Caroline County Health Department

Division of Environmental Health

Leland Spencer, M.D., MPH, Health Officer Attillio Zarrella, Th.D., Deputy Health Officer

A State Agency Serving the People of Caroline County

TEMPORARY FOOD SERVICE PERMIT APPLICATION

THIS APPLICATION MUST BE SUBMITTED A MINIMUM OF 3 WEEKS PRIOR TO EVENT.

These instructions apply to any person/organization which establishes a Temporary Food Service Facility to sell or provide food to the public for a temporary period.

How to apply:

1. Carefully read the entire application (7 pages).
2. Complete the application. Return pgs 1 & 2 to this department. Retain pgs 3-7, these pages must be on site during the event.
3. Applicant *must* be available for an interview with the Food Program Supervisor before final approval can be granted.

FACILITY/ORGANIZATION NAME: _____

CONTACT NAME: _____

MAILING ADDRESS: _____ CITY/STATE/ZIP: _____

CONTACT PHONE: _____ ALTERNATE PHONE: _____

FAX: _____ EMAIL: _____

NAME OF EVENT: _____

DATE(S) OF EVENT: _____

LOCATION OF EVENT: _____

BAKE SALES & COTTAGE FOODS –

Per COMAR 10.15.03, no permit is required to sell baked goods & Cottage Food products that are non-potentially hazardous. Baked goods are breads, cakes, cookies, and pastries that are cooked with dry heat. Fruit pies made from high acid fruits such as apples, cherries, strawberries, etc. are acceptable. Potentially hazardous baked goods such as pumpkin/sweet potato pies, cheesecakes, meringues, and pastries with potentially hazardous fillings or toppings are prohibited. Baked Goods & Cottage Foods must be labeled according to COMAR 10.15.03.27 (compliance sheet attached).

Foods shall not be prepared in homes where there are house pets, reptiles, birds, etc. All foods shall be prepared, portioned, and packaged in a sanitary environment prior to transporting to the sale location. Food preparers shall not have open wounds or sores on hands or forearms and be in general good health.

I understand that failure to comply with COMAR 10.15.03 Regulations Governing Food Service Facilities will result in the automatic suspension of the operating license, and all food operations must cease IMMEDIATELY.

Signature of Applicant: _____ Date: _____

-HEALTH DEPARTMENT USE ONLY-

- ❑ **Approved**
- ❑ **Disapproved**

Health Department Signature: _____ Date: _____

Date Received: _____ ID: _____ Set Up Time: _____ Water Supply From: _____

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NAME OF MENU ITEM	PURCHASED FROM	PREPARATION LOCATION	DATE PURCHASED	DATE PREPARED

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INSTRUCTIONS FOR SPECIAL FOOD EVENTS IN CAROLINE COUNTY

MINIMUM HEALTH STANDARDS: *Authority COMAR 10.15.03, Article 43 MD Code.*

1. **PERSON-IN-CHARGE**: Designate a responsible adult to be in charge during each shift. It is this person's responsibility to monitor food temperatures, food preparation and storage, personal hygiene and food handling practices. All personnel must be trained on proper hand washing and food handling.
2. **FOOD:** All food, including ice and drinks, must be obtained from approved, licensed commercial sources. Food may not be prepared in home kitchens. Serve easy to prepare foods. Foods involving more than one handling, preparation or cook step are more likely to cause food-borne illness.
3. **STORAGE:** Foods that are not stored in their original containers must be stored in containers constructed of food grade plastic or stainless steel. Styrofoam coolers are not acceptable. Food products, serving products and equipment must be kept off the ground.
4. **FOOD PROTECTION:** Overhead protection will be provided for all food, food containers and food prep areas. Open "pit" style grills should have covers or other appropriate protection. All food must be protected from insects, birds, weather, heat and direct sunlight. Raw food products must have separate containers and utensils and kept in separate areas from cooked and/or ready-to-eat foods. All foods must be transported and held at the correct internal temperature.
5. **EQUIPMENT:** Must be of acceptable commercial grade design, in good condition, easily cleanable and sanitized before use.
6. **PROBE THERMOMETER:** A probe thermometer must be provided to monitor internal temperatures of foods. Thermometers must be able to read from 0ºF to 220ºF. Thermometers must be cleaned and sanitized before and after checking foods.
7. **FOOD COLD HOLDING:** All foods must be held at 0ºF or less if frozen, or 41ºF or less if refrigerated.
8. **FOOD COOKING**: Final cook temperatures must be monitored. See attached chart for minimum temperatures.
9. **FOOD HOT HOLDING**: All hot food must be held at a minimum internal temperature of 135ºF or above.
10. **FOOD SURFACES:** Equipment and utensils must be thoroughly cleaned and sanitized every 4 hours or more often as needed. Sanitizer of the appropriate strength should be used for cleaning surfaces. Cloths used for wiping surfaces should be used for no other purpose and kept in a sanitizer solution of 50 ppm chlorine when not in use. All food contact surfaces must be made with a non-absorbent material.
11. **PERSONNEL**: Must be healthy, wear appropriate clothing and minimal jewelry, have hair tightly restrained above the collar, and not eat, drink, chew gum or tobacco while handling food. Exclude anyone with diarrhea, illness, coughing & sneezing, or inadequate hand washing or food handling practices. Smoking is prohibited in the food area. It is the responsibility of the person in charge to train and monitor personnel to prevent food-borne illness.
12. **FOOD HANDLING**: NO BARE HAND CONTACT with food. Use a separate utensil for each food item. Gloves are not required, but if used, they should be used in the appropriate manner. Hands must be washed first and the gloves put on by handling the wrist part only. Gloves should be changed between tasks and as often as needed.
13. **UTENSIL/EQUIPMENT CLEANLINESS:** Must provide extra clean and sanitized utensils to be changed every 4 hours or more frequently if necessary. If a 3 compartment sink is available utensils must be washed, rinsed, sanitized and air dried. Chlorine sanitizer strength is 50 ppm, and 100 ppm for any in-place sanitization (1 tablespoon of bleach to 1 gallon of water = 50 ppm). Chemical test strips must be provided.
14. **HANDWASHING**: A cleanable container (minimum 4 gallons) with a locking spigot (push-button spigots are not acceptable), filled with tempered (minimum 100ºF) potable water, and bucket underneath to catch wastewater can be used. Single use paper towels and hand soap must be provided at the hand sink. Personnel must wash hands for a minimum of 20 seconds. Pans filled with soapy water are not acceptable for hand washing. Hand sanitizer may be used, but cannot replace hand soap or hand washing. Hands must be washed before prep, after contamination, and after rest room use.
15. **EVENT LOCATION**: Toilet facilities must be provided, well supplied and easily accessible.
16. **WASTE:** Covered garbage containers must be provided at each food stand. All trash must be disposed of properly and regularly to prevent vermin infestation. Waste water from hand washing, utensil washing, and cleaning may NOT be disposed down storm drains or on the ground. Used grease may not be disposed on the ground.
17. **INSPECTION:** An inspection may be required; the facility must be ready for operation at the time of inspection.

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Cooking Temperature Chart

PRODUCT	Final Cook Temperature **(°F)**
Beef (intact muscle)	145º for 15 seconds
Fish & other Seafood	145º for 15 seconds
Comminuted (Ground) Meat or Injected Meat (hamburger, ground pork, raw sausage, fish cakes)	155º for 15 seconds
Microwaved Potentially Hazardous Foods	165º; let stand for 2 minutes
Poultry (chicken, turkey, ground turkey, etc.)	165º for 15 seconds
Roasts (whole intact roasts)	145º for 3 minutes or see Roasting Chart
Pork	155°F for 15 seconds
Stuffing, Stuffed Meats, Casseroles	165º for 15 seconds
Ready to eat foods for hot holding	135ºF for 15 seconds
Egg Dishes	155º for 15 seconds
Vegetables and All Other Foods	145º for 15 seconds

REHEAT: 165º F or more, within 2 hours
HOT HOLD: 135º F or more
COLD HOLD: 41º F or less

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WHOLE ROAST COOKING CHART

Whole Roasts# (beef, pork, ham, corned beef, lamb, venison, bison)	**Minimum Internal Temp** (°F)	(°C)	**Holding Time*** **at Specified Temperature**
	130	54	121 minutes
	132	56	77 minutes
	134	57	47 minutes
	136	58	32 minutes
	138	59	19 minutes
	140	60	12 minutes
	142	61	8 minutes
	144	62	5 minutes
	145	63	3 minutes

Minimum oven temperature for roasts less than 10 lbs is 250°F.

For roasts greater than 10 lbs, oven temperatures are as follows:

Dry Heat: 350°F
Convection Oven: 325°F
High Humidity: 250°F

* Holding times may include post oven heat rise.

Roasts cooked according to one of the parameters specified above may be **hot held** at 130°F or more.

Leftover roasts must be **reheated** for hot holding by either:

1. Rapidly reheating to 165°F within 2 hours then hot held at 140°F or more.
2. Thoroughly re-cooking using the oven parameters and minimum time and temperature conditions specified above and then hot holding at 130°F or more.

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Cottage Foods & Baked Goods Labeling Requirements

(As required per COMAR 10.15.03.27)

Product must be pre-packaged with a label that contains the following information:

- The name and address of the manufacturer (a P.O. Box is not acceptable)
- The name of the product
- The ingredients of the product in descending order of the amount of each ingredient by weight
- The net weight or net volume of the product
- Allergen information as specified by federal labeling requirements (COMAR 10.15.03.02 defines major food allergen as: milk, egg, fish, tree nuts such as almonds, pecans, or walnuts; wheat, peanuts, soybeans, and a food ingredient that contains proteins derived from milk, egg, fish, tree nuts, wheat, peanuts, or soybeans)
- Nutritional information as specified by federal labeling requirements, if any nutritional claim is made; and
- Printed in 10 point or larger type in a color that provides a clear contrast to the background of the label: "Made by a cottage food business that is not subject to Maryland's food safety regulations".

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Special Event Recycling Fact Sheet

Under Maryland Law, Special Event Organizers (SEO) are responsible for providing recycling at special events that meet the following three criteria:

1. Includes temporary or periodic use of a public street, publicly owned site or facility, or public park;
2. Serves food or drink; and
3. Is expected to have 200 or more persons in attendance. Projected attendance may be estimated based on past attendance, number registered to attend, the venue's seating capacity, or other similar methods.

SEO's are responsible for:

1. Providing and placing recycling receptacles adjacent to each trash receptacle at the event;
2. Ensuring that recycling receptacles are clearly distinguished from trash receptacles by color or signage;
3. Providing any other labor and equipment necessary to carry out recycling at the event;
4. Ensuring that materials placed in recycling receptacles are collected and transported for recycling; and
5. Paying any costs associated with recycling at the special event.

SEO's may fulfill the requirements to ensure materials are collected and transported for recycling through one or more of the following methods:

1. Transporting collected materials to one of Caroline County's recycling drop-off sites;
2. Contracting with a recycling hauler to collect the materials and transport them to a recycling processor; or
3. Receiving prior agreement from the site owner to use an existing recycling collection system available at the site.

Materials to be recycled:

The special events recycling program must include collection of at least cardboard, plastic containers, metal containers, glass containers and paper. The SEO must assess the availability of food scraps recycling services for the event. If services are available, the SEO must provide for food scraps recycling, including provision of separate containers for organic and non-organic recyclables.

What steps should I take before the event:

1. Obtain any required permits, licenses and/or reservations required for the event.
2. Think about the waste stream that will be generated at the event. Can the quantity of waste generated at the event be reduced? For example, water and condiments may be served from bulk containers rather than in packets or plastic bottles; printed handouts and other materials may be double-sided.
3. Determine which materials will be accepted for recycling and assess availability of food recycling.
4. Contract with a recycling hauler for recycling. Be sure to ask about accepted and prohibited materials and the pickup timing and locations.
5. Visit the event venue and determine the number and location of trash receptacles. Purchase or rent recycling
6. Recycling receptacles for placement adjacent to all trash receptacles. Free, printable images for signage are available here: www.recycleminnesota.org/resources/free-signs-images/
7. Train staff that will be involved in the recycling program. Establish who is responsible for emptying recycling bins and when.

The Caroline County Recycling Office can be reached at 410-479 4151

Event resource information can be found at http://www.epa.gov/epawaste/conserve/tools/rogo/index.htm

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