

02-2015

**Pennsylvania Department of Agriculture
Bureau of Food Safety and Laboratory Services
717-787-4315
www.EatSafePA.com**

Dear Temporary Retail Food Facility Applicant:

Enclosed are the necessary forms and applications for obtaining a Temporary Retail Food License from the Pennsylvania Department of Agriculture. Please note that according to The Retail Food Facility Safety Act of 2010 (3 C.S. §§5701 – 5714), "...it shall be unlawful for any proprietor to conduct or operate a retail food facility without first obtaining a license for each retail food facility...."

The enclosed material must be fully completed, returned with all necessary accompanying documentation, and reviewed by the appropriate Food Sanitarian and/or Food Sanitarian Supervisor with the Bureau of Food Safety & Laboratory Services **prior to work begun in construction, remodeling, alteration of a facility, change in type of food operation, new ownership or the preparation/sale of foods from a retail food facility AND at LEAST 60 days prior to opening.** Please note failure to provide all required information could delay your plan approval. Return all materials to your regional office (see below, as listed by county). If your county is not listed your facility is in a County Health Department, and you should contact them for licensing (Bucks, Chester, Montgomery, Philadelphia, Erie, Allegheny).

The Department of Agriculture, Regional Food Sanitarian and/or Supervisor, will review the plans and notify you of its approval/disapproval. Please allow 3 – 4 weeks for processing. Once you receive your approval, notify your Food Sanitarian or regional office at least **ten (10) days prior** to operation to arrange a licensing inspection.

Sincerely,

The Bureau of Food Safety & Laboratory Services Staff

MAILING ADDRESSES: **The Pennsylvania Department of Agriculture
Bureau of Food Safety and Laboratory Services
Followed by the below address...**

Region 1 (Clarion, Crawford, Elk, Forest, Jefferson, McKean, Mercer, Venango and Warren)
13410 DUNHAM RD, MEADVILLE PA 16335 814-332-6890 Fax: 814-333-1431

Region 2 (Cameron, Clinton, Columbia, Lycoming, Northumberland, Montour, Potter, Snyder, Tioga and Union)
542 COUNTY FARM RD, SUITE #102, MONTOURSVILLE PA 17754 570-433-2640 Fax: 570-433-4770

Region 3 (Bradford, Carbon, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Wayne and Wyoming)
RT 92 SOUTH, PO BOX C, TUNKHANNOCK PA 18657 570-836-2181 Fax: 570-836-6266

Region 4 (Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland)
226 DONOHOE RD, SUITE 101, GREENSBURG PA 15601 724-832-1073 Fax: 724-832-1013

Region 5 (Bedford, Blair, Cambria, Centre, Clearfield, Fulton, Huntingdon, Juniata, Mifflin and Somerset)
Martinsburg Commons 403 E. Christiana St. Martinsburg PA 16662 814-793-1849 Fax: 814-793-1869

Region 6 (Adams, Cumberland, Dauphin, Franklin, Lebanon, Lancaster, Perry and York)
ROOM 100, 2301 N. CAMERON ST, HARRISBURG PA 17110 717-346-3223 Fax: 717-346-3229

Region 7 (Berks, Delaware, Lehigh, Northampton, Schuylkill)
1015 BRIDGE RD, COLLEGEVILLE PA 19426 610-489-1003 Fax: 610-489-6119

***Counties not listed are under a Local Health Jurisdiction and Retail Licenses would need obtained from those agencies.**

Public Non-community / private water supply (example: well water) regulated by DEP. These water supplies must be reviewed by DEP to determine if they are “public” water systems. DEP, Department of Environmental Protection, can be reached at 717-787-9633.

Non-public water supply (NOT regulated by DEP). A coliform and nitrate/nitrite test must be performed on the water supply and **current water test must be attached to this application.**

Mobile Units / Structures / Tents:

Please describe your water supply to be used for this unit. Are you filling up from a municipal water supply? If so, who is that supplier? If you are using the water supply from an Event location, name the location (ABC Fairgrounds). If you are filling up your water supply tanks from a non-public supply such as a well, you must obtain a water test (Total Coliform and Nitrate/Nitrite) for that water supply. **You must provide a copy of that water test result with this application. Those utilizing the Event Sponsors water supply need not submit test results.** How large is your potable water supply in gallons? What type of water supply tanks are you using? See Temporary License Guidelines.

SEWER:

Permanent Structures / Buildings:

A municipal / public sewage disposal system.
Name of Sewage Authority: _____

A non-public sewage disposal system (examples; Sand mounds, holding tanks). For on-lot sewage disposal systems, please contact the certified Sewage Enforcement Officer for your municipality and discuss if the current sewage disposal system is appropriate for your food facility. This would not apply if the facility is connected to an approved municipal supply, as listed above.

I contacted my municipality regarding my on-lot sewage disposal system on _____ (date). To the best of my knowledge the on-lot system is adequate for the Retail Food Facility and is functioning properly.

Applicant Signature _____

Mobilize Units / Structures / Tents:

Please describe in detail how you will be collecting your waste water in your set-up. What size is your collection unit, in gallons? If portable tanks are being utilized, what kind? Where will this waste water be disposed of? Do you have designated hoses for this disposal? See Temporary License Guidelines. (Attach additional sheets/drawing or photo’s if necessary)

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REFUSE: (Check all that apply)

- We will be using a refuse/trash collector: _____(company name)
- List any other refuse or waste collection companies (ex: grease collection)_____
- This facility is a mobile unit and will use various approved refuse sites for disposal of refuse and waste.

SECTION 5: COMPLETE AND MOVE TO SECTION 6

ZONING AND OTHER CODES

(Signature is required to affirm compliance with the appropriate requirements. Check all that apply)

- Facility / Unit / Business is compliant with Local Zoning requirements.
- Facility / Structure is compliant with All Building Code requirements (electrical, plumbing, ventilation, structural, etc), where applicable.
- A license to collect sales tax has been obtained or applied for. For information on applying for a sales tax license, contact the Pennsylvania Department of Revenue - (717) 787-8201. A copy of the sales tax license or proof of application is attached to this application.
- According to the PA Department of Revenue rules and regulations, I have determined that my business is exempt from collection of sales tax.

I certify that the facility is compliant with the above checked requirements and any required supporting documentation is attached.

Applicant Signature _____

SECTION 6

FACILITY SERVICE INFORMATION

PART A:

DAYS OF OPERATION

If you are applying for a *Sponsored Event/Festival*, list the name of the Event and dates of the Event:

If you are applying for a temporary license to operate from *one location for 14 calendar days or less*, whether a permanent structure or a mobile unit, list the dates which you plan on operating from a location and the location address and/or specifically where and when you will be selling for the 14 days of operation:

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If you travel to events in Pennsylvania, which events do you attend that are greater than 3 days in length each calendar year?

PART B:

TYPE OF MENU (Check which one applies)

Full Service Menu **** attach menu** Limited Menu **** attach menu**

Specific Food Items List items _____

Do you plan on serving any food undercooked or raw? List: _____

Do you have or have you applied for a liquor license? YES or NO

PROJECTED SEATING CAPACITY

_____ # of seats (mark "0" if there are no seats in the facility)

_____ # of patron served (estimated)

PART C:

EMPLOYEE INFORMATION

Number of anticipated employees/volunteers = _____

*Do you have a Nationally Certified Food Handler? YES or NO or N/A

*Non-Profit and Not-for Profit Organizations are exempt from this requirement, select N/A

If 'NO', you will have 90 days from the date your license is issued to make arrangement to send an employee who will be a Person in Charge of the facility to training. Visit our web site at www.EatSafePA.com to obtain a list of training courses available in your county.

Do you have an employee health policy? YES or NO

An employee health policy establishes how to handle ill employees/volunteers, See the Food Code for clarification. If NO, prior to opening an employee health policy must be established, either in writing or verbal, and presented to every employee / food handler in the facility.

SECTION 7

This application, along with the floor plan and any other requested materials, as listed above, should be **submitted to you local Regional Office**, as listed on the cover letter. By signing this application, you are confirming that all information is accurate and true and no false statements have been made. Failure to supply all requested information may result in a delay in licensing your facility. Please allow **3 -4 weeks for**

processing of your plan review from the date of post marking. Once your plans are approved you will be contacted by your Regional Office. You will be contacted by your Sanitarian with your approval or denial of this plan.

The Applicant understands and agrees that this document is an application for licensure of a temporary retail food facility. The applicant understands and agrees that only a “proprietor” of a retail food facility may obtain a retail food facility license; and that a “proprietor” may be a person, partnership, association or corporation operating a retail food facility within the Commonwealth of Pennsylvania. The applicant verifies that it is a/an (circle one): **person, partnership, association, corporation, or LLC**; and that it is the “proprietor” of the retail food facility that is the subject of this application. The applicant verifies that all statements and information in this application is true and correct to the best of the applicant’s knowledge, information and belief; and makes these statements subject to the penalties of 18 Pa.C.S.A. § 4904, relating to unsworn falsification to authorities.

FILL IN AND SIGN THE APPROPRIATE BLOCK.

<input type="checkbox"/> INDIVIDUAL PERSON: _____ Signature _____ Legibly Print Name _____ _____ Date Date of Birth	<input type="checkbox"/> PARTNERSHIP: _____ Signature-General Partner _____ Signature-General Partner _____ Legibly Print Name _____ Legibly Print Name _____ _____ _____ _____ Date Date of Birth Date Date of Birth
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Corporation or Association/Non-Profit Entity:

Name of Corporation or Non-Profit Entity	Name of current CEO/President	Date of Birth of CEO/President
Signature of Corporate / Association / Non-Profit Official		Date
Legibly Print Name		
Official Title of Signatory		

Limited Liability Company (LLC) or Limited Liability Partnership (LLP):

Name of LLC or LLP	Name of President/CEO	Date of Birth of President/CEO
Signature – Member	Signature – Member	Date
Date	Date	Date
Legibly Print Name	Legibly Print Name	Legibly Print Name

There are NO fees associated with this Plan Review Application

License fees will be collected at the time of the licensing inspection and are as follows: (payable to: Commonwealth of PA)

This license is only good for the ONE SINGLE EVENT that you are applying for OR for 14 calendars days/year.

FEE SCHEDULE: DO NOT SEND ANY MONEY WITH THIS APPLICATION

Temporary Retail Food License Fee --\$14.00

2nd Re-inspection Fees--\$150.00

3rd Re-inspection Fees--\$350.00

Duplicate License Fee--\$14.00

A Temporary License is:

A license that is the following:

- Issued to the operator selling in conjunction with an event or celebration and
- Valid for the duration of the particular event or celebration of no more than 14 days duration (whether these days are consecutive or nonconsecutive)

OR

A license that is the following:

- Issued to a food facility operator operating a food facility, whether stationary or mobile and
- In operation for a total of no more than 14 days within a particular calendar year and
- Not in conjunction with an event or celebration

OFFICIAL USE ONLY

LICENSE TYPE: Temporary E & D 14 days same location 14 calendar days mobile Single Event

STANDARDS FOR REVIEW: TEMPORARY LICENSE (TL) MOBILE (MFF) Both

APPROVAL

PLANS APPROVED, DATE _____ APPLICANT CONTACTED, DATE _____ METHOD _____

DISAPPROVAL

PLANS DISAPPROVED, DATE _____ LETTER MAILED TO APPLICANT, DATE _____

Reasons for denial: _____

REVIEWING SANITARIAN _____

****REMINDER: IN ALL CASES, A FACILITY RECORD MUST BE CREATED IN PAFOODSAFETY AND THE APPLICATION SCANNED AND ATTACHED TO THE FACILITY RECORD.**

Pennsylvania Department of Agriculture
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**INSTRUCTIONS FOR COMPLETING THE TEMPORARY
RETAIL FOOD FACILITIES PLAN REVIEW AND APPLICATION**

These instructions are for your review and to assist you in completing the plan review application.

Preplanning

1. Review thoroughly a copy of the rules and regulations pertaining to the specific type of food service facility planned prior to and during preparation of plans. Applicable law is Title 3 of the Consolidated Statutes, Chapter 57, Subchapter A, Retail Food Facility Safety Act (3 C.S §§5701 - 5714). Regulations governing food safety in retail food facilities are found in the PA Code, Title 7, Chapter 46, §46.4, wherein which PDA has adopted the most current version of the FDA Model Food Code (herein noted as “Food Code”).
2. Discuss any unanswered questions regarding licensing and requirements for plan review with your Regional Department of Agriculture representative.
3. **Complete a “Temporary Retail Food Facilities Plan Review and Application”** which is to be submitted at **least 60 days** prior to opening.
4. Do not begin construction, remodel or conversion of the facility prior to submitting acceptable plans and prior to receiving approval of the submitted plans from the regional PA Department of Agriculture Food Sanitarian or Food Sanitarian Supervisor, or other licenser office*. New owners and change of ownerships are required to submit plans and gain approval *prior to* sale and preparation of foods.
5. All local planning, zoning, building, fire etc., codes must be considered as well as requirements of the Department of Labor and Industry, Department of Environmental Protection, and the Liquor Control Board, if the establishment will also be regulated by these agencies. Issuance of a Food Establishment Registration in no way implies that the Establishment is compliant with any other state or local rules relating to water, sewer, zoning or building codes of any kind. It is the applicant responsibility to assure they are compliant with all other state or local rules and regulations.

***County, township, cities or boroughs are authorized by Law to have local health offices, if they choose. As such, if a local or county health office exists, they will have jurisdiction for issuing licenses to Retail Food Facilities. Proprietors operating in a county or local health jurisdiction should contact their County or Local Health Department. Do NOT fill out this application. A list of County or Local Health Departments can be found on the website at www.EatSafePA.com, on the Retail Food Facility and Restaurant ‘Program’ page.**

SECTION 1:

PART A: Please select in this section what type of temporary license you are applying for:

14 calendar days (mobile or stationary). Example: a Church having 6 spaghetti dinners or a Legion selling hot dogs at 5 one day events from a mobile trailer. Choose if you are selling in one location or multiple locations over the 14 days allotted.

OR

For a single event/celebration. Example: A pizza facility setting up a food vending stand at the County Fair.

PART B: Please select in this section which best describes your facility.

Note: A **mobilized unit** is any operation that moves from location to location or event to event with the **exact** same set-up, equipment, food type, etc... This may be a food truck, stick stand, food cart or similar. Each individual mobile unit requires its own license. A license issued by the Department is **not** valid in local health jurisdictions. When filling out this application, if a mobile unit has a home base commissary/depot it works from, that commissary/depot is considered part of the Temporary Retail Food Facility License and should be included and addressed on this application.

SECTION 2:

This section will capture information about your facility. Please fill in this section completely. If you are a mobile unit, the “address of the facility” is the address of the location that the mobile unit returns to at the end of the business day.

Please select which best describes your owner type.

SECTION 3:

This section will capture the details of your temporary retail facility. You should include information on any commissary you may be utilizing in which you may be holding, preparing, serving food, cleaning, washing from or utilizing water from.

All applicants must submit a copy of a floor plan/layout. This plan must include the basic layout of the facility/unit as it will be set up at the Event or location; the location of all food service equipment; a listing of the equipment, even if minimal (including manufacturer’s names and model numbers); water and sewer supply information; restroom locations or accommodations; handwashing sink information; warewashing sink information; surface materials of floors, walls and ceilings, if applicable. Annex storage units or depots must also be shown. See “Requirements for Temporary License Facilities” at the end of these Instructions. Attach drawings/sketches, cut sheets and/or photo’s as necessary.

This plan may be hand drawn as long as it is legible and approximately to scale. Only one set of plans needs to be submitted. Please sign in the Applicant Signature of Section 3 confirming that you have attached the applicable plans.

SECTION 4: Water, Sewer, Waste Information

This section will capture the information about the water supply you are using, your waste water disposal and your refuse/trash collection.

Water Supply: Please select the type of water supply you are using at the facility. Building owners/operators may need to supply you this information if you are using their water supply. On the application, please select the water supply being used in your facility. All water supplies are either PUBLIC or NON-PUBLIC.

FOR BUILDING OR STRUCTURES:

Public Water Supplies:

Public supplies are those regulated by DEP. Some ‘wells’ and/or non-municipal water supplies are additionally regulated by DEP as Public supplies. **You must contact DEP (717-783-2300) to determine if your water supply should be regulated by that Agency.** You may obtain your water from ANY DEP regulated water supply.

For Community- Public water sources, please list the name of the Public Water Supplier. For example: Pennsylvania American Water.

For Non-Community-Public water supplies, please provide proof from DEP that you water supply has been approved as a Public supply, including your assigned Public Water Supply number.

Non-Public Water Supply:

If it has been determined that you are utilizing a NON-PUBLIC, NON- DEP regulated water supply please see below*.

MOBILE UNITS/STRUCTURES/TENTS:

Please describe your water supply to be used for this unit. Are you filling up from a municipal water supply? If so, who is that supplier? If you are using the water supply from an Event location, name the location (ABC Fairgrounds). If you are filling up your water supply tanks from a non-public supply such as a well, you must obtain a water test (Total Coliform and Nitrate/Nitrite) for that water supply. **You must provide a copy of that water test result with this application. Those utilizing the Event Sponsors water supply need not submit test results. Event Sponsors should have approved and tested water sources.** How large is your potable water supply in gallons? What type of water supply tanks are you using? See “Requirements for Temporary License Facilities”.

*A non public water system (one not regulated by DEP) shall be required to conform to the construction, maintenance, and operation requirements established for a transient non-community water system as defined in 25 Pa. Code Chapter 109. Those water systems will need to submit initial sampling of the water supply to include, all 3 sequential total coliform samples and one nitrate/nitrite to PDA prior to licensing or registration. Ongoing testing of the water supply for non-public systems (non-DEP regulated), shall continue with quarterly Coliform and annual Nitrate/Nitrite testing. This water testing will most likely be provided by the owner of the property. Verification of this approval must be submitted. Facilities shall also comply with The Food Code sections relating to water (mobile water tanks), if applicable.

Sewage Disposal: On the application, please check which applies. If your facility is utilizing a municipal sewage system, you need only supply the name of the sewage enforcement municipality.

FOR BUILDING OR STRUCTURES:

If you are using a Public/Municipal sewage disposal system, please simply supply the name of the Sewage Authority.

If you are using a non-public systems NOT using a municipal/public sewer, the following will need addressed. *Please sign and date the application in this section to confirm that you have confirmed this information with you sewer authority.*

It is the responsibility of the owner/applicant of the Retail Food Facility to contact the local Sewer Enforcement Officer for their municipality to review whether or not the current on-lot sewage system is approved and adequate for the use of the facility. Please provide that date on which this contact was made and confirm by signature that you are compliant to the best of your knowledge with any and all sewage disposal requirements.

Note: Approval of all sewage disposal systems will be based upon satisfactory compliance with Chapter 71 and 73 of this title, The Clean Streams Law, Act of June 22, 1937, P.L. 1987, as amended (35 P.S. §§691.1 et seq.), and/or as determined by the local governing sewage enforcement agency or local Sewer Enforcement Officer (SEO) and with the Food Code.

MOBILE UNITS/STRUCTURES/TENTS:

Please describe in detail how you will be collecting your waste water in your set-up. What size is your collection unit, in gallons? If portable tanks are being utilized, what kind? Where will this waste water be disposed of? Do you have designated hoses for this disposal? *See "Requirements for Temporary License Facilities"*. (Attach additional sheets/drawing or photo's if necessary)

Refuse, Recyclables & Returnable: On the application, please check any that apply.

- If refuse is to be disposed of on site at the Temporary Facility the refuse company name need only be supplied.
 - a. Disposal of garbage and refuse shall conform to the Solid Waste Act, Act of July 31, 1968, P.L. 788 (No. 241), Section 6, (35P.S. Section 6006) and the regulation adopted pursuant thereto, Chapter 75 of this title (relating to Solid Waste Management).
- If disposal is to take place off site, list the name of the collector and location of disposal site.
- If mobile, confirm that you will be using various disposal sites by checking the appropriate box
- The handling of refuse, recyclable and returnable shall comply with all applicable sections of The Food Code.

SECTION 5: Other Codes

Please select whichever box may apply. *A signature is required for this section.* Some of this information may need verified with the property or building owners/operators.

SECTION 6: Temporary Retail Food Facility Information

PART A:

Please complete this section to verify which specific Event you plan on attending. If you are applying for a 14 day license, please specifically list where you will be selling and what your days of sale will be.

PART B:

Type of Menu: For Full and Limited Menu facilities, this section requests information regarding your intended menu. Your menu should be submitted with your plans. If a formal menu has not been developed, please provide a list of items that you are considering making/selling.

If your Facility is only selling a few very specific food items, please list those items in the space provided.

Raw and Undercooked Animal Foods: These types of foods may include, cook to order steaks, cooked to order eggs, sushi, cook to order meats, or any other raw animal foods or food that contains raw animal food, that are being provide in a ready-to-eat form, whether packaged or not packaged. These items may require a consumer advisory be provided on the menu or packaging.

Please also, indicate in Part B if you have or have applied for a PA Liquor License.

Projected Capacity: Please indicate the total number of seats anticipated in the food facility. Include all seating for the on-site consumption of foods, inside seating and any outside seating if food employee service occurs at the seating, or the seating is only accessible from inside the retail food facility. If there are no seats, please indicate "0". Additionally, indicate the number of anticipated patrons your plan on serving per day.

PART C:

There are two items evaluated in this Section: Food Employee Certification and Employee Health. On the Application check which category you feel is applicable to your Temporary Retail Food Facility, with consideration of the information below.

Food Employee Certification: You may need to have a certified food handler on staff. A certified food handler is a person in charge of the facility who has taken and passed a nationally recognized food safety course. Acceptable courses to date are: Food Protection Manager Certification Program by the National Registry for Food Safety Professionals (ID 0656), ServSafe by the National Restaurant Association (ID 0655), and Food Protection Manager Certification Program by Prometrics, Inc (ID 659) and Learn2Serve by 360training, Inc. (ID 0975). You may use any vendor of your choosing to take this course and exam. Your Certification must be kept valid and not expired.

Anyone handling exposed potentially hazardous food must meet this requirement, with some exemptions. The following are exempt from Food Employee Certification:

- A retail food facility which handles only commercially pre-packaged food and beverages
- A retail food facility in which only non-potentially hazardous foods and beverages are sold
- Charitable non-profit organizations

Employee Health Policy: Even if you are the only employee Chapter 46 (Sections 46.111 thru 46.115) Food Code, requires that the person in charge understand under what conditions an employee, including themselves, may work while ill and at what point restriction or exclusion of the person from the food facility should take place. This policy does not need to be a written policy. This Employee Health question is asked to bring your attention to this very important issue. Your Sanitarian, as part of a routine inspection, will discuss your policy with you. This policy must comply with Sections 46.111-46.115 of Chapter 46.

SECTION 7:

Enter the Date of your Event OR the first day on which you would like to begin service.

Please read the remainder of this section and fill in the appropriate 'ownership' block with signatures.

OTHER IMPORTANT FOOD SAFETY INFORMATION FOR REVIEW

Food Safety and Handling:

- A. All potentially hazardous foods shall be kept out of the temperature danger zone (41°F to 135°F). They must be kept cold or hot.
- B. Cold Holding is 41°F and Hot Holding is 135°F.
- C. Ready to Eat animal-derived foods must be cooked or reheated to the proper temperatures, unless a consumer advisory is provided.
 - i. 145°F for eggs, fish, beef, pork
 - ii. 155°F for all ground meats
 - iii. 165°F for poultry and stuffed meats
 - iv. 165°F for reheating cooked foods for hot holding
- D. All food shall be protected at all times from environmental and other sources of cross contamination.
- E. Proper warewashing includes 3 steps: wash, rinse, and sanitize. Sanitizing food equipment is a risk factor violation if not accomplished correctly.
- F. All unpackaged food shall be protected from direct consumer handling at all times until purchased. Self-service of ready-to eat foods shall have appropriate protection such as sneeze-guards / display covers and appropriate dispensing utensils.
- G. **No bare hand contact is allowed on any ready to eat foods.** Gloves or utensils, such as spatulas or hand papers, must be used.
- H. Good personal hygiene and proper handwashing are essential.

REQUIREMENTS FOR TEMPORARY LICENSED FACILITIES

The below outline is a generalized list of items that should be addressed on your floor plans and equipment schedules. Note: not all areas below may be applicable to your facility. This is not intended to be an all-inclusive list of requirement for Temporary Licensed Facilities. See the Food Code for detailed requirements.

TFL – Temporary Food License

MFF- Mobile Food Facility

Facility Details

Physical Facilities:

1. Walls and Ceilings:

- a. Overhead protection is required at all times in storage, preparation, cooking and serving areas.
- b. Outer openings of a food facility shall be protected against entry of insects and rodents by use of tight-fitting doors and windows. See c, d and e below.
- c. If a TLF, is *not* provided with windows and doors that are closed and tight fitting, such as a stick stand or push cart, AND/OR have windows and doors that are kept open for ventilation purposes or service of food to consumers, such as a MFF, THEN openings must be protected against the entry of insect and rodents via screens, air curtains, **or other effective means**. See d and e below.
- d. In situations where **limiting conditions** exist that prevent entrance of insects and rodents, such as excessive smoke production, weather, etc., outer openings need not be protected AND the limiting condition protects ALL exposed foods in the TLF. In this case however, it is recommended that, “drop down” walls (covers, screens, etc.), constructed walls, air curtains or similar, be *readily available, but not necessarily in place*, for use, in case of inclement weather or the limiting condition ceases to protect from insect entry or airborne contaminants.
- e. Outer opening protection is not necessary in situations where **ALL** foods within the facility are **covered and protected**, no preparation occurs and/or no foods are exposed except during service to an individual consumers order. In this case however, it is *recommended* that, “drop down” walls (covers, screens, etc.), constructed walls, air curtains or similar, be *readily available, but not necessarily in place*, for use in case of inclement weather, lack of the limiting condition, or lack of food protection to protect from insect entry or contamination of food.

2. Floors:

- a. Food facilities may not be located in areas having no floor protection.
- b. Floor protection may include, pallets, concrete, asphalt/blacktop, wood sheeting, linoleum, tile or other similar materials to control ground dirt and debris.

3. Restrooms:

- a. Restrooms must be readily available for employee use. This may include a fair grounds public restroom or other convenient and accessible facilities.

4. Handwashing Facilities:

- a. Each TLF must supply a sink or basin for handwashing.
- b. Each sink or basin must have a sign indicating, “Employees must wash hands”.

- c. Each sink or basin must be supplied with clean, potable, warm (~100°F) water for employee handwashing.
- d. Each handwashing station must include: soap, single use paper towels, and a waste receptacle.
- e. Each handwashing station must have an acceptable water supply and waste water collection container.
- f. Chemically treated towelettes may NOT be used in place of handwashing UNLESS all food is pre-packaged non-potentially hazardous and handwashing sinks or basins are not available. (In this case a 'water supply' may not be necessary to address.)

5. Water Supply:

- a. All TLF must be provided with hot (110°F) and cold running water piped to the facility OR has an adequate supply on available for preparation of food or drink, cooking, cleaning, and handwashing. If your food is all pre-packaged non-potentially hazardous food/drink and none of the above or similar food handling activities are occurring, a water supply may not be needed.
- b. Water must be stored in clean, covered containers with dispensing spouts.
- c. Water container shall not leak or drip.
- d. The supply must be adequate to accomplish necessary tasks.
- e. In the case where hot water is not piped to the TLF, a source of hot water must be available. The container shall not leak or drip. Hot water must be protected, but can be poured or dispense via a spigot.
- f. The water supply need not be under pressure.

6. Sewage and Waste Water:

- a. Each TLF not supplied with built-in waste collection systems must provide a minimum of 15% greater capacity than the fresh water supply container (plastic, galvanized, etc.) with a tight fitting lid for retention of ALL wastewater prior to final disposal.
- b. All wastewater must be disposed of in a sanitary sewage system outlet (not on the ground or into a storm drain).
- c. If a water supply is deemed not necessary, a waste or sewage collection tank would also not be necessary.

7. Refuse:

- a. All TLF must be supplied with an easily cleanable and leak-proof waste and refuse container with a tight fitting lid. The lid must be in place when not in immediate use.

8. Dishwashing Facilities:

- a. Single service articles must be used unless adequate dishwashing facilities are available and used.
- b. Adequate facilities include; sinks, containers or buckets (separate from handwashing sinks and basins) set up for accomplishing a three-step method of dishwashing.
- c. A one or two basin set up may be approved by the Sanitarian when only spatulas, tongs or other similar serving utensils are used AND the facility can accomplish the 3-step method of washing rinsing and sanitizing using the approved number of sinks.
- d. A TLF may use a cleaning depot site located in another area on the grounds of the event or celebration, as long as suitable numbers of utensils and equipment are provided at the TLF in case of accidental contamination.
- e. Sanitizers (Quaternary Ammonia, Chlorine) used in the 3 step cleaning method or for any food contact surface cleaning must be available at all times, approved and used appropriately.

- f. Appropriate sanitizer testing devices (strips, titration kits) must be available in the TLF at all time.

9. Equipment:

- a. All equipment must be easily cleanable, durable, free of breaks, cracks & crevices, made of appropriate materials, well-constructed, and adequate for the intended use.
- b. All equipment must be appropriately maintained.
- c. All equipment shall be installed according to all appropriate federal, state or local code requirements for construction and fire safety. The TLF owner is responsible to ensure these requirements are met.
- d. Refrigeration and cold holding units
 - 1. All cold holding units must be capable of reaching and maintaining 41°F or below when in use.
 - 2. Each unit must be supplied with an accurate thermometer.
- e. Cooking and hot holding equipment:
 - 1. All cooking units shall be capable of cooking foods to their appropriate temperatures.
 - 2. Hot holding units must be capable of holding foods at 135°F or above.
- f. In situations where outdoor barbeque pits or grills are going to be used, the grill or pit must have overhead protection such as, grill cover lids, awnings, building structures, etc... that are fire retardant and can be cleaned free of grease residue. Preparation at the grill may not occur. Foods must be removed and placed in protected locations for further preparation, cutting or service.

10. Ice storage units

- a. Ice used in the preparation of drink beverages or for other purposes where ice will be consumed MUST be stored in a clean, easily cleanable, non-porous, closed container made of approved materials. Galvanized metal coolers may not be used to store potable ice. An ice chest may be used for this purpose. Styrofoam coolers may be used only if the inside of the container and lid are lined with food grade liners.
- b. ALL ice must be dispensed with an ice scoop having an appropriate handle. Scoops may be stored in the ice with the handle up out of the ice OR outside the ice on a clean surface protected from contaminants.
- c. Ice used as a coolant may not be used in drinks or as ingredients in food. Ice as a coolant is considered non- potable.
- d. Personal drinks MAY NOT be stored in potable ice chests.
- e. Packaged foods, including drinks, whose packaging is NOT subject to the entry of water because of the nature of the container or packaging, (ex: hermetically sealed cans or bottles) may be stored in ice. Continuous draining of melting ice reduces the potential for contamination, therefore in these situations; it is recommended that ice bins be effectively drained.

**THE FOLLOWING CHARTS / SCHEDULES ARE FOR YOUR OPTIONAL USE
COMPLETE AND SUBMIT WITH YOUR PLANS OR SUBMIT IN ANOTHER FORMAT WITH
YOUR PLANS**

FLOORS, WALLS, CEILINGS SCHEDULE:

	Wall Finishes	Floor Finishes	Ceiling Finishes
EXAMPLE	Drop down screening	Linoleum	Overhead tarp
Kitchen/Cooking Food Prep.			
Sales Area			
Dry Storage			
Warewashing			

Notes: _____

LIGHTING SCHEDULE: If lighting is not provided due to outside lighting, please indicate such.

	Foot Candles (fc)	Arrangement	Cleaning and Service	Shielding and Protection
EXAMPLE	35 fluorescent overhead lights)	35 fluorescent lights spaced 4' apart	Routine monthly cleaning	Protected by plastic sheaths and end caps
Preparation/Work Area				
Storage				
Serving				
Dining Area				
Special				

Notes: _____

EQUIPMENT SCHEDULE

Provide a scaled layout drawing of all equipment, even if minimal, in the retail food facility. Complete the following list of equipment and submit with your plans.

Item No.	Type of Equipment	Manufacturer's Name	Model No.	Quantity
Example:	Freezer	Hobart	ABC124	1