



Application for Temporary and Mobile Food Service Permit

Please follow these instructions carefully:

1. Read attached (pages 9-16) “Requirements for Temporary Food Service Operators.” Keep pages 9-16 for reference.
2. **Complete the Application for Temporary/Seasonal Food Service License** (pages 3-6), and **Sketch of Food Booth Layout** (Page 7). All information requested must be completed and all questions answered. If not applicable, write N/A.
3. Return **completed application** (Pages 3 – 7), **along with the appropriate fee**, to the Pomperaug Health District **no later than 10 business days** before the event **or**, if submitting for **a large event with multiple food vendors** (i.e. food truck festival, Woodbury Earth Day, Southbury Celebration, etc.), **no later than 20 business days** before the event.

Failure to submit application within required time frame may result in denial of Food Service Permit.

4. Out-of-town food vendors may be required to submit a current food service license issued by another health department.
5. **FOOD TRUCKS & CARTS** must submit the following *additional* information:



1. Class 2 & 3 food service: must submit a copy of Food Protection Manager certificate for the person who will be operating the truck or cart.
2. A copy of the food service license from your home jurisdiction
3. For out-of-District trucks and carts: in lieu of an inspection prior to issuance of food license, submit photographs showing the interior (showing layout of all equipment) and exterior of the truck in addition to the layout diagram on page 8.

This additional info can be emailed to mona.labissoniere@pddh.org or attached to the application. Be sure to clearly indicate the name of the food truck and your contact information.

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Pomperaug District Department of Health

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Application For Temporary, Seasonal, or Mobile Food Service Permit

Please Check Type of License:

- Non-profit organization – No Fee
- 1 day - \$75.00
- 2 to 14 days - \$150.00
- 15 to 180 days - \$225.00
- Annual – \$400.00

Name of Organization / Business _____

Mailing Address _____ Town _____

State _____ Zip Code _____ Telephone _____

Name of Permit Holder _____

Address _____ Town _____

State _____ Zip Code _____ Telephone _____

Email: _____

Note: If Permit Holder will not be on-site, a Person in Charge must be designated to ensure food safety requirements are being followed.

Designated Person in Charge: _____

Send License to: Organization/Business Permit Holder

Facility Type: Booth/Tent Permanent Building Food Cart* Food Truck*

*Food Carts & Food Trucks must comply with the following:

- Must have a Certified Food Protection Manager
 - Submit copy of a valid Food Protection Manger certificate for the permit holder or the designated person in charge with application**
- If not located within the Pomperaug District Department of Health, food trucks and food carts must be inspected prior to issuance of food service license. In lieu of an inspection, you may submit the following with the application:
 - Copy of a current food service license from your home jurisdiction**
 - Photographs of the exterior and interior of the food truck or food cart. Photos must include views showing all equipment (i.e. a photo of each wall of the truck interior).**

Note: This is in addition to the required diagram.

Name of Event _____

Location of Event _____

Date(s) of Event _____

Hours of Food Service Operation _____

Name of Event Coordinator _____ Telephone _____

Please print legibly or type responses. Answer ALL questions - write N/A if requested information does not apply.

1. Submit a **diagram showing the layout of the food prep and service area**. Show work tables/counters; cooking and hot holding equipment; coolers/refrigeration; handwashing station(s); sinks; customer service table/counter, etc. **Use attached diagram sheet – page 7.**
2. Describe the number, location and set-up of **handwashing facilities** to be used by the food workers. _____

3. **Menu** - list all foods and beverages that will be served. If application is approved, only foods listed here will be allowed. Attach a separate sheet, if necessary.

Menu Item	Where Prepared	When Prepared
	<input type="checkbox"/> Commercial Prepackaged Food <input type="checkbox"/> Prepared at event site <input type="checkbox"/> Prepared at other location ¹	<input type="checkbox"/> Prepared ahead ² ; When: <input type="checkbox"/> Prepared just prior to event
	<input type="checkbox"/> Commercial Prepackaged Food <input type="checkbox"/> Prepared at event site <input type="checkbox"/> Prepared at other location ¹	<input type="checkbox"/> Prepared ahead ² ; When: <input type="checkbox"/> Prepared just prior to event
	<input type="checkbox"/> Commercial Prepackaged Food <input type="checkbox"/> Prepared at event site <input type="checkbox"/> Prepared at other location ¹	<input type="checkbox"/> Prepared ahead ² ; When: <input type="checkbox"/> Prepared just prior to event
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	<input type="checkbox"/> Commercial Prepackaged Food <input type="checkbox"/> Prepared at event site <input type="checkbox"/> Prepared at other location ¹	<input type="checkbox"/> Prepared ahead ² ; When: <input type="checkbox"/> Prepared just prior to event

¹ For food items that will be prepared at another location, provide the information about the establishment on page 5 (Question #4) and attach a copy of the facility's food service license

² For food prepared ahead, you must provide details about cooking, cooling, and reheating. See Question #10

4. For food/beverage items prepared at another location: NOT APPLICABLE
Name of Food Establishment _____
Address of Establishment _____
Owner of Establishment: _____ Telephone _____
 Attach a copy of the establishment's current food service license

Temperature Control

5. List all cold holding equipment that will be used: _____

6. List all hot holding equipment that will be used: _____

7. List all cooking equipment that will be used: _____

8. Describe how food temperatures be maintained during transportation (for both cold or hot foods): _____

Food Trucks: Do your refrigerators stay on during transportation? Yes No

9. Describe how you will monitor food temperatures: _____

10. For **each food item that is prepared ahead**, describe how it will be cooked, cooled and reheated. Describe how you will monitor the cooling process. Attach a separate sheet, if necessary NOT APPLICABLE

Note: PDDH may limit or restrict menu items that require cooling and reheating.

Prevention of Food Contamination

11. Describe how you will prevent bare hand contact with food: _____

12. Where will fruits and vegetables be washed prior to use? _____

13. How will you prevent cross-contamination between raw animal foods (i.e. meat, chicken, etc.) and ready-to-eat foods (i.e. vegetables, fruits, bread, etc.)? _____

14. Describe how you will keep food, drinks, equipment and paper goods at least 12 inches off the ground: _____

15. Describe how food will be protected from contamination from the public (for example: sneeze guards; individually wrapped in plastic; food kept on table behind food servers; condiments served in individual packets): _____

Cleaning and Sanitizing

16. Will you have back-up equipment and utensils? Yes No

17. Will you have a spray bottle with approved sanitizing solution? Yes No

18. Describe where and how you will wash and sanitize equipment and utensils (this is required for events longer than 4 hours): _____

19. What will you use as a sanitizing solution?

Chlorine bleach solution Quaternary Ammonia solution Other _____

20. Describe how you will test the strength of the sanitizer solution: _____

III Food Workers

21. Will you ask food workers and volunteers about illness upon arrival? Yes No

22. Will you exclude workers or volunteers who are ill? Yes No

23. Will you keep a log or sign-in sheet of all workers and volunteers? Yes No

Water Supply & Toilet Facilities

24. Source of water supply: Public water Private well* *water test may be required

25. Toilet Facilities: Rest rooms Portable Toilet

I have read the Requirements for Temporary and Seasonal Food Service Operators and agree to comply with all the sanitary regulations and ordinances of the State of Connecticut and the Pomperaug District Department of Health. I certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the regulatory office may nullify final approval. I understand that this license may be suspended by the Director of Health.

Signature of Permit Holder

Date

Note: Please keep the Requirements for Temporary and Seasonal Food Service Operators and the Checklist for Temporary Food Booth Operators for reference.

Sketch of Food Booth Layout

submit with application

Should include location and identification of all equipment including: handwashing stations, dishwashing stations, hot and cold holding equipment, work tables, cooking equipment, storage equipment

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Requirements for Temporary Food & Mobile Food Service Operators

Please keep the following sheets for reference:

- **Requirements for Temporary and Mobile Food Service Operators**
- **Temperatures to Remember**
- **Food Thermometers and Handwashing Station**
- **Handwashing Steps**
- **Guidelines for Using Disposable Gloves**
- **Cleaning and Sanitizing**
- **Temporary Food Event Checklist**

Pomperaug District Department of Health Requirements for Temporary & Mobile Food Service Operators

Hand Washing Facilities and Personal Hygiene

- **Each food service operation must have its own hand washing station or sink.** The hand washing station/sink must be supplied with water, soap and paper towels at all times. Food service operations that do not meet this requirement will be closed by the Health District. See attached diagram for example of hand washing station.
- **All workers must thoroughly wash their hands with soap and warm water** before starting work. Workers must also wash their hands after using the toilet, handling money, smoking, touching their face and hair, blowing their nose, handling raw meat or after any activity that might dirty their hands. Workers must maintain a high degree of personal cleanliness. Hand sanitizers cannot be used as a substitute for handwashing.
- **Workers with a communicable disease or carriers of communicable disease must not be allowed to handle food.** Workers with boils, infected wounds, acute respiratory infections or gastrointestinal illness (such as diarrhea or nausea) must not handle food. **Workers who have been ill with gastrointestinal illness must be symptom free for at least 48 hours before they can work in the food booth. If a food worker's household members have been ill with gastrointestinal illness, workers should not work in the food booth until the ill household member has been symptom free for 48 hours.**
- **Workers must not smoke or eat while preparing or serving food or in the food prep area.**

Food Handling Practices

- **The Health District reserves the right to review food preparation methods for certain menu items and to restrict certain foods from the menu.** Unsatisfactory food handling practices may be grounds for such a restriction.
- **All potentially hazardous foods must be kept at 41°F or below or 135°F or above during storage, preparation, display, service and transportation.** Potentially hazardous foods are defined as any dairy products, meat products, poultry products, eggs, fish, shellfish, rice, bean products, leafy greens, chopped tomatoes, or any other food or beverage that can support rapid growth of bacteria. **Foods that do not met these temperature requirements will be discarded at the time of inspection.** Each food booth must have an accurate metal stem probe thermometer.
- **Interrupting the cooking process of food is not allowed.** Partially cooking food, holding it, and then finishing the cooking process at a later time will allow for the growth of dangerous bacteria. This method of food preparation is not allowed. Any food that is prepared in this manner will be destroyed by the Health District.
- **Foods must be cooked to the following minimum temperatures:**
 - 165° Poultry, stuffing, stuffed meats and poultry, reheated foods
 - 145° Pork and pork products
 - 158° Ground beef, hamburgers, ground pork or lamb
 - 145° Beef roasts, corned beef
- **All hot foods must be cooled as rapidly as possible to avoid bacteria growth.** To cool foods rapidly, divide the food into several shallow containers and place into a refrigerator or in an ice bath. Stir frequently to help it cool faster. When cooled, combine into one container and store in a refrigerator. **Hot foods from 135° to 70° within 2 hours and then 70° to 41° within an additional 4 hours.** Food must not be left out at room temperature to cool.
- **All foods that are served hot must be reheated rapidly on a stove or other approved heating device to a temperature of 165°F or above.** Once the food has been quickly reheated, it must be held at 135°F or above.
- **Cooking foods as it is ordered is preferable,** and in some cases may be required.

- **All food served by the food service operation must be prepared in a licensed food service establishment, or purchased from a commercial food vendor or distributor. On site food preparation should be minimal.** Food should be prepared the same day it is served. Food cannot be prepared at home and served to the public. Be prepared to provide proof of where food was obtained.
- **All fruits and vegetables must be washed in a licensed food service establishment prior to preparation.**
- **Refrigeration is the preferred method to keep foods cold.** Ice chests will be allowed provided that the interior and exterior of the ice chest is clean and the ice is well drained. The ice used inside an ice chest must come from an approved source. Ice must completely surround the food. Food and beverage containers cannot be submerged in water. Raw meat must be stored in a separate ice chest. Different types of raw meat cannot be stored in the same cooler. An ample supply of ice must be on site.
- **Food cannot be thawed at room temperature.** There are only four approved methods of thawing food: in a refrigerator or ice chest; under cool running water; as part of the cooking process; or in a microwave oven, if cooked immediately afterwards.
- **Foods must be protected from unnecessary handling and ready-to-eat foods must not be handled with bare hands.** Use **non-latex** gloves or utensils to handle read-to-eat foods. Gloves must be changed if they become soiled or whenever changing tasks or if task is interrupted. Hands must be washed before putting on gloves or when changing gloves. Do not wash gloves. Gloves can only be used once.
- **All food and beverages must be protected from dust, flies and other contaminants at all times.** All food and beverages must be kept at least 12 inches off the ground at all times. Condiments must be served in individual-size packets or with a utensil from a covered container. Squeeze bottles are also acceptable.
- **Avoid cross contamination of food.** All equipment and utensils (i.e. knives, cutting boards, etc.) must be thoroughly cleaned between each type of food prepared. There must be separate areas for preparing raw meat/poultry/fish and ready-to eat (includes cooked) foods.

Equipment Cleanliness

- **Utensils and equipment must be maintained in a clean manner.** An approved method of keeping utensils and equipment clean and sanitized must be provided. Dish washing soap and bleach must be supplied. If this is not possible, the food service operation must be supplied with enough utensils and equipment to be able to change them often. Depending upon the timeframe of the event or the type of food preparation/service, on-site dishwashing station may be required.
- All food contact and non-food contact surfaces shall be easy to clean, non-porous, and smooth. **All food contact surfaces shall be kept clean at all times.** A spray bottle of approved sanitizer or bleach and water solution must be kept on hand to sanitize work surfaces. The solution must be maintained at adequate strength, 100 ppm (1 TBSP bleach per 2 GAL water).
- **Toxic items such as cleaning compounds must be kept away from food preparation and storage areas.** All containers containing toxic items must be labeled.

Other Requirements

- ***Each food service operation shall be clearly marked with the name and address of the operation.***
- **Keep a food handler log sheet.** It should list all the food handlers and their contact information (address, phone) and the dates that they worked.
- **Other requirements may be imposed based on the individual needs of each food service operation.**

These requirements are based on the Connecticut Public Health Code Section 19-13-B40, 41, 42, and 48.

Temperatures to Remember

- ◆ All temperatures must be reached with no interruption in the cooking process.
- ◆ Always use a clean and sanitized food thermometer to check temperatures

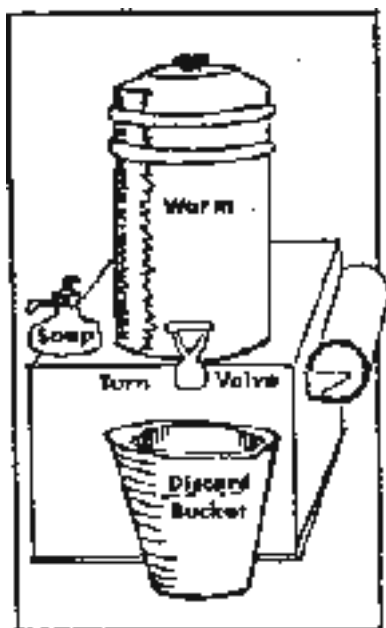
	Temperature
<u>Holding Temperatures</u>	
Cold Food Storage	41°F or below
Hot Food Holding	135°F or above
<u>Cooking Temperatures</u>	
Ground Beef	At least 158°F
Beef Roasts, Corned Beef	At least 145°F
Pork and Pork Products	At least 145°F
Poultry	At least 165°F
Stuffing & Stuffed meats, poultry, fish	At least 165°F
Stuffed Pasta	At least 165°F
Game Meats	At least 165°F
Eggs	At least 145°F
All other foods	At least 145°F
<u>Microwave Cooking</u>	
Meat, Poultry, Fish, & Eggs	At least 165°F
Must be rotated or stirred, covered, and allowed to stand for 2 minutes	
<u>Re-heating Temperatures</u>	
All foods that have been cooked and cooled – when reheated, must reach 165° within 2 hours	At least 165°F
<u>Cooling Requirements</u>	
Cooked foods must be cooled from 135° to 70° within 2 hours and then 70° to 41° within an additional 4 hours.	

Food Thermometer

A metal-stem thermometer must be available and used to check internal food temperatures. Thermometers can be purchased from restaurant supply companies or from large department stores. Must be able to measure from 0 to 220 degrees.



Handwashing Station



A handwashing station must include: potable running water; liquid soap in a dispenser; paper towels and a container to catch waste water.

Water container must be clean and have a valve or spigot that remains open to allow for adequate handwashing. You may use a coffee urn, a spring water bottle (as shown below) or similar container



Hands should be washed for a minimum of 20 seconds before rinsing.

When Should You Wash Your Hands?

- ... before starting to work
- ... after using the rest room
- ... after touching your face or hair
- ... after blowing your nose or coughing
- ... after eating or smoking
- ... after taking a break
- ... after handling raw meat, poultry, fish or eggs
- ... after handling garbage
- ... when changing food prep tasks
- ... when changing gloves
- ... after using cleaning materials
- ... after doing anything that might get your hands dirty

Use of Gloves or Hand Sanitizer is Not a Substitute for Handwashing

Guidelines for Using Disposable Gloves



The use of disposable gloves is required when handling ready to eat foods - foods that will not be cooked and foods that have been cooked and will receive no further heat treatment.

Good personal hygiene is the best way to prevent contamination of food and utensils by bacteria and viruses. When wearing gloves, consider them an additional layer of skin that acts as a barrier between bare hands and food.

Gloves must never be used in place of good hand washing techniques.

Do not use latex gloves. Trace amounts of latex from gloves may be introduced into food, which in rare circumstances, may cause an allergic reaction in consumers sensitized to latex.

How to use gloves correctly:

- Wash hands and bandage cuts before putting on gloves and when changing to a fresh pair.
- Wash hands after using gloves.
- Gloves should be used for only **one** task – e.g., serving hot dogs or making a sandwich or shaping hamburger patties. Change gloves between each different task.
- Gloves used to handle food are for single use only and should never be washed and reused.

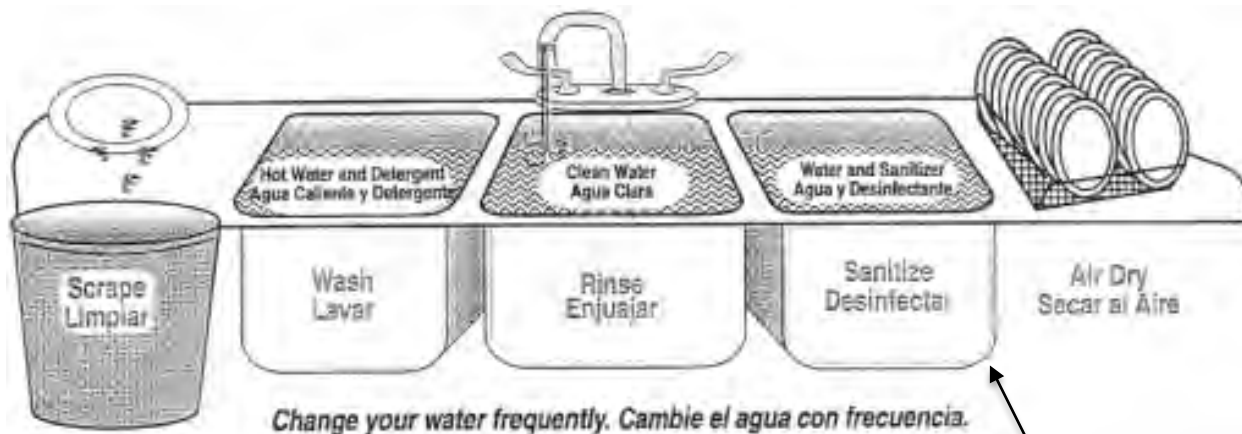
Food handlers should change their gloves:

- If the gloves become soiled or torn.
- Before beginning a different task.
- If a task is interrupted (for example, by answering the telephone, going to get supplies, assisting with cash register, emptying trash).
- After two hours of continual use.
- If the gloves are contaminated (for example through sneezing).
- When the food being handled changes from raw to finished.

Cleaning and Sanitizing Dishes and Equipment

1. **Clean and sanitize** the sinks and the work surfaces before each use.
2. **Scrape and presoak** items to be cleaned to remove food soil.
3. **Clean** in detergent solution at 110° F. Change this solution as necessary during the washing process.
4. **Rinse** in clean water at 110° F.
5. **Sanitize** in hot water (171° F) for at least 30 seconds or by using a chemical sanitizer (see note below) for one minute or according to manufacturer's instructions. Items must be completely immersed in sanitizing solution.
6. **Air dry** all equipment and utensils. Wiping can re-contaminate the equipment and utensils.

Individual plastic basins, set up as a three-compartment sink, may be used to wash, rinse and sanitize equipment and utensils. In some cases, a dishwashing station may be required.



For Sanitizing with Bleach: Solution must be 50 – 100 ppm.
100 PPM = 1 tablespoon bleach per 2 gallons of water
Soak for 1 minute.



Use Sanitizing Solution in a spray bottle for tables, sinks and equipment that is too large to fit in the three-bay sink.

Spray the surface to be sanitized; let sit for 1 minute; let air dry.

Temporary Food Event Self-Inspection Checklist

Prior to your event, take a moment to go through this checklist. Make corrections or changes as needed.

- Review all requirements with food booth workers. Post handouts in food booth.
- Log book (sign-in sheet) of all food booth workers. Keep on file.
- Persons who are ill cannot work in the food booth. Persons who have been ill with gastrointestinal symptoms must be symptom free for at least 48 hours before they can work in the food booth.
- Cold storage (refrigerators / coolers) at 41° or below. Extra ice, if using coolers.
- Hot holding equipment. Must hold hot foods at 135° or above.
- Handwashing station – includes warm potable water, soap, and paper towels. Ample supply of water required.
- Review handwashing procedures with all food booth workers.
- Storage of dry goods – shelves and / or crates for storage off the ground
- Food preparation area – separate area dedicated to food preparation. Raw meat must have separate prep area and utensils
- Dishwashing area and necessary equipment to clean and sanitize food prep equipment and utensils during and after the event. Required at the event site for events lasting longer than 4 hours.
- Ice storage (freezers /coolers) and ample supply of ice
- Facility free of pests and rodents
- Waste water disposal
- Garbage disposal during and after event. Trash cans and plastic bags
- Metal probe thermometer (0-220°F) Must be sanitized between uses. Can use alcohol pads.
- Individual packets or squeeze bottles for condiments.
- Plastic wrap
- Cutting boards
- Extra utensils including tongs, spatulas, knives, spoons, etc.
- Disposable (non-latex) gloves. There can be no bare hand contact with food.
- Bleach for sanitizing solution (1 TBSP Bleach per 2 GAL Water)
- Clean wiping cloths or paper towels
- Containers (spray bottles) for sanitizing solution
- Food-grade storage containers
- Hair restraints
- Shellfish tags must be kept for 90 days
- No home canned foods can be used in the preparation of any items
- All meats and poultry must be USDA-inspected and come from an approved source
- All preparation must be onsite or in a licensed commissary or kitchen. No home-prepared food.
- Check temperatures of foodstuffs when they arrive at the site. Meat, eggs, poultry fish, shellfish and dairy products must be 41°F or below.
- Check temperatures of food being held cold. Must be 41°F or below.
- Check temperature of foods being reheated. Must be reheated to 165°F.
- Check temperatures of food being held hot. Must be 135°F or above.
- Foods must be cooked to the minimum required temperatures. Check temperatures with a thermometer.
- Separate storage for toxic items.