



# Farmington Valley Health District

95 River Road, Suite C ▪ Canton, CT 06019 ▪ Phone (860) 352-2333 ▪ Fax (860) 352-2542

Avon • Barkhamsted • Canton • Colebrook • East Granby • Farmington • Granby • Hartland • New Hartford • Simsbury

## APPLICATION FOR TEMPORARY FOOD SERVICE PERMIT

All vendors serving food and beverages to the public on a temporary basis are required to have a food service permit. Temporary permits are valid for a maximum of two consecutive weeks at a cost of \$50.00.

**Please complete the permit application and return it to this office 14 days prior to the event.** A copy of the FVHD Temporary Food Service Guidelines is enclosed for your reference. Please note that a current water analysis from an approved testing lab must be submitted if property is served by a well. **Failure to submit a completed application on time may result in exclusion from the event. Please submit only the first three pages of this application.**

Name of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_ Town: \_\_\_\_\_

Event Date(s) / Time of Event: \_\_\_\_\_

Set Up Date(s) / Time of Set Up: \_\_\_\_\_

Name of Event Coordinator: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Establishment Name: \_\_\_\_\_

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

Check Box if Non-Profit – Type of Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I acknowledge that receipt and retention of this permit depends on compliance with the CT Public Health Code Regulations 19-13-B42. I have read the attached food service guidelines by the Farmington Valley Health District.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE**

Application Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPOSED MENU – LIST MENU ITEMS BELOW**

- List all food and beverage items provided at the event
- Some menu items may require additional information SEE ATTACHMENT A and check with FVHD


**PLEASE CHECK APPLICABLE BOXES FOR PROPOSED MENU ITEMS**

**1. On-Site Temperature Control Methods**

<b>Cooking and/or Reheating</b>	<b>Hot Holding</b>	<b>Cold Holding</b>	<b>Transport</b>
<input type="checkbox"/> Gas Grill <input type="checkbox"/> Fryolater <input type="checkbox"/> Stove / Oven <input type="checkbox"/> Propane Burner <input type="checkbox"/> Induction <input type="checkbox"/> Other:	<input type="checkbox"/> Electric Steam Table <input type="checkbox"/> Hot Holding Cabinet <input type="checkbox"/> Gas Grill <input type="checkbox"/> Sterno Chafing Dishes <input type="checkbox"/> Stove / Oven <input type="checkbox"/> Other:	<input type="checkbox"/> Refrigerators <input type="checkbox"/> Coolers and Ice <input type="checkbox"/> Freezer Chest <input type="checkbox"/> Refrigerated Truck <input type="checkbox"/> Other:	<input type="checkbox"/> Cambros <input type="checkbox"/> Coolers and Ice <input type="checkbox"/> Mobile Refrigeration <input type="checkbox"/> Other:

**2. Food Booth / Concession Trailer**

<input type="checkbox"/> Food Booth: <input type="checkbox"/> Concession Trailer <input type="checkbox"/> Other:	<input type="checkbox"/> Overhead Covering	<input type="checkbox"/> Floor	<input type="checkbox"/> Enclosed Structure	<input type="checkbox"/> Adequate Lighting on Site
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**3. Hand Washing Facilities**

<input type="checkbox"/> Temporary Hand Wash Station <input type="checkbox"/> Commercial Portable Hand Wash Sink <input type="checkbox"/> Hand Wash Sink Inside Concession Trailer
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**4. Hand Washing Accessories**

<input type="checkbox"/> Water, Soap, Paper Towels <input type="checkbox"/> Waste Receptacle <input type="checkbox"/> Other:
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**5. Water Supply**

<input type="checkbox"/> Public Water <input type="checkbox"/> Private Well – Submit Analysis <input type="checkbox"/> Commercially Bottled Water
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**6. Power Source**

<input type="checkbox"/> Temporary Electrical Connection <input type="checkbox"/> Permanent Electrical Connection <input type="checkbox"/> Portable Generator
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**7. Waste Disposal**

<input type="checkbox"/> Restrooms <input type="checkbox"/> Portable Toilets <input type="checkbox"/> Other:
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**8. Approved Food Source**

<input type="checkbox"/> Meat and Poultry - USDA or CT DOA Approved <input type="checkbox"/> Dairy - USDA Approved <input type="checkbox"/> Eggs - USDA or CT DOA Approved <input type="checkbox"/> Fish Commercially Caught
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**9. Licensed Facility**

<input type="checkbox"/> Foods Prepared in a Licensed Facility Name of Facility: _____ <input type="checkbox"/> Other:
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**ATTACHMENT A - PREPARATION OF MENU ITEMS (make additional copies if more space is needed)**

• Check all applicable boxes for each menu item

<p><b>Menu Item:</b></p>    <p><b>Location of Food Preparation:</b>  <input type="checkbox"/> On-Site at the event   <input type="checkbox"/> Licensed Kitchen</p>	<input type="checkbox"/> Approved Food Source <input type="checkbox"/> Cut – Wash - Assemble <input type="checkbox"/> Cold Holding <input type="checkbox"/> Cooking Involved	<input type="checkbox"/> Cooling Involved <input type="checkbox"/> Hot Holding <input type="checkbox"/> Reheating
<p><b>Describe Preparation Process:</b></p>		
<p><b>Menu Item:</b></p>    <p><b>Location of Food Preparation:</b>  <input type="checkbox"/> On- Site at the event   <input type="checkbox"/> Licensed Kitchen</p>	<input type="checkbox"/> Approved Food Source <input type="checkbox"/> Cut – Wash - Assemble <input type="checkbox"/> Cold Holding <input type="checkbox"/> Cooking Involved	<input type="checkbox"/> Cooling Involved <input type="checkbox"/> Hot Holding <input type="checkbox"/> Reheating
<p><b>Describe Preparation Process:</b></p>		
<p><b>Menu Item:</b></p>    <p><b>Location of Food Preparation:</b>  <input type="checkbox"/> On-Site at the event   <input type="checkbox"/> Licensed Kitchen</p>	<input type="checkbox"/> Approved Food Source <input type="checkbox"/> Cut – Wash - Assemble <input type="checkbox"/> Cold Holding <input type="checkbox"/> Cooking Involved	<input type="checkbox"/> Cooling Involved <input type="checkbox"/> Hot Holding <input type="checkbox"/> Reheating
<p><b>Describe Preparation Process:</b></p>		
<p><b>Menu Item:</b></p>    <p><b>Location of Food Preparation:</b>  <input type="checkbox"/> On-Site at the event   <input type="checkbox"/> Licensed Kitchen</p>	<input type="checkbox"/> Approved Food Source <input type="checkbox"/> Cut – Wash - Assemble <input type="checkbox"/> Cold Holding <input type="checkbox"/> Cooking Involved	<input type="checkbox"/> Cooling Involved <input type="checkbox"/> Hot Holding <input type="checkbox"/> Reheating
<p><b>Describe Preparation Process:</b></p>		
<p><b>Menu Item:</b></p>    <p><b>Location of Food Preparation:</b>  <input type="checkbox"/> On-Site at the event   <input type="checkbox"/> Licensed Kitchen</p>	<input type="checkbox"/> Approved Food Source <input type="checkbox"/> Cut – Wash - Assemble <input type="checkbox"/> Cold Holding <input type="checkbox"/> Cooking Involved	<input type="checkbox"/> Cooling Involved <input type="checkbox"/> Hot Holding <input type="checkbox"/> Reheating
<p><b>Describe Preparation Process:</b></p>		





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## FVHD TEMPORARY FOOD SERVICE PERMIT GUIDELINES

The FVHD Temporary Food Service Permit Guidelines will provide food service personnel basic knowledge in planning and setting up a food booth at a temporary food service event. The goal is to ensure the safety of the foods prepared and served at a temporary event which in turn will protect the public and prevent food-borne illness.

**All applicants must complete the temporary food service permit application and submit the proposed menu to the FVHD at least 14 days prior to the scheduled event.** The appropriate fee must accompany the application. The FVHD may deny the application if it is NOT complete or it is NOT submitted in the required time frame.

A Sanitarian will contact the applicant prior to the event to verify the information in the application and to discuss food handling procedures. The person in charge of the food booth will be responsible for ensuring proper procedures are understood and followed, should be actively involved in the preparation of the food that will be served, and will be on-site for the event.

### Menu

- The FVHD has the right to limit, restrict, or modify menu items offered at the temporary event and may also restrict or modify preparation methods. On-site food preparation in the food booth shall be minimal.
- Food service establishments located outside of the FVHD jurisdiction applying for a temporary food permit must provide a copy of their current food service permit, a copy of their most recent inspection report, a QFO certificate, and, if applicable, a current water analysis if their property is served by a private well.
- In the case that an applicant prepares multiple, distinct menus during the 14 day temporary permit period at a fixed location, separate applications and fees shall be submitted.
- Foods must be from an approved source. Receipts and invoices must be retained and may be requested by the Sanitarian.
- Meat and Poultry must be USDA inspected and/or from an approved CT Department of Agriculture processing facility.
- All foods must be prepared either in a licensed kitchen or on-site at the food booth.
- Home cooking/preparation/canning of foods is NOT permitted.

### Temperature Control

#### **A. COLD HOLDING Potentially Hazardous Foods:**

- Cold hold PHF at 45°F or below (ideally between 38°F - 40°F).
- Provide internal thermometers for coolers and/or mechanical refrigeration.
- Use and maintain an adequate supply of ice in coolers.

#### **B. COOKING Potentially Hazardous Foods (minimum temperature requirements):**

- Poultry, Stuffing, Reheated Foods - 165°F
- Pork, Pork Products - 145°F
- Stuffed Meat, Fish, Pasta - 165°F
- Beef - 145°F
- Eggs 145°F
- Eggs 158°F

- (Check with Fire Marshal for approval of cooking equipment location and placement of propane cylinders, etc.)
- Use approved cooking equipment (gas grill, stove/oven, fryolator, propane burner, induction burner, other etc.).
- **The use of charcoal is prohibited at temporary events.**

**C. REHEATING Potentially Hazardous Foods:**

- Re-heat PHF quickly to 165°F degrees or higher.
- Use approved equipment to re-heat PHF.
  - Gas grill, stove, oven, propane burner, induction burner, other approved device.
  - Crockpots or steam tables are not designed to “re-heat” PHF.

**D. HOT HOLDING Potentially Hazardous Foods:**

- Maintain PHFs at 140°F degrees or higher.
- Use of Sterno fired chafing dishes is strongly discouraged.
- Provide and use electric steam tables, hot holding cabinets, gas grills and other approved hot holding equipment that are consistent sources of heat to maintain PHF at 140°F degrees or above.

**E. Other:**

- Use a probe thermometer to check food temperatures (digital thermometers are recommended).
- Sanitize probe thermometer with a sterile alcohol swab.
- Discard ALL leftover foods.
- Do not thaw foods at room temperature.
- Do not refreeze PHF that have been thawed.
- Never re-use marinades.

## **Food Protection**

**A. Booth structure:**

- The food booth in which foods are prepared / dispensed / plated must have adequate overhead protection.
  - In cases where the food booth is located in a field or area where the booth is subject to windblown dust and debris, side wall protection and / or screening may be required.
- Food booths may be required to be stationed on pavement, concrete, plywood or tarpaulin.
- Store food containers off the ground.

**B. Food Contact:**

- Bare hand food contact is prohibited.
- Use of utensils such as disposable gloves, deli tissue, tongs, spoons, spatulas, etc. is required.
- Keep an adequate supply of disposable gloves on site to handle Ready-To-Eat foods.
- Change gloves frequently. **DO NOT WEAR GLOVES WHEN HANDLING MONEY!**
- Keep an adequate supply of utensils (gloves, tongs) and equipment (cutting boards) on site at all times.

**C. Food on display:**

- Food must be adequately protected from flies, dust, sneezing, unnecessary handling or other contamination.
- Individually wrap food when appropriate.
- The use of sneeze guards or other effective barriers are required if food is dispensed or displayed where it is subject to contamination (The display of unwrapped foods must be approved by the Sanitarian prior to the event).

- Condiments must be dispensed in such a manner as to prevent contamination.
  - Use of squeeze bottles, individual packets etc. is required.
  - Self-service open condiment containers are prohibited.
  - Salad bars and other self-service type displays are prohibited.

## **Personnel and Proper Hygiene**

- WASH HANDS FREQUENTLY and PROPERLY!!
  - Before Starting Your Shift - After Using the Restroom - After Smoking
  - In Between Handling Food and Money - In Between Handling Raw and Cooked Food
  - After taking a break – After eating – After using cell phones-After disposing of garbage
- Keep an adequate supply of liquid hand soap and paper towels on site.
- Only authorized personnel are allowed in the food booth (No pets or animals in booth).
- Smoking and eating is prohibited in the food booth!
- All workers must wear clean outer garments and maintain a high degree of personal cleanliness.
- Cuts on hands or other exposed areas must be bandaged with a water-tight covering.
- Personnel may not work if ill; especially if experiencing vomiting and / or diarrhea! Workers must immediately report their illness to the person in charge of the booth.
- Instant hand sanitizer shall not be used in place of hand washing. Hands must be washed frequently using the temporary hand washing station.

**\*\*The Food Handler Log Sheet on page 6 MUST BE completed for each Temporary event\*\***

## **Sanitization**

- All food contact surfaces shall be cleaned at regular intervals and sanitized as often as necessary to maintain a high standard of cleanliness.
- Sanitize all food contact surfaces (tables, counters, etc.) with a solution of 1 teaspoon bleach to 1 gallon of water at the beginning and end of the day, and every four hours in between. (Bleach shall be maintained and used between 50-100ppm)
- Do not use scented bleach.
- If using quaternary sanitizer, check the manufacturer's directions for use.
- Keep an effective sanitizing solution available during all hours of operation.
- Keep towels in an effective sanitizing solution between uses or provide a spray bottle with an effective sanitizer and use disposable towels to wipe surfaces.
- In-use utensils shall be cleaned and sanitized at least every 4 hours or changed every 4 hours.
- Provide and use chemical test strips.
- Manual washing, rinsing, and sanitizing using a three compartment sink is ONLY ALLOWED in a concession trailer.
- Food booths may NOT manually wash, rinse, and sanitize on-site, but must have an adequate supply of utensils that must be changed every four hours.

## **Miscellaneous**

- It is highly recommended that each food booth operator provide an equipment list to the venue organizer/or property owner PRIOR TO the event to ensure they have ample electric supply.



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## TEMPORARY EVENT FOOD SERVICE CHECK LIST

Name of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_ Town: \_\_\_\_\_

Event Date(s) / Time of Event: \_\_\_\_\_

Business / Organization Name: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Food Safety Trained Staff On-Site              | <input type="checkbox"/> Hand Washing Station: Soap, Paper Towels, Trash Can |
| <input type="checkbox"/> FVHD Food Handler Log Sheet                    | <input type="checkbox"/> Potable Water Supply                                |
| <input type="checkbox"/> Probe Thermometer                              | <input type="checkbox"/> Plastic Trash Bags                                  |
| <input type="checkbox"/> Refrigerator / Cooler Thermometers             | <input type="checkbox"/> Disposable Gloves                                   |
| <input type="checkbox"/> Temperature Control Measures: Ice, Sterno, Gas | <input type="checkbox"/> Overhead Protection, Sneeze Guards                  |
| <input type="checkbox"/> Alcohol Wipes                                  | <input type="checkbox"/> Food Storage Off Ground / Extra Storage Containers  |
| <input type="checkbox"/> Sanitizing Solution for Food Contact Surfaces  | <input type="checkbox"/> Chef Jackets, Aprons, Hair Restraints               |
| <input type="checkbox"/> Sanitizing Test Kit (Bleach and/or Quaternary) | <input type="checkbox"/> Extra Utensils                                      |
| <input type="checkbox"/> Sanitizing Buckets and Spray Bottles           | <input type="checkbox"/> Miscellaneous: Rope, Tape, Markers, Pens, Scissors  |
| <input type="checkbox"/> Wiping Cloths                                  | <input type="checkbox"/> First Aid Kit                                       |

Additional Items:





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## Temporary Event Hand Washing Station



A Temporary Hand Wash Station Setup:

- Free Flowing Warm Water
- Pump Hand Soap Dispenser
- Paper Towels
- Waste Water Receptacle
- Garbage Can

Hand Washing Practices:

- Before starting work
- Before engaging in food preparation
- Before handling clean equipment
- After handling raw foods of animal origin
- After handling money, cell phone, or tobacco use
- After engaging in activities that contaminate the hands
- During food preparation as often as necessary

**Hand Sanitizers do not replace the requirements for a Temporary Hand Washing Station.**



### SAFE FOOD TEMPERATURES

**Cooking:** Fish - 145°F Beef - 145°F Eggs - 145°F Pork - 145°F  
Ground Beef - 158°F Ground Fish - 158°F  
Stuffing & Poultry - 165°F

**Hot Holding:** Never below - 140°F

**Reheating:** Reheat to 165°F within 2 hours

**Refrigeration:** 45°F or below

**Use a probe thermometer to check food temperatures. Sanitize the thermometer before and after each use with a sterile alcohol swab.**



Procedures for Handling Ready to Eat Foods:

- Start by washing your hands thoroughly
- Use gloves, clean utensil, or barrier such as deli tissue to handle food

Gloves should be changed:

- As soon as they become soiled or torn
- Before beginning a different task
- At least every four hours during continual use
- After handling raw meat

**Gloves must never be used in place of handwashing!**