



DEPARTMENT OF HEALTH

APPLICATION FOR SEASONAL FOOD BOOTH

NAME OF EVENT: \_\_\_\_\_

DATE/TIME OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

NAME OF FOOD BOOTH & OPERATOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF SHIFT SUPERVISORS: \_\_\_\_\_

\_\_\_\_\_

1. LIST ALL FOODS & BEVERAGES THAT WILL BE SERVED ON A SEPARATE SHEET (INCLUDE CONDIMENTS)

2. WHERE WILL FOOD BE STORED AND/OR PREPARED PRIOR TO THE EVENT? NAME OF ESTABLISHMENT? \_\_\_\_\_

3. HOW WILL COLD FOOD BE KEPT COLD? (BELOW 41° F (examples: meats, poultry, seafood, & dairy products) \_\_\_\_\_

4. HOW WILL HOT FOOD BE KEPT HOT? (ABOVE 135° F) (examples: cooked, ready to serve meat, poultry, seafood, rice, vegetables, etc) \_\_\_\_\_

\_\_\_\_\_

5. DESCRIBE HANDWASHING FACILITY INSIDE BOOTH: \_\_\_\_\_

\_\_\_\_\_

6. LOCATION OF EMPLOYEE TOILET FACILITY: \_\_\_\_\_

\_\_\_\_\_

7. HOW WILL UTENSILS, CUTTING BOARDS, ETC. BE SANITIZED? \_\_\_\_\_

\_\_\_\_\_

8. HOW WILL THE WASTEWATER FROM THE HANDWASHING FACILITY/WASH-RINSE-SANITIZE STATION BE DISPOSED? \_\_\_\_\_

\_\_\_\_\_

APPLICATION REVIEWED BY: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## **BASIC FOOD BOOTH REQUIREMENTS FOR SEASONAL EVENTS**

- 1. KEEP FOODS AT SAFE TEMPERATURES**
  - **COLD FOODS BELOW 41 DEGREES F.**
  - **HOT FOODS ABOVE 135 DEGREES F.**
  - **REHEAT FOODS TO 165 DEGREES F.**
  
- 2. WASH HANDS FREQUENTLY**
  
- 3. SANITIZE UTENSILS & 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**

**NORWALK HEALTH DEPARTMENT**

## **GUIDELINES FOR FOOD SERVICE AT SEASONAL EVENTS**

**The purpose of these guidelines is to minimize the risk of foodborne illness outbreaks at temporary foodservice facilities. By following these guidelines you can help ensure the safety of the foods served and in turn protect the health of your patrons.**

### **LICENSING PROCEDURE**

**Each food booth serving food at a seasonal event must obtain a license from the Norwalk Health Department (NHD). In order to obtain the license, the designated food booth operator, in whose name the license will be issued must:**

- 1. Call the NHD to obtain an application and information packets. In some cases, as with large events with several booths, this may be done by the food coordinator.**
- 2. Complete the application and provide any information that has been requested. For example, if out of town caterers will be preparing the food, you may be asked to provide copies of their current food licenses.**
- 3. Call the NHD to schedule an application review with one of the sanitarians. This meeting must be scheduled at least 2 weeks prior to the date of the event to allow enough time for processing of the application and verification of the information submitted.**
- 4. Pay the license fee after receiving written approval from a sanitarian.**
- 5. 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 posted in the booth.**

**Communication is very important to ensure that the application process goes smoothly. The designated food booth operator must be someone who will be actively involved in the preparation of food that will be served such as the head chef or shift supervisor. Someone with previous commercial food service experience is preferred.**

**This person will act as the liaison between the food handlers and the health department and will be responsible for making sure that the proper procedures are understood and followed.**

## **MENU**

**All food served must be from an approved source and prepared in a licensed commercial establishment.**

**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.**

**Only shellfish from approved sources may be served. All tags must be saved for 90 days.**

**All receipts and bills of sale must be retained and made available to the sanitarian upon request.**

**The sanitarian may restrict or modify the menu and/or preparation methods as deemed necessary to minimize the risk of foodborne illness.**

## **PREPARATION**

**The easiest and safest method of preparing food for sale at a seasonal event is cooking to order. Example: pre-formed frozen hamburger patties that are cooked on a grill and served immediately. Keep in mind that the more steps involved between raw product and final service, the greater the potential for foodborne illness to occur.**

**On site preparation should be minimal. Same day preparation is safest. However, off site preparation could take place the day before in a licensed facility that is equipped to handle the large volumes of food involved. Example: Shish Kabob could be assembled on skewers, stored overnight and transported under refrigeration the next morning.**

**A large capacity full service restaurant with walk in refrigerators would be suitable as opposed to a small deli with two small refrigerators. All potentially hazardous foods must be delivered under refrigeration to the site as close to the day of the event as possible. If food is prepared off site, the establishment must be in compliance with local, state and federal codes.**

**Copies of a recent inspection report and a valid health department license may be requested.**

### **FOOD PROTECTION**

**1. The number one cause of foodborne illness outbreaks is the failure to keep time/temperature controlled for safety foods at proper temperatures. Time/temperature controlled for safety foods are those consisting in whole or part of milk, milk products, eggs, meat, poultry, fish, shellfish or other foods capable of supporting the rapid growth of infectious or toxigenic microorganisms. This includes hot dogs, pizza, cooked rice, beans, potatoes and other cooked vegetables, cut leafy greens, sliced melons, cream filled pastries as well as the more commonly accepted types of foods.**

#### **OBSERVE SAFE FOOD TEMPERATURES:**

**Hold cold potentially hazardous foods at 41 degrees F. or below and hot foods at 135 degrees F. or above.**

**Cook food without interruption. Partial cooking in advance is a dangerous practice and is not allowed. The following are minimum cooking temperatures:**

<b>poultry:</b>	<b>165 degrees F.</b>
<b>pork:</b>	<b>150 degrees F.</b>
<b>beef:</b>	<b>140 degrees F.</b>
<b>ground beef:</b>	<b>155 degrees F.</b>

**Reheat previously cooked and chilled foods to 165 degrees F. A long stem dial type thermometer must be provided for monitoring food temperatures. (Range 0 to 220 degrees F.)**

**Only equipment capable of maintaining foods at these safe temperatures shall be used. Adequate refrigeration such as refrigerated trucks, refrigerators, and coolers with ice or ice packs must be provided for keeping food cold. For example, a refrigerated truck would be used for bulk storage, and small refrigerators or**

**coolers used for short-term service near the grills. Obviously, an ample supply of ice and ice packs must be provided. If electrically powered coolers are used, care must be taken to be sure that the service lines can handle the voltage.**

**All units must be provided with accurate thermometers placed in the warmest part of the unit to monitor ambient air temperature.**

**Defrost frozen foods in the refrigerator below 41 degrees F. never at room temperature. (Off site only)**

**Chill foods rapidly (within 2 hours). Large quantities of foods must be broken down into smaller containers that are shallow enough to allow for rapid cooling. Store in refrigerators promptly, do not allow to cool at room temperature. (Off site only)**

**All potentially hazardous foods must be transported under refrigeration regardless of the distance to be traveled.**

**As previously stated, the cook and serve method is preferred. However, if foods need to be held hot, gas fired steam tables are preferred. Other warming units may be approved provided that they are capable of holding foods over 135 degrees F. Warming units must never be used to heat or cook foods. They are designed only to hold foods that have just been heated. Example: fried rice is cooked on the wok, then transferred immediately to a preheated steam table and held for service.**

**2. DO NOT CROSS CONTAMINATE. Separate raw and cooked time/temperature controlled for safety foods. Do not interchange utensils, cutting boards, containers or other equipment that has been previously used for raw foods with cooked or ready to serve foods. Example: Do not slice onions or tomatoes to be served on hamburgers on a cutting board that was previously used to cut raw chicken: do not use a knife to slice cooked ham that was previously used to trim a piece of raw beef. DESIGNATE RAW AND COOKED (OR READY TO SERVE) PREP AREAS.**

**Never reuse marinade. Once the meat is removed for cooking, The marinade must be disposed of properly. The container must be washed and sanitized before it can be reused. Always use a freshly made marinade if recipe calls for adding while meat is cooking.**

- 3. NEVER POOL EGGS. When large quantities of eggs are called for, liquid pasteurized eggs must be used.**
- 4. Discard leftovers at the end of the day; do not re-serve.**
- 5. All foods must be protected from flies, dust, sneezing, unnecessary handling, or other contamination during transportation, storage, handling, display and service. All preparation and service must be done under a tent or similar approved structure with overhead protection.**

**Store foods in food grade containers and keep them covered. All equipment must be clean and in good repair. If coolers are used they must be a non-porous type (not styrofoam). Food should not be placed directly in contact with ice. Ice should be well drained and not used for any other purpose. Ice for drinks must be stored in separate clean containers. Remember: Ice is considered food. All ice must be from an approved source; do not bring ice from home.**

**Store all foods off the ground on shelves or stacked on empty Crates. Sugar, mustard, ketchup, and other condiments must be individually packaged or dispensed in a manner that prevents contamination such as squeeze bottles.**

- 6. Minimize hand contact. Use utensils such as tongs, spoons, spatulas. They may be stored in the food with handles extending out. Clean utensils must be stored in clean containers. When manual contact is necessary, use wax tissue paper or disposable gloves. Remember however, that gloves are not a substitute for handwashing and should be changed frequently.**
- 7. Only single service disposable utensils are to be provided for public use. They must be stored and dispensed in such a manner that will prevent contamination. Example: Store utensils with handles up to allow customers to pick them up without touching food end.**
- 8. Salad bars (and other self-service type displays) are not allowed at temporary facilities.**
- 9. Provide adequate lighting in the booth.**

## **SANITATION**

- 1. The food booth must be maintained in a sanitary manner at all times. All food contact surfaces and equipment shall be cleaned at regular intervals, and as often as necessary to maintain a high standard of cleanliness. A bleach solution (50 ppm if immersing, 100 ppm if sanitizing all food contact surfaces.**

**The following procedure is to be used for all food contact such as cutting boards, utensils, food containers, counters, etc.:**

- 1. WASH (in hot soapy water)**
- 2. RINSE (in hot clean water)**
- 3. SANITIZE (soak for 1 minute in a 50 ppm bleach and water solution: approximately 1/2 tbs. of bleach/gallon of water or 1/3 cup bleach 5 gallons of water; if sanitizing in place use 1tbs. of bleach/gallon of water)**
- 4. ALLOW TO AIR DRY (Never towel dry; bleach will dissipate)**

**If you choose another type of sanitizer, it must be approved by a sanitarian prior to use. Bleach is inexpensive, easily accessible, and very effective as a sanitizing agent. Ideally a three compartment sink or a mechanical dishwasher should be used if available. Example: An on site school kitchen, church kitchen, etc. If such a facility is not available then three clean 5 gallon buckets may be used provided that an adequate potable water supply is available, See Appendix.**

**For short term events, this requirement may be waived provided That an ample supply of extra replacement utensils are available.**

- 2. An adequate supply of clean wiping cloths must be provided for cleaning purposes. When not in use they must be stored in the bleach solution.**
- 3. Each food booth must be provided with a handwashing station consisting of an adequate supply of warm potable water (minimum 5 gallons) in a sanitary container and dispensed through a free running tap or spigot. Potable handsinks are available from some rental agencies.**

**Liquid hand soap, paper towels and a bucket to catch waste and a bucket to catch waste water must also be provided.**



**(See diagram in Appendix for an example set up).**

- 4. An adequate number of toilets must be provided for public use. The actual number of toilets will be determined on an individual basis depending on attendance and menu. Toilets for food booth workers must be positioned near the food areas. At least one handwashing station for every 5 toilets must be Provided as described above.**
- 5. All liquid waste must be collected and disposed of in an approved manner that will not create a nuisance or a public health hazard. Dumping liquid waste on the ground, in waterways, or storm drains is not allowed.**

**Waste cooking oil and grease must be disposed of in an approved manner. This type of grease cannot be dumped with the other trash. A grease container must be provided and arrangements made with a grease hauler of removal. Waste water shall not be reused for any purpose.**

### **PERSONNEL AND HYGIENIC PRACTICES**

- 1. A copy of the basic rules must be posted in the booth and read by all food handlers. A log book showing name, address, phone number, date and time worked must be signed by all food handlers.**
- 2. Only authorized personnel are allowed in the booth. No pets or animals are allowed in the booth.**
- 3. No person with a communicable disease or afflicted with boils, sores, infected wounds, or an acute respiratory infection, shall work with food. Example: if you have fever, diarrhea or vomiting, you cannot work.**
- 4. Ill workers must wear clean outer and maintain a high degree Of personal cleanliness.**
- 5. Wash hands frequently, but always upon entering the booth After using the toilet, eating, smoking, taking a break, coughing, Handling garbage, handling raw potentially hazardous foods, etc.**

- 6. Do not use tobacco in any form.**
- 7. Wear hats, hairnets, or some other type of hair restraints.**

**REVOKING OF LICENSE – BOOTH CLOSURES**

**The food license may be revoked at any time for any reason by the Director of Health or his/her agent (sanitarian), in his/her opinion such action is warranted. The booth will not be allowed to reopen without the written approval from the Director of Health or the sanitarian.**

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**Other requirements may be imposed based on the individual needs of each booth.**

## Seasonal Food Booth Menu Checklist

Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Food Booth & Operator: \_\_\_\_\_

**Potentially Hazardous Foods:**

**A. Critical Control Points**

Items	Extensive Preparation	Pre-cooking	Cooling	Thawing	Cold Holding	Reheating	Hot Holding	Over Night Onsite Storage	Preparation Steps
<b>B. OTHER FOODS</b>									<b>COMMENTS</b>
1.									1.
2.									2.

**NORWALK HEALTH DEPARTMENT  
137 EAST AVENUE  
NORWALK, CT 06851  
(203) 854-7821**

**APPLICATION FOR SEASONAL FOOD SERVICE LICENSE  
FOR THE DAYS \_\_\_\_\_**

**Booth**

**NAME OF BOOTH:**

**NAME OF EVENT:**

**ADDRESS OF EVENT:**

**DATE OF EVENT:**

**OPERATOR OF BOOTH**

**NAME:**

**ADDRESS:**

**CITY, STATE, ZIP:**

**HOME PHONE:**

**FEE**

<b>*** Pay this Amount *** 175</b>
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**SUBMITTED BY:** \_\_\_\_\_ **Owner**  
\_\_\_\_\_ **Manager**

**Signature:** \_\_\_\_\_

**NOTE:  
MAKE CHECK PAYABLE TO THE NORWALK DEPARTMENT OF HEALTH**

**FOR OFFICE USE ONLY:**

**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CHECK NUMBER:** \_\_\_\_\_ **RECEIPT NUMBER:** \_\_\_\_\_