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# TEMPORARY FOOD SERVICE PACKET AND APPLICATION

All applications must be submitted at least one (1) week prior to the event.

Failure to do so will result in not receiving a Temporary Food Service License.

Applications and payment WILL NOT be accepted in the field.

Date Revised  
March 2018

*"YOUR HEALTH IS OUR COMMUNITY'S WEALTH"*

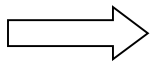
# Temporary Food Service Packet and Application Table of Contents

Requirements for a Temporary Food Service Operation License _____	Page 1
Temporary Food Service Operation Checklist _____	Page 2
Temporary Food Service Operation Temperature Requirements _____	Page 3
Temporary Food Service Operation Hygiene and Operational Requirements ____	Page 4
Temporary Food Service Operation Handwashing Station Set-up Examples ____	Page 5
Thermometers _____	Page 6
Sanitizing with Bleach _____	Page 7
Application for a License to Conduct a Temporary Food Service Operation in the City of New Haven _____	Pages 1-3

## **Requirements for a Temporary Food Service Operation License**

A temporary food service operation means any food service establishment as defined in 14-1.1(a) of the Code of Ordinances of the City of New Haven, as amended, which is intended to or does continue in operation for a period not to exceed two (2) successive weeks at one (1) or more locations in connection with a carnival, circus, public exhibition, festival, celebration or similar transitory event (Section 14-5.1(a) New Haven Code of Ordinances).

The following is required for a temporary food service operation license:



- The three-page application form must be **completed in its entirety** and submitted to the bureau **at least one week prior to the event**.
- The license fee, described below, must be paid in full one week prior to the day of the event.
- The operation must set up according to the Temporary Food Service Packet.
- Drink bars (beer gardens, full bars, soda bars, etc.) are considered temporary food service operations and may require their own license.
- The temporary food service operation must be inspected and approved by the City of New Haven Department of Health.
- The license will be issued at the time of the initial site inspection once the temporary food service operation is determined to be in compliance.
- The temporary food service operation is subject to additional inspections and must maintain compliance with the requirements at all times.
- Follow current FDA Food Code: [www.fda.gov](http://www.fda.gov).

Fee schedule:

- (a) For an event held in one (1) location for a period not to exceed one (1) day, the fee is sixty dollars (\$60.00).
- (b) For an event held in one (1) location for a period of more than one (1) day the fee is one hundred twenty five dollars (\$125.00).
- (c) If an event is held in more than one (1) location, the fee is sixty dollars (\$60.00) for each location.
- (d) With the exception of the license granted in paragraph (a) hereof, a license may be continued for an additional period of not more than two (2) successive weeks, subject, however, to the approval of the director in writing. In the event of such a continuance, there is an additional fee of sixty dollars (\$60) for each week or any part of a week that such license is continued.

Make checks payable to: **Treasurer, City of New Haven**

**Temporary Food Service Operation Checklist**  
New Haven Health Department, Bureau of Environmental Health

***Compliance with the following items is required or license may be withheld or revoked.***

- ☐ Name on booth (sign acceptable, caterer at single wedding event exempt).
- ☐ Menu reviewed and approved by Health Department.
- ☐ Food and beverages purchased from a licensed commercial or retail supplier, cooked on site, or cooked at a licensed food service facility.
- ☐ Potable water supply.
- ☐ Water supply hose made of medical grade vinyl or other material approved and rated for drinking water. (If applicable)
- ☐ Fire retardant certified tent or other approved overhead cover above food and drink storage, preparation, cooking, and dispensing areas.
- ☐ Non-porous flooring or other approved surface (pavement, sealed wood, etc.) beneath tent/overhead cover (under food storage, preparation, cooking, and dispensing areas).
- ☐ Storage of items must be 6 inches off the ground or floor.
- ☐ Hand washing station(s) located at required areas including drink bars.

**Hand washing station items:**

- ☐ Potable water
- ☐ Sink or other approved set-up
- ☐ Drain plumbed to sanitary sewer (not a storm drain or catch basin) or catch pail for gray water
- ☐ Hand soap
- ☐ Sanitary towels or other approved hand drying device
- ☐ Waste receptacle
- ☐ Approved suitable, clean and sanitized food containers and utensils.
- ☐ Approved sanitary work surfaces.
- ☐ Adequate facilities and equipment for refrigeration, cold holding, cooking, and hot holding.
- ☐ A food temperature measuring device accurate to  $\pm$  two degrees F with a minimum range of 0 to 220 degrees F (e.g., a properly calibrated metal stem probe thermometer).
- ☐ An accurate visible thermometer in all refrigeration units including ice chests.
- ☐ Potentially hazardous foods meet temperature requirements during storage, preparation, display, service and transportation (includes cooking, cooling and holding).
- ☐ Sanitizing chemicals approved for food contact surfaces, mixed to proper concentration (verify with a chemical test kit), and necessary equipment to perform sanitization (labeled spray bottle, clean wiping cloths, etc.).
- ☐ Sanitizer chemical test strips.
- ☐ Lighting sufficient where needed; lighting shielded to prevent scattering of shattered bulb.
- ☐ Clean adequate garbage containers in sufficient numbers at convenient locations.
- ☐ Toilet facilities for staff and attendees.
- ☐ No cross connections or potential backflow conditions (most common requirement is a hose bibb (a.k.a. hose connection) vacuum breaker).

## **Temporary Food Service Operation Temperature Requirements**

New Haven Health Department, Bureau of Environmental Health

“Potentially hazardous food” (PHF) means any food or food ingredient, natural or synthetic, that is in a form capable of supporting: (A) the rapid and progressive growth of infectious or toxigenic microorganisms, or (B) the slower growth of *Clostridium botulinum* (19-13-B42(a)(10) RGSA).

### **Internal Cooking Temperatures:**

#### **Whole Roasts, Corned Beef, Pork Roasts:**

130°F. 121 minutes

140°F. 12 minutes

145°F. 3 minutes

#### **Shell Eggs, Fish, Meat (Including Pork):**

145°F. 15 seconds

#### **Ground or Comminuted\* Meat and Fish Products:**

145°F. 3 minutes

150°F. 1 minute

155°F. 15 seconds

158°F. Instantaneously

#### **Game Meats, Poultry, Ground or Comminuted\* Poultry**

#### **Stuffed Fish, Meat, Pasta, Poultry, or Stuffing containing PHF Ingredients:**

165°F. 15 seconds

**Raw animal food cooked in a microwave oven shall be:** rotated or stirred throughout or midway during cooking to compensate for uneven distribution of heat; covered to retain surface moisture; heated to a temperature of at least 165°F. in all parts of the food, and allowed to stand covered for 2 minutes after cooking.

\* “Comminuted” means reduced in size by methods including chopping, flaking, grinding, or mincing and includes fish or meat products that are reduced in size and restructured or reformulated such as gefilte fish, gyros, ground beef and sausage.

### **Cold and Hot Holding Temperatures:**

**41°F. or less or 135°F. or more** for all potentially hazardous foods except **whole beef and pork roasts** which may be held hot at **130°F. or above**.

Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be heated to **135°F. or greater** for hot holding. Cooked, cooled, and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.

### **Cooling Requirements**

#### **Cooked Potentially Hazardous Foods shall be cooled:**

135°F. → 70°F. within 2 hours

70°F. → 41°F. within an additional 4 hours

### **Reheating Temperatures:**

Potentially Hazardous Food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of **at least 165°F. for 15 seconds within 2 hours** except **remaining unsliced portions of roast beef** which may be reheated to **145°F. for 3 minutes within 2 hours**.

Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be reheated to a temperature of at least 135°F. for hot holding. Cooked, cooled, and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.

# Temporary Food Service Operation Hygiene & Operational Requirements

New Haven Health Department, Bureau of Environmental Health

## HANDWASHING & HYGIENIC PRACTICES

Section 19-13B42(p)(1)

- Keep fingernails trimmed, filed and maintained so the edges and surfaces are cleanable and not rough.
- Use a designated handwashing sink or facility.
- Keep fingers, nails, hands and exposed portions of arms clean:
  1. Use a cleaning compound to lather for 20 seconds.
  2. Rinse thoroughly with clean water.
  3. Dry with sanitary towels or other approved drying device.
- When to wash hands: **As often as may be required to remove soil and contamination to include:**

### Before:

- Starting work
- Immediately before engaging in food preparation
- Handling clean equipment and utensils
- Handling unwrapped single-service and single-use articles

### After:

- Using the toilet
- Touching bare human body parts
- Caring for assistance animals
- Coughing or sneezing
- Using a handkerchief or tissue
- Tobacco use (smoking); Eating; Drinking
- Handling money
- Engaging in other activities that contaminate the hands

### During:

- Food preparation as often as necessary to remove soil contamination and to prevent cross contamination when changing tasks
- When switching between working with raw foods of animal origin and ready-to-eat foods

**Molluscan shellfish** source must be listed in the Interstate Certified Shellfish Shippers List and approved or acceptable by the CT Department of Agriculture, Bureau of Aquaculture.

If shellfish is **shucked** it shall be kept until used in the containers in which they were received.

**Shell stock tags or labels shall be retained for 90 days from the date the container is emptied.**

**Finfish** shall be commercially and legally caught or harvested.

**Fluid milk and milk products** shall be pasteurized and conform to Grade A standards.

## Defrosting of Potentially Hazardous Foods:

Section 19-13-B42(m)(2)

- **At refrigeration temperature less than or equal to 41 degrees F.**
- **Under cool running water 70 degrees F. or less**
- **Quick thawed as part of the cooking process**
- And other methods approved by the director of health

## Sanitizing Solution for Manual Dishwashing

**Immersion for at least one (1) minute in sanitizing solution containing:**

- At least 50 parts per million (ppm) of available chlorine in water at least 75 degrees F.
- At least 12.5 ppm of available iodine in water with a pH no higher than 5.0 and temperature at least 75 degrees F.
- Other sanitizers as demonstrated satisfactory to the director of health
- Chlorine Sanitizing Solution can be made by using a 5.25% chlorine bleach (approved by EPA for sanitizing). **Mix one (1) tablespoon of bleach with two gallons of water to get an approximately 100 ppm chlorine solution.** *Follow the label directions of the sanitizer for specific mixing instructions.* This is a guideline only.
- Always check the strength of the sanitizer solution with a chemical test kit.
- **Use an accurate chemical test kit when verifying a sanitizer concentration.**
- The chlorine solution concentration should be used between 50-100 ppm of chlorine.

## Toxic Items

### Proper Storage, Labeling , and Use

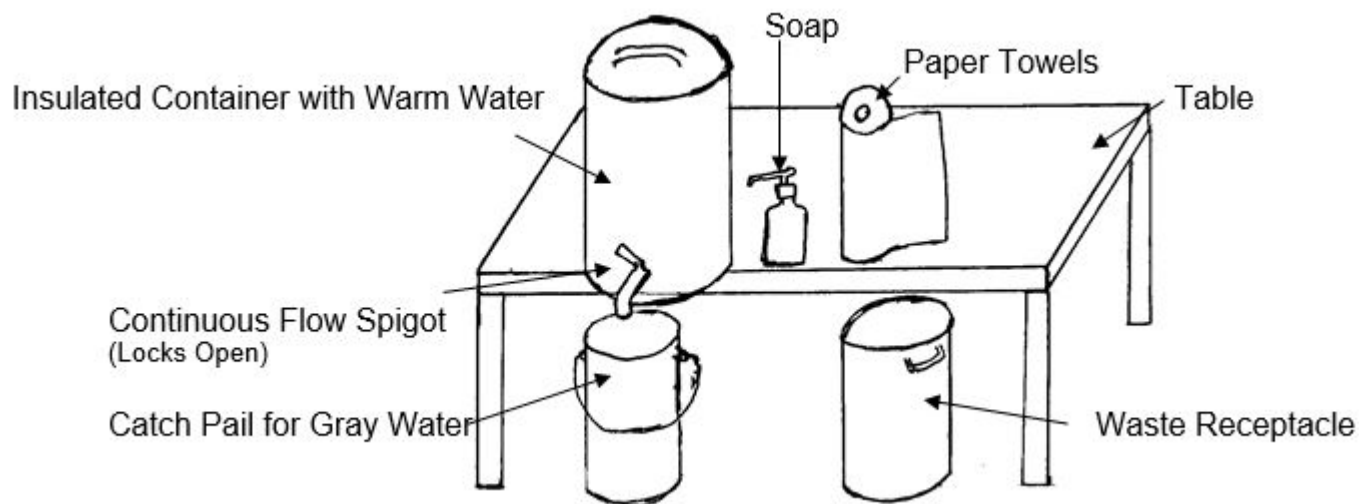
- Only those poisonous or toxic materials required to maintain an establishment in a sanitary condition shall be present.
- All containers of poisonous and toxic materials shall be marked or labeled for easy identification.
- Bactericides and cleaning compounds shall not be stored in the same area with insecticides, rodenticides or other poisonous materials.
- Toxic items associated with washing or sanitizing utensils may be stored in the utensil washing area.

Keep **wiping cloths** in a separate pail of **sanitizing solution** for wiping surfaces.

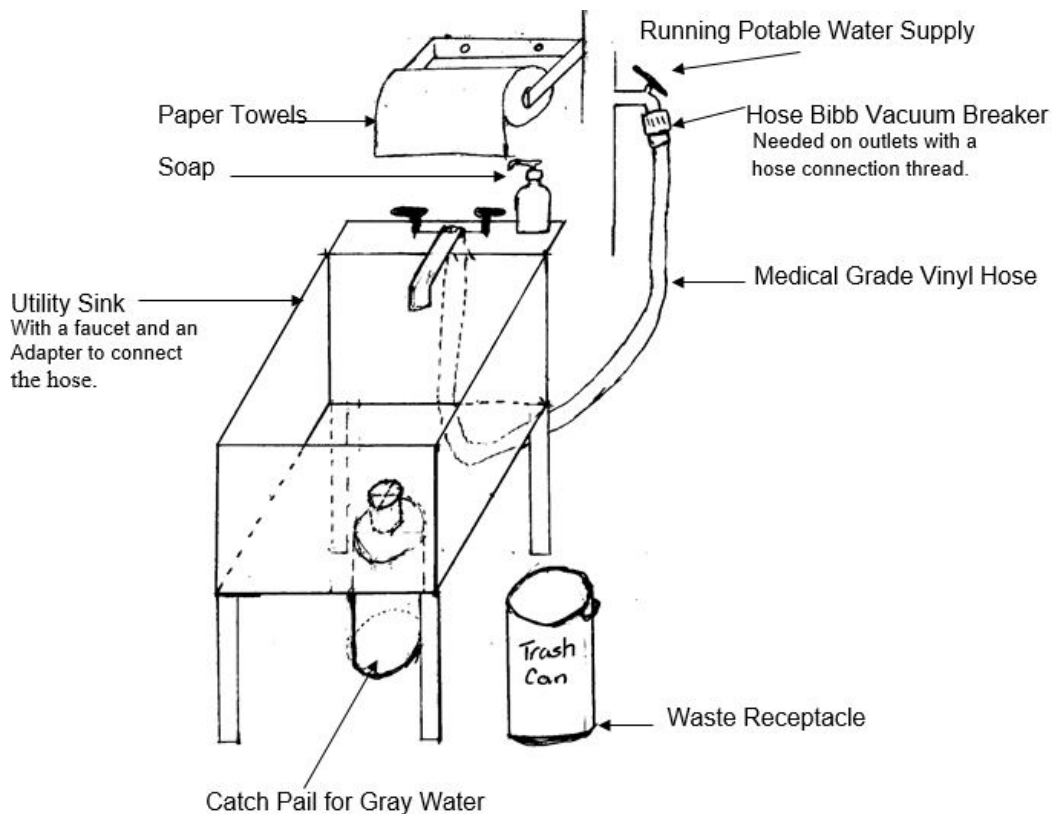
The Public Health Code for the State of Connecticut – Regulation of the Department of Public Health: Sanitation of Places Dispensing Foods or Beverages Section 19-13-B42 can be located on the internet at: [www.state.ct.us/dph](http://www.state.ct.us/dph)

**Temporary Food Service Operation Handwashing Station Set-up Examples**  
New Haven Health Department, Bureau of Environmental Health

**Option #1: Required if no running water line is available.**



**Option #2: Required when a running potable water line is available**



## **Thermometers**

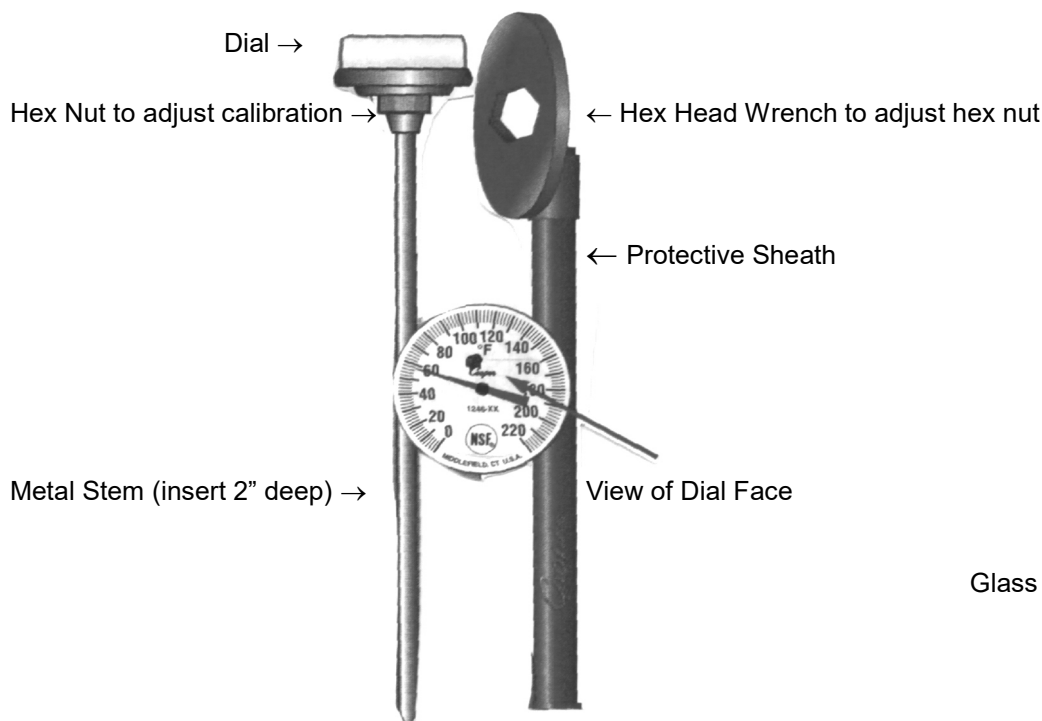
Thermometers are temperature measuring devices. The temperature of potentially hazardous food (PHF) is a critical control in the prevention of foodborne illness. You need the ability to measure the internal temperature of the PHF used by the food service operation during storage, preparation cooking and service to monitor that it is not in the temperature danger zone and to verify attaining bacteria-killing temperatures during cooking. The ambient temperature of the refrigeration units (refrigerators, freezers, ice chests, etc.) needs to be continuously monitored to ensure they are holding the PHF at the proper temperature during storage. Follow the temperature requirements on Page III of this packet.

There are many types of food thermometers with many types of sensors. These devices include bimetal, thermistor, thermocouple, and infrared sensors. A thermometer with a probe is needed to measure the internal temperature of the food. A commonly available type is the mechanical pocket test thermometer (Figure 1). This is a bimetal thermometer with typically a 5 inch stainless steel stem and a 1 inch dial. The dial reads from 0° to 220°F as is required to measure both cold and hot temperatures. You must read and follow the use and calibration instructions that come with the thermometer to ensure the accuracy of your measurements.

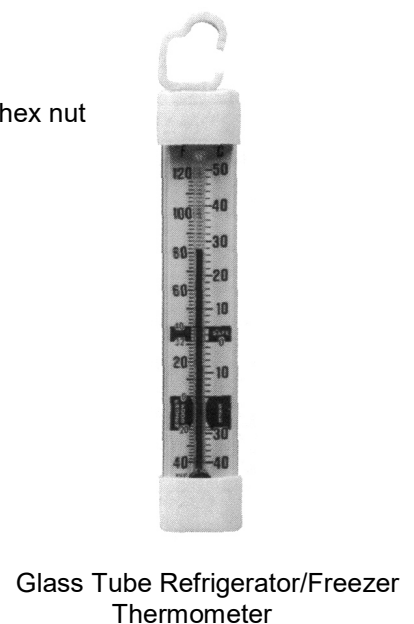
For the refrigeration units, refrigerator/freezer thermometers are sufficient. The bimetal dial face type or spirit-filled glass tube type (Figure 2) is most commonly available. Keep the thermometer in a readable location at the warmest part of the unit.

Thermometers are available at supermarkets, kitchen supply stores, department stores, restaurant suppliers, and through special order catalogs.

**Figure 1**



**Figure 2**





## Temporary Food Service Operation – Sanitizing With Bleach

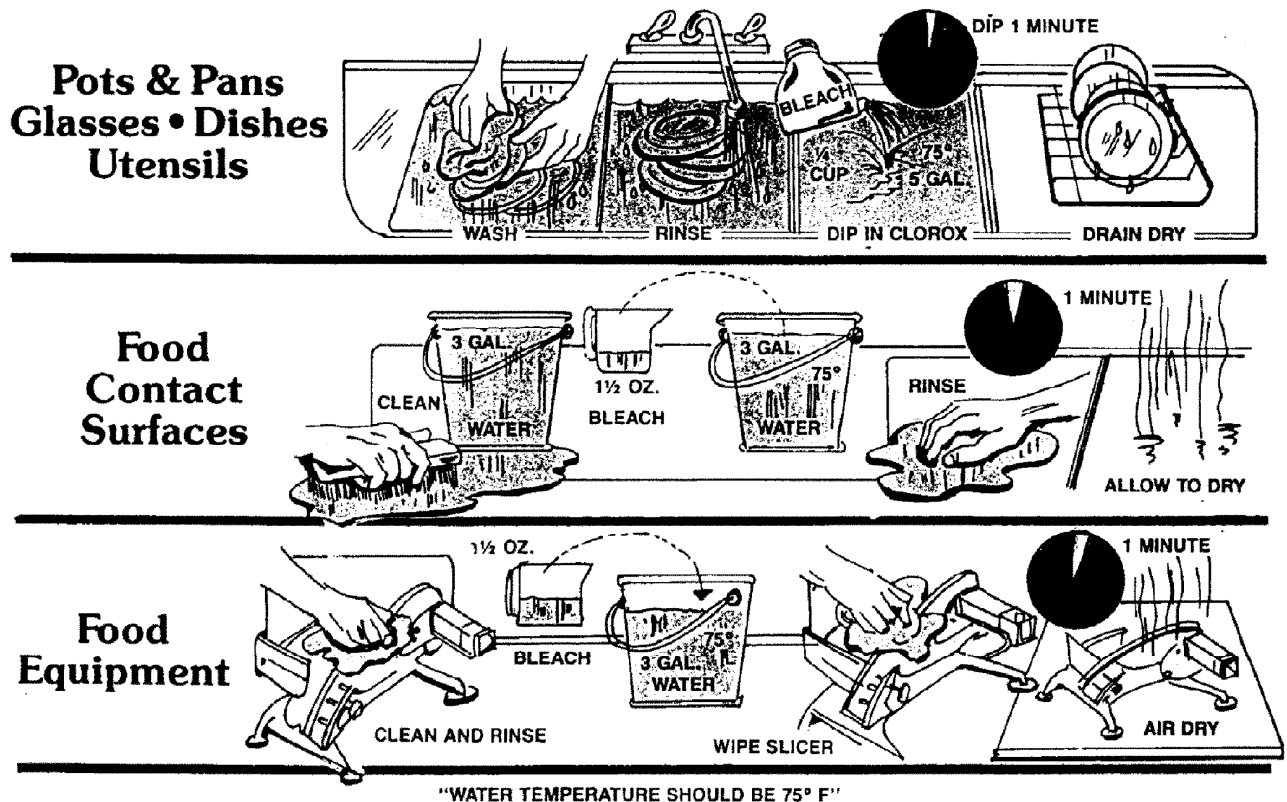
New Haven Health Department, Bureau of Environmental Health

Contaminated equipment is one of the top five risk factors of food borne illness. The Connecticut Public Health Code requires that all food temperature measuring devices, multi-use utensils and food contact surfaces of equipment used in the preparation or storage of potentially hazardous food (PHF) be thoroughly cleaned and sanitized as follows: after each use, after a change from working with raw animal foods to working with ready-to-eat foods, after a change in the type of raw animal food, after use with raw fruit or vegetables prior to use with PHF, and at any time during the operation when contamination may have occurred. It is also required that equipment, food contact surfaces, and utensils that have been used with PHF be cleaned and sanitized every four (4) hours.

Cleaning and sanitizing are two distinct activities in the wash-rinse-sanitize process. Cleaning is the physical removal of soil and food residues from surfaces of equipment and utensils. Sanitizing is the treatment of a surface that has been previously cleaned to reduce the number of illness-causing microorganisms to a safe level.

Sanitizers are pesticides. They must be approved and registered by the federal Environmental Protection Agency. The Food and Drug Administration approves sanitizing solutions for use on food contact equipment, utensils and other food contact surfaces.

A common, inexpensive and effective sanitizing solution is water mixed with bleach (sodium hypochlorite). The diagram below describes the wash-rinse-sanitize process for different surfaces. The amounts of bleach to water described below will create the maximum permissible concentration of available chlorine for sanitizing (200 parts per million) when using bleach containing 5.25% sodium hypochlorite. It is highly recommended that half the amount of bleach described below be used with the same amount of water. A general recommendation is to use one-half fluid ounce (one tablespoon) of bleach (5.25% sodium hypochlorite) to two gallons of water. This will yield a concentration of 100 parts per million available chlorine, a sufficient strength to reduce microorganisms to safe levels. See Page IV of the packet for more information on sanitizing solutions for manual dishwashing.





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**APPLICATION FOR A LICENSE TO CONDUCT A TEMPORARY FOOD  
SERVICE OPERATION IN THE CITY OF NEW HAVEN**

Page 1 of 3

Name of Permittee: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date(s) of operation: \_\_\_\_\_

Location of operation: \_\_\_\_\_

(Facility name and street address. If in a park, specify location within the park.)

Set-up time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

List foods to be served: \_\_\_\_\_

(Attach menu if more convenient.)

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Will there be a drink bar? \_\_\_\_\_ Check type: ( ) Full Bar, ( ) Beer, Wine, Soda ( ) No Alcohol.

**Note: drink bars must adhere to food service requirements.**

Check type of cooking facilities: ( ) Grill, ( ) Stove, ( ) Fryolator, ( ) Wok, ( ) Oven,  
( ) Other (specify) \_\_\_\_\_

Check type of refrigeration (must contain thermometers): ( ) Refrigerator, ( ) Ice,  
( ) Refrigerated Truck, ( ) Other (specify) \_\_\_\_\_

Check means of hot holding food: ( ) Sterno, ( ) Electric, ( ) Other (specify) \_\_\_\_\_

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Where is food being purchased? Provide store names and locations: \_\_\_\_\_

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List available toilet facilities: \_\_\_\_\_

**APPLICATION FOR A LICENSE TO CONDUCT A TEMPORARY FOOD SERVICE OPERATION**  
**IN THE CITY OF NEW HAVEN**

**Page 2 of 3**

**Please read and initial each of the following statements and draw a diagram on the following page to complete this application.**

I understand the following:

- A tent and/or approved overhead coverage will be fire retardant and have the required certification tag \_\_\_\_\_.
- All food preparation, cooking, food service and drink service will take place under my tent or other approved overhead cover \_\_\_\_\_.
- I will provide a fire extinguisher if I use an open flame \_\_\_\_\_.
- If I operate during the hours of darkness, I will provide adequate lighting with light shields \_\_\_\_\_.
- My tent will be placed on concrete or pavement; if it is not I will provide a sealed wood floor or other non-porous material acceptable to the health department \_\_\_\_\_.
- I will provide a handwashing station with running water and a means of properly collecting and disposing of the wastewater \_\_\_\_\_.
- The handwashing station will include soap, paper towels, and trash receptacle \_\_\_\_\_.
- I will locate a handwashing station in food preparation, food dispensing, and warewashing areas and within or immediately adjacent to all toilet rooms (if not provided by facility) \_\_\_\_\_.
- The handwashing station(s) will be available for use prior to handling food or clean equipment and utensils \_\_\_\_\_.
- I will provide at least one quart of suitable sanitizer, such as bleach, and a spray bottle filled with sanitizing solution of proper concentration (e.g., ½ teaspoon bleach to 1 quart of water at least 75 degrees F.) \_\_\_\_\_.
- I will verify sanitizer concentration using approved chemical test strips. \_\_\_\_\_.
- I will provide a internal food temperature thermometer accurate to  $\pm 2^{\circ}$  F with a minimum range of 0° F to 220° F (e.g., a metal stem probe thermometer) \_\_\_\_\_.
- I will provide thermometers inside all cold holding units. \_\_\_\_\_.

I understand that the above requirements are considered to be the minimum and that I must also follow the Temporary Food Service Packet I received with this application.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

- a. For an event held in one (1) location for a period not to exceed one (1) day, the fee is sixty dollars (\$60.00).
- b. For an event held in one (1) location for a period of more than one day the fee is one hundred twenty-five dollars (\$125.00).
- c. If the event is held in more than one (1) location, the fee is sixty dollars (\$60.00) for each location.
- d. With the exception of the license granted in paragraph (a) hereof, a license may be continued for an additional period of not more than two (2) successive weeks, subject, however, to the approval of the director in writing. In the event of such a continuance, there is an additional fee of sixty dollars (\$60) for each week or any part of a week that such license is continued.

**Make check payable to: Treasurer, City of New Haven.**

**APPLICATION FOR A LICENSE TO CONDUCT A TEMPORARY FOOD SERVICE OPERATION  
IN THE CITY OF NEW HAVEN**

**Page 3 of 3**



**DRAW A DIAGRAM OF YOUR FOOD SERVICE SET-UP ON THE  
FOLLOWING PAGE OR ATTACH A PLAN IF ALREADY DRAWN.**



**Diagram of Temporary Food Service Operation**

Draw a diagram or plan of the set-up of your temporary food service operation. Include (but not limited to) location of cook tent, drink bar, handwashing station(s), preparation and dispensing areas, refrigeration facilities, hot holding facilities, equipment and tables, storage areas, warewashing areas, toilet facilities, and garbage disposal facilities.