



## **COMMONWEALTH of VIRGINIA** **DEPARTMENT OF HEALTH**

### **NOTICE TO ALL APPLICANTS FOR TEMPORARY FOOD PERMITS**

A \$40.00 application fee for temporary applications is good for one year.

Organizations that are exempt under the *Code of Virginia*, Section 35.1-2.5 and 53.1-26 are exempt from the temporary permit fees even though a permit may be required. (i.e., **public schools, churches, social and fraternal organizations**)

Please complete the application that has been provided and submit with cash, check or money order or a valid copy of an official receipt for the current year's fee. Make checks or money order payable to:

***Campbell County Health Department  
Office of Environmental Health  
PO Box 160  
116 Kabler Lane  
Rustburg, VA 24588  
FAX 434-332-9527***

Applications and payments may also be made in person at the above address during regular business hours. No combined payments will be accepted, only individual payments.

An official receipt for the payment will be provided to you upon receiving payment. You should retain the receipt documenting that the fee has been paid for subsequent temporary food vendor permits.



If you have any questions, please contact the Campbell County Health Department at (434) 592-9550.

**Applications and fees must be submitted to the Health Department two (2) weeks before the event. If all the required paperwork and fees are not submitted two (2) weeks prior to the event, then the temporary event permit cannot be issued.**

**If you have any questions, please contact Wayne Burnette, Environmental Health Supervisor at (434) 946-9408, ext. 9589.**

Campbell County Health  
 Department  
 POB 160  
 Rustburg Virginia, 24588  
 434-332-9550  
 Fax 434-332-9527

## Temporary Food Establishment Application

	<p>A COMPLETED APPLICATION AND ANY APPLICABLE APPLICATION FEE(S) MUST BE RECEIVED BY THE HEALTH DEPARTMENT AT LEAST TEN (10) CALENDAR DAYS PRIOR TO THE EVENT.</p>	
<input type="checkbox"/> \$40.00	<b>Temporary Food Establishment Application Fee</b>	
<input type="checkbox"/> \$0.00	<b>Temporary Food Establishment application fee for churches; fraternal, school and social organizations; and volunteer fire departments and resource squads that are exempt under §35.1-25 and §35.1-26 of the Code of Virginia.</b>	
<input type="checkbox"/> \$0.00	<b>Applicant with documentation of paying a Temporary Food Establishment Fee in the current calendar year.</b>	
<input type="checkbox"/> \$0.00	<b>Individual resident _____ locality participating in only one (1) temporary event per calendar year which is located in _____.</b>	

<b><u>Event Information</u></b>	
Event Name:	
Event Coordinator/Phone Number/Email Address:	
Event Location Address and Phone Number:	
Dates of Event: _____ To _____	Rain Dates: _____ To _____
<b><u>Vendor Information</u></b>	
Vendor Business Name (include any trade, fictitious or "doing business as" names):	
Name of Owner:	
Booth Name (if different from vendor name):	
Vendor Address:	
Vendor Phone Number/Email Address:	
Onsite Person Name and Contact Email and Cell Phone:	
Set-up Date and Time:	
Dates of Operation:	
<b>For Office Use Only</b>	<b>Approved by:</b>
<b>Signature:</b>	<b>Date:</b>





<b>Temporary Food Establishment Construction</b>				
<b>Overhead Covering</b>	<input type="checkbox"/> Canvas	<input type="checkbox"/> Wood	<input type="checkbox"/> Plastic	<input type="checkbox"/> Other:
<b>Floor:</b>	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
<b>Walls (if applicable):</b>	<input type="checkbox"/> Screens	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
<b>Water Source</b> <input type="checkbox"/> Permitted Waterworks/ Municipal Supply <input type="checkbox"/> Private Well		<b>Wastewater Disposal (provided by):</b> <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator		
Food Grade Hose Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No		Disposal Method:		
<b>Utensils and Equipment (check all that apply):</b> <input type="checkbox"/> Single-Serve eating and drinking utensils <input type="checkbox"/> Multi use kitchen utensils		<b>Handwashing Facilities (provided by):</b> <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator		
<b>Type of Utensil Washing Setup:</b>		<b>Type of Handwashing Facilities</b>		
<input type="checkbox"/> Three basin setup		<input type="checkbox"/> Self-contained portable unit (with potable water and wastewater holding tanks)		
<input type="checkbox"/> Shared three compartment sink(if pre-approved)		<input type="checkbox"/> Plumbed with hot and cold water under pressure		
<input type="checkbox"/> Three compartment sink within a food establishment		<input type="checkbox"/> Gravity-fed water with spigot/bucket		
<b>Utensil sanitizer to be used:</b> <input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary Ammonia <input type="checkbox"/> Other: _____		<i>Hand soap, single-use towels, and trash receptacle shall be provided at all handwashing sinks.</i>		
<b>Food Storage or Display Equipment:</b> Identify all holding equipment (hot/cold) that will be used:		<b>Cooking Equipment:</b> Identify all cooking equipment that will be used:		
<b>Toilet Facilities for Food Employees:</b> <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method (if not provided by the event):		<b>Electrical Supply:</b> <input type="checkbox"/> Refrigeration or Freezer available <input type="checkbox"/> Lighting available		
<b>Food Transportation:</b> Identify how food will be transported to events:		<b>Refuse Removal (provided by):</b> <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method (if not provided by the event):		

I understand that a temporary food establishment permit will not be issued until it is verified that the application and information contain herein meets the Board of Health Food Regulations (Food Regulations) under 12 VAC5-421 et seq., any other pertinent local laws or ordinances, and has been signed and approved by the local health department. I attest to the accuracy of the information provided and agree to comply with the Food Regulations as it pertains to the operation of a temporary food establishment. I agree to allow access to the establishment during hours of operation and other reasonable times.

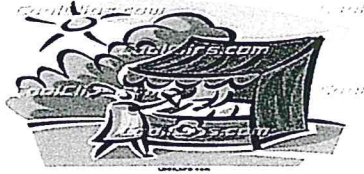
Applicant

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

This form contains identifying information subject to disclosure per the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 et seq.)

Ver. OEHS. 04/01/17

# Guidelines for Temporary Event Food Stands



## Virginia Department of Health Central Virginia Health District/Office of Environmental Health

VDH Temporary Event Food Stand Permits are issued to food vendors operating in conjunction with a single event or celebration and who are in compliance with the following guidelines.

**Temporary Food Vendor Application:** Submit an application to the local Health Department at least two (2) weeks prior to the event. A new application must be submitted for each event. An annual fee of \$40.00 or a copy of your receipt and/or current yearly permit from a previous event within Virginia is required. The fee is good for one year. VDH Temporary Food Vendor Applications may be obtained from your local Health Department or the event coordinator. This application is separate from any paperwork required by the event coordinator (proof of insurance, business license, etc.)

**Inspection:** Your food stand will be inspected prior to the event opening. If the stand is in compliance a permit will be issued if you do not already have one. The permit is not transferable to anyone else.

### TEMPORARY FOOD STAND SET UP

- ✓ **Location:** Stands shall be located in clean surroundings. They must be constructed and arranged so that food, drinks, utensils and equipment will not be exposed to insects, dust & dirt.
- ✓ **Overhead covering:** Tent, canopy, or umbrella, or other approved structure (pavilion or building) is required.
- ✓ **Fire Prevention:** Depending on local fire codes, your overhead protection may be required to be constructed of fire-resistant materials. Contact the local county or city building/fire official for information regarding this and other fire safety issues. It is possible to not place cooking equipment under the overhead covering as long as the equipment has an attached cover like on a gas grill.
- ✓ **Floor covering:** Stands should be located on asphalt, concrete, established grass, etc., to control dust & mud. Check with your local Health Department regarding if any other floor covering is required. Be careful of slip & trip hazards in the food prep & cooking area.
- ✓ **Public safety:** Stands should be set up so that the public does not have access to food prep or cooking areas. If cooking areas are at the front of the stand then some type of buffer (tables, shields, etc.) should be set up to keep the public a safe distance away from the area.
- ✓ **Hand washing station:** A hand washing station should be located within the food stand. The hand washing station should consist of a container with a free flowing spigot to hold warm water, a catch bucket so water does not go onto the ground and soap and paper towels. (See diagram provided.)



- ✓ **Equipment washing & sanitizing station:** The station should consist of 3 basins. One for washing with detergent, one is for rinsing with clear water and one for sanitizing. One tablespoon of regular bleach (do not use scented or extra strength bleach) provides the proper concentration of 50 to 100 ppm chlorine for sanitizing. (see diagram provided.)
- ✓ **Wiping cloths:** Should be kept in a bucket of sanitizer (50-100 ppm chlorine) when not in use. Change as needed to provide proper concentration.
- ✓ **Test Strips:** Test strips should be provided to check the concentration of the sanitizer.
- ✓ **Water:** Any water used in the stand should be from an approved source such as a public utility, monitored non-community water supply, or State Certified Laboratory tested private supply. If hooked up to a supply at the event a RV or food grade hose should be used. If the vendor supplies their own water then it must be from an approved source and carried in a food grade container.
- ✓ **Waste water:** Any water that is no longer drinkable is considered waste water and must be disposed of properly and not on the ground surface. Waste water may be retained and disposed of in an approved sewage dump station or public sewer system.
- ✓ **Trash:** Garbage & solid waste must be stored properly, removed at least daily and disposed of in a sanitary manner. Adequate trash receptacles must be provided in the vicinity of the food stand.
- ✓ **Restrooms:** Convenient and approved toilet facilities must be provided for use by food handlers. Public toilet facilities provided on the grounds are acceptable if reasonably convenient, adequate and clean.

## FOOD HANDLERS

- ✓ **Person in Charge:** It is recommended that there be someone designated as the "Person in Charge" that knows basic food safety and can supervise the employees regarding personal hygiene habits/illness and food handling.
- ✓ **Personal hygiene:** The outer garments of all food handlers should be clean and effective hair restraint such as caps, hats, visors, etc., should be worn. No eating, drinking or smoking while engaged in food preparation, service or equipment washing.
- ✓ **Sickness:** Any person that has symptoms of nausea, vomiting, diarrhea, sore throat with fever, jaundice, discharges from the eyes, nose & mouth (upper respiratory), infected wounds or pus filled lesions or has been diagnosed with Salmonella typhi, Shigellosis, E.Coli 0157:H7, Hepatitis A or Norovirus can not handle food or work in the food stand area.
- ✓ **Hand washing:** Food handlers must wash their hands thoroughly with soap and water before starting work, after each trip to the restroom and as often as necessary to remove soil and contamination. A back up method of hand washing is also necessary. Instant hand sanitizers, sanitized wipes and disposable gloves can be used in addition to but are not a replacement for hand washing.

## FOOD & FOOD PREPARATION

- ✓ **Food:** All foods must come from an approved source. **Do not** use damaged food packages, dented or rusted cans. Local meats & wild game have to come from approved sources & be USDA inspected. Local or home grown produce is acceptable. **No home canned foods are allowed.** Check with your local Health Department if you have any questions regarding what is approved.
- ✓ **Preparation:** All food must be prepared on-site or in a VDH approved kitchen. **No foods can be prepared at home.**
- ✓ **Temperature requirements:** Keep all PHF's (potentially hazardous foods) or TCS (temperature controlled for safety foods) such as meats, milk, eggs, cheese, poultry, fish & other high protein foods at the required temperature. Maintain cold foods at at 41 degrees F. or below and hot foods at 135 degrees F and above. Cold foods can be kept in coolers with drained ice, hot foods can be kept on grills or other hot holding equipment. If any of these type foods are out of temperature control for 4 hours they must be discarded.
- ✓ **Food Thermometer:** A bi-metallic stem food thermometer is required to assure foods are kept at the required temperatures.
- ✓ **Handling:** Convenient and suitable utensils such as forks, knives, tongs, spoons, scoops, spatulas must be provided. **No Bare Hand Contact with Ready to Eat or Cooked Foods...**use suitable utensil, gloves, deli tissue, etc.
- ✓ **Storage:** Food & single service items should be stored off the ground.
- ✓ **Condiments:** Items such as sugar, ketchup, mustard, etc. provided for self-service use must be kept in individual packets or pour-type dispensers and kept covered.
- ✓ **Equipment:** All equipment and utensils must be easily cleanable, routinely cleaned & sanitized and maintained in a sanitary manner and in good repair. **No wooden utensils such as canoe paddles or homemade devices can be used.**

**If you have any questions please contact your local Environmental Health Specialist**

Amherst County Health Department: 434-946-9408  
Appomattox County Health Department: 434-352-2313  
Bedford County Health Department: 540-586-7952  
Campbell County Health Department: 434-592-9550  
Lynchburg Health Department (district office): 434-477-5921

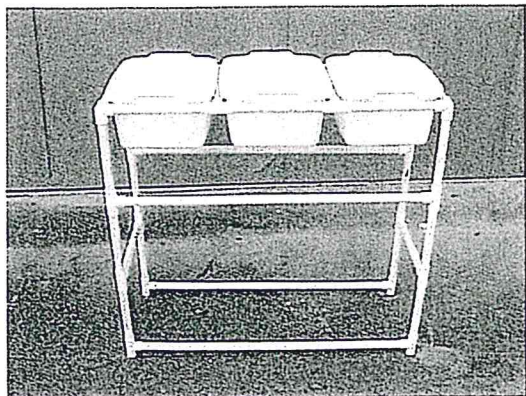


## SANITATION REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS

Each temporary establishment shall have:

Three (3) dish pans or buckets for cleaning and sanitizing utensils and cooking implements.

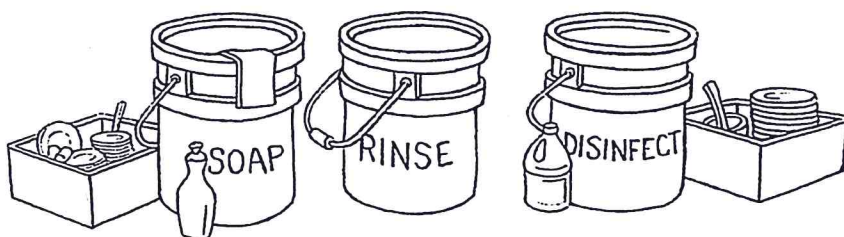
### CORRECT SANITIZATION SETUP



1. WASH  
HOT WATER & DETERGENT

2. RINSE  
HOT WATER

3. SANITIZE  
WARM WATER  
& BLEACH



**Sanitizing solution** – It is recommended to use at least 50 ppm of chlorine, which is *approximately* one (1) tablespoon (capful) of regular chlorine bleach, per gallon of water (any brand is acceptable, no scented varieties). As it is not an exact science, vendors should purchase and use chlorine test strips to ensure the proper concentration levels. Do not add soap or detergent to the bleach water because soap makes the bleach ineffective as a sanitizing agent.

**Paper towels** – For drying hands after washing.

**Large Bucket with tight-fitting lid** – For holding used wash-water and transporting it to the designated disposal site. **NEVER DISPOSE OF WASTE-WATER ONTO THE GROUND.**

**Insulated container with a dispensing spout for hot water** to be used for hand and equipment washing.

### CORRECT HANDWASHING SETUP

