BRISTOL-BURLINGTON HEALTH DISTRICT
240 Stafford Avenue, Bristol, Connecticut 06010-4617
Tel. (860) 584-7682 • Fax (860) 584-3814
www.bbhd.org

TEMPORARY FOOD SERVICE LICENSE

Information Packet and Application

2022

Food Service establishments or Itinerant Vendors with a valid BBHD food license are exempt from any temporary food service license fees, but must complete and submit a Temporary food service application for each event.

Temporary food service licenses issued are valid for a single event up to 14 days.

Application Included : Pages (15, 16, & 17)

Application MUST be Submitted 10 Days Prior to Event

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Guidelines for Food Service at Temporary Events

Each food booth at a temporary event must obtain a license from BBHD. This license may be revoked at any time for any reason by the Director of Health or his/her agent, when in his/her opinion such action is warranted.

APPLICATION

1) The attached Temporary Food Service Application with the licensing fee (if applicable) must be submitted no later than 10 business days prior to the date of the event.

2) Failure to submit the application and licensing fee 10 business days prior to the date of the event will result in a $25 administrative fee.

3) Failure to submit the application and licensing fee 2 business days prior to the date of the event will result in a $50 administrative fee or denial of a Temporary Food service event license at the discretion of the Director of Health.

4) Non-Profit social, charitable, fraternal, churches and synagogues, shelters and residential organizations which maintain permanent kitchen facilities or apply for temporary permits and are subject to regulations Section 19-13-B42 and 19-13-B48 of the Connecticut Public Health Code are hereby exempt from any food service establishment license/permit fee. Fee exempt operations are obligated to apply and receive a temporary food service license/permit.

5) Food Service establishments with a valid BBHD food license that apply for temporary food service permits are hereby exempt from any temporary food service license/permit fee.

6) A preliminary inspection must be made before the booth is allowed to open. If the Sanitarian is satisfied that the conditions of the license have been met, the license will be issued and must be posted in the booth.

MENU

Reviewed and Approved by Bristol-Burlington Health District

NO HOME-COOKING OR PREPARATION ALLOWED

NO HOME CANNED FOODS ALLOWED

NO WILD GAME OR FIN FISH FROM NON COMMERCIAL SOURCES ARE ALLOWED

ALL MEATS AND POULTRY MUST BE USDA INSPECTED

THE SANITARIAN MAY RESTRICT OR MODIFY THE MENU AND/OR PREPARATION METHODS

FOOD AND BEVERAGES MUST BE PURCHASED FROM A LICENSED COMMERCIAL RETAIL SUPPLIER; FOOD MUST BE COOKED ON SITE OR COOKED AT A LICENSED FOOD SERVICE FACILITY

APPROVED FOOD SOURCE

- ☐ Home-prepared or home-canned foods may not be sold or used for food preparation, unless it is a food product exempted from regulatory inspection such as jams, jellies, preserves, and maple syrup. These exempted items may be sold directly to consumers at farmers' markets, per Connecticut General Statutes (CGS) Section 21a-24b, if made from products grown on the farm and labeled in 10-point type, "not prepared in a government inspected kitchen".

- ☐ Ice shall be made from a potable water supply. Ice previously used for cooling cannot subsequently be used for consumption.

- ☐ Based on CGS Section 22-6r, farm products (as defined in the statute) may be approved for sale to both consumers and food service establishments at farmers' markets if in conformance with the applicable regulations of Connecticut state agencies. The food service establishment shall request and obtain an invoice from the farmer or person selling such farm products. The farmer or person selling the approved farm products shall provide to the food service establishment an invoice that indicates the source and date of purchase of the farm products at the time of sale.

- ☐ Molluscan shellfish must be from a source approved by the state shellfish authority, be properly tagged and labeled, and be received in equipment that maintains an ambient temperature of 41° F or less. Temporary food service establishments serving shellfish or using shellfish in food preparation must keep tags for 90 days.

Requirements for Compliance for Food Service at Temporary Events

- ☐ INSPECTION: Food booth operators may be required to make an appointment for a pre-opening inspection prior to the first day of the event.

- ☐ SITE COORDINATOR: A designated staff person responsible for compliance with Health Department requirements must be on site.

- ☐ FOOD/DRY STORAGE: All food, equipment, utensils, and single service items shall be stored off the ground and above the floor on pallets, tables, or shelving. Foods must be stored at least 12 inches off of the ground. All food shall be protected from customer handling, coughing or sneezing by wrapping, sneeze guards or other effective barriers.

- ☐ COLD STORAGE: Refrigeration units shall be provided to keep potentially hazardous foods at 41°F or below. An effectively insulated hard sided container with sufficient coolant may be approved by the Sanitarian for storage of less hazardous foods, or use at events of short duration.

- ☐ HOT STORAGE: Hot food storage units shall be used to keep potentially hazardous foods at 135°F or above. For hot holding, electrical equipment is requested. However, due to past events during which electrical problems occurred, propane stoves or grills, capable of holding food at 135°F or above, may be used and/or should be available for backup. Sterno is allowed provided proper temperatures are maintained. Steam tables or other hot holding devices are not to be used for heating up foods; they are to be used only for a hot holding process.

- ☐ THERMOMETERS: Each refrigeration unit shall have a thermometer to accurately measure the air temperature of the unit. A metal stem thermometer shall be provided when necessary, to check the internal temperatures of both hot and cold food. Thermometers must be accurate to (+ or -) 2 degrees F.

- ☐ WET STORAGE: Wet storage of all canned or bottled beverages are not acceptable unless the water drains to an approved pit drain (submit plan of pit drain). Liquid waste cannot be dumped into streets, storm drains, or onto the ground.

- ☐ FOOD TEMPERATURES COOKING & HOLDING:
  Hold potentially hazardous foods below 41°F or above 135°F. Cook foods without interruption. The following are minimum cooking temperatures.
  - Poultry - 165°F
  - Pork – 145° F
  - Ground Beef – 160°F

- ☐ FOOD TEMPERATURE REHEATING: Reheat previously cooked/chilled foods to 165°F.

- ☐ CROSS CONTAMINATION: Separate raw and cooked potentially hazardous foods. Do not interchange utensils, cutting boards or containers. Designate raw and cooked preparation areas.

- ☐ UTENSILS: When manual contact is necessary, use disposable gloves. Gloves should be changed frequently. No bare hand contact allowed.

- ☐ FOOD DISPLAY: Foods on display must be covered and the public is not allowed to help themselves to opened containers of food and/or to uncovered food items. Condiments, such as; ketchup, mustard,

coffee creamer, sugar and so forth, should be served in individual packets and/or protected squeeze bottles, shakers, or similar devices to prevent contamination of the food items by food handlers, patrons, insects, and other sources of contamination.

☐ FOOD PREPARATION: All cooking and service areas shall be protected from contamination; When barbecuing or using a grill, the equipment must be separated (roped off from the public by at least 4 feet to protect the public from burns or splashes of hot grease). All cooking of foods must be done towards the rear of the food booth.

☐ COOKING DEVICES: Charcoal and wood cooking devices are not permitted. Propane stoves or grills are approved as cooking devices.

☐ HANDWASHING: A minimum of a five gallon insulated container with a spigot, and a basin, soap and dispensed paper towels shall be provided for hand washing. The container shall be filled with hot water. Hand sanitizer of an approved type may be approved by the Sanitarian for food booths with a limited menu.

☐ HEALTH: Employees shall not have any open cuts or sores, or communicable diseases. Employees shall have clean outer garments, aprons, and effective hair restraints. Smoking, eating, or drinking in food booths, while working, is not allowed. Personal clothing and belongings shall be at a designated place in the booth, away from food preparation, food service and dishwashing areas.

☐ LOG BOOK: All volunteers and/or workers at a food booth site must sign a "Temporary Event Volunteer List" (pg. 17) with the date, name, address, and hours worked.

☐ DISHWASHING: A minimum of three basins, large enough for complete immersion of utensils and a means to hot water are required to wash, rinse and sanitize utensils or equipment that will be reused on a production basis at the food booth, if approved by the Sanitarian for on site dishwashing; otherwise an alternate approved site may be required.

☐ SANITIZER: Sanitizing chemicals approved for food contact surfaces, mixed to proper concentration (verify with chemical test kit) and necessary equipment to perform sanitization (labeled spray bottle, clean wiping cloths, paper towels, etc.)

a) All multi-use eating and drinking utensils shall be washed, rinsed, and sanitized after each use.
b) All kitchenware and food-contact surfaces of equipment that have been used in the preparation or serving of food or drink and all multi-use food storage utensils must be washed, rinsed, and sanitized between use on raw and RTE (Ready to Eat) foods, after exposure to sources of contamination, and at least every 4 hours during the event.

☐ WIPING CLOTHS: Wiping cloths shall be stored in a clean 100 ppm chlorine solution.

☐ WATER SUPPLY: An adequate supply of potable water shall be on site and obtained from approved source. Water storage at the booth shall be in approved storage containers. A water supply hose made of medical grade vinyl or other material approved and rated for drinking water shall be used.

☐ WASTEWATER DISPOSAL: Wastewater shall be disposed of in an approved wastewater disposal system. An adequate number of covered containers, labeled "Wastewater" shall be provided in the

booth and/or nearby access to a permanent toilet facility must be provided for. Liquid waste cannot be dumped into streets, storm drains or onto the ground.

TEMPORARY BOOTH SET UP REQUIREMENTS

- ☐ TENT: Food booths must be covered with a canopy/tent or other overhead protection approved by the Director of Health. If necessary food booths may be required to provide a flame/combustion resistant /fire retardant certified tent or other approved cover above food and drink storage preparation, cooking and dispensing areas. Fire codes do not alleviate a food booth from providing adequate overhead protection. Walls may be required if the food and equipment located within the booth need to be protected from weather, windblown dust or other sources of contamination.

- ☐ FLOORS: Unless otherwise approved, floors shall be on concrete or asphalt or constructed of tight wood, non-absorbent rubber and/or plastic matting, removable platforms, duckboards or other cleanable material, beneath tent/overhead cover (under food storage, preparation, cooking and dispensing areas).

- ☐ COUNTERS/SHELVING: All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas.

- ☐ GARBAGE: An adequate number of cleanable containers shall be provided inside and outside the booth.

- ☐ REST ROOMS: An adequate number of approved toilet and hand-washing facilities shall be provided at each event. These facilities shall be accessible for employee use.

CDC* Risk Factors For Foodborne Illness

- ► **Improper holding, cooling temperatures**
- ► **Inadequate cooking, reheating temperatures**
- ► **Contaminated equipment, cross contamination, improper sanitizing**
- ► **Unsafe sources of food**
- ► **Poor personal hygiene**

*Center for Disease Control

PROPER FOOD HANDLING TEMPERATURES

KEEP HOT FOODS.....135°F OR ABOVE

KEEP COLD FOODS.....41°F OR BELOW

PHF THAT IS COOKED, COOLED, AND REHEATED FOR HOT HOLDING SHALL BE REHEATED SO THAT ALL PARTS OF THE FOOD REACH 165°F.

READY-TO-EAT FOODS TAKEN FROM A COMMERCIALLY PROCESSED, HERMETICALLY SEALED CONTAINER SHALL BE HEATED TO 135°F OR GREATER FOR HOT HOLDING.

COOK STUFFINGS, POULTRY, AND STUFFED MEATS TO AT LEAST 165°F.

COOK PORK AND PORK PRODUCTS TO AT LEAST 145°F.

COOK ALL GROUND BEEF PRODUCTS TO AT LEAST 160°F.

COOK BEEF ROASTS TO AT LEAST 145°F.

RAPIDLY COOL ALL FOODS FROM 135°F TO 41°F WITHIN 4 HOURS USING THE FOLLOWING METHODS:

1. **Place hot foods into shallow pans, no deeper than 4 inches, with product depth no deeper than 2 inches.**

2. **Break up large food masses into smaller parts, using several smaller containers.**

3. **Place food in the refrigerator or freezer uncovered until temperature reaches 41°F, before covering.**

4. **Quick chill in an ice water bath. Stir food as often as necessary to cool foods quickly.**

MONITOR ALL FOOD TEMPERATURES DURING COOKING, HOT & COLD HOLDING, COOLING, AND REHEATING

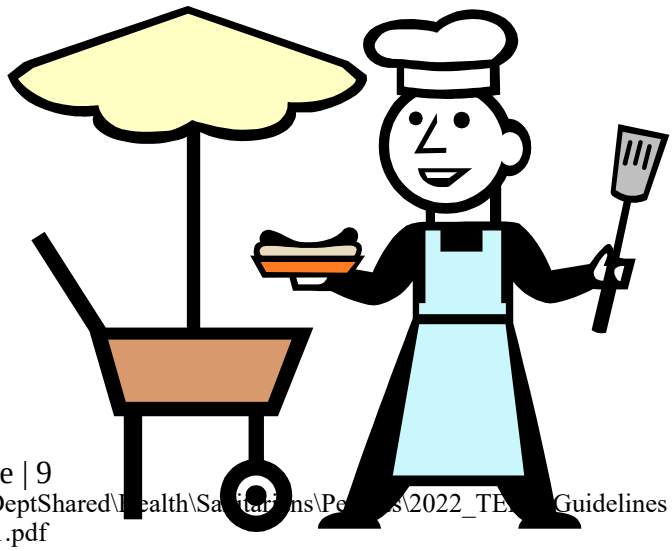
KEEPING HOT FOODS HOT
AND
COLD FOODS COLD

HOT

Cook food first to a minimum safe temperature. It is best to cook food to order rather than hot holding potentially hazardous foods. If this is not practical, food should be hot held at 135°F using crock pots, electric pans or double broil pans kept hot with sterno. Keep foods covered to retain heat and hot hold in smaller portions. Use a thermometer to verify temperatures.

COLD

If a refrigerator is not available at the site use ice in coolers. Do not overload coolers with food. Separate and divide food into smaller quantities. Maintain food temperature of 41°F or below. Use thermometers to verify food temperatures.



Temporary Food Service Operation
Sanitizing With Bleach

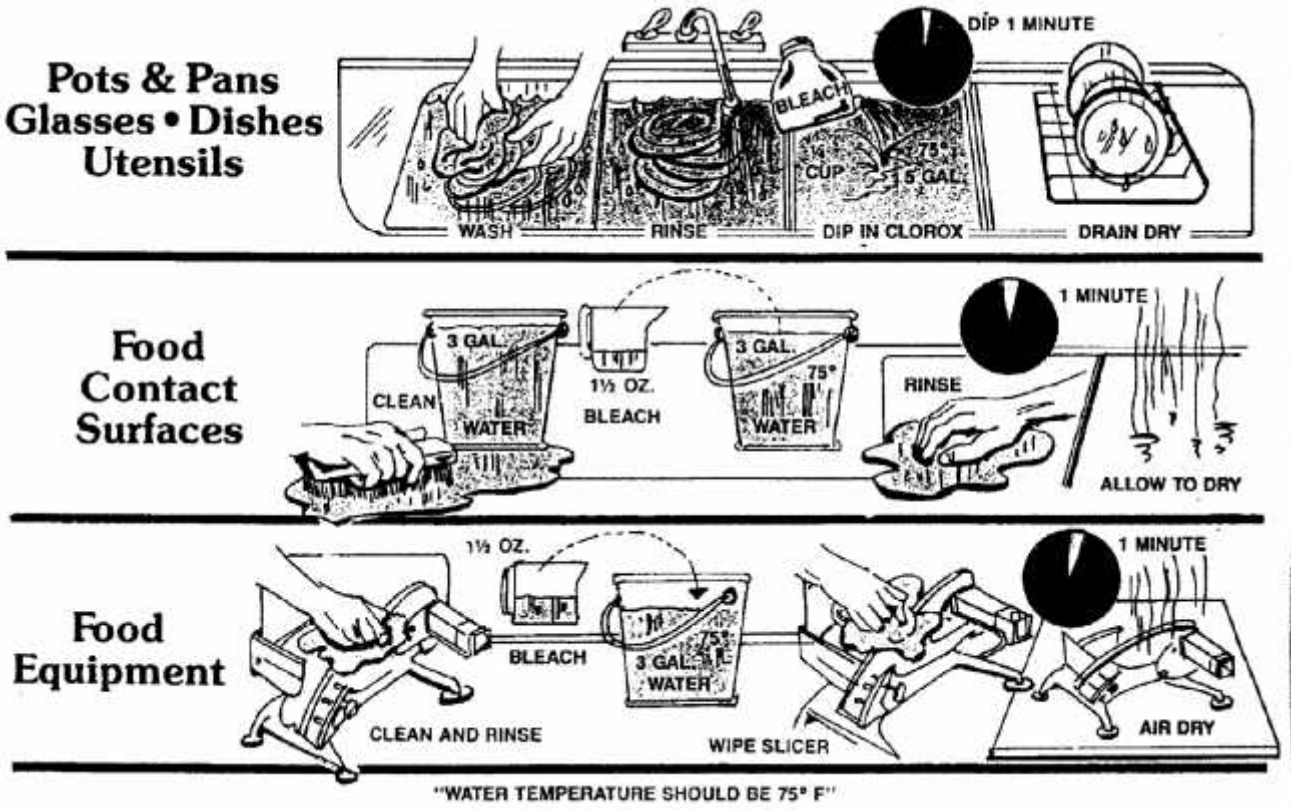
Contaminated equipment is one of the top five risk factors of food borne illness.

Cleaning and sanitizing are two distinct activities in the wash-rinse-sanitize process. Cleaning is the physical removal of soil and food residues from surfaces of equipment and utensils. Sanitizing is the treatment of a surface that has been previously cleaned to reduce the number of illness-causing microorganisms to a safe level.

Thermometers must be sanitized in between food product testing and utensils used with PHFs, after each use or change in type of use must be sanitized.

A common, inexpensive and effective sanitizing solution is water mixed with bleach. Proper test strips must be on site to measure sanitizer's concentration. The approved concentration for a bleach sanitizer is 50-100PPM. Products must be immersed in sanitizer for 1 minute to be effective.

In your food booth you may be required to set up a temporary 3-bay set up as seen below. With a limited menu, and extra sets of utensils you may be able to avoid a 3-bay set up at your station. Sanitizer, however is always required whether it is in a labeled spray bottle or labeled bucket.



Using Thermometers

Temperature is an integral part of food safety. Choosing a proper thermometer and using it correctly is important to prevent food safety hazards at critical control points.

It is necessary to clean and sanitize a thermometer between each food item to prevent cross-contamination. Training employees how to take temperatures and calibrate their thermometers is essential. Employees will be responsible for temperature recording and taking corrective action if products are not at proper temperature.
A thermometer with a probe is needed to measure the internal temperature of the food. A commonly available type is the mechanical pocket test thermometer (Figure 1). You must read and follow the use and calibration instructions that come with the thermometer to ensure the accuracy of your measurements. A thermometer should be calibrated no less than once a month or when it is dropped or exposed to extreme temperatures.

For the refrigeration units, refrigerator/freezer thermometers are sufficient. (Figure 2) is most commonly available. Keep the thermometer in a readable location at the warmest part of the unit.

Thermometers are available at supermarkets, kitchen supply stores, department stores, restaurant suppliers, and through special order catalogs.

Figure 1

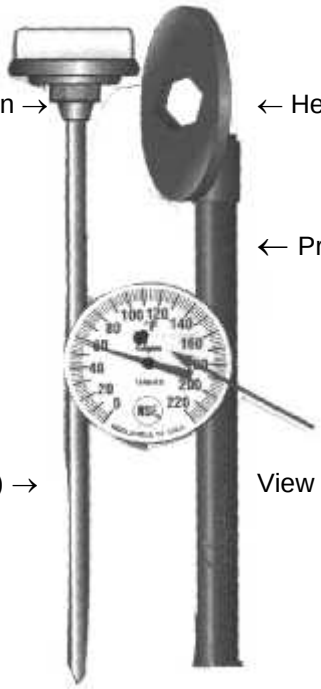


Figure 2

BASIC FOOD BOOTH REQUIREMENTS FOR TEMPORARY EVENTS

1. Keep Foods At A Safe Temperature:
   - Cold foods below 41°F
   - Hot foods over 135°F
   - Reheat foods to 165°F

2. Wash Hands Frequently.

3. Sanitize Utensils And Cutting Boards (Use Bleach Solution).

4. Do Not Cross Contaminate (Separate Raw & Cooked Foods).

5. No Smoking!

6. Use Utensils --- Not Your Hands.

7. Keep Foods Covered.

8. Do Not Eat While Working (Do Not "PICK" On Food).

9. Wear Hair Restraints.

10. Do Not Work If You Are Ill.

HANDWASHING STATION for TEMPORARY FOOD BOOTHS

The most important aspect of personal cleanliness is frequent and thorough handwashing. Most often it will be dirty hands that transmit contaminants to the food product. Handwashing should follow any act that the hands have possibly picked up contaminants.

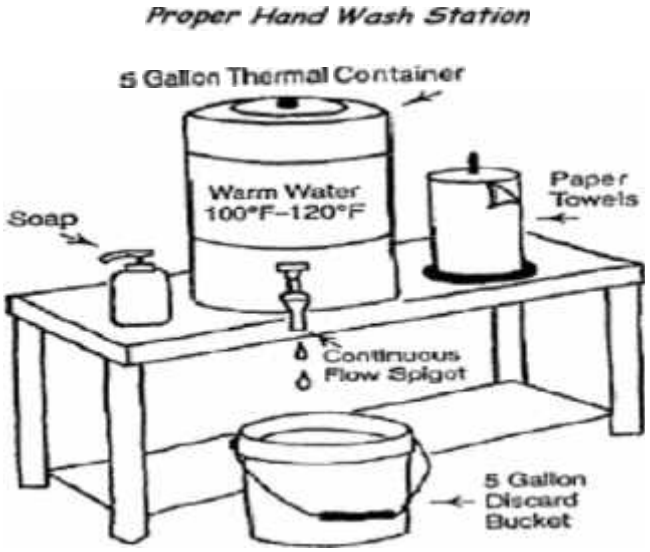
A handwashing station must include:

- A minimum five (5) gallons of potable water in a clean, sturdy dispensing container in which water is drawn from a dispensing spigot
- Liquid soap in a dispenser
- Paper towels
- A container for waste water

The Following Activities, among others, should always be followed by thorough handwashing:

- Handling raw food products (particularly meat and poultry)
- Handling money
- Smoking a cigarette
- Eating
- Use of a restroom
- Clearing away utensils
- Use of a handkerchief or tissue
- Hand contact with unclean equipment and work surfaces, soiled clothing, wash rags, and so on

- Touching areas of the body, such as, ears, mouth, nose, or hair, or scratching anywhere
- Intimate contact with infected or otherwise unsanitary areas of the body



TEMPORARY EVENT VOLUNTEER LIST

To be filled out onsite at time of Event

NAME OF ORGANIZATION / CLUB: _____

NAME OF PERSON IN CHARGE: _____

PHONE NUMBER(S): _____

NAME OF EVENT: _____

DATE OF EVENT: _____

NAME: (Please Print clearly)	DATE:	HOURS WORKED:	INTIALS:

BRISTOL-BURLINGTON HEALTH DISTCT
240 Stafford Avenue, Bristol, Connecticut 06010-4617
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All vendors serving food and beverages to the public on a temporary basis are required to have a food service permit

Completed Temporary Food Service Permit Applications and applicable fees must be submitted to BBHD 10 days prior to the event.

Failure to submit the application and licensing fee 10 business days prior to the date of the event will result in a $25 administrative fee.

Failure to submit the application and licensing fee 2 business days prior to the date of the event will result in a $50 administrative fee or denial of a Temporary Food service event license at the discretion of the Director of Health.

Please refer to the BBHD Temporary Food Service Requirements for guidance in planning your event.

Date: _____

Name of Temporary Event: _____

Address or Location of Temporary Event: _____

Dates of Temporary Event: _____

Time of set up: _____Hours of operation: _____ (Start & End times)

Name of Food Booth/Operation: _____

Name of Person(s) in charge of food Operation_____

Address phone & email: _____

_____

Name, phone & email of Person in charge of Event (not food booth): _____

_____

Is the Vendor or Organization Non–profit? (Check one) ☐ NO (or) ☐ YES (no fee)

- If your Organization is Non-Profit, please include a copy of your Tax Verification Form

Current BBHD Food License if applicable #_____.

Food Service establishments with a valid BBHD food license that apply for temporary food service permits are hereby exempt from any temporary food service license/permit fee.

Non – Profit social, charitable, fraternal, churches and synagogues, shelters and residential organizations which maintain permanent kitchen facilities or apply for temporary permits and are subject to regulations Section 19-13-B42 and 19-13-B48 of the Connecticut Public Health Code are hereby exempt from any food service establishment license/permit fee. Fee exempt operations are obliged to apply and receive a temporary food service license/permit.

PLEASE ALSO COMPLETE PAGES 2 and 3 OF THIS APPLICATION*

(Please use additional paper or attach menu if needed for any of the following questions).

1) List all Foods to be sold (Including Condiments, beverages):

_____

_____

_____

2) List all foods to be prepared at event:

_____

_____

_____

CHECK type of COOKING: ☐Grill ☐Stove ☐Fryolator ☐Wok ☐Oven

(Charcoal and wood cooking devices are not permitted)

3) List how foods will be prepared prior to event including name of licensed facility:_____

_____

_____

(Foods prepared prior to event must be pre-approved by BBHD)

4) How will food be delivered: _____

5) How will cold foods be kept 41°F or below:

_____

_____

☐Refrigerator ☐Ice ☐Refrigerated Truck ☐Other (Must contain thermometers)

6) How will hot foods be kept at 135°F above:

_____

_____

☐ Sterno ☐ Electric

7) List all food Sources of Meat, Fish, Seafood and Bakery Products:

_____

_____

8) DESCRIBE means for HANDWASHING in FOOD BOOTH: _____

_____

9) List Available toilet facilities: _____

I have reviewed the BBHD Food Service Requirements FOR TEMPORARY EVENTS PROVIDED WITH THIS APPLICATION and understand that I am liable for the quality and condition of the food served to the public. My staff and I will ensure the safety of all food and beverages stored, prepared and served at the above event.

_____ _____

DATE SIGNATURE

TO BE COMPLETED BY BRISTOL-BURLINGTON HEATLH DISTRICT

APPLICATION APPROVED DATE: _____ SIGNATURE: _____

DATE PERMIT ISSUED: _____

SUBMIT PLAN WITH APPLICATION FOR A LICENSE TO CONDUCT A TEMPORARY FOOD SERVICE OPERATION IN THE BRISTOL-BURLINGTON HEALTH DISTRICT

Draw a diagram or a plan of the set-up of **your temporary food service booth**. **Included (but not limited to)** the cook tent(flame/combustion resistant /fire retardant certified tent if grilling), acceptable flooring, handwashing station(s), food preparation, cooking and dispensing areas, food preparation and cooking equipment, hot holding equipment, and cold holding facilities(coolers with ice and or refrigeration), tables, storage areas and refuse containers. Warewashing (wash rinse sanitize equipment) areas based on menu. **Plans that are not legible or do not include all aspects of operation will not be approved.**