

# Torrington Area Health District

## Preoperational Guidelines & Application for Itinerant Vendors



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

## **Application Requirements for an Itinerant Vendor's License**

- APPLICATION FILLED **OUTCOMPLETELY**
- ITINERANT VENDOR'S LICENSE FEE
- CERTIFIED FOOD PROTECTION MANGER (CFPM) CERTIFICATE
- SIGNED STATEMENT FOR ALTERNATE PERSON IN CHARGE (PIC)
- FLOOR PLAN SHOWING EQUIPMENT OF THE VEHICLE/TRAILER
- SPECIFICATIONS FOR THE EQUIPMENT {SEE SPEC. SHEET}
- COPY OF WELL WATER TEST {IF APPLICABLE}
- MENU AND IF APPLICABLE, A PROPER CONSUMER ADVISORY NOTICE + ALLERGEN WARNING STATEMENT
- TRAINING RECORDS ADDRESSING FOOD SAFETY FOR ALL FOOD HANDLERS

ALL THE ABOVE MUST BE SUBMITTED TO TAHD TO SET-UP AN ON-SITE INSPECTION. A LICENSE WILL NOT BE ISSUED UNTIL ALL ITEMS HAVE BEEN COMPLETED AND THE VEHICLE/TRAILER MEETS THE CONNECTICUT PUBLIC HEALTH CODE AND THE TORRINGTON HEALTH DISTRICT'S REQUIREMENTS.



Plan Review Fee \$ \_\_\_\_\_ Paid: YES/NO/NA

License Fee \$ \_\_\_\_\_ Paid: YES/NO/NA

**APPLICATION FOR FOOD & BEVERAGE LICENSE**

<b>TYPE OF APPLICATION:</b> <input type="checkbox"/> License Renewal <input type="checkbox"/> Operational Change <input type="checkbox"/> New Business <input type="checkbox"/> Remodel	<b>Projected Opening Date:</b> _____
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**TYPE OF FOOD OPERATION:**  Restaurant  Deli/Convenience  Daycare  Café/Coffee  Ice cream  
 Juice Bar/Smoothies  Mobile Food Vendor  Temporary Event Other: \_\_\_\_\_

**FOOD ESTABLISHMENT INFORMATION**

**Name of Establishment:** \_\_\_\_\_

<b>Establishment Address:</b> _____	<b>ZIP:</b> _____	<b>State:</b> _____	<b>City:</b> _____
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**OWNERSHIP INFORMATION**

**Name of Owner:** \_\_\_\_\_

<b>Address:</b> _____	<b>ZIP:</b> _____	<b>State:</b> _____	<b>City:</b> _____
<b>Email:</b> _____	<b>Phone Number:</b> _____		

**APPLICANT INFORMATION**

<b>Applicant Name:</b> _____	<b>Contact Person:</b> _____		
<b>Applicant Mailing Address:</b> _____	<b>ZIP:</b> _____	<b>State:</b> _____	<b>City:</b> _____
<b>Email:</b> _____	<b>Phone Number:</b> _____		

**FOOD OPERATION INFORMATION**

<b>Hours/Days of Operation</b> <input type="checkbox"/> Sun: _____ <input type="checkbox"/> Mon: _____ <input type="checkbox"/> Tues: _____ <input type="checkbox"/> Wed: _____ <input type="checkbox"/> Thurs: _____ <input type="checkbox"/> Fri: _____ <input type="checkbox"/> Sat: _____	<b>Water Supply</b> <input type="checkbox"/> Private Well <input type="checkbox"/> Public Water <input type="checkbox"/> NTNC <input type="checkbox"/> TNC <input type="checkbox"/> Community	<b>Sewage Disposal</b> <input type="checkbox"/> Septic System <input type="checkbox"/> Public Sewer	<b>Grease Disposal</b> <input type="checkbox"/> None <input type="checkbox"/> AGR Unit <input type="checkbox"/> Rendering Container <input type="checkbox"/> Outdoor In-ground	<b><u>Certified Food Protection Manger</u></b> Name: _____ Email: _____			
				<b><u>Alternate Person in Charge</u></b> Name: _____ Email: _____			

**Risk 1-** Establishments that serve or sell **only pre-packaged**, non- time/temperature control for safety (TCS) foods. Establishments that heat only commercially processed, TCS foods for hot holding. **No cooling** of TCS foods. Most convenience store operations, hot dog carts, and coffee shops.

**Risk 2-** Retail food store operations, schools not serving a highly susceptible population, and quick service operations. Limited menu. Most products are **prepared/cooked and served immediately**. May involve hot and cold holding of TCS foods after preparation or cooking. **No cooling.**

**Risk 3-** A full-service restaurant with extensive menu and **handling of raw ingredients**. Complex preparation including cooking, **cooling**, and reheating for hot holding involves many TCS foods. Variety of processes require hot and cold holding of TCS food.

**Risk 4-** Preschools, hospitals, nursing homes, and establishments conducting processing at retail. Establishments serving a **highly susceptible population** or that conduct **specialized processes**, e.g., smoking and curing; reduced oxygen packaging for extended shelf-life.

Signature: _____	Date: _____
Print Name: _____	Title: _____

**Please complete the following:**

**WASHING, RINSING & SANITIZING**

Please describe how and where your utensils/ pots/ pans are washed, rinsed and sanitized: \_\_\_\_\_

**HAND WASHING**

Hand washing procedure is as follows: .....

**FOOD PREPARATION** (check the appropriate box):

Food is prepared by the license holder in a commercial kitchen. Please provide the name and address of the licensed kitchen:

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

All food is prepared and cooked in my vehicle / cart.

All food is purchased precooked and ready to serve from a licensed/ commercial supplier. Please provide the name and address of the supplier:

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

Other: \_\_\_\_\_

**VEHICLE/ CART LOCATION (S)**

**Permanent location** ( if applicable )

ADDRESS \_\_\_\_\_ TOWN \_\_\_\_\_

Please provide the address of the nearest restroom facilities: \_\_\_\_\_

**Mobile Kitchen** ( provide name, addresses and approximate time of stop for at least two routine locations)

NAME \_\_\_\_\_ TIME \_\_\_\_\_

ADDRESS \_\_\_\_\_ TOWN \_\_\_\_\_

Please provide the address of the nearest restroom facilities: \_\_\_\_\_

NAME \_\_\_\_\_ TIME \_\_\_\_\_

ADDRESS \_\_\_\_\_ TOWN \_\_\_\_\_

Please provide the address of the nearest restroom facilities: \_\_\_\_\_

Note: The location and/ or route of your vehicle/ cart is required for our records. A TAHD sanitarian may conduct an inspection at any time without prior notification.

SIGNATURE  
\_\_\_\_\_

DATE  
\_\_\_\_\_

Note: An application is required for each vehicle you wish to license.  
Any incomplete information will delay the licensing procedure for new and existing operations.

# **Torrington Area Health District** **Itinerant Vendor Specification Sheet**

Name of Business: \_\_\_\_\_ Date: \_\_\_\_\_

Potable Water Tank Capacity: \_\_\_\_\_ gals.

Size: Length \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Grey Water Tank Capacity: \_\_\_\_\_ gals.

Size: Length \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Three Bay Sink Capacity for Each Basin: \_\_\_\_\_ gals.

Size of 1<sup>st</sup> (Wash) Basin: length \_\_\_\_\_ width \_\_\_\_\_ depth \_\_\_\_\_

Size of 2<sup>nd</sup> (Rinse) Basin: length \_\_\_\_\_ width \_\_\_\_\_ depth \_\_\_\_\_

Size of 3<sup>rd</sup> (Sanitize) Basin: length \_\_\_\_\_ width \_\_\_\_\_ depth \_\_\_\_\_

Size of Hand Sink Basin:

length \_\_\_\_\_ width \_\_\_\_\_ depth \_\_\_\_\_

Type of Hot Water and Capacity: \_\_\_\_\_

## Consumer Advisory Wording and Signage

If raw, undercooked or food cooked-to-order is served, insert the following in menus (including take-out menu) and on menu boards:

1. Asterisk (\*) food items such as hamburgers, steak or eggs cooked to order, raw fish, shellfish, and raw egg Caesar salad.
2. At the bottom of the menu state either of the following statements (exact wording), no smaller than 11 font (*the same size as this type*):

**“\* These items are cooked to order and may be served raw or undercooked. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.”**

OR

**“\* These items are cooked to order and may be served raw or undercooked. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.”**

## Allergen Awareness Wording and Signage

- Post statement in menus, on the menu board, or at the counter where food is ordered (use the exact wording):
  - **“Before placing your order, please inform your server if a person in your party has a food allergy.”**
- Post in lettering that is no smaller than the smallest font on the menu board or in the menu. The customer needs to be able to read it.

## **ITINERANT VENDOR/ MOBILE VENDOR FOOD SERVICE REQUIREMENTS**

### **Introduction:**

This information is designed to supplement the Torrington Area Health District's pre-operational guidelines with specific regard to mobile/ itinerant vending. More detailed information is available by contacting the Torrington Area Health District (TAHD) at (860) 489-0436.

### **Definition:**

To qualify for a license as a mobile/ itinerant vendor the following criteria must be met:

1. The food service unit must be mounted on wheels or other method of movable design.
2. When the unit must be self-contained; gas, water, and sewage holding tanks must be attached to the vehicle.

### **Inspection Scheduling:**

A pre-operational inspection of the vehicle must be conducted by TAHD prior to the issuance of a license. An appointment for an inspection may be made by contacting the office at (860) 489-0436. Appointments for license renewal inspections must be scheduled prior to the license expiration date.

### **Exhaust System:**

Any food unit equipped with open cooking facilities such as grill, fryer, stove, etc. must be provided with a forced air exhaust system which:

1. Extends 8 - 10 inches beyond the edge of the cooking surface.
2. Is equipped with removable filter screens.
3. Is protected from the entrance of insects and rodents.

### **Holding Tanks:**

Vehicles equipped with running water must be provided with a watertight waste holding tank which has a capacity equal to 1 ½ times the volume of the potable water storage facility. Wastewater must be disposed of in a manner approved by the TAHD. The potable water tank must be a closed watertight system with a connected water fill hose portal.

### **Identification:**

Food service vehicles must bear the name and address of the licensee legibly on the side. Where more than one unit is licensed by the TAHD the unit number must be noted. A current food service license sticker from the TAHD must be affixed to the unit in a visible location.

### **Food From Approved Sources:**

All food and beverage products offered for sale must be from an approved source. Prepared food products must be obtained from a licensed facility or approved by the TAHD. Home preparation of potentially hazardous food products is prohibited. When prepared food products are offered for sale, the licensee must have in his possession verification of the source from which the product was obtained.

**Refuse Storage:**

The licensee must provide a waste and / or trash receptacle for disposal of refuse and paper waste outside the vehicle.

**Refrigeration and Hot Holding Units:**

1. Refrigeration units whether iced, gas or electric must be capable of maintaining potentially hazardous foods at a temperature of 41 degrees Fahrenheit or less. All refrigeration units must be equipped with a thermometer.
2. Hot holding units must be capable of maintaining potentially hazardous food at a temperature of 135 degrees Fahrenheit or higher. The licensee must have a thermometer in his possession for the purpose of checking holding temperatures. Hot holding units shall not be used for bringing cold foods to service temperature unless designed for this purpose.

**Hand washing Facilities:**

All food service units must be provided with hand washing facilities. Limited food service operations, that do not involve active food preparation, may use a 'wash and dry type waterless hand cleaner. Vehicles offering a variety of potentially hazardous food products or operations involving food preparation must be equipped with a hand washing sink with hot and cold running water.

**Water Supply:**

Water used on food service units must be obtained from:

1. A municipal or public water company.
2. A private well supply which has been tested and approved by the Connecticut Department of Public Health - Water Supplies Section.

**Unit Design:**

All food service units must be designed so as to protect food product from air borne contamination during periods of display and/ or service. Food contact surfaces should be constructed of durable, non-porous materials, which are smooth and easily cleaned. Units equipped with open cooking facilities (grill, stove, fryer, etc.) or where operations involve potentially hazardous food preparation must be completely enclosed; customer service window(s), must be equipped with screens.

**Sanitizing Equipment:**

When food service operations involve the handling and / or preparation of potentially hazardous food products, the service unit must be equipped with a three (3) compartment sink and hot and cold running water. The sink(s) must be of sufficient size to submerge the largest preparation utensil.



**Annex 5, Table 1. Risk Categorization of Food Establishments**

<b>RISK CATEGORY</b>	<b>DESCRIPTION</b>	<b>FREQUENCY #/YR</b>
<b>1</b>	<p style="text-align: center;">Examples include:</p> <ul style="list-style-type: none"> <li>• Most convenience store operations, hot dog carts, and coffee shops.</li> <li>• Establishments that serve or sell only pre-packaged, non- time/temperature control for safety (TCS) foods.</li> <li>• Establishments that prepare only non-TCS foods.</li> <li>• Establishments that heat only commercially processed, TCS foods for hot holding. No cooling of TCS foods.</li> <li>• Establishments that would otherwise be grouped in Category 2 but have shown through historical documentation to have achieved active managerial control of foodborne illness risk factors.</li> </ul>	<b>1</b>
<b>2</b>	<p style="text-align: center;">Examples may include:</p> <ul style="list-style-type: none"> <li>• Retail food store operations, schools not serving a highly susceptible population, and quick service operations. Limited menu. Most products are prepared/cooked and served immediately. May involve hot and cold holding of TCS foods after preparation or cooking. Complex preparation of TCS foods requiring cooking, cooling, and reheating for hot holding is limited to only a few TCS foods.</li> <li>• Establishments that would otherwise be grouped in Category 3 but have shown through historical documentation to have achieved active managerial control of foodborne illness risk factors.</li> <li>• Newly permitted establishments that would otherwise be grouped in Category 1 until history of active managerial control of foodborne illness risk factors is achieved and documented.</li> </ul>	<b>2</b>

RISK CATEGORY	DESCRIPTION	FREQUENCY #/YR
3	<p style="text-align: center;">Examples include:</p> <ul style="list-style-type: none"> <li>• A full service restaurant with extensive menu and handling of raw ingredients. Complex preparation including cooking, cooling, and reheating for hot holding involves many TCS foods. Variety of processes require hot and cold holding of TCS food.</li> <li>• Establishments that would otherwise be grouped in Category 4 but have shown through historical documentation to have achieved active managerial control of foodborne illness risk factors.</li> <li>• Newly permitted establishments that would otherwise be grouped in Category 2 until history of active managerial control of foodborne illness risk factors is achieved and documented.</li> </ul>	3
4	<p style="text-align: center;">Examples include:</p> <ul style="list-style-type: none"> <li>• Preschools, hospitals, nursing homes, and establishments conducting processing at retail.</li> <li>• Establishments serving a highly susceptible population or that conduct specialized processes, e.g., smoking and curing; reduced oxygen packaging for extended shelf-life.</li> </ul>	4

## Chapter 2. Management and Personnel

### Responsibility

#### 2-101.11 Assignment.

Designation of a person in charge during all hours of operations ensures the continuous presence of someone who is responsible for monitoring and managing all food establishment operations and who is authorized to take actions to ensure that the Code's objectives are fulfilled. During the day-to-day operation of a food establishment, a person who is immediately available and knowledgeable in both operational and Code requirements is needed to respond to questions and concerns and to resolve problems.

In cases where a food establishment has several departments on the premises (e.g., a grocery store with deli, seafood, and produce departments) and the regulatory authority has permitted those departments individually as separate food establishments, it may be unnecessary from a food safety standpoint to staff each department with a separate Person in Charge during periods when food is not being prepared, packaged or served. While activities such as moving food products from a refrigerated display case to the walk-in refrigerator, cleaning the floors, or doing inventory when the department is not busy, do take place during these times, a designated Person in Charge for multiple departments or the entire facility can oversee these operations and be ready to take corrective actions if necessary.

The concept of an unmanned food establishment that is typically located in an office building or restricted break area is a recent innovation. While a wide variety of food items may be provided, these operations are intended to offer packaged TCS and non-TCS food products that are displayed via refrigeration units, food racks, baskets and/or countertop display units. There are a number of state and local agencies that mandate the permit holder be the person in charge or designate a person in charge present at the food establishment during all hours of operation. It is appropriate for State and local agencies, by way of codes and ordinances or by policy to establish criteria for what types of permitted establishments could be exempt from designating a person in charge present at all times during operation. Factors to consider when establishing such criteria include:

- Types of food served or offered
- Public access to the food establishment
- Cleaning frequency of equipment and food contact surfaces
- Surveillance operations
- Types of cold and hot holding equipment
- Contact information for management personnel of the food establishment

Regulatory Agencies are encouraged to review guidance issued thru the Conference for Food Protection (CFP) that addresses unmanned food establishments. The CFP posted Unattended Food Establishment Guidance Document can be found at the following link: (<http://www.foodprotect.org/media/site/guidance-document-for-unattended-food-establishments.pdf>)

**Knowledge****2-102.11 Demonstration.**

The designated person in charge who is knowledgeable about foodborne disease prevention, Hazard Analysis and Critical Control Point (HACCP) principles, and Code requirements is prepared to recognize conditions that may contribute to foodborne illness or that otherwise fail to comply with Code requirements, and to take appropriate preventive and corrective actions.

There are many ways in which the person in charge can demonstrate competency. Many aspects of the food operation itself will reflect the competency of that person. A dialogue with the person in charge during the inspection process will also reveal whether or not that person is enabled by a clear understanding of the Code and its public health principles to follow sound food safety practices and to produce foods that are safe, wholesome, unadulterated, and accurately represented.

The Food Code does not require reporting of uninfected cuts or reporting of covered, protected infected cuts/lesions/boils since no bare hand contact with ready-to-eat (RTE) food is a Code requirement.

**2-102.12 Certified Food Protection Manager**

The increasing complexity of the food industry, the improved ability to identify/trace foodborne outbreaks and other economic, staffing, cultural and behavioral challenges make it imperative that food protection managers know and control the risk factors that impact the safety of the food they sell or serve. Food protection managers have an important role in formulating policies, verifying food employees carry out these policies, and communicating with these same employees to give information about recommended practices to reduce the risk of foodborne illness. A Centers for Disease Control and Prevention Environmental Health Specialist-Network (EHS-Net) study suggests that the presence of a certified food protection manager reduces the risk for a foodborne outbreak for an establishment and was a distinguishing factor between restaurants that experienced a foodborne illness outbreak and those that had not.

FDA's Retail Food Risk Factor Studies suggest that the presence of a certified manager has a positive correlation with more effective control of certain risk factors, such as poor personal hygiene, in different facility types.

There are a number of state and local agencies that currently mandate food protection manager certification. It is appropriate for State and local agencies, by way of codes and ordinances or by policy to establish criteria for what types of permitted establishments could be exempt from the mandatory manager certification requirement and for determining the conditions under which the minimum number of certified food protection managers must be some number greater than one.

Factors to consider when establishing such criteria include:

- The size and scope of the operation;

- The hours of operation;,
- The types of foods sold or served;
- The extent to which food is prepared on site;
- The number of staff,
- Type of population served, e.g. highly susceptible or not; and
- The number of meals served.

**2-102.20****Food Protection Manager Certification.**

Many food protection manager certification programs have shared a desire to have the food manager certificates they issue universally recognized and accepted by others – especially by the increasing number of regulatory authorities that require food manager certification.

Needed has been a mechanism for regulatory authorities to use in determining which certificates should be considered credible based on which certificate issuing programs meet sound organizational and certification procedures and use defensible processes in their test development and administration.

After a multi-year effort involving a diversity of stakeholder groups, the Conference for Food Protection (CFP) completed work on its ***Standards for Accreditation of Food***

***Protection Manager Certification Programs*** found at:

<http://www.foodprotect.org/food-protection-manager-certification/>. In 2002 the Conference entered into a cooperative agreement with the American National Standards Institute (ANSI) to provide independent third-party evaluation and accreditation of certification bodies determined to be in conformance with these Conference standards. ANSI published its first listing of accredited certifiers in 2003.

The Acting Commissioner of the Food and Drug Administration, in his address before the 2004 biennial meeting of the Conference for Food Protection, commended this Conference achievement and encouraged universal acceptance based on the CFP/ANSI accreditation program.

Distributed at this meeting was the following letter addressed to the Conference Chair and signed by the Director of FDA's Center for Food Safety and Applied Nutrition. The letter puts forth the Agency's basis for its support of universal acceptance of food protection manager certifications.

“The 2004 biennial meeting of the **Conference for Food Protection** is a fitting occasion for FDA's Center for Food Safety and Applied Nutrition to commend the Conference for its significant achievements in support of State and local food safety programs.

The FDA in a Memorandum of Understanding recognizes the Conference for Food Protection as a voluntary national organization qualified to develop standards to promote food protection. Conference

recommendations contribute to improvements in the model FDA Food Code and help jurisdictions justify, adopt and implement its provisions.

Conference mechanisms involving active participation by representatives of diverse stakeholder groups produce consensus standards of the highest quality. An excellent example is the Conference's ***Standards for Accreditation of Food Protection Manager Certification Programs***, and its announcement of the new on-line listing of accredited certifiers of industry food protection managers. Many years in their development, these Conference standards identify the essential components necessary for a credible certification program. Components cover a wide range of requirements such as detailed criteria for exam development and administration, and responsibilities of the certification organization to candidates and the public.

FDA applauds the Conference for this significant achievement, and encourages agencies at all levels of government to accept certificates issued by listed certifiers as meeting their jurisdictions' food safety knowledge and certification requirements. The American National Standards Institute (ANSI) has independently evaluated these certification programs under an agreement with the Conference for Food Protection. Governments and industry widely recognize and respect ANSI as an accrediting organization. ANSI has found certifiers it lists as accredited (<http://www.ansi.org/>) under "conformity assessment" – "personnel certification accreditation" to conform to the Conference's ***Standards for Accreditation of Food Protection Manager Certification Programs***.\*

The Food Code states the person in charge of a food establishment is accountable for developing, carrying out, and enforcing procedures aimed at preventing food-borne illness. Section 2-102.11 states that one means by which a person in charge may demonstrate required knowledge of food safety is through certification as a food protection manager by passing an examination that is part of an accredited program.\*\*

FDA encourages food regulatory authorities and others evaluating credentials for food protection managers to recognize the Conference for Food Protection/ANSI means of accrediting certification programs. This procedure provides a means for universal acceptance of individuals who

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\*The ANSI-CFP Accreditation Program list of accredited organizations utilizing the Conference for Food Protection (CFP) Standards may be viewed on-line by going to:

<https://www.ansica.org/wwwversion2/outside/ALLdirectoryListing.asp?menuID=8&prgID=8&status=4>

\*\* Accredited program does not refer to training functions or educational programs.