



APPLICATION FOR TEMPORARY FOOD SERVICE PERMIT (14 day limit)

PROFIT \$55.00 NON-PROFIT \$25.00 & copy of certificate

LLHD LICENSED FOOD SERVICE ESTABLISHMENT-NO FEE

NAME OF VENDOR: PHONE#

HOME ADDRESS:

NAME OF VENDING BUSINESS: PHONE#

BUSINESS ADDRESS (if other than home location):

FAX # EMAIL ADDRESS:

VENDING INFORMATION

Name of EVENT & LOCATION:

Vending date(s) and time(s):

At what time will you be ready for inspection?

Description of product to be sold:

Location of where food product is prepared*:

Food Training for Class III or IV**

* Attach latest quarterly food service inspection report if food product is prepared in a location other than at the vending site

** See attached "Temporary Event Training Requirements" document

Number of temporary booths/units(s): Type of temporary booths/units(s):

Make checks payable to: LEDGE LIGHT HEALTH DISTRICT

Applicant Signature Date

Health District Signature Date

Office use only:

Fee Paid Check# or Cash License prepared

Sanitarian Assigned Date of contact with applicant Inspection Required

Rev. 4/7/15



TEMPORARY FOODSERVICE 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 temporary event food service license shall be submitted at least five days prior to the scheduled event. The Director may deny applications not submitted in the required time frame.

No person may operate a temporary foodservice 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. The license fee 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. Prior to some larger events, the event coordinator may provide you with an application and the temporary event guidelines directly. However, it is the responsibility of each individual food vendor to obtain the necessary permits.

A District Sanitarian may call the applicant application to verify the information and to discuss food-handling procedures.

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, should be actively involved in the preparation of food that will be served and onsite for foodservice.

MENU

- All food must be from an approved source.
- To assure that all food is 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 and shall be treated in an appropriate manner. All ice must be produced from a potable water source.
- No home cooking or preparation is permitted.
- No home canned foods allowed.
- 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.

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 as long as the preparation occurs in a licensed foodservice establishment that is capable of preparing, 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 (140°F or above) or cold (45°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.

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, potatoes) sliced melons, sliced tomatoes, soy products, raw seed spouts, garlic in oil and cream-filled pastries.

Observe safe food temperatures:

- Hold potentially hazardous foods at 45°F or less or 140°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 beef or fish: **158°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).
- 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 booth 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, provided that they are capable of holding foods over 140°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 45°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 food.
- 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.
- 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 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 tissue paper or gloves. Gloves are not a substitute for hand-washing and should be changed frequently.
- Single service disposable utensils must be stored and dispensed in such a manner as to prevent contamination, i.e., with the handles up.
- Salad bars and other self-service type displays are not allowed at temporary facilities.
- Store all foods 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 at all times. All food contact surfaces and equipment shall be cleaned at regular intervals 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 (ie. cutting boards, plates, glasses, silver ware).** The following procedure shall be used:
 - a) WASH (in hot soapy water).
 - b) RINSE (in clean hot water).
 - c) SANITIZE (soak for the time and concentration shown on the label for the food grade sanitizer).



d) 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 hand-washing station consisting of an adequate supply of potable water in a sanitary container and dispensed into a catch basin. Liquid soap, paper towels and a covered waste receptacle must also be provided. Portable hand sinks are available from some rental agencies or can be assembled as shown on page 7.**
- Toilets and hand-washing sinks must be provided at each event.
- 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 vender.

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, i.e., if you have a fever, diarrhea, vomiting, etc., you cannot work.
- 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, etc.
- Do not use tobacco in any form in the food booth.
- All food handlers must wear a hair restraint i.e., hats or hairnets.
- Cuts on hands or other exposed areas must be bandaged with a water-tight covering and then gloves worn over the 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.**



TEMPORARY FOOD SERVICE CHECKLIST

Vendor Name: _____

Event Name: _____ Event Date: _____

Checklist

- Food training
- 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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Promoting healthy communities

216 Broad Street • New London, CT 06320 • phone. 860.448.4882 • fax. 860.448.4885 • www.llhd.org



TEMPORARY HAND WASH STATION

A temporary hand wash station must have:

- Free flowing source of water; 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.)
- Hand soap
- Paper towels
- A garbage can



Temporary Dish Washing Stations

This should be set up the same as a 3-bay sink. You can use bus buckets or 5-gallon buckets. The container you choose should be big enough to fit the largest piece of equipment you will be washing at the event.



- The first bucket should have hot water and dish soap.
- The second bucket should have clean hot water.
- The third bucket should have water at least 70°F with approved sanitizer at the appropriate concentration.
- Test strips to check the sanitizer concentration (CHECK THE LABEL FOR CONETRATION AND CONTACT TIME!)



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.