



Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823  
 Berlin: 240 Kensington Road, Berlin, CT 06037 Phone (860) 828-7017 Fax (860) 828-9248  
 Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533  
 Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767  
 www.ccthd.org

**TEMPORARY FOOD SERVICE ESTABLISHMENT LICENSE**

(APPLICATION AND PAYMENT MUST BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO THE EVENT)

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_ Phone \_\_\_\_\_

Event: \_\_\_\_\_ Fax \_\_\_\_\_

Place of Event: \_\_\_\_\_

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

Number of Food/Beverage Concession Booths: \_\_\_\_\_

Food to be served: \_\_\_\_\_

Please PRINT name, address and phone number of primary contact person for food at event:

\_\_\_\_\_  
 Name Phone

\_\_\_\_\_  
 Address City, State, Zip

X \_\_\_\_\_  
 Signature of Primary Contact Date

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Temporary Food Service:

NO food preparation, individual portions or samples (1-2 booths), < 15 days	\$60.00
Each additional booth, NO food preparation, individual portions or samples	\$60.00
WITH food preparation, individual portions or samples (1-2 booths), <15 days	\$100.00
Each additional booth, WITH food preparation, individual portions or samples	\$100.00
Concession Stand—non- profit group* (seasonal)	\$ 0.00
Municipal or State owned and operated facilities, private schools, non-profit organizations, and churches must obtain a license; *	\$ 0.00

\* NOT-FOR-PROFIT STATUS REQUESTED - (Fee Waived). The above temporary food service establishment is operated by a non-profit organization exempt from federal taxes AND exempt from local real estate and personal property tax. **IRS and/or State of CT Department of Revenue Services determination letter(s) must be submitted with this application.**

Please mail payment (checks only) to: "Central Connecticut Health District", 505 Silas Deane Highway, Wethersfield, CT 06109

<b>OFFICE USE ONLY</b>	Received _____	Check # _____	Entered _____
APPROVED _____	Director of Health or authorized representative	Date _____	Entered _____

(over)

(Revised 5/9/16)

**The following questions must be completed before an approval may be granted.**

1. List all items on the proposed menu plus condiments.
2. Where will the food to be served be purchased?
3. Where will the food be stored and/or prepared prior to the event?
4. How will the food items be kept cold? (Below 45°F)
5. How will the food items be cooked?
6. How will the hot food items be kept hot? (Above 140° F)
7. How will the food be protected?
8. Describe the type of hand washing facility that will be used inside the booth.
9. Indicate the water source that will be used for cooking, cleaning and hand washing.
10. How will utensils, cutting boards, etc. be sanitized?
11. How will excess food and single service items be stored?
12. How will condiments and single service items be dispensed?
13. Location of employee/volunteer toilet facility.
14. Please include a drawn layout of the proposed operation with your application.

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

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Reviewed and APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
Director of Health or Registered Sanitarian

TEMPORARY FOOD SERVICE ESTABLISHMENT INFORMATION SHEET  
(to be used to fill out Application)

**1. What food items will be served at the function?**

List all food items to be served. Extra care must be used when serving foods which consist of milk, milk products, eggs, meat, poultry, fish, shellfish, or other ingredients which can be considered Potentially Hazardous Foods.

**2. Where will the food to be served/dispensed be purchased?**

Foods must come from an approved source.

- a. Meat must come from a government inspected source.
- b. All oysters, clams and mussels shall be from sources approved by the State Department of Health Services. If the source is outside Connecticut, the source must be listed as an approved interstate shipper. All shellfish tags must be saved for at least 90 days after service.
- c. Foods cannot be prepared in a home kitchen. No home canned foods are permitted.
- d. If it is necessary to bring in foods that are prepared at a licensed facility other than the temporary site, you must indicate how the food is protected during transport and how it is kept hot or cold as needed.

**3. Where will the food to be served be stored and/or prepared prior to the event?**

Will food be stored/prepared on-site, at another location, etc.

**4. How will the food items be kept cold/frozen?**

Cold food items must be kept at 45° F or below at all times. It is suggested that frozen foods remain below 0° F. Mechanical refrigeration or clean, food grade, well-drained ice from an approved source can be used. (i.e. Elevated cooler with drain hole left open and draining into a basin/bucket so that ground does not become soggy.) Make sure that there is adequate refrigeration to accommodate the volume of food which is planned.

Frozen food cannot be thawed at room temperature. Proper thawing can be done in a refrigerator, under cool, running water, or as part of the cooking process.

**5. How will the food items be cooked?**

Please use the following list as a reference for properly cooking foods.

<u>Type of food</u>	<u>Minimum Internal Temperature</u>
Poultry, stuffed meats	165°
Pork	150°
Beef	145°
Ground Beef products	155°
Reheating (any foods)	165°

(A clean metal stemmed probe thermometer to monitor food temperature is required.)

**6. How will the hot food items be kept hot?**

Hot foods must be maintained at 140°F or above after cooking or reheating.

## **7. How will the food be protected?**

Food must be protected during storage, preparation, display, service, and transportation.

- (a) No unwrapped/unprotected food shall be displayed or available for customer self-service.
- (b) Outer openings of food preparation areas must be protected against the entrance of insects and rodents. This would require screening at booth and barbecue areas.
- (c) All booths and barbecue areas must be set up on pavement, plywood, or tarpaulin. Booths cannot be on grass or dirt. All food and equipment shall be stored a minimum of eighteen (18) inches off the ground surface. Equipment that is very large and heavy may be stored on a covered ground surface.
- (d) Soda, beer, etc., in cans or bottles must not be stored submerged in water. These items can be stored on food grade, well drained ice.
- (e) The re-use of leftovers is not allowed.
- (f) Cooking to order will lessen the chance for bacterial growth which may occur during improper food handling prior to service.
- (g) Persons with infected wounds, boils, respiratory infections, or communicable diseases which may be transmitted to patrons or other workers cannot work in a food service capacity.
- (h) Food handlers should remember to thoroughly wash their hands, particularly after handling raw meats and after using the toilet. The use of clean utensils to handle foods will also minimize contamination.
- (i) Post-mix type soda dispensing systems must be equipped with a double check valve with an atmospheric vent on the potable water supply lines entering the carbonators.
- (j) Smoking is prohibited in the food service and preparation areas.

## **8. Describe the type of hand washing facility which will be used inside the booth.**

If food is prepared at a booth or other facility, hand washing facilities for workers must be provided. This could consist of a five gallon container, basin and a five gallon waste receiver container. Hand washing facilities between booths are satisfactory.

## **9. Indicate the water source that will be used for cooking, cleaning and hand washing.**

If well water is to be used, a recent, certified laboratory result which shows chemical and bacterial levels must be submitted. Only NSF approved water lines are acceptable for water lines being supplied for hand washing and cooking. NOTE: Garden hoses and fire hoses are not acceptable for food service use. Ice must be food grade and from an approved source.

## **10. How will utensils, cutting boards, etc. be sanitized?**

Cooking equipment and utensils must be:

- a. washed in hot soapy water;
- b. rinsed in clean, hot, clear water;
- c. sanitized using an approved sanitizing method.

Methods of sanitizing:

When dishes are washed manually, the following procedures can be used to sanitize the equipment and utensils.

- a. Complete immersion for at least one minute in clean, hot water at a minimum temperature of 170° F.
- b. Complete immersion in a sanitizing solution of at least 50 ppm (parts per million) of chlorine at a temperature of at least 75° F. (One ounce of 5% bleach to a gallon of clean water.)
- c. Complete immersion in a 12.5 ppm solution of iodine which has a pH of 5.0 or less and a temperature of at least 75° F.

Use double strength solutions for cleaning counter tops.

**11. How will excess food and single service items be stored?**

All containers of food and paper products must be kept off the ground to prevent contamination from wet surfaces and insects.

**12. How will condiments and single service items be dispensed?**

- a. Pre-packaged squeeze bottles or pumps or individual packets should be used to dispense condiments (relish, ketchup, mustard) when this is done self-service by patrons.
- b. No home canned foods, including relishes, can be served.
- c. Individual sugar packets are also recommended.
- d. If liquid creamers, milk, half and half, etc., are to be used for coffee, these items must be kept cold (below 45° F) at all times.

**13. Location of employee/volunteer toilet facility.**

Indicate the location of toilet facilities that employees/volunteers can use.

Other:

What type of toilet facilities will be provided for the public?

Toilets and hand washing facilities accessible to the public and separated for each sex shall be provided on the premises. Indicate the number of portable toilets to be provided and how often these units will be emptied. The toilet facilities should be monitored to assure they are being kept clean and well maintained during the function.

What method of garbage disposal will be used?

Garbage and rubbish shall be collected in leak-proof, non-absorbent containers and be kept covered when not in continuous use. If dumpsters are to be used, they must be kept closed up, covered and be rodent proof. Construction dumpsters are not allowed.

Contact the local Fire Marshal and Building Inspector to ensure compliance with the Fire Code and Building Code.

Waste water must be disposed of in a sanitary sewer or other approved sewage disposal system.

Equipment and tables must be clean, smooth, washable, durable, non-absorbent and in good repair.

Dust must be controlled (i.e., dry fields) by watering down.

Needless to say, the food service set up, including equipment, utensils, work tables, etc., must be CLEAN.

All workers at a food booth must sign a log sheet indicating the date, their name, address and phone number and the hours that they worked (see attached sheet). Please retain the log sheet after the event.

**INSPECTION FORM--TEMPORARY FOOD EVENTS**

Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Menu: \_\_\_\_\_

Checklist	Required	Provided
Probe thermometer (0-220□) with alcohol wipes		
Cold Holding--Coolers with thermometer		
Cold Holding--Refrigerator with thermometer		
Hot Holding (type)		
Handwashing station (see diagram)		
Extra utensils wrapped in plastic wrap		
Washing of utensils		
Cleanable covered counters		
Bleach solution in quart spray bottle (1 teaspoon bleach per quart) made fresh daily and labeled or anti-bacterial spray		
Paper towels		
Waste water disposal _____ Grease disposal _____		
Garbage containers		
Caps, hats, clean outer garment		
Coolers properly stored		
Food, paper and plastic goods stored 6" off ground		
Floor covering _____ (Plywood/Pallets, asphalt, heavy duty tarp, other)		
Light shields		
Rules posted		
Log sheet		
Disposable gloves		

Temperatures Checked:

Food Item	Temperature	Time

Central Connecticut Health District

LOG SHEET

VENDOR \_\_\_\_\_ EVENT \_\_\_\_\_

DATE	EMPLOYEE/VOLUNTEER	ADDRESS	PHONE	TIME IN	TIME OUT

After event, please return completed form to: Central Connecticut Health District, 505 Silas Deane Highway, Wethersfield, CT 06109

# **BASIC FOOD BOOTH REQUIREMENTS FOR TEMPORARY EVENTS**

KEEP FOODS AT SAFE TEMPERATURES:

HOLD ALL COLD FOODS BELOW 45°F

HOLD ALL HOT FOODS OVER 140°F

REHEAT FOODS TO 165°F

COOK ALL FOOD BEING PREPARED TO MINIMUM

TEMPERATURE:

POULTRY 165°F, PORK 150°F, BEEF 140°F, GROUND BEEF 155°F, ALL OTHER FOODS 165°F

WASH HANDS FREQUENTLY AND USE GLOVES WHEN DISPENSING FOOD

SANITIZE UTENSILS AND CUTTING BOARDS (USE BLEACH SOLUTION)

DO NOT CROSS CONTAMINATE (SEPARATE RAW & COOKED FOODS)

NO SMOKING

USE UTENSILS--NOT YOUR HANDS

KEEP FOODS COVERED

DO NOT EAT WHILE WORKING (DO NOT "PICK" ON FOOD)

WEAR HAIR RESTRAINTS

DO NOT WORK IF YOU ARE ILL

WASH HANDS AFTER USING RESTROOM

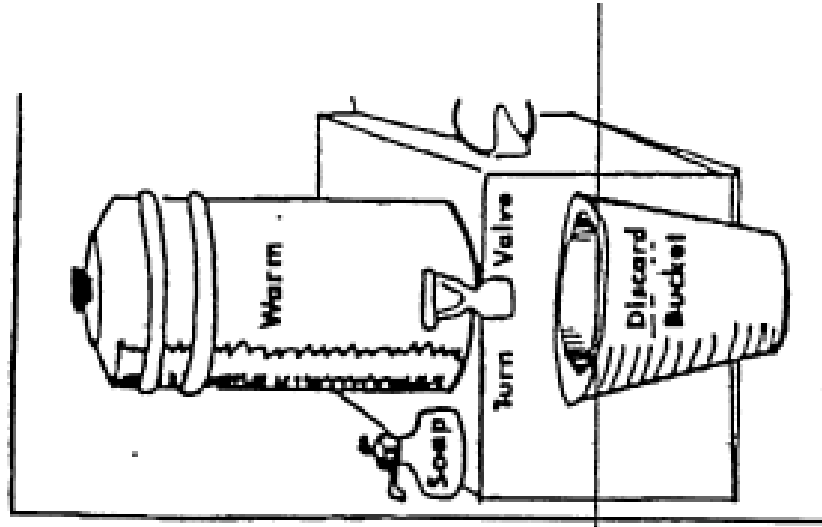
Central Connecticut Health District  
505 Silas Deane Highway  
Wethersfield, CT 06109  
(860) 721-2822

*PLEASE POST IN BOOTH*



# HANDWASHING TEMPORARY FOOD BOOTHS

A HANDWASHING STATION MUST INCLUDE:  
POTABLE HOT & COLD RUNNING WATER (OR  
WARM WATER); LIQUID SOAP IN A DISPENSER;  
PAPER TOWELS; CONTAINER FOR WASTE WATER.  
WATER CONTAINER MUST BE CLEAN AND HAVE  
A VALVE OR SPIGOT THAT REMAINS OPEN TO  
ALLOW FOR ADEQUATE HANDWASHING.



# MICRO ESSENTIAL LABORATORY INC.

MANUFACTURERS OF HYDRION pH PAPERS AND HYDRION pH BUFFERS



4254 AVENUE H

BROOKLYN

NEW YORK 11219

718-336-7410

## How to Use the Hydrion Micro Chlorine Tester

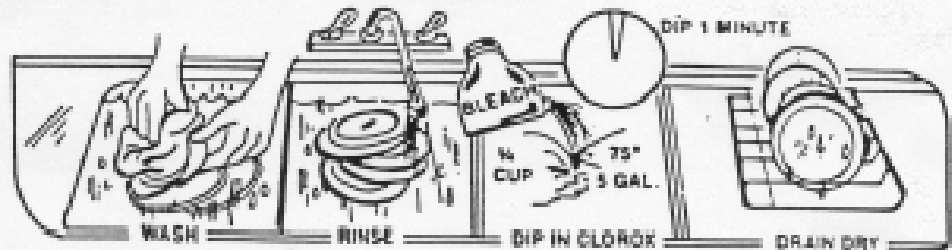
- Open dispenser and remove paper roll from the foil wrapping. Place the roll back into the dispenser and replace dispenser top. The test kit is now ready for use.
- Dilute the bleach solution according to the instructions below.
- Tear a strip of MICRO CHLORINE TEST PAPER from the dispenser and dip into the *diluted* chlorine bleach solution. Match at once to the color chart. The color match should read between 100 & 200 ppm. If the color match is below 100 ppm, add more bleach until the solution is over 100 ppm.

## HOW TO SANITIZE WITH BLEACH

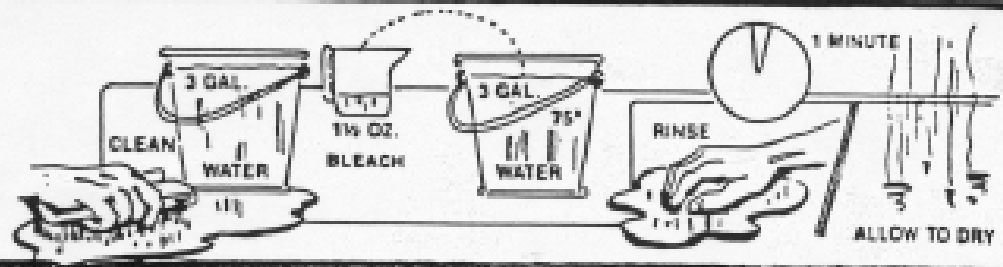
BLEACH is an effective all-purpose sanitizer that even kills some bacteria that may cause food poisoning. BLEACH is authorized for use under USDA meat, poultry, rabbit and egg products inspection programs. ONE TABLESPOON OF BLEACH IN A GALLON OF

WATER IS EQUIVALENT TO 50 PPM OF AVAILABLE CHLORINE. ONE TABLESPOON OF BLEACH PER GALLON MEETS THE U.S. PUBLIC HEALTH SERVICE RECOMMENDED LEVEL FOR SURFACE SANITATION.

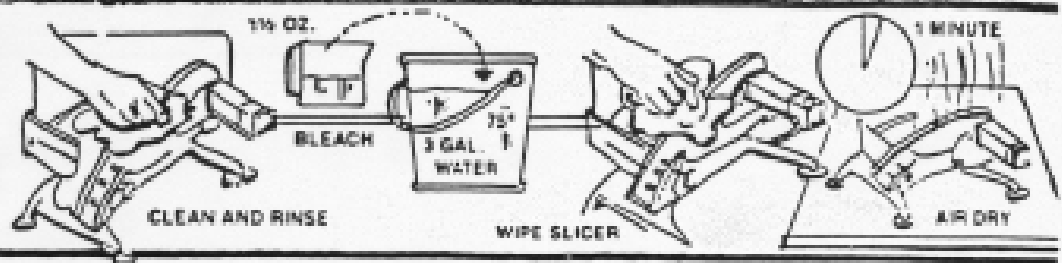
### Pots & Pans Glasses • Dishes Utensils



### Food Contact Surfaces



### Food Equipment



\*\*WATER TEMPERATURE SHOULD BE 75° F\*\*