



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

MEMORANDUM

To: Third Thursday Food Vendors

From: Deborah A. Caronna, MS, R.S.
Director of Food & Institutional Services

Date: February 26, 2020

Re: Application Deadline and Fee
Third Thursday Event

As we approach the “Third Thursday” season, the North Central District Health Department wants to remind you of the following:

1. Get approval from the Third Thursday Committee, Erin Morelle at erin3rdthursday@gmail.com, or 860-450-0918, to participate as a food vendor in 2020.
2. Once approved by the committee, submit the enclosed Third Thursday application with the fee of \$250, payable to “NCDHD”, by the end of the business day on April 20, 2020, or postmarked on or before April 20, 2020. You can mail or bring a completed application and fee to our Windham office located in the Windham Town Hall at 979 Main Street, Willimantic (860) 465-3033.

******* The fee for non-profit organizations will be \$125.00 for a five-month application if filed by April 20, 2020.**

Even if you do not plan on participating in May, the deadline for filing for the “entire season” is by the end of the business day on April 20, 2020.

3. Applicants who file after April 20, 2020, will be charged \$100 per month, for each month they choose to attend, if a “for-profit” business. Non-profit organizations will be charged \$50.00 per month. Following are the submission deadlines for an application and fee for each month:

<u>Deadline</u>	<u>Event Date</u>
April 21, 2020	May 21, 2020
May 18, 2020	June 18, 2020
June 16, 2020	July 16, 2020
July 20, 2020	August 20, 2020
August 17, 2020	September 17, 2020

4. We have enclosed an application for you to complete. Please read the application.
6. Any questions may be directed to our Windham office at (860) 465-3033 on Monday, Tuesday and Wednesday between 8:30 am & 1:00 pm; or, Thursday evening between 5:00 & 7:30 pm, or Friday mornings between 8:00 am and noon. Contact by e-mail should be directed to Luigi Sartori at lsartori@ncdhd.org.

The State of Connecticut has adopted some pertinent requirements of the FDA Food Code; some went into effect October 1, 2017.

- There are new temperature requirements effective October 1, 2017. Cold hold internal food temperature is now 41°F and includes cut tomatoes, cut greens (lettuce) and other Time Temperature Control for Safety/Potentially Hazardous foods (TCS/PHZ).
- Verify all refrigeration equipment is holding an air temperature between 33-37°F in order to achieve the internal food temperature of 41°F.
- Hot holding temperature requirements effective October 1, 2017, now require 135°F or above; after the item has been cooked or reheated to the required temperature.
- Currently, all Class 3 and Class 4 food service license holders require a Certified Food Safety Manager/Qualified Food Operator.
- Upon adoption of the FDA Food Code in CT, Class 2, Class 3 and Class 4 food service license holders will require a CFSM/QFO with a current food safety manager's certificate.

The fees for the Third Thursdays Street Fest will remain the same for the 2020 season; however, the fees will be reviewed and modified by the Health District for future seasons.

Please contact our Windham office at 860-465-3033 or Luigi Sartori by e-mail at lsartori@ncdhd.org if you have any questions regarding this information.

PROPER FOOD HANDLING TEMPERATURES



- * KEEP **HOT** FOODS **HOT** - **135°F** OR ABOVE
- * KEEP **COLD** FOODS **COLD** - **41°F** OR BELOW



REHEAT PRECOOKED FOODS TO AT LEAST 165°F within two hours.

COOK STUFFINGS, POULTRY, STUFFED PASTA, STUFFED FISH, STUFFED MEATS AND STUFFED POULTRY TO AT LEAST 165°F for 15 seconds.

COOK WHOLE BEEF/PORK ROASTS AND CORNED BEEF TO 145°F MINIMUM INTERNAL TEMPERATURE for THREE (3) MINUTES. (See Public Health Code for other temperature requirements)

SHELL EGGS, FISH and MEAT, including PORK CHOPS (OTHER THAN WHOLE ROASTS, CORNED BEEF, AND PORK ROASTS) SHALL BE COOKED TO HEAT ALL PARTS OF THE FOOD TO AT LEAST 145°F FOR FIFTEEN (15) SECONDS.

ALL MEAT AND FISH PRODUCTS THAT ARE GROUND OR COMMINUTED SHALL BE COOKED TO HEAT ALL PARTS OF THE FOOD TO AT LEAST 158°F INSTANTANEOUSLY. (EXAMPLE = GROUND BEEF PATTIES)

MONITOR TEMPERATURES WITH A THIN PROBE THERMOCOUPLE/
THERMOMETER FOR THESE PRODUCTS

RAPIDLY COOL ALL FOODS FROM **135°F TO 70°F** WITHIN **2 HOURS** AND FROM **70°F TO 41°F** OR BELOW WITHIN AN ADDITIONAL **4 HOURS**. USE AN ICE WATER BATH WITH FREQUENT STIRRING FOR EFFICIENT COOLING; REDUCE VOLUME AND STIR PRODUCT IF APPLICABLE.

USE A **METAL STEMMED PROBE-TYPE THERMOMETER** TO MONITOR ALL FOOD TEMPERATURES. CLEAN THE THERMOMETER BETWEEN USES WITH AN ALCOHOL WIPE.

BE ESPECIALLY CAREFUL WITH **POTENTIALLY HAZARDOUS FOODS:**

MILK, MILK PRODUCTS, EGGS, MEAT, POULTRY, FISH SHELLFISH, CUT TOMATOES, CUT MELONS, RAW SEED SPROUTS, COOKED PLANT FOODS SUCH AS RICE, POTATOES, ETC., OR OTHER INGREDIENTS CAPABLE OF SUPPORTING THE RAPID AND PROGRESSIVE GROWTH OF INFECTIOUS MICRO-ORGANISMS

* **Effective October 1, 2017**

PROVIDED BY: NORTH CENTRAL DISTRICT HEALTH DEPARTMENT
(860) 745-0383



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“Windham Third Thursdays” Temporary Food Service Application

Fees for entire Third Thursday Season if application and fee are filed by April 20, 2020:

<u>Profit</u> Organizations	\$250.00
<u>Non-Profit</u> Organizations	\$125.00

Fees if application and fee are filed after April 20, 2020:

<u>Profit</u> Organizations	\$100.00 <u>per month</u>
<u>Non-Profit</u> Organizations	\$50.00 <u>per month</u>

***Organizations who file less than two (2) weeks prior to event will be charged a \$50 late fee.**

Name of Food Operator: _____

Address of Food Operator: _____

Event: **Third Thursdays Street Fest** **Approved by Third Thursdays Committee? Yes No

Address of Event: _____

Date(s) of Event: _____

Time(s) of Event: _____

Number of Food/Beverage Concession Booths: _____

“QFO for Event” (Attach copy of food safety certificate):

Remarks: _____

Please **print** Name of primary contact person for food: _____

Day Time Telephone No. (8:30 am - 4:30 pm and/or after 4:30 pm): _____

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 _____

“Windham Third Thursdays”
Temporary Food Service Application
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1. List food/beverages/ice suppliers or stores where these items will be purchased/obtained.

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

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?

“Windham Third Thursdays”
Temporary Food Service Application
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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.)

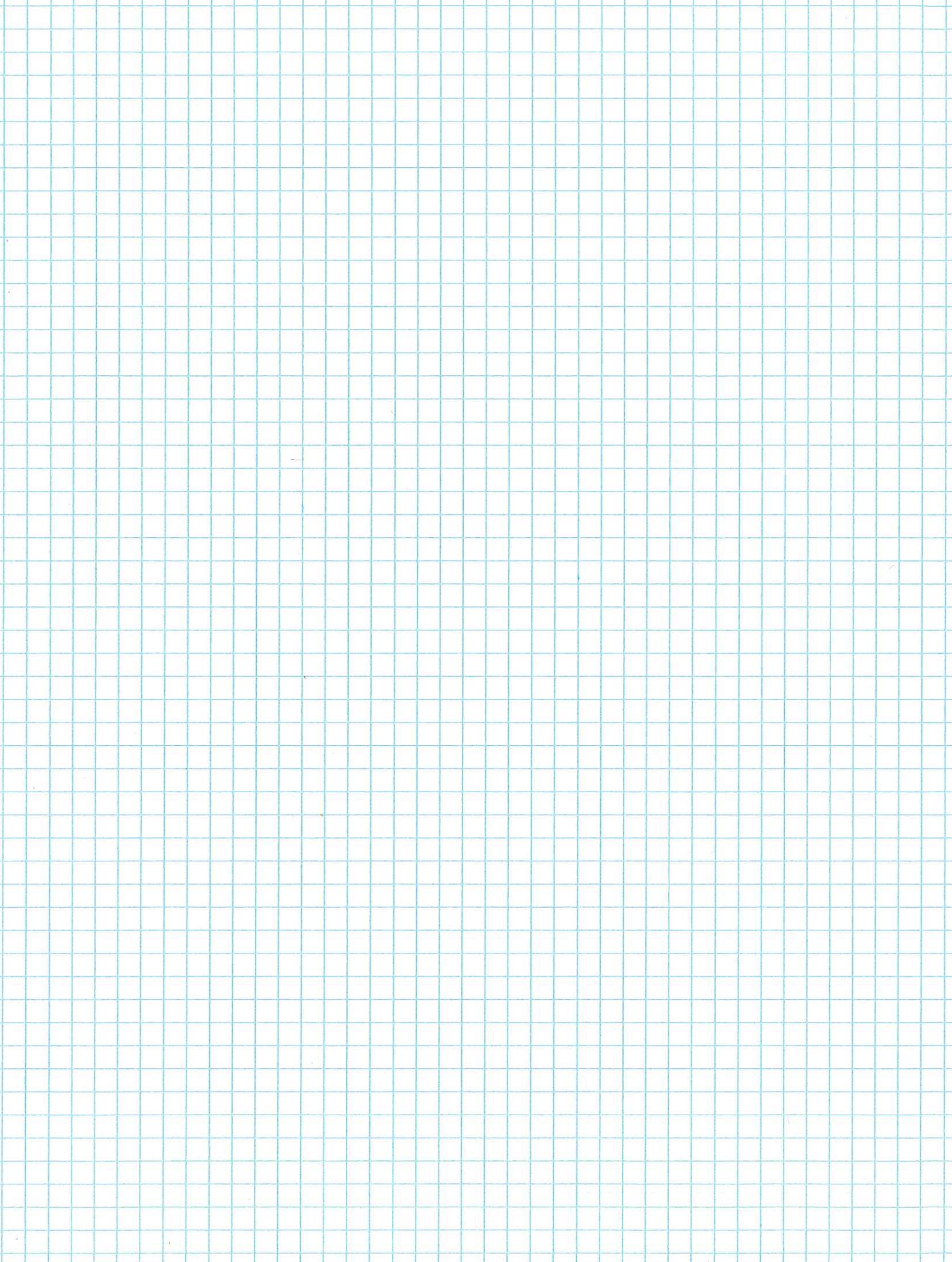
13. Provide method/location of storage for waste grease; wastewater; food/garbage; cardboard debris; etc.

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

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