

KENT COUNTY ENVIRONMENTAL HEALTH
Guidelines and Procedures for Special Events – Temporary Food Service Permits

A temporary food service permit is required for all public events where the event is open to the general public. As per COMAR 10.15.03, a public event is defined as an event that is attended by the general public whether or not a fee is charged for food or entrance into the event. Temporary food service permits can be granted for special events that operate for no more than 14 consecutive days in a fixed location.

- Submit a completed application for Temporary Food Service Permit at least **two (2) weeks** before event with the license fee of \$25.00. (Bona fide nonprofit organizations can be exempt from this fee as long as documentation is provided.)
- Site location – The site location must be determined adequate by the Environmental Health Department and must be kept in a sanitary manner. If an actual structure is provided it must be clean and in good repair. Overhead protection is required.
- Food Sources: All foods, including water and ice, must be from an approved source, wholesome, free from spoilage or other contamination. Food must be protected from contamination during storage, preparation, transport, and display. **NO HOME CANNED FOODS ARE ALLOWED. PIES, MERINGUES, CUSTARDS, OR OTHER ITEMS WITH PARTIALLY COOKED EGG PRODUCTS ARE PROHIBITED. ALL FOOD MUST BE PREPARED ON SITE. COOKING OR PREPARING FOOD OFFSITE IS PROHIBITED UNLESS IT IS IN A KENT COUNTY LICENCESED FACILITY.**
- Hand washing facilities must be provided for convenient hand washing at the food site. It must be provided with soap and paper towels. A dispensing jug with a spigot can suffice provided there is a catch basin or container for the waste water. As per COMAR 10.15.03, hand washing is required before handling food, after contamination such as exchanging money, eating, sneezing, coughing, use of toilet facilities, and before and between glove use. Bleach water is not an approved cleaning compound for washing hands.
- Required temperatures for potentially hazardous foods are as follows:

| Critical Control Point | Food Item | Temperature |
|------------------------|-----------------------------------|----------------|
| Cook | Poultry, stuffed meats | 165°F or above |
| Cook | Ground beef, ground meat products | 155°F or above |
| Cook | Pork, Beef, Seafood, Shell eggs | 145°F or above |
| Cook | Commercially pre-cooked foods | 135°F or above |
| Hot Hold | All hot foods | 135°F or above |
| Cold Hold | All cold foods | 41°F or below |

- A calibrated metal stem thermometer graduated in 2° intervals must be present for taking food temperatures. Additionally, thermometers must be present in refrigeration and freezer units.
- **NO BARE HAND CONTACT WITH READY-TO-EAT FOODS.** Clean utensils and disposable gloves must be used to minimize direct hand contact with food. Separate clean utensils must be used for cutting and handling all raw and cooked meats and poultry. All raw foods and raw preparation areas must be separated from cooked food and cooked food preparation areas. Preparation and serving of food is prohibited to persons with boils, infected wounds, or communicable diseases. Effective hair restraints are required for food handlers.
- Food equipment must be in good repair, clean, and protected from contamination. An effective sanitizer for food preparation surfaces and equipment is household bleach. Use 1 (one) teaspoon per gallon of water. Sanitizing wiping cloths that you are using during the service period should be stored in the sanitizing solution between uses.
- Wash-Rinse-Sanitize. Provide three separate dish tubs, containers, or 3-compartment sink for dishwashing purposes. The containers must be large enough to submerge equipment at least halfway. Types of sanitizer approved by COMAR 10.15.03 are chlorine at 50 ppm, iodine at 12.5-25 ppm, and quaternary ammonia at 200 ppm. Chemical test strips are required to check the level of sanitizer. Make sure you have the correct test strips for the correct sanitizer.
- Toilet facilities must be provided and maintained in a nuisance-free manner away from food service areas.
- Covered waste receptacles must be conveniently located, liquid waste, trash, and garbage must be disposed of in a sanitary manner and will aide in the control of rodents and insects. Wastewater must be disposed of in a sanitary manner.
- Lighting must be provided if food handling will be done in a dark enclosed area, or during nighttime operation.

Failure to comply with these health standards may result in permit denial, suspension of future events, or penalty provisions of the Code of Maryland Regulations 10.15.03. COMAR 10.15.03 available upon request.

If there are any questions, please contact Kent County Environmental Health at (410)778-1361.

APPLICATION FOR LICENSE TO OPERATE A SPECIAL FOOD SERVICE FACILITY

(Pursuant to COMAR 10.15.03, Temporary Facilities operate at a fixed location for not more than 14 consecutive days.) **Complete and submit application, along with the \$25.00 fee to the Kent County Health Department for approval at least two weeks prior to the date of the event.**

Fee Paid _____ Date Paid _____ Tax Exempt #: _____

Event Information

Name of Event _____

Date(s) of Event _____ Location of Event _____ Serving Hours _____

Address of Event _____ City/State/Zip _____

Individual or Organization Information

Name of Organization or Club _____

Contact Person _____ Phone # (home) _____ (cell) _____

Address _____ City/State/Zip _____

Event Coordinator Information

Contact Person _____ Phone # _____

EMPLOYEE/VOLUNTEER CONTACT INFORMATION

List all individuals and contact information who will be doing any food handling.

| NAME | PHONE NUMBER | EMAIL/HOME ADDRESS |
|------|--------------|--------------------|
| | | |
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| | | |

Signature of Applicant _____ Date _____

Meeting Date _____ Approved

Inspection needed: YES NO

EH-391 Denied _____
Approving Authority

Issuance of this license is conditioned on the applicant's consent to inspections; that such inspections will focus on determining licensee's compliance with the laws and regulations related to the license; that failure to allow inspections may result in suspension or revocation of the license in addition to all other remedies permitted by law.

Food Preparation at a Temporary Food Event

Complete the form in its entirety (front & back). Failure to complete this form may result in a denied application and license.

Meals: How many meals do you intend to serve/prepare? _____

Transported: How will the food be transported to the event? _____

Storage: Where will the food be stored prior to the event? _____

Preparation: Where will the food be washed/chopped/ assembled? _____

Protection: How will the food be protected from the ground and overhead? _____

Thermometers: How many metal stem thermometers will be available to take food temperatures with? _____

Waste Water: How will the waste water be collected and disposed of? _____

Trash Removal: How will trash be removed? _____

Food: Will there be any raw or undercooked food being served? Yes
 No

Water: What is the source of potable water used? Public water supply
 Bottled Water

Hand washing: What type of hand washing station will you use? Plumbed hand sink with soap and paper towels
 Cooler with a spigot, hand soap, paper towels, and catch basin for waste water

Utensil washing: How will utensils be cleaned and sanitized? Three compartment sink
 Wash, rinse and sanitize tubs

Sanitizer: What type of sanitizer will be used? Chlorine
 Quaternary Ammonium
 Iodine

Submit this form to Kent County Health Department

List each food item and identify the food handling procedure and where it will take place. If a step is not applicable, write N/A. Make additional copies if necessary. Include pre-packaged items, beverages, and baked goods being served.

| FOOD/SOURCE Food Item? Where will the food be purchased? | THAWING How? Where? Equipment? | COLD HOLDING Where? Equipment? Temperature? | COOKING Where? Equipment? Temperature? | HOT HOLDING Where? Equipment? Temperature? | REHEAT Where? Equipment? Temperature? |
|---|---|--|---|---|--|
| <i>Ex. Hamburgers Sam's Club</i> | <i>N/A cooking from frozen</i> | <i>At event Coolers with ice At 41° F or less</i> | <i>At event Grill 155° F or more</i> | <i>At event Chaffing dish & sternos At 135° F or more</i> | <i>N/A</i> |
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