



4 South Eagleville Road • Mansfield CT 06268 • Tel: (860) 429-3325 • Fax: (860) 429-3321 • www.ehhd.org

APPLICATION

AND

GUIDELINES

FOR

TEMPORARY FOOD SERVICE

EVENTS

Revised 5/2010

GUIDELINES FOR TEMPORARY FOOD SERVICE EVENTS

Per Connecticut Public Health Code and Eastern Highlands Health District Sanitary Code, organizations serving food to the public on a temporary basis must apply for a **Temporary Food Service License** for each event. The purpose of the temporary food service license and these guidelines is to help you to minimize the risk of foodborne illness from the event. By following these guidelines, you can help ensure the safety of the foods served and, in turn, protect the health of your patrons. *If your event is for members and guests of members only, a license is not necessary.*

LICENSING PROCEDURE

- Each organization serving food at a temporary event must fill out the application in this packet in order to obtain a license from the Eastern Highlands Health District (EHHD).
- Submit the application at least two (2) weeks prior to the date of the event to allow enough time for processing of the application. **There is no fee for non-commercial organizations. Please check our fee schedule for commercial organizations.**
- An inspection of the food operation may be made prior to, or on the day of, the event. If the sanitarian is satisfied that the conditions of the license have been met, the license will be issued and should be posted at the event. *The sanitarian may restrict or modify the menu, food preparation methods, cold- or hot-hold procedures, or delivery methods to minimize the risk of foodborne illness.*

This packet includes important Guidelines regarding the preparation and service of food at your event. Please review the material carefully and be sure that all food handlers for the event understand and follow the Guidelines. The License Holder (applicant) should be actively involved in the food service and is responsible for making sure that proper food handling and food protection procedures are followed.

Call your town's Sanitarian in the satellite office or the Eastern Highland Health District main office if you have any questions or concerns.

Main office (Mansfield):	(860)429-3325
Andover office:	(860)742-4037
Ashford office:	(860)429-3325
Bolton office:	(860)649-8066 ext 108
Chaplin office:	(860)429-3325
Columbia office:	(860)429-3325
Coventry office:	(860)742-4064
Scotland office:	(860)429-3325
Tolland office:	(860)871-3608 or (860)871-3603
Willington office:	(860)871-3608

DEFINITIONS

Non-commercial Temporary Food Service Event: A function where a person or non-profit organization, not regularly engaged in the business of selling food, provides or sells food to the public. These include, but are not limited to, educational, political or charitable groups.

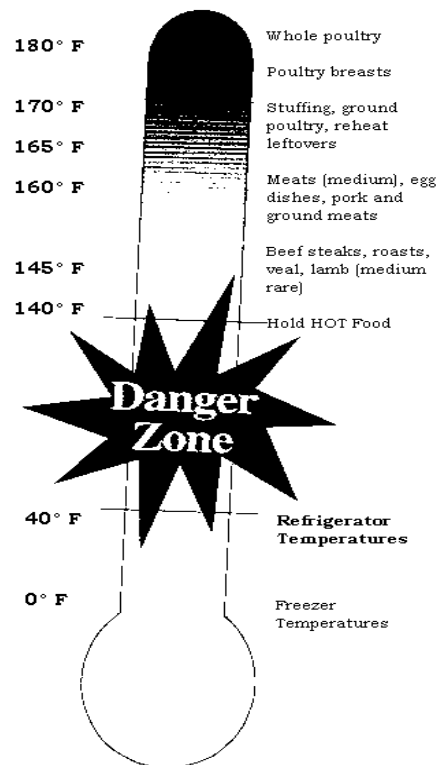
Temporary Food Establishment: A food service establishment with a permanent or temporary structure, movable or immovable, which operates for a temporary period of time not to exceed fourteen (14) consecutive calendar days during any permit period.

Potentially Hazardous Foods: Any food or food ingredient, natural or synthetic, capable of supporting the rapid growth of infectious or toxin-producing microorganisms or the slower growth of Clostridium botulinum. Examples include food containing: milk products, meats, chicken, fish, cooked rice and pasta, potatoes and other cooked vegetables. Note: Almost any food can become hazardous under certain moisture, temperature and pH conditions. (See example list on the next page.)

Potable Water: Safe, drinking-quality water which meets the Connecticut Public Health Code requirements.

Pot Luck Supper: A non-commercial temporary food service function in which many people fully prepare, in their homes, food items or "dishes" that are offered and available for public consumption at the function. No food preparation occurs at the function. *No temporary food license is required. However, event must clearly publicize home-prepared foods.*

Bake Sale: A non-commercial temporary food service event at which only traditional bake sale food products are sold. Examples include, but are not limited to, cakes, cookies and breads. *No temporary food license is required.*



POTENTIALLY HAZARDOUS FOODS

Meat and meat products: chili, tacos, fajitas, hamburgers, hotdogs, spaghetti sauce, pork and beef

Poultry and poultry products: chicken, turkey, chicken salads

Dairy products: cheeses (including nacho cheese), milk products

Eggs and egg products, including egg salad

Cooked beans, cooked vegetables, cooked rice, cooked pasta

Cream-filled pastries

NON-POTENTIALLY HAZARDOUS FOODS

Bacon, crisp

Beef jerky

Cakes, cookies, breads, candy, cotton candy, cereals

Dehydrated foods, including fruit

Hard cheeses

Pickles

Popcorn

Summer sausage

Raw fruit

Raw vegetables, vegetable salad

Salad dressing, commercial

A. FOOD SERVICE WORKERS' HYGIENE

Poor personal hygiene is the number two cause of foodborne illnesses. Please observe the following guidelines:

- Only authorized food handlers are allowed in the food preparation area. No animals are allowed.
- No person with a communicable disease, or the following, shall work with food: acute respiratory infection, fever, diarrhea, vomiting, boils, sores, infected wounds.
- All workers must wear clean outer garments and hats, hairnets, or some other type of hair restraint and maintain a high degree of personal cleanliness.
- All food workers must wash their hands frequently. This includes prior to food preparation, and after handling raw, potentially hazardous foods or using the toilet, eating, smoking, taking a break, coughing or handling raw potentially hazardous foods and handling garbage. **This is extremely important.**

B. FOOD AND WATER SOURCES

- All potentially hazardous foods shall be prepared in either a *commercial grade licensed kitchen* or *at the site* of a properly licensed non-commercial temporary food function. If potentially hazardous food is prepared off site, a valid copy of preparer's Food Service Establishment's license may be requested. *Home preparation of potentially hazardous foods is not allowed.*
- All potentially hazardous foods cooked off site must be delivered to the site in ice-packed coolers or under refrigeration on the day of the event.
- Non-potentially hazardous foods can be prepared in a non-commercial residential kitchen for public consumption at non-commercial temporary food functions.
- *Home canned foods are considered high risk and are not allowed.*
- All meats and poultry must be USDA approved.
- Only shellfish from State-approved sources may be served. All shellfish tags must be saved for ninety (90) days and presented at the event site.
- If well water is to be used, a recent, certified laboratory water test result must be submitted to the Health District.
- Garden and fire hoses are not acceptable for food service use.

C. FOOD PROTECTION

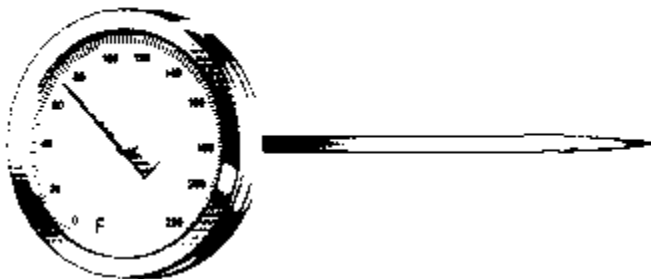
1. TEMPERATURE CONTROL

The number one cause of foodborne illness outbreaks is the failure to keep potentially hazardous foods at proper temperature. The easiest and safest method of offering food for sale at a temporary event is cooking to order. Example: Shish kabob could be assembled on skewers, stored overnight, and transported in ice packed coolers or under refrigeration the next morning and cooked on site.

Observe Safe Food Temperatures from Defrosting to Cooking to Storage:

- **Defrosting** frozen foods. Never defrost foods at room temperature. Defrost as follows:
 - a. In a refrigerator below 45° degrees F.
 - b. As part of the cooking process.
 - c. Under cold (70° or below) running water.
- **Cook** foods without interruption. Partial cooking in advance is a dangerous practice and is not allowed. Cook foods to at least the following minimum temperatures:

Poultry	165° degrees F.
Pork	150° degrees F.
Beef (roasts)	140° degrees F.
Hamburgers	155° degrees F. (recommended)



- A long-stem dial-type thermometer must be used for monitoring food temperatures. (Range 0-220 degrees F.) Alcohol pads can be used to disinfect the thermometer between foods.

- **Cooling hot food:** When large quantities of hot foods are prepared,

they must be broken down into smaller containers that are shallow enough to allow for rapid cooling. Hot foods must be rapidly cooled to less than 45° F. Store in refrigerators promptly. Do not allow hot foods to cool at room temperature.

- **Adequate refrigeration** such as refrigerated trucks, refrigerators and coolers with well-drained ice or ice packs must be provided to keep food cold. 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.
- **Transportation:** All potentially hazardous foods must be transported under refrigeration regardless of the distance traveled
- **Reheat** previously cooked and chilled foods to a minimum of 165° degrees F. Use the long-stem dial-type thermometer to check food temperatures.

- For hot holding, gas-fired steam tables are preferred. Other warming units may be approved, provided that they are capable of holding foods over 140° F. (Holding or warming units must never be used to heat or cook foods. They are designed only to hold foods that have just been heated. Example: fried rice is cooked in a wok, then transferred immediately to a pre-heated steam table and held for service.)

2. CONTAMINATION PREVENTION

- **Protect food** from flies, dust, sneezing, unnecessary handling or other contamination during transportation, storage, handling, display and service. All preparation and service must be done under overhead protection such as a canopy.
- **Food preparation.** Do not cross-contaminate. Designate separate raw and cooked food prep areas. Do not interchange utensils, cutting boards, containers or other equipment that have been previously used for raw foods with cooked or ready to serve foods. Example: Do not slice onions or tomatoes to be served on hamburgers on a cutting board that was previously used to cut raw chicken; do not use a knife to slice cooked ham that was previously used to trim a piece of raw beef.
- **Food handling.** Minimize hand contact. Use utensils such as tongs, spoons, and spatulas. They must be stored in the food with handles extending out. Clean utensils must be stored in clean containers. When manual contact is necessary, use wax paper or disposable gloves. Remember gloves are **NOT** a substitute for hand washing and should be changed frequently.
- **Discard** all leftovers at the end of the day; do not re-serve.
- Never re-use marinade. Once the meat is covered for cooking, the marinade must be disposed of properly. The container must be washed and sanitized before it can be re-used. Always use unused marinade or barbeque sauce if your recipe calls for adding more while the meat is cooking.
- **Store** foods in food grade containers and keep them covered. All equipment must be cleaned and in good repair. Food should not be placed directly in contact with ice. Beverage cans and bottles may be stored on food-grade, well-drained ice, but must not be submerged in water. Ice for drinks must be stored in separate clean containers.
- **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 a manner that prevents contamination, such as squeeze bottles.
- We encourage the use of disposable utensils (knives, forks, spoons). They must be stored and dispensed in such a manner that will prevent contamination. (Store utensils with handles up.)
- Self-service foods, such as salad bars, are discouraged at temporary events/facilities.

3. SANITATION

- The food operations must be maintained in a sanitary manner at all times. All food contact surfaces and equipment shall be cleaned and sanitized at regular intervals and as often as necessary to maintain a high standard of cleanliness.
- The following cleaning procedure is to be used for all food contact equipment, such as cutting boards, utensils, mixing bowls and food containers.
 1. **Wash** in hot soapy water
 2. **Rinse** in hot clean water
 3. **Sanitize**. Soak for 1 minute in 50 ppm bleach and water solution. (1 tbsp. of bleach per gallon of water or 1/3 cup bleach per 5 gallons water)
 4. **Air Dry**. Never towel dry; bleach will dissipate.
- A three-compartment sink or a mechanical dishwasher should be used if available. If equipment is not available, three clean 5 gallon buckets may be used, provided that an adequate potable water supply is available.
- A bleach solution (50 ppm) or other approved sanitizing solution shall be provided in sufficient quantities for sanitizing all food contact surfaces. Bleach is inexpensive, easily accessible and very effective as a sanitizing agent. (If you choose another type of sanitizer, it must be approved by a sanitarian prior to use.) Spray bottles are recommended. Label and store away from food preparation area.
- An adequate supply of clean wiping cloths must be provided for cleaning purposes.
- Each food organization site must be provided with a hand washing station consisting of an adequate supply of warm potable water (minimum 5 gallons) in a sanitary container and dispensed through a free running tap or spigot. Portable hand washing sinks are available from some rental agencies. Liquid handsoap, paper towels and a bucket to catch wastewater must also be provided. See diagram in Appendix for an example set up.
- Liquid waste must be collected and disposed of in a mop sink, floor drain, or toilet. Dumping liquid waste on the ground, in waterways, or storm drains **is not allowed**. Waste cooking oil and grease must be disposed of in a grease container and disposed of properly. Wastewater shall not be reused for any purpose.
- Garbage and rubbish shall be collected in leak-proof containers and kept covered when not in use. If dumpsters are used, they must be rodent-proof and kept closed.

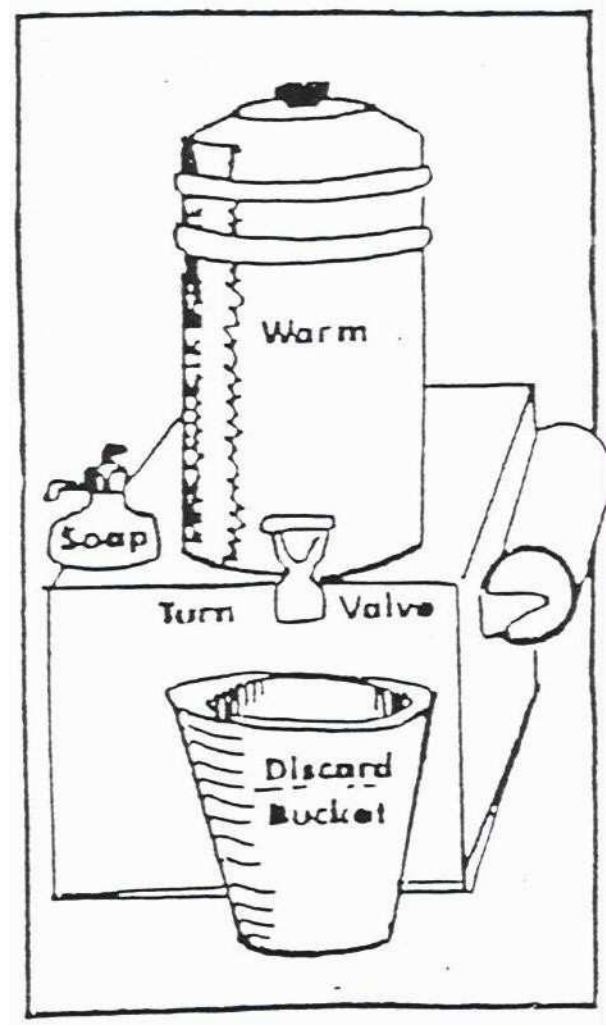
CHECKLIST FOR FOOD BOOTH OPERATORS

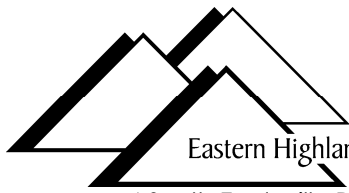
- _____ Metal probe thermometer (0-220 degrees F. range)
- _____ Thermometers for all refrigerators
- _____ Coolers and ice or ice packs
- _____ Plastic wrap
- _____ Hand wash station with liquid soap and paper towels.
- _____ Extra utensils: tongs, spatulas, spoons
- _____ Potable water supply certification
- _____ Buckets for washing and sanitizing food prep equipment.
- _____ Bleach for sanitizing, and test strips to determine proper strength
- _____ Wastewater disposal container
- _____ Clean wiping cloths and storage containers
- _____ Grease disposal container
- _____ Garbage containers, plastic bags
- _____ Aprons, hair restraints or hats
- _____ Shelves or crates for off-the-ground dry food storage
- _____ Logbook for recording employees' work schedules
- _____ Gloves for food handling (optional)

HANDWASHING

Temporary Food Booths

A HANDWASHING STATION MUST INCLUDE: POTABLE HOT AND 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.





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APPLICATION FOR TEMPORARY FOOD SERVICE EVENT

There is no fee for non-commercial organizations; \$45 for commercial organizations

Event Name _____

Date and Time of Event: _____

Location of Event: _____

Organization Sponsoring the Event: _____

Person Responsible / Licensee _____

Address: _____ Phone: _____

Please provide the following:

1. List all foods and beverages that will be served, including condiments. **Use back of page or separate sheet.**
2. Draw and provide a sketch showing the layout of food preparation, cooking and serving areas and hand-washing station.
3. Where will the food be prepared and stored before the event? Please provide the name and address of the Commercial Food Service Establishment providing potentially hazardous food here:

4. How will potentially hazardous foods be transported, including **how it will be kept hot and/or cold?**

5. Describe hand-washing equipment or facility:

6. Location of restroom facility: _____

7. How will food service equipment (utensils, cutting boards, etc) and surfaces be washed and sanitized?

8. What is the water source for this event? _____



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AGREEMENT

This license is issued based on compliance with the Connecticut Public Health Code section 19-13-B42, and the Eastern Highlands Health District Sanitary Code. A site inspection may be conducted by Sanitarians of this District to determine compliance. The licensee agrees to make any corrections deemed necessary by the sanitarians for compliance with the above-referenced codes.

The undersigned also agrees to the following. Maintenance of safe temperatures, appropriate worker hygiene, and safe food handling practices will be followed to minimize the risk of foodborne illness.

I HAVE REVIEWED THE ATTACHED MATERIAL AND UNDERSTAND THAT I AM RESPONSIBLE FOR THE SAFETY OF THE FOOD SERVED AT THIS EVENT.

Signed _____

Date _____

Approved by _____

Date _____

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