

## **FOOD PROVIDER APPLICATION FOR ALL TEMPORARY EVENTS**

Enclosed is the information you will need for your temporary event. Please keep in mind that these detailed requirements are designed for only one purpose – a purpose that is important both to you as food providers and us as the public health authority: to protect food consumers from disease! Included in this package is an application for you, the sponsoring organization, to fill out. There is also a copy of an application for each vendor to fill out, with a set of guidelines that each vendor should receive. You will need to make copies of these for each vendor. Also included are:

- A pre-event self-inspection checklist that each vendor should use to be sure he/she has the proper equipment/facilities.
- A list of basic requirements that should be posted in each booth during the event.
- A log sheet that needs to be filled out by each vendor with the names of each employee who will be working at the booth.
- A diagram of a workable hand washing station for every booth.
- A procedure for proper sanitization of dishes.
- A chart for minimum internal temperatures of foods.

**The fee for this application remains at twenty-five dollars (\$25.00) per commercial food vendor & ten dollars (\$10.00) for non-profit food vendors, per event. This applies to all vendors, including already licensed restaurants. Please return the application along with the fee to Uncas Health District a minimum of two (2) weeks before the event. It is necessary for the District to be able to schedule inspectors to work at night or on the weekend to inspect each of these events. Failure to return the application two (2) weeks prior to the event may result in the District not issuing a license for the event, in which case it may not be held.** If you have any questions, please contact Uncas Health District, at 860-823-1189. Thank you.



## Temporary Food Service License Application

1) Event Name: \_\_\_\_\_

Event Location/Address: \_\_\_\_\_

Town: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

Time available for inspection: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

2) Name of Organization applying for license: \_\_\_\_\_

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

Responsible Person: \_\_\_\_\_

Telephone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

3) List all items on the proposed menu: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) What cooking facilities will be available? \_\_\_\_\_

\_\_\_\_\_

5) How will potentially hazardous foods be maintained at the proper temperature (below 45° and above 140°)? **(A metal stem thermometer is required to monitor temperatures.)** \_\_\_\_\_

\_\_\_\_\_

6) If the event is more than one day, how will the food be stored overnight? (Location and facilities): \_\_\_\_\_

\_\_\_\_\_

7) If food is to be transported, how will this be done? **(No potentially hazardous food may be prepared in a home kitchen. All preparation must be done on-site or in an approved, inspected kitchen):** \_\_\_\_\_

\_\_\_\_\_

8) If food is to be prepared off-site, list all preparation locations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9) What hand washing facilities will be available at the food service booth? **(Each vendor must have their own hand washing station.)** \_\_\_\_\_

10) What will be used to cover the booth? \_\_\_\_\_

11) What flooring will be used in the booth? \_\_\_\_\_

**You will be issued a license upon approval of your application &, if required, an inspection of your booth. You will not be allowed to serve food without first obtaining a license from the Uncas Health District.**

**Commercial vendors based outside the Uncas Health District must submit a current inspection report from their local health department at least one week prior to the event.**

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If you have any questions, please contact Uncas Health District, at 860-823-1189. Thank you.

Permit # \_\_\_\_\_

Date \_\_\_\_\_

Amount \_\_\_\_\_

Receipt # \_\_\_\_\_

Cash \_\_\_\_\_ Check # \_\_\_\_\_

10/08



## **Basic Food Booth Requirements for Temporary Events**

1. Keep foods at safe temperatures. See attached page of required temperatures.
2. Wash hands frequently.
3. Sanitize utensils and cutting boards (use bleach solution).
4. Do not cross contaminate (separate raw & cooked foods).
5. No Smoking.
6. Use utensils --- not your hands.
7. Keep foods covered.
8. Do not eat while working (**Do Not "Pick" on Foods**).
9. Wear hair restraints.
10. Do not work if you are ill.

**PLEASE POST IN YOUR BOOTH!!**



## **Guidelines for Food Service at Temporary Events**

The purpose of these guidelines is to minimize the risk of food borne illness outbreaks at temporary food service facilities. By following these guidelines you can help ensure the safety of the foods served, and in turn protect the health of your patrons. Please read the following thoroughly.

### **Menu**

All foods served must be from an approved source and prepared in a licensed establishment.

- **No home cooking or preparation allowed.**
- **No home canned foods allowed.**
- **No wild game or finfish from non-commercial sources are allowed.**
- **All meats and poultry must be USDA inspected.**
- **Only Shellfish from approved sources may be served. All shellfish tags must be saved for 90 days.**
- **All Receipts and Bills of Sale must be retained and made available to the sanitarian upon request.**

The sanitarian may restrict or modify the menu and/or preparation methods as deemed necessary to minimize the risk of food borne illness.

### **Preparation**

The easiest and safest method of preparing food for sale at a temporary facility is cooking to order. Example: pre-formed frozen hamburger patties that are cooked on a grill and served immediately. Keep in mind that the more steps involved between raw product and final service, the greater the potential for food borne illness to occur.

On-site preparation should be minimal. Same day preparation is safest. However, off-site preparation could take place the day before in a licensed facility that is equipped to handle the large volumes of food involved. Example: Shish kabob could be

assembled on skewers, stored overnight, and transported under refrigeration the next morning. A large capacity full service restaurant with walk in refrigerators would be preferable to a small deli with two small refrigerators. All potentially hazardous foods must be delivered under refrigeration to the site as close to the day of the event as possible. If food is prepared off site, the establishment must be in compliance with local, state and federal codes. Copies of a recent inspection report and a valid health department license may be requested.

## **Food Protection**

1. The number one cause of food borne illness outbreaks is the failure to keep potentially hazardous foods at the proper temperatures. Potentially hazardous foods are those consisting in whole or part of milk, milk products, eggs, meat, poultry, fish, shellfish or other foods capable of supporting the rapid growth of infectious or toxigenic microorganisms. This includes hot dogs, pizza, cooked rice, beans, potatoes and other cooked vegetables, sliced melons, cream-filled pastries as well as the more commonly accepted types of foods.

Observe safe food temperatures – Hold potentially hazardous foods below 45°F or above 140°F.

Cook foods without interruption. Partial cooking in advance is a dangerous practice and is not allowed. The minimum cooking temperatures are all listed on a separate attached sheet.

Reheat previously cooked and chilled foods to 165°F. A metal probe thermometer must be provided for monitoring food temperatures. (Range 0 to 220°F). Alcohol wipes must be provided to clean the thermometer.

Only equipment capable of maintaining foods at these safe temperatures shall be used. Adequate refrigeration such as refrigerated trucks, refrigerator, and coolers with ice or ice packs must be provided for keeping food cold. For example: a refrigerated truck would be used for bulk storage, and small refrigerators or coolers used for short term service near the grills. Obviously, a supply of ice and ice packs must be provided. If electrically powered cookers are used, care must be taken to be sure that the service lines can handle the voltage. All refrigeration units must be provided with accurate thermometers placed in the warmest part of the unit to monitor ambient air temperature.

Defrost frozen foods in the refrigerator below 45°F. Never at room temperature. (Off site only).

Chill foods rapidly (within 2 hours). Large quantities of foods must be broken down into smaller containers that are shallow enough to allow for rapid cooling. Store in refrigerators promptly: Do not allow to cool at room temperature. (Off site only).

All potentially hazardous foods must be transported under refrigeration regardless of the distance to be traveled.

As previously stated, the cook-and-serve method is preferred. However, if foods need to be held hot, gas fired steam tables are preferred. Other warming units may be approved provided that they are capable of holding foods over 140°F. Warming units must never be used to heat or cook foods. They are designed only to hold foods that have just been heated. Example: fried rice is cooked in the wok, then transferred immediately to a preheated steam table and held for service.

2. Do Not cross contaminate. Separate raw from cooked potentially hazardous foods. Do not interchange utensils, cutting boards, containers or other equipment that has been previously used for raw foods with cooked or ready to serve foods. Example: Do not slice onions or tomatoes to be served on hamburgers on a cutting board that was previously used to cut raw chicken; do not use a knife to slice cooked ham that was previously used to trim a piece of raw beef. Designate raw and cooked (or ready to serve) prep areas.

Never reuse marinade. Once the meat is removed for cooking the marinade must be disposed of properly. The container must be washed and sanitized before it can be reused. Always use a freshly made marinade if recipe calls for basting while meat is cooking.

3. Never pool eggs. When large quantities of eggs are called for, liquid pasteurized eggs must be used. Example: when making scrambled eggs, pancakes or other batters, liquid pasteurized eggs must be used.
4. Discard all leftovers at the end of the day: DO NOT RE-USE.
5. All food must be protected from flies, dust, sneezing, unnecessary handling or other contamination during transportation, storage, handling display and service. All preparation must be done under a tent or a similarly, approved structure with overhead protection.

Store all foods in food-grade containers and keep them covered. All equipment must be clean and in good repair. If coolers are used, they must be a non-porous type (not Styrofoam). Food should not be placed in direct contact with ice. Remember: ice is considered food. All ice must be from an approved source; do not bring ice from home.

Store all foods off the ground on shelves or stacked on empty crates. Sugar, mustard, ketchup, and other condiments must be individually packaged or dispensed in such a manner that contamination will be prevented, i.e. squeeze bottles.

6. Minimize hand contact. Use utensils such as tongs, spoons and spatulas. They may be stored in food with the handles extending out. Clean utensils must be stored in clean containers. When manual contact is necessary use wax tissue paper or gloves. Gloves are not a substitute for handwashing and should be changed frequently.
7. Only single service disposable utensils are to be provided for public use. They must be stored and dispensed in such a manner as to prevent contamination, i.e. with the handles up.

8. Salad bars and other self-service type displays are not allowed at temporary facilities.
9. Provide adequate lighting at booth.

## **Sanitation**

1. The food booth must be covered by a canopy or other type of overhead protection.
2. Concrete, asphalt, non-absorbent matting, tight wood, removable platforms or duckboard must be used as a flooring.
3. Food booths may be located on grass if the operation does not exceed 6 hours or only commercially pre-packaged foods are dispensed in their original containers.
4. The food booth must be maintained in a sanitary manner at all times. All food contact surfaces and equipment shall be cleaned at regular intervals and as often as necessary to maintain a high standard of cleanliness. A bleach solution (100ppm) shall be provided in sufficient quantities for sanitizing all food contact surfaces.

The following procedure is to be used for all food contact surfaces such as cutting boards, utensils, food containers, counters, etc.:

1. Wash (in hot soapy water).
2. Rinse (in clean hot water).
3. Sanitize (soak for 1 minute in a 100ppm bleach and water solution: 1 tbs of bleach/gal of water or 1/3 cup of bleach/5 gallons of water).
4. Allow to air dry (do not towel dry; bleach will dissipate).

A 3-bay sink or commercial dishwasher should be used for this procedure. If an on-site facility is not available, three clean 5 gallon buckets may be used provided that an adequate amount of potable water is available. See attached page.

5. An adequate supply of clean wiping cloths must be provided. When not being used they must be stored in a sanitizing solution.
6. Each food booth must be provided with a hand washing station consisting of an adequate supply of warm potable water (minimum 5 gallons) in a sanitary container and dispensed through a free running spigot. Liquid soap, paper towels and a bucket to catch wastewater must also be provided. Portable hand sinks are available from some rental agencies.
7. Public Toilets must be provided within 500 feet of the food preparation areas. The toilet facilities must be continually monitored to assure sanitary conditions and pumped out as often as necessary to maintain them in a sanitary condition.
8. Hand washing facilities with an adequate amount of soap, paper towels and waste receptacles must be provided at all toilet facilities.



9. All liquid waste must be collected and disposed of in an approved manner that will not create a nuisance or public health hazard. Dumping liquid waste on the ground or in storm drains or watercourses is not allowed. Wastewater shall not be reused for any purpose. All cooking oil and grease shall be properly disposed of.

### **Personnel and Hygienic practices**

1. A copy of the basic rules must be posted in the booth and read by all food handlers. All food handlers must sign a logbook showing name, address, phone number, date and time worked.
2. Only authorized personnel are allowed in the booth. No pets or animals are allowed in the booth.
3. No person with a communicable disease or afflicted with boils, sores, infected wounds, or an acute respiratory infection shall work with food, i.e. if you have a fever, diarrhea, vomiting etc. you cannot work.
4. All workers must wear clean outer garments and maintain a high degree of personal cleanliness.
5. Wash hands frequently, but always upon entering the booth, after using the toilet, eating, smoking, taking a break, coughing, handling garbage, handling raw foods, etc.
6. Do not use tobacco in any form in the food booth.
7. Wear hats, hairnets, or some other type of hair restraint.

### **Revoking of License – Booth Closure**

**The food service license may be revoked at any time, for any reason by the Director of Health or his/her agent (Sanitarian), when, in his/her opinion such action is warranted. The booth will not be allowed to reopen without the written approval of the Director of Health or Sanitarian.**

Other requirements may be imposed based upon the individual needs of each booth.



## **Pre-event Self Inspection Checklist**

### **Facility**

- \_\_\_ Storage of dry goods (must be kept off the ground)
- \_\_\_ Cold Storage (refrigerators/coolers) at 45°F or below
- \_\_\_ Hand wash station (warm potable water, soap, paper towels)
- \_\_\_ Potable water supply (hot and cold)
- \_\_\_ Food preparation area
- \_\_\_ Lighting with protective shields
- \_\_\_ Liquid and dry garbage disposal
- \_\_\_ Dishwashing facility
- \_\_\_ Area to clean and sanitize utensils
- \_\_\_ Ice and ice storage (freezers/coolers)
- \_\_\_ Facility free of pests and rodents
- \_\_\_ Easily cleanable surfaces
- \_\_\_ Food booth covering and flooring

### **Equipment and Supplies**

- \_\_\_ Metal-probe thermometer (0-220°F range)
- \_\_\_ Alcohol wipes to sanitize thermometer
- \_\_\_ Extra utensils to use while sanitizing others
- \_\_\_ Plastic gloves, if needed
- \_\_\_ Bleach for sanitizing
- \_\_\_ Clean wiping cloths and containers for sanitizing solution
- \_\_\_ Food-grade storage containers
- \_\_\_ Hair restraints
- \_\_\_ Log book for workers to sign in and out
- \_\_\_ Copy of basic rules posted in booth
- \_\_\_ Garbage containers with plastic bags

### **Food Supplies**

- \_\_\_ Shellfish tags must be kept for 90 days after purchase
- \_\_\_ No home-canned, home-cooked, or home-prepared foods allowed
- \_\_\_ All meats and poultry must be USDA inspected
- \_\_\_ All preparation must be done on-site or in a licensed kitchen
- \_\_\_ Check temperatures of foodstuffs when they arrive at the site and before serving to the public (below 45°F or above 140°F)
- \_\_\_ All food must be transported with means to hold required temperatures



### **Internal Cooking Temperatures:**

#### **Whole Roasts, Corned Beef, Pork Roasts:**

|       |             |
|-------|-------------|
| 130°F | 121 minutes |
| 140 F | 12 minutes  |
| 145°F | 3 minutes   |

#### **Shell Eggs, Fish, Meat (Including Pork):**

|       |           |
|-------|-----------|
| 145°F | 5 seconds |
|-------|-----------|

#### **Ground or Comminuted Meat and Fish Products:**

|       |                 |
|-------|-----------------|
| 145°F | 3 minutes       |
| 150°F | 1 minute        |
| 155°F | 15 seconds      |
| 158°F | Instantaneously |

#### **Game Meats, Poultry, Ground or Comminuted Poultry**

#### **Stuffed Fish, Meat, Pasta, Poultry or Stuffing containing PHF ingredients:**

|       |            |
|-------|------------|
| 165°F | 15 seconds |
|-------|------------|

**Raw animal food cooked in a microwave oven shall be:** rotated or stirred throughout or midway during cooking to compensate for uneven distribution of heat; covered to retain surface moisture; heated to a temperature of at least 165°F in all parts of the food, and allowed to stand covered for 2 minutes after cooking.

### **Cold and Hot Holding Temperatures:**

45°F or less or 140°F or more for all potentially hazardous foods except whole beef and pork roasts which may be held hot at **130°F** or above.

Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be heated to **140°F or greater** for hot holding. Cooked, cooled and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.

### **Cooling Requirements:**

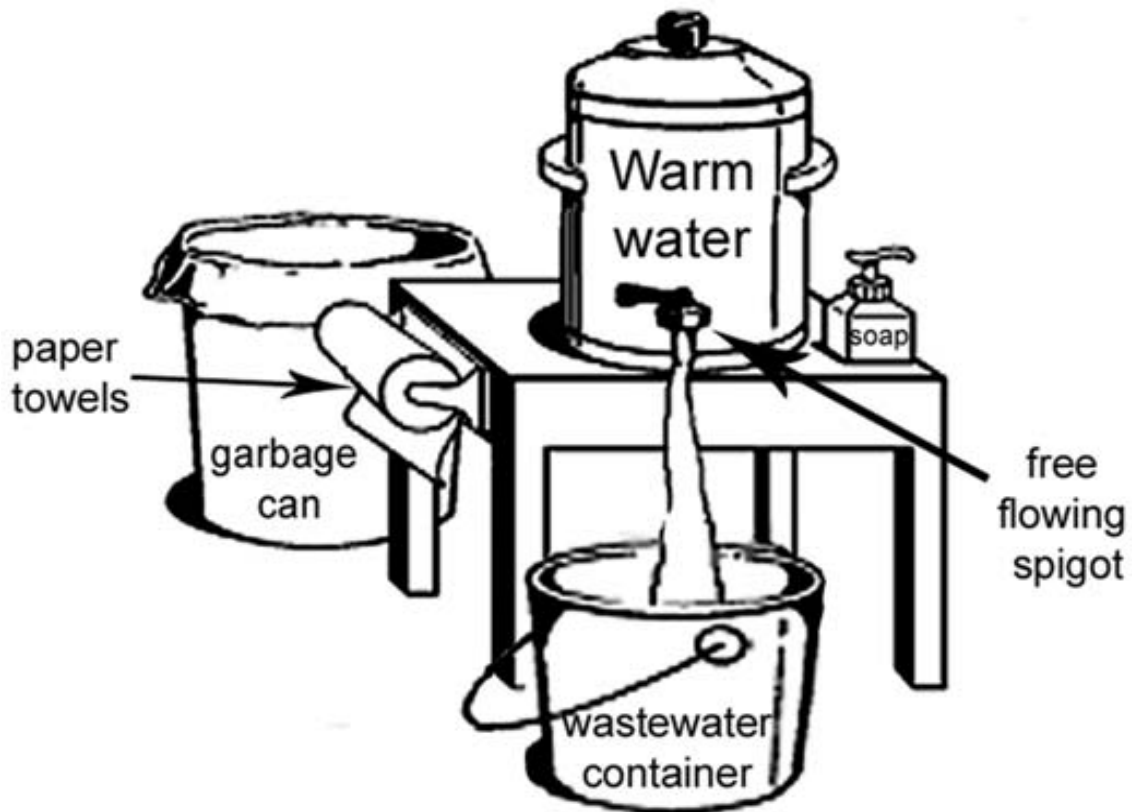
Cooked Potentially Hazardous Food shall be cooled:

|  |
|--|
| 140°F → 70°F within 2 hours              |
| 70°F → 45°F within an additional 4 hours |

### **Reheating Temperatures:**

Potentially Hazardous Food that is cooked, cooled and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at **least 165°F for 15 seconds within 2 hours** except **remaining unsliced portions of roast beef** which may be reheated at 145°F for 3 minutes within 2 hours. Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be heated to a temperature of at least 140°F for hot holding. Cooked, cooled and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.

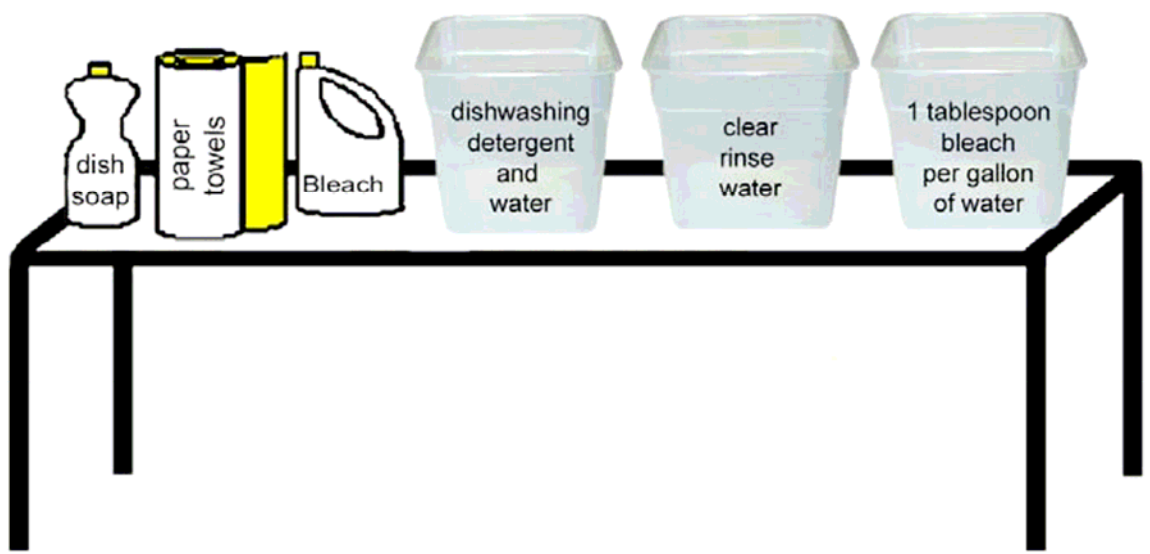
## HANDWASHING STATION FOR TEMPORARY FOOD BOOTHS



A handwash station must be provided in or next to each booth to be used by food handlers. The station must have the following:

- 1) Insulated container with warm water and a spigot for hands-free washing
- 2) A catch bucket that is larger than the supply container
- 3) Pump soap dispenser
- 4) Paper towels

## Utensil / Equipment Cleaning & Sanitizing for Temporary Food Booths



Booths used to prepare (cut, cook, assemble) foods shall have a station set up for the cleaning and sanitizing of equipment and utensils. Provide three clean (5) gallon containers (or sized to fit your largest utensil).

Sanitizers – Bleach in water sanitizer should consist of 100ppm chlorine (approximately 1 tablespoon of liquid bleach per gallon of water). Soak for at least 30 seconds then air dry. Alternate sanitizers may be used as approved by this Department.