

# **TEMPORARY FOOD EVENT PERMIT PACKET INSTRUCTIONS TO FOOD VENDORS**

## **BACKGROUND**

Temporary food events have been responsible for causing major food borne disease outbreaks due to improper temperature control, poor hygiene practices and inadequate food service facilities. Food preparation at temporary events can pose significant hazards due to limitations of physical facilities and equipment.

It is for the above reasons that comprehensive and close monitoring of temporary food events is required and enforced. The Health Department requires a Temporary Food Permit of any person or organization that is providing food at a public event. All food vendors, including existing restaurants, are required to apply for a Temporary Food Permit when participating in a temporary event.

## **REQUIREMENTS**

Refer to the New Jersey N.J.A.C. 8:24 "Sanitation in Retail Food Establishment and Food and Beverage Vending Machines." All temporary food events require prior approval from the Health Department. In addition, if any cooking is to take place, the event may also require Fire Department approval prior to the event. The use of any tents may require Building Department approval. Contact them directly to determine specific requirements.

## **NEW PERMITS**

- Submit a completed "Application for Temporary Food Permit" and applicable fees.
- Applications and fees can be mailed or submitted in person to the Pequannock Township Health Department, located at 530 Newark Pompton Turnpike, Pompton Plains, NJ 07444. Make checks payable to Pequannock Township;
- Submit a completed Commissary Agreement, if applicable;
- Provide evidence of a Food Safety Certificate (i.e. ServSafe), if applicable;
- Submit a completed Warewashing Facility Agreement, if applicable;
- If approved, the Temporary Food Permit will be issued by the Registered Environmental Health Specialist (REHS) on the day of the event; and
- The original permit must be posted when operating.

## **EXISTING PERMIT HOLDERS**

If you already have a valid "Temporary Food Permit" issued by this department, please do the following:

- Provide the Event Organizer with a photocopy of your permit; and
- The original permit must be posted where you are operating.

## **NON-PROFIT CHARITABLE ORGANIZATIONS**

- A permit application is required;
- Non-profit vendors are exempt from permit fees; and
- Submit proof of non-profit status: Federal IRS 501(c)3 is the standard letter.

**MOBILE FOOD VENDORS**

- Permitted mobile food vendors may operate at Temporary Events without additional permits; and
- Provide the Event Organizer with a photocopy of your valid permit; keep original permit onsite when open for business.

**SUBMITTING A TEMPORARY FOOD EVENT PERMIT APPLICATION**

Submit your permit application to the Pequannock Township Health Department at:

530 Newark Pompton Turnpike  
Pompton Plains, NJ 07444  
Hours: 8:30-4:30 Monday thru Friday  
Second Tuesday of Every Month 8:30-7:30; Following Friday 8:30-1:00

**QUESTIONS**

If you have questions regarding Temporary Events, contact the appropriate inspector:

<b>Inspector</b>	<b>Phone</b>	<b>Email</b>	<b>Towns Served</b>
Gina McConeghy, REHS Tim Zachok, REHS	973-835-5700 x166 973-835-5700x197	<a href="mailto:gmcconeghy@peqtwp.org">gmcconeghy@peqtwp.org</a> <a href="mailto:tzachok@peqtwp.org">tzachok@peqtwp.org</a>	Bloomingdale Florham Park Kinnelon Pequannock Riverdale

**Organization\*:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\*If non-profit, provide **IRS Exempt Registration Number** \_\_\_\_\_

A copy of the 501(c)3 letter **must** be included with application. Is the letter included? Y or N

**Person in charge:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Dates:** \_\_\_\_\_ **Hours:** \_\_\_\_\_

**Event Organizer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**MENU** (List all food items, including toppings and beverages)

Food Item	How Served		Made to Order		Off-site Prep		On site Prep		Describe Preparation Method
	Hot	Cold	Yes	No	Yes	No	Yes	No	

**APPROVED SOURCES (8:24-3.2)**

Food must be obtained from a source, which is in compliance with applicable State and local laws and regulations. Foods stored, handled or prepared at home are prohibited from being used or offered for sale at a Temporary Food Event. All foods must be prepared in a licensed food facility.

*Exception: Non-profit charitable organizations, who have submitted proper Federal IRS 501(c)3 documentation, are permitted to sell non-potentially hazardous bake goods, provided the following verbiage is posted at the point of display:*

**THESE ITEMS WERE PREPARED  
IN A KITCHEN THAT IS NOT  
SUBJECT TO LICENSING OR INSPECTION  
BY THE LOCAL HEALTH AUTHORITY**

\*\*\*\*\*TO BE COMPLETED BY OPERATOR OF KITCHEN FACILITY\*\*\*\*\*

I hereby allow \_\_\_\_\_ to use my kitchen facility for the preparation and storage of food, sanitation and equipment. The kitchen may be used on the following dates and times: \_\_\_\_\_

**X** \_\_\_\_\_  
Signature of Kitchen Facility Operator Phone

**UTENSIL WASHING FACILITIES (NOT a hand washing station)**

**Where will your food prep utensils be cleaned and sanitized?**

- Provided by Organizer
- Other (specify): \_\_\_\_\_

**TEMPERATURE CONTROL**

**How will you provide temperature control on location?**

- a) Cold-holding devices (i.e., refrigerator, freezer, ice chest) must be capable of holding food 41°F or below.  
Describe: \_\_\_\_\_
- b) Rapid reheating/cooking devices (i.e., oven, grill, microwave) must be capable of reheating food to 165°F within 2 hours. Steam tables, heat lamps, sternos and crock-pots are not designed as rapid reheating units.  
Describe: \_\_\_\_\_
- c) Hot-holding devices (i.e. steam table, heat lamp) must be capable of holding food above 135°F.  
Describe: \_\_\_\_\_
- d) How will you provide temperature control during transport to the event.  
Describe: \_\_\_\_\_

**HAND WASHING FACILITIES (NOT for utensil washing)**

Each operator must have their own hand washing station. Examples are provided at the end of this packet. Describe your hand washing facilities: \_\_\_\_\_

**AVAILABILITY OF FACILITIES**

- How will you dispose of your garbage?  Provided by Organizer  Other : \_\_\_\_\_
- Where will you get your potable water?  Provided by Organizer  Other: \_\_\_\_\_
- How will you dispose of your waste water?  Provided by Organizer  Other: \_\_\_\_\_
- Where are the restrooms located?  Provided by Organizer  Other: \_\_\_\_\_

**DEMONSTRATION OF KNOWLEDGE for FOOD HANDLERS (Recommended)**

A food handler is a person who prepares, handles, packages, serves or stores food or handles utensils or assists another person in any of the these tasks. Owners and operators of temporary food facilities that prepare, handle or serve non-packaged food are to ensure that their food handlers demonstrate adequate knowledge of food safety principles. This can be accomplished by providing valid certificates from food handler training courses (i.e. Servsafe, Thompson Prometric, NRFSP).

Certified Food Safety Manager: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Please return this application at least 14 days prior to the event. Once the application is approved, no changes can be made without approval by the Health Department. Unauthorized changes may result in denial or revocation of your temporary food facility permit.

**Statement:** I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Regulatory Authority may nullify final approval.

Signature(s): \_\_\_\_\_

Print Name(s): \_\_\_\_\_

Date of submission: \_\_\_\_\_

Approval of these plans and specifications by this Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required (I.e., federal, state or local). Furthermore, it does not constitute endorsement of acceptance of the completed operation (structure or event). An inspection of the operation with equipment in place and operational will be necessary to determine if it complies with the local and state laws governing food service establishments.



\*\*\*\*\*TO BE COMPLETED BY HEALTH DEPARTMENT ONLY\*\*\*\*\*

Application approved:  Yes  No

REHS Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## FOOD VENDOR GUIDELINES

The Health Department works to keep Bloomingdale, Florham Park, Kinnelon, Pequannock and Riverdale residents and guests healthy by regulating the food sold at Community Events, and ensuring that all foods are handled in a safe manner. Through the use of risk based food inspection, we work with you to reduce the risk of foodborne illness among event participants.

Guidelines were developed to uphold state law and allow vendors to prepare food in a nontraditional food preparation setting. The following points follow New Jersey N.J.A.C. 8:24 “Sanitation in Retail Food Establishment and Food and Beverage Vending Machines.” You are responsible for compliance to all Code requirements.

### **APPROVED SOURCES (8:24-3.2)**

Food must be obtained from a source, which is in compliance with applicable State and local laws and regulations. Foods stored, handled or prepared at home are prohibited from being used or offered for sale at a Temporary Food Event. All foods must be prepared in a licensed food facility.

### **FOOD PREPARATION AT COMMUNITY EVENTS (8:24-3.3)**

- All food preparation must be conducted within the Temporary Food Facility (TFF) or other approved facility.
- BBQ’s, grills or other equipment approved for outdoor cooking may be located adjacent to the TFF, and must be separated from public access by using ropes or other methods suitable to protect food from contamination and public from injury.
- Contact the fire and building departments for other restrictions/requirements on types of cooking equipment allowed.

### **HOLDING TEMPERATURES FOR POTENTIALLY HAZARDOUS FOODS (8:24-3.4)**

Potentially Hazardous Foods (PHF) consist of animal products containing milk products, eggs, meat, poultry, fish or shellfish, cooked vegetables, soups, salads (macaroni, potato, egg, tuna, chicken, etc.), cut melon, cream pies, etc.

- Cold foods must be kept at 41°F or less
- Hot foods must be kept at 135°F or above

### **CONSUMER UTENSILS (8:24-3.30)**

- Provide only single-use utensils for customer use.

### **EQUIPMENT (8:24-3.3)**

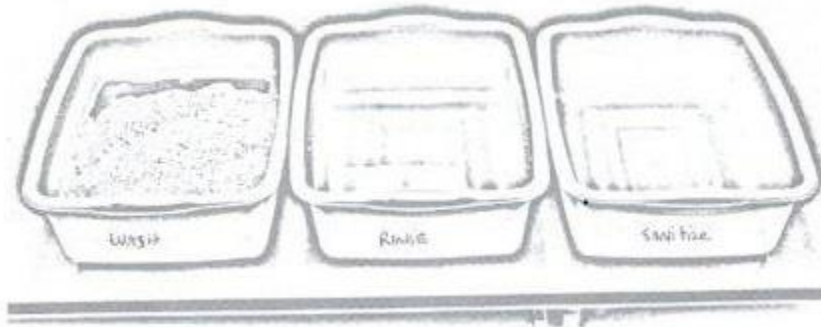
- All food and utensil related equipment must be approved by the Health Department.
- Provide adequate cold and hot holding equipment to ensure proper temperatures are maintained during transportation to the event, storage and during the operation at the event. You must have enough space to properly store all food items.
- Equipment must be situated in a manner to prevent food contamination.

### **ICE (8:24-3.3)**

- Ice used for refrigeration purposes cannot be used for consumption in food or beverages.

### **WAREWASHING FACILITIES (8:24-4.7)**

- TFF's that prepare open foods must have available a method for sanitizing and drain boards for storing cleaned equipment and utensils. The first compartment shall hold soapy water, the second shall hold rinse water, and the third shall hold a sanitizing solution (bleach/water). Test strips must be available in order to check sanitizer concentration.
- A warewashing area must be conveniently located.



### **CLEANING AND SERVICING**

- If your TFF is operating for more than one day, it must be adequately cleaned and serviced.

### **CONDIMENTS**

Condiment containers (ketchup, mustard, onions, relish) shall be a pump type, squeeze container, or have covers/lids to protect contents. Single service packets are recommended.

### **STORAGE and DISPLAY OF FOOD, UTENSILS and RELATED ITEMS (8:24-3.3)**

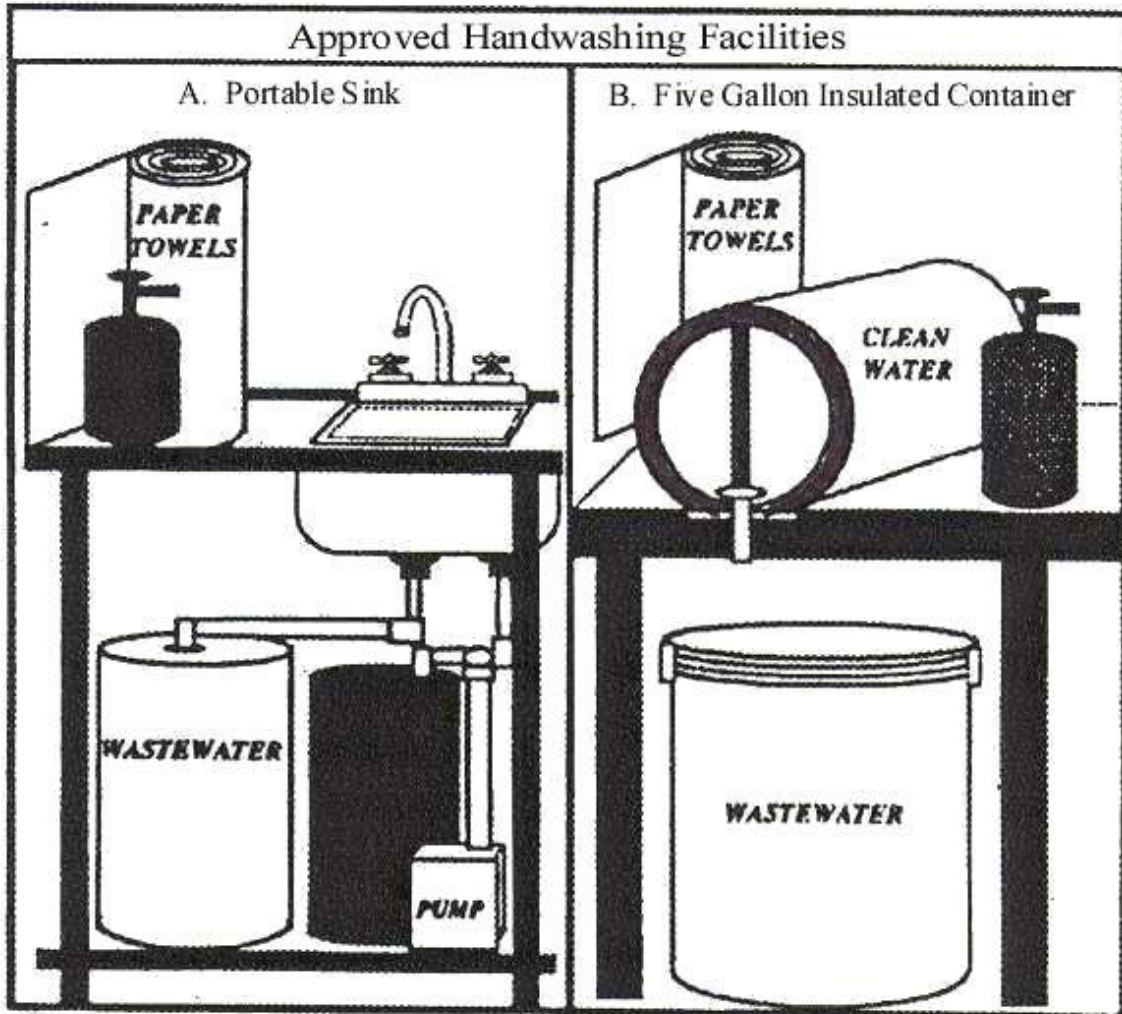
- Store all foods and utensils at least 6-inches off the ground.
- When on display, food must be protected from contamination, exposure to the elements, rodents and other vermin.

### **FOOD HANDLING**

- Bare hand contact must be eliminated at all times when handling ready-to-eat foods. Gloves, tongs, deli tissue are acceptable barriers.
- Eating, drinking, cell phone use within a food preparation area is not allowed. A food handler may drink from a closed beverage container if the container has a lid and straw to prevent contamination of the employee's hands, the container, open food and food contact surfaces.
- Smoking is prohibited.
- Safe food handling methods must be followed at all times.

**ALTERNATE HANDWASHING FACILITIES**

- Handwashing facilities must be provided at each TFF stocked with the following:
  - A minimum five (5) gallon insulated container capable of providing a continuous stream of warm water that leaves both hands free to allow vigorous rubbing with soap and warm water for 20 seconds.
  - Provide a catch basin to collect wastewater, and properly dispose of all wastewater.
  - Provide soap and single-use paper towels.
  - Provide a trash can for towel waste.



**WATER SUPPLY AND WASTE DISPOSAL (8:24-5.4)**

- The water supply to all sinks for food preparation and utensil washing must be from an approved, potable source provided under pressure via a mixing faucet. Each sink must have running water.
- The liquid waste must drain to a sewer or by means approved by the Health Department. No waste water may be discharged to the ground or storm drains.
- If waste tanks are used, tanks shall have a minimum capacity that is 15% greater than the potable water tank.



**TEMPORARY EVENT – WAREWASH FACILITY AGREEMENT**

**EVENT ORGANIZER** – This section to be completed by the Event Organizer

Organizer Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Time(s): \_\_\_\_\_

**WAREWASHING FACILITIES** – This section to be completed by the Owner/Representative allowing use of warewashing facilities

Business Name: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_

Days of Operation: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

**WE AUTHORIZE EVENT FOOD VENDORS THE USE OF  
OUR WAREWASHING FACILITIES TO PROPERLY WASH  
EQUIPMENT AND UTENSILS AS REQUIRED BY THE  
HEALTH DEPARTMENT DURING THE DURATION OF THE EVENT.**

X \_\_\_\_\_  
Warewashing Facility Representative (Signature) Date

X \_\_\_\_\_  
Event Organizer (Signature) Date

**COMMISSARY/HEADQUARTERS LETTER OF AGREEMENT**

This section is to be completed by the Food Vendor and renewed annually

Permit Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Permit Owner: \_\_\_\_\_

Permit Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

License #: \_\_\_\_\_

**COMMISSARY/HEADQUARTERS LETTER OF AGREEMENT**

This section is to be completed by the Commissary/HQ and renewed annually

Commissary/Headquarters Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Commissary Permit #: \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ has my permission to use my licensed and inspected food facility located at \_\_\_\_\_ for the purposes of establishing a commissary/headquarters for their mobile food, catering or food processing business. This permission includes the use of the premises for the food storage, maintenance of supplies and storage of mobile food unit.

X  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*\*\*TO BE COMPLETED BY HEALTH DEPARTMENT ONLY\*\*\*\*\***

<b>VERIFICATION OF HEADQUARTERS</b>	Vending Yr: _____
Current Local and/or State Permit: Yes/No	Peddler Permit: Yes/No/NA
Verified by: _____	
OTHER AGENCY – Copy of Current Permit	Yes/No Date of Approval: _____