

Borough of Emmaus**Board of Health**28 S. 4th St.

Emmaus, PA 18049

Voicemail: (610) 421-6064

Email: Healthinspector@emmauspa.gov

Borough of Emmaus

APPLICATION FOR TEMPORARY FOOD SERVICE ESTABLISHMENT LICENSE

Please complete both sides of this application and submit to the Board of Health at least ten (10) business days prior to the event. Checks or money order for each stand or location should be made payable to the Borough of Emmaus and mailed or brought to the address above. The facility will be inspected on the first day of the event and a license will be issued at that time if the facility is in compliance with all applicable ordinances and the "Guidelines for Temporary Facilities". Please call (610) 421-6064 for food related questions.

Notice: It is the responsibility of the applicant to notify the Board of Health and/or health officer of any changes or cancellations in advance.

A. EVENT/OPERATOR INFORMATION

EVENT TYPE: ☐ Food Establishment License 1-2 Day
☐ Food Establishment License 3-14 Day

CONTACT NAME: _____

CONTACT PHONE: _____

EVENT NAME: _____

LOCATION OF EVENT: _____ **EVENT DATE/TIME:** _____

TIME SET UP WILL BE READY FOR INSPECTION: _____

****All food, equipment, handwashing, and dishwashing stations must be onsite and operational at time indicated.

BUSINESS NAME: _____

BUSINESS PHONE: _____

BUSINESS ADDRESS _____

OPERATOR'S NAME _____ **HOME PHONE:** _____

OPERATOR'S ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

FOR OFFICIAL USE ONLY

Date Received

License #

Approved By

Date Approved

I understand that the temporary license is NOT TRANSFERABLE and NON-REFUNDABLE. I also agree to operate in accordance with the "Guidelines for Temporary Food Facilities", the Food Code, and all other applicable laws and regulations. Applications may be denied at the discretion of the Board of Health.

Signature of Applicant

Is this a Non-Profit Organization (501-C3 or OTHER)? Yes____ No____

For Profit Temporary License

LICENSE & OPERATIONAL FEE **\$60.00**

X Number of Stands at \$60.00
each _____

TOTAL _____

Non-Profit Temporary License

LICENSE & OPERATIONAL FEE **\$15.00**

X Number of Stands at \$15.00
each _____

TOTAL _____

B. FOOD/EQUIPMENT

1. Please list your menu items: _____

2. What type of temporary food service facility will you be operating at the event? Check all that apply:

☐ Enclosed Trailer ☐ Outdoor Stand ☐ Other (specify) _____

3. Where will foods be prepared? ☐ On-site ☐ Commercially Licensed Food Facility (specify) _____

Foods prepared or canned in private homes are strictly prohibited. Food may be prepared in a commercially licensed food facility prior to the event. Otherwise, all food must be prepared on-site at your event.

4. What type of power source will be used? ☐ Generator ☐ Plug-in electrical connection

5. Will running water be available? ☐ Yes ☐ No If "no", how will water be supplied? _____

6. Where will waste water (dish water or handwash) be stored and discarded? _____

All wastewater must be disposed of in a sanitary sewage system. Do **NOT** discard wastewater in a stormwater drain or on the ground.

7. How will cold foods be kept cold (below 41 °F)? Foods may NOT be in direct contact with ice and Styrofoam coolers are prohibited.

☐ Refrigerator ☐ Insulated Cooler Other (specify) _____

8. What equipment will you use to cook food? Check all that apply:

☐ Grill (gas, charcoal or electric) ☐ Oven ☐ Fryer ☐ Microwave ☐ Other (specify) _____

9. How will cooked foods be kept hot (above 135 °F) after cooking? Check all that apply:

☐ Steam Table ☐ Chafing Dish / Sterno ☐ Roaster ☐ Grill ☐ Other (specify) _____

10. If prepared food is on display, how will it be protected from contamination?

☐ Sneeze Guards ☐ Covers ☐ Other (specify) _____

11. What will you use for overhead protection? ☐ Tent ☐ Roof ☐ Awning Cover ☐ Other (specify) _____

NOTE: Outer opening protection to enclose the temporary food facility is recommended to be readily available and may be required in areas of food storage, preparation, cooking and serving where food is exposed and/or when conditions such as inclement weather, dust and insects or rodents exist.

Emmaus Board of Health

Temporary Food Facility Guidelines

FOOD

- All food shall be clean, wholesome, free from spoilage and adulteration, and safe for human consumption.
- All food shall be from approved, licensed/registered sources. **Foods prepared or canned in private homes are strictly prohibited.**
- **Food shall be protected from sources of contamination at all times.** Foods must be placed in protected locations during storage, preparation, cooking, serving or display. Food must be stored off the ground and covered to protect it from contamination, use plastic wrap, foil or lidded containers; do not use cloth to cover food.
- Raw fruits and vegetables must be thoroughly washed before preparation.
- **Potentially hazardous foods** such as meat, poultry, fish and dairy products must be kept **below 41°F or above 135°F at ALL TIMES.** Adequate refrigeration and/or hot holding equipment must be provided.
- Potentially hazardous foods must be cooked to heat all parts of the food to a minimum internal temperature of **at least 145°F except:**
 - **Ground meats** (beef, pork, veal, lamb, sausage) must be cooked to **at least 155°F.**
 - **All poultry** (including ground poultry) and stuffing must be cooked to **at least 165°F.**
 - **Roasts** (beef, pork, ham) must be cooked to **at least 130°F for 112 minutes or 158°F.**
 - **Fruits and vegetables** must be cooked to **at least 135°F.**
 - Use a metal stem probe thermometer to check food temperatures.
- All ice must come from approved sources and shall be stored in closed containers approved for food storage.
- Ice used for food and drink storage may not be used in drinks or as ingredients in food.
- Foods and drinks stored in ice must be in packaging that will not leak, such as sealed cans, bottles or plastic containers with tight-fitting lids.

HANDWASHING AND EMPLOYEE HYGIENE

- A **handwashing station** must be present so foodhandlers can wash their hands when necessary. Hands must be washed before starting work, when changing gloves, after smoking or going to the toilet, and as often as necessary to remove any contamination. A handwashing station consists of potable water **supplied by a spigot**, hand soap, paper towels and a container to collect the wastewater.
- When all food is pre-packaged, chemically treated towelettes may be used.
- **No bare hand contact with ready-to-eat food is permitted.** Use disposable gloves or clean utensils. Change gloves between tasks and when gloves become soiled.
- All food handlers must wear clean clothes, hair restraints and maintain a high degree of personal cleanliness. No smoking is permitted in the temporary facility.

DISHWASHING AND CLEANING

- Dishwashing facilities shall be provided to wash and sanitize equipment that is soiled or contaminated. This shall consist of three sinks, containers (e.g., dishpans or buckets) set up to accomplish a **wash – rinse – sanitize – air-dry** method of dishwashing.
- All food contact surfaces such as cutting boards, worktables, utensils and food preparation equipment must be cleaned and sanitized after each use. **A sanitizing solution can be mixed by adding one (1) tablespoon of unscented bleach to a gallon of water.** Approved sanitizer at adequate strength must be used for sanitizing as the third step in dishwashing and for sanitizing food contact surfaces. If no sinks are available, the solution should be put into a spray bottle or container clearly marked as “sanitizer”. Sanitizer and a sanitizer test kit must be available at all times.
- Single service articles must be used when adequate dishwashing facilities are not available.

PHYSICAL FACILITIES

Note: Temporary facilities operating at a one-day event may not need to meet the physical facility requirements unless conditions warrant as determined by the Board of Health.

- **Overhead protection** (tent, roof, awning cover, etc.) is required for areas of food storage, preparation, cooking and serving.
- **Outer opening protection** to enclose the temporary food facility is recommended to be readily available and **may be required** in areas of food storage, preparation, cooking and serving where food is exposed and/or when conditions such as inclement weather, dust and insects or rodents exist. Acceptable outer opening protection includes tight-fitting doors and windows, 16-mesh screens, air curtains or other effective measures that provide protection from existing conditions. Certain limiting conditions, such as heat and smoke, may eliminate the need for enclosure around grills or other equipment. Enclosures may not be required in cases where all foods within the

temporary food facility are covered and protected or no preparation occurs on-site and/or no foods are exposed except when served to the consumer. This determination will be made solely by the Board of Health.

- **Flooring** is required for temporary facilities, operating two or more days, located on grass, gravel, dirt or mulch to control ground dirt, mud, dust, water or other unsanitary conditions. Suitable means of flooring include platforms, duckboards or mats. Temporary facilities located on concrete or asphalt graded to drain do not require flooring if conditions permit.
- **Dining areas** for customers do not require overhead or outer opening protection.

SUPERVISION

- A **Person-in-charge** shall be present at all times and is responsible for overseeing food handling practices and staff hygiene, as well as excluding and restricting ill staff. No person can work as a foodhandler if they have a disease which can be transmitted by foods, or have symptoms of vomiting, diarrhea, jaundice, or fever, or have boils, infected wounds or sores on hands or arms.
- At least one employee shall have a current **Food Employee Certification** issued by the PA Department of Agriculture. A copy of the certificate must be present at the temporary facility. Non-profit organizations (churches, youth leagues, civic associations, etc.) are exempt from this requirement.

WATER SUPPLY

- Hot and cold potable water from an approved source must be provided at the facility.
- Water shall be provided by food-grade hose connected to a public water supply fixture. If a public water supply fixture is not available, water must be obtained from an approved source and stored on-site in clean, covered and leak-proof containers with dispensing spouts.
- Water may be heated in a coffee urn, on a stovetop or other similar method.

SEWAGE AND WASTE WATER

- **All wastewater must be disposed of in a sanitary sewage system receptacle. Do not discard wastewater in a storm water drain or on the ground.**
- Each facility without built-in waste collection systems must provide a container with a minimum of 15% greater capacity than the freshwater supply and a tight fitting lid for retention of all wastewater prior to disposal.

EQUIPMENT

- **All equipment must be adequate for its intended use, well maintained and easily cleanable.**
- **Refrigeration units must be capable of holding product at 41°F or below**, and must be supplied with an accurate thermometer.
- Cooking equipment must be capable of cooking foods to the appropriate temperatures.
- **Hot holding equipment** must be capable of holding foods at **135°F or above**.

TRASH

- You must supply a leak-proof trash container with a lid.

RESTROOMS

- Must be available for employee use.

The Board of Health may impose additional requirements, modify, or waive requirements at its discretion.

These guidelines are for your protection and the protection of your customers.
If you have any questions, please contact the Emmaus Borough Health Officer at
610-421-6064 or healthinspector@emmauspa.gov .

HANDWASHING AT TEMPORARY EVENTS

Dear Temporary Event Organizer:

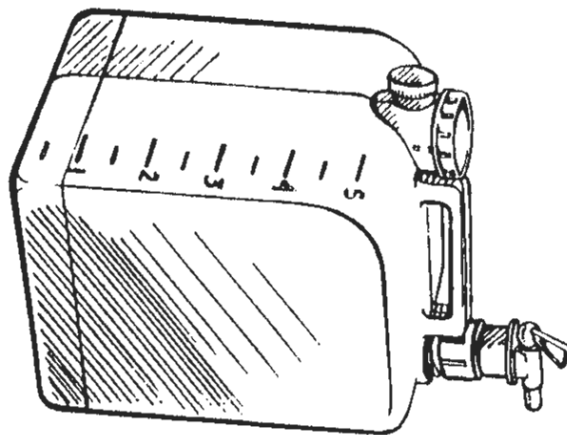
Handwashing is the best way to prevent the spread of illness. The requirements for a food vendor's handwashing station are explained below.

But, what about the patrons at your event? The Board of Health would like you to consider providing a handwashing station, separate from the food vendor's, that can be used by the people who are attending your event. Providing a handwashing station for your guests is a simple way to show your appreciation for their patronage.

Please help promote better health through HANDWASHING!

The Food Code requires TEMPORARY FOOD STAND OPERATORS TO PROVIDE AN EMPLOYEE HANDWASHING STATION (clean flowing water, soap and single-service towels and a container to catch the wastewater) in their stand. All wastewater **must** be discarded properly. Shown below is an example of an acceptable container (available at local retail stores) for clean water if running water is not otherwise available. Open buckets of water for handwashing are not acceptable.

Temporary food service licenses will NOT be issued to any operator who fails to comply with this specific requirement AND those listed in the attached guidelines.



For more information contact:

Emmaus Borough Health Officer
(610) 421-6064 or healthinspector@emmauspa.gov.