

APPLICATION FOR A TEMPORARY RESTAURANT PERMIT

Central Shenandoah Health District Offices:

Bath County: 839-7246

Harrisonburg/Rockingham Co.: 574-5200

Highland County: 468-2270

Lexington/Rockbridge: 463-3185, extension-5

Staunton/Augusta County: 332-7830, extension 5

Waynesboro: 949-0137, extension 6 or 130

For Office Use ONLY

Date received by Local Health Dept. _____

Application entered into VENIS (date/initials): _____ EHS assigned _____

Permitted: __ yes __ no Permit Issue (date): _____ Inspection Entered in VENIS (date): _____

Directions: Please complete all information. Failure to provide complete and/or submit information may result in delay of processing or rejection of your application.

Please print or type. Include a copy of previous payment receipt(s) if you have paid this year. If you hold a Virginia Mobile Unit Permit issued by another Health District please include a copy.

Application Date: _____ Name of Group or Individual: _____

Address of Group or Individual: _____

Organization Representative(s): _____ Representative e-mail: _____

Representative(s) telephone numbers Work: _____ Home: _____ Cell: _____

EVENT DATE(S): _____ TIME(S) _____ to _____ EVENT _____

Event Location: ADDRESS (Number and Road) _____

FOOD FACILITY TYPE (Booth, Canopy, Trailer, Permitted Mobile Unit, etc.) _____

Please provide specific information about sources. For "Public" sources (provided by a city, county or other municipality) list: "*Public - (name of municipality)*". Well or spring water may **not** be used.

Water Source _____ Liquid Waste (gray water) Disposal _____

Solid Waste Disposal _____ Sewage Disposal (if provided) _____

List Foods and Beverages (excluding individual prepackaged items, bottled water, and soft drinks).

Foods and Beverages	Sources	Preparation Location	Methods used for: (1) Cold Holding, (2) Preparing, (3) Cooking, (4) Hot Holding, and (5) Serving. Please include equipment used.
<i>Example: Hot Dogs</i>	<i>Supermarket (name)</i>	<i>Al's Deli or on site</i>	<i>Stored partially frozen in cooler. Boiled in large pot on gas grill. Hot held in water in crock pot. Served with tongs. Buns handled with gloved hands.</i>

FOOD/ BEVERAGE	SOURCE & ADDRESS	WHERE PREPARED	METHODS USED

If you have additional foods, please list them on a new sheet of paper.

Handwash Station, Warewash Station, Utensils, Hot/ Cold Holding and Equipment

Handwashing supplies	How will condiment be served?	How will utensils and equipment be cleaned and sanitized?	Methods for cold holding Potentially Hazardous Foods	Cooking and Hot Holding Equipment
<i>Ex: Jug with free flow spigot, soap, paper towels, and catch bucket below</i>	<i>Ex: Individual packets, squirt bottles, or by food handlers. Prohibit customers from using open containers</i>	<i>Ex: Wash, rinse, sanitize (50-100ppm chlorine) , air dry</i>	<i>Ex: Cooler with ice, Refrigerator powered by generator, etc. Cold hold at 41°F or colder</i>	<i>Ex: Crock pot, electric grill, steam table, etc.</i>

You may call the local Health Department prior to the event to verify the status of your. **Please notify the local office in advance of the event if there are any changes made after submission of your application, such as addition of other foods or changes in time, day, or location of operation.**

CERTIFICATION

I have read the attached instructions, understand them, and will comply with their requirements, including payment of applicable fees. I understand that failure to comply may result in a permit not being issued or permit suspension, as per 12 VAC 5-421 Board of Health Food Regulations, effective December 2008, and as may be amended.

Operator signature

Date

Checklist for Food Booth “Person in Charge”

Definitions

Barriers prevent bare hand contact of ready-to-eat foods, and include gloves, deli paper, etc.

Potentially Hazardous Foods (PHF) can support rapid growth of dangerous bacteria. PHFs include: meat; poultry; fish and seafood; eggs and some dairy; cooked vegetables and fruits, rice, pasta, grains and potatoes; soy foods; sprouts; garlic in oil; and raw cut melons or tomatoes.

Ready to eat (RTE) foods are foods which either: (1) do not require heating (such as breads, buns, fruits and vegetables); or (2) have been heated, cooked, and/or held at acceptable temperatures.

Duties of the Coordinator and Workers

- ☐ Submit Applications for Temporary Event Permits at least 10 days prior to the beginning of the event.
- ☐ We recommend that you assign one person to communicate with Health Department staff.
- ☐ Do not allow anyone to work if they are ill or if they have been ill within the last 24 hours.
- ☐ If possible, assign one or more persons to handle money, but NOT handle food.
- ☐ Allow only people who are working your booth into your work area.
- ☐ The group coordinator should be ready for an inspection at the time scheduled with the inspector.
- ☐ Once your Permit has been issued Post the Permit in a location where customers can readily see it. Bring tape and perhaps a plastic cover to protect the Permit from the weather.

Equipment and Supplies: This is a minimal list to meet basic food safety requirements.

- ☐ **Provide overhead coverage:** a canopy, tent, etc. for food prep, storage and serving areas, with tie-downs or weights in case of windy conditions. Keep grills lids closed as much as possible.
- ☐ Use clean water from a public source or bottled water. Do NOT use water from wells or springs.
- ☐ Obtain food, beverages and ice only from **approved/inspected sources** such as grocery stores, big box stores, and commercial food suppliers. Contact us if you have other potential sources.
- ☐ **Set up a hand wash station before you begin handling food.** You will need:
 - A dispenser of warm water (100°F or hotter) with a “free flow” spigot. A free flow spigot dispenses water **without anyone holding down or pressing a button.**
 - Soap: liquid soap in a pump container works well
 - Paper towels; linens towels are not permitting for drying hands (or dishes)
 - Trash cans and liners for discarded towels and other solid waste
 - Place a *Catch Bucket* below the water container to hold used water, or *gray water*. Discard gray water in a toilet or sink. Do NOT discard gray water on the ground, parking lot, or in a storm drain. A lid—**not** required—can prevent splashing when transporting the catch bucket.
- ☐ **A Ware Wash Station** includes
 - 3 containers: large enough for the largest items which must be washed
 - Warm water
 - Dishwashing liquid
 - A brush or cloth for washing (no sponges)
 - Sanitizer: **unscented** bleach
 - A sanitizer test kit (we can identify sources)
 - A catch bucket (also used at hand wash station)

Alternatives are possible if you use disposable utensils or have minimal washing needs.

- ☐ Bring disposable gloves for use as *Barriers*. Other barriers may be used: see definitions above.
- ☐ Cold holding equipment such as cooler(s) with plenty of ice *or* refrigerators.
- ☐ Refrigerator thermometer(s) to monitor temperatures in coolers and refrigerators.
- ☐ A food thermometer to check cold holding, internal cooking, and hot-holding temperatures of foods. Thermometers must measure from 0°F to 220°F in increments of 2°F or less and be accurate. We can explain how to calibrate a thermometer.
- ☐ Heating equipment to quickly heat foods to proper temperatures in 2 hours or less.
- ☐ Hot-holding equipment to keep heated foods at acceptable temperatures of 135°F or hotter.

Food Safety Practices and Regulations

- Store food, equipment, containers, and single use items (cups, plates, napkins, etc.) properly: at least 6” above the ground; use only food grade containers (do not use trash bags); and store raw PHFs in a manner to prevent cross-contamination of RTE foods (ex: raw chicken at bottom).
- **Hand washing takes at least 20 seconds**, and includes:
 - Wet your hands under running water, allowing excess water to pour into the catch basin.
 - Apply soap and rub your hands together vigorously for at least 15 seconds.
 - Rinse off the water and soap into the catch bucket.
 - Dry your hands using disposable paper towels, turn the water off using the towel, and discard the paper towel in a trash receptacle.
- **Wash your hands frequently**: when arriving or returning to the food booth; after eating, drinking, smoking, or using the restroom; when changing tasks; after handling any raw PHF; after handling trash; after touching any part of the body; and after handling money.
- Wear a **hair restraint** such as hats, visors, or hair nets to keep loose hair from hanging over food during preparation, cooking, and serving.
- **Prepare food only at the site of operation**. Food may be prepared and served only during times permitted and at the event location. For exceptions contact the Health Department.
- **Protect food from Time-Temperature abuse and from Cross-contamination**. Store raw PHFs so that they cannot leak or drip onto Ready-to-Eat (RTE) foods. Store all PHFs at proper temperatures. Place a refrigerator thermometer in coolers & refrigerators to monitor temperatures. **Cold-Hold** PHFs at 41°F or colder. **Hot-Hold** PHFs at 135°F or hotter. Consider back-up methods for hot-holding if using electric equipment ...in case of power failure.
- Cook PHFs quickly—in 2 hours or less—to the proper internal temperatures. Insert the thermometer tip into the thickest portion of the food, avoiding bones and fat.

Chicken, turkey, and other poultry-----	165°F
Stuffed foods or foods with combined ingredients (ex: chili, Brunswick stew, soup)-----	165°F
Ground beef or other ground meats-----	155°F
Eggs cooked for hot holding-----	155°F
Fish and seafood-----	145°F
Steak (whole muscle meat which has NOT been injected or pinned)-----	145°F
Eggs for immediate service -----	145°F
Commercially prepared foods which are reheated-----	135°F
Vegetables, pasta, rice, potatoes or beans-----	135°F
- **Use a Ware Washing Station**: set-up the 3 containers and proceed in order the following order
 - 1. Wash: warm water with soap or detergent
 - 2. Rinse: plain water for rinsing off soapy water
 - 3. Sanitize: water with enough unscented chlorine bleach for 50 - 100 parts per million (*ppm*). Check chlorine concentration with the test kit. Completely submerge items for 10 seconds.Follow these requirements when washing equipment and utensils:
 - Allow items to air dry *or* dry item using *disposable* towels.
 - Change liquids when they become cloudy or develop a film on top. Discard the liquids in the same manner described for the hand wash water, using a “catch bucket” or other container.
 - Wash-rinse-sanitize *or* change utensils at least once every four hours.
- Store chemicals in a manner that prevents possible contamination of food, food contact surfaces, and single use items. Label chemical containers to identify the common name of the contents.
- Discard all *gray water* in a toilet or sink, either at the event (if available), or at your home or organization. A lidded container reduces or prevents spillage and splash during transport. Do **NOT** discard gray water on the ground, pavement, or down a storm drain.