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Temporary Food Guidelines and Information Packet

For Event Coordinators and Temporary Food Vendors who wishes to prepare or serve food at fairs, festivals, carnivals, bake sales or any other public venue.

This packet includes the following information:

1. **Temporary food permit application fee**
2. **Requirements for a food permit**
3. **Temporary food permit overview**
4. **Definitions**
5. **Permit application (2 pages)**

This information is intended for use by those participating in temporary events only. These requirements are not to be mistaken for any other regulations that exist for permanent restaurant operations, mobile food units or food manufacturing businesses. Please contact the Loudoun County Health Department if you have any questions regarding the service and preparation of foods intended for public consumption.

For additional information please review Food Regulations located on the Virginia Department of Health web site or the Loudoun County Health Department web site at Urban Environmental Health.

Temporary Food Permit Application Fee

A **$40 fee** is charged to temporary food establishments for the first application submitted during the fiscal year (January 01 – December 31). A new application and permit are required for all special events attended however, no additional fees are required. Checks or money orders are to be made payable to VDH. A receipt will be provided. Attach a copy of the receipt to all future temporary food applications.

Requirements for a food permit

All persons who wish to prepare and serve food to the public during a temporary event must have approval by the Health Department. Requirements are dependent on many factors including the type of food being served, the equipment / facilities, and the extent of preparation needed.

Event Coordinators are requested to fill out a **Request For Event Planning Information Form** located at http://inter1.loudoun.gov/repi/eventrequest.aspx prior to planning the event where questions and special considerations can be addressed early in the planning process. Special Event Coordinators are asked to collect and submit all temporary food applications and fees (or proof of payment) from each food vendor participating at their event and provide a diagram indicating the location of each vendor no less than 30 days prior to the event. **The Health Department will no longer accept temporary food permit applications that are submitted less than 10 days of the event date.**

Temporary Food Vendors are required to submit their applications and fees (or proof of payment once they have paid $40 for the year) to the Event Coordinator who will then submit to the Health Department on their behalf at least 30 days prior to the event. Each vendor is required to submit an application for every event they are attending. The application will be reviewed and the applicant contacted if additional information is needed. Application approval and an on-site inspection will be conducted prior to issuing a permit.

A temporary kitchen that is inspected and approved by the Health Department is to be used. Food establishment operations are not to be conducted in a private home, unless its specific use has been approved by the Virginia Department of Agriculture. Include supporting documents with the Temporary food application.

A kitchen in a private home may be used to prepare non-potentially hazardous foods for sale or service at a **religious or charitable organizations bake sale** if allowed by law. The consumer is to be informed by a clearly visible placard at the sales or service location that the *"food is prepared in a kitchen that has not been inspected by the regulatory authority"*. Examples of non-potentially hazardous foods include: cookies, non-filled pastries, fruit pies, cakes, brownies and breads. It is recommended that the **Event Coordinator** keep a list of what is offered.

For items that are potentially hazardous, but not prepared in a temporary food establishment, approval is needed from the Virginia Department of Agriculture. Examples include: all canned items, pickles, sauces, salsas, and acidified foods. Call the Virginia Department of Agriculture for assistance and information (804) 786-3520.

Temporary Food Permit Overview

Food vendors with a limited menu for public events - fairs, festivals, carnivals, flea markets, special sporting events etc. shall at least **30 Days prior** to the event:

> Submit a Temporary Food Permit Application and a $40 fee or proof of payment to the Event Coordinator. Applications will be reviewed for approval by the Health Department. An onsite inspection by the Health Department will be conducted prior to permit issue.

A) All food, water, and ice etc. shall be from approved sources. If well water is being used, submit a current year water sample test results with negative growth; or use bottled water.

B) Food shall be prepared at the event or at a facility with a Health Department Permit.

C) Maintain **cold holding** of potentially hazardous foods at **41°F or below** at all times. Cooler with drained ice can be used – if it can maintain cold holding temperatures. Recommend electric refrigeration/freezer for events longer than 1 day. Use thermometers accurate to ± 3 °F.

D) **Cook** to at least the following temperatures:

Poultry to 165 °F; Ground Beef to 155°F; Pork to 145°F;

Use a food grade metal stem thermometer for food products accurate to ± 2 °F.
Rapidly reheat potentially hazardous foods to **165°F or higher.**

E) Maintain **hot holding** of potentially hazardous foods at **135°F or above** at all times.

F) **Hand wash Station:** Hand sink with running water, soap and paper towels OR water cooler with spout, catch basin, soap and paper towels. THIS MUST BE SET UP PRIOR TO HANDLING FOOD. Hand sanitizer must be pre-approved and is considered on a case by case basis.

G) Do not touch ready-to-eat foods with bare hands. Use gloves, tongs, or deli paper.

H) Store food/equipment at least 6" off the ground and be sure temporary kitchen has adequate overhead protection such as a tent.

I) Provide and use effective hair restraints.

J) A **Person in Charge** must be present during all hours of operation. The Person in Charge shall be a certified food manager OR demonstrate knowledge of foodborne disease prevention and the requirements of the Food Regulations by correctly responding to questions presented by the Health Department as they relate to the specific food operation.

K) If **time only**, rather than time in conjunction with temperature, is used as a public health control for potentially hazardous food that is displayed or held for service for immediate consumption:

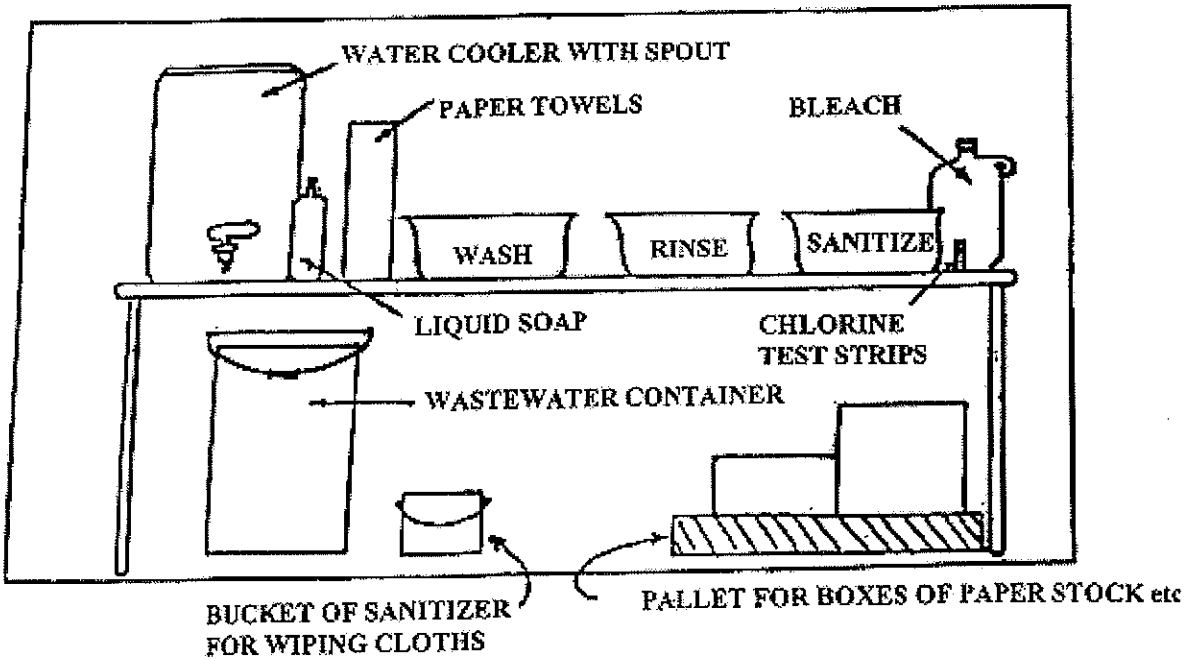
then the food shall be marked (written down) to indicate the time that is **4 hours** past the point in time when the food is removed from temperature control. Within these 4 hours, the food shall be cooked, served or discarded.

L) Sanitizing can utilize 3 plastic tubs/pans for cleaning/sanitizing all dishes/utensils. Be sure basins are large enough to accommodate the largest piece of equipment.

1. **Wash**-soap and water
2. **Rinse**-water
3. **Sanitize**-Can be 50 - 100 ppm chlorine bleach,
   Approximately 1 tsp bleach per gallon of water
4. Air dry items or dry with paper towel

Test concentration of sanitizer with test strips - test strips are available at any restaurant supply company.

Example:



Definitions

"Exemptions" Churches, fraternal, school and social organizations and volunteer fire departments and rescue squads which hold dinners and/or bazaars at their facility of not more than one time per week and not in excess of two days duration at which food prepared in homes of members or in the kitchen of the church or organization and is offered for sale to the public are required to notify the Health Department of participation in a special event but are exempt from paying fees. If exemption status is unclear, written documentation verifying status is required.

"Potentially hazardous food" means a food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:

1. The rapid and progressive growth of infectious or toxigenic microorganisms;
2. The growth and toxin production of Clostridium botulinum; or
3. In raw shell eggs, the growth of Salmonella Enteritidis.

"Potentially hazardous food" includes an animal food (a food of animal origin) that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic-in-oil mixtures that are not modified in a way that results in mixtures that do not support growth as specified above in this definition.

"Pre-packaged Food" means ready to eat individually and commercially packaged non-potentially hazardous food such as chips, crackers, party mixes, or pretzels.

"Ready-to-eat food" means food that is in a form that is edible without washing, cooking, or additional preparation by the food establishment or the consumer and that is reasonably expected to be consumed in that form.

"Temporary food establishment" means a food establishment that prepares food for the public and operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

"Temporary food establishment" does not include permitted Mobile Food Units, Caterers where food is prepared at a permitted facility such as a restaurant and served at the event, certified Virginia Department of Agriculture (VDACS) facilities preparing food at Farmers Markets, sellers of pre-packaged non-potentially hazardous foods, and exempt facilities.

Commonwealth of Virginia

Application for a Department of Health Temporary Event Food Permit

Establishment Name: _____

Establishment Address: _____ City: _____ State: _____ Zip: _____

Establishment Telephone: ( ) - Cell: ( ) - Fax: ( ) -

Mailing Address

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

Legal Ownership

Owner Name: _____ Title: _____

Owner Address: _____ City: _____ State: _____ Zip: _____

Owner Telephone: ( ) - Cell: ( ) - Fax: ( ) -

Establishment Owner Is A/An: ☐ Association ☐ Corporation ☐ Individual ☐ Partnership ☐ Other _____

Operator

Operator Name: _____ Title: _____

Operator Address: _____ City: _____ State: _____ Zip: _____

Operator Telephone: ( ) - Cell: ( ) - Fax: ( ) -

Event Information

Water Supply: ☐ Public - Name _____ ☐ Private - Type _____

Sewage: ☐ Public - Name _____ ☐ Private - Type _____

Event Name: _____

Event Address: _____

Directions: _____

_____

Event Dates: _____ **Event Hours:** _____

List all items being prepared or served (include additional pages as necessary):

Food/Beverage	Where Purchased	Where Prepared	How Prepared
		☐ Onsite ☐ *Offsite	
		☐ Onsite ☐ *Offsite	
		☐ Onsite ☐ *Offsite	
		☐ Onsite ☐ *Offsite	
		☐ Onsite ☐ *Offsite	
		☐ Onsite ☐ *Offsite	
		☐ Onsite ☐ *Offsite	
		☐ Onsite ☐ *Offsite	

*** Offsite must be a permitted facility - provide a copy of the permit**

How will the following items be handled or addressed?

Hand Washing: ☐ Cooler w/spout, paper towels, Soap ☐ Other _____

Sanitizing of Equipment/Utensils: ☐ 3 plastic tubs/pans ☐ Other _____

Cold Holding: ☐ Cooler ☐ Refrigerator/Freezer ☐ Other _____

Cooking: ☐ Grill ☐ BBQ ☐ Fryer ☐ Oven ☐ Other _____

Hot Holding: ☐ Oven ☐ Warmer ☐ Hot Box ☐ Cooler ☐ Other _____

Overhead Protection: ☐ Tent ☐ Building ☐ Vehicle ☐ Other _____

Service of Condiments: ☐ Individual Packets ☐ Bulk Containers ☐ Other _____

Signature: _____ **Title:** _____

Print Name: _____ **Date:** _____