

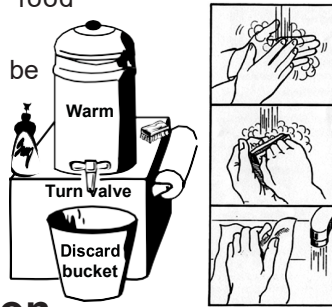


# Temporary Food License Requirements Information Sheet

The Environmental Health Division must be notified of all events that involve food service and sampling of food. Contact our office **at least 10 business days** prior to an event to determine if a Temporary Food License is necessary. If a license is necessary, an application and a short interview process will follow. The *Richfield City Code* adopts the *Minnesota Food Code*. Final approval must be obtained before the event can take place.

## Sanitary Facilities

- 1) Areas of food preparation, service or storage must provide protection against adverse weather, wind or dust. Provide a floor such as plywood or mats if set up on grass, gravel or dirt.
- 2) Water must be obtained from a public supply and must be stored in a sanitary manner.
- 3) Wastewater must be discharged directly to an approved system or holding tank.
- 4) Garbage/refuse must be stored in a covered, leak-proof container away from food activities.
- 5) Handwashing facilities must be provided with running water (a container with a spigot is permitted), nailbrush, pump soap and paper towels. Discharge water into a holding vessel or waste line.



## Food/food protection

- 1) Food/ice must be obtained from an approved commercial source. **Home prepared food is not permitted.**
- 2) Food/ice must be covered and stored in a sanitary manner at least six inches above the floor/ground.
- 3) TCS food must be held at 41° F or colder or at 135° F or hotter. Mechanical refrigeration must be used for events over four hours.
- 4) TCS food previously heated must be reheated to 165° F and held at 135° F or hotter.
- 5) Ice used for storing canned/bottled beverages must be self-draining and not be consumed.

**TCS-Time/temperature control for safety:** food that supports the growth of bacteria. Examples include cooked or raw animal foods (beef, pork, chicken, hotdogs, etc.). Heat treated food from plants (cooked rice, potatoes, noodles, vegetables). Cut melons such as watermelon, cantaloupe and honeydew. Garlic and oil mixtures. Cut tomatoes and leafy greens. These foods must be kept at proper temperatures or you must use time as a public health control.

- 6) Self-service food condiments must be individually packaged or dispensed from an enclosed dispenser.
- 7) No bare hand contact with ready to eat foods. Use utensils or gloves to handle food that will not be cooked.
- 8) Mark time when using time alone as the public health control.
- 9) A food thermometer must be provided to test food temperatures (0-220° F).

## Personnel

- 1) Employees must wash their hands before handling food, after handling raw meat and after eating, drinking, smoking or using the toilet.
- 2) Employees must not have vomiting, diarrhea or sore throat with fever. Employees' hands must be free of cuts, bandages or jewelry.
- 3) No eating, drinking, smoking or chewing gum in the food prep/service area.
- 4) Employees must wear caps, hairnets or other effective hair restraints during food activities and ware washing. Employees must wear clean clothes and aprons over outer garments.

## Food equipment/utensils

- 1) Equipment/utensils must be commercial-grade. Crock pots/slow cookers are **not allowed.**
- 2) Food contact surfaces must be clean and sanitized before each use.
- 3) Sanitizing solution (50-100 ppm chlorine or 200-400 ppm quaternary ammonium) must be used for sanitizing surfaces and dishes. Wet wiping cloths must be stored in a sanitizing solution. Provide appropriate test strips.
- 4) Equipment/utensils must be stored in a sanitary manner at least six inches above the floor/ground.
- 5) Dishes/pots/pans/utensils must be washed, rinsed with clear water, sanitized and air-dried. **Towel drying is not permitted.** Provide three labeled buckets big enough to accommodate the largest utensil.



1. Wash: Dish soap warm water
2. Rinse: Warm water
3. Sanitize: Bleach 50-100 ppm or quaternary ammonium 200-400 ppm.
4. Air dry



# Food Vendor Checklist

**Bring this page to the event and complete checklist during set-up**

## 1. Hand Washing Station (Required in the stand for open food or beverages)

- Permanently plumbed hand sink in stand or
- Container with hands-free/continuous flow spigot and
  - Warm water
  - Waste water container
- Pump soap and paper towels (Required for open food or beverages)

## 2. Employee Hygiene

- Food workers must wash hands prior to service and frequently during service
- Food workers must not work if ill with vomiting, diarrhea or sore throat with fever in the last 24 hours
- No touching ready-to-eat foods with bare hands. Use gloves or utensils**
- No eating or smoking in the food stand. All beverages are covered to prevent spills
- No pets in the food service area

## 3. Food Source/Menu (Immediate closure if out of compliance)

- No foods are prepared or stored at home
- All foods are prepared at a licensed commercial kitchen or on-site at the event

## 4. Cooking

- Raw chicken or poultry cooked to at least 165°F
- Raw ground beef or ground pork cooked to at least 155°F
- Raw steak, whole cuts of pork, fish or eggs cooked to at least 145°F
- Food previously cooked & cooled at a licensed kitchen reheated to at least 165°F for hot holding
- Commercially made precooked products heated to at least 135°F for hot holding (i.e. hot dogs)

## 5. Dish Washing

- Wash, rinse and sanitize equipment and utensils used for time/temperature control for safety foods at least once every 4 hours or bring enough extra equipment and utensils to switch out every 4 hours. See page 3 for details on requirements.

## 6. Food Temperature Control

- Hot foods held at 135°F or above
- Cold foods held at 41°F or below. Must use mechanical refrigeration if event lasts more than four hours. May use ice and insulated coolers if event lasts for four hours or less.
- A thermometer to measure food temperatures is utilized

## 7. Sanitizer (If needed for wiping cloths or dishwashing)

- Unscented chlorine bleach or Quaternary (Quat) sanitizer available
- Sanitizer test strips available
- Bleach concentration 50-100 ppm or Quat concentration 200-400 ppm
- Wiping cloths stored in bucket with sanitizer solution

## 8. Storage

- Food, beverages, plates, cups, utensils and equipment are stored at least 6" above the floor
- Ice used to chill beverages is in a self-draining container/cooler
- Ice is from an approved, commercial source

## 9. Floor and Ceiling (Required for open food or beverages)

- Smooth, cleanable floors on dirt, gravel or grass surfaces
- Overhead protection if outdoors such as a canopy



# TEMPORARY FOOD LICENSE APPLICATION

2021

LOGIS # \_\_\_\_\_

**Please submit all applications 10 working days before the event**

Applicant Name \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address for license \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### EVENT

Event Time: Start: \_\_\_\_\_ End: \_\_\_\_\_

Name of Event(s) \_\_\_\_\_

Date(s)  1-3 Days  4-21 Days  
(please specify) \_\_\_\_\_

Food Svc Time: Start: \_\_\_\_\_ End: \_\_\_\_\_

Event address \_\_\_\_\_

Number of people expected? \_\_\_\_\_

Person in charge of food at event: \_\_\_\_\_ Phone: \_\_\_\_\_

Will the event be open to the public?  Yes  No

Is this a food truck?  Yes  No

Do you have a Dept. of Agriculture license?  Yes  No (If yes, please attach a copy of your license.)

### **Food or Beverage served (Specify hot or cold) Food Source Storage during transportation and at event**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where will food be prepared?

\_\_\_\_\_  
\_\_\_\_\_

Food Arrival time (if applicable)?

\_\_\_\_\_

**Refrigeration** - Potentially hazardous foods must be held and delivered at 41°F or less. What time was the food prepared? Food must be marked if time is used as a public health control.

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**Cooking/hot holding equipment** – Hot, potentially hazardous foods must be cooked to proper temperature and held at 140°F or above.

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**Cooling/reheating foods** – Potentially hazardous foods must be properly cooled and/or reheated.

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**Equipment/Supplies – Describe and, if applicable, check yes or no.**

What facilities will be provided for dish washing?

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How will single service utensils be used?

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Are caps/hairnets and aprons provided for all persons involved with food preparation and utensil washing?

Yes

No

How will you minimize direct hand contact with ready to eat foods?

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What hand washing facilities will be provided in the stand or in close proximity to the stand?

Running water    Hand washing sink    Container with spigot    Nail brush    Soap    Paper towels

What toilet facilities will be provided for food handlers?

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Will sanitizer buckets be provided?    Yes    No

Will fire extinguishers (if using deep fryers, etc.) be provided?    Yes    No

**Proof of Workers' Compensation Insurance Coverage:**

Insurance Company Name: \_\_\_\_\_ Dates of coverage: \_\_\_\_\_

Policy number/Self-insurance permit number (**Per Minnesota Statute Section 176.182**)

Or,

I am not required to have workers' compensation liability coverage because:

(  ) I have no employees covered by the law (  ) Other

**Based on the information provided herein, I understand that a temporary food license is required for this event. I further understand that my application will be considered only for the food and beverages specified. The Environmental Health Specialist must be advised of any deviations or changes to the menu.**

**Applicants Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*\*\*NOTE: If you are requesting that liquor also be served at this event, you will need to contact the State of Minnesota Department of Alcohol and Gambling to obtain the proper State application form and requirements. This application MUST accompany the City of Richfield's Temporary Food License application as well as the City of Richfield's Temporary Liquor license application.**

**PLEASE DO NOT WRITE BELOW THIS LINE**

**FOR OFFICE USE ONLY**

Please select license type:

(  ) 1-3 Days Simple: \$ 70.00 (  ) 1-3 Days Complex: \$ 168.00

(  ) 4-21 Days Simple: \$162.00 (  ) 4-21 Days Complex: \$ 303.00

(  ) 2021 Richfield Farmers Market: \$ 203.00

Date Application received: \_\_\_\_\_ Payment entered: \_\_\_\_\_

Copy to Inspector: \_\_\_\_\_ Date mailed/mailed: \_\_\_\_\_