

**LEDGE LIGHT HEALTH DISTRICT  
APPLICATION FOR A TEMPORARY FOOD PERMIT (FRONT & BACK)**

**TYPE:**  14 DAY/SINGLE LOCATION       ALL LLHD CERTIFIED FARMERS' MARKETS FOR 2017 SEASON

**FEES:**  FOR PROFIT: \$55.00     NON-PROFIT: \$25.00 ( NON-PROFIT TAX CERTIFICATE)  
**LLHD LICENSED FOOD SERVICE ESTABLISHMENTS, SIMPLE SAMPLING AND/OR FARMERS AT  
CERTIFIED MARKET-NO FEE**

NAME OF APPLICANT: \_\_\_\_\_ PHONE# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

NAME OF FOOD BUSINESS: \_\_\_\_\_ PHONE# \_\_\_\_\_

BUSINESS ADDRESS (DIFFERENT): \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

NAME OF EVENT & LOCATION: \_\_\_\_\_

EVENT DATE(S)/TIME (S): \_\_\_\_\_ TIME/DATE YOU WILL BE READY FOR INSPECTION: \_\_\_\_\_

DESCRIPTION OF FOOD MENU (SEE MENU IN PACKET): \_\_\_\_\_

LOCATION FOOD PREPARED:  ONSITE     OFFSITE, IF SO, WHERE\*? \_\_\_\_\_

**\*IF PREPARED OFFSITE, PROVIDE THE MOST RECENT INSPECTION OF THE LICENSED FOOD SERVICE ESTABLISHMENT WHERE THE FOOD IS PREPARED (NO HOME COOKED/PREPARED FOODS)**

HOT FOODS?  YES     NO    IF YES, HOW IS FOOD COOKED (SEE PACKET) AND HOT HELD AT  $\geq 135^{\circ}\text{F}$  : \_\_\_\_\_

IF HOT FOODS, SUPERVISOR WITH FOOD SAFETY TRAINING: \_\_\_\_\_ CONTACT #: \_\_\_\_\_

(SEE TEMPORARY EVENT TRAINING REQUIREMENTS, PAGE 11)

TYPE OF FOOD SAFETY TRAINING:  LLHD CAFE     UNCAS FAST     QFO CERT     OTHER: \_\_\_\_\_

JUST IN TIME TRAINING NEEDED      CONTACT PERSON FOR TRAINING: \_\_\_\_\_

HOW ARE POTENTIALLY HAZARDOUS FOODS HELD COLD AT  $\leq 41^{\circ}\text{F}$  (COOLERS, REFRIGERATION, ICE, ETC): \_\_\_\_\_

**CONTINUED ON BACK**

**CONTINUED FROM FRONT**

THIN PROBE FOOD THERMOMETER TYPE:  DIGITAL (PREFERRED)  BIMETALIC ALCOHOL WIPES:  YES  NO

REFRIGERATION THERMOMETERS IN WARMEST AREA (NEAR DOOR OR TOP):  YES  NO

WATER SOURCE:  TOWN/CITY WATER  BOTTLED  PRIVATE WELL

**IF PRIVATE WELL, ATTACH POTABLE WATER TEST FROM THE LAST 30 DAYS**

- SUPERVISOR TO CERTIFY ALL STAFF ARE FREE OF ILLNESS PRIOR TO WORKING (PAGE 6), HAVE ADEQUATE HAIR RESTRAINTS, APRONS, NO JEWELRY, MINIMIZE BARE HAND CONTACT AND SIGN THE LOG (Page 10).
- A HAND WASHING STATION (PAGES 6 & 9) IS REQUIRED FOR ONSITE PREPARATION AND MINIMIZE BARE HANDS BY USING UTENSILS, BUTCHERS/WAX PAPER, FOIL, NAPKINS OR NON-LATEX DISPOSABLE GLOVES.
- EVENTS LONGER THAN 4 HOURS-HOW WILL FOOD CONTACT SURFACES BE WASHED, RINSED AND SANITIZED?

(PAGE 6 & PAGE 9).

**SKETCH OF FOOD BOOTH**

															SHOW THE FOLLOWING:
															1. HAND WASHING (HW)
															2. COOKING
															3. HOT HOLDING
															4. COLD HOLDING
															5. PREP AREA
															6. DRY STORAGE
															7. WARE WASHING OR EXTRA EQUIP
															8. SERVICE AREA
															9. WATER STORAGE
															10. BOOTH COVER/SCREENS
															11. LOG BOOK/PACKET

By signing, the applicant agrees the above information is accurate and agrees to comply with all aspects of the attached Temporary Foodservice Guidelines, including the checklist on page 8. **This is not a permit; permits will be issued by the assigned inspector.** Make checks payable to: LEDGE LIGHT HEALTH DISTRICT

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only:  
**Date Received:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_ **License Prepped by:** \_\_\_\_\_

**Sanitarian Assigned:** \_\_\_\_\_ **Contact date with applicant:** \_\_\_\_\_ **Inspection Required: Yes  No**

Rev. 11/14/17

## **TEMPORARY FOOD SERVICE GUIDELINES**

The purpose of these guidelines is to minimize the risk of food-borne illness at temporary food service events in the jurisdiction of Ledge Light Health District (District). By following these guidelines, you can help ensure the safety of the foods served and in turn protect the health of your patrons and staff/volunteers.

### **LICENSING PROCEDURES**

**The application for a temporary event food service license shall be submitted at least fourteen (14) calendar days prior to the scheduled event. The Director may deny applications not submitted in the required time frame.**

No person may operate a temporary food service booth or vehicle within the District without first having made application for a temporary license to the Director of Health, including receipt of the District's "Temporary Foodservice Guidelines" and "Temporary Event Training Requirements" documents, and received a District temporary license. The license fee and any other required documentation must accompany the application. Any person in violation of this policy may be denied a temporary event license.

Temporary event applications and associated documents are available at any of our District offices or on-line at [llhd.org](http://llhd.org).

Prior to some larger events, the event coordinator may provide you with an application and the temporary event guidelines, however, it is the responsibility of each individual food booth to submit the necessary application, paperwork and fee to obtain a temporary permit. A District Sanitarian may call the applicant/business to verify the information, discuss food-handling procedures and the need for an inspection (see packet checklist page 8).

Communication is very important to ensure that the application process goes smoothly. Depending on the menu items and the classification of food service, at least one person working in the booth must have food safety training acceptable to the Director of Health. This person will be responsible for ensuring proper procedures are understood and followed, all staff are knowledgeable in safe food techniques and must be actively involved with onsite foodservice.

### **MENU**

- All food must be from an approved source; all receipts and bills of sale must be retained and made available to the inspector upon request.
- All ice is considered food, shall be from a potable water source and protected from contamination.
- No home cooking, preparation or home canned foods is permitted (See note on Potlucks under Preparation).
- No wild game or fin fish from non-commercial sources are permitted.
- All meats and poultry must be USDA inspected.
- Only shellfish from approved sources may be served. All shellfish tags must be made available to the inspector at the time of the temporary event and must be retained for 90 days. Consumer advisories may be needed.

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”. Simple food preparation methods will help reduce the likelihood of food-borne illness.
- On-site preparation should be minimal. Although same day preparation is safest, off-site preparation is acceptable if the preparation occurs in a licensed foodservice establishment that can prepare, storing, transporting and serving food in compliance with all applicable codes and regulations. Copies of a recent inspection report is required for offsite preparation, storage or transport of food.
- All potentially hazardous foods must be delivered hot (135°F or above) or cold (41°F or below).
- **DISCARD ALL LEFTOVERS AT THE END OF THE DAY; DO NOT RE-USE.**
- Store all foods in food grade containers and keep them covered. All equipment must be clean and in good repair. Be fully prepared to operate upon arrival.
- Food security and protection from unauthorized access and tampering will be strictly enforced. Suspect foods may be embargoed and/or discarded.
- **Raw or undercooked items require a consumer advisory with the reminder and disclosure visible to the ordering public. Said items increase the risk of foodborne illness and are thus discouraged.**
- CT Public Act 15-146 states that potlucks and bake sales for a, “noncommercial function such as an educational, religious, political or charitable organizations,” do not require a temporary permit so long as, “the seller or person distributing such food maintains such food under the temperature, pH level and water activity level conditions that will inhibit the rapid and progressive growth of infectious or toxigenic microorganisms.” This is the only time home preparation of food is allowed, so long as the event coordinator consults with LLHD as to how they will ensure all potentially hazardous foods are received and held outside the Danger Zone (41°F-135°F) AND have a clear sign in front of the food items stating they were, “NOT PREPARED IN A GOVERNMENT INSPECTED KITCHEN.”

## TEMPERATURE CONTROL

**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, beef, pork, lamb, poultry, fish, shellfish or other foods capable of supporting the rapid growth of infectious or toxigenic microorganisms. This also includes hot dogs, pizza, cooked vegetables or starches (rice, beans and potatoes) sliced melons, sliced tomatoes, cut leafy greens, soy products, raw seed spouts, garlic in oil and cream-filled pastries.

### Observe safe food temperatures:

- Hold potentially hazardous foods at 41°F or less or 135°F or above. Cook foods without interruption. **Partial cooking in advance is a dangerous practice and is not allowed.**
- The following are **minimum internal cooking temperatures**:
  - Poultry, stuffing, stuffed meats and reheated foods: **165°F**
  - Eggs, fish, shellfish, pork or beef: **145°F**
  - Ground foods and sausages: **155°F**
- A calibrated (preferably digital), metal stem food thermometer (capable of taking temperatures of thin foods) must be provided for monitoring food temperatures (Range 0 to 220°F and accurate within 2°F).
- Only equipment capable of maintaining the required hot and cold holding temperatures shall be used. The use of “canned heat” or Sterno fired hotel pans or chaffing dishes are not suitable for outdoor events. They are only permitted in a sheltered area or booths protected from the wind. The vendor must make this determination before

arrival on site. **Gas fired steam tables are preferred and typically require review and approval by the local fire marshal.** Other warming units may be approved, if they can hold foods over 135°F. Warming units must never be used to heat or cook foods. They are designed only to hold foods that have just been heated.

- Adequate refrigeration such as refrigerated trucks, refrigerators, or coolers with ice or ice packs must be provided for keeping food cold. A refrigerated truck would be used for bulk storage, and small refrigerators or coolers used for short-term service near the grills. If electrically powered coolers are used, care must be taken to be sure that the service lines can handle the voltage. All units must be provided with accurate thermometers placed in the warmest part of the unit to monitor ambient air temperature.
- Defrost frozen foods under refrigeration at 41°F or below, under cool running water (70°F or less) or during the normal cooking process. **Never defrost potentially hazardous foods at room temperature.**

### **CROSS CONTAMINATION**

- Keep raw food separate from cooked 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 on a cutting board that was previously used to cut raw chicken unless they are properly washed, rinsed and sanitized between uses.
- Areas used for prepping raw product must be separated from areas used for cooked or ready to eat items.
- **NEVER RE-USE MARINADE.** Once the meat is removed for cooking the marinade must be disposed of properly. The container must be washed, rinsed and sanitized before it can be reused. Always use a freshly made marinade if recipe calls for adding marinade while meat is cooking.
- When making bulk scrambled eggs, pancakes or other batters, liquid pasteurized eggs must be used.

### **FOOD PROTECTION**

- 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 similar approved structure with overhead protection.
- Screening for food booths is necessary if seasonally required (insects, birds, etc.), if night lighting creates insect attractions at the booth, if windy or other weather conditions prevail in areas where there would be windblown dust and debris (i.e., food service in the middle of a dry field), or if food cannot otherwise be protected by means of covered or enclosed preparation, holding, and display units.
- Minimize bare-hand contact. Use utensils such as tongs, spoons and spatulas. Utensils may be stored in food with the handles extending out or on a clean surface. Clean utensils must be stored in clean containers when not in use. When manual hand contact is necessary, use wax paper, aluminum foil or gloves. Natural latex disposable gloves are not allowed due to allergens (vinyl or nitrile gloves may be used). Gloves are not a substitute for hand-washing and should be changed frequently when they become soiled, torn, when leaving the booth, changing jobs or using the bathroom.
- Single service disposable utensils must be stored and dispensed in such a manner as to prevent contamination. Utensils must be stored with the handles up and all straws covered or in a closed dispenser
- Salad bars and other self-service type displays are not allowed at temporary facilities.
- Store all foods and food contact items 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. Customer self-service from open and/or unprotected containers is discouraged.

## **SANITATION**

- The food booth must be maintained in a sanitary manner always. All food contact surfaces and equipment shall be cleaned at regular intervals (every 4 hours for in-use utensils not held outside the danger zone) and as often as necessary to maintain a high standard of cleanliness. A food grade sanitizer (chlorine-bleach or Quaternary ammonia-Quat) solution shall be provided in sufficient quantities for sanitizing all food contact surfaces. **Food grade chlorine and Quat are unscented, have an EPA number and directions for sanitizing food contact items on the label (i.e. cutting boards, plates, glasses, silver ware) and a list of over the counter food grade bleaches is provided on page 9.** The following procedure shall be used:
  - a) SCRAPE (all food debris from the device/utensil)
  - b) WASH (in hot soapy water).
  - c) RINSE (in clean hot water).
  - d) SANITIZE (soak for the time and concentration shown on the label for the food grade sanitizer).
  - e) 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 or bus pans may be used provided that an adequate amount of potable hot water is available. Wash – Rinse –Sanitizing containers must be sized to fit the largest utensils in use.
- An adequate supply of clean wiping cloths must be provided. Wet wiping cloths must be held in a container labeled "sanitizer", using the same food grade sanitizer and concentration used for sanitizing utensils. The wiping cloths are to be stored in the sanitizer buckets when not in use.
- **Food booths must be provided with a conveniently located handwashing station consisting of an adequate supply of potable water in a sanitary container and dispensed into a catch container (not on the ground). Liquid soap, paper towels and a waste receptacle must also be provided. Portable hand sinks are available from some rental agencies or can be assembled as shown on page 9.**
- Toilets and hand-washing sinks must be provided at each event for the food booth workers.
- 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. Waste water shall not be reused for any purpose. All cooking oil and grease must be removed off the site by the food booth.

## **PERSONNEL AND HYGIENIC PRACTICES**

- **A copy of these guidelines must be posted in the booth and read by all food handlers.**
- A log book showing name, address, phone number, date and time worked must be signed by all food handlers.
- Only authorized personnel are allowed in the booth. No pets or animals are allowed in the booth.
- **No person with a communicable disease or afflicted with boils, sores, infected wounds or an acute respiratory infection shall work with food. If you have a fever, diarrhea, vomiting, etc., you cannot work. The booth operator should ask all staff how they are feeling prior to allowing them to work, exclude anyone with the previously mentioned and notify LLHD immediately.**
- All workers must wear clean outer garments and maintain a high degree of personal cleanliness. Have extra clean aprons available for all personnel.
- Wash hands frequently, but always upon entering the booth, after using the toilet, eating, smoking, taking a break, coughing, handling garbage, handling raw foods, touching your face or hair, etc.
- Do not use tobacco in any form in the food booth.
- All food handlers must wear effective hair restraint i.e., hats or hairnets.
- Cuts on exposed areas must be bandaged with a water-tight covering and then gloves on bandaged hands.

**REVOKING OF LICENSE - BOOTH CLOSURE**

The food service license may be revoked at any time 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 written approval of the Director of Health or Sanitarian. **NOTE: Other requirements may be imposed based upon the individual needs of each booth or event.**

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**TEMPORARY FOOD SERVICE CHECKLIST**

Booth Name: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Checklist

- Food training (Class III or IV)
- Potentially hazardous food maintained at proper temp.
- Probe thermometer calibrated and
- Alcohol wipes
- Refrigeration thermometer
- Food protected from contamination
- Potable water supply
- Hand washing facilities in food prep areas; soap; paper towels
- Facilities to wash, rinse and sanitize utensils
- Spare sanitized utensils
- Sanitizing solution (food-grade bleach or Quaternary Ammonia); appropriate test kit
- Food workers in good health
- Gloves; hair restraints; aprons
- Log book maintained

Comments: \_\_\_\_\_

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**TEMPORARY HAND WASH STATION**

All temporary booth conducting food preparation must have a temporary hand wash station, which includes:

- A potable, free flowing source of warm water to last the entire day; you should not have to hold a faucet or handle to dispense water
- A waste water receptacle; you will also need an approved location to dispose of waste water (toilet, mop sink, etc.). **Water cannot be dumped on the ground or into catch basins.**
- Hand soap
- Paper towels
- A garbage can

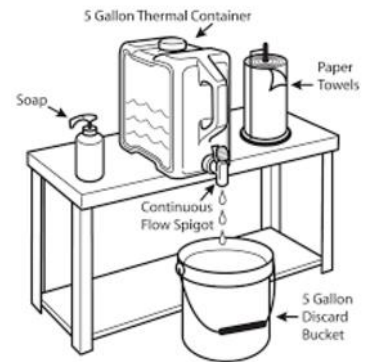


Image Courtesy of the Long Beach California Health and Human Services Department

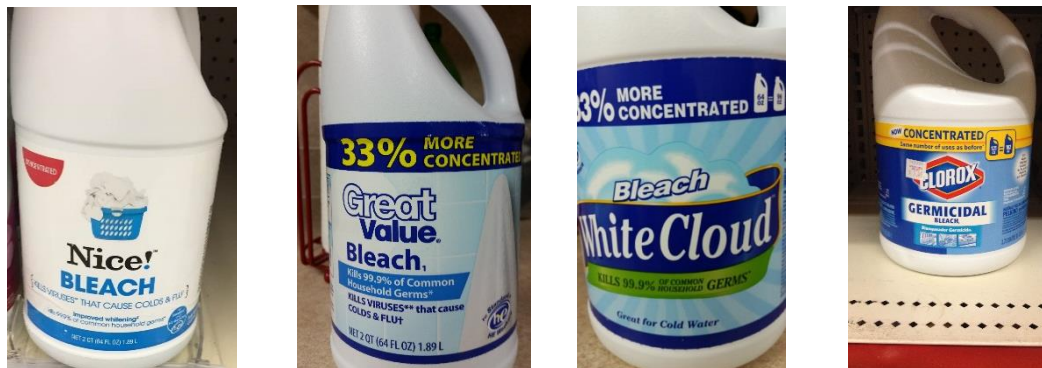
**TEMPORARY WARE WASH/ DISH WASH STATION AND SANITIZERS**

A temporary dish washing station is needed for events lasting more than four hours (unless the utensils are washed/rinsed/sanitized at a licensed food service establishment) and must have three containers or buckets, each large enough to completely submerge your largest piece of food contact equipment:

- The first bucket should have hot water and dish soap (wash)
- The second bucket has warm clean water (rinse)
- The third container needs warm water and a **food grade sanitizer** at the correct concentration (sanitize)
- Food grade sanitizers are unscented bleach or quaternary ammonia, with an EPA number, must be allowed to air dry (no water rinse) and instructions for sanitizing food contact surfaces (plates, glasses, cutting boards, etc.). See below for over the counter bleach examples.
- Test strips (Restaurant Depot/baileystst.com) to verify the sanitizer concentration/contact time-check label!
- The same concentration used in the sanitizer container can also be used for labeled, wiping cloth buckets.
- Events lasting just one day can bring extra cleaned and sanitized utensils, stored in a clean and covered containers.



**OVER THE COUNTER FOOD GRADE BLEACH SANITIZERS**





## Temporary Events Training Requirements

### Purpose:

To protect the public health, safety and welfare during the operation of temporary events by ensuring that operators of temporary event food establishments and food booths are knowledgeable in safe food handling practices by receiving proper training in food protection and food-borne illness prevention.

### Definitions:

**“Temporary food service establishment”** means a food service establishment that operates at a fixed location for a temporary period of time, not to exceed two weeks, in connection with a carnival, circus, public exhibition, festival, celebration or similar transitory gathering.

**“Class III or IV foods”** means foods that are potentially hazardous and that will be hot held.

**“Food safety training”** means a current training (such as the Ledge Light CAFÉ program or similar) where the individual has been instructed and shown competency (typically through a test) of knowledge regarding food safety and prevention of foodborne illness.

**“Just-in-time food training”** means an abbreviated training that may be offered by Ledge Light Health District to prepare applicants to safely operate a temporary food service establishment. This training is specific to the event/food being served and dependent upon availability of a Sanitarian.

The Ledge Light Health District recognizes that temporary event food services are unique in that:

- They may provide all classifications of food services at locations with limited food preparation and storage capacity.
- They are usually located away from permanent utilities such as electrical and water supplies, sewage and waste water disposal sites.
- Such utilities may be intermittent or disrupted
- They are exposed to the outdoor environment (precipitation, dust, insects, etc.).

### Policy:

Each applicant for a **Class III or Class IV** temporary food service permit shall provide documentation, satisfactory to the Director of Health, that an individual with food safety training shall be present when the booth is operating. **If no trained individual is available, the applicant shall receive temporary event food training or just in time food training before receiving a permit.** It is the duty of the applicant to apply within a timely manner (two weeks prior to the event) to ensure access to the prescribed training.

**If you have any questions regarding training requirements or would like to register for a training session, please contact Ledge Light Health District at 860-448-4882.**