



Serving the Counties of Clarke, Frederick, Page, Shenandoah, Warren, and the City of Winchester

TEMPORARY FOOD EVENT

For Event Coordinators and Temporary Food Event Participants including anyone who wishes to prepare or serve food (other than pre-packaged products) at fairs, festivals, carnivals, flea markets, sports events, non-governmental farmer markets, or any other public event.

This packet includes the following information:

1. Temporary Food Event Coordinator Application
2. Temporary Food Vendor Application
3. Temporary Event Guidelines

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 Local Health Department where the event is being held if you have any questions regarding the service and preparation of foods intended for public consumption, and for additional information please visit <http://www.vdh.virginia.gov/EnvironmentalHealth/Food/index.htm>

Temporary Food Permit Application Fee

A \$20 fee is required for temporary food establishments for each permit, up to \$100. Vendors have the option to pay \$100 when submitting the first application; thereafter no additional temporary event fees will be required for the remainder of the year. Permit year is January 1 – December 31.

Lord Fairfax Health District Offices

<p><u>Frederick County and Winchester City:</u> 107 North Kent Street, Suite 201 Winchester, Virginia 22601 Phone: 540-722-3480 Fax: 540-722-3479</p>	<p><u>Warren County:</u> 134 Peyton Street Front Royal, Virginia 22630 Phone: 540-635-3159 Fax: 540-635-9698</p>
<p><u>Clarke County:</u> 100 North Buckmarsh Street Berryville, Virginia 22611 Phone: 540-955-1033 Fax: 540-955-4094</p>	<p><u>Page County:</u> 75 Court Lane Luray, Virginia 22835 Phone: 540-743-6528 Fax: 540-743-3811</p>
<p><u>Shenandoah County:</u> 600 Main Street, #106 Woodstock, Virginia 22664 Phone: 540-459-3733 Fax: 540-459-8267</p>	

LORD FAIRFAX HEALTH DISTRICT
Coordinator Application for a Temporary Food Event

An event coordinator is required for all temporary food events involving multiple vendors. The following information must be completed by the coordinator, and returned by mail or fax to the Health Department at least **30** days prior to the scheduled event. All individual food vendors must apply to the Local Health Department at least **10** Days prior to the event. No foods can be prepared and/or offered for sale or sample until the permit is issued by the Health Department or other approval has been granted.

Name of Event _____ Date(s) of Event _____
 Location of Event _____
 Set-up time _____ Event time _____ to _____

Coordinator Name _____
 Address _____
 Home phone _____ Work phone _____ Cell phone _____
 Fax _____ Email _____

Estimated Number of Food Booths _____ Estimated Attendance _____
 Number of Toilet Facilities: _____ Type: Public Restrooms Portable Toilets

Water source:	Vendors will have access to a potable water supply line.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Vendors must bring their own potable water supply.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Electricity:	Electricity will be available to vendors.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Vendors are allowed to use generators.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Ice:	Ice from an approved supplier will be available to vendors.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Vendors will provide ice from an approved source.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Wastewater:	There will be liquid waste containers/receptacles on site.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Vendors are responsible to remove their own liquid waste.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Trash:	There will be trash containers/receptacles on site.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Vendors are responsible to remove their own trash.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Tents:	Tents or canopies for food stands will be provided	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Vendors must provide their own overhead protection.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

***** ATTACH A LIST OF PROPOSED FOOD VENDORS, ALL THEIR CONTACT INFORMATION, AND A MAP SHOWING THE LOCATION OF ALL FOOD BOOTHS, RESTROOM FACILITIES, GARBAGE DISPOSAL SITES, AND WASTEWATER DISPOSAL SITES.**

 Coordinator's Signature

 Date

LORD FAIRFAX HEALTH DISTRICT
APPLICATION FOR A TEMPORARY EVENT FOOD PERMIT

THIS APPLICATION MUST BE SUBMITTED TO THE LOCAL HEALTH DEPARTMENT 10 DAYS PRIOR TO THE EVENT

PERMIT FEE: \$20 PER PERMIT - \$100 MAX PER YEAR [VALID THRU DEC 31] *non-profit groups exempt from fee (proof required)*

Health Department Use	Date Application Received _____
Fee submitted with application?	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check number _____ Amount \$_____
Receipt submitted with application?	<input type="checkbox"/> Yes <input type="checkbox"/> No Receipt number _____

NAME OF EVENT _____

EVENT LOCATION _____ DATE(S) OF OPERATION: _____

REQUESTED TIME FOR HEALTH INSPECTION: _____ A.M. / P.M. EVENT TIME: _____ A.M. / P.M. TO _____ A.M. / P.M.

NAME OF VENDOR/ORGANIZATION: _____
CONTACT PERSON: _____
MAILING ADDRESS: _____
PHONE: HOME: _____ WORK: _____ CELL: _____
FAX: _____ EMAIL: _____

FACILITY TYPE: Building on site Mobile unit Push cart Tent/Stand Trailer Other _____
All food preparation, service, display, and storage areas must have an approved overhead covering. Durable flooring recommended.

WATER SUPPLY: Public- Name _____ Private- Well Other _____
(If private, a water quality test result may be required.)

GRAY WATER DISPOSAL METHOD: _____ TRASH DISPOSAL METHOD: _____

ICE PROVIDER SOURCE: _____ TOILET FACILITY TYPE: _____

DESCRIBE HAND WASHING METHODS [e.g. SOAP, RUNNING WATER OR COOLER WITH SPOUT, PAPER TOWELS, CATCH BASIN] NOTE: HAND SANITIZER NOT AN ACCEPTABLE HAND WASHING METHOD.	
DESCRIBE METHOD OF CLEANING AND SANITIZING EQUIPMENT & UTENSILS (THREE BASINS) [TYPE OF SANITIZER TO BE USED]	
DESCRIBE COOKING METHOD AND EQUIPMENT TO BE USED. [MUST HAVE METAL STEM THERMOMETER]	
DESCRIBE HOT AND COLD HOLDING METHODS [e.g. COOLERS, STEAM TABLE, ICE]	

CONDIMENTS MUST BE SINGLE SERVICE OR IN APPROVED DISPENSING CONTAINERS PROTECTED FROM CONTAMINATION.

LIST ALL ITEMS BEING PREPARED OR SERVED – USE A SEPARATE SHEET IF MORE SPACE IS NEEDED.


FOOD AND BEVERAGES [Include Quantity]	SOURCES OF FOOD AND BEVERAGES [Name of Supplier]	WHERE FOOD IS PREPARED [No Home Prepared Food – see Guidelines for Temporary Food Establishments]	FOOD PREPARATION METHODS [Describe]

I have read the Temporary Food Establishment Guidelines, understand them, and will comply with their requirements. I understand that failure to comply may result in denial or suspension of permit, as per the *Commonwealth of Virginia Board of Health Food Regulations 12 VAC 5-421*

Signature _____

Date: _____

Print name _____

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Commonwealth of Virginia



Lord Fairfax Health District Guidelines for Temporary Food Establishments

A “TEMPORARY FOOD ESTABLISHMENT” IS ANY FOOD FACILITY THAT OPERATES AT A FIXED LOCATION FOR A PERIOD OF TIME OF NOT MORE THAN 14 CONSECUTIVE DAYS IN CONJUNCTION WITH A SINGLE EVENT OR CELEBRATION.

1. Facilities for **handwashing** MUST be provided prior to food handling. These facilities shall include one of the following:
 - A. Soap, hot and cold running water, and disposable towels.
 - B. Soap, warm water in a completely enclosed container with a spigot and catch basin, and disposable towels.
2. The food facility must be provided with an **approved** water supply and ice supply. Enough water must be available for: food preparation, cleaning and sanitizing of utensils and equipment, and hand washing. In addition, if the facility is connected to a municipal water supply it must have a *food grade* hose with a backflow prevention device.
3. All gray water and sewage, including liquid waste from sinks, hand washing, ice storage, equipment drains, or other sources, are to be disposed of in an approved manner. Gray water and sewage shall be disposed into an approved sanitary sewage system or an approved wastewater retention tank - NOT DUMPED ON THE GROUND.
4. Facility MUST have a **Metal Stem Food Thermometer** (0-220°F) on site for testing food.
5. FOOD HANDLERS ARE TO FOLLOW APPROVED PROCEDURES WHEN PREPARING AND SERVING FOOD:
 - A. **Wash Hands Frequently**, especially after using the restroom, smoking, performing any cleaning activity, before donning single-use gloves, or when switching between working with raw foods and ready-to-eat foods. (I removed handling money – see FDA doc attached to the e-mail)
 - B. **Do Not Touch Ready-to-Eat foods with Bare Hands**, except when washing fruits and vegetables. Suitable utensils such as deli paper, spatulas, tongs, single-use gloves, or dispensing equipment must be used. "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. Food employees shall minimize bare hand and arm contact with exposed food that is not in a ready-to-eat form.
 - C. Wear clean outer clothing, and hair restraints that effectively keep hair from contacting exposed food and food contact surfaces are to be worn. No hand or arm jewelry is to be worn. Unless wearing intact gloves in good repair, a food employee shall not wear fingernail polish or artificial nails when working with exposed food.
 - D. No eating, drinking, or smoking in food preparation or service areas.
6. Adequate facilities shall be provided to maintain *potentially hazardous foods* at required temperatures at all times. *A full definition of potentially hazardous foods may be found in the Virginia Food Regulations 12-VAC 5-421, a digital copy is available upon request.*

REQUIRED MINIMUM TEMPERATURES*:

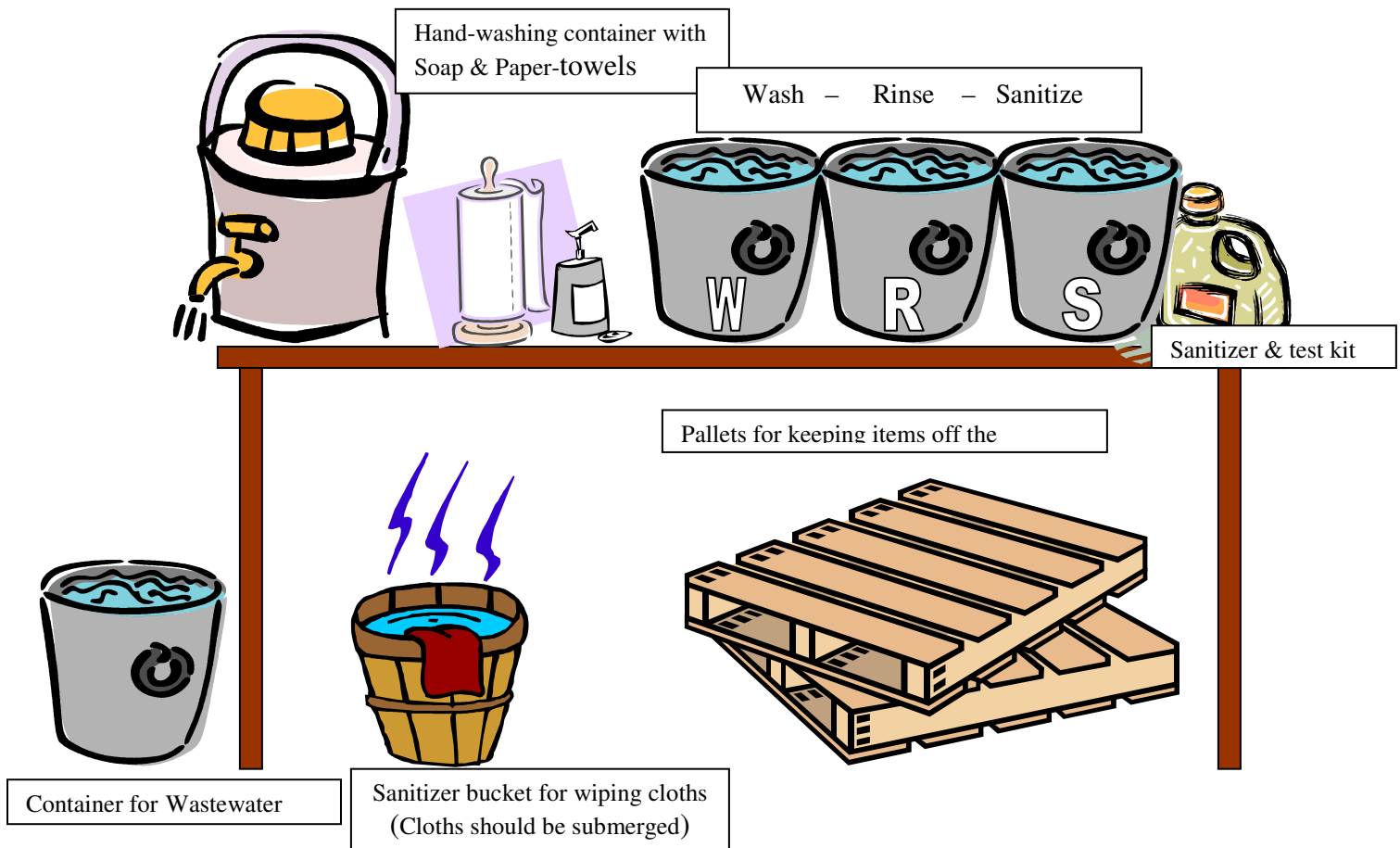
<u>Holding</u>	<u>Cooking</u>
Cold holding 41°F or below Hot holding 135°F or above Re-heated foods MUST be cooked to 165°F min.	Poultry 165°F Comminuted Meats/Fish 155°F Pork, Fish, Eggs 145°F

*Be sure to place a thermometer in each cold holding unit to verify product temperatures.

"Comminuted" includes fish or meat products that are reduced in size by methods such as chopping, flaking, grinding, or mincing or a mixture of two or more types of meat that have been reduced in size and combined. Examples include but are not limited to ground beef, sausage, gyros, or gefilte fish.

7. Cleaning and Sanitizing:

- A. A properly plumbed three-compartment sink with hot and cold running water OR **three (3) basins** large enough to accommodate the establishment's largest piece of equipment shall be provided for washing, rinsing, and sanitizing of food contact surfaces, utensils, and equipment.
- B. A **Sanitizer Test Kit** will be required to monitor strength of sanitizer used on food contact surfaces, utensils and equipment. Concentrations: **Chlorine:** 50-100 mg/L (ppm); **Quaternary Ammonia Compound:** 200-400 mg/L (ppm); **Iodine:** 25 mg/L (ppm).
- C. Air dry items or dry with a disposable paper towel.
- D. For disposal of items, use trash bags in cans with tight fitting lids.
- E. Adequate cleaning supplies and equipment are to be provided for sanitizing utensils, equipment, and wiping cloths. Examples: buckets, cloths, detergents, and sanitizer. (Sanitizer swabs recommended for metal stem thermometers)
- F. Food preparation should only be done on smooth and easily cleanable counters and tables.
- G. An example of a proper temporary event sanitization set-up is displayed below:



8. All cooked or prepared food shall be served on or in single-service paper/plastic utensils or similar articles intended for one-time, one-person use and then discarded.
9. All cooking, food preparation, service, display, and storage areas are to:
 - A. Have an approved wind resistant and waterproof overhead covering.
 - B. Be adequately protected from contamination from sneezing/coughing, dust, and vermin.
 - C. Be completely separated from public access by an effective barrier such as ropes or tables.
 - D. Be designed to protect condiments by using individual packets or approved covered dispensers.
 - E. Store food, beverages, utensils, and paper products a minimum of 6" off the ground and covered.
 - F. Have a floor to adequately control dust and mud.
10. 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 food borne disease prevention and the requirements of the Virginia Food Regulations by correctly responding to questions presented by the health department as they relate to the specific food operation.
11. **No home cooked or home canned foods are allowed.**

All food preparation shall be done on site or properly transported from a licensed food facility. 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 and Consumer Services (VDACS), this includes canned items, salsas and acidified foods. (Include supporting documents with the Temporary Food Establishment Application).
12. A Temporary Food Establishment Permit is not needed if only "Pre-packaged Food or Beverages" are offered, which means ready to eat or drink commercially individually packaged food or beverages such as chips, crackers, bottled water, or soda.

For bake sales without any food preparation on-site. A kitchen in a private home may be used to prepare non-potentially hazardous foods for sale or service at a religious or charitable organization's 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 was offered.
13. All toxic cleaners and any other necessary items (i.e. lighting fluid, fuels, etc.) must be labeled and stored away from food.
14. These guidelines are not all inclusive, all Temporary Food Vendors are subject to the requirements as written in the Commonwealth of Virginia Board of Health Food Regulations (12 VAC 5-421).

IMPORTANT NOTE: IF THE INSPECTION REVEALS THE PRESENCE OF SUBSTANTIAL OR IMMINENT HEALTH HAZARDS, INCLUDING, BUT NOT LIMITED TO, INADEQUATE FACILITIES TO MAINTAIN REQUIRED FOOD TEMPERATURES, THE USE OF HOME- PREPARED FOOD, CONTAMINATED OR ADULTERATED FOOD, **ILL EMPLOYEES**, OR CONTINUING/FLAGRANT SANITARY VIOLATIONS, THE TEMPORARY FOOD ESTABLISHMENT SHALL IMMEDIATELY CEASE FOOD SERVICE OPERATIONS. OPERATIONS SHALL NOT RESUME UNTIL ALL VIOLATIONS HAVE BEEN CORRECTED AND APPROVED BY THE HEALTH OFFICE.