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TEMPORARY FOOD ESTABLISHMENT GUIDE FOR FIRST TIME OPERATORS

OBJECTIVES

Parties planning to sell or give away food at a public event must have a current Temporary Food Service Permit. There are notable differences between a fixed food establishment and a temporary food establishment, which are addressed in this guide. The Temporary Food Establishments Operator's Guide will help the food service operator to have a successful temporary food facility at a public event while complying with state and local regulations.

The objective of this guide is to assist temporary food operators to meet food safety requirements and minimize the potential spread of foodborne illness. while operating food service at organized public events

The temporary food establishment operator should be familiar with safe food handling and able to apply it to their operation. Failure to follow state and local regulations may result in suspension of the temporary food permit or closure of the booth if compliance is not met in a timely manner.

DEFINITIONS

APPROVED means acceptable to the REGULATORY AUTHORITY based on a determination of conformity with principles, practices, and generally recognized standards that protect public health.

CATERING OPERATION means a person who contracts with a client to prepare a specific menu and amount of FOOD in an APPROVED FOOD ESTABLISHMENT for service to the client's guests or customers at a different location.

COMMISSARY means an APPROVED FOOD ESTABLISHMENT where food is stored, prepared, portioned, or PACKAGED for service elsewhere.

CONSUMER means a PERSON who is a member of the public, takes possession of FOOD, is not functioning in the capacity of an operator of a FOOD ESTABLISHMENT or FOOD PROCESSING PLANT, and does not offer the FOOD for resale.

PERMIT means the document issued by the REGULATORY AUTHORITY that authorizes a person to operate a FOOD ESTABLISHMENT.

PERSON-IN-CHARGE (PIC) means the individual present at a FOOD ESTABLISHMENT who is responsible for the operation at the time.

POTLUCK means an event where:

- a) People are gathered to share FOOD;
- b) People attending the event are expected to bring FOOD to share;
- c) There is no compensation provided to people for bringing FOOD to the event;
- d) There is no charge for any FOOD or BEVERAGE provided at the event; and
- e) The event is not conducted for commercial purposes.

PRIVATE EVENT means a private gathering restricted to members and guests of members of a family, organization, or club; where the event is not open to the general public; and where food is provided without compensation.

READY-TO-EAT FOOD means food that:

- a) Is in a form that is edible without additional preparation to achieve food safety
- b) Is raw or partially cooked animal food and the consumer is advised as specified in Washington Administrative Code, Chapter 246-2215, 03400 (4)(a) and (c)

SEWAGE means liquid waste containing animal or vegetable matter in suspension or solution and may include liquids containing chemicals in solution.

TEMPORARY FOOD ESTABLISHMENT means a FOOD ESTABLISHMENT:

- a) Operating at a fixed location, with a fixed menu, for not more than twenty-one consecutive days in conjunction with a single event or celebration, such as a fair or festival; or
- b) Operating not more than three days a week at a fixed location, with a fixed menu, in conjunction with an APPROVED, recurring, organized event, such as a farmers' market.

TEMPORARY FOOD ESTABLISHMENT does not include:

- a) Permanent location and FOOD SERVICE, or the intention of permanent location and FOOD SERVICE.
- b) A TEMPORARY FOOD ESTABLISHMENT that offers only commercially prepared and packaged foods that are not TCS and require no preparation or handling.
- c) A produce stand that offers only whole, uncut fresh fruits and vegetables.
- d) A private home where food is prepared and/or served for private family, religious, or charitable functions where the public is NOT invited or allowed.
- e) The premises of a church, temple, synagogue or other location where food is normally prepared and/or served for private family, religious or charitable functions to which the public (other than members of the organizations) is not invited and where food is provided without compensation.
- f) A pushcart, vehicle, trailer, or other mobile food service establishment permitted for permanent operation by the Health Department.

TIME/TEMPERATURE CONTROL FOR SAFETY FOOD means a FOOD that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin production.

WAREWASHING means the cleaning and sanitizing of utensils and FOOD-CONTACT SURFACES OF EQUIPMENT.

Permitting Procedures, exemptions, fees:

Temporary food permits are issued in one of three operational categories and each has their own separate application form; TEMPORARY FOOD ESTABLISHMENTS, MULTIPLE TEMPORARY ESTABLISHMENTS and BLANKET TEMPORARY EVENT. If these applications are not in conjunction with an organized public event, they will not qualify as a temporary food permit.

Applications must be legible, accurate and completed in their entirety. An environmental health specialist will review the application and follow up with questions or necessary changes. After the application is approved, a permit will be issued. Please contact Thurston County Public Health with any last-minute menu changes.

Permit fees are determined by the level of risk posed by the food for service or sale and the extent of food preparation being done onsite.

Low Risk means a temporary food establishment serving the items listed below:

- a. Shelf-stable food, produced in an APPROVED facility, portioned and served at the event (e.g., confections or baked items made by the applicant);
- b. Hot dogs or similarly preserved meat-based products that are prepared and packaged at a FOOD PROCESSING PLANT, are labeled by the manufacturer as “fully cooked” or “ready-to-eat”, and will not have TIME/TEMPERATURE CONTROL FOR SAFETY FOOD (TCS) added to it, nor require extensive preparation;
- c. Espresso drinks (non-blended);
- d. Non-prepackaged frozen confections, such as scooped hard ice cream, gelato, or yogurt;
- e. Raw animal protein items to be further cooked/prepared by the consumer, and pre-portioned at an APPROVED facility, that last up to three (3) days per week in conjunction with a reoccurring PUBLIC EVENT (e.g., farmers’ market);
- f. Any other foods deemed to be low risk by the department (requires supervisor approval).

Medium and High Risk means a temporary food activity serving TIME/TEMPERATURE CONTROL FOR SAFETY FOOD, which includes (but is not limited to):

- a. Burgers, soups, grilled items, fried items, or cooking raw protein products;
- b. Soft-serve frozen confections;
- c. Salads, sandwiches, cut fruit or vegetables;
- d. Blended drinks made on-site.

APPLICATIONS TO THE HEALTH DEPARTMENT MUST BE SUBMITTED AT LEAST 14 DAYS BEFORE YOU PLAN TO OPERATE. APPLICATIONS RECEIVED LESS THEN 48 HOURS BEFORE THE SCHEDULED EVENT MAY NOT BE ACCEPTED.

EXEMPTIONS:

The REGULATORY AUTHORITY may exempt an individual or organization from the provisions of WAC 246-215-200(1) to operate without a temporary food permit, provided that the individual or organization DOES NOT USE ANY FOOD PREPARED IN A RESIDENTIAL KITCHEN OR OTHER UNAPPROVED

FACILITY and the types of food served are limited to the following non-potentially hazardous foods: popcorn, cotton candy, dried herbs/spices, machine-crushed ice drinks with approved ice, whole roasted peppers, caramel apples, individual samples of sliced fruits/vegetables and commercial processed ice cream, or other foods as approved by this department.

Those requesting an exemption must submit a written application and fees at least fourteen (14) calendar days before providing food service at the event. The application must include properly prepared plans and specifications of the food service facilities and equipment if the regulatory authority requires it for approval.

CATERING OPERATIONS - Caterers are NOT exempt from temporary food permits even though they may currently possess a permit to conduct food service for only contracted events. Caterers who choose to operate at a public event as a temporary food service operation must submit a temporary food application and receive a permit prior to the event.

FEES:

Fee amount is based on the level of risk associated with the type of menu offered for sale or offered for consumption by the public. Refer to the temporary food application to determine the amount due upon submitting the application. The temporary application fee is the same regardless of how many days of the temporary event the vendor is at.

Temporary food establishments that use off-site approved food facilities for food preparation may require an additional health inspection. The temporary food applicant is responsible for the fees accrued from this inspection.

PERSONNEL HYGIENE AND FOOD SAFETY KNOWLEDGE

- No smoking, eating or drinking is allowed while working in the food booth
- Hand sinks must be fully operational **prior to start of food preparation**
- Cashiers and other workers handling money must not handle food without washing hands between activities

HYGIENE:

Workers must have clean outer garments and must not touch hair or skin when working with food and must wear short hair or use hair restraints to keep their hair off the face and behind their shoulders.

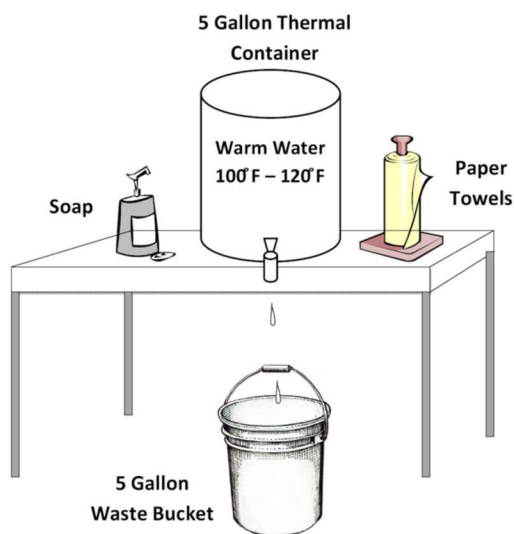
Ill food workers with symptoms such as nausea, fever, vomiting, diarrhea, sore throat, jaundice, excessive coughing and sneezing, etc., cannot work with food until they are well. Food workers with open sores or cuts on the hands should not work with food unless the affected area is bandaged and gloved.

Proper hand washing is critical to prevent foodborne illness. Hands must be washed before starting work, after handling raw meat, after using the restroom, and any other times hands become soiled. The hand wash station must be set up prior to beginning food preparation or service, and must be located so it is easily accessible and convenient for all temporary food workers.

FOOD WORKER CARDS:

At least one person with a current Washington State issued food worker card must be present at all times. For food worker card questions, please call 360-867-2667 or visit www.foodworkercard.wa.gov. Keep copies or original food worker cards available inside the booth for inspection. Digital copies of food worker cards are also accepted. It is recommended that all food workers have current food worker cards.

FACILITIES



Required items:

1. A five-gallon or larger insulated container with warm water for handwashing delivered through a **continuous-flow** spigot or sprout. Push button spigots are not allowed.
2. A container for wastewater retention. Wastewater must be disposed of into an approved sewer or wastewater system.
3. Hand soap and paper towels (hand sanitizers **do not** replace soap).

RESTROOMS:

- Approved toilet facilities must be provided within 200

feet of each temporary food facility.

- Restroom facilities, including portable toilets, must be accompanied by handwashing stations equipped with potable, warm, running water, soap, paper towels, and garbage receptacles.

FOOD BOOTH CONSTRUCTION:

- The food preparation area must have a booth designed and constructed to protect from cross contamination and environmental contamination. It should also exclude unauthorized personnel from gaining access into the temporary food booth.
- A roof, awning, canopy or other top covering, impermeable to weather, over the entire food preparation, service, clean-up, and storage area, is required.
- The front service wall should be a counter, half-wall or table draped to the floor. The back wall may be open for employee access or solid wall if necessary.
- Adequate and covered lighting must be provided for all events that occur at dusk or at night.

FOOD STORAGE & ICE

FOOD

:

- **All food and beverages must be stored and prepared at an approved location and not in a home kitchen.**
- **All food must be from an approved commercial source or approved by the Thurston County Public Health & Social Services.** Raw milk or home-canned foods is **not** allowed.
- Pre-packaged food sold directly to the public must be prepared and packaged at an approved food facility using only food grade materials.
- If packaged or canned food products are prepared off-site at a licensed Washington State Department of Agriculture (WSDA) facility and sold at a public event, a copy of the license must be available at the event.

- All packaged foods must be labeled in accordance with FDA guidelines (product name, contact info, etc.).
- Food containers or packaging must be clearly labeled. Shipping tags must be provided for all shellfish, even if they are from a grocer or wholesaler. A picture of copy of the tag is acceptable and must be presented upon request.
- When undercooked meats, eggs, dairy products, seafood or unpasteurized juices are offered for sale as RTE, they must be disclosed as such in one of the following ways:
 - On the menu;
 - On the label; or
 - On a clearly visible sign, and must include a health advisory such as, “Consuming raw or undercooked foods may increase your risk of foodborne illness”.

ICE:

Ice is defined as a food source. All ice used for cold holding or consumption must be from an approved source. Ice and ice chests may be used to keep food cold for temporary events in accordance with these guidelines:

- All ice, whether for cold-holding or consumption, must be from an approved source. Ice made in a home kitchen is not allowed.
- Pre-chill foods to 41°F or below before placing them in ice.
- Insulated coolers should be used when transporting food with ice or ice packs.
- Food must be surrounded by ice at or above the level of the highest food stored inside the cooler or display case.
- Ice must be provided to maintain a food temperature at or below 41°F at all times.
- Ice used for refrigeration must not be used for human consumption, including beverages.
- Store pre-packaged foods (i.e. sandwiches) must be in sealed containers to prevent contamination from melting ice water. Unpackaged food must not be in direct contact with undrained ice.
- Raw foods must be stored separate from ready-to-eat (RTE) foods.
- A thermometer must be inside the insulated coolers to monitor temperature.

Plan to bring plenty of ice chests filled with ice to adequately maintain perishable foods at 41°F or below. During the warmer months, check the weather forecast to determine how much ice is needed.

FOOD PREPARATION AND PROTECTION

FOOD PREPARATION:

- Adequate facilities must be provided at the temporary food establishment for all necessary food preparation. All food preparation must occur at the temporary food facility or at an approved commissary facility. Foods prepared in a home kitchen are **not** allowed.
- Fruits and vegetables must be pre-washed offsite in an approved facility prior to cutting or slicing, unless specific approval to do so onsite by Thurston County Public Health & Social Services.

- Commercially prepared food products such as canned chili or store-bought salads should be used in order to minimize preparation steps required onsite. Only food items requiring limited preparation should be prepared onsite. Foods requiring multiple steps or extensive hand contact are prohibited from sale or distribution.
- **Always use disposable gloves or utensils when assembling or preparing RTE foods. Gloves worn must be changed once contaminated. Hands must be washed between glove changes.**

FOOD PROTECTION:

- Food (including ice) and food containers must be stored a minimum of 6 inches off the ground inside the temporary food facility.
- The only cooking allowed outside the booth is open-air barbecue where food is in direct contact with heat.
- Chemicals such as chlorine bleach, detergents, and cleaning supplies must be stored in a separate area away from food preparation and display areas.
- In order to minimize bare hand contact with food, food workers must use barriers such as tongs, gloves, or other utensils when handling RTE foods. Provide a back-up supply of clean spoons, scoops, tongs, and cutting boards. Separate clean utensils from soiled utensils by storing in different labeled containers.
- Condiments must be in single-service packets, pump-type containers, squeeze bottles or condiment containers with self-closing lids to protect from potential contamination.
- Food prepared 12 or more hours before service increases the risk of temperature abuse. Think ahead!

COMMISSARY

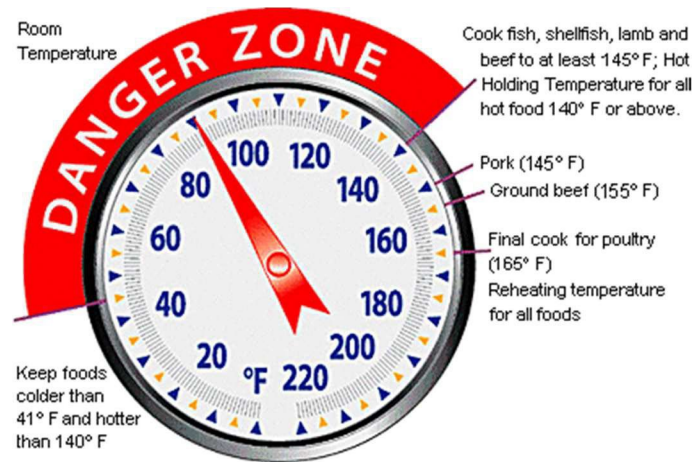
A commissary is an approved food establishment where food is stored, prepared, portioned, or packaged for service elsewhere. For example, if you are selling food at a festival and your menu requires advance food storage, preparation, cooking or packaging that cannot be completed at the park, then it must be done at an approved offsite commissary. It may also be a location where you can take dirty dishes, equipment and utensils to be washed, rinsed and sanitized. The equipment needed at a commissary depends on which processes it will be used for.

Getting approval for your commissary:

- Start with a food facility already permitted by the Thurston County Public Health.
- Describe in detail the activities that will happen at the commissary, as well as the equipment that will be used.
- If your proposed commissary is not already permitted, additional fees may be charged to evaluate it.
- Complete the commissary agreement included with the temporary food application.

FOOD TEMPERATURE CONTROL

An accurate probe-type thermometer with a hot and cold scale (0°F to 220°F) is required to check food temperatures. The food operator must clean and sanitize the thermometer before each use (alcohol swabs are appropriate).



THE DANGER ZONE:

Except during preparation, TCS foods must be maintained at either **41°F** (or lower), or at **135°F** (or higher). The danger zone is the range between these two temperatures. After any preparation at room temperature, foods must be cooked or returned to refrigeration as rapidly as possible. **The total time that TCS food is in the danger zone cannot exceed four hours.** This includes all thawing, food preparation, cooking and cooling times. Foods found in the danger zone are subject to destruction or removal from sale and service.

COLD HOLDING:

- TCS foods must be stored at 41°F or below. Room temperature storage of TCS foods is not be permitted.
- Cold holding containers must be pre-chilled to 41°F or less prior to placing any food inside for cold hold storage.
- Foods stored in refrigerated trucks must be stored in the coldest section away from entrances to maintain the proper temperatures.
- If using mechanical refrigeration units, confirm that adequate electrical supply is available and working.

HOT HOLDING:

- TCS foods must be stored at 135°F or above.
- Electrical equipment, propane stoves, grills or other approved units must be capable of holding foods at 135°F or above.

- An adequate amount of Sterno devices must be available to maintain food temperatures when using chafing dishes and hot holding cabinets.
- Steam tables, chafing dishes using water, or other types of hot holds must be heated to 135°F or higher before foods are placed inside for hot holding.
- At the end of each event day, hot perishable foods must be discarded. Cooling is not allowed.

COOKING TEMPERATURE REQUIREMENTS:

<u>MINIMUM COOKING INTERNAL TEMPERATURES:</u>	
PLANT FOOD, COMMERCIALY PROCESSED FOOD	135° F, INSTANTANEOUS
PORK, BEEF, FISH & SEAFOOD, LAMB, (RAW) EGGS	145°F, 15 SEC
GROUND BEEF, COMMINUTED MEATS OR FISH	158°F, INSTANTANEOUS

- Cooking temperatures must be monitored by use of a probe-type thermometer or thermocouple capable of measuring all proper food temperatures. Infrared thermometers are not acceptable for checking internal temperatures.
- It is safest to use pre-cooked, fully cooked and pasteurized products.

REHEATING FOOD:

- TCS foods which have been previously cooked and cooled at an approved commissary facility must be rapidly reheated for hot holding from 41° F to 165° F within 1 hour so that all parts of the food reach 165° F.
- TCS foods produced and packaged inside a commercial food processing plant must be heated for hot holding from 41° F to 135° F or above within 1 hour.
- Crock pots, steam tables, chafing dishes, or other hot-holding devices **must not** be used to reheat foods. Acceptable equipment includes microwaves, ovens, burners, or grills.
- Food cannot be reheated more than one time and must be discarded after being hot held.

COOLING: only permitted in an approved commercial facility with a commissary agreement

- TCS foods cannot be cooled at temporary food service facilities.

- Freshly cooked and hot-held foods not sold or used by the end of the day must be discarded. **Use of leftovers is not allowed.**
- If cooling in an approved kitchen facility with commissary agreement, use an ice water bath and stir frequently, or place the food in a shallow pan with no more than 2 inches of product and store uncovered inside a commercial refrigerator.

THAWING: only permitted in an approved commercial facility with a commissary agreement

Thawing foods for temporary food events must be done using one of the following methods:

1. In a commercial refrigerated unit at temperatures not to exceed 41°F.
2. Fully submerged under cold running water not to exceed 70°F inside an approved food preparation sink.

Only foods less than 4 inches thick may be thawed by a continuous cooking process (i.e. frozen hamburger patties, sausages, chicken breasts, etc.).

EQUIPMENT AND UTENSILS

Adequate equipment for keeping TCS foods at appropriate temperatures must be used. Operators must know how to use equipment and utensils by complying with the following:

- All equipment must be clean, cleanable, made of non-toxic components and in a state of good repair.
- With exception to cooking equipment, all other equipment and utensils must be stored inside the booth. Uncovered cooking equipment and deep fryers must not be used in rain or other adverse conditions.
- Outside cooking equipment must have an adequate separation barrier to prevent consumer injury.
- Utensils must be stored at least 6 inches above the ground.
- All food contact surfaces must be made of durable and easily cleanable food grade materials.
- The operator must provide single service articles (i.e. plates, forks, spoon, cups) for use by consumers.
- Except when using a sneeze guard, service equipment must not be placed on front tables/counters. Food items must be served from side or back booth tables.
- Vehicles used for food transport must be kept clean and free of contaminants.
- The operator must use an ice scoop when scooping ice for beverages.
- Appropriate barriers must be used to eliminate barehand contact with RTE foods.
- Extra utensils and gloves must be onsite during all hours of operation.
- Equipment and utensils must be cleaned and sanitized at least every 4 hours.

In-use utensils (i.e. knives, scoops, etc.) can be stored inside temperature-controlled food products or placed inside a container of ice water in-between uses. If using ice, wipe utensils initially with a disposable towel if the utensil has a significant amount of food on it. Replenish the ice and water as

needed and clean the utensils at least every 4 hours. Because of potential cross contamination, storing utensils directly inside the sanitizer bucket is NOT allowed.

WATER SOURCE, WASTEWATER & SOLID WASTE

WATER SOURCE:

An adequate supply of potable water must be available onsite for cooking and drinking purposes; for cleaning and sanitizing equipment, utensils, and food contact surfaces; and for handwashing. All water must come from an approved public water supply.

- Approved water sources for water supply include city water supply and public water systems (i.e. public well water).
- The water supply system and hoses carrying water must be food-grade.
- The water supply must be installed to prevent backflow of contaminants into the potable water supply.
- All hose and other connections to the potable water supply must be maintained a minimum of 6" above the ground.
- Private wells are not acceptable.

WASTEWATER DISPOSAL:

The food operator is responsible for the disposal of wastewater to a sanitary sewer system.

- Wastewater must be disposed of in an approved wastewater disposal system.
- Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains.
- Wastewater must be collected and dumped into a designated leak proof container or sink drain or into a toilet directed to a sanitary sewer (not portable toilets).
- Wastewater containers or tanks must have a minimum capacity that is 15% greater than the potable water tanks.

SOLID WASTE DISPOSAL:

The operator is responsible for the disposal of their solid waste to the proper area assigned for solid waste disposal.

- Solid waste must be stored in leak proof containers. Double bagging is recommended.
- An adequate number of non-absorbent, easily cleanable garbage containers must be provided both inside and outside of each temporary food establishment site.
- Dumpsters must be covered, rodent-proof, and non-absorbent.
- Grease must be disposed of properly and must not be dumped onto the ground surface.

WAREWASHING FACILITIES AND SANITIZING

All food contact items must be properly washed, rinsed, sanitized, and air dried to effectively kill germs.

- The food operator must ensure access (within 200 feet) to a three-compartment sink with approved drain boards and an adequate supply of hot and cold running water to wash, rinse, and sanitize utensils when:
 1. Equipment or utensils are reused on site; or
 2. The temporary food establishment operates for two or more consecutive days; except
 3. The Health Department may approve an alternative utensil cleaning method when three-compartment sinks with drain boards are not available and no health hazard will result (i.e. bus tubs, buckets or temporarily plumbed three-compartment sink).
- Several temporary food establishments may share a ware washing facility if it is centrally located and adjacent to all the facilities.
- Private homes are not approved for ware washing.

WASH ----- Hot soapy water

RINSE ----- Warm clear/clean water

SANITIZE Chlorine bleach or quaternary ammonia

AIR DRY-- Disposable towels ok; no cloths

SANITIZING:

Wiping cloths used on counters and tabletops must always be clean, used for no other purpose, and available during food preparation and food service. Re-soak and ring out wiping cloths in sanitizing solution as needed. If the food establishment handles raw meat, a separate sanitizer bucket must be kept for raw meats only. On food contact surfaces, allow surfaces to air dry prior to use. Prepare new sanitizer buckets at least every 2 hours or when dirty. Flies tend to avoid surfaces that have been wiped with bleach water.

You must have test strips to determine the correct concentration of sanitizer. Be sure the test strips purchased are appropriate for the type of sanitizer being used.

- Chlorine (white test strips that turn light purple) to a concentration between 50 and 100 ppm.
- Quaternary ammonia (yellow test strips that turn green) to a concentration between 200 and 400 ppm.

INSPECTIONS AND ENFORCEMENT

Temporary food establishments will be inspected based on the health department's risk assessment. The risk assessment considers menu items and preparation, volume of food service, length of an event, and the operator's level of knowledge. The food operator must first decide on the following list of items prior to seeking a permit:

- Complete menu, including beverages

- Booth structure (whether provided by the event sponsor or the vendor)
- Required equipment including a handwash facility
- Methods to maintain and measure hot and cold product temperatures
- How all foods will be transported and stored
- Where and how equipment clean-up will be conducted
- Who will be responsible during operation

During a temporary food inspection, any violation noted must be corrected immediately. The operator and/or person-in-charge of a temporary food establishment must comply with the requirements of Washington Administrative Code, Chapter 246-215.

Permit suspensions will occur for the following violations:

1. Vendors without valid permits will be issued a cease and desist and the establishment will be closed immediately, unless otherwise permissible based on the complexity of the menu and operation. In such cases, an investigation fee will be added on to the permit fee.
2. Booth does not have a functional handwashing sink.
3. Selling foods from unapproved sources (i.e. foods stored or prepared from home, illegal vendors, etc.).
4. Any conditions that are deemed an imminent health hazard by Thurston County Public Health.

Food unsafe for human consumption may be reconditioned, impounded, destroyed or denatured. Your cooperation is greatly appreciated! To request this document in an alternative format, please contact the Food and Environmental Section.

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