CAROLINE COUNTY
HEALTH DEPARTMENT
Caring for Caroline

Division of Environmental Health
403 S 7th Street, Rm 248, Denton, MD 21629

Health Officer, Scott T. LeRoy, MPH, MS

TEMPORARY FOOD SERVICE PERMIT APPLICATION

There have been changes to this application. Please read through the entire packet thoroughly before submitting.

These instructions apply to any person/organization which establishes a Temporary Food Service Facility to sell or provide food to the public for a temporary period.

THIS APPLICATION MUST BE SUBMITTED A MINIMUM OF 3 WEEKS PRIOR TO THE EVENT.

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How to apply:

1. ***Carefully read the entire application (6 pages)***.
2. Complete the application. Return pages 2 - 4 to this department. Retain pages 5 – 8; these pages must be on site during the event.
3. Applicant *must* be available for an interview with a Food Program Sanitarian before final approval can be granted.

FACILITY/ORGANIZATION NAME: _____

CONTACT NAME: _____

MAILING ADDRESS: _____ CITY/STATE/ZIP: _____

CONTACT PHONE: _____ ALTERNATE PHONE: _____

FAX: _____ EMAIL: _____

NAME OF EVENT: _____

DATE(S) OF EVENT: _____ TIME(S) OF EVENT: _____

LOCATION OF EVENT: _____

The temporary food operation shall not operate without approval from this office.

I understand that failure to comply with COMAR 10.15.03 Regulations Governing Food Service Facilities will result in the automatic suspension of the operating license, and all food operations must cease IMMEDIATELY.

Signature of Applicant: _____ **Date:** _____

----------**HEALTH DEPARTMENT USE ONLY**----------

Date Received: _____ Permit: ID _____ Date Issued_____

Set Up Time: _____ Approved ( ) Disapproved ( )

Approving Authority Signature: _____ Date: _____

Please answer the following questions:

1. Water source (check all that apply):
   ( ) Commercially bottled ( ) Public—Town of:_____ ( )Other:_____

2. How will waste water and/or grease be disposed? _____

3. Select the type of hand washing station that will be provided:

   ( ) A plumbed hand sink with hot & cold water, hand soap, and paper towels
   ( ) An insulated container with warm water* with a locking spigot, hand soap, paper towels, and a catch basin

   *Warm water is required in accordance with COMAR 10.15.03.25 B (4)(b)(i)

4. Select the type of set up that will be provided for utensil washing & sanitizing:

   ( ) A plumbed 3 compartment sink with hot & cold water
   ( ) A 3 basin set up

5. Select the type of sanitizer that will be provided to sanitize utensils and equipment:

   ( ) Chlorine bleach
   ( ) Quaternary ammonium

   (The appropriate corresponding test strips must be provided to monitor sanitizer levels)

6. What will be used to provide over head protection? (if applicable) _____

7. How will foods be transported to the event? _____
   (Ex: iced coolers, refrigerated truck, Cambro container, etc.)

8. Source of ice (if applicable):_____
   (Must have sufficient supply)

9. Where will foods be stored prior to the event? _____

10. Will all foods be prepared on site? ( ) yes ( ) no

    If no, where will foods be prepared? _____

    Foods must be prepared at a licensed facility, on site, or at another location approved by this Department (example: previously inspected Church or Fire Department kitchen)

11. How will foods be protected from the ground? (if applicable) _____

12. Will there be any raw or undercooked foods served? ( ) yes ( ) no

    If yes, a consumer advisory must be posted in accordance with COMAR 10.15.03.10 F (1-3). A copy of this regulation can be provided upon request.

13. What type(s) of equipment will be used to keep cold foods 41ºFand below?

    _____

14. What type(s) of equipment will be used to keep hot foods at a minimum of 135ºF?

    _____

NAME OF MENU ITEM	PURCHASED FROM	PREPARATION LOCATION	DATE PURCHASED	DATE PREPARED

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INSTRUCTIONS FOR SPECIAL FOOD EVENTS IN CAROLINE COUNTY

MINIMUM HEALTH STANDARDS

Authority: COMAR 10.15.03

1. **PERSON-IN-CHARGE**: Designate a responsible adult to be in charge during each shift. It is this person's responsibility to monitor food temperatures, food preparation and storage, personal hygiene and food handling practices. All personnel must be trained on proper hand washing and food handling.
2. **FOOD:** All food, including ice and drinks, must be obtained from approved, licensed commercial sources. Food shall not be prepared or stored in a private residence. Serve easy to prepare foods. Foods involving more than one handling, preparation or cook step are more likely to cause food-borne illness.
3. **STORAGE:** Foods that are not stored in their original containers must be stored in containers constructed of food grade plastic or stainless steel. Food products, serving products and equipment must be kept off the ground.
4. **FOOD PROTECTION:** Overhead protection will be provided for all food, food containers and food prep areas. Open "pit" style grills should have covers or other appropriate protection. All food must be protected from insects, birds, weather, heat and direct sunlight. Raw food products must have separate containers and utensils and kept in separate areas from cooked and/or ready-to-eat foods. All foods must be transported and held at the correct internal temperature.
5. **EQUIPMENT:** Must be in good condition, easily cleanable and sanitized before use.
6. **PROBE THERMOMETER:** A probe thermometer must be provided to monitor internal temperatures of foods. Thermometers must be able to read from 0ºF to 220ºF. Thermometers must be cleaned and sanitized before and after checking foods. Probe thermometers must be calibrated (ice water bath = 32ºF).
7. **FOOD COLD HOLDING:** All frozen foods must be kept frozen or 41ºF or less if refrigerated.
8. **FOOD COOKING**: Final cook temperatures must be monitored. See attached chart for minimum temperatures.
9. **FOOD HOT HOLDING**: All hot food must be held at a minimum internal temperature of 135ºF or above.
10. **FOOD SURFACES:** Equipment and utensils must be thoroughly cleaned and sanitized every 4 hours or more often as needed. Sanitizer of the appropriate strength should be used for cleaning surfaces. Cloths used for wiping surfaces should be used for no other purpose and kept in a sanitizer solution of 50 ppm chlorine when not in use. All food contact surfaces must be made with a non-absorbent material.
11. **PERSONNEL**: Must be healthy and wear clean, appropriate outer garments. Lower arm jewelry is prohibited with the exception of a smooth wedding band. Have hair tightly restrained above the collar, and not eat, drink, chew gum or tobacco while handling food. Exclude anyone with diarrhea, illness, coughing & sneezing, or inadequate hand washing or food handling practices. Smoking is prohibited in the food area. It is the responsibility of the person in charge to train and monitor personnel to prevent food-borne illness.
12. **FOOD HANDLING**: NO BARE HAND CONTACT with food. Use a separate utensil for each food item. Gloves are not required, but if used, they must be used in the appropriate manner. Hands must be washed first and the gloves put on by handling the wrist part only. Gloves must be changed between tasks and as often as needed.
13. **UTENSIL/EQUIPMENT CLEANLINESS:** A temporary 3 compartment sink set up must be available on site to wash, rinse, and sanitize utensils/equipment. All sanitized utensils/equipment must be air dried. The containers used must be sized to accommodate the largest piece of equipment. Chlorine sanitizer strength is 50 ppm. The manufacturer's directions must be followed for quaternary ammonium sanitizer. The appropriate test strips must be provided.
14. **HANDWASHING**: Hand washing facilities must be set up before food preparation occurs! A cleanable container (min. 4 gallons) with a locking spigot (push-button spigots are not acceptable), filled with warm potable water, and a catch bucket for wastewater can be used. Any hoses used must be constructed of food grade plastic; garden hoses are not approved. Single use paper towels and hand soap must be provided at the hand sink. Hand soap cannot be added to the water. Personnel must wash hands for a minimum of 20 seconds. Pans filled with soapy water are not acceptable for hand washing. Hands must be washed before prep, after rest room use, and after any other sources of contamination.
15. **EVENT LOCATION**: Toilet facilities must be provided, well supplied and easily accessible.
16. **WASTE:** Covered garbage containers must be provided at each food stand. All trash must be disposed of properly and regularly to prevent vermin infestation. Waste water from hand washing, utensil washing, and cleaning may NOT be disposed down storm drains or on the ground. Used grease may not be disposed on the ground.
17. **INSPECTION:** An inspection may be required; the facility must be ready for operation at the time of inspection. *The temporary facility shall not operate without approval from this office.*

Cooking Temperature Chart

PRODUCT	Final Cook Temperature (°F)
Beef (intact muscle)	145º for 15 seconds
Fish & other Seafood	145º for 15 seconds
Comminuted (ground) meat (ground beef, ground pork, raw sausage, fish cakes), **game animals commercially raised for food, or injected meats**	155º for 15 seconds
Microwaved raw foods of animal origin	165º; let stand for 2 minutes
Poultry (chicken, turkey, ground turkey)	165º for 15 seconds
Roasts (whole intact roasts)	145º for 4 minutes or see Roasting Chart
Pork	145°F for 15 seconds
Stuffed meats, pasta, or poultry AND stuffing containing fish, meat, or poultry	165º for 15 seconds
Ready to eat food taken from a commercially processed, hermetically sealed container or package from a food processing plant that is inspected by a food regulatory authority, for hot holding	135ºF in 2 hours
Fruits and vegetables for hot holding	135ºF for 15 seconds
Shell eggs for immediate service	145ºF for 15 seconds
Egg dishes (casseroles)	155º for 15 seconds
All other potentially hazardous foods not specified	145º for 15 seconds

REHEAT: 165º F or more, within 2 hours
HOT HOLD: 135º F or more
COLD HOLD: 41º F or less
COLD HOLD: unopened pasteurized crab meat 38ºF or less

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Special Event Recycling Fact Sheet

Under Maryland Law, Special Event Organizers (SEO) are responsible for providing recycling at special events that meet the following three criteria:

1. Includes temporary or periodic use of a public street, publicly owned site or facility, or public park;
2. Serves food or drink; and
3. Is expected to have 200 or more persons in attendance. Projected attendance may be estimated based on past attendance, number registered to attend, the venue's seating capacity, or other similar methods.

SEO's are responsible for:

1. Providing and placing recycling receptacles adjacent to each trash receptacle at the event;
2. Ensuring that recycling receptacles are clearly distinguished from trash receptacles by color or signage;
3. Providing any other labor and equipment necessary to carry out recycling at the event;
4. Ensuring that materials placed in recycling receptacles are collected and transported for recycling; and
5. Paying any costs associated with recycling at the special event.

SEO's may fulfill the requirements to ensure materials are collected and transported for recycling through one or more of the following methods:

1. Transporting collected materials to one of Caroline County's recycling drop-off sites;
2. Contracting with a recycling hauler to collect the materials and transport them to a recycling processor; or
3. Receiving prior agreement from the site owner to use an existing recycling collection system available at the site.

Materials to be recycled:

The special events recycling program must include collection of at least cardboard, plastic containers, metal containers, glass containers and paper. The SEO must assess the availability of food scraps recycling services for the event. If services are available, the SEO must provide for food scraps recycling, including provision of separate containers for organic and non-organic recyclables.

What steps should I take before the event:

1. Obtain any required permits, licenses and/or reservations required for the event.
2. Think about the waste stream that will be generated at the event. Can the quantity of waste generated at the event be reduced? For example, water and condiments may be served from bulk containers rather than in packets or plastic bottles; printed handouts and other materials may be double-sided.
3. Determine which materials will be accepted for recycling and assess availability of food recycling.
4. Contract with a recycling hauler for recycling. Be sure to ask about accepted and prohibited materials and the pickup timing and locations.
5. Visit the event venue and determine the number and location of trash receptacles. Purchase or rent recycling
6. Recycling receptacles for placement adjacent to all trash receptacles. Free, printable images for signage are available here: www.recycleminnesota.org/resources/free-signs-images/
7. Train staff that will be involved in the recycling program. Establish who is responsible for emptying recycling bins and when.

The Caroline County Recycling Office can be reached at 410-479 4151

Event resource information can be found at http://www.epa.gov/epawaste/conserve/tools/rogo/index.htm

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HANDWASHING

At least one convenient handwashing facility must be available for handwashing on site **at all times**. This facility must consist of, at least, a container with warm potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service:

- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
- After touching an open sore, boil, or cut
- After handling money or other soiled items
- After taking out the trash or following any activity during which hands may have become contaminated.

DISHWASHING

Facilities must be provided to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided and used at each site. All dishes and utensils must be air-dried. Use of disposable pans is recommended.

PROPER SET-UP

PROPER SANITIZER CONCENTRATIONS

Chlorine	Quaternary Ammonia	Iodine
*50-100 ppm**	*200 ppm**	*12.5-25 ppm**

* Or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.