

SANGAMON COUNTY DEPARTMENT OF PUBLIC HEALTH

2833 South Grand Ave. East, Springfield, IL 62703

Phone (217) 535-3145 Fax (217) 747-5103

Website: SCDPH.org

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APPLICATION FOR LICENSE TO OPERATE A TEMPORARY FOOD SERVICE ESTABLISHMENT

Additional requirements may be needed from your local city, village, or county. If cooling/reheating food: identify the cooling and reheating procedures to be used (page 3).

Name of Event: _____
Event Address: _____ City: _____
Sponsored By: _____ Vendor Name: _____
Estimated Number of People to be Served: _____

Person in Charge: _____ Mobile Phone Number for day of event: () _____ - _____
Mailing Address: _____ City: _____ Zip: _____
Contact Telephone Number: () _____ - _____ Alternate Telephone Number: () _____ - _____
Email: _____

Food Preparation Date: _____ Prep Location: _____ Prep time: _____

Will food be transported to another location? _____ If yes, method: _____

**** Food improperly cooled/ reheated may be thrown away if the inspector determines that it may be adulterated.**

Event Dates: _____ Event location: _____

Event setup time: _____ Event times of operation: _____

Menu Items	Source (where menu items/ingredients are purchased)

Please list any Certified Service Sanitation Managers (not required) that may be present on site:

Name ID Number Expiration Number

LICENSE FEE

These prices are for 1 day. Add \$26.00 for each consecutive day after, up to 14 days total.

Class 1T	High Risk	\$100.00
Class 2T	Medium Risk	\$ 83.00
Class 3T	Low Risk	\$ 53.00
	Not-for-Profit	\$ 0.00

Tax Exempt Number: _____

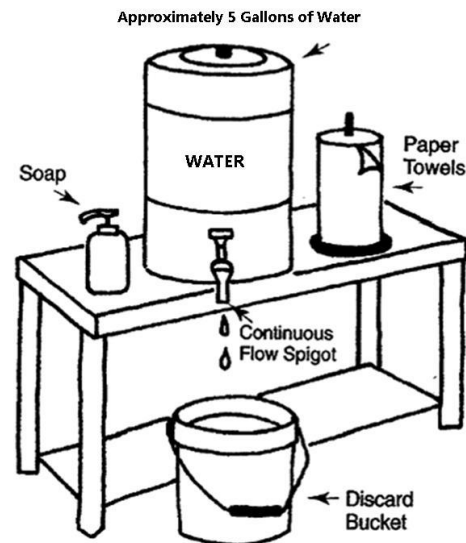
Make check payable to Sangamon County Department of Public Health. Please submit permit application and payment at least **2 weeks** before the event to assure permit processing,

TURN FORM OVER TO COMPLETE

Temporary Food Event- Checklist for Safe Food Handling

DIRTY EQUIPMENT

- ☐ Three pans will be provided (or a three compartment sink) to **wash, rinse, and sanitize** food handling utensils. Utensils will be air dried.
- ☐ Type of sanitizer to be used: _____ Verified with **test strips**.
- ☐ A bucket with wiping cloths or spray bottle with paper towel containing sanitizer solution will be provided to clean food preparation counters.
- ☐ All food preparation, cooking, and service will be under a tent or roof.
- ☐ Grills should be covered via lid or overhead protection.
- ☐ **Multi-Day Events: vendor should provide space that is able to be properly secured (e.g. tarped walls on tents) and flooring that can be cleaned or removed daily (e.g. cardboard or tarp) as needed to prevent mud/soil cross-contact.**
- ☐ Provide fans (to create an air curtain) or screens to reduce pest activity.



EMPLOYEE HYGIENE

- ☐ Hand washing facilities – A hand washing station as illustrated or a sink (not in a restroom) will be provided. Either must be within 20 feet of the place where food is being handled. Either must have running water, soap in a dispenser, and paper towels. (Note: Drinkable water supply must have a spigot to allow water to flow freely – **no push buttons allowed**).
- ☐ Gloves will be worn by all people handling ready-to-eat food. Latex gloves are prohibited.

TEMPERATURE ABUSE

- ☐ Temperature Control: Cold food < **41 degrees** and hot food > **135 degrees** or more after cooking.
- ☐ Time Control: Once > 41 or < 135, food must be sold or discarded after 4 hours
- ☐ A probe thermometer will be available for temperature checks.

COOKING/ REHEATING

- ☐ Raw plant food cook 135F, raw fish/pork cook to 145F, raw beef cook to 155F, raw chicken/turkey/reheat cook to 165F
- ☐ Review the reheating and cooling procedures

FOOD SOURCE

- ☐ Food will only be prepared on-site. **There will be no home preparation of food.**
- ☐ Off-site location approved in-advance of the event by the SCDPH.

I have read the checklist above for safe food handling and agree to implement these practices at the temporary event. If I am not responsible for food handling at the event, I will provide this checklist to the person who is responsible for food handling and will make sure they agree to abide by these practices. If you have questions, or the event is cancelled, call SCDPH (217-535-3145) between 8:00 a.m. – 4:30 p.m. Monday – Friday. After those hours, call the Sangamon County Public Health on-call phone (217-891-3005).

SIGNATURE _____ DATE _____

PRINTED NAME _____

Director of Approving Authority

____/____/____
Approval Date

REHEATING AND COOLING PROCEDURES FOR TEMPORARY EVENTS

The following are requirements of the FDA Food Code which must be followed without exception.

3-403.11 Reheating for Hot Holding.

- (A) TIME/TEMPERATURE CONTROL FOR SAFETY FOOD (TCS) that is cooked, cooled, and reheated for hot holding shall be reheated to at least 165^o F for 15 seconds.
- (B) TCS food reheated in a microwave oven for hot holding shall be reheated to at least 165^o F and the FOOD is rotated or stirred, covered, and allowed to stand covered for 2 minutes after reheating.
- (C) READY-TO-EAT TIME (RTE)/ TCS food that has been commercially processed and PACKAGED in a FOOD PROCESSING PLANT that is inspected, shall be heated to a temperature of at least 135^o F when being reheated for hot holding.
- (D) Reheating for hot holding shall be done rapidly and may not exceed 2 hours.
- (E) Remaining unsliced portions of MEAT roasts that are cooked as specified under ¶ 3-401.11(B) may be reheated for hot holding using the oven parameters and minimum time and temperature conditions specified under ¶ 3-401.11(B).

3-501.14 Cooling.

- (A) Cooked TCS FOOD shall be cooled within 2 hours from 135°F to 70°F; and within a total of 6 hours from 135°F to 41°F or less.
- (B) TCS FOOD shall be cooled within 4 hours to 41^o F or less if prepared from ingredients at ambient temperature, such as reconstituted FOODS and canned tuna.

3-501.15 Cooling Methods.

- (A) Cooling shall be accomplished by using one or more of the following methods based on the type of FOOD being cooled:
 - (1) Placing the FOOD in shallow pans;
 - (2) Separating the FOOD into smaller or thinner portions;
 - (3) Using rapid cooling EQUIPMENT;
 - (4) Stirring FOOD in a container placed in an ice water bath;
 - (5) Using containers that facilitate heat transfer;
 - (6) Adding ice as an ingredient; or
 - (7) Other effective methods.
- (B) When placed in cooling or cold holding EQUIPMENT, FOOD containers in which FOOD is being cooled shall be:
 - (1) Arranged in the EQUIPMENT to provide maximum heat transfer through the container walls; and
 - (2) Loosely covered, or uncovered if protected from overhead contamination as specified under Subparagraph 3-305.11(A)(2), during the cooling period to facilitate heat transfer from the surface of the FOOD.

Any food that does not meet these requirements will be removed from service, embargoed or destroyed.

I have read and understand the above:

Signed : _____

Printed name: _____

06/22