

TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION PACKET

A **Temporary Food Establishment** as defined in the Virginia Food Regulations 12 VACS 5-421-10 is a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

To apply for a temporary food establishment permit:

1. COMPLETE AND SUBMIT AN APPLICATION FORM (PAGES 6 - 9) FOR EACH EVENT AND FOR EACH BOOTH AT EACH EVENT AT LEAST 10 BUSINESS DAYS PRIOR TO THE EVENT. AN INCOMPLETE APPLICATION WILL BE RETURNED. A RAIN DATE OR "NOT APPLICABLE" MUST BE ENTERED. APPLICATIONS MUST BE SUBMITTED TO THE HEALTH DEPARTMENT IN WHICH THE EVENT IS LOCATED.
2. Temporary Food Establishments: A \$40 permit fee will be charged to the temporary food establishment permit applicant for the first permit he or she acquires during the year. Additional fees will not be charged for future temporary permits. The permit holder should retain the receipt showing the fee has been paid and show it to local health departments when he or she applies for permits later in the year. If an applicant cannot produce a receipt, and the local health department cannot verify that a fee has been paid that calendar year, then a \$40 fee will be charged. If the applicant later produces a receipt showing that he or she previously paid a fee, then the latter fee will be refunded. Organizations that are exempt under the *Code of Virginia* S35.1-25 and S35.1-26 are exempt from temporary permit fees even if they are participating in a non-exempt temporary event.
Individuals who prepare and serve food in only one temporary event per year, and that event is within the locality in which they reside, are exempt from the fee. This exemption applies only to individuals, not to corporations or organizations. If they participate in more than one event, or the event is not in their home locality, they must pay the fee.
3. If you have successfully completed the Crater Health District's Basic Food Service Course within the last three (3) years, include a copy of your Completion Certificate with your application. Information on the course can be obtained by calling the local health department listed below.
4. If you are using a permitted mobile food unit, submit a copy of that permit. The fee is not required.

Applications and fees must be received by the Health Department at least (10) business days prior to the temporary event. Please send the completed applications(s) and fee(s) to the below Health Department:

Emporia/Greenville Health Department

Attn: Lisa Latham
140 Uriah Branch Way
Emporia, VA 23847
Phone: (434)348-4210 X 224
Fax: (434)348-4281

- In this application packet you will find information on Hand Washing Facilities, Kitchenware Washing Procedures, and a self-inspection form. The Virginia Board of Health Food Regulations require that proper facilities be available for hand washing, kitchenware washing, over-head protection, ground covering, and proper storage of hot and cold foods. Additional information on preparing and serving food safely will be provided upon request. Applicants are encouraged to take a food safety course.
- A long stem metal thermometer scaled from 0° - 220°F and sanitizer test strips is required.
- Use the self-inspection form, pages 3-4, to ensure that you are prepared and have met the requirements of the Regulations.
- Please **keep** pages 1 through 5 for your use and **return** pages 6 through 9 (the application) to the Health Department.

An Environmental Health Specialist reviews your application and will call to discuss your operation and obtain additional information **if needed**. If there are no additional questions, **they will see you the day of the event**. Permits for Temporary Events are issued by the Health Department on the day of the event, prior to the start of the food operations.

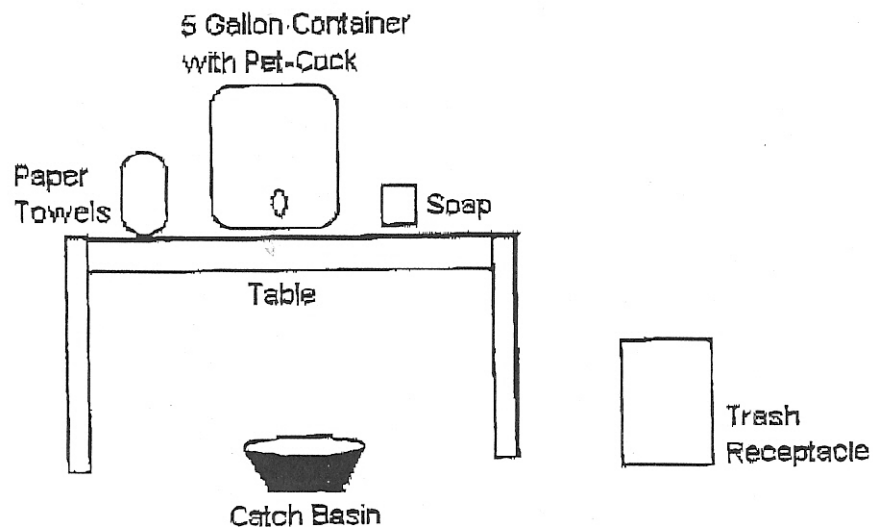
If you have any questions, please call us at the above phone number. We look forward to working with you!

SELF INSPECTION FORM

	AREA OF CONCERN
<input type="checkbox"/>	1. Review Temporary Restaurant Policy
<input type="checkbox"/>	2. Review proper food handling practices and employee hygiene requirements
<input type="checkbox"/>	3. Food Source: approved, in sound condition, no spoilage
<input type="checkbox"/>	4. Potentially hazardous foods kept at proper temperature during transportation, storage, preparation, cooking, display, and service
<input type="checkbox"/>	5. Food protected from contamination: wrapped, sneeze guards/shields, 6"+ off the ground. Food protected from insects, rodents, birds, and animals.
<input type="checkbox"/>	6. Facilities provided to maintain product temperatures (refrigerator, freezer, drained coolers w/ ice, etc.) Cold: 41°F or below. Hot: 135°F or above
<input type="checkbox"/>	7. Thermometers provided: dial probe or digital thermometer for taking product temps, indicating thermometers for refrigeration units.
<input type="checkbox"/>	8. Ice storage adequate, 6"+ off the ground, self-draining with catch basin, scoop stored in ice with the handle extended
<input type="checkbox"/>	9. Good employee hygiene; proper hand washing; proper use of gloves; no illness; etc.
<input type="checkbox"/>	10. Proper hair restraints; clean clothing; no artificial nails; no jewelry
<input type="checkbox"/>	11. Equipment cleaned thoroughly <u>PRIOR TO THE EVENT</u> , kept clean, stored properly
<input type="checkbox"/>	12. Proper facilities to wash, rinse, and sanitize equipment and utensils. MUST HAVE HOT WATER. Wash basins should be large enough to accommodate the biggest item to be washed.
<input type="checkbox"/>	13. Sanitizer with appropriate test strips, i.e., chlorine bleach and chlorine test strips.
<input type="checkbox"/>	14. Single service items stored and dispensed in plastic sleeve, utensils dispensed with handles up.
<input type="checkbox"/>	15. Water source approved; Hot and cold water provided; food grade hoses used.
<input type="checkbox"/>	16. Approved and adequate disposal of sewage and all waste water
<input type="checkbox"/>	17. Hand washing facilities: hot water, soap, paper towels, catch basin, wastebasket.
<input type="checkbox"/>	18. Adequate collection and disposal of grease and garbage.

<input type="checkbox"/>	19. Overhead protections (tent, pavilion, etc.); Lighting adequately shielded. Check with fire marshal regarding fire retardant material and use of gas, propane, etc.
<input type="checkbox"/>	20. Public access to cook area, storage area, and service area completely restricted.
<input type="checkbox"/>	21. Wiping cloths: clean, stored in sanitizing solution, use restricted to employees only. Alternative to wiping cloths: paper towels and a spray bottle of sanitizing solution.
<input type="checkbox"/>	22. Toxic items labeled and stored separately from food and single service items. No pesticides stored or used on site.

HAND WASHING FACILITY SET-UP

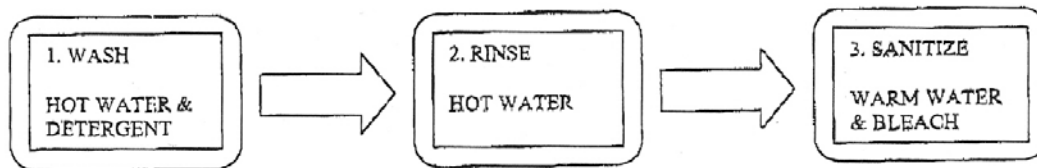


The most common cause of contamination during food preparation and serving is unclean hands. For this reason, hand washing facilities are a must. Facilities must be designed to provide unaided, easy hand washing under a continuous flow of running water. Water spigots of the push-button type will not be allowed.

THE HOW-TO'S OF HANDWASHING

1. Wet hands
2. Apply soap
3. Briskly rub hands for twenty (20) seconds
4. Scrub fingertips and between fingers
5. Scrub forearm to just below elbow
6. Rinse forearms and hands
7. Dry hands and forearms with a disposable paper towel
8. Turn off water with paper towel
9. Discard paper towel

KITCHENWARE WASHING PROCEDURE



After washing, rinsing, and sanitizing, items may be air dried or wiped dry with disposable towels and should then be stored in a clean place.

Provide appropriate sanitizer test strips and use them to monitor the concentration of the sanitizing solution. (If using bleach, maintain the chlorine concentration between 50 and 100 parts per million; this is approximately 1 T. bleach per 1 gallon water.)

Unscented chlorine bleach may be used to sanitize kitchenware. Other acceptable sanitizers include quaternary ammonia and iodine.

All waste water must be disposed of properly, to either a sanitary sewer or a drainfield.

Dinwiddie/Greenville/Emporia Health Departments
Application for Temporary Food Establishment

- Please print legibly or type
- Application and any applicable fees must be submitted at least 10 business days prior to the event.
- If the fee \$40.00 per year has already been paid, please attach a copy of your receipt.
- Failure to provide the necessary information regarding your operation will delay the processing of your application.
- For staffing purposes, a "rain date" or "not applicable" must be included.
- You must be set-up completely and ready for inspection at least 1 hour prior to the event start time!

EVENT - GENERAL INFORMATION

EVENT NAME: _____

SPONSORING ORGANIZATION: _____

EVENT COORDINATOR: _____

EVENT COORDINATOR PHONE NUMBER: _____

EVENT LOCATION ADDRESS: _____

EVENT LOCATION PHONE NUMBER: _____

DATE(S) OF OPERATION: _____ TIME(S) _____ TO _____

RAIN DATE(S): _____ TIME(S) _____ TO _____

APPLICANT INFORMATION

NAME OF ORGANIZATION/BOOTH: _____

COMPLETE MAILING ADDRESS: _____

ORGANIZATION REPRESENTATIVE: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBERS: (Work) () _____

(Home) () _____

(Cell) () _____

INDIVIDUAL RESPONSIBLE FOR FOOD PREPARATION ONSITE: _____

TEMPORARY FOOD ESTABLISHMENT INFORMATION

TYPE OF FOOD FACILITY: _____
(Beverage, Wagon, Booth, Kitchen, Tent, etc.)

HAVE YOU OR SOMEONE IN YOUR ORGANIZATION COMPLETED THE CRATER HEALTH DISTRICT'S BASIC FOOD SAFETY COURSE? YES NO

IF YES, YEAR COMPLETED: _____ (PLEASE INCLUDE A COPY OF YOUR CERTIFICATE WITH THIS APPLICATION)

DO YOU HAVE A VALID STATE HEALTH PERMIT TO OPERATE A RESTAURANT OR COMMISSARY? YES NO

HOW WILL YOU COMPLETE THE FOLLOWING

POTABLE WATER SERVICE _____
(private well, public, bottled water, holding tank, etc.)

SEWAGE DISPOSAL _____
(Onsite septic system, public system, etc.)

SOLID WASTE/GARBAGE DISPOSAL _____
(on-site, off-site, by vendor, by event sponsor, etc.)

LIQUID WASTE DISPOSAL _____
(dump station on-site, public, septic system, etc.)

HAND WASHING _____

FOOD ITEMS AND EQUIPMENT
(PHF SHOULD BE LIMITED TO NO MORE THAN 3)

FOOD/ BEVERAGE ITEMS	SOURCE (WHERE PURCHASED)	WHERE PREPARED (i.e., on site at event, in organization's kitchen, at a permitted facility, etc.)	METHODS OF PREPARATION AND SERVING EQUIPMENT USED
EXAMPLE: Hot Dogs	Bob's Supermarket	Joe's Restaurant Or on site	Boiled in large pot on gas grill using tongs

(Please attach another sheet with the same information, if more spaces are needed.)

CONDIMENTS AND SERVING METHODS (INDIVIDUAL OR BULK CONTAINERS)	UTENSILS (SERVING, COOKING, EATING)	TYPE OF REFRIGERATION (COOLERS, REFRIGERATOR, TRUCK)	COOKING EQUIPMENT*	TYPE OF SANITIZER/ TEST STRIPS

- * All cooking or reheating equipment must be able to rapidly heat foods to 165°F or above. **CROCK POTS ARE NOT ACCEPTABLE FOR THE COOKING OR REHEATING OF FOODS.**
 - * Are accurately calibrated metal stem food thermometers provided to monitor food temperatures? YES NO
 - * What method will be used to prevent bare hand contact with ready-to-eat foods? _____
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CERTIFICATION

I have read the attached instructions, understand them, and will comply with their requirements. I understand that failure to comply may result in the denial of my application for a permit or in the suspension of my permit, per 12 VAC 5-421-3730 and 12 VAC 5-421-3770, Commonwealth of Virginia Board of Health Food Regulations, October 2007.

OPERATOR SIGNATURE

DATE

PHD
07/01/2011