

**GUIDELINES & APPLICATION  
FOR TEMPORARY FOOD SERVICE EVENTS**

# **TORRINGTON AREA**

**Borough of Bantam \* Bethlehem \* Canaan  
Cornwall \* Goshen \* Harwinton  
Kent \* Borough of Litchfield \* Litchfield \* Middlebury  
Morris \* Norfolk \* North Canaan  
Plymouth \* Salisbury \* Thomaston \* Torrington  
Warren \* Watertown \* Winsted**

# **HEALTH DISTRICT**

**350 Main Street – Suite A  
Torrington, Connecticut 06790  
(860) 489-0436  
[www.tahd.org](http://www.tahd.org)**

TAHD is an Equal Opportunity Provider and Employer



# TORRINGTON AREA HEALTH DISTRICT

350 Main Street ♦ Suite A ♦ Torrington, Connecticut 06790

Phone (860) 489-0436 ♦ Fax (860) 496-8243 ♦ E-mail [info@tahd.org](mailto:info@tahd.org) ♦

Web Address [www.tahd.org](http://www.tahd.org)

LICENSE FEE \_\_\_\_\_  
PAID  YES  NO

(Returned Check Fee \$25)

"Promoting Health & Preventing Disease Since 1967"

## TEMPORARY FOOD SERVICE APPLICATION

Name of **Person** completing application \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

## TEMPORARY FOOD SERVICE EVENT INFORMATION

**Event** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_

Location \_\_\_\_\_ Town \_\_\_\_\_

Sponsor/Charity ( if applicable ) \_\_\_\_\_ Phone \_\_\_\_\_

Name of **Food Service Booth** \_\_\_\_\_

*If the information provided pertains to other events, please indicate on the back of this application the event names, locations, dates, and times.*

### Please complete the following information:

1. Provide a list of foods, beverages & condiments which will be served at the event noted above. The back of this application can be utilized or submit an additional document.

2. Prior to the event the above listed items will be prepared at the following location:

**Name** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**Town** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_ **Phone** \_\_\_\_\_

3. Food items will be properly stored prior to the event at \_\_\_\_\_

### Please provide the food safety procedures for the above event:

1. Temperature requirements for cold and hot food items will be maintained at site and during transportation in the following manner:

#### Cold food items @ 45 degrees F or below

Transporting: \_\_\_\_\_

At site: \_\_\_\_\_

#### Hot food items @ 140 degrees F or above

Transporting: \_\_\_\_\_

At site: \_\_\_\_\_

2. Hand washing for the above event will be provided in the following manner:  
\_\_\_\_\_

**Submit application with the licensing fee (if applicable) 2 WEEKS PRIOR to the event. Failure to submit the application and licensing fee within the requested time frame will result in a \$100.00 fine or denial of a Temporary Food Service License.**

**THERE WILL BE NO REFUNDS OR CREDITS ISSUED.**

**\$50 Per Unit / Per Event** – for a one day event.

**\$75 Per Unit / Per Event** – license for a single event that operates at a fixed location for a temporary period of time. (2 or more consecutive days- not to exceed 14 days).

Religious groups, youth organizations and agencies funded in whole or in part by tax dollars from towns which are members of the Torrington Area Health District will be exempt from the registration fee. **Fee exempt operations are obligated to apply and receive a temporary food service license.**

I have thoroughly reviewed the attached material. I 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.

\_\_\_\_\_  
*Signature of person in charge*

\_\_\_\_\_  
*Date*

**TAHD- TEMPORARY FOOD EVENTS REGISTRATION FORM- PAGE 2**  
**APPLICATIONS & FEES FOR MULTIPLE EVENTS MUST BE RECEIVED BY APRIL 1<sup>ST</sup> TO QUALIFY FOR A DISCOUNT**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME OF FOOD BOOTH: \_\_\_\_\_

EVENT	DATE	TIME	LOCATION	# OF BOOTHS	1 DAY EVENT	TOTAL
					X \$50.00	
					X \$50.00	
					X \$50.00	
EVENT	DATES	TIME	LOCATION	# OF BOOTHS	2-14 DAY EVENT	TOTAL
					X \$75.00	
					X \$75.00	
					X \$75.00	
					X \$75.00	
					X \$75.00	
					X \$75.00	
					X \$75.00	
					SUBTOTAL:	
					Minus 10% discount	
					AMOUNT DUE:	

**List of foods to be prepared:**

# GUIDELINES FOR FOOD SERVICE AT TEMPORARY FOOD SERVICE EVENTS

A “Temporary Food Service Event” is defined as a food service establishment that operates at a fixed location for a temporary period of time, including one day events and not to exceed 14 consecutive days. Temporary Food Service includes, but is not limited to, the following; fairs, carnivals, public exhibitions, festivals, religious institution events and school functions.

These guidelines are intended to provide minimum construction requirements for temporary food service facilities and to offer food safety information that will minimize the risk of a foodborne illness outbreak at a temporary event. The information provided within this packet will help to ensure the safety of the foods served, and in turn protect the health of your patrons.

## **Licensing Procedures:**

Every operation serving food at a temporary event must obtain a Temporary Food Service License from the Torrington Area Health District (TAHD). To obtain a license the designated food operator shall:

- 1) Contact the TAHD for the necessary application and information packet. In some cases, such as a large event, a food coordinator may distribute the information to the food booths.
- 2) Complete the application and provide all the information that has been requested.
- 3) Submit the application and licensing fee (if applicable) to the TAHD office at least two weeks prior to the date of the event. This will allow us time to process the application, review the information submitted and assign the event to a food service inspector. Failure to submit the application and licensing fee within the requested time frame will result in a \$100.00 fine or denial of a Temporary Food Service License.
- 4) An inspection of the food operation will be made on the day of the event. If the food service inspector is satisfied that the conditions of the license have been met, the license will be issued and posted for the duration indicated on the Temporary Food Service License.

## **Important notes concerning licensing requirements:**

- Itinerant vendor licenses are not valid for temporary events at fairs or events where the vendor pays for a specific temporary site. Itinerant vendors must apply for a Temporary License in accordance with the procedures outlined above.
- Food service establishments with a valid Food Service License may provide outside service for a Temporary Event (sidewalk type service) without charge, only if all food prepared represents the establishment’s current menu and classification. Licensed food service establishments must notify the TAHD of this service two weeks prior to the event and they must comply with the Temporary Food Protection requirements. If cooking is to be done outside, then the licensed food service establishment must obtain a Temporary Food Service License and pay the standard fee.
- Religious groups, youth organizations and agencies funded in whole or in part by tax dollars from towns which are members of the Torrington Area Health District will be exempt from the registration fee. However, **fee exempt operations are obligated to submit the application 2 weeks prior to the event. Failure to apply will result in the charging of a late fee.**

Communication is very important to ensure that the application process goes smoothly. If there are questions or concerns after reviewing this information please contact a food service inspector at TAHD. Timely submittal of a complete application allows TAHD to assist the applicant with food service arrangements prior to the event thereby eliminating possible problems on the day of inspection.

The **designated food operator**, Temporary Food Service Applicant, must be actively involved in the preparation of food products served. The **designated food operator** is responsible for training all other food handlers and for insuring that proper procedures are understood and followed. We strongly recommend that the designated person have professional experience within the food service industry and / or have successfully completed a **Food Safety Certification Course**.  
(Contact the TAHD for course information)

## FOOD SAFETY PRACTICES AND PROCEDURES FOR TEMPORARY FOOD SERVICE OPERATIONS

### MENU ITEMS:

All menu items must be from an approved source – meats and poultry must be USDA inspected. Menu items must be prepared on-site or in a licensed commercial establishment. Restrictions/modifications of the menu or preparation methods may be required by the food service inspector in order to minimize the risk of a possible foodborne illness outbreak.

### IMPORTANT NOTES:

- ✓ Food products **CANNOT** be cooked or prepared in private homes.
- ✓ Home canned foods **CANNOT** be utilized or served.
- ✓ Ice provided for drinks and coolers must be from an **approved source**.  
Ice from home is **NOT** acceptable.
- ✓ Wild game or finfish from **NON-Commercial** sources **CANNOT** be served.
- ✓ All meats and poultry must be USDA Inspected.
- ✓ If shellfish, **FROM APPROVED SOURCES ONLY**, are prepared and served, **ALL TAGS** must be saved for ninety days and be presented at the event site.
- ✓ All receipts and bills of sale must be retained and made available to the food service inspector upon request.

# FOOD PREPARATION & STORAGE:

The safest method of preparing food for sale at a temporary food service event is to “**cook to order**”. This will eliminate the need to hot - hold foods @ 140 degrees F or above for an extended amount of time.

All potentially hazardous foods used at a temporary event must be transported and stored in cooling units that will maintain an internal food temperature of **45 degrees F** or below. **Potentially hazardous foods (PHF)** are those capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, or the slower growth of clostridium botulinum. Some of the food products within this category are those consisting in whole or part of milk, milk products, eggs, meats, poultry, fish, shellfish, cooked rice, beans, potatoes, sliced melons and cream filled pastries. The required cooking, cooling and holding temperatures, as well as other food safety procedures referring to PHFs, are listed within the document titled **Internal Cooking Temperatures** provided within this packet.

Only equipment capable of maintaining foods at safe temperatures (**below 45 degrees F or above 140 degrees F**) shall be used. Adequate refrigeration such as refrigerated trucks, refrigerators and coolers with well-drained 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. An ample supply of ice from approved sources and ice packs must be provided. If electrically powered cooling units 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.

Food preparation tasks (i.e. chopping, slicing, etc.) must be completed in the temporary licensed area or off-site in a **licensed facility**. If food preparation tasks are done off-site in a **licensed facility** the name and address of the establishment must be provided on the TAHD application. These establishments must be in compliance with applicable local, state and federal food service regulations. A copy of the Food Service License and recent inspection report may be requested by the TAHD.

Provide utensils, tongs, spoons, single service paper and/or gloves for handling food products. **Food handlers are required to minimize bare hand contact with all food items, most importantly foods that are not going to be cooked or reheated.** The TAHD requires extra serving and preparation equipment to be on-site. Serving and preparation equipment should be replaced as necessary or after a maximum of 4 hours of use. Gloves or utensils are not substitutes for handwashing. Gloves should **not** be used for multiple tasks; hands should be thoroughly washed between glove changes.

# SAFE FOOD PREPARATION PRACTICES & PROCEDURES



See enclosed chart . . .

## **Internal Cooking Temperatures –**

*The temperature requirements for cooking, hot and cold holding, reheating and cooling.*

Thermometers are required in all holding units. Probe-type thermometers are required for checking and monitoring internal food product temperatures (**range of 0 degrees F – 220 degrees F**). Alcohol swabs or other approved cleaners are necessary for sanitizing the probe-type thermometer before and after each use.

**Defrost** frozen foods in cooling units below 45 degrees F, as part of the cooking process, or under cold (70 degrees F or below) running water for less than 2 hours.

**Never defrost frozen foods at room or outdoor temperature.** A microwave oven may be used **only if** the food product is to be thoroughly cooked **immediately**.

**Potentially hazardous foods** must be transported in vehicles equipped with hot holding or refrigeration units capable of maintaining internal product temperatures below 45 degrees F or above 140 degrees F. Insulated containers, such as ice chests, may be approved by TAHD for transportation of cold food products providing they can maintain internal product temperatures of 45 degrees F or less. All refrigeration and heating units must be provided with thermometers.

**Cooking to order is preferred and recommended.** If foods require hot holding, gas fired steam tables are preferred. Other warming units may be approved. Holding units should not be used for reheating. Potentially hazardous foods must be heated to **165 degrees F** prior to placement in a hot holding unit.

- **Interrupting the cooking process of food is not allowed.** Partially cooking food, holding it, and then completing the cooking process at a later time will allow for the growth of dangerous bacteria. This type of food preparation is not allowed and foods prepared in this manner will be discarded by the TAHD.



- **Prevent Cross-Contamination** while preparing, storing and serving foods. Designate specific areas in cooling units for storage of raw and cooked foods. **Do not** interchange utensils, cutting boards, containers or other equipment that have been previously used for raw foods.

For example; **do not** slice tomatoes and onions on the cutting board just used for cutting raw chicken, **do not** place cooked burgers on rolls with utensils used to place raw burgers on to the cooking surface, **do not** place tomatoes into a unwashed container that previously held raw chicken.

It is recommended that separate areas be designated for **Preparing Potentially Hazardous Food Products ONLY**; such as raw meat, poultry & fish and for **Preparing Cooked or Ready to Eat Food Products ONLY**.

- **Never Re-Use Marinades** – once the product is marinated and is in the cooking process, **fresh marinade** may be added to meat while cooking – if required by recipe. The left over marinade must be disposed of properly and **never re-used for any purpose**.
- **Never Pool Raw Shell Eggs** – it is required that liquid pasteurized eggs be used for making large quantities of scrambled eggs, pancakes, funnel cakes, or other egg containing batters.
- **All leftovers must be discarded at the end of a service day. Food products prepared and ready for service cannot be re-served the next day at multiple day events.**

## FOOD PROTECTION:

Temporary Food Service operations are required to have overhead protection. Foods must be prepared in a tent, food service vehicle or structure that has been approved by the TAHD and designed to protect food from flies, dust, sneezing and other contamination during transportation, storage and display. **Grilling equipment and barbecue pits without overhead protection will not be approved by TAHD.** Food-contact and nonfood-contact surfaces must be easily cleaned and in good structural condition. Adequate lighting should be provided to illuminate working surfaces.



Non-potentially hazardous food products and ice, disposable utensils and single service articles are required to be stored in covered food grade containers that are kept up off of the ground. Potentially hazardous food products that require refrigeration must be stored in an approved manner maintaining 45 degrees F or below. Cooked potentially hazardous food products intended to be served hot must be held in an approved manner so as to maintain an internal temperature of 140 degrees F or above. **All food products, utensils, equipment, condiments and necessary items are to be stored and dispensed in such a manner that will prevent any contamination.**

## SANITATION:

The temporary food service site must be maintained in a sanitary manner at all times. All food-contact surfaces and equipment shall be cleaned and sanitized at regular intervals and as often as necessary to maintain a high standard of cleanliness.

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

- 1 – **Wash** with hot water and soap
- 2 – **Rinse** with hot clean water
- 3 – **Sanitize** with an approved sanitizer for one minute
- 4 – Allow to **Air Dry** in a protected area

A three-compartment sink or mechanical dishwasher should be utilized whenever the operation involves extensive potentially hazardous food preparation. In cases where food preparation equipment and utensil use is minimal a substitute three bay sink arrangement using clean buckets may be used. Limited food preparation sites may rely on multiple utensils and equipment that can be changed periodically throughout the service day.

If bleach is used to sanitize food-contact surfaces after washing, the solution should be a proper concentration – 1 cap full of bleach to 1 gallon of water or 1/3 cup of bleach to 5 gallons of water. Also, bleach solutions/sanitizing solutions are required for soaking wiping clothes not in use. Provide an ample supply of paper towels and cleaning sprays or other sanitizers for cleaning – be sure to follow label directions on all cleaning and sanitizing product bottles.



## HAND WASHING:

Each temporary food service operation must be provided with a hand washing station consisting of warm water, hand soap and paper towels. A garbage container should be located adjacent to the hand washing station.

A substitute hand washing station consisting of the following may be utilized when food preparation is limited or a water supply is not available:

*Provide a container with a tap or spigot, such as an iced tea container or coffeepot for storage of warm water. The capacity of the container should not be less than five (5) gallons.*

*Provide a container directly under tap or spigot to catch wastewater*

*Provide dispenser type hand soap and paper towels*

*Provide a garbage receptacle in close proximity to the hand washing station*

It is recommended that you research the possibility of renting a portable hand washing station from a rental agency.

**All food handlers must thoroughly wash their hands with soap and warm water before starting work. Food handlers are to wash their hands after the following activities - handling money, using the toilet facility, touching their face or hair, blowing their nose, handling raw meat / poultry, handling trash, and any other activity that contaminates their hands.**

## DISPOSAL OF ALL LIQUID WASTES:

All liquid wastes must be collected and disposed of in an approved manner that will not create a nuisance or a public health hazard. Do not discard liquid wastes on the ground, in waterways, or in storm drains. Wastewater can not be reused for any other purpose. Waste cooking oil and grease must be disposed of in an approved manner. This type of waste cannot be dumped with other trash and garbage. Operations that generate a large amount of grease should provide a separate grease container on-site for disposal at an approved facility.

# PERSONNEL AND HYGIENE PRACTICES:

The designated food operator is responsible for the following:

- Provide information to all food handlers on specific food safety practices and procedures relevant to the menu items to be prepared and served to the public.
- Maintain a logbook with names, addresses, phone numbers, dates and time of food handlers' service.
- Only authorized personnel are allowed in the direct food preparation area. Authorized personnel must wear clean clothes, approved hair restraints and maintain a high degree of personal cleanliness.
- All food handlers must wash hands properly and frequently. Please enforce all the necessary times for hand washing such as, upon entering food preparation area, after using the toilet, after eating, after smoking, after handling garbage, after handling potentially hazardous foods, after any break in food preparation tasks, after the handling of money etc.
- Animals are not allowed in the food preparation areas, food service areas or areas where food products are stored.
- Food handlers cannot smoke cigarettes while preparing food or while in any area designated as the Temporary Food Service Establishment.
- Food handlers are not allowed to prepare or serve food while affected with any disease in a communicable form, or while a carrier of such a disease, or while afflicted with boils, sores, infected wounds, or an acute respiratory infection. Persons who have been ill with gastroenteritis or flu-like symptoms should be excluded from all food preparation and food service areas for at least **48 hours after all symptoms have subsided**. Employees who have experienced illness with diarrhea should not return to work without approval from the health department.  
**All necessary precautions must be taken to prevent the transmission of disease via contamination of food, drink, food-contact surfaces and person to person.**

## **REVOKING OF TEMPORARY FOOD SERVICE LICENSES – BOOTH CLOSURES**

A Temporary Food Service License is issued based on compliance with the Connecticut Public Health Code Section 19-13-B42 and the Torrington Area Health District regulations. Temperature, pH and water activity level conditions must be maintained so as to inhibit rapid and progressive growth of infectious or toxigenic microorganisms. Site inspections will be conducted by a Sanitarian of this District to determine compliance with any or all criteria contained within this packet.

The Temporary Food Service License may be revoked at any time for any reason by the Director of Health or his agent (Sanitarian), when in his/her opinion such action is warranted. The food operation will not be allowed to reopen for food service without written approval from the Director of Health or the Sanitarian.

### **Important Note:**

The Director of Health or his agent depending on the nature of the foods served and the preparation activities may impose additional requirements of individual Temporary Food Service operations. Licenses will not be issued until all requirements deemed necessary are met.

## CHECK LIST FOR TEMPORARY FOOD SERVICE OPERATORS:

- \_\_\_\_\_ **Probe-Type Thermometer** - for monitoring proper cooking and holding temperatures  
(Range - 0 degrees – 220 degrees F)
- \_\_\_\_\_ **Thermometers for all refrigerators or cooling units** – all units used for keeping foods cold must be maintained at a temperature below 45 degrees F.
- \_\_\_\_\_ **Coolers packed with ice / ice packs** – if applicable
- \_\_\_\_\_ **Plastic Wrap / Covers for all Containers**
- \_\_\_\_\_ **Hand Washing Station with Liquid Hand Soap and Paper Towels**
- \_\_\_\_\_ **Extra Utensils and Gloves** - for Food Preparation & Service
- \_\_\_\_\_ **Potable Water Supply** – for washing and hand washing
- \_\_\_\_\_ **Utensil Washing Containers** – where required
- \_\_\_\_\_ **Soap and Water Solutions** – for washing equipment and surfaces
- \_\_\_\_\_ **Bleach and Water Solutions** – for sanitizing equipment and surfaces, and for storing wiping clothes
- \_\_\_\_\_ **Wastewater Disposal Container**
- \_\_\_\_\_ **Grease Disposal Container**
- \_\_\_\_\_ **Garbage Containers** - with plastic liners
- \_\_\_\_\_ **Paper Towels / Clean Wiping Cloths**
- \_\_\_\_\_ **Aprons**
- \_\_\_\_\_ **Hair Restraints**
- \_\_\_\_\_ **Shelving / Crates** – for off the ground storage of all food products, single service articles and equipment
- \_\_\_\_\_ **Lights** – with shields and caps or shatterproof bulbs
- \_\_\_\_\_ **Logbook** - for recording employee work schedules

## Internal Cooking Temperatures

### Whole Roast, Corned Beef, Pork Roasts

<b>130 ° F</b>	<b>121 minutes</b>
<b>140 ° F</b>	<b>12 minutes</b>
<b>145 ° F</b>	<b>3 minutes</b>

### Shell Eggs, Fish, Meat, Pork

<b>145 ° F</b>	<b>15 seconds</b>
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### Ground or Comminuted Meat and Fish Products

<b>145 ° F</b>	<b>3 minutes</b>
<b>150 ° F</b>	<b>1 minute</b>
<b>155 ° F</b>	<b>15 seconds</b>
<b>158 ° F</b>	<b>Instantaneously</b>

### Game Meats, Poultry, Ground or Comminuted Poultry

### Stuffed Fish, Meat, Pasta, Poultry, or Stuffing containing Potentially Hazardous Ingredients

<b>165 ° F</b>	<b>15 seconds</b>
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### Raw animal food cooked in a microwave oven shall be:

- ◆ rotated or stirred throughout or midway during cooking to compensate for uneven distribution of heat
- ◆ covered to retain surface moisture
- ◆ heated to a temperature of at least 165 ° F in all parts of the food, and allowed to stand covered for 2 minutes after cooking

## Cold and Hot Holding Temperatures

- ◆ **45 ° F** or less for cold potentially hazardous food items
- ◆ **140 ° F** or above for all hot – held potentially hazardous food items, except for whole beef and pork roasts which may be held hot at **130 ° F** or above.

## Cooling Requirements

### **Cooked Potentially Hazardous Food shall be cooled:**

<b>140 ° F</b>	→	<b>70 ° F</b> within <b>2</b> hours
<b>70 ° F</b>	→	<b>45 ° F</b> within an additional <b>4</b> hours

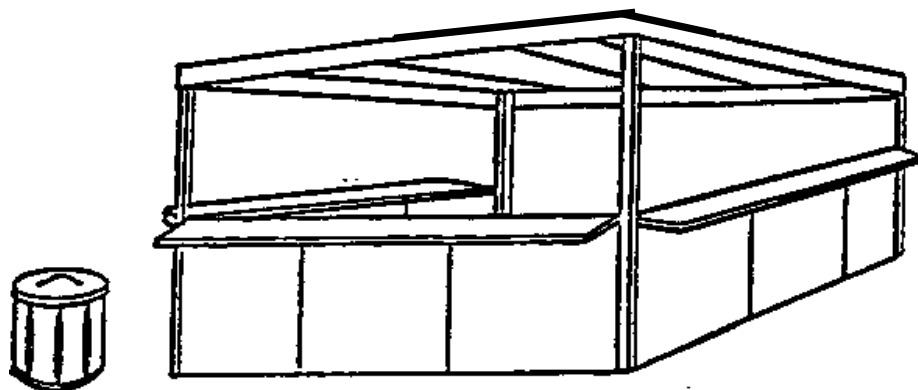
Methods: Shallow pans (food 3 inches deep or less) - Ice water baths, stirring – Volume Reduction  
& Store foods in the cooling process protected within a cooling unit @ 45°F or below.

## Reheating Temperatures

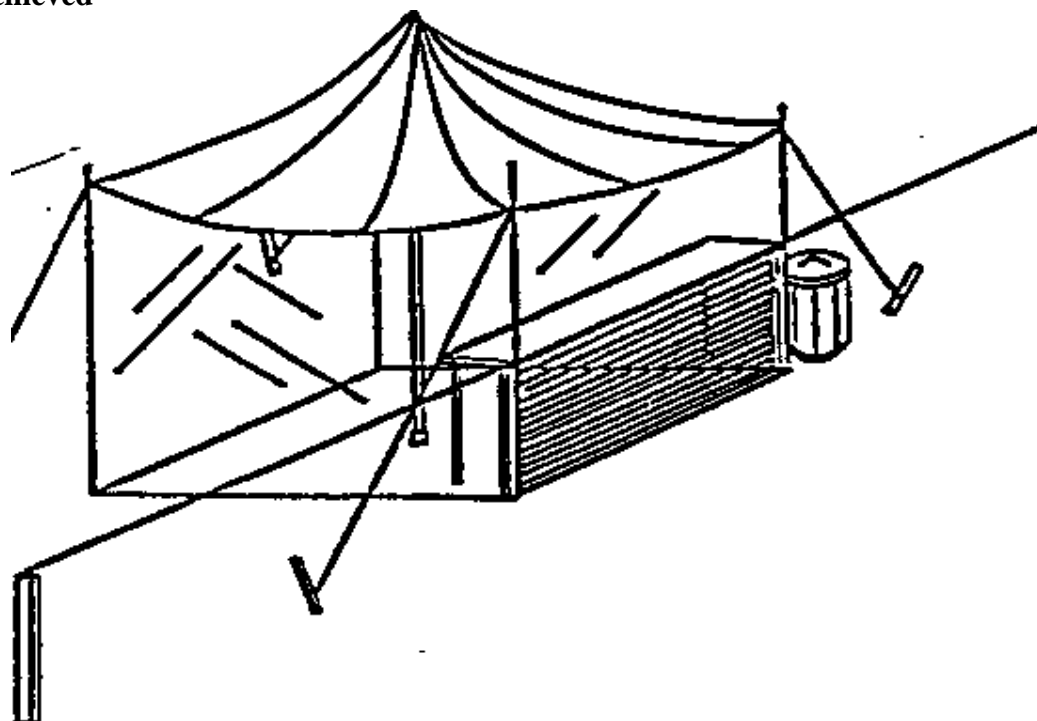
- ◆ Potentially Hazardous Food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least **165 ° F** for **15 seconds** within 2 hours, except remaining unsliced portions of roast beef which may be reheated at **145 ° F** for **3 minutes** within 2 hours.
- ◆ Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be heated to a temperature of at least **140 ° F** for hot holding.

## EXAMPLES OF TEMPORARY FOOD SERVICE BOOTHS FOR OUTDOOR EVENTS

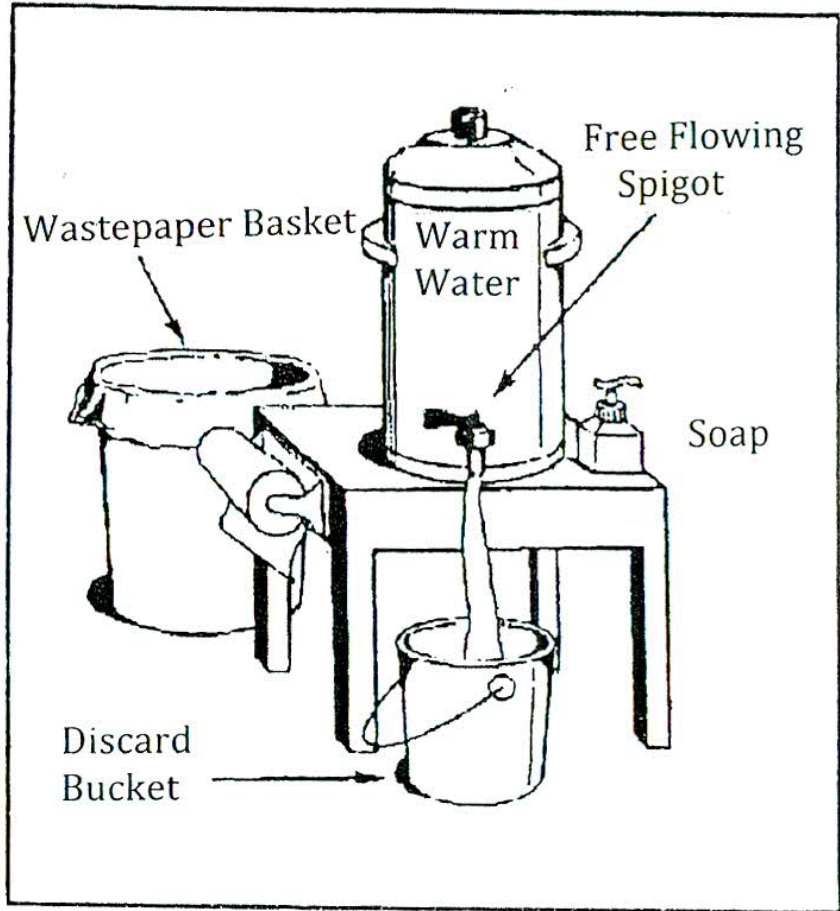
- ✓ Screening may be required at times, due to insects or windy conditions.
- ✓ Materials such as concrete, asphalt, non-absorbent matting, tight wood, removable platforms, or duck board may be used for flooring to minimize dust and mud. Also, non-absorbent flooring allows for easy clean up of any mishandled food products.
- ✓ The food booth must be covered with a canopy or other type of overhead protection approved by the Torrington Area Health District.
- ✓ Contact the Torrington Area Health District prior to the event with any questions or concerns regarding the arrangement of the food booth.



**A Temporary Food Service License may be denied if the necessary modifications cannot be achieved that day.**



PROPER HAND WASHING STATION



PROPER WASH, RINSE & SANITIZE STATION

