

EAST SHORE DISTRICT HEALTH DEPARTMENT
688 East Main Street, Orchard Research Park Drive, Branford, CT 06405
(203) 481-4233
Branford - East Haven - North Branford

Temporary Food Service License Application

(Maximum of 14 days per event)

Application must be received a minimum of 14 days in advance to avoid late fees.

Date _____ Fee Paid _____

Name of Event: _____

Location of Event: _____

Contact person for event: _____ Phone # _____

Name of Applicant: _____ Phone # _____

Fax #: _____ Email: _____

Address of applicant: _____

Date(s) of event: From _____ to _____

Time of operation: _____

Person(s) responsible for booth: _____

Primary food Handlers: _____

Foods to be sold: _____

Source of meat supply: _____

Source of baked goods: _____

Source of water supply: _____

Source other food supply: _____

Please initial that you have included as part of your complete application:

_____ Menu List
_____ Sketch of booth layout
_____ Sources of food
_____ Consultation fee payment

I certify that I am the individual or organization representative charged with the responsibility for this food operation:

Printed Name: _____

Signature: _____

Site Plan Data Sheet (one required for each food booth or kitchen site)

1. Food Booth sketch: Draw in the location and identify all equipment including hand washing facilities, dish washing facilities, ranges, refrigerator, hot and cold holding equipment, worktables, food/single service storage, grills, etc...

Describe food booth including walls, flooring, screening, counter materials, overhead cover, etc.:

Guidelines for Food Service at Temporary Events

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

1. ___ Application
2. ___ Meat probe thermometers (0° to 22° F range)
3. ___ Cold food storage
4. ___ Hot food storage
5. ___ Cutting boards
6. ___ Sneeze guards
7. ___ Extra utensils, Gloves, Wax paper
8. ___ Potable water
9. ___ Waste water disposal
10. ___ Grease disposal
11. ___ Dish and utensil washing containers
12. ___ Bleach for sanitizing rinse (Food Grade) and test strips or Quaternary Ammonia
13. ___ Clean wiping clothes
14. ___ Aprons
15. ___ Hair restraints
16. ___ Hand-wash station
17. ___ Shelves or crate for off-ground food storage
18. ___ Lights
19. ___ Toilet, Port-o-lets for public, additional facilities for food booth workers
20. ___ Garbage containers with plastic bags, procedure for garbage removal
21. ___ Flooring material (required if booth set-up on gravel or dirt)
22. ___ No smoking signs
23. ___ Logbook for personnel handling food and recording food temperatures
24. ___ Site coordinator
25. ___ Means of supplying hot water
26. ___ Adequate overhead protection (e.g. Tent)
27. ___ Consumer Advisory posted (if required)

LICENSING PROCEDURE

Each food booth must obtain a license from the East Shore District Health District (ESDHD). In order to obtain the license, the designated food booth operator, in whose name the license will be issued, must:

1. Contact ESDHD to obtain an application and information packet.
Note: All applications for temporary licenses must be submitted at least 2 weeks prior to the event! Applications submitted less than 2 weeks prior to the event may not be accepted. If the application is accepted, double the amount of the customary application fee will be charged to late applicants.
2. Complete the application and provide any additional information that has been requested. (A completed application consists of: application form; menu list; sketch of booth layout; sources of foods; consultation fee payment.)
Note: If out of town caterers are preparing food for your event, you will be required to provide copies of their current license.
3. Call the ESHD to schedule an application review and education session with one of the sanitarians. This meeting must be scheduled at least 2 weeks prior to the date of the event, preferably at the time you submit your application. Time frames may be waived at the discretion of the Director of Health.

INSPECTIONS: The sanitarian may require an inspection of your food booth prior to licensing. The requirement to inspect will be based on such food safety risk factors as: (1) foods prepared from raw potentially hazardous ingredients; (2) degree of preparation and cooking involved in making the foods; (3) length of time and attendance/size of event; (4) overall complexity of menu. If your booth needs to be inspected, the sanitarian will arrange with you to inspect and license at the booth, usually on the day of the event. An additional inspection fee will have to be paid. Consult with the Sanitarian or office staff on fee schedule.

Communication is very important to ensure that the application process goes smoothly. The designated food booth operator must be someone who will be actively involved in the preparation of food that will be served, such as the head chef or shift supervisor. Someone with previous commercial food service experience is preferred. This person will act as the liaison between the food handlers and the health department and will be responsible for making sure that the proper procedures are understood and followed.

IMPORTANT: *MENU*

- “KEEP IT SIMPLE” – Less steps of preparation and cooking is better!
- NO HOME COOKING OR PREPARATION ALLOWED
- NO HOME CANNED FOODS ALLOWED
- NO WILD GAME OR FIN FISH FROM NON-COMMERCIAL SOURCES ARE ALLOWED
- ALL MEATS AND POULTRY MUST BE USDA INSPECTED
- Potential hazardous foods must be held at BELOW 45°F or ABOVE 140°F
- Partial cooking in advance is not allowed
- Only tagged shellfish from approved sources is allowed
- AVOID SERVING RAW OR UNDERCOOKED POTENTIALLY HAZARDOUS FOOD

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

Compliance Guide and Checklist for Temporary Event

Application: A completed temporary food service application form must be submitted a minimum of 14 days prior to the event. The application must be submitted to East Shore Health District together with the proper application fee. Please make sure all items listed under item #2 of the "Licensing Procedure" are submitted as the complete application.

Thermometer: Each refrigeration unit shall have a thermometer to measure the air temperature of the refrigeration unit. A metal stemmed thermometer shall be provided where necessary to check the internal temperatures of both hot and cold foods. Thermometers must range from **0°F to 220°F**.

Cold Storage: When possible, refrigeration units shall be provided to keep potentially hazardous foods at **45°F** or cooler. Hard plastic insulated coolers with sufficient coolant may be used for events of short duration (less than six hours).

Hot Storage: Hot food storage units shall be provided to keep potentially hazardous foods at **140°F** or above. Portable steam units, propane stoves, grills or electric heating units may be used. Sterno units can be used provided proper temperatures are maintained. Steam tables cannot be used to heat up foods from a cold temperature!

Cutting Board: Cutting boards shall be constructed of durable hardwood or plastic. All cutting boards shall be food service grade quality and be in good condition free of cracks or holes.

Sneeze Guard: Plastic wrap, sneeze guards or display covers shall be used to cover food on display to the public. The public is not allowed to help themselves to opened food containers or to uncover items. All condiments should be in protected single packets or bulk dispensers. They should not be in open bowls or containers.

Extra Utensils: Extra utensils, sufficient in quantity to allow food handlers to adequately prepare and handle food during peak service periods shall be provided.

Potable Water: An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers (sanitary-clean containers). A mechanical or other means to heat water must be available.

Waste Water: Wastewater shall be disposed of in an approved wastewater disposal system. An adequate number of covered containers, labeled "wastewater" shall be provided in the booth and/or nearby access to a permanent toilet facility must be provided for. Liquid waste **cannot** be dumped into streets, storm drains or onto the ground.

Grease Disposal: All cooking or frying grease must be properly collected and placed in closed metal containers for disposal into approved garbage receptacles. No grease can be disposed of on the ground, street or septic system.

Dishwashing: For equipment, utensils or dishes that will be reused on a production basis, a minimum of three basins, large enough for complete immersion of utensils and a means to heat water are required to wash, rinse and sanitize. Please refer to the dish and utensil washing method section of this packet. An alternate approved site may be required by the sanitarian.

Bleach: Household bleach or other approved sanitizer shall be provided for dishwashing sanitization and wiping clothes.

Wiping cloths: Wiping clothes shall be used for sanitizing work surfaces and shall be frequently cleaned and stored in a clean 100 ppm chlorine solution. Use the same bleach/water ratio as for dish and utensil sanitizing.

Aprons: Clean aprons shall be worn by all food handling staff.

Hair restraints: Effective hair restraints (caps, pull-back or nets) shall be worn by all food handlers.

Hand washing: A minimum of a two gallon insulated container with a spigot, and a basin, soap and dispensed paper towels, shall be provided for hand washing. The container shall be filled with warm water. See sketch (later in this packet) for a proper hand wash station. Handy wipes of an approved type, may be approved by the Sanitarian, as a backup only to the hand wash station.

Shelves-storage: All food, equipment, utensils, and single service items shall be stored off the ground and above the floor on pallets, tables or shelving.

Lighting: Adequate lighting by natural or artificial means is to be provided. Bulbs shall be non-breakable or shielded.

Toilets: An adequate number of approved toilets shall be provided at each event. These facilities shall be conveniently accessible to food booth workers and patrons. It is requested that where possible, food workers have access to permanent bathrooms instead of port-o-lets for public use. If this is not possible, a small number of port-o-lets should be used by food booth workers only, separate from public facilities. Hand washing facilities is a must for food booth workers.

Garbage: An adequate number of cleanable containers with plastic liners shall be provided inside and outside the booth. You must arrange for proper garbage disposal.

Flooring material: Grass or asphalt may be used as acceptable flooring. Booths located on gravel or dirt shall use plastic or rubber mats, tight wood or other approved flooring material.

No Smoking Signs: Signs prohibiting smoking shall be prominently displayed in food booth.
Smoking, eating or drinking while working in the food booth is prohibited.

Log Book: All volunteers and/or workers at a food booth site must sign a "log book" with the date, name, address, and hours worked. Temperatures of hot and cold holding food units must be logged every hour.

Coordinator: A designated staff person responsible for compliance with Health District requirements, **must be on site.**

Shellfish: If shellfish are cooled with ice, the ice must be free draining. Shellfish are not to be submerged in the ice. Avoid direct contact of the shellfish with the cooling ice.

Cross-Contamination: Separate raw and cooked potentially hazardous food. Do not interchange utensils, cutting boards, containers or other equipment that have been previously used for raw foods with equipment used for cooked or ready-to-eat to serve foods.

APPROVED DISH AND UTENSIL WASHING METHOD

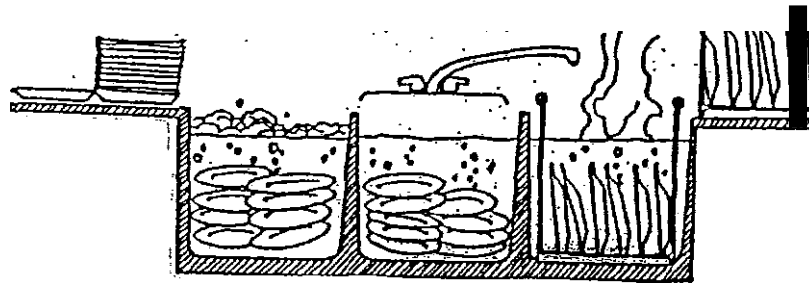
- Dishwashing supplies- i.e. detergent and other cleaning agents, bleach, etc. should be stored away from food preparation areas.
- Sanitizing can be done by either soaking the object in water with a temperature of at least 170°F for at least 30 seconds, or by soaking in a hot water and bleach solution of 1 tablespoon of bleach to one gallon of hot water, or 1/3 cup bleach to 5 gallons of hot water.

(Note: The object MUST be washed and rinsed before it is sanitized.)

Do not use scented bleach. A test kit should be used to determine if the sanitizing solution is strong enough to destroy any harmful microorganisms that might be present.

- If the facility has a commercial dishwashing machine, follow the manufacturer's directions on use.

Sort Scrape Rinse Wash Sanitize Air Dry



PERSONAL HYGIENE

Only personnel who are healthy and free of communicable disease, boils, sores, infected wounds, or acute respiratory infections shall work with food. No one with a fever, diarrhea, or vomiting should be allowed to work. Only authorized personnel are allowed in the booth. No pets or animals are allowed in the booth.

- All workers must wear clean outer garments and maintain a high degree of personal cleanliness. Any aprons used must be clean and changed when soiled. Avoid wearing jewelry. Fingernails should be short, unpolished, and clean.
- Hands must be washed frequently, before entering booth and handling food. Hands must also be washed after attending the restroom, eating, smoking, taking a break, coughing, handling garbage, handling raw potentially hazardous food, using cleaning materials, etc.
- Smoking or the use of tobacco in any form will not be allowed in the booth.
- Some type of hair restraint must be used-hats, hairnets, or other restraint.
- The use of disposable plastic gloves does not take the place of washing hands. Gloves are just as likely to become contaminated as hands. They should be washed or changed as often as you would wash your hands, or between different tasks. Gloves should only be put on hands that have been thoroughly washed

The Metal-Stem Thermometer

A metal-stem bi-metallic thermometer is an important tool for keeping track of food temperatures.

The thermometer should be able to measure from 0°F to 220°F. It should also have a little notch that shows how far into the food the thermometer must be placed in order to take an accurate reading.

Using a Metal-Stem Thermometer:

Step 1: Calibrate thermometer, if necessary (see following).

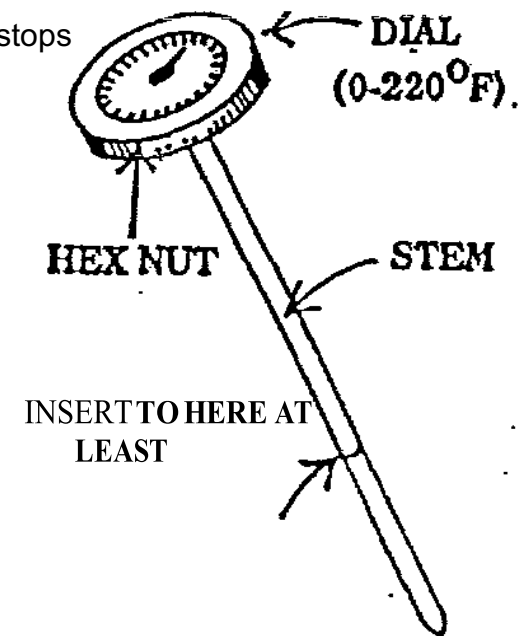
Step 2: Clean and sanitize thermometer (an alcohol wipe or sanitizer dip may be used).

Step 3: Air dry thermometer.

Step 4: Insert into food up to the indicator notch. Step 5: Take reading when dial stops moving.

Step 6: Wipe thermometer off.

DO **NOT** leave thermometer in food while it is cooking.



Date _____

Festival name _____

Name of Booth _____

***HAND IN TO SITE COORDINATOR AT END OF FESTIVAL**

Coordinator Please mail to ESDHD 688 East Main Street, Branford, CT 06405 or Email to info@esdhd.org

Employee/Volunteer
Time worked

Address

Phone

[illegible]

Festival name _____ Name of Booth _____

****HAND IN TO SITE COORDINATOR AT END OF FESTIVAL***
Coordinator Please mail to ESDHD 688 East Main Street, Branford, CT 06405 or email to info@esdhd.org

	Date	Time	Food Product	Temperature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

	Date	Time	Hot/Cold Equipment	Temperature
1				
2				
3				
4				
5				
6				

Basic Food Booth Requirements for Temporary Events

1. Keep foods at safe temperatures at all times
Supply food (probe) thermometer and thermometer for coolers
 - Hold all cold foods below 45°F,
 - Hold all hot foods over 140°F, Reheat foods to 165°F,
 - Cook all foods being prepared to minimum temperature:
 - Poultry 165°F, Pork 150°F, Beef 145°F, Ground Beef 153°F,
 - All other foods 165°F.
 - Maintain temperature logs of food products.
2. Wash hands frequently, using a hand wash station with soap and paper towels, Free flowing (with spigot) insulated container.
3. Sanitize utensils
4. Do not cross contaminate (separate raw & cooked foods).
5. Use utensils, gloves or wax paper, not your hands. No bare hand contact of ready to eat foods.
6. Keep foods covered and off the ground (Ice is considered food.)
7. Do not eat while working (do not "pick" on food).
8. Wear hair restraints and clean clothing/aprons
9. Do not work if you are ill.
10. No smoking.

Your Notes: