



North Central District Health Department

- Enfield—31 North Main Street, Enfield, CT 06082 * (860) 745-0383 Fax (860) 745-3188
- Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 * (860) 872-1501 Fax (860) 872-1531
- Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 * (860) 465-3033 Fax (860) 465-3032
- Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 * (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.
Director of Health

TEMPORARY FOOD SERVICE APPLICATION

1-3 Day Event - \$100.00; Each additional day beyond 3 days for same event - \$50.00/day
Failure to submit application **and/or** pay appropriate fee **at least 2 weeks in advance** - \$50.00

*****Permit Fee for Non-Profit Organizations is as follows:*****

Non-Profit with Consult Only - \$25.00; or Non-Profit with Inspection - \$50.00

Name of Organization: _____

Address of Organization: _____

Event: _____

Address of Event: _____

Date(s) of Event: _____ Rain Date ? _____

Time(s) of Event: _____

Number of Food/Beverage Concession Booths: _____

Multiple Event Vendor – List Events in order of date: (List additional dates on reverse of this page) _____

Please **print** name and phone number of primary contact person for food: _____

Day Time Telephone No. (8:30-9:30 a.m. or 3:30 - 4:30 p.m.) _____

E-Mail Address _____

The following information must be completed in its entirety before an approval may be granted.

Permit Number: _____	Approved: _____
QFO: _____	Certificate: Y___ N___ Copy Rec'd _____

1. List food/beverages/ice suppliers (US Foods, PFG, etc.) or stores (Costco, Big Y, ShopRite, etc.) where these items will be purchased/obtained.

2. List **all menu items** to be served at the function (including commercially prepared items, beverages, condiments):

Temporary Food Event Fees

Temporary Vendors: (1-3 days)	100.00
Temporary Vendors with a Licensed Base of Operation who will participate in multiple temporary events, using the same menu , in our communities	300.00
50% of the established fees for each vendor for a first time event (NCDHD will determine if the event is a new event.)	
Non-Profit Temporary Vendors: (1-3 days)	Consult only – 25.00 Consult and inspection – 50.00
Temporary Vendors: Each additional consecutive day Beyond the three days for the same event	50.00
Non-Profit Temporary Vendors: Each additional consecutive Day beyond the three days for the same event	25.00
Non-Profit Base of Operations Inspection (if needed)	25.00
Temporary Vendors: Failure to submit application and pay Appropriate fee at least two weeks prior to event	50.00

8.1.1.a PENALTIES – TEMPORARY VENDORS

Effective November 1, 1999, any temporary food event vendor who does not submit an application and pay the appropriate fee to the North Central District Health Department at least two weeks prior to the date of the event, may be fined \$50.00 or may be denied a food service permit.

MULTIPLE EVENT VENDORS (List additional dates) _____

3. Describe the type of equipment (**not ice**) the food items will be stored in; cold (**at 41°F or below**) or frozen (at 10°F or below) at the booth and all back-up storage facilities for the event.

4. a. List all food items to be cooked at the event with equipment to be used:

b. List all food items to be cooked at licensed base of operation:

5. How will the hot food items be kept at **135°F or above** and list equipment to be used?

6. List/provide description of all storage equipment (foods, beverages, paper products, etc.)

7. How will food be protected at the booth; i.e., insulated pizza bags, soup crock with cover, food grade plastic containers, sneeze guards, etc.?

8. Indicate the potable water source to be utilized for cooking, cleaning and hand washing. How will it be heated?

9. a. How and where will the service utensils, food contact surfaces, etc. be cleaned and sanitized:

b. Describe how in-use utensils will be stored at the booth.

10. Describe how cooked and/or cold **TCS foods (PHZ)** will be transported to the event – in what types of containers and how temperature control will be monitored (**41°F or below for cold and 135°F or above for hot foods**).

11. Where will toxic and cleaning items be stored at the booth?

12. Where will condiments and single service items be stored and how will they be dispensed at the booth? (Examples: pump dispensers, individual packets, squeeze bottles, wrapped straws, pre-wrapped eating utensils, etc.)

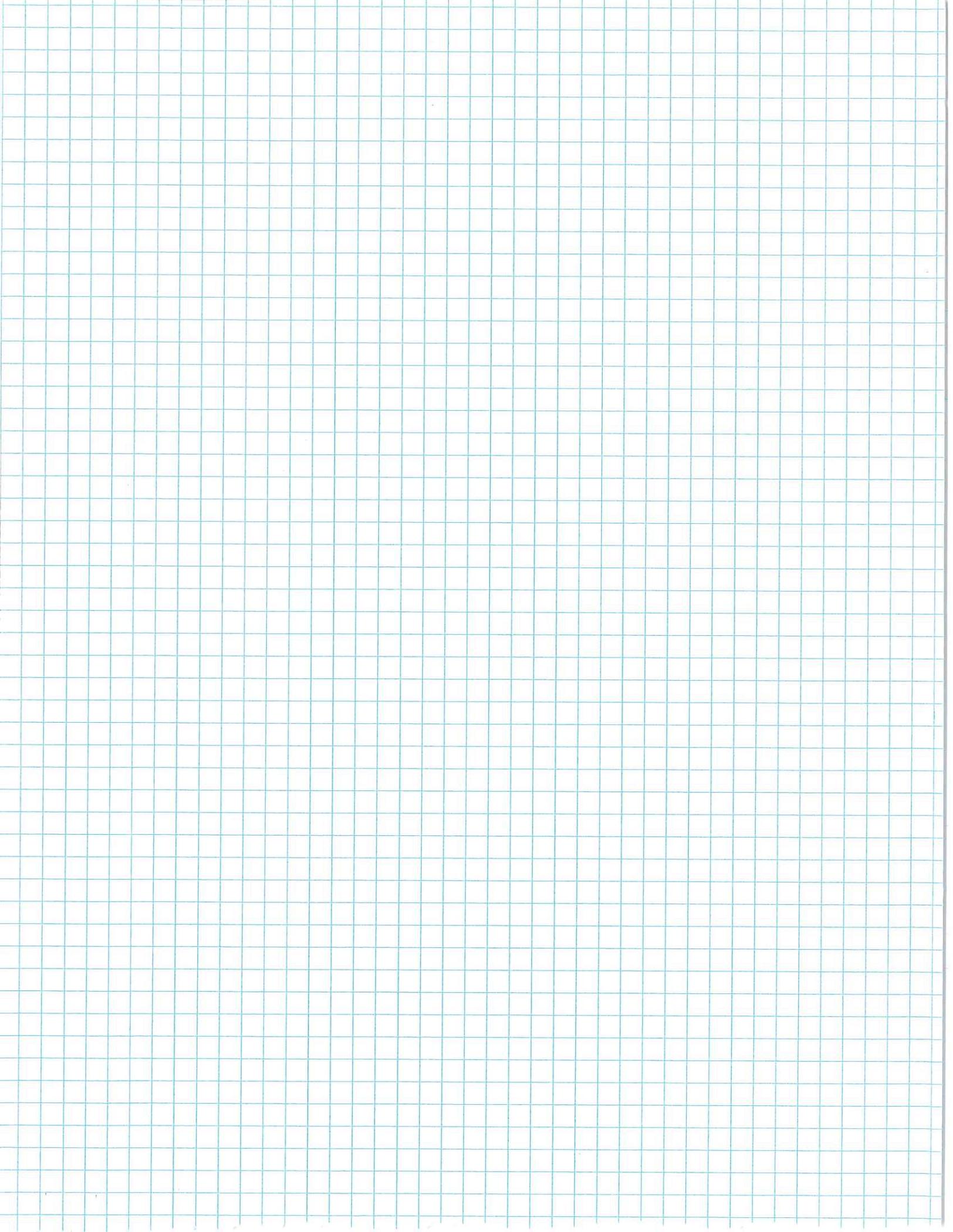
13. Provide method/location of storage for waste grease; waste water; food/garbage; cardboard debris; etc.

14. Provide/locate all utilities/extra equipment to be brought to the event such as propane tanks, generators, fans, additional equipment, and the like.

15. Provide/describe food security measures to be used at close of multi day events.

16. List all types of NSF thermometers to be provided at event (for equipment and to measure food temperatures):

17. Provide a sketch on a separate page, **DRAWN TO SCALE**, with all equipment, utilities, storage units, aisles, ventilations, entries, exists and similar items needed in your booth. **Also, if available, please provide photographs of your set-up with this application.**



Food and Drug Administration and Conference for Food Protection
PRE-OPERATIONAL GUIDE FOR TEMPORARY FOOD ESTABLISHMENTS
 2000

**Food Preparation at the
 Temporary Food Establishment/Booth**

Food	Thaw How? Where?	Cut/Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?

Food and Drug Administration and Conference for Food Protection
PRE-OPERATIONAL GUIDE FOR TEMPORARY FOOD ESTABLISHMENTS

2000

**Food Preparation at the Licensed
Permanent Food Establishment**

Food	Thaw How? Where?	Cut/Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?



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Patrice A. Sulik, MPH, R.S.
Director of Health

MEMORANDUM

To: Temporary Event Applicants

From: North Central District Health Department

Date: February 11, 2003

Re: Base of Operation for Commercial Food Service Operations
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If your food service establishment is not currently licensed with the North Central District Health Department, you will be required to submit the following as part of your application:

1. Copy of food service license issued by the local health authority where your base of operations is located.
2. Copy of state license(s); i.e., Consumer Protection, if applicable.
3. Copy of QFO/food safety certificate (from an approved source) for person in charge of base of operations and/or supervision of on-site food handling.

If you have any questions regarding this information, please contact the Enfield office at 860-745-0383; the Vernon office at 860-872-1501; the Windham office at 860-465-3033; or, the Stafford office at 860-684-5609.

Thank you for your anticipated cooperation.

Temporary Food Service Information Sheet

Read these info sheets and then use to complete the application. It is important to make sure that a complete application with all required forms, fees (if applicable) and supporting documentation is submitted to our office. We cannot process incomplete applications.

1. **What is the source of the food to be served/dispensed?**

1. Foods must be from an approved source:
 - a. Meat must come from a government inspected source.
 - b. All oysters, clams and mussels shall be from sources approved by the State Department of Health Services. If the source is outside Connecticut, the source must be listed as an approved interstate shipper. All shellfish tags must be saved for at least ninety (90) days after service.
 - c. Foods **cannot** be prepared in a home kitchen. No home canned foods are permitted.
 - d. If it is necessary to bring in foods that are prepared at a licensed facility other than the temporary site, you must indicate how the food is protected during transport and how it is kept hot or cold as needed.

2. **What food items will be served at the function?**

2. List all food items to be served. Extra care must be used when serving foods which consist of milk, milk products, eggs, meat, poultry, fish, shellfish or other ingredients which can be considered **TCS/PHZ Foods**. Pasteurized eggs may be required in recipes requiring pooling of eggs that are not cooked immediately.

3. **How will the food items be kept cold/frozen?**

3. Cold food items must be kept at **41°F** or below at all times. It is suggested that frozen foods remain below 0°F. **Mechanical refrigeration is required. Well drained ice may be approved for specific applications (beverages, condiments, etc.)**
4. Frozen foods cannot be thawed at room temperature. Proper thawing can be done in a refrigerator, under cool, running water, or as part of the cooking process.

5. **How will the food items be cooked?**

4. Please use the following list as a referenced for properly cooking foods:

<u>Type of Food</u>	<u>Minimum Internal Temperature</u>
Poultry, stuffed meats	165°F
Pork	150°F
Beef	145°F
Ground beef products	158°F
Reheating (any foods)	165°F

Complete the pre-operational guide sheets for the preparation of foods at a base of operation kitchen and/or at the temporary food event site. These guide sheets will assist us when we call or meet with you to go over your application prior to the event.

A clean, metal stemmed, probe thermometer to monitor food temperature is required. If thin patties or thin type food products are being cooked, a thermocouple will be needed to accurately check temperatures.

5. **How will the hot food items be maintained?**

5. Hot foods must be maintained at **135°F** or above after cooking or reheating.

6. **Describe the type of hand washing facility which will be used.**

6. If food is prepared at a booth or other facility - hand washing facilities for workers must be provided. This could consist of a **ten gallon** container, basin and a five gallon waste receiving container (see attached example). Hand washing facilities between booths may be satisfactory after evaluation by the Health Department.

7. **How will the food be protected?**

7. Food must be protected during storage, preparation, display, service and transportation.

a. Outer openings of **food preparation** areas must be protected against the entrance of insects and rodents. **THIS WOULD REQUIRE SCREENING AT BOOTH AND BARBECUE AREAS.** *All screening, overhead protection and/or booth materials must be approved by the local Fire Marshal or by the person having jurisdiction in this matter.

b. All booths and barbecue areas must be set up on pavement, plywood or tarpaulin. Booths **cannot** be on grass or dirt unless the Director of Health approves the set-up.

c. Soda, beer, etc., in cans or bottles must **not** be stored submerged in water. These items **can** be stored on food grade, well drained ice.

d. **The re-use of leftovers is not allowed.**

e. Cooking to order will lessen the chance for bacterial growth which may occur during improper food holding prior to service.

f. Persons with infected wounds, boils, respiratory infections, or communicable diseases which may be transmitted to patrons or other workers **cannot** work in a food service capacity

- g. Food handlers should remember to thoroughly wash their hands, particularly after handling raw meats and after using the toilet (see attached sheet). The use of clean utensils to handle foods will also minimize contamination.
- h. Post-mix type soda dispensing systems must be equipped with an ASSE-Standard No. 1022 approved carbonator on the potable water supply lines entering the carbonators.

8. **Indicate the water source to be utilized for cooking, cleaning and hand washing.**

8. If well water is to be used, a recent, certified laboratory result which shows chemical and bacteria levels must be submitted to the North Central District Health Department. Only approved water lines are acceptable for water lines being supplied for hand washing and cooking. **Make sure all water supply lines have a hose bibb vacuum breaker installed at the faucet end.**

NOTE: Garden hoses and fire hoses are not acceptable for food service use. Ice must be food grade and from an approved source.

9. **How will the service utensils be cleaned and sanitized?**

9. Cooking equipment and utensils must be cleaned and sanitized after every four hours of use:
- 1. Washed in hot, soapy water;
 - 2. Rinsed in clean, hot, clear water;
 - 3. Sanitized using an approved sanitizing method;
 - 4. Air dried.

Indicate what method of sanitizing will be used.

We recommend extra sets of sanitized utensils be provided on site and put into service as needed.

When dishes are washed manually, the following procedures can be used to sanitize the equipment and utensils.

- a. Complete immersion for at least one minute in clean, hot water at a minimum temperature of 170°F.
- b. Complete immersion in a sanitizing solution of at least 50 ppm (parts per million) of chlorine at a temperature of at least 75°F. (One ounce of 5% bleach to a gallon of clean water.)

- c. Complete immersion in a 12.5 ppm solution of iodine which has a pH of 5.0 or less and a temperature of at least 75°F.

◆ **Please Note:** A chemical test kit **must** be available to check the sanitizing solution.

Use double strength solutions for cleaning counter tops.

10. **Where will excess food and single service items be stored?**

10. All containers of food and paper products must be kept off the ground to prevent contamination from wet surfaces and insects.

11. **Where will toxic items be stored?**

11. Toxic chemicals (bug sprays, cleaning chemicals, etc.) must be separated from food and food related items. Pest strips cannot be placed over food preparation and service areas.

12. **How will condiments and single service items be dispensed?**

12. Pre-packaged squeeze bottles or pumps or individual packets should be used to dispense condiments (relish, ketchup, mustard) when this is done self-service by patrons.

No home canned foods, including relishes, can be served.

Individual sugar packets are also recommended.

If liquid creamers, milk, half and half, etc., are to be used for coffee, these items must be kept cold (**below 41°F**) at all times. We recommend using shelf stable coffee creamers when possible.

13. **What type of toilet facilities will be provided for the public?**

13. **Toilets and hand washing facilities** accessible to the public and separated for each sex shall be provided on the premises. Indicate the number of portable toilets to be provided and how often these units will be emptied. The toilet facilities should be monitored to assure they are being kept clean and well maintained during the function.

14. **What method of garbage disposal will be used?**

14. Garbage and rubbish shall be collected in leak-proof, non-absorbent containers and be kept covered when not in continuous use. If dumpsters are to be used, they must be kept closed, covered and be rodent-proof. Construction dumpsters are **not** allowed.

OTHER

- ◆ Contact the local Fire Marshal and Building Inspector to ensure compliance with the Fire Code and Building Code.
- ◆ Waste water must be disposed of in a sanitary sewer or other approved sewage disposal system.
- ◆ Equipment and tables must be clean, smooth, washable, durable, non-absorbent and in good repair.
- ◆ Dust must be controlled (i.e., dry fields) by watering down.
- ◆ Needless to say, the food service set up, including equipment, utensils, work tables, etc. must be **CLEAN**.
- ◆ **All workers at a food booth must sign a log sheet indicating the date, their name, address and telephone number and the hours that they worked (see attached sheet).** Please retain the log sheet for 90 days after the event.
- ◆ If gloves are used, they must be a food grade quality glove and must be used for only one task such as working with ready-to-eat foods or with raw animal food and used for no other purpose. You must wash your hands after removing the gloves and prior to putting on a new pair of gloves. Gloves must be discarded when damaged or soiled, or when interruptions to use occur.
- ◆ Food employees may not wear nail polish or artificial nails unless wearing intact gloves in good repair.



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Director of Health

MANUAL DISH WASHING



SANITIZE: Completely **IMMERSE** dishes - utensils - equipment in an **APPROVED** sanitizing solution

◆ Chlorine: 50 - 100 p.p.m.
ONE (1) TABLESPOON of 5% household bleach to **ONE (1) GALLON** of water

◆ Quaternary ammonium compounds: 200 p.p.m.

◆ Hot Water: 170 degrees F.

◆ Iodine: 12.5 - 25 p.p.m.

CHECK THE STRENGTH OF THE SANITIZER SOLUTION
USE AN APPROVED CHEMICAL TEST KIT
USE THE CORRECT TEST KIT FOR THE TYPE OF SANITIZER BEING USED

ARE YOU CHECKING YOUR SANITIZER?

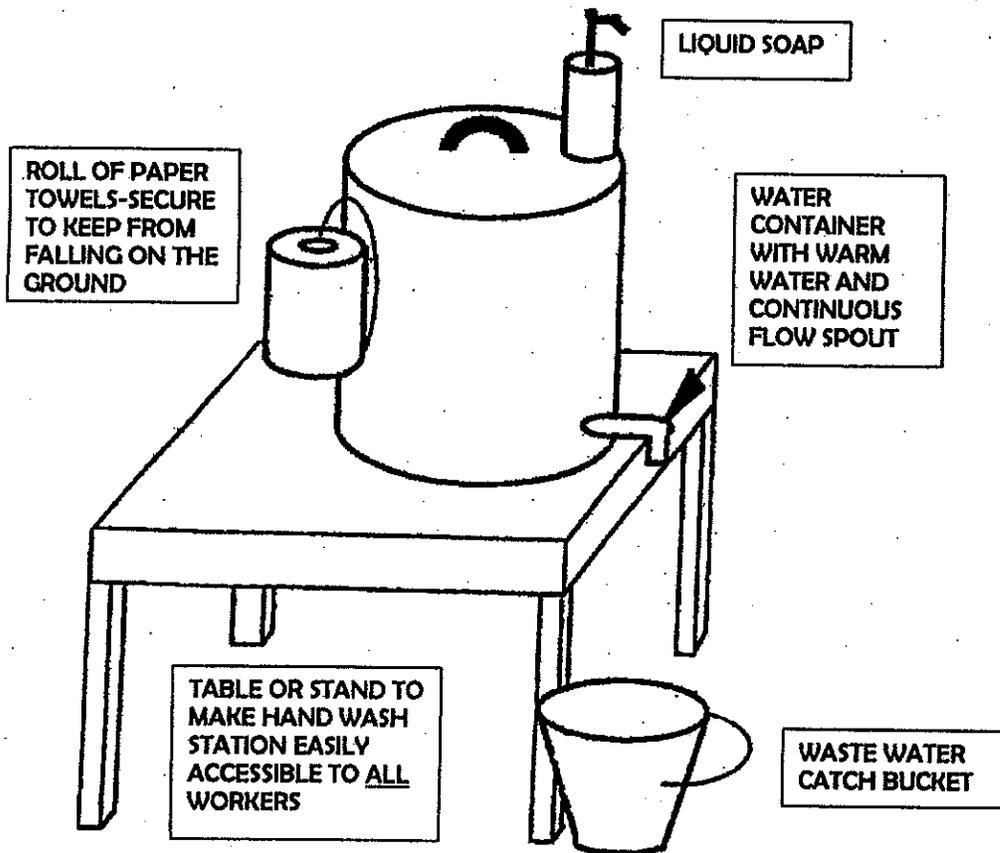
Test paper strips are a simple and fast method to check the strength of sanitizers in dish washing rinses or other cleaning solutions. Depending on the sanitizing agent being used; chlorine, iodine or quaternary ammonium compounds; the correct test strip must be used. The containers are equipped with color coded charts to assist in determination of the correct sanitizing solution strength.

Contact your restaurant supply company to request information on sanitizer test kits or contact

1. Weber Scientific, Hamilton, New Jersey (1-800-328-8378)
2. Bailey's, P. O. Box 191, Lodi, New Jersey (1-888-685-8378-toll free) to request a catalog
3. Superior Products, Windsor, Connecticut (1-800-328-9800)
4. Harvest Restaurant Equipment & Supply, 47 Main Street, Vernon, Connecticut (646-9923)

* These company names are not supplied as endorsements, but only for informational purposes.

MANDATORY HANDWASHING STATION
SET UP



GLOVES AND HAND SANITIZERS DO NOT TAKE THE PLACE OF THIS REQUIRED HAND WASHING STATION AT ANY TEMPORARY FOOD BOOTH!! THIS IS THE FIRST THING YOU SHOULD SET UP AND THE LAST THING YOU SHOULD TAKE DOWN IN YOUR BOOTH.

Employees Must Wash Hands Before Returning to Work

1. Wet hands with hot, running water
2. Apply soap
3. Rub hands for at least 20 seconds
4. Clean under fingernails and between fingers
5. Rinse hands thoroughly under running water
6. Dry hands



For Additional Information Contact
North Central District Health Department
(860) 745-0383

WASH YOUR HANDS

WHERE? At the **designated hand wash sinks** in the rest rooms and in the food handling areas in the kitchen.

HOW? Lather hands and exposed arms with soap. Clean under fingernails. Wash for at least 20 seconds. Rinse thoroughly under warm water. Dry hands and arms with individual sanitary towels or with an air drying device.

- WHEN?**
- √ After using the rest room.
 - √ **After using a handkerchief or tissue.**
 - √ After dressing a wound.
 - √ **After touching bare human body parts (nose, ears, etc.)**
 - √ After smoking, eating or drinking.
 - √ **After handling money.**
 - √ **After handling raw, potentially hazardous meat, chicken or shellfish and between handling raw and ready-to-eat foods.**
 - √ After using cleaning chemicals.
 - √ After sneezing or coughing into your hands.
 - √ After "dirty" jobs (i.e., mopping the floor, restocking storage containers, cleaning dirty tables, emptying garbage, etc.)
 - √ After caring for animals.

AND MOST IMPORTANTLY:

√√ **BEFORE STARTING WORK.**

√√ **WHEN CHANGING GLOVES.**

Always cover cuts, blisters, open sores, etc. with a bandage and a rubber glove to prevent food contamination.