

**APPLICATION FOR TEMPORARY FOOD
PERMIT**

WESTERN TIDEWATER HEALTH DISTRICT

(Please Print or Type)

Health Dept. Use Only
Date Rec. _____
Date Rev. _____
Date Permitted: _____
Comments: _____

This application must be submitted 4 business days prior to the event. Failure to provide the necessary information regarding your operation may delay the processing of your application. Inspection times are to be set up with the Environmental Health Specialist. Operators should be set up prior to inspection. Under the discretion of the Health Department, operators who are more than 30 minutes late for inspection may not receive a permit. Name of Organization/Individual

Name of Organization/Individual: _____ Date of Application: _____

Name of Owner: _____

Address: _____ City: _____ State/Zip: _____

Bus. #: _____ Cell #: _____ Home#: _____ E-Mail: _____

Name of Event _____

Event Date(s): From: _____ To _____ Times of Operation _____

Event Location _____

Inspection Time Requested: _____

Circle the Applicable Items Noted Below:

TYPE FACILITY: Booth Self-contained Mobile Tent

WATER SOURCE: On-site Transported

SEWAGE DISPOSAL: On-site Individual Holding Tank

HAND WASHING Self-contained Water cooler with spigot

WASHING AND SANITIZING: Self-contained Individual Containers

REFRIGERATION EQUIPMENT: Mechanical Igloo Cooler Refrig. Truck

COOKING EQUIPMENT: Grill Mobile Cooker Crock Pot Oven

HOT HOLDING EQUIPMENT: Steam Table Heat Lamp Grill Crock Pot

All potentially hazardous foods (PHF's) must be prepared at the site or obtained from a permitted facility. All PHF's must be prepared daily. No such foods may be kept overnight and offered for sale the next day. All food and food equipment must be kept under overhead protection at all times.

LIST ALL FOOD ITEMS BELOW:

Name of Food Product _____ Commerical: **Yes or No**

Method of Preparation, Holding and Serving _____

Name of Food Product _____ Commerical: **Yes or No**

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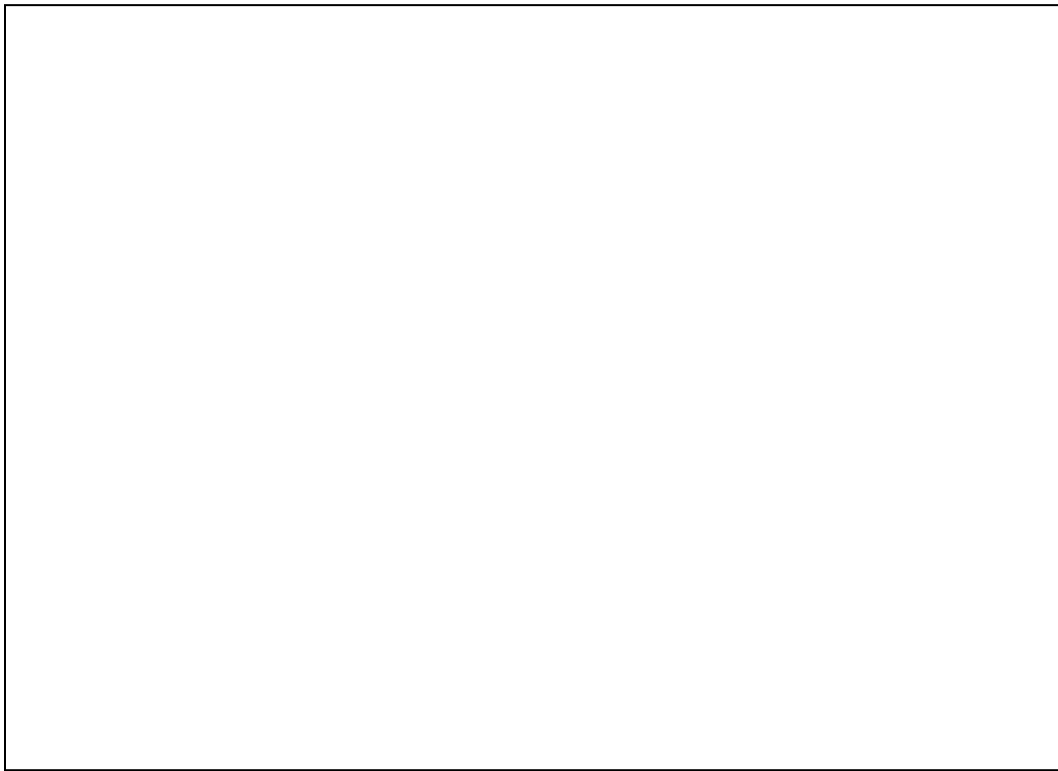
Method of Preparation, Holding and Serving _____

INDICATE BELOW ANY ADDITIONAL INFORMATION THAT YOU FEEL MIGHT BE NECESSARY TO FURTHER EXPLAIN YOUR OPERATION (attach an additional form if necessary)

I have read the attached instructions, understand them, and will comply with their requirements. I understand that failure to comply may result in a permit not being issued or permit suspension.

Name of Operator: _____ **Date:** _____

Temporary Food Establishment Booth Construction



Above, please provide a sketch of the basic set-up of your temporary food booth. Please include all equipment (tables, holding units, etc.), serving area, food preparation area, ware washing area, and hand washing station. Also, provide the extra information below:

Floor Construction: _____

Canopy Construction: _____

Barriers to Public: _____

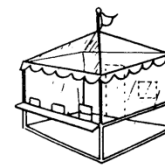
Pest Control Measures: _____

Means of Hand Washing: _____

Mechanical Refrigeration/Freezer Units (# and type): _____

Source of Water Supply: _____

Wastewater Disposal: _____



REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS

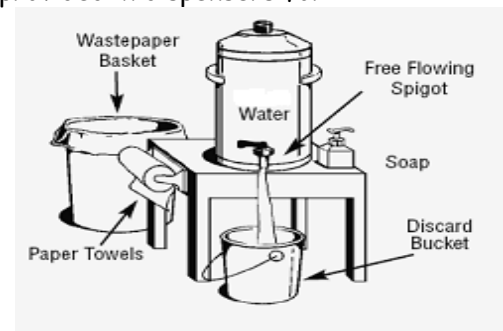
The following requirements are pursuant to 12 VAC 5-421 of the Code of Virginia, pertaining to the safe preparation, handling, and protection of food in places where food is prepared and/or served to the public for consumption. Please read the requirements carefully.

1. Permit

- A. Submit an application for a permit to the Western Tidewater Health District 4 business days or more prior to the starting date of the event
- B. Inspection times are to be set up with the Environmental Health Specialist at each local office. Operators should be set up prior to inspection. **Under the discretion of the Health Department, operators who are more than 30 minutes late for inspection may not receive a permit.**
- C. Permits are not transferable to another party or event, and are valid only for the period of time specified.
- D. Only those food items listed on the application can be served unless changes are approved by the Health Department in advance.
- E. No temporary restaurant shall open for business until a field inspection has been completed and a permit is issued.
- F. The permit shall be posted in public view.
The operator shall be advised that continuing or flagrant violations are grounds for suspension or revocation of the permit and immediate cessation of operations.

2. Personal Hygiene

- A. Persons with acute respiratory infections such as colds or flu, or communicable diseases involving organisms that can be transmitted by food or food handling are not allowed in food service and are subject to immediate exclusion if found in a food service operation.
- B. No person having open cuts or sores on his/her hands or arms may prepare or serve food.
- C. Eating, drinking, and tobacco use is prohibited in food preparation and service areas. Food handlers that use tobacco, eat, and drink must wash their hands before returning to work.
- D. While preparing food, food handlers may not wear jewelry on their arms or hands.
- E. Food handlers shall keep their fingernails trimmed, filed, and maintained so that the edges and surfaces are cleanable and not rough. While preparing food, food handlers may not wear artificial fingernails or fingernail decorations other than nail polish. If nail polish is worn, intact gloves must be worn.
- F. Hair restraints are required for food handlers and all other employees.
- G. Hands must be washed frequently. Water must be provided for handwashing. A waste bucket must be provided to catch the waste water and prevent ground water contamination. Liquid or bar soap and paper towels must be provided in dispensers for hand washing. Gloves are not a substitute for hand washing.



3. Food Preparation and Handling

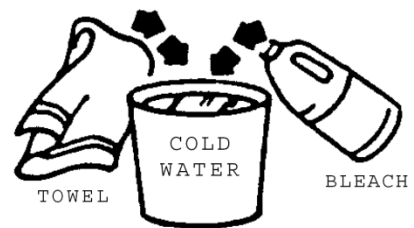
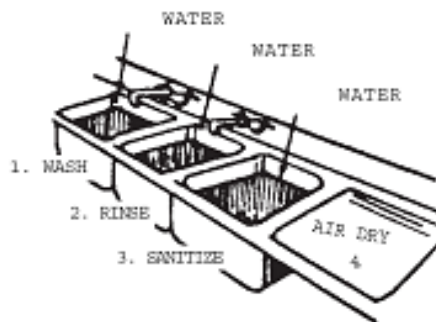
- A. All potentially hazardous foods (PHF's) prepared with meat, fish, poultry, cooked rice/noodles/pasta, milk and dairy products, eggs, etc. must be prepared onsite or obtained from a food establishment with a valid Health Department permit or license from the Virginia Department of Agriculture and Consumer Services (VDACS). If licensed by VDACS, please provide proof of license to the Health Department. **All foods prepared prior to the event must be noted on the application and approved by the Health Department.**
- B. All PHF's must satisfy safe temperature requirements during storage, preparation, display, service, and transportation. Internal PHF cooking temperatures shall be no less than the following: poultry- 165°F; ground beef and ground pork- 155°F; pork- 145°F; Reheating a PHF- rapidly to 165°F
- C. All potentially hazardous food items offered for sale should be prepared on a daily basis. If food is to be kept overnight and offered for sale the next day, proper mechanical refrigeration must be provided.
- D. Potentially hazardous foods must be kept cold before preparation (41°F or below) and hot after cooking (135°F or above). Adequate equipment must be provided to maintain these temperatures. Equipment for rapid reheat of PHF to 165°F is required (steam tables/crock pots/canned heat is prohibited for reheating).
- E. Thermometers are required in each refrigeration unit (to include coolers).
- F. A metal stem, "tip sensitive", thermometer (2° increments) is required for monitoring internal product temperatures and a temperature log sheet should be used when cooking PHFs.
- G. PHFs cannot be stored in un-drained ice (cooler drains must be open and drip pans provided to collect wastewater).
- H. If foods (ex. Steaks, eggs, hamburgers) are offered "cooked to order", in an undercooked form, or if there are any foods that may contain raw or undercooked products (ex. Homemade Caesar salad dressing), a Consumer Advisory shall be posted stating "Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions".
- I. Vegetables must be washed prior to preparation and service. Lettuce, cabbage, sprouts, and other hard to clean vegetables should be purchased from an approved source and pre-washed.
- J. All food, equipment and utensils must be kept under overhead protection at all times. Any food storage, preparation, display, or cooking must be protected from contamination by the public. Keep food, ice, and single service utensils covered to protect against contamination from dust, sand, rainwater, and insects. **All food supplies (including condiments) must be stored in clean containers, off the ground, and under overhead protection.** This includes coolers storing food and ice, but not bottled or canned beverages.
- K. **All condiments must be served in single use packets or individual containers. Open bowls, jars, or bottles are prohibited.** In cases where individual packets are not available, food handlers must add condiments or ingredients requested by the patron.
- L. Foods that are contaminated, outside of the allowed temperature ranges, or adulterated in any way are subject to immediate condemnation. Foods that are

contaminated by employees or consumers, unsafe or adulterated must be discarded or rendered unusable.

- M. All unidentified foods in containers must be labeled with product type and consume by date if the event is 2 days in duration or more.
- N. All toxic items, such as cleaners and sanitizers, must be labeled and stored away from food and food preparation surfaces. The use of pesticides is restricted unless otherwise approved by the Health Department in advance.
- O. Thawing potentially hazardous foods at room temperature or ambient air temperature is prohibited. Approved methods are:
 - 1. Under refrigeration below 41°F
 - 2. In the cooking process
- P. All food, utensils, and single service items must be stored 6 inches or more off the ground.

4. Equipment and Utensils

- A. If serving potentially hazardous foods, sufficient refrigeration facilities or effective insulated facilities shall be provided and capable of holding food at proper temperatures (135°F or above and 41°F or below) and must have thermometers accurate to within 3 degrees. All holding equipment must have tight seals. When coolers are used, they must be drained and the waste runoff shall be caught in a catch container. Styrofoam coolers are prohibited.
- B. A properly plumbed three compartment sink with running water or three containers of adequate size shall be provided for washing, rinsing, and sanitizing food contact surfaces of utensils and equipment. Adequate quantities of wash water and liquid detergent must be provided onsite for equipment and utensil washing. (see picture)

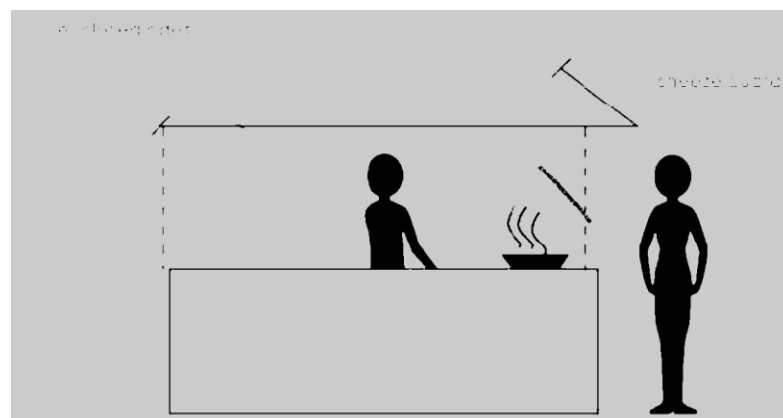


- C. The use of garden hoses for potable water is prohibited. Approved potable (food grade) water hoses are approvable provided that backflow prevention devices are used correctly.
- D. Trash and garbage shall be stored in impervious (metal or plastic) containers with tight fitting lids. Cardboard boxes are not acceptable. The use of plastic liners is encouraged, however not acceptable alone for outside storage. Trash and garbage shall be removed from the site at regular intervals.

- E. Equipment and utensils shall be constructed to provide for easy cleaning and kept in good repair. Equipment is to be located and stored so that it is protected from contamination.
- F. A plastic bucket or container containing a sanitizing solution shall be provided for wiping cloth storage. The solution must contain 50 - 200 ppm chlorine, and be checked with sanitizer test strips. Sanitizer test strips must be easily accessible. (see picture)
- G. In use utensils and equipment must be washed and sanitized every four hours. Food contact surfaces shall be cleaned and sanitized after each period of use or at minimum every four hours. Only equipment that can be cleaned onsite shall be used.
- H. A chemical sanitizer test kit shall be provided by the operator to check sanitizer strength. This kit must correspond with the appropriate sanitizer being used. If chlorine bleach is used, a chlorine test kit with a range of 10 - 200 ppm is needed. Sanitizer test strips must be easily accessible.

5. Physical Facilities

- A. Water is to be from an approved source.
- B. Wastewater is not to be disposed of on the ground. Where sanitary sewage connections are made, they shall be sanitary, non-leaking, and inaccessible to insects and rodents.
- C. Operators are responsible for keeping the grounds free of litter, trash and garbage, grease, and food debris.
- D. Overhead protection of the entire operation is required.
- E. If cooking or preparation is done on front line, a sneeze guard must be provided or a barrier to keep the public at least thirty (30) inches away from the food. (see picture)
- F. Groundcover must be provided under the entire area covered by the overhead protection when tent is placed on sand, site is dusty, or has debris on surfaces.
- G. Adequate lighting within the facility should be provided.



TEMPORARY FOOD ESTABLISHMENT CHECKLIST

- ___ 1. All foods must be obtained from a commercially approved source (no home prepared foods unless licensed from Virginia Department of Agriculture and Consumer Services- provide proof to the Health Department)
- ___ 2. “Tip Sensitive” Metal stem food thermometer (0-220 degrees F), not a meat roasting or glass thermometer
- ___ 3. If offering raw or undercooked food items, posting a Consumer Advisory statement on Menu
- ___ 4. Thermometer for each refrigeration unit
- ___ 5. Water hand washing station to include hand soap and paper towels (hand sanitizer cannot be substituted for soap)
- ___ 6. Chlorine bleach- unscented (or approved sanitizer)
- ___ 7. Three compartment utensil & dishwashing station to include liquid dish detergent, water, and washing cloths
- ___ 8. Sanitizer test kit (should be the kit designed for the sanitizer you use)
- ___ 9. Condiments provided to customers in single service packets or squeeze bottles
- ___ 10. Smooth and easily cleanable tables, counters and food contact surfaces
- ___ 11. Racks for elevating food at least 6 inches off the ground
- ___ 12. Ice chests with drain, ice, and pans to catch water runoff
- ___ 13. Extra utensils (spoons, spatulas, tongs, and ice scoop)
- ___ 14. Hair restraint and clean clothes
- ___ 15. Overhead protection for the entire operation including: all food being stored, handled, prepared, and served to the public, and both hand washing & ware washing stations
- ___ 16. If cooking or preparation is done on the front line, a sneeze guard must be provided, or a barrier must be provided to keep the public at least 30 inches from the food.
- ___ 17. Ground cover under entire operation (depending on location of set up)
- ___ 18. Completed Western Tidewater Health District application, with no menu changes, for a temporary food establishment and received by the local health department **4 business days or more prior to the event.**