



Wicomico County Health Department

108 East Main Street • Salisbury, Maryland 21801

Matthew McConaughey, MPH, Health Officer



Temporary Food Service License Application

Environmental Health www.wicomicohealth.org Phone: 410-546-4446

Fee: \$75 Payment Method: Cash Check (Make checks payable to "Wicomico County Health Department") Credit Card

Type of License: For Profit Non-Profit (must provide Federal Tax ID No) Federal Tax ID No: _____ Today's Date: _____
Property ID: _____
Establishment ID: _____
Receipt Number: _____

Name of Event: _____ Date(s) of Event: _____

Hours of Operation: _____ Date and Time Facility will be ready for inspection: _____

Address / Location of Event: _____

Event Website: _____

Applicant / Organization Name: _____

Mailing Address: _____

Contact Person: _____ Phone: _____ Fax: _____

E-mail: _____

Name of Event Coordinator: _____ Phone: _____

E-mail: _____

I hereby certify that the above information is accurate and complete:

Signature of Applicant: _____

Printed Name and Title of Above Signatory: _____

Note: Applications must be submitted 2 weeks prior to the event. Applications received late may not be approved. Failure to comply with all requirements (COMAR 10.15.01) will result in the automatic suspension of the operating license and all food operations must cease IMMEDIATELY. Application fees are non-refundable.

OFFICE USE ONLY			
Comments:	Yes	No	Permit
Application completed			fax
Menu Page completed			e-mail
Layout completed			mail
Event coordinator approval given			pick-up
Health Department Signature: _____	Date: _____	Approved: _____	

FOOD INFORMATION FORM

On-Site Preparation: Outside Tent Indoor Booth Mobile Truck / Trailer

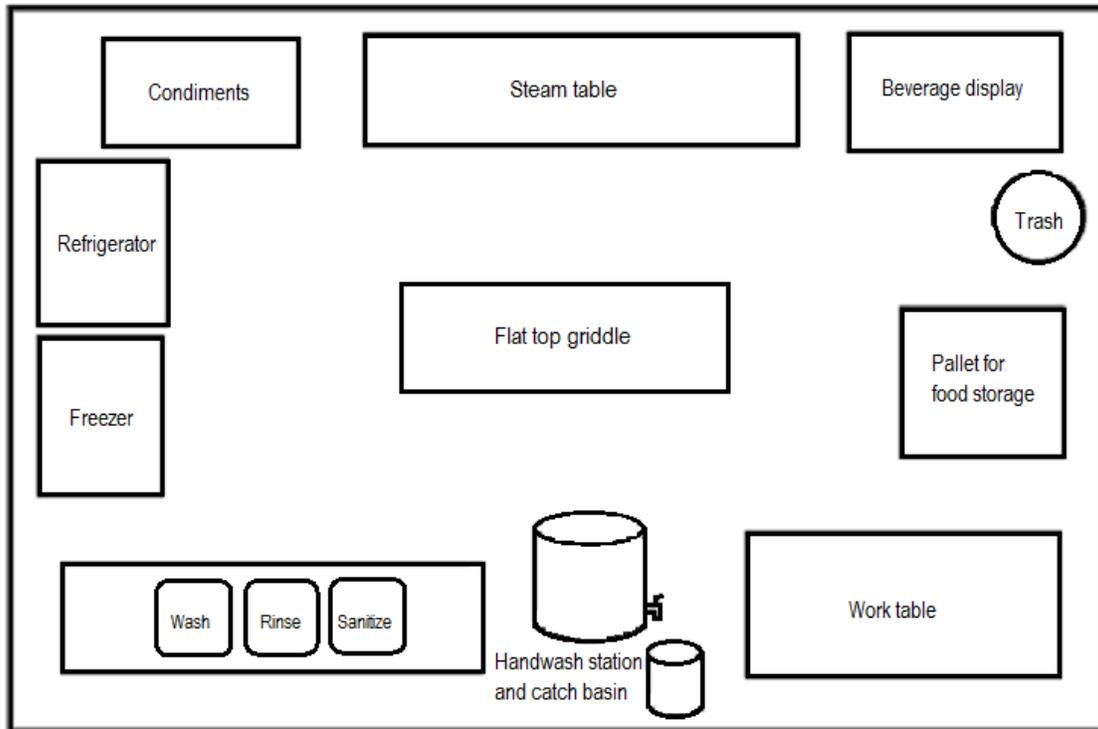
Off-Site Preparation (Licensed Facility Name and Address): _____
(If the licensed facility is not in Wicomico County, submit a copy of the food license.)

1. Date food purchased? ____ / ____ / ____ Where is food stored prior to the event? _____
(Food purchased in advance must be stored in a licensed food facility.)
2. Name(s) of store(s) or supplier(s) where ingredients are purchased? _____
3. Name(s) of store(s) or supplier(s) where ice is purchased? (Must have ample supply): _____
4. Means to cold hold food 41°F or less **in transport** (circle): refrigerated truck / powered refrigerator / freezer / coolers with ice.
5. Means to elevate food/food items a minimum of 6 inches off ground (circle): tables / pallets / racks / crates / other: _____
6. Type of overhead protection provided for exposed food/equipment (circle): tent / canopy / trailer / in building / other: _____
7. Means to hold cold food 41°F or below **during event** (circle): iced coolers / powered refrigerator / powered freezer / refrigerated truck
(Events lasting for more than one day must provide mechanical refrigeration and / or freezer units)
8. Type of unit provided to hold hot food at 135°F or above (circle): electric warmer / steam table / grill / Sterno / other: _____
(Sternos are not acceptable at outdoor events)
9. Equipment used to cook or rapidly reheat foods to 165°F? _____
(Sternos are not acceptable for cooking or heating food)
10. Number of **stem** thermometers provided to check **internal** food temperatures for cold holding, hot holding and cooking? _____
11. Hand wash facility to be provided (circle): trailer hand sink / portable hand sink / bottled water jug with spigot that locks in open and closed position / igloo jug with spigot that locks in open and closed position / coffee urn / other: _____
12. How will hand washing water be tempered to $\geq 85^{\circ}\text{F}$?
13. Soap & paper towels provided as required? (circle) yes / no **(Hand sanitizer cannot be substituted)**
14. Ready to eat foods will be handled by using: (circle) food grade gloves / utensils / single-serve food grade papers / N/A
15. Utensil cleansing method (circle one): 3 compartments with chlorine bleach and matching test strips / 3 compartments with quaternary ammonia and matching test strips / licensed food facility bringing spare clean pre-wrapped utensils
16. How is waste water collected and held (circle): bucket / holding tank / other: _____
17. Waste water disposal site (circle): event tank / sanitary sewer / town of: _____ public sewer / other: _____
18. Water source (circle all that apply): bottled water / public water system - town of: _____ / event provided and using a food-grade hose / other: _____
19. How will food workers' hair be restrained? (circle) hat or visor / hair net / long hair secured in braid or bun / other
20. Number of covered trash receptacles provided? (Applicant is required to provide at least 1 for use in booth) (Circle) 1 / 2 / 3+
21. Type of required toilet facilities provided (circle): permanent toilet fixture / event port-a-potty / other: _____

For Healthy Menu Options Please Visit



EXAMPLE LAYOUT



Please use the back of this form to draw the layout of your temporary food booth. Please include the location of all food equipment, hand washing stations, utensil washing stations, and trash receptacles. Open flame cooking equipment should be placed outside the tent or building.

WICOMICO COUNTY HEALTH DEPARTMENT
GUIDELINES AND GENERAL SANITATION REQUIREMENTS FOR TEMPORARY EVENTS

A temporary food service facility is classified in COMAR 10.15.03.02 as a special food service facility which the Department provides exceptions to certain regulations because of the nature of the following: the design and operation of the facility; food preparation or service methods; limited length of time that the facility operates in association with special events.

A **temporary food service facility** is defined as: a food service facility that operates at a fixed location in conjunction with a fair; carnival; public exhibition; construction project; recreational facility; fundraising event; or similar gathering. A temporary food service facility may not operate more than 30 consecutive days.

An **annual temporary event** is a public event which consists of multiple for-profit or non-profit temporary vendors (i.e., food, craft, games, etc.). An annual temporary event may only last for a maximum of 30 consecutive days and must be held at a fixed location and be in conjunction with a fair, carnival, or similar event held at that site (i.e., Pork in the Park, Salisbury Festival, and Bike Week). An annual temporary event does not mean an event held with a single participant.

An **annual non-profit temporary event** is a fundraising event which consists of a single participant or multiple non-profit vendors who are raising money for an excluded or non-profit organization (i.e., religious or charitable organization). An annual non-profit temporary event may only last for a maximum of 30 consecutive days and must be held at a fixed location.

A **catered event** is a social gathering in which food is prepared at a licensed facility, provided, and served by a licensed caterer. Only bulk food sales are permitted and items may not be provided a la carte.

A **social gathering** is a gathering of friends, family, or members of a bonafide organization/club or religious group.

A **bake sale** is a place where only non-potentially hazardous baked goods, including breads, cakes, and pastries, are sold in conjunction with a fundraising event. (Note: Certain fruit, sweet potato, & cheese fillings are potentially hazardous).

A **cottage food** business may sell only non-potentially hazardous products that are produced and packaged in a residential kitchen, stored on-site at the cottage food business and pre-packaged with a proper label. Cottage foods may be sold only at a farmer's market, bake sale, or public event. (Note: Certain fruit, sweet potato, & cheese fillings are potentially hazardous).

A temporary food service facility does not include:

- A private event in which food is prepared and served by a licensed caterer (i.e., wedding, family reunion, etc.).
- An event where food is prepared for a "social gathering" and the food preparation and service is limited to the participants in the event. No fee is charged for food or event participation.
- Bake sales
- Cottage food business
- Whole raw fruits and vegetables
- Live crabs

Types of Temporary Licenses

For-profit temporary food service facility (FSF) license means a license issued to a temporary FSF which participates in a temporary event and who's food sale proceeds do not go directly to an excluded organization as defined in COMAR 10.15.03.02B(20).

Non-profit temporary FSF license means a license issued to an excluded or non-profit organization, as defined in COMAR 10.15.03.02B(20). Excluded and non-profit organizations are limited to 3 temporary FSF licenses per calendar year for their own fundraising events. Participation in community sponsored, multi-vendor events does not count toward the 3 licenses per year.

Licensed food service facility temporary license means a license issued to a FSF for a special occasion or promotion that is occurring at the food service facility in a temporary manner, such as food being held and served outside. All foods must be prepared and served on-site by the owner/operator of the licensed FSF. Licensed FSF's are limited to one temporary license per calendar year.

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1. **Food for a temporary event may not be prepared or stored at home.** All foods, including water and ice, must be from an approved source (licensed, commercial facility), wholesome, and free from spoilage or other contamination. Invoices must be on site. All foods must be prepared on site. Food not prepared at the event must be prepared and stored at a licensed food service facility and transported at proper holding temperatures.
 2. Operators without a licensed facility must purchase food within 24 hours of the event. Potentially hazardous food must maintain proper temperatures during transport.
 3. Keep cold food at 41°F or below and frozen food solidly frozen.
 4. Cook food to the proper **minimum** temperature:

Vegetables and commercially processed foods	135°F
Seafood, pork, beef steak, shell eggs	145°F
Ground pork and ground beef, and shell eggs not for immediate service	155°F
Stuffed meats, poultry, reheated foods	165°F

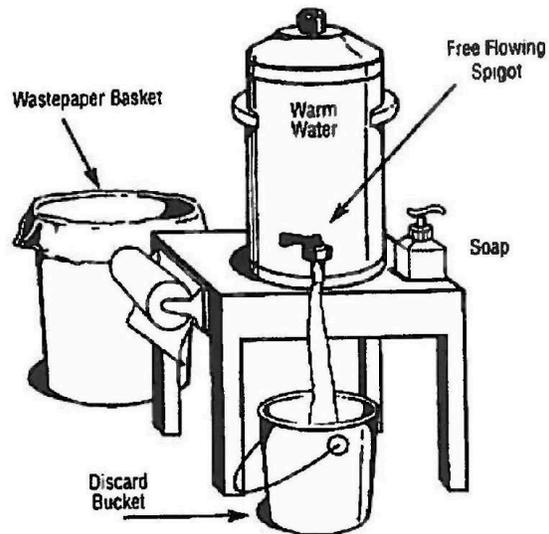
5. Maintain hot foods at 135° or above. Pre-heat hot holding units before use.
6. Provide and use a metal stem thermometer, graduated in 2° intervals, to monitor internal food temperatures, including cold foods.
7. No bare hand contact with ready-to-eat food. Wear plastic gloves or use clean, sanitized utensils, foil, or wax paper. Wash hands before putting on gloves. Change gloves between tasks, when torn or soiled, and after 2 hours of continuous use.
8. Store all raw meat products such as hamburger, poultry and seafood, below all ready-to-eat foods, so they cannot drip onto or contaminate ready-to-eat foods. Store all food, equipment and supplies off the ground and protect them from contamination. Protect all food on display with sneeze guards, equipment lids, foil, or plastic wrap.
9. Provide and use a hand washing station with running water that is $\geq 85^\circ\text{F}$. A portable sink or a closed cooler with a valve that does not require the use of hands to hold in the open position are allowed. Provide soap, paper towels, and a catch basin to collect wastewater. Wastewater must be disposed of in a sanitary manner (not dumped onto the ground).

10. Provide and use a three compartment sink or three containers of adequate size to first wash, second rinse, and third sanitize all equipment and utensils. Approved sanitizers are chlorine bleach (50-100 parts per million) and quaternary ammonia (concentration determined by manufacturer). Provide and use appropriate test papers to verify sanitizer concentration.
11. All storage, food handling, preparation, serving, and ware washing stations must be completely under cover.
12. Meat slicers, and food prep and serving utensils must be washed and sanitized every 2 hours.
13. Any wiping cloths in use during operation must be stored in a sanitizer solution between uses.
14. Toilet facilities must be provided for food workers and must be properly supplied and kept in a sanitary manner.
15. Provide and use conveniently located covered trash containers
16. No person who is ill or has an open wound is permitted to work with the food operation. All staff must wear clean clothing and have hair properly restrained. No lower arm jewelry and rings are allowed, unless it is a smooth ring such as a plain band with no scroll work and no jewels.

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:

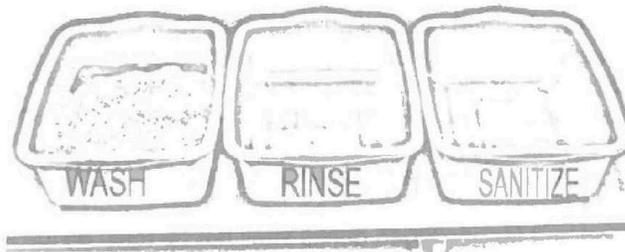
- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
- After touching an open sore, boil, or cut
- After handling money or other soiled items
- After taking out the trash or following 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
50-100 ppm*

Quaternary Ammonia
200 ppm*

Iodine
12.5-25 ppm*

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