

Maura J. Rossman, M.D., Health Officer

**APPLICATION FOR TEMPORARY FOOD SERVICE FACILITY LICENSE**

Application is hereby made to operate a temporary food service facility in accordance with Howard County Code, Section 12.107. Please type or print clearly.

*No storage or food preparation is permitted from a home or an unlicensed facility.*

<p><b>SUBMIT COMPLETED FORM (Pages 1-2) AT LEAST <u>2-WEEKS</u> PRIOR TO EVENT.</b>  <b>RETAIN Pages 3-4 as a reference.</b> The Howard County Health Department reserves the right to deny a late, incomplete or fraudulent license application. A license application received without a fee will not be processed.</p>		
Name of Event:	Date of Event:	Time of Event:
Location of Event:		
Event Coordinator or Contact Person:	Phone #:	Email address:
Owner's Name:	Business Name:	
Mailing Address:		
City, State:	Zip Code:	

How many of each of the following types of food service will you be operating at this event?

Booth: \_\_\_\_\_ Trailer: \_\_\_\_\_ Other [describe] \_\_\_\_\_

**Water Supply:** [ ] Public [ ] Private      **Sewage Disposal:** [ ] Public [ ] Septic System

Provide proof of Non-Profit status with application: Tax Identification Number \_\_\_\_\_

Do you have an Out of State/County License? [ ] Yes [ ] No

If you selected "Yes", please complete the following:

Name of Agency that issued the license:
Agency Address:
Agency Phone Number:

**I have read and understand the "Standards for the Dispensing of Food from Temporary Facilities" in this packet and I agree to comply with all of the requirements.**

_____ (Authorized signature)	_____ (Date)	_____ (Title)
Make Check / Money Order payable to: DIRECTOR OF FINANCE Send completed application and fee (no cash) to: HOWARD COUNTY HEALTH DEPARTMENT BUREAU OF ENVIRONMENTAL HEALTH – FOOD PROGRAM 8930 Stanford Blvd., Columbia, MD 21045 (410) 313-1772		<b>FOR OFFICE USE ONLY</b> FEE DUE: \$72.00 DATE DUE: RECEIPT NO: Application fee is Non-refundable

# TEMPORARY FOOD FACILITY INFORMATION SHEET

(Return with the Temporary Food Service Facility License Application)

Name of Event:	Date of Event:
Name of Food Booth:	
Name & Phone Number of Food Booth Operator:	

You may use the back of this paper if you require more space for the questions below.

1. WHERE WILL FOOD BE STORED AND/OR PREPARED PRIOR TO THE EVENT?

***No storage or food preparation is permitted from a home or an unlicensed facility.*** Include proof of storage and/or preparation facility licensure and ID number, and a copy of the most recent inspection report by licensing agency.

Address of Facility: \_\_\_\_\_

2. WHERE WILL FOOD SERVED AT THE EVENT BE PURCHASED?

Name and Location of Supplier: \_\_\_\_\_

3. HOW WILL YOU KEEP COLD FOOD COLD (41°F or below)? Include list of *cold hold* equipment. (Examples of cold food are: raw meat, poultry, seafood and dairy products)

\_\_\_\_\_

4. HOW WILL YOU KEEP HOT FOOD HOT (135°F or above)? Include list of *hot hold* equipment. (Examples of hot food are: cooked, ready-to-serve meat, poultry, and seafood)

\_\_\_\_\_

5. DESCRIBE THE HAND WASHING FACILITIES IN YOUR BOOTH: (Soap, paper towels and warm water must be supplied.)

\_\_\_\_\_

6. IF ONE OF YOUR COOKING UTENSILS FALLS ON THE GROUND, HOW WILL YOU WASH, RINSE, AND SANITIZE IT? DESCRIBE WASH-RINSE-SANITIZE SET UP.

\_\_\_\_\_

7. LIST OR PROVIDE A MENU OF ALL FOOD AND BEVERAGE ITEMS THAT WILL BE SERVED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. ATTACH A SKETCH OF YOUR FOOD BOOTH. (Show equipment, hand-washing, utensil washing area. Include method of compliance with enclosed screening requirements.)

(Revised 12/2019)

## **STANDARDS FOR DISPENSING FOOD FROM TEMPORARY FACILITIES**

**PURPOSE:** To protect public health using established minimum standards for the dispensing of food at special events of short duration, such street fairs, festivals and carnivals.

Reference: COMAR 10.15.03.

1. All food must be dispensed from a booth or enclosure approved by the Bureau of Environmental Health.
2. All foods must be from an approved source. **NO FOOD PREPARED AT HOME OR AN UNLICENSED FACILITY SHALL BE SOLD OR GIVEN AWAY.**
3. A list of food sources shall be made available to the Bureau upon request.
4. Temperature controls shall be provided for perishable (potentially hazardous) foods. Provide stem thermometer(s) to check temperatures.
  - a) Cold foods – maintain food temperatures of 41°F. or below.
  - b) Hot foods – maintain food temperatures of 135°F. or above.
  - c) Food in transit must be protected from contamination and must meet the temperature requirements noted above.
5. No uncovered, unwrapped, unpackaged or unprotected foods (including condiments, mustard, catsup, etc.) shall be displayed for self-service or exposed to the public on counter or table-tops. Condiment containers shall be pump type, squeeze containers or have self-closing lids for content protection. Single service packets are recommended.
6. A non-absorbent, smooth, easily cleanable work surface must be provided within the enclosure where food is being prepared. Such surfaces should be properly elevated by tables or similar structures. Commercial cutting boards are recommended.
7. All premises and equipment shall be maintained in a clean and sanitary condition at all times.
8. All food, beverages, equipment and utensils shall be protected at all times from unnecessary handling and shall be stored, displayed and served so as to be protected from contamination. Sneeze guard protection may be required. All food and containers shall be stored at least six inches off the floor or ground on shelving or pallets. **NO FOODS SHALL BE STORED DIRECTLY ON THE GROUND.**
9. Ice intended for consumption shall be from an approved source and properly protected and stored separately from the ice used for refrigeration purposes.
10. The use of single service utensils is recommended.

11. Several gallons of potable water shall be provided for cleaning purposes and hand washing. Potable water shall be from an approved source and shall be stored in an approved container. The container should have a spigot for the dispensing of the water.
12. An adequate number of leak-proof and fly-proof garbage containers shall be provided and serviced as needed. Plastic garbage bags may be used in each booth. Arrangements for clean-up and final disposal of all solid waste must be approved by the Health Department.
13. Waste water and other liquid waste, including waste from the ice bins and beverage dispensing units should be contained in or drained into a leak-proof container and disposed of appropriately.
14. Provisions must be made to prohibit entrance of animals into the food preparation areas or any extended areas for food preparation or storage of food.
15. Only authorized personnel shall be allowed inside the work and food service area.

(Revised 12/2019)