



GEORGIA DEPARTMENT OF PUBLIC HEALTH

NON-PROFIT TEMPORARY FOOD SERVICE ESTABLISHMENT APPLICATION PACKET



Public Health

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District 2 Public Health

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**VENDOR APPLICATION
FOR TEMPORARY NONPROFIT FOOD SERVICE PERMIT**

**VENDOR APPLICATION MUST BE RECEIVED 14 DAYS PRIOR TO EVENT COMPLETED ALONG
WITH ATTACHED PACKET**

Name of Temporary Nonprofit Food Service _____

Name of Event, Fair or Festival _____

Location of this Food Service _____

Owner _____

Operator _____

Address of Owner _____
(Mailing Address) (City) (State) (Zip Code)

Daytime Phone Number of Owner _____

(Date Operation to Begin)

(Date Operation to End)

Foods to be served: _____

PLEASE NOTE: Home prepared foods or condiments are PROHIBITED from service, use and/or sales in temporary food service units. If any or all food items are prepared in a permitted establishment, please provide a copy of the Food Service or Dept. of Agriculture Permit with your application.

How transported: _____

The undersigned hereby applies for a permit to operate a Temporary Nonprofit Food Service Permit pursuant to the OCGA 26-2-390 thru 26-2-393. **A copy of I.R.S. Form 501C or a letter determining tax exempt status from the Georgia Commissioner of Revenue must be provided to the County Health Authority as proof of nonprofit status.**

Signature of Owner/Operator _____ Date _____

BOOTH SKETCH / FLOOR PLAN:

- A. Sketch in the top view (overhead) and identify all equipment including hand wash facilities, cooking equipment, refrigerators (ice chest), worktables, storage areas, sanitizing bucket, etc.
- B. Type of floor, wall and overhead covering

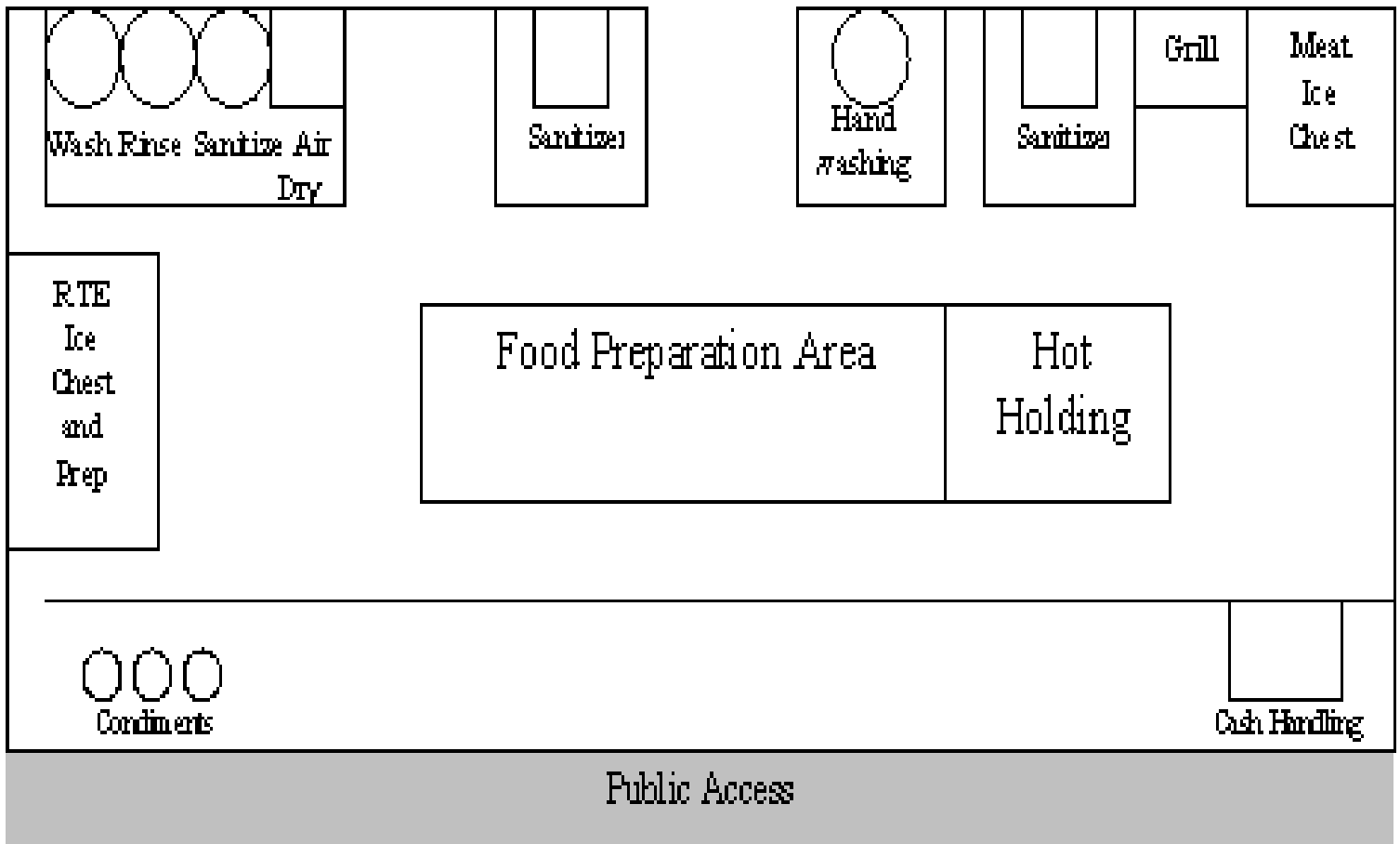
DO NOT WRITE BELOW THIS LINE
[DEPARTMENTAL USE ONLY]

PERMIT # _____

DATE _____

APPROVED BY: _____

SAMPLE SPECIAL EVENT FOOD FACILITY DIAGRAM



**PLEASE NOTE THAT VENDOR APPLICATIONS MUST BE RECEIVED
FOURTEEN (14) DAYS BEFORE THE EVENT!**

Food Processes Form

OPERATOR: _____ Event _____ Event Date _____

INSTRUCTIONS:

- **INCLUDE BEVERAGES, ICE, ALL MAIN INGREDIENTS AND CONDIMENTS**
- **LIST APPLICABLE FOOD TEMPERATURES IN PROCESSING STEPS (SUCH AS COOK AND HOLDING)**
- **USE ADDITIONAL PAPER FOR ANY ADDITIONAL EXPLANATION NEEDED FOR AN ITEM**

Item #	List All Foods/Beverages and MAIN Ingredients	Where Purchased	Onsite Prep. Yes/No	Thawing Method		Cold Holding Temps.	Cook Temps.		Hot Holding Temps.	Equipment Used to Maintain Temps.
				Raw Food	Cooked Food					

**PLEASE KEEP
THE FOLLOWING
FOOD SAFETY GUIDELINES
(Pages 8-14)**

GUIDELINES FOR NON-PROFIT TEMPORARY FOOD SERVICE OPERATIONS

Any group, organization or individual who is planning to operate a food booth during a special event, fair or festival must follow the following procedures:

□ APPLICATION FOR PERMIT

- A. All vendor applications for non-profit temporary food service must be received a minimum of 14 days prior to the start date of the event.
- B. A copy of the menu must be submitted with the permit application
- C. All applications for temporary food service permits must include a diagram of the booth as well as a list of all equipment to be used in or out of the booth. (Use accompanying Booth Sketch/Floor plan sketch area found on page 3)
- D. The permit, once issued, must be displayed in a conspicuous place where it can be readily seen by the public.
- E. Each group, organization, or individual who is planning to have more than one booth must complete an application for each booth. Vendors must list all food and beverage items, including prepackaged items, as well as those offered to the public as samples. Whether the food or beverage is being sold to the public or is given free to the public, it must be regulated.
- F. A temporary non-profit food service permit will be issued after an inspection of the operation has been conducted on opening day showing that all requirements have been met for the issuance of a permit. Operations will be inspected as frequently as necessary to insure code compliance.
- G. Give the name of the restaurant, its permit number, address and phone number for all food originating from a permitted food service establishment.
- H. The Health Authority may impose additional requirements to protect against health hazards related to the conduct of the temporary non-profit food service establishment.

□ UTENSILS AND SUPPLIES

- A. Only single service and single use articles will be allowed. Single service utensils must be individually pre-wrapped from a commercially supplied source or dispensed from their original packaging (i.e. straws, plastic forks, knives, spoons, etc.), taking care that they are protected from contamination at all times. Single use articles such as bulk food containers (i.e. mayonnaise), plastic wrap, formed aluminum food containers, jars, pickle barrels, ketchup bottles and number ten (10) cans shall be used once and then discarded.
- B. Hot holding equipment: If crock pots, steam tables, or other hot holding devices are used, they are to be used only for the purpose of **holding** the internal temperature of foods at 135 ° F. (57 ° C.), and by no means are they to be used to heat foods from a cold state. Hot plates, grills, microwaves, etc. may be used for reheating.

- C. Thermometers are to be in all coolers and freezers. Make sure that all thermometers have been calibrated for correct readings. You are also required to use a thermometer to monitor food safety temperatures during cooking, cooling, reheating, cold holding, and hot holding. Thermometers must be checked daily and after they have been dropped. If the thermometer is not accurate, you must calibrate (adjust) it. Properly calibrating a thermometer adjusts the thermometer to display the correct temperature.

TO CALIBRATE THERMOMETER (Bi-Metal): Check the thermometer readings in ice water. Ice water should be 32°F. If the thermometer displays the correct values, you do not need to calibrate it. If the thermometer is “off” by several degrees, you can calibrate the thermometer with the following Steps.

- 1- Pack a large cup full of ice (preferably crushed) and add cold water stirring the mixture. The ice should not float in the water.
- 2- Put the thermometer into the ice water --- make sure the sensing dimple is surrounded by ice. After about thirty (30) seconds to sixty (60) seconds read the dial.
- 3- Adjust the thermometer dial reading to 32°F by holding the hex or square nut located at the base of the thermometer dial with a wrench or pliers. Keep the thermometer stem fully immersed in the ice water above the dimple on the shaft while you move the thermometer needle. With the wrench or pliers, turn the silver ring (around the crystal) on top of the thermometer until the needle points to 32°F. Your thermometer is now calibrated.

☐ **FOOD TEMPERATURE CONTROL**

- A. All potentially hazardous foods must be maintained at a temperature of 41° F. (5° C.) or below for cold foods or 135 ° F. (57 ° C.), or above for hot foods. Keep such foods out of the danger zone of--- 41° F. (5° C.) through 135 ° F. (57 ° C.).
- B. “Reheating of *leftover food* is not allowed”. Foods that have been heated through the danger zone of 41° F. (5° C.) to 135 ° F. (57 ° C.) and then hot held must be discarded at the end of each day.
- C. Each booth shall provide at least one probe thermometer to check the temperature of the foods throughout the event.
- D. Any potentially hazardous food in transit to the temporary food facility must be transported in containers that can maintain the food at the proper internal temperature, if hot at 135 ° (57 ° C.) or higher, and if cold at 41° F. (5° C.) or lower, and protected from contamination.
- E. Potentially hazardous food shall be cooked to the proper internal temperature for the food product being cooked. [135 ° F.(57 ° C.) to 165 ° F. (74 ° C.).]

(See accompanying General Food Safety Information chart on page 14 for cooking temperatures)

- F. Event On-Premise Preparation and Cooking: All potentially hazardous foods that require cooking must be cooked with no interruption and is restricted to those requiring limited preparation such as seasoning and cooking. Do not partially cook, parboil, or otherwise blanch products.

❑ TOILET FACILITIES

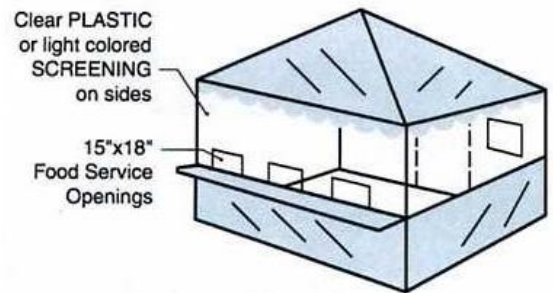
- A. Approved toilet facilities must be provided for employees and patrons. At a minimum, non-sewered toilet systems (portable toilets) must be provided as per Section "O" entitled, "Special On-Site Sewage Management Systems" in Chapter 290-5-59.
- B. Must be within 200 feet of the temporary food facility.

❑ WASTE

- A. All temporary food facilities must have adequate trash receptacles with tight fitting lids located in the food facility.
- B. All trash and garbage receptacles must be made of leak-proof materials (no cardboard boxes or paper bags) and must be adequately protected from flies and other vermin. Containers must be lined with plastic garbage bags.
- C. Liquid waste must be properly disposed of in an approved manner. The dumping of waste water onto the ground, street or storm drain is prohibited.

❑ CONSTRUCTION REQUIREMENTS

- A. Floors shall be smooth, cleanable and durable. Surfaces may be plywood, vinyl or plastic tarp, concrete or asphalt.
- B. Ceilings shall be made of wood or other material (i.e. canopy, tent, tarp, etc.) to protect the interior of the food facility from the weather.



- C. Approved means of excluding insects and vermin from food preparation, service areas and from waste storage areas must be provided based on the type and scope of the food service permitted (i.e. screening, electric fans).
- D. All food booth operations must have overhead protection over all food preparation, food cooking, food storage, and dishwashing areas.
- E. Barbecues grills/pits may be located outside of the enclosed booth area as long as its use is limited to cooking only.

- F. Each booth must have a 3-compartment sink properly set up for the purpose of washing, rinsing and sanitizing utensils. If the booth or trailer does not have a built-in three compartment sink, the Health Department will allow a system of three containers, such as plastic tubs, to be used in lieu of a three-compartment sink. The containers must be large enough to completely submerge the largest utensil used in the preparation of food and beverages. When chlorine bleach is used as a sanitizer for utensils, a 50 PPM concentration measured at a water temperature of 75° F. (24° C.) must be used. For the purpose of washing down table tops, counter tops and all in place equipment, a 100 PPM concentration of bleach is required at the same water temperature. In order to assure the correct amount of bleach being used, a chlorine test kit is recommended to be used (*found at most restaurant supply outlets*).



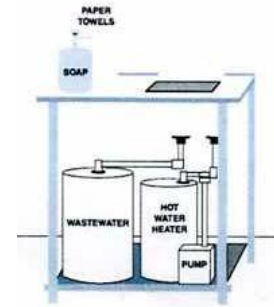
Minimum Handwashing Sink

- G. Each booth must have a hand-washing sink with tempered water, liquid pumped soap and individual use paper-towels available for employee hand washing. A catch basin must be available to catch the waste water. If the booth or trailer does not have a built-in hand sink, the Health Department will allow for a water container, such as a large insulated water cooler that has a valve or spigot that will remain open to allow for adequate hand washing.



WATER

- A. Access to an adequate supply of approvable potable water protected from backflow or back siphonage, shall be provided for utensil washing, hand-washing, food handling activities and janitorial purposes.
- B. The hose that is to be connected to the spigot or used to fill potable water tanks shall be made of food grade materials and handled in a sanitary manner. Food grade hoses are typically white and labeled “food grade.”



Preferred Handwashing Sink

(Garden type hoses are not acceptable)

- C. Water that is sold to the public or given away must be prepackaged (bottled) from an approved commercial source.

FOOD STORAGE

- A. All food must be stored in an approved container so as to prevent any type of contamination, exposure to the elements or the ingress of rodents or other vermin.
- B. All food must be stored at least 6 inches off the ground at all times.
- C. During periods of conducting operations, all food must be stored in closable food storage containers that will protect the food from contamination, exposure to the elements, and temperature abuse.

FOOD PREPARATION

- A. Off-Site Preparation: Any potentially hazardous food that has been prepared, stored and transported from a permitted, fixed food service establishment, is stored at a temperature of 41°F(5°C.) or below or at a temperature of 135 ° F. (57 ° C.) or above may be served.
- B. All food handling and preparation must take place within the approved non-profit temporary food facility. Only those potentially hazardous foods requiring limited preparation, such as hamburgers and frankfurter that only require seasoning and cooking, may be prepared or served.

- C. The preparation or service of other potentially hazardous foods, including pastries filled with cream or synthetic cream, custards, and similar products, and salads or sandwiches containing meat, poultry, eggs, or fish is prohibited. These foods (ex. ham salad, chicken salad, tuna salad, cream pastries, custards, etc.) are sensitive to risk-factors causing foodborne illness that may be found in steps in their preparation such as mixing, grinding, or chopping. The typical limited protective environment and equipment of temporary facilities would be conducive to such risk-factors leading to foodborne illness. Also, these foods are usually served cold of which there is no kill effect for foodborne pathogens that may be in the ready-to-eat form of the food.
- D. Ice must be obtained from an approved commercial source only in chipped, crushed or cubed form and in single-use safe plastic or wet strength paper bags filled and sealed at the point of manufacture. Ice from self bagging operations is not allowed. Dispensing of ice will only be allowed from the original bag.
- E. No food offered for sale, or given away to the public may be stored or prepared at a private residence. All food shall be obtained from an approved source.
- F. All food contact surfaces shall be smooth, easily cleanable and non-absorbent.
- G. Tobacco use is not allowed in or around the temporary food facility by food workers.
- H. Ice used for cooling or refrigeration of product must not be served or used in the preparation of food or beverages. Ice intended for use in food or beverages must be dispensed from the original bag and stored separate from ice used for refrigeration purposes. Proper ice scoops must be used for dispensing ice and must be stored so they are not only are protected from contamination, but also do not contaminate the ice with their handles.
- I. Food condiments (mustard, ketchup, mayonnaise) must be protected from contamination and, where available for customer self service, be commercially packaged for single service use. Mustard, ketchup, and mayonnaise in the original single-use containers may be used and the container thrown away when empty.

FOOD HANDLING

- A. All food handlers shall wash their hands with soap and water prior to the start of food preparation or serving activities. This should be done at regular intervals and especially after smoking, eating, drinking, or using the restroom, handling raw animal products or any activity that may contaminate the hands.
- B. To minimize bare hand contact with ready-to-eat foods, disposable, single-use gloves, tongs, scoops or deli paper must be utilized. When gloves are used, they must be changed at regular intervals and if removed for any reason, they must be replaced with new ones. Hands must be washed prior to putting gloves on and every time gloves are changed.

☐ PERSONNEL AND HYGIENE

- A. Person sick with symptoms such as vomiting, diarrhea, jaundice, sore throat with fever, or a lesion containing pus such as a boil or infected wound that is open or draining shall be excluded or restricted from working with food.
- B. If there is any doubt about a food worker's health (not feeling well, achy, runny nose, etc.) the person or persons in question must be immediately removed from the food operation.
- C. Hair must be properly restrained.
- D. Fingernails must not extend past the finger tips and must be kept clean. Disposable single use gloves may be worn if this condition can not be met. If fingernails are of such length that a danger of puncturing gloves, they must be trimmed so as not to protrude past the finger tips.
- E. Clean outer garments or aprons should be worn at all times.
- F. Hands and forearms shall be kept clean at all times by scrubbing them with liquid soap and warm water for 20 second followed by drying with a clean and sanitary paper towel.
- G. Disposable gloves must be removed when leaving the food booth operation for any reason and disposed of into a trash container.
- H. Disposable gloves must be changed AND hands washed each time when changing from raw meats to ready to eat food products and also to other jobs such as using wiping cloths or cleaning equipment, etc.

GENERAL FOOD SAFETY INFORMATION CHART

WASH HANDS OFTEN

IMPORTANT HOLDING TEMPERATURES

HOT FOODS135 ° F. (57 ° C.) or above
COLD FOODS.....41° F. (5° C.) or below

Keep Potentially Hazardous Food Out of Danger Zone Which Is Between 41° F. (5° C) and 135 ° F. (57 ° C)

IMPORTANT COOKING TEMPERATURES

(INTERNAL COOKING TEMPERATURES THAT MUST BE REACHED BEFORE PUTTING INTO HOT HOLDING OR SERVED TO THE CONSUMER)

Note: Based upon menu and plan review, some items listed will not be allowed for on-site preparation or service at temporary facilities.

Commercially pre-cooked hamburgers, frankfurters, precooked sausage,
pre-cooked chili, soup, raw fruits and vegetables or other such products ----- 135 ° F. (57 ° C.)

Shell eggs for immediate service (individual customer order), fish, and meats ----- 145 ° F. (63 ° C.)

Game animals raised commercially for food,
ground meats , injected meats and eggs not
for immediate service ----- 155 ° F. (68 ° C.)

Wild game animals, poultry, stuffed fish,,
stuffed meats, stuffed pasta, stuffed poultry
and stuffing's containing these products ----- 165 ° F. (74 ° C.)

Food received at 41° F. (5° C.) for hot holding must be **REHEATED** TO 165 ° F. (74 ° C.).

CORRECT CLEANING PROCEDURE FOR FOOD CONTACT EQUIPMENT IS **WASH** ---- **RINSE**---- **SANITIZE**

“THE ABOVE REQUIREMENTS WILL HELP PREVENT FOODBORNE PATHOGEN GROWTH AND FOODBORNE ILLNESS.”