SUFFOLK COUNTY
DEPARTMENT OF HEALTH SERVICES
BUREAU OF PUBLIC HEALTH PROTECTION

TEMPORARY EVENT ORGANIZER'S APPLICATION AND PERMIT

*** SUBMIT *AT LEAST 21* DAYS PRIOR TO THE EVENT**

Official Use Only **DATE RECEIVED:** _____

FEES:

_____ $210 Permit Fee (No Permit Fee Required for Non-Profit with Copy of Tax Exempt Form Attached)
_____ $ 70 * Late fee for applications submitted less than 21 days prior to the event

PERMIT ISSUED **PERMIT DENIED** **SANITARIAN** _____ **SANITARIAN ID#** _____

DATE ISSUED: _____

Applications must be accompanied by a site plan drawn to scale showing sewage disposal, water and electric lines, proposed locations of food establishments, toilets, and utility washrooms. Events cannot exceed a 14 day period. Permits cannot be renewed at the same location. Late applications may be denied at the discretion of the Department. Payment can be made by check, money order (payable to "Commissioner of Health Services"), or VISA/Master Card.

1. **ORGANIZER/APPLICATION INFORMATION:**

Name of Organization_____ Contact Person _____

E-mail Address _____ Daytime Phone #:_____

Mailing Address_____

Town _____ State _____ Zip_____

2. **EVENT INFORMATION:**

Event Name _____

Location: _____ Opening Date: _____ Closing Date: _____

Street Address _____ Nearest Cross Street _____

Town: _____ Average Daily Attendance: _____

Hours of Operation:

Day of the Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Opening Time	☐AM ☐PM	☐AM ☐PM	☐AM ☐PM	☐AM ☐PM	☐AM ☐PM	☐AM ☐PM	☐AM ☐PM
Closing Time	☐AM ☐PM	☐AM ☐PM	☐AM ☐PM	☐AM ☐PM	☐AM ☐PM	☐AM ☐PM	☐AM ☐PM

3. **Toilet Facilities for Food Handlers with Warm Running Water Hand Washing Sinks**:

Number of Flush Toilets _____ Number of Hand Washing Sinks with warm running water_____

Location of Toilet Facilities _____Distance from Food Vendors _____ feet

4. **Toilet Facilities for Public:**

Number of Public Toilets Provided _____ Number of Hand Sinks _____ Number of Handicap Accessible Toilets _____

5. **Event Set-up Information:**

Source of Water Supply (If well water, attach water analysis. If public water, supply proof of source) _____

Will a fire hydrant be used for potable water? Yes ☐ No ☐ If yes, provide recent water sample lab analysis results and a fire hydrant permit. A reduced pressure zone valve (with test results attached) must be connected to hydrant to prevent backflow.

Proposed Water Distribution Plan _____

Location of Three-compartment Sink for Utensil Washing (required for multiple day events) _____

_____

Source of Hot Water Supply for Three-compartment sink _____

Location of On-site Mechanical Refrigeration _____

Source of Continuous Electric Power for the Event _____

# of Trailers and Tents Used for Sleeping _____ # of Persons Sleeping on-site _____

Number of Garbage Collection Facilities _____ Name of Garbage Disposal Service _____

Name of Contracted Wastewater Pump out Service _____

Name, Address, and Phone # of Person Responsible for Final Cleanup of Event Site _____

_____

Will the Event Feature Live Animals (i.e., petting zoos, pony rides, rodeos)? Yes ☐ No ☐ If yes, please fill out this section

Type (i.e., Petting Zoo)	Name of Company	Address	Permit #	Contact Person	Phone #

6. List of food vendors, caterers, and any other participants providing food to the public, including food for sampling and tasting.

Name	Address	Phone Number

The undersigned applicant hereby states that they are the responsible owner or manager of the said operation; that they have obtained authorization for use of the proposed location and secured licenses and permits as locally required; that they are familiar with and prepared to comply with pertinent regulations of the Suffolk County Sanitary Code, and that they accept responsibility for any and all violations of the Code caused or committed by any of their employees. Permits are not transferable.

Signature _____ Date _____

Print _____

Title (Print)_____

Public Health
Prevent. Promote. Protect.

BUREAU OF PUBLIC HEALTH PROTECTION
360 Yaphank Avenue, Suite 2A, Yaphank NY 11980
(631) 852-5999 FAX (631) 852-5871

VENDORS TEMPORARY FOOD SERVICE APPLICATION and PERMIT

Suffolk County Department of Health Services
Bureau of Public Health Protection
360 Yaphank Avenue, Suite 2A
Yaphank NY 11980
(631) 852-5999 / 852-5873 FAX (631) 852-5871
EMAIL: HealthPHP@suffolkcountyny.gov

FOR OFFICE USE ONLY
DATE RECEIVED: _____
FEES:
$95 Temporary stand or self-contained vehicle not under annual permit
$70 Late fee for applications submitted less than 14 days prior to the event
PERMIT ISSUED DENIED
SANITARIAN_____
SANITARIAN ID#_____

INSTRUCTIONS

- TYPE OR PRINT LEGIBLY & SUBMIT AT LEAST 14 DAYS PRIOR TO THE EVENT
- APPLICATIONS RECEIVED LESS THAN 14 DAYS PRIOR TO THE EVENT MAY NOT BE APPROVED; IF APPROVED, MENU MAY BE RESTRICTED
- PAYMENT BY CHECK OR MONEY ORDER (PAYABLE TO "COMMISSIONER OF HEALTH SERVICES") OR VISA/MASTER CARD

Name of Operator/Vendor:		**Name of Food Service (DBA):**		
Address of Operator/Vendor:		**City:**	**State:**	**Zip:**
Email Address:		**Daytime Phone #:**	**Corporation Name:**	
Mailing Address (if different):		**City:**	**State:**	**Zip:**
Event Name:		**Event Location**		
Event Start Date:	**Event End Date:**	**Event Hours:**	**Event Coordinator:**	**Coordinator's Phone #:**
Street Address of Event:		**Nearest Cross Street:**	**City:**	**State:**	**Zip:**
Set-Up Date:	**Set-Up Time:**		**Coordinator's Email Address:**	

Type of Establishment (check all that apply): ☐ Vehicle/Trailer ☐ Indoor ☐ Outdoor ☐ Restaurant Show Case ☐ Booth/Stick Stand ☐ Field Kitchen

Name of Person at this event with a Food Manager's Certificate:	**Food Manager's Certificate Number/Expiration:**

IMPORTANT FOOD SAFETY REQUIREMENTS

1. **Wash your hands** with soap and water (not with hand sanitizer) before starting work, and each time after contamination, including coughing, sneezing, handling unclean items, eating, using tobacco, when changing gloves, or after using the toilet.
2. **Never allow bare hands** to come in contact with food that will not be cooked. Use disposable gloves, clean & sanitized utensils, napkins, or deli paper to handle ready-to-eat foods.
3. **Individuals** with vomiting or diarrhea, or having infected wounds on exposed body parts must not handle or serve food or food-related items.
4. **Avoid cross-contamination**. Never store raw meats, fish, or eggs above prepared or ready-to-eat foods.
5. **Safe food temperatures must be maintained.** All potentially hazardous (temperature controlled for safety) foods that will be transported cold must arrive at the event and be maintained at or below 41°F. All potentially hazardous (temperature controlled for safety) foods that will be transported hot must arrive at the event and be maintained at or above 140ºF.
6. **Cook poultry** and stuffed meats to at least 165ºF.
   Cook hamburgers and other ground meats to at least 158ºF.
   Cook pork to at least 150ºF.
   Cook eggs to at least 145ºF.
   Cook beef (solid cuts) to 130ºF.
7. **Foods reheated** for hot holding shall be heated to 165°F within 2 hrs.
8. **Stem-type food thermometer** 0ºF - 220ºF with 2 degree increments is required if you serve any potentially hazardous (temperature controlled for safety) foods. Temperatures must be monitored frequently.
9. **Sanitizer** for wiping cloths must be provided in your booth/vehicle.
10. **Displayed foods** must be protected by a sneeze guard or other barrier.
11. **Canned or bottled beverages stored on ice must be stored in a container with a continuous drain.**
12. **Water must be from an approved source**

IF YOU ARE APPLYING FOR A PERMIT FOR A BOOTH/STICK STAND COMPLETE THIS SECTION:

NOTE: Food preparation is restricted to cook and serve only. No slicing, cutting, blending, or mixing of foods and beverages is permitted. Food and equipment must be protected from contaminantion at all times.

Construction

Describe flooring:	Describe overhead protection:	How will patron access be restricted? (i.e. tables, walls)

Refrigeration

How will food be transported to the event? (i.e. refrigerated truck, insulated containers)	Describe type of mechanical refrigeration in the booth.	Describe any other types of mechanical refrigeration on site.

Events longer than 1 day require overnight mechanical refrigeration

Please describe:

Hand Washing Station

Describe hand wash station to be used in booth. (A hand wash station can consist of 2 gallons of water in an urn with spigot that locks in the open position, a waste/collection bin to collect waste water, liquid soap & paper towels)

Cooking, reheating, and hot holding equipment

Describe type of equipment to be used in booth.

IF YOU ARE APPLYING FOR A PERMIT FOR A TRAILER OR FIELD KITCHEN COMPLETE THIS SECTION:

Potable water supply (Food Grade hoses are required for all potable water supply uses.)

Will you be connecting to the fresh water supply at the event?

☐ Yes

☐ No If **NO** attach a copy of the water bill or lab test results for the location where potable water tanks are filled

Fresh water tank size_____gallons or Length_____in. Width_____in. Height_____in.	During the super-chlorination process how much bleach is used?_____oz. Amount of time_____hrs.
Type of backflow device on trailer at potable water connection:	How are water lines protected from contamination?

Refrigeration

How will cold food be transported to the event? (i.e. refrigerated truck, insulated containers)	Describe type of mechanical refrigeration on board:
Describe any other types of mechanical refrigeration on site:	Is your food service operation provided with continuous electric power for 24 hours a day? Yes ☐ No ☐

What is the source for continuous electric power?

3 Bay Sink and hand washing sink

3 Bay Sink on board with hot and cold running water and indirect drains? Yes ☐ No ☐	Handwashing sink on board with hot and cold running water? Yes ☐ No ☐

Waste Water

Are waste water tanks built-in or roll away?	Describe the manner in which waste water is disposed

MENU AND PREPARATION PROCEDURES:
Describe all preparation procedure(s) for each food and/or beverage item prepared at the BOOTH/TRAILER/VEHICLE

Menu Item(s)	Prepared off-site		Cold holding 41° F or below	Cook Temp	Reheat for hot holding 165° F	Hot holding 140° F or above	Assemble	Other/Notes
(example) Cheeseburger	Yes ☐	No ☑	☑	158° F	☐	☐	☑	serve
	Yes ☐	No ☐	☐	° F	☐	☐	☐	
	Yes ☐	No ☐	☐	° F	☐	☐	☐	
	Yes ☐	No ☐	☐	° F	☐	☐	☐	
	Yes ☐	No ☐	☐	° F	☐	☐	☐	
	Yes ☐	No ☐	☐	° F	☐	☐	☐	
	Yes ☐	No ☐	☐	° F	☐	☐	☐	
	Yes ☐	No ☐	☐	° F	☐	☐	☐	
	Yes ☐	No ☐	☐	° F	☐	☐	☐	
	Yes ☐	No ☐	☐	° F	☐	☐	☐	
	Yes ☐	No ☐	☐	° F	☐	☐	☐	

If off-site food preparation is required, complete this section.

Establishment Name:

Address: City: State: Zip:

Permit #:

Permitting Agency:

Dates and times establishment used:

FOOD SOURCE INFORMATION

Name of Food Source	Address of Food Source				Food Items
	Street Address	Town	State	Zip	

NOTE: If serving shellfish (clams, oysters, mussels, scallops), shellfish tags and receipts must be available for inspection at the event and be retained for 90 days following the event.

I hereby certify that information I provided in this document is true. I understand that I am obligated to comply with the food safety requirements as stated herein as well as applicable provisions of the Suffolk County Sanitary Code. Additionally, I fully understand that any deviation from the conditions stated herein without prior permission from the Department may result in legal action and/or closure of the food service operation.

Signature of Applicant

Date

CERTIFICATION OF FOOD SOURCE

DATE: _____

TO: SUFFOLK COUNTY DEPT. OF HEALTH SERVICES

FROM: NAME OF ESTABLISHMENT PROVIDING FOOD _____

ADDRESS: _____

SUFFOLK COUNTY FOOD ESTABLISHMENT PERMIT #: _____

OR

NYS DEPT. AGRICULTURE & MARKETS PERMIT #: _____

THE FOOD ITEMS LISTED BELOW WILL BE PROVIDED BY MY ESTABLISHMENT.

_____
(SIGNATURE OF OWNER OR RESPONSIBLE PERSON)

_____
(OFFICIAL CONNECTION WITH ESTABLISHMENT)

FOOD ITEMS PROVIDED:

_____

_____

_____

_____

_____

_____

_____

(TO BE COMPLETED BY ESTABLISHMENT/PERSON APPLYING FOR PERMIT)

NAME _____

ADDRESS _____

_____

_____

Public Health
Prevent. Promote. Protect.

BUREAU OF PUBLIC HEALTH PROTECTION
360 Yaphank Avenue, Suite 2A, Yaphank NY 11980
(631) 852-5999 / 852-5873 FAX (631) 852-5871

STANDARDS OF THE SUFFOLK COUNTY DEPARTMENT OF HEALTH FOR THE ADMINISTRATION OF SECTION 760-1390 OF ARTICLE 13 OF THE SUFFOLK COUNTY SANITARY CODE (TEMPORARY FOOD SERVICE)

BOTH ORGANIZERS OF SPECIAL EVENTS AND INDIVIDUAL OPERATORS ARE REQUIRED TO HOLD SEPARATE PERMITS FOR THE OPERATION OF TEMPORARY FOOD ESTABLISHMENT

I. General Provisions

A. Organizers of special events at which food is served and individual food vendors at these events shall operate in compliance with Article 13 of the Suffolk County Sanitary Code and Part 14 of the New York State Sanitary Code.

B. When, in the opinion of the department, no imminent hazard to the public health will result, temporary food establishments which do not fully meet the requirements of this article may be permitted to operate when food preparation and service are restricted and deviations from full compliance are covered by the additional or modified requirements as set forth below:

1. The preparation of potentially hazardous food, such as cream-filled pastries, custards, including synthetics and similar products, and meat, poultry, eggs and fish in the form of salads, or sandwiches, shall be prohibited, unless specifically approved by the department.

2. This prohibition shall not apply to hamburgers, frankfurters, and other food which, prior to service, requires only limited preparation, such as seasoning and cooking; nor to any potentially hazardous food which is obtained in individual servings, is stored in approved facilities which maintain such food at safe temperatures, and is served directly in the individual original container in which it was packaged at an approved commercial food establishment.

C. Both organizers of special events and individual operators of temporary food establishments are required to obtain permits to operate. A permit will be issued subject to the temporary food service establishment being constructed, maintained and operated in compliance with this subsection and not presenting a danger to the health of the consumer or to the public. An applicant's past history of compliance or non-compliance will be a consideration in evaluating each of the previously mentioned criteria. The condition of the establishment, its equipment, utensils, personnel, mode of operation, surroundings, water supply, sewage disposal, waste handling, furnishings, food and appurtenances are all factors in determining whether its continued operation may affect public health.

D. Temporary event permits are restricted to a fixed location for a period of time each day, not to exceed 14 days, in connection with a single event or celebration.

Discontinuous events, other than those delayed or interrupted by weather or natural and man-made disasters, shall be considered separate events. Permits for temporary food establishments are not renewable.

E. An overall site plan showing sewage disposal, water and electric lines, proposed locations of food establishments, toilets, and utility wash rooms must be included with the organizer's application. If animals will be present, the requirements of Article 17 must be met, and the plan must show the visitor transition areas, animal holding areas, location of manure storage, and routes of manure and soiled bedding disposal. Water analysis, refuse contracts, and wastewater pumpout contracts must also be submitted where required by the Department.

F. Applications

1. Organizers are required to file applications with the Department at least 21 business days prior to the commencement of each temporary event. Individual vendors are required to file properly completed applications with the Department at least 14 business days prior to operating. Properly executed floor plans of the temporary food service establishment and HACCP plans of proposed menu items shall be submitted at least 14 days prior to operation. (HACCP plans are detailed examinations of the preparation of menu items, identifying the hazards and establishing control measures that ensure a safe product.) Temporary food service establishment operators must make available the food service facility and all items, conveyances, utensils and equipment for inspection at least 4 hours before commencement of the operation. The application and floor plans must be approved prior to issuance of a permit. Operators of temporary food service establishments holding annual permits issued by the department shall submit separate applications for each and every event no less than 14 days prior to the event.

2. The application for permit is to be fully completed and signed by the applicant.

3. Late applications will be restricted or denied.

a. When the application for a temporary food service permit has been received between 3 and 13 days prior to the date of operation, the owner of a temporary food service establishment may be issued a permit approval to operate only when:

(1) The Commissioner determines that the Department has resources available to make the necessary inspections.

(2) The applicant pays the applicable late fee in the form of a money order or certified check as set forth in the fee schedule; and

(3) The Commissioner limits the menu to low risk foods or determines that the operation of the establishment will not present a health hazard.

b. If the application is received 2 or less days prior to the date of operation, the owner of a temporary food service establishment will not be issued a permit.

G. Water Supply

1. The Suffolk County "Guidelines for the Start-up of Temporary Water Distribution Systems at Special Events, Temporary Food Services, Agricultural and Non-Agricultural Fairgrounds, and Carnivals in Suffolk County" shall apply to the water supply at a temporary event.

2. A safe, adequate, suitably piped water supply is to be provided. Public water shall be the preferred supply at all times. If the water supply is from a private well, the water must meet New York State and Suffolk County Safe Drinking Water Standards. Whenever a private well is used, a copy of a current water analysis performed by an approved laboratory shall be submitted to the Department at least 14 business days prior to the commencement of the affair. Failure to provide a satisfactory water analysis will result in denial of a permit to operate. All water lines and water mains that were inactive prior to the event must be disinfected and flushed as per American Water Works Association Standard ANSI/AWWA C651 (latest edition). A free chlorine residual of at least 0.2 mg/l must be maintained for the 2 days following the completion of the main disinfection.

3. If public water is provided, the connection must be approved by the water purveyor. A backflow preventer approved by the water purveyor shall be provided at the connection to the public supply. All existing connections to on-site private wells shall be eliminated before connecting to public water. Disinfection of on-site piping contaminated with private well water is required by the Department before connecting to public water.

4. If the supply is a private well, a recent well water analysis by an approved laboratory for water collected within 90 days of the proposed event must be submitted with the application. Additional analyses may be required by the department before, during, or after the event if the well is subjected to, or suspected of being subjected to, conditions that might adversely affect water quality. Tests for bacteria, inorganic chemicals, and volatile organic chemicals will be required. Depending on the location of the event and the history of the area, tests for pesticides and herbicides may also be required.

5. Bulk water supplies shall not be used for consumptive or culinary purposes unless otherwise permitted by the Department. Bulk water supplies, if permitted,

shall contain a minimum chlorine residual of 0.5 ppm, and shall be secured, transported and transferred in an approved manner. Test kits shall be provided by the operator to check chlorine residuals. Tests of available chlorine shall be conducted by the operator before using each bulk supply vessel and no less than once every 12 hours during use, and a log of the tests shall be maintained at the temporary food service establishment.

6. Non-potable water supplies, if used, must be physically separated from the potable supply and conspicuously labeled as a non-potable supply.

7. For water distribution systems that were inactive, samples taken at representative points in the distribution system must be submitted to an approved laboratory for Total Coliform analysis prior to the first event of the season. Samples must be taken and tested for E. coli whenever there is a positive Total Coliform test.

8. Free chlorine residual disinfection concentrations must be taken prior to each event and daily during each event at representative points in the distribution system.

9. Series-type connections to individual temporary food establishments are prohibited.

H. Toilet and Handwashing Facilities For Food Workers

Toilet facilities equipped with suitable handsinks, an adequate supply of warm or tempered running water, soap and single-service towels from dispensers shall be made readily available to food workers and shall be located within 300 feet of all food vending facilities.

I. Toilet and Handwashing Facilities for Patrons

For events where attendance exceeds 2,000 people per day, the event exceeds four hours in duration, and alternative toilet and handwashing facilities acceptable to the Department are not provided, the organizer shall provide toilet and handwashing facilities in the following ratios:

(1) One toilet facility per 500 attendees; and,

(2) One handwashing facility, equipped with a running water supply, soap and sanitary hand towels per five toilet facilities, with a minimum of one handwashing facility; and,

(3) Each toilet area shall be have a minimum of one handicap accessible toilet facility and that facility shall be equipped with a handwashing facility as described in (2) above.

J. Utensil Washing Facilities

An adequate number of three-compartment sinks with hot and cold running water and drain boards, conveniently and properly located in a suitable enclosed area shall be provided for the washing and sanitizing of all multi-use utensils and food preparation equipment. Sinks required for handwashing are not to be used for this purpose.

K. Sewage and Refuse Disposal

1. Sewage wastes from toilets, handwashing sinks and equipment washing sinks are to be discharged in an approved sub-surface system or in approved holding tanks which are emptied in a sanitary manner acceptable to the Department. If holding tanks are used, the Department may require the submission of a properly executed contract with a waste carter for continuous pumpouts, as needed.

2. All refuse is to be stored in covered, non-absorbent, insect and rodent proof containers and in such a manner as not to create a nuisance. An adequate number of receptacles shall be provided throughout the grounds. All refuse is to be disposed of on at least a daily basis, and all animal wastes are to be collected immediately after deposit and stored in an inoffensive manner.

L. Power Supply

Each stand shall be provided with an adequate electric supply installed and maintained as prescribed by local codes. The power supply for mechanical refrigeration shall be continuous for the duration of the event.

M. Animals & Petting Zoos

1. If animals are kept at events, these areas shall be remote from any and all potable water and food operations, including the storage of food, single service items, utensils, and equipment.

2. For areas where animal contact is possible, design of the entry and exit points for animal contact areas shall be planned to facilitate proper visitor flow through **transition areas**. Transition areas, for the purposes of these Standards, shall mean visitor traffic control areas established between non-animal and animal areas.

3. Fences, gates, or other types of barriers shall be provided that restrict uncontrolled visitor access to animals and animal contact areas and ensure that visitors enter and exit through transition areas.

4. Each exit transition area shall be equipped with an adequate number of handwashing stations. Adequate, for the purposes of these Standards, shall mean enough handwashing stations to prevent a "waiting line" of more than three people. These handwashing stations shall be equipped with hot and cold or tempered running water, soap and paper towels from covered dispensers, and shall be available and accessible to all visitors, including children and persons with disabilities. Handwashing stations may be augmented, but not replaced, by alcohol-based hand sanitizer dispensing stations.

5. Educational information regarding the prevention of infection and injury, the location of hand-washing facilities, and instructions for visitors to wash their hands upon exiting animal areas shall be provided in both ingress and egress transition areas.

a. Signs informing visitors that they are entering an animal area shall be posted at the entrance transition areas.

b. Signs instructing visitors not to eat, drink, or place their hands in their mouth while in the animal area shall be posted.

c. Signs advising visitors that they should not take strollers, baby bottles, pacifiers, food, and beverages into areas where animal contact is encouraged or where contact with animal manure or bedding can occur shall be posted.

d. Exit transition areas shall be marked with signs instructing the public to wash their hands.

3. Animal feed and water shall be inaccessible to the public.

4. No food or beverages shall be permitted in animal areas. In addition, smoking, carrying toys, the use of spill-proof cups, and baby bottles in animal areas shall not be permitted.

5. Trained staff shall be present in areas where animal contact is permitted to encourage appropriate human-animal interaction, reduce risk for exposure (e.g., by promptly cleaning up wastes, and compliance with educational postings), and process reports of injuries and exposures.

6. Manure and soiled bedding shall not be transported or removed through non-animal areas or transition areas used by visitors.

7. If animals or animal products (e.g., animal pelts, animal waste, owl pellets, etc.) are used for educational purposes in non-animal areas, the non-animal areas and equipment used shall be cleaned and sanitized after use. Animals and animal products should not be brought into food-consumption areas.

8. If feeding animals is permitted, only food sold by the venue for that purpose shall be allowed. Food sold for animal consumption shall not be dispensed in containers that can be eaten by persons (i.e., ice cream cones).

9. If areas previously used for animals are subsequently used for public events, these areas shall be cleaned and disinfected prior to the subsequent use. Enclosed areas lacking smooth, impervious surfaces that allow thorough cleaning and disinfection shall not be used for subsequent public events.

10. The location of animal holding areas and manure piles shall be pre-approved by the Department and shall be at least 150 feet from any potable well water supply.

11. Hoses in animal areas that are accessible to the public shall be labeled "Not for Human Consumption" and stored coiled, off the ground, in a dispenser or rack when not in use by employees.

N. Miscellaneous

Effective dust, vermin, and insect control measures shall be employed. The Department may require advance control measures for disease-bearing vectors or vehicles (flies, ticks, etc.).

Revised: 3/28/05

II. INDIVIDUAL FOOD SERVICE OPERATORS

A. Permit Issuance.

A permit will be issued subject to the temporary food service establishment being constructed, maintained and operated in compliance with this subpart and not presenting a danger to the health of the consumer or to the public. An applicant's past history of compliance or non-compliance will be a consideration in evaluating each of the previously mentioned criteria. The condition of the establishment, its equipment, utensils, personnel, mode of operation, surroundings, water supply, sewage disposal, waste handling, furnishings, food and appurtenances are all factors in determining whether its continued operation may affect public health.

B. Restrictions

1. There shall be no on-site processing of potentially hazardous foods, except as approved by the Department, after review and approval on an individual basis. Temporary food establishments processing potentially hazardous foods shall comply with all applicable provisions of Article 13 and obtain plan approval prior to operation. Properly executed floor plans and HACCP plans of proposed menu items, when required by the Department, shall be submitted for review and approval at least 14 business days prior to operation. Department approval of floor plans and HACCP plans is required prior to operation.

2. The Department may approve the processing of non-potentially hazardous foods on an individual basis in an enclosed self-contained unit which is properly constructed, equipped with mechanical refrigeration, a three compartment sink of commercial type equipped with drain boards, properly equipped handwash facilities, a suitable holding tank and/or subsurface waste disposal system, adequate light and ventilation, and easily cleanable floors, walls and ceiling. All food ingredients shall be stored and combined within the self-contained unit.

3. Only single-service eating and drinking utensils shall be used, unless otherwise approved by the Department.

4. All beverages are to be served in commercially prepackaged, individual serving containers unless dispensed by beverage dispensing equipment approved by the Department. Wet storage of packaged food and beverage shall be prohibited.

5. Temporary food service establishments, including limited food service establishments serving food at temporary events, shall comply with the requirements of Article 13 and Part 14 of the New York State Sanitary Code not specifically stated in this section.

6. Additional restrictions apply to food stands constructed on-site, also known as "Stick Joints".

a. Definition of a "stick joint".

A "stick joint" shall mean a temporary stand assembled or partially assembled at the event, generally made of wood and canvas. The resulting stand is not fully enclosed and may lack a running hot and cold water supply, approved sewage disposal system, approved utensil washing facilities, etc. These stands do not provide an environment comparable to a restaurant, nor acceptable for food preparation.

b. No food preparation or excessive handling is permitted in "stick joints".

(1) Slicing, cutting, chopping, or mixing of any foods or beverages is prohibited in stick joints unless otherwise approved by the Department.

(2) Beverage sale shall be restricted to commercially prepackaged, individual servings. Ice dispensing or handling is prohibited unless otherwise approved by the Department.

(3) The operation shall be restricted to frying, grilling, or baking of pre-portioned foods and the subsequent service, such as placing cooked foods on a plate or inside bread to form a sandwich.

(4) The Department may allow the mixing of non-potentially hazardous batters and the scooping of frozen desserts on an individual basis if the stand is equipped with tempered running water, approved waste water disposal, a three compartment sink, a handwashing sink, a running water dipperwell (for storing frozen dessert scoops), and is otherwise properly constructed to provide a protected environment.

C. <u>Food Protection</u>

1. All potentially hazardous foods shall be maintained at 41 degrees F (5 degrees Celsius) or below or 140 degrees F (60 degrees Celsius) or above.

2. During transportation, food is to be protected from contamination, stored in food transport equipment approved by the Department, and maintained at temperatures required by this Article. Cold potentially hazardous foods shall be transported under mechanical refrigeration, except as otherwise approved by the Department by written agreement prior to the event.

3. Mechanical refrigeration, equipped with an accurate and conspicuous thermometer, shall be provided at each stand to maintain cold foods at or below 41 degrees F (5 degrees Celsius).

4. If potentially hazardous food with USDA approval for limited reheating to 140°F (60°C) is to be served, properly constructed and located equipment capable of heating such food to an internal temperature of 140°F (60°C) within one hour is required. If other potentially hazardous food is to be reheated, equipment capable of reheating such food to a uniform internal temperature of 165°F (74°C) within one hour is required.

a. When microwave cooking is practiced, the food must be;

(1) Rotated or stirred throughout or midway during cooking to compensate for uneven distribution of heat;

(2) Covered to retain surface moisture;

(3) Heated to a temperature of at least 165°F (74°C) in all parts of the food; and

(4) Allowed to stand covered for 2 minutes after cooking to obtain temperature equilibrium.

5. Metal stem-type, numerically scaled, indicating thermometer(s) accurate to plus or minus two degrees Fahrenheit (1 degree Celsius) are to be provided and used to determine that proper internal cooking, holding, or refrigeration temperatures of all potentially hazardous foods are obtained and maintained.

6. Ice used for consumptive purposes or for contact with food containers shall be obtained prepackaged from an approved source and handled, stored, and dispensed in a sanitary manner and protected from potential and actual contamination. Such ice shall be obtained in single-use plastic or wet strength paper bags which are filled and sealed at the point of manufacture and shall be held therein until used. The use of bulk ice for consumptive purposes, or for contact with food containers, is prohibited unless otherwise approved by the Department. Ice chests and ice tables shall be equipped with an open drain.

D. Water Supply

1. The temporary food establishment shall obtain water from a public water supply or a private well that meets the Drinking Water Standards. If well water is used, a copy of an acceptable well water analysis for all required parameters, completed quarterly (or more often if required by the Department), must be kept in the establishment. The temporary food establishment operator shall maintain in

the establishment a log indicating the date and location of all water filling activities.

2. Temporary food establishments shall not use bulk water for consumptive or culinary purposes unless the following conditions are met:

a. The temporary food establishment is fully enclosed and self-contained with permanently installed water storage tanks and associated piping of approved material and construction.

b. The water supply system shall be enclosed from the filling inlet to the discharge outlet and self-contained with water holding tank(s) and associated piping of approved material and construction. The tank shall be sloped to an outlet that allows complete drainage of the tank.

c. If a water tank is designed with an access port for inspection and cleaning, the opening shall be in the top of the tank and:

(1) Flanged upward at least 13 mm (one-half inch); and

(2) Equipped with a port cover assembly that is:

(a) Provided with a gasket and a device for securing the cover in place, and

(b) Flanged to overlap the opening and sloped to drain.

d. If provided, a water tank vent shall terminate in a downward direction and shall be covered with:

(1) 16 mesh to 25.4 mm (16 mesh to 1 inch) screen or equivalent when the vent is in a protected area; or

(2) A protective filter when the vent is in an area that is not protected from windblown dirt and debris.

3. Permanently installed water tanks shall be equipped with sanitary water fill inlets, sloped to drain, and are to be filled from an approved source by use of a food grade hose. The fill hose is to be used for no other purpose, shall be clearly and durably identified as to its use, shall be food-grade, and shall be stored in a sanitary manner on the temporary food service establishment.

4. A filter that does not pass oil or oil vapors shall be installed in the air supply line between the compressor and the water supply system when compressed air is used to pressurize the water tank system.

5. The temporary food establishment operator shall superchlorinate the water holding tanks in the establishment at least once a month when the vehicle is in operation, immediately before use after any period of non-use of one month or more, and whenever any contamination is accidentally introduced into the water holding tanks. In addition, the establishment's water system shall be superchlorinated on-site, immediately before use. Hoses used for connection to an on-site water supply must be superchlorinated immediately before use. The superchlorination procedure must utilize a combination of sufficient contact time and strength of chlorine solution to be effective. A superchlorination log shall be kept in the establishment indicating the date of chlorination.

a. An acceptable superchlorination process requires a 50 mg/l solution of sodium hypochlorite, with a contact time of 12 to 24 hours. The amount of household bleach (5.25% Sodium Hypochlorite) required to produce this solution can be determined by multiplying the water storage capacity, in gallons, by 0.13. The resulting number is the **ounces** of bleach that must be added to the water supply system. A stronger solution can be obtained by multiplying the tank capacity by 0.25. This requires a shorter contact time of 6 to 12 hours. After the bleach solution is added to the water tank and the system is filled with water, the taps must be open and run until bleach odor is detected. The taps are then closed and left closed for the necessary contact time.

b. After superchlorination, before use, the holding tanks must be drained and refilled in an approved manner with potable water.

6. If an approved connection to public water or an approved private well is provided for temporary food service establishments at the event, the water supply to each stand, mobile unit, or booth must also be protected from contamination occurring inside the grounds. A backflow preventer designed for operation under continuous pressure must be provided at the connection to each temporary food service establishment. Water shall be conveyed to temporary food service establishments by one piece food-grade hoses. If hose sections are joined, the connections shall be elevated and secured off the ground by a method approved by the Department. Series-type connections between individual temporary food establishments to the on-site water supply are prohibited.

E. <u>Sewage and Refuse Disposal.</u>

1. Sewage wastes from toilets, handwashing sinks and equipment washing sinks are to be discharged in an approved sub-surface system or in approved holding tanks which are emptied in a sanitary manner acceptable to the Department. If holding tanks are used, the Department may require the submission of a properly executed contract with a waste carter for continuous pumpouts, as needed.

2. All refuse is to be stored in covered, non-absorbent, insect and rodent proof containers and in such a manner as not to create a nuisance. An adequate number of receptacles shall be provided throughout the grounds. All refuse is to be disposed of on at least a daily basis, and all animal wastes are to be collected immediately after deposit and stored in an inoffensive manner.

F. Display and Service of Food

1. All equipment and food shall be so placed and/or displayed as to prevent accidental contamination. Food contact surfaces of food preparation equipment such as grills, stoves, and worktables shall be protected from contamination by consumers and other contaminating factors. Where necessary, effective shields for such equipment shall be provided. Equipment shall be properly located and installed to facilitate cleaning the establishment and to prevent food contamination. All lighting must be properly shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment, utensils, and linens; or unwrapped single-service and single-use articles.

2. An adequate supply of convenient and suitable utensils and/or sanitary gloves shall be provided and used to prepare and serve food to eliminate bare hand contact and prevent contamination. Where appropriate, waxed paper, napkins, or equivalent barriers to prevent hand contact with foods may also be used.

G. Personnel

1. No person who is infected with a disease transmissible by foods, or who has a boil, infected cut or sore, or respiratory disease shall handle foods, ice, or beverages.

2. Food workers shall wear clean clothing, not smoke or use tobacco in any form while handling food or in food preparation areas, and use hair restraints to minimize hair contact with hands, food and food-contact surfaces.

3. All personnel handling food are to wash their hands with soap and water after using the toilet, smoking, eating, or when otherwise soiled.

4. Living and sleeping quarters are to be separate from areas associated with food preparation and storage, and utensil washing and storage.

H. Training

Each temporary food service establishment and all “field kitchens” shall have employed, during all hours of operation, a person in charge who holds a valid Food Manager’s Certificate issued by the Commissioner. For an owner-operated establishment, the owner shall be so certified. Valid Food Manager’s Certificate(s) shall be prominently displayed to the public.

I. Handwashing

1. Hand washing must be available in each booth. A minimum 2-gallon capacity insulated container containing tempered water (90-110°F; 32- 43°C), with a spigot that allows hands-free rinsing must be provided. A water-heating device for preparing additional warm water is required, unless provided by the organizer. Single-service towels and hand soap in suitable dispensers shall be provided in each stand. Handwashing signs shall be posted at each handwashing facility. Special event vehicles with yearly operating permits shall meet the handwashing requirements of Section 760-1370 for a Type 7 Limited Food Service Establishment (Special Events Vehicle).

2. Liquid wastes from handwashing and limited cleaning operations located in each stand may be contained in portable holding tanks prior to disposal in a sanitary manner acceptable to the Department unless approved permanent facilities are provided.

J. Sanitizer Presence and Use; Wiping Cloths.

1. Sponges and cloths used by food service personnel for wiping spills on food contact surfaces shall be clean, and such cloths used for wiping food contact surfaces shall be used for no other purpose. Sponges and cloths used for wiping counter and table surfaces shall be clean and used for no other purpose. Such sponges and cloths shall be stored between uses in a chlorine solution of at least 50 parts per million of available chlorine or other approved sanitizer with a bactericidal effect equivalent to at least 50 parts per million of available chlorine. A suitable sanitizer test kit shall be available and used. Dry cloths used for nonfood wiping purposes, such as for moving hot equipment, shall be a distinctly different color than moist wiping cloths

2. An adequate supply of an approved sanitizer shall be on-premises during all hours of operation.

K. Transportation of Food

1. Potentially hazardous foods must be maintained at 41°F (5°C) or below, or 140°F (60°C) or above during transportation. The transportation of hot potentially hazardous foods may be permitted after individual review and approval, and when the following conditions are met:

a. Foods to be transported are prepared at an approved facility under permit of the Department or other approved regulatory agency.

b. Foods are transported in commercial food transport devices approved for this purpose by the National Sanitation Foundation (NSF), or equivalent evaluation agency, and/or this Department.

c. Hot holding facilities acceptable to the Department are present at the temporary food service location.

d. A temperature log is maintained showing temperature of foods when loaded into the transportation devices, and thereafter at intervals acceptable to the Department.

e. Other conditions, as determined by the Department, on individual review.

L. Power Supply

Each stand shall be provided with an adequate electric supply installed and maintained as prescribed by local codes. The power supply for mechanical refrigeration shall be continuous for the duration of the event.

M. Toilet Facilities

The temporary food service establishment owner/operator shall provide readily accessible and available toilet facilities with plumbed hot and cold or tempered running water handwashing facilities, soap and paper towels from dispensers, and posted handwashing signs within 300 feet of the temporary food service establishment for food workers.

N. Construction and Vermin Control.

1. Each temporary food service establishment shall be so constructed with walls and ceiling to effectively protect food and equipment from dust, dirt and other airborne contamination, be equipped with suitable flooring to provide an easily cleanable surface, and otherwise constructed to prevent any other potential health or safety hazard. Suitable flooring shall mean concrete, asphalt, tight wood, or other similar material.

2. When required by the Department, walls and ceilings in food preparation and handling areas are to be constructed in a way that prevents the entrance of insects or other animals. Screening material used for walls, doors, or windows is to be at least 16 mesh to the inch. Doors to food preparation areas are to be solid or screened and are to be self-closing.

3. When required by the Department, counter-service openings shall be provided with tight-fitting solid or screened doors or windows or shall be provided with fans installed and operated to restrict the entrance of flying insects. Counter-service openings are to be kept closed except when in actual use.

O. Field Kitchens

1. Definition of Field Kitchen.

A field kitchen shall mean a facility at the site of a temporary event used for food preparation and/or handling which provides an interior environment comparable to a restaurant. The field kitchen shall include, but is not limited to, the following minimum requirements:

a. Weatherproof, leakproof ceiling and fully enclosed (or easily and promptly enclosable) walls, providing protection from the weather for food, food equipment, and food preparation areas, and adequate protection against the entrance of flying insects and animals.

b. Floors constructed of concrete, asphalt, tight wood, or other similar material.

c. Approved potable water supply of adequate capacity, installed and connected to equipment in such manner as to preclude the possibility of backflow or backsiphonage.

d. The hot water supply shall be constructed with approved plumbing and provide an adequate supply of pressurized running water at 140°F (60°C). Adequacy of the hot water supply will be determined by the Department based on the plan review criteria applied to food service establishments.

e. Adequate mechanical refrigeration capable of maintaining foods at 41°F (5°C) or below.

f. Approved subsurface sewage disposal system or other sewage disposal system acceptable to the Department.

g. As many three compartment utensil sinks with dual drain boards as deemed necessary by the Department, based on menu review and business volume.

h. Adequate handwashing facilities with hot and cold running water, hand soap and paper towels in suitable dispensers.

i. An exhaust hood system, mechanically vented to the exterior, over all smoke or aerosol producing equipment.

j. Approved commercial mechanical dishwashing facilities if multi-use tableware is provided.

2. Field kitchens are required whenever the preparation, processing, mixing, or assembly of potentially hazardous food is conducted, or whenever deemed necessary by the Department.

3. HACCP plans of proposed menu items must be submitted at least 14 business days before operation and approved by the Department prior to operation.

4. The approval of floor plans by the Department is required prior to the use of a field kitchen.

5. A field kitchen can be a mobile unit if the requirements of Article13 and Part 14 of the New York State Sanitary Code are met.

P. Exemption

The aforementioned provisions relating to warewashing facilities, toilet facilities, and sewage facilities do not apply where potentially hazardous foods are limited to those that have been prepared, packaged and stored under conditions meeting the requirements of this article and which are served directly in the unopened individual container in which they are packaged.

Q. Itinerary Requirement.

Operators of temporary food service establishments shall submit to the department, as part of the application for a permit, an itinerary for all temporary events in which they participated for two weeks prior to the proposed event, and indicating all locations at which they intend to vend food or beverage for the two-week period after the proposed event. The itinerary shall include:

1. The address of the event.

2. The event organizer's name, address, and phone number.

3. The dates and times during which the applicant vended food or beverage, or, for future events, the dates and times the applicant intends to vend food or beverage.

4. An emergency contact number (if available) by which the department can contact the applicant before, during, or after the event.

5. A complete menu of foods and beverages prepared, handled dispensed, or stored for each event during the two week period before and during the proposed event, and a similar listing for events at which the applicant intends to operate in the two weeks after the proposed event.

6. A list of employees and their duties at each event in the two-week period before and during the proposed event, and a similar listing for events at which the applicant intends to operate in the two weeks after the proposed event.

Revised: 10/14/03