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 www.ccthd.org

TEMPORARY FOOD SERVICE ESTABLISHMENT LICENSE APPLICATION

APPLICATION AND PAYMENT MUST BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO THE EVENT TO AVOID **LATE FEES** *

Event: _____ Event Coordinator: _____ Phone: _____

Event Location: _____ Town: _____

Date(s) of Event: _____ Time(s) of Event: _____

Name of Organization: _____ Phone: _____

Address of Organization: _____
Address City State Zip Code

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

Name: _____ Phone: _____

_____ Address City State Zip Code

E-Mail: _____ Food to be served: _____

X _____
 Signature of Primary Contact Date

Temporary Food Service FEES: Number of Food/ Beverage Booths: _____

- NO food preparation, individual portions or samples (1-2 booths**), < 15 days \$60.00
- WITH food preparation, individual portions or samples (1-2 booths**), <15 days \$100.00
- Non- profit group organizations 50 % of fee above
- Municipal or State owned and operated facilities \$ 0.00

* **Late Fees** for Temporary Food License:
 Payment received 4-14 days before event = 50% of license fee **3 or more booths additional fee applies
 1-3 days before event = 100% of license Fee

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

OFFICE USE ONLY Received _____ Check # _____ Entered _____

APPROVED _____ Date _____ Entered _____
Director of Health or authorized representative

The following questions must be completed before an approval may be granted. See the attached instructions for guidance on answering the questions. Answers will be reviewed by a Sanitarian and you maybe be contacted for further information, if necessary. NOTE: If potentially hazardous foods are to be prepared or served there must be a properly trained manager onsite to supervise operations.

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 41°F)

5. How will the food items be cooked?

6. How will the hot food items be kept hot? (Above 135° 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: _____

Reviewed and APPROVED _____ DATE _____

Director of Health or Registered Sanitarian

TEMPORARY FOOD SERVICE ESTABLISHMENT INFORMATION SHEET

(To be used when filling out Application)

The purpose of these instructions is to minimize the risk for foodborne illness at temporary food service events. By following these guidelines, you can help ensure the safety of the foods served and protect the health of your patrons.

LICENSING PROCEDURES

Please see the attached flow charts for Food Vendors and Event Coordinators (as appropriate) to determine if your event will require a license and, if so, who is required to obtain the license. Your application for a temporary food service license must be submitted at least 14 days prior to the event to allow proper time for processing. Your application may be denied if not submitted in the required time frame. Please call your local CCHD office if you have any questions.

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 need to be time and/or temperature controlled for safety (potentially hazardous foods).

The Sanitarian may restrict or modify your menu and/or preparation methods as deemed necessary to minimize risk.

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

Foods must come from an approved source. All receipts and bills of sale must be retained and made available to the inspector upon request.

- a. All meat and poultry must come from a government inspected source.
- b. All oysters, clams and mussels must be from an approved source. 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 will be protected during transport and how it is to be kept hot or cold, as needed.

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

The easiest and safest method of preparing food is often “cooking to order”. Onsite food preparation should be minimized to reduce risk. If preparation occurs offsite it must be in a licensed foodservice establishment. Copies of a recent inspection report for that facility must be available onsite upon request. Specify how food will be prepared, stored, transported and temperature controlled, if applicable, prior to arriving onsite. All food must be stored in food-grade containers and protected from unauthorized access and tampering.

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

The number one cause of foodborne illness outbreaks is the failure to keep potentially hazardous foods at the proper temperature. Cold food items must be kept at 41° F or below at all times. Frozen foods must remain solidly frozen. Mechanical refrigeration or coolers with clean, food grade, well-drained ice from an approved source can be used. Coolers must be elevated with the drain hole left open to prevent a buildup of water in the cooler. **Make sure that there is adequate refrigeration to accommodate the volume of food which is planned.** All cold holding units must be equipped with a working thermometer to monitor air temperature in the unit.

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?

Food must be cooked without interruption. **Partial cooking in advance is a dangerous practice and is not allowed.** 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 calibrated, clean, metal stemmed probe thermometer is required to monitor food temperatures. If thin food items will be cooked (i.e. hamburger patties) a thin probe thermometer is required. Alcohol wipes must be provided to clean the thermometer before use.

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

Hot foods must be maintained at 135°F or above after cooking or reheating. Warming units must never be used to cook or heat foods. They are only designed to hot hold foods that have already been heated.

Discard all leftovers at the end of the day, do not re-use.

7. How will the food be protected?

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

- (a) Prevent cross contamination. Keep raw foods separate from cooked and ready to eat foods. Do not reuse utensils, cutting boards, containers or other equipment that have been in contact with raw foods until they have been washed, rinsed **AND** sanitized. **Never re-use marinade** that has been in contact with raw meat. If using eggs in bulk (i.e. pancake batter, scrambled eggs) liquid pasteurized eggs must be used.
- (b) All food preparation and display must be done under a tent or similar approved structure with overhead protection.
- (c) No unwrapped/unprotected food shall be displayed or available for customer self-service.
- (d) 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.
- (e) All food, coolers, equipment, paper goods and supplies shall be stored a minimum of six (6) inches off the ground. Equipment that is very large and heavy may be stored on a covered ground surface (i.e. plywood, tarpaulin).
- (f) 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. The supervisor shall ask each worker how they are feeling prior to allowing them to work and shall exclude any sick workers. **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.
- (g) Food handlers should remember to thoroughly wash their hands regularly during their shift, particularly before starting work, after handling raw meats, when switching tasks, after handling garbage and after using the toilet, nose blowing, coughing, smoking, eating etc.
- (h) Bare hand contact must be minimized. The use of clean utensils, tongs, deli paper or non-latex gloves to handle foods will help minimize contamination. Gloves must be changed when they are soiled, when changing tasks, when leaving the food preparation area etc. Hands must be washed when gloves are removed and prior to putting on new gloves.
- (i) All forms of tobacco use are prohibited in the food service and preparation areas.

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

Lack of proper handwashing is one of the leading causes for the spread of foodborne illness. 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 with warm water and a free flowing spigot, liquid soap and paper towel (see diagram on page 10). A catch bucket is required under the spigot to contain waste water. A wastebasket is required for the used paper towel. Hand washing facilities between booths are satisfactory provided they are easily accessible to workers. Hand sanitizer solution is NOT a substitute for proper handwashing.

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

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 supplying water being used for hand washing and cooking. NOTE: Garden hoses and fire hoses are not acceptable for food service use.

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

Cooking equipment and utensils must be:

- a. Scraped of as much food debris as possible;
- b. washed in hot soapy water;
- c. rinsed in clean, hot, clear water;
- d. sanitized using an approved sanitizing method;
- e. allowed to air dry.

Methods of sanitizing:

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

- a. Complete immersion in a sanitizing solution of 50-100 ppm (parts per million) of chlorine for one minute. Chlorine test strips must be available and used to check the sanitizer concentration.
- b. Complete immersion in a 200-400 ppm solution of Quat per manufacturer's instructions. Quat test strips must be available and used to check the sanitizer concentration.

Sanitizer solution must be changed when it becomes dirty, cloudy or the concentration drops below the prescribed amount.

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

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

All containers of food and paper products must be kept up at least six (6) inches off the ground to prevent contamination from wet surfaces and insects. Appropriate, protective, containers must be used to store food, equipment and products.

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 recommended.
- d. If liquid creamers, milk, half and half, etc., are to be used for coffee, these items must be kept cold (below 41° F) at all times. Ultra-pasteurized product, not requiring refrigeration, can also be used.

13. Location of employee/volunteer toilet facility.

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

Other requirements for Event Coordinator:

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, 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.

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

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. Test strips required.		
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

BASIC FOOD BOOTH REQUIREMENTS FOR TEMPORARY EVENTS

KEEP FOODS AT SAFE TEMPERATURES:

HOLD ALL COLD FOODS BELOW 41°F

HOLD ALL HOT FOODS OVER 135°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 OR UTENSILS 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

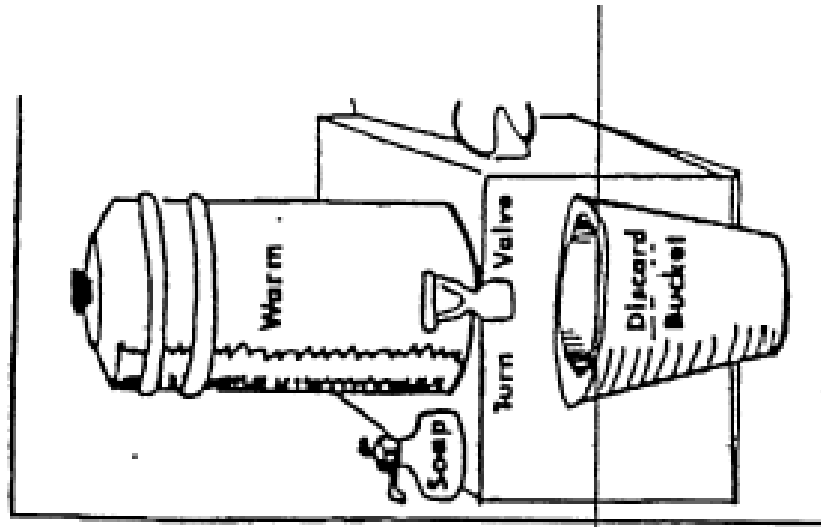
WASH HANDS AFTER USING RESTROOM

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

PLEASE POST IN BOOTH

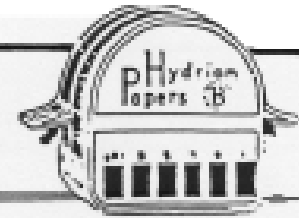
HANDWASHING TEMPORARY FOOD BOOTHS

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



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How to Use the Hydrion Micro Chlorine Tester

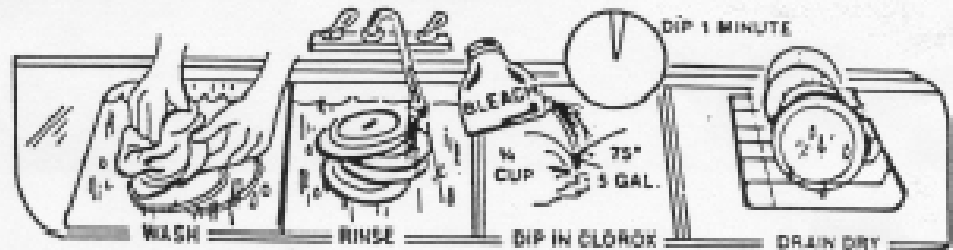
- Open dispenser and remove paper roll from the foil wrapping. Place the roll back into the dispenser and replace dispenser top. The test kit is now ready for use.
- Dilute the bleach solution according to the instructions below.
- Tear a strip of MICRO CHLORINE TEST PAPER from the dispenser and dip 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

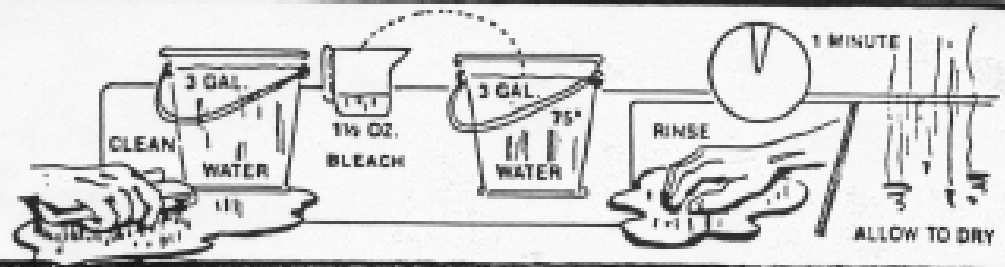
BLEACH is an effective all-purpose sanitizer that even kills some bacteria that may cause food poisoning. BLEACH is authorized for use under USDA meat, poultry, rabbit and egg products inspection programs.
ONE TABLESPOON OF BLEACH IN A GALLON OF

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.

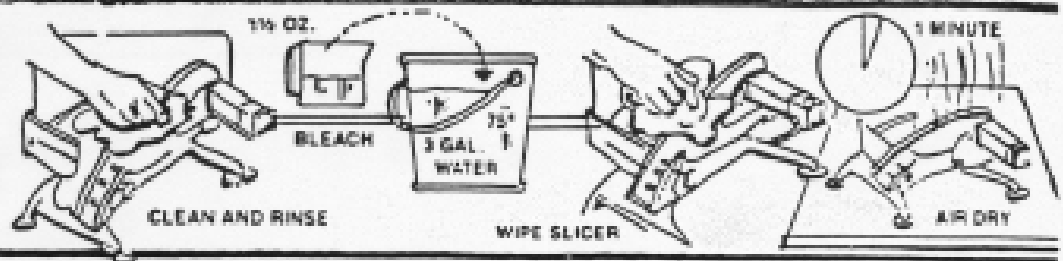
Pots & Pans Glasses • Dishes Utensils



Food Contact Surfaces



Food Equipment



WATER TEMPERATURE SHOULD BE 75° F