Queen Anne's County Department of Health
Environmental Health Division

206 N. Commerce St, Centreville, MD 21617
Phone: (410) 758-2281 Fax: (410) 758-6602

APPLICATION FOR
CLASS 2 TEMPORARY FOOD SERVICE PERMIT

THIS APPLICATION IS TO BE SUBMITTED 2 WEEKS PRIOR TO EVENT. There is no charge for non-profit groups or facilities licensed in Queen Anne's County. If not licensed in Queen Anne's County there is a fee of $15.00. Make checks payable to Queen Anne's County Department of Health. This permit is required to serve or sell food from a fixed location for a temporary period and must be displayed during the event.

Name of Event: _____ Date(s): _____

Location: _____

Your Company or Organization: _____

Address: _____ Phone: _____

Contact Person: _____ Phone: _____

Address of Contact Person: _____

List all Foods and Beverages	(Continued)

Please answer the following questions:

1) Where will you get your supply of the fresh (potable) water that you will be using. _____

2) Where will the food be purchased for the event? _____
   Note: Foods must be purchased on the day of the event unless stored in a licensed food service facility.

3) Will all foods be prepared on site? (Check) Yes ☐ No ☐

   If no, where will the food preparation take place? _____

   _____

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4) How will you transport the food to the event in order to maintain proper internal temperatures? _____

_____

5) Once at the site, how will you elevate the food and beverages in order to have the product 6 inches or more off the ground? _____

6) How will you cold hold the frozen and refrigerated foods during the event in order to maintain the proper internal temperatures of 0° (if frozen) or 41° (if refrigerated)? _____

7) What equipment will be used to cook the foods at the event? _____

_____

8) How will you keep the cooked foods hot (above 135° internal) during the event? _____

_____

9) What type of thermometers will you use to monitor the equipment and food temperatures during the event?

_____

10) How will you wash your hands during the event and what supplies will be at the hand washing station?

_____

11) How will you wash, rinse and sanitize your equipment during the event? _____

_____

12) Where will you dispose of the waste water after the event? _____

SIGNATURE OF APPLICANT: _____ DATE: _____

This application must be received in our office 2 weeks prior to the event.

ENVIRONMENTAL HEALTH OFFICE USE ONLY

____ Approved	**_____ Class 2 Food Permit #**	**_____ Approval Date**
____ Disapproved	**_____ Food Program Supervisor**	**_____ Director/Asst Director**
____ Other		

(Revised 2/10/2016)

INSTRUCTIONS FOR SPECIAL FOOD EVENTS IN QUEEN ANNE'S COUNTY

These instructions must be read and followed by any person or organization which establishes a Temporary Food Stand and/or sells or provides food to the public for a temporary period.

MINIMUM HEALTH STANDARDS: *Authority COMAR 10.15.03.*

1. **PERSON-IN-CHARGE**: Designate a responsible adult to be in charge during each shift. It is this person's responsibility to monitor food storage, food temperatures, food preparation, cooking and service as well as the personnel hygiene of staff. All personnel must be trained on proper hand washing and food handling. Children under the age of 15 should not handle or prepare food.
2. **FOOD:** All food, including water, ice and drinks, must be obtained from approved, licensed commercial sources, be wholesome, and free from spoilage or other contamination. Food may not be prepared in home kitchens (exception: "non-potentially hazardous" baked goods at approved bake sales). Foods must be protected during the transport, storage, preparation, holding and service.
3. **STORAGE:** Food, drinks, paper products and the equipment used for the food preparation must be kept a minimum of 6 inches off the ground. Foods will be stored in their original containers until used. Food grade plastic and stainless containers are to be used, trash cans and trash bags are not acceptable. Raw meats must be stored in separate containers so as to protect against cross-contamination with foods/drinks that are ready to eat. This includes the coolers in which the food and drinks are stored.
4. **FOOD PROTECTION:** Foods which involve more than one handling, preparation or cook step are more likely to cause food-borne illness. Foods must be transported and held at the correct internal temperatures. All food must be protected from insects, birds, weather, heat, direct sunlight and other sources of contamination. Overhead protection must be provided for food preparation areas as well as equipment. Open "pit" style grills should have covers or other appropriate protection. Condiments are to be dispensed from approved containers.
5. **HAND WASHING**: Hand washing must occur as you enter the stand, before any food preparation, when soiled, and after eating or drinking. Hand wash stations must be set up and supplies present before any food preparation may begin. The station must consist of a clean 4 gallon drink cooler with a spigot on the side, filled with potable hot water and a bucket underneath to catch the wastewater. Label this container "Hand Washing Only". Antibacterial hand soap, single use paper towels and a trash receptacle must be provided at this station. Hands must be washed for a minimum of 20 seconds.
6. **FOOD HANDLING:** NO BARE HAND CONTACT WITH FOOD. Glove use is required when handling foods which are "ready to eat". Gloves must be changed between tasks, as soiled, or when going from raw meats to foods which are "ready to eat". Separate work surfaces must be provided for raw meats and foods which are "ready to eat". Use a separate utensil for each food item.
7. **EQUIPMENT**: Equipment must be of acceptable commercial grade design, in good condition, and cleaned and sanitized before use. Plastic which is cracked, metal which is rusted or pitted, and stands with chipping paint may not be used. Coolers must have drain plugs. Styrofoam coolers are not permitted. All equipment will need to be maintained in a clean/sanitized manner during the event. Trash cans and trash bags are not approved for any type of food storage.
8. **FOOD THERMOMETERS:** A metal stem thermometer must be provided to monitor internal temperatures of foods. Thermometers must be able to read from 0º to 220º F. Check the calibration of the thermometer by placing your thermometer into an ice bath, it should read 32°, if not then re-calibrate your thermometer. Food temperatures are measured in the thickest part, away from bone, fat, or gristle. If the product is an irregular shape, check the temperature in several places. I strongly suggest that you keep temperature logs of the food product every hour and to keep these temperature logs for 60 days.

9. **COLD HOLDING OF FOODS:** Frozen foods must be held at an internal temperature of 0° or less. Refrigerated foods must be held at an internal temperature of 41° or less. Thermometers must be placed in all refrigerators, freezers, and coolers in which the foods are stored. Monitor these temperatures carefully, especially during peak use. If using coolers with ice, you must have an adequate supply of ice from an approved source. The foods and drinks must be protected so as not to be submerged in the melted ice water. Raw meats must be stored in the units so as to prevent cross-contamination with the foods which are "ready to eat", the beverages, or the ice intended for drinks. If using coolers, store the raw meats in separate coolers from products which are "ready to eat".
10. **FOOD COOKING**: Cooking equipment must be food grade, clean and in good condition. You need to monitor the final internal temperature of the cooked foods by using your stem thermometers. See the attached chart for the minimum internal temperatures.
11. **HOT HOLDING OF FOODS**: All hot food must be held at an internal temperature of 135º or above. Monitor this internal temperature every hour and keep a temperature log. If the internal temperature begins to reach 135° make adjustments to the equipment. If the internal temperature of the food is below 135° for more than 2 hours or if the time out of temperature cannot be verified, then discard the food.
12. **WARE WASHING:** A 3-compartment sink station supplied with potable water shall be provided to wash, rinse and sanitize utensils and equipment. The 3 basins should be large enough for complete immersion of utensils/equipment. The first basin is to contain dish soap and water. The second basin is to contain clear rinse water. The third basin is to contain water and a sanitizing solution at the proper concentration. Sanitizing may consist of a bleach and water solution at 50ppm (about 1 tablespoon of bleach to 1 gallon of water) or a quaternary ammonia and water solution at 200ppm for the sanitizing basin. These basins should be emptied and replenished as needed or at a minimum of every 2 hours. Cloths used for wiping surfaces must be used for no other purpose and kept in a separate sanitizing solution between uses.
13. **PERSONNEL**: Must be healthy, wear clean clothing and minimal jewelry, have hair restrained, and not eat, drink, chew gum or smoke while in the food booth. Any workers who show symptoms of fever, nausea, vomiting, diarrhea, or who have open cuts, skin infections or sores on the hands and arms should not be allowed in the food booth. It is the responsibility of the person in charge to train and monitor personnel to prevent food-borne illness. All non-working, unauthorized persons should be restricted from food preparation and service areas.
14. **BATHROOM FACILITIES**: Toilet facilities must be provided, easily accessible, clean and well supplied. Hand washing is required after each visit.
15. **WASTE:** An adequate number of covered garbage containers must be provided both inside and outside of each food stand. All trash must be disposed of properly and often to prevent vermin infestation. Waste water and grease must be disposed of properly and must not be dumped onto the ground.