups and utensils.
- If approved, reusable eating or drinking utensils (such as commemorative cups) must be washed, rinsed, sanitized and air dried using clean hot water and three basins large enough for immersion of the dishes prior to re-filling.

FOOD AND FOOD CONTACT ITEM STORAGE

- All food supplies and food contact items shall be stored off the ground, and shall be properly covered to be protected from dust, rain or other contamination.
- Potentially hazardous foods must meet temperature requirements as previously stated.
- Leftover cooked food must be discarded at the end of each day and cannot be reused.



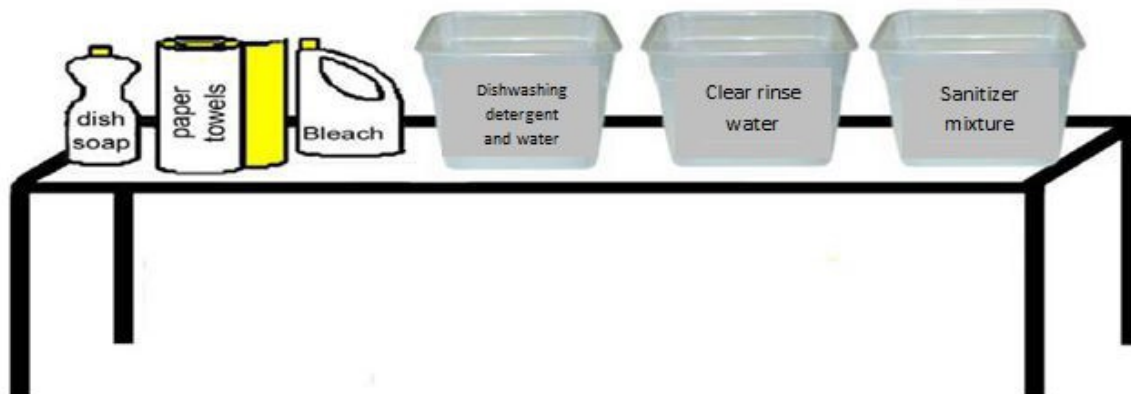
WAREWASHING, SANITIZERS AND WIPING CLOTHS

- Chlorine bleach or another approved sanitizer should be used for warewashing and wiping cloths.
- Wiping cloths should be used for wiping counters, tables and other food contact surfaces. Cloths are to be rinsed frequently and stored in a clean sanitizer solution between uses.
- Chlorine sanitizer should be mixed to 50ppm-100ppm, quaternary ammonium sanitizers should be mixed to 200ppm or as specified on manufacturer's instructions. All other sanitizers must be mixed to manufacturer's specifications.
- Test strips are required for checking sanitizer levels.
- Change sanitizing as often as needed to maintain the solution in a clean condition.



WAREWASHING (utensil washing)

- Three 5-gallon (minimum) containers of water large enough to fit largest utensil.
- First container should contain soapy water for washing. Second container should contain fresh clean water for rinsing. Third container should contain a sanitizer & water solution for sanitizing.
- Change container contents as often as needed to maintain the water and solutions in a clean condition.
- Allow utensils to thoroughly air dry prior to storage or re-using.



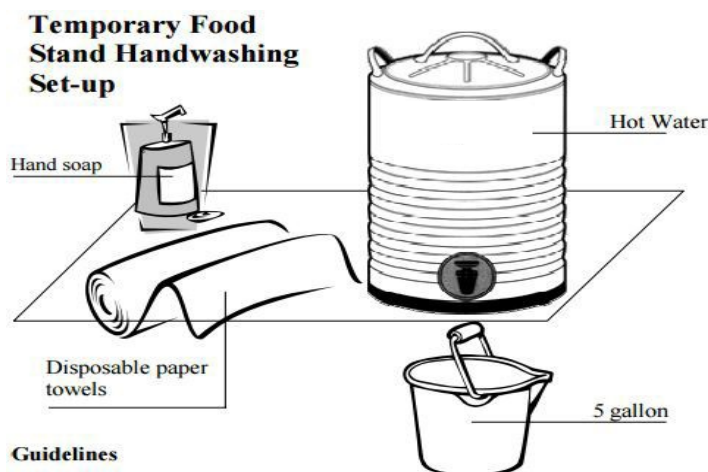
HANDWASHING

***HANDWASHING STATIONS AND SANITIZER BUCKETS WITH WIPING CLOTHS MUST BE SET UP AND USED PRIOR TO ANY FOOD HANDLING, PREPARATION, OR SALES.**

Hands must be washed at the designated handwashing station as frequently as necessary to maintain good sanitation. Always wash hands before beginning work and after going to the restroom, eating, taking breaks, handling garbage, handling raw meat, or using tobacco products.

HANDWASHING STATION REQUIREMENTS

1. Set up an accessible and functional handwashing sink within the perimeter of every business selling, serving, or providing food or beverages. Grill areas that are separate from other food handling areas should have a separate handwashing station. If only pre-packaged food products are sold, handwashing facilities are not required, i.e., canned pop, boxed candy, packaged snackfoods.
2. Do not use handwashing facilities for the cleaning of equipment, storage of wiping cloths, or the disposal of liquid waste.
3. Protect all food products, cooking equipment and serving utensils from splash or spillage caused by handwashing.
4. Provide disposable paper towels with each handwashing facility, and properly dispose of after being used.
5. Any one of the following set-ups can be used as a handwashing facility in a temporary stand setup:
 - Portable commercial hand sinks that produce water flow within 10 seconds of activating a hand pump or opening a dispensing valve. Provide soap from a sanitary dispenser and paper towels.
 - Maintain a minimum of **2 gallons per person (every 4 hours)** of potable water in a container, or containers, capable of dispensing water through a valve or spout. This valve or spout shall enable a constant flow of water when opened. The waste water shall be collected in another container and disposed of in a sanitary sewer.
6. An accessible hand sink shall accompany any toilet utilized by food handlers. Soap from a sanitary dispenser and disposable single-use towels shall be provided. The sink shall be used for handwashing only. Handwashing facilities shall be checked regularly for adequate soap, towels, and water



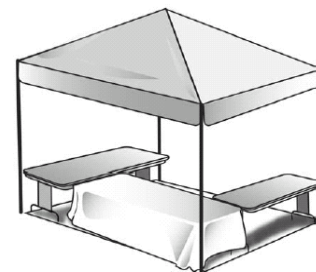
WASTE WATER AND GARBAGE DISPOSAL

- Disposed of waste water in an approved manner.
- Water or melting ice shall not create a wet or muddy area around the stand.
- Provide an adequate number of covered trash containers at each stand.
- It is the responsibility of the food stand operator to keep the area around their stand free of food scraps, paper and other trash.



STAND CONSTRUCTION

- Construct food and beverage stands with overhead shelter to protect food.
- If required, provide side screening to protect from insects, dust, and weather.
- If required, construct floors with wood, asphalt, rubber or plastic mats to control dust, mud, and insects.
- Provide adequate lighting, and shield lights above exposed food preparation areas with shatterproof materials.



OPERATING A TEMPORARY FOOD STAND WITHOUT A LICENSE

- A Temporary Food License must be obtained prior to set up and serving, selling or providing food at a temporary event.
- Food vendors that are operating without proper licensure will be required to stop serving food while a temporary food license application is filled out and an inspection is conducted at the foodstand.
- A double license fee will be collected for each food stand operating without an appropriate license.
- Mobile Food Units operating outside the scope and requirements of their license will be required to cease operating. They will have the option to fill out a Temporary Food License application and pay a double fee for operating without an appropriate license.

QUESTIONS

For questions- contact your Regulatory Authority

Or visit our website: <https://dia.iowa.gov/>

Temporary Food Vendor Checklist

1.	Have proper Permits/Licenses been obtained prior to the event?	Yes	No
2.	Is there a designated person who will be in charge? Are they knowledgeable of Temporary Food License and Food Safety Rules and Regulations? Have they read the Temporary Food Service and License Guide?	Yes	No
3.	Is there an employee/volunteer log book available to track who is working at the event?	Yes	No
4.	Is the food being served at the event also prepared the day of the event in the licensed food stand, or prior to the event in the Temporary Food License holder's <i>licensed kitchen</i> (off site from the event)? Food item receipts/invoices will be made available upon inspector request.	Yes	No
5.	During the Event- will water be received from, and disposed of, according to law?	Yes	No
6.	Is an approved hand washing station set up in the permit holder's designated food stand prior to any food preparation?	Yes	No
7.	Is food and equipment stored off the ground/floor during the event?	Yes	No
8.	Is proper equipment available onsite to maintain hot (>135° F) and cold (<41° F) food temperatures?	Yes	No
9.	Does the person in charge have proper thermometers available to monitor food cooking and holding temperatures during the event?	Yes	No
10.	Are adequate warewashing facilities, sanitizer, and sanitizer test kits available in the food stand? Single service items are required for customers (plates, cups, silverware).	Yes	No
11.	Will leftover food that was hot held during the day be discarded?	Yes	No
12.	Questions? Please contact your Food Safety Inspector .		