



## Pomperaug District Department of Health

77 Main Street North • Playhouse Corner • Suite 205 • Southbury, Connecticut 06488  
(203) 264-9616 • Woodbury (203) 266-4785 • Oxford (203) 888-2543x3005  
Fax (203) 262-1960 • www.ppdh.org

# Application for Temporary Food Service

*Please follow these instructions carefully:*

1. Read attached (pages 9-17) “Requirements for Temporary Food Service Operators.” Keep pages 9-17 for reference.
2. **Complete the Application for Temporary/Seasonal Food Service License** (pages 3-6), **Menu Sheet** (Page 7), and **Sketch of Food Booth Layout** (Page 8). All information requested must be completed and all questions answered. If not applicable, write N/A.
3. Return **completed application** (Pages 3 – 8), **along with the appropriate fee**, to the Pomperaug Health District **no later than 10 business days** before the event **or**, if submitting for **a large event with multiple food vendors** (i.e. food truck festival, Woodbury Earth Day, Southbury Celebration, etc.), **no later than 20 business days** before the event.

**Failure to submit application within required time frame may result in denial of Temporary Food Service License.**

4. Out-of-town food vendors may be required to submit a current food service license issued by another health department.
5. **FOOD TRUCKS** must submit the following *additional* information:



1. Class III & IV food service: must submit a copy of QFO certificate for the person who will be operating the truck
2. A copy of the food service license from your home jurisdiction
3. Photographs showing the interior (showing layout of all equipment) and exterior of the truck in addition to the layout diagram on page 8.

This additional info can be emailed to [mona.labissoniere@pddh.org](mailto:mona.labissoniere@pddh.org). Be sure to clearly indicate the name of the food truck and your contact information.

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**Pomperaug District Department of Health**  
**Serving Southbury, Woodbury, and Oxford**  
**Playhouse Corner • 77 Main Street North, Suite 205**  
**Southbury, CT 06488**  
**203-264-9616**

## Application For Temporary / Seasonal Food Service License

**Please Check Type of License:**

- |  |   |
|--|---|
| <input type="checkbox"/> 1 day - \$65.00                               | <input type="checkbox"/> Itinerant Vendor / Annual - \$265.00 |
| <input type="checkbox"/> 2-14 consecutive days - \$100.00              | <input type="checkbox"/> Non profit organization – No Fee     |
| <input type="checkbox"/> Seasonal (15-180 consecutive days) - \$145.00 |   |

**Name of Organization / Business** \_\_\_\_\_

Mailing Address \_\_\_\_\_ Town \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

**Name of Applicant / Permittee** \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

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

**Food Booth Supervisor** \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

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

**Name of Event** \_\_\_\_\_

**Location of Event** \_\_\_\_\_

**Date(s) of Event** \_\_\_\_\_

**Hours of Food Service Operation** \_\_\_\_\_

**Name of Event Coordinator** \_\_\_\_\_ Telephone \_\_\_\_\_

**Please Check Type of Water Supply:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Self-contained / Home | <input type="checkbox"/> At event site | <input type="checkbox"/> Other – please describe: |
| <input type="checkbox"/> Public water          | <input type="checkbox"/> Public water  | _____   |
| <input type="checkbox"/> Private well*         | <input type="checkbox"/> Private well* | _____   |

*\* Water analysis results performed within 3 months of date of event must be submitted with application*

**Please Check Type of Toilet Facilities:**       Rest rooms       Portable toilets

**Please answer the following questions**

*Note all the questions must be answered. Food Service License will not be issued for incomplete applications.*

1. Using **Menu Sheet (page 7)**, list all foods and beverages that will be served. Indicate where food will be made or purchased.
  - Will you be selling or serving **ONLY** commercially sealed, prepackaged food items (i.e. potato chips, candy, bottled water/juice soda, etc.).  Yes  No
  - Will you be serving samples of these products?  Yes  No

**For Commercially Pre-Packaged Foods with No Sampling:**  
If you are serving only commercially prepackaged foods and are **NOT** serving samples, you **DO NOT** need to answer questions #2-12 or provide a sketch of the food booth. Just sign the application (on page 6) and submit it along with the completed menu sheet. (page 7)

2. Submit a **diagram showing the layout of the food booth**. Show work tables/counters; cooking and hot holding equipment; coolers/refrigeration; handwashing station; sinks; customer service table/counter, etc. **Use attached diagram sheet – page 8.**
3. Describe the number, location and set-up of handwashing facilities to be used by the food workers. \_\_\_\_\_  
\_\_\_\_\_
4. Describe how each hot food item will be cooked: Where will it be cooked? (i.e. on-site; at local restaurant; at catering facility, etc. If cooked offsite – provide name & location of facility.) What type of equipment will be used? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. **Food Trucks:** Will any food items be prepared off the truck?  Yes  No  
If YES, please indicate the name of the licensed food service facility where the food prep will occur. Submit a copy of the food service license for this facility. \_\_\_\_\_  
\_\_\_\_\_
6. Describe the equipment used to keep foods cold or hot. Please be specific for each menu item (i.e. hot dogs will be kept cold in a cooler with ice; soup will be kept hot in a pot on the stove; etc.). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Describe how temperatures of hot and cold food will be monitored during the event and how the thermometer will be sanitized between uses. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Will any foods be prepared ahead of time? List food items(s) and details of preparation – when; where; how cooled; how reheated, etc. Please note that preparing food ahead of time may not be allowed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Describe how frozen, cold, and hot food will be transported to the event. How will temperatures be maintained? \_\_\_\_\_  
\_\_\_\_\_

10. **Food Trucks:** Does the refrigeration stay on during transportation?  Yes  No  
If No, Describe how food temperatures will be maintained below 45°F during transportation: \_\_\_\_\_  
\_\_\_\_\_

11. Describe where and how cleaning and sanitizing of utensils, cutting boards, and other food contact surfaces will take place. Also, describe provisions for backup utensils (sanitizer and sanitizer test strips must be available). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Describe how food will be stored at the event (minimum of 12 inches off the ground). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Describe how you will minimize direct bare-hand contact with food. \_\_\_\_\_  
\_\_\_\_\_

**Please note: Gloves must be non-latex.**

**Continued on next page**

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14. Describe how food will be protected from the public (for example: muffins will be individually wrapped in plastic; pie slices will be kept on table behind food servers; condiments served in individual packets) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Did you include the following items with your application?**

- Fee, if applicable       Layout diagram       Menu

**Food Trucks:**

**Did you include the following items with your application?**



- Photos of the interior and exterior of the truck/trailer  
 Layout diagram  
 Menu  
 If applicable, copy of QFO certificate  
 Copy of license from home jurisdiction  
 If applicable, copy of “off-truck” food-prep facility food service license  
 Fee

**Submission of incomplete applications may result in late reviews and/or denial of food license.**

***I have read the Requirements for Temporary and Seasonal Food Service Operators and agree to comply with all the Sanitary Regulations and Ordinances of the State of Connecticut and the Pomperaug District Department of Health. I certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the regulatory office may nullify final approval. I understand that this license may be suspended by the Director of Health.***

\_\_\_\_\_  
Signature of Permittee or Food Booth Supervisor

\_\_\_\_\_  
Date

**Note: Please keep the Requirements for Temporary and Seasonal Food Service Operators and the Checklist for Temporary Food Booth Operators for reference.**



## **Sketch of Food Booth Layout**

Should include location and identification of all equipment including: handwashing stations, dishwashing stations, hot and cold holding equipment, work tables, cooking equipment, storage equipment



# Requirements for Temporary Food Service Operators

***Please keep the following sheets for reference:***

- **Requirements for Temporary and Seasonal Food Service Operators**
- **Temperatures to Remember**
- **Food Thermometers and Handwashing Station**
- **Handwashing Steps**
- **Guidelines for Using Disposable Gloves**
- **Cleaning and Sanitizing**
- **Temporary Food Event Checklist**

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# Pomperaug District Department of Health Requirements for Temporary Food Service Operators

## ***Handwashing Facilities and Personal Hygiene***

- **Each food service operation must have its own hand washing station or sink.** The hand washing station/sink must be supplied with water, soap and paper towels at all times. Food service operations that do not meet this requirement will be closed by the Health District. See attached diagram.
- **All workers must thoroughly wash their hands with soap and warm water** before starting work. Workers must also wash their hands after using the toilet, handling money, smoking, touching their face and hair, blowing their nose, handling raw meat or after any activity that might dirty their hands. Workers must maintain a high degree of personal cleanliness. Hand sanitizers cannot be used as a substitute for handwashing.
- **Workers with a communicable disease or carriers of communicable disease must not be allowed to handle food.** Workers with boils, infected wounds, acute respiratory infections or gastrointestinal illness (such as diarrhea or nausea) must not handle food. **Workers who have been ill with gastrointestinal illness must be symptom free for at least 3 days before they can work in the food booth.**
- **Workers must not smoke or eat while preparing or serving food or in the food prep area.**

## ***Food Handling Practices***

- **The Health District reserves the right to review food preparation methods for certain menu items and to restrict certain foods from the menu.** Unsatisfactory food handling practices may be grounds for such a restriction.
- **All potentially hazardous foods must be kept at 45°F or below or 140°F or above during storage, preparation, display, service and transportation.** Potentially hazardous foods are defined as any dairy products, meat products, poultry products, eggs, fish, shellfish, rice, bean products, or any other food or beverage that can support rapid growth of bacteria. Foods that do not meet these temperature requirements will be discarded at the time of inspection. **Each food booth must have an accurate metal stem probe thermometer.**
- **Interrupting the cooking process of food is not allowed.** Partially cooking food, holding it, and then finishing the cooking process at a later time will allow for the growth of dangerous bacteria. This method of food preparation is not allowed. Any food that is prepared in this manner will be destroyed by the Health District.
- **Foods must be cooked to the following minimum temperatures:**
  - 165° Poultry, stuffing, stuffed meats and poultry, reheated foods
  - 145° Pork and pork products
  - 158° Ground beef, hamburgers, ground pork or lamb
  - 145° Beef roasts, corned beef
- **All hot foods must be cooled as rapidly as possible to avoid bacteria growth.** To cool foods rapidly, divide the food into several shallow containers and place into an ice bath. Stir frequently to help it cool faster. When cooled, combine into one container and store in a refrigerator. Hot foods must be cooled to from 140° to 70° within 2 hours and then 70° to 45° within an additional 4 hours. Food must not be left out at room temperature to cool.
- **All foods that are served hot must be reheated rapidly on a stove or other approved heating device to a temperature of 165°F or above.** Once the food has been quickly reheated, it must be held at 140°F or above.

- **Cooking foods as it is ordered is preferable**, and in some cases may be required.
- **All food served by the food service operation must be prepared in a licensed food service establishment, or purchased from a commercial food vendor or distributor. On site food preparation should be minimal.** Food should be prepared the same day it is served. Food cannot be prepared at home and served to the public. Be prepared to provide proof of where food was obtained.
- **Refrigeration is the preferred method to keep foods cold.** Ice chests will be allowed provided that the interior and exterior of the ice chest is clean and the ice is well drained. The ice used inside an ice chest must come from an approved source. Food and beverage containers cannot be submerged in water. Raw meat must be stored in a separate ice chest. Different types of raw meat cannot be stored in the same cooler. An ample supply of ice must be on site.
- **Food cannot be thawed at room temperature.** There are only four approved methods of thawing food: in a refrigerator or ice chest; under cool running water; as part of the cooking process; or in a microwave oven, if cooked immediately afterwards.
- **Foods must be protected from unnecessary handling and ready-to-eat foods must not be handled with bare hands.** Use **non-latex** gloves or utensils to handle ready-to-eat foods. Gloves must be changed if they become soiled or whenever changing tasks or if task is interrupted. Hands must be washed before putting on gloves or when changing gloves. Do not wash gloves. Gloves can only be used once.
- **All food and beverages must be protected from dust, flies and other contaminants at all times.** All food and beverages must be kept at least 1 foot off the ground at all times. Condiments must be served in individual-size packets or with a utensil from a covered container. Squeeze bottles are also acceptable.
- **Avoid cross contamination of food.** All equipment and utensils (i.e. knives, cutting boards, etc.) must be thoroughly cleaned between each type of food prepared. There must be separate areas for preparing raw meat/poultry/fish and ready-to eat (includes cooked) foods.

## ***Equipment Cleanliness***

- **Utensils and equipment must be maintained in a clean manner.** An approved method of keeping utensils and equipment clean and sanitized must be provided. Dish washing soap and bleach must be supplied. If this is not possible, the food service operation must be supplied with enough utensils and equipment to be able to change them often. Depending upon the timeframe of the event or the type of food preparation/service, on-site dishwashing station may be required.
- All food contact and non-food contact surfaces shall be easy to clean, non-porous, and smooth. **All food contact surfaces shall be kept clean at all times.** A spray bottle of bleach and water solution must be kept on hand to sanitize work surfaces. The solution must be maintained at adequate strength, 100 ppm (1 TBSP bleach per 2 GAL water).
- **Toxic items such as cleaning compounds must be kept away from food preparation and storage areas.** All containers containing toxic items must be labeled.

## ***Other Requirements***

- ***Each food service operation shall be clearly marked with the name and address of the operation.***
- **Keep a food handler log sheet. It should list all the food handlers and their contact information (address, phone) and the dates that they worked.**
- **Other requirements may be imposed based on the individual needs of each food service operation.**

*These requirements are based on the Connecticut Public Health Code Section 19-13-B40, 41, 42, and 48.*

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A metal stem thermometer must be available and used to check internal food temperatures. Thermometers

can be purchased from restaurant supply companies or from large

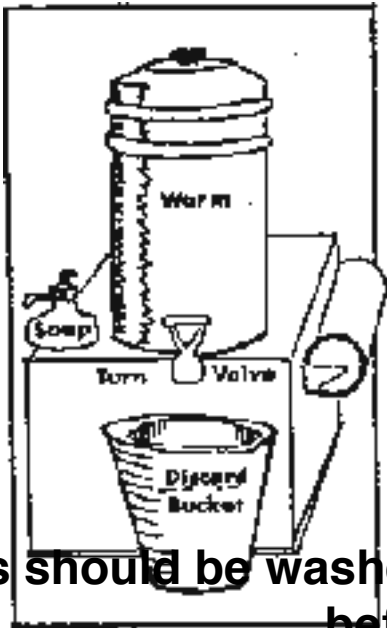
department stores. Must be able to measure from 0 to 220 degrees.

# Temperatures to Remember

	<b>Temperature</b>
<b><u>Holding Temperatures</u></b>	
Cold Food Storage	45° F or below
Hot Food Holding	140° F or above
<b><u>Cooking Temperatures</u></b>	
Ground Beef	At least 158° F
Beef Roasts, Corned Beef	At least 145° F
Pork and Pork Products	At least 145° F
Poultry	At least 165° F
Stuffing & Stuffed meats, poultry, fish	At least 165° F
Stuffed Pasta	At least 165° F
Game Meats	At least 165° F
Eggs	At least 145° F
All other foods	At least 145° F
<b><u>Microwave Cooking</u></b>	
Meat, Poultry, Fish, & Eggs	At least 165° F
Must be rotated or stirred, covered, and allowed to stand for 2 minutes	
<b><u>Re-heating Temperatures</u></b>	
All foods that have been cooked and cooled – when reheated, must reach 165° within 2 hours	At least 165° F
<b><u>Cooling Requirements</u></b>	
Cooked foods must be cooled from 140° to 70° within 2 hours and 70° to 45° within 4 additional hours	



## Handwashing Station



A handwashing station must include: potable running water; liquid soap in a dispenser; paper towels and a container to catch waste water.

Water container must be clean and have a valve or spigot that remains open to allow for adequate handwashing.

**Hands should be washed for a minimum of 20 seconds before rinsing.**

### When Should You Wash Your Hands?

- ... before starting to work
- ... after using the rest room
- ... after touching your face or hair
- ... after blowing your nose or coughing
- ... after eating or smoking
- ... after taking a break
- ... after handling raw meat, poultry, fish or eggs
- ... after handling garbage
- ... when changing food prep tasks
- ... when changing gloves
- ... after using cleaning materials
- ... after doing anything that might get your hands dirty

**Use of Gloves or Hand Sanitizer is Not a Substitute for Handwashing**

# Guidelines for Using Disposable Gloves



The use of disposable gloves is recommended when handling fresh products that will not be cooked as well as products that have been cooked and will receive no further heat treatment.

Good personal hygiene is the best way to prevent contamination of food and utensils by bacteria and viruses. When wearing gloves, consider them an additional layer of skin that acts as a barrier between bare hands and food.

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Gloves must never be used in place of good hand washing techniques.

**Do not use latex gloves.** Trace amounts of latex from gloves may be introduced into food, which in rare circumstances, may cause an allergic reaction in consumers sensitized to latex.

## How to use gloves correctly:

- Wash hands and bandage cuts before putting on gloves and when changing to a fresh pair.
- Wash hands after using gloves.
- Gloves should be used for only **one** task – e.g., serving hot dogs or making a sandwich or shaping hamburger patties.
- Gloves used to handle food are for single use only and should never be washed and reused.

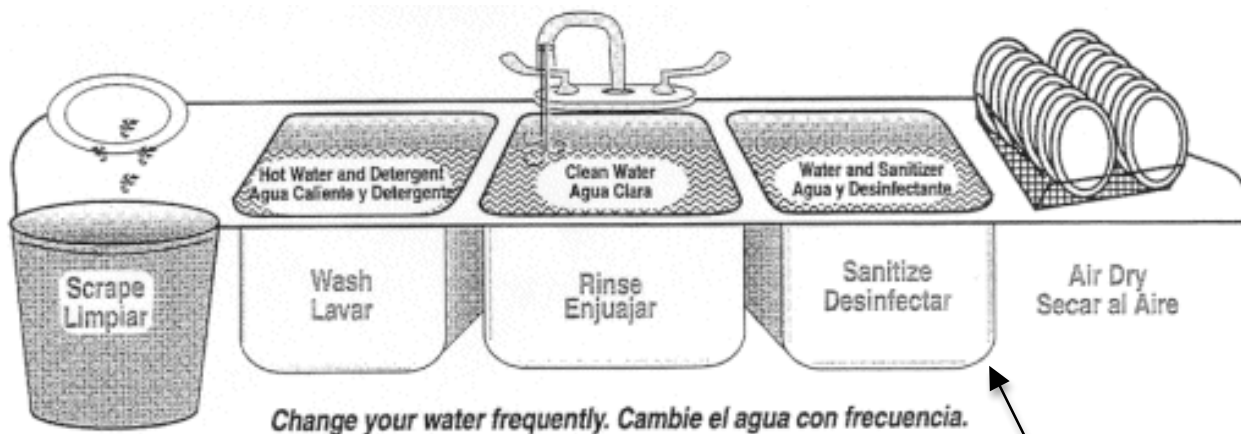
## Food handlers should change their gloves:

- If the gloves become soiled or torn.
- Before beginning a different task.
- If a task is interrupted (for example, by answering the telephone, going to get supplies, assisting with cash register, emptying trash).
- After two hours of continual use.
- If the gloves are contaminated (for example through sneezing).
- When the food being handled changes from raw to finished.

# Cleaning and Sanitizing Dishes and Equipment

1. **Clean and sanitize** the sinks and the work surfaces before each use.
2. **Scrape and presoak** items to be cleaned to remove food soil.
3. **Clean** in detergent solution at 110° F. Change this solution as necessary during the washing process.
4. **Rinse** in clean water at 110° F.
5. **Sanitize** in hot water (171° F) for at least 30 seconds or by using a chemical sanitizer (see note below) for one minute or according to manufacturer's instructions. Items must be completely immersed in sanitizing solution.
6. **Air dry** all equipment and utensils. Wiping can re-contaminate the equipment and utensils.

**Individual plastic basins, set up as a three-compartment sink, may be used to wash, rinse and sanitize equipment and utensils. In some cases, a dishwashing station may be required.**



For Sanitizing with Bleach: Solution must be 50 – 100 ppm.  
100 PPM = 1 tablespoon bleach per 2 gallons of water  
Soak for 1 minute.



Use Sanitizing Solution in a spray bottle for tables, sinks and equipment that is too large to fit in the three-bay sink.

Spray the surface to be sanitized; let sit for 1 minute; let air dry.



## Temporary Food Event Self-Inspection Checklist

*Prior to your event, take a moment to go through this checklist. Make corrections or changes as needed.*

- Review all requirements with food booth workers. Post handouts in food booth.
- Persons who are ill cannot work in the food booth. Persons who have been ill with gastrointestinal symptoms must be symptom free for at least 3 days before they can work in the food booth.
- Cold storage (refrigerators / coolers) at 45° or below. Extra ice, if using coolers.
- Hot holding equipment. Must hold hot foods at 140° or above.
- Handwashing station – includes warm potable water, soap, and paper towels. Ample supply of water required.
- Review handwashing procedures with all food booth workers.
- Storage of dry goods – shelves and / or crates for storage off the ground
- Food preparation area – separate area dedicated to food preparation. Raw meat must have separate prep area and utensils
- Dishwashing area and necessary equipment to clean and sanitize food prep equipment and utensils during and after the event
- Ice storage (freezers /coolers) and ample supply of ice
- Facility free of pests and rodents
- Waste water disposal
- Garbage disposal during and after event. Trash cans and plastic bags
- Metal probe thermometer (0-220°F) Must be sanitized between uses. Can use alcohol pads.
- Individual packets or squeeze bottles for condiments.
- Plastic wrap
- Cutting boards
- Extra utensils including tongs, spatulas, knives, spoons, etc.
- Disposable (non-latex) gloves. There can be no bare hand contact with food.
- Bleach for sanitizing solution (1 TBSP Bleach per 2 GAL Water)
- Clean wiping cloths or paper towels
- Containers (spray bottles) for sanitizing solution
- Food-grade storage containers
- Hair restraints
- Log book of all food booth workers
- Shellfish tags must be kept for 90 days
- No home canned foods can be used in the preparation of any items
- All meats and poultry must be USDA-inspected and come from an approved source
- All preparation must be onsite or in a licensed commissary or kitchen. No home-prepared food.
- Check temperatures of foodstuffs when they arrive at the site. Meat, eggs, poultry fish, shellfish and dairy products must be 45°F or below.
- Check temperatures of food being held cold. Must be 45°F or below.
- Check temperature of foods being reheated. Must be reheated to 165°F.
- Check temperatures of food being held hot. Must be 140°F or above.
- Foods must be cooked to the minimum required temperatures. Check temperatures with a thermometer.
- Separate storage for toxic items.