



ULSTER COUNTY DEPARTMENT OF HEALTH

239 Golden Hill Lane, Kingston, NY 12401-6441, (845) 340-3150, Fax (845) 334-8337

MICHAEL P. HEIN

County Executive

CAROL M. SMITH, MD, MPH

Commissioner of Health and Mental Health

Dear Food Service Vendor:

Enclosed is an application to operate a Temporary Food Establishment. **The application and the appropriate fee(s) must be submitted at least 5 days prior to your operation start date or a \$25.00 administrative late fee will be assessed.**

The following **must** be completed and returned in order for your application to be processed. The application **cannot be processed** if **any** of the information below is missing or incomplete. Should you have any questions regarding the enclosed application, please call the Environmental Health Division at (845)340-3010.

- Complete application in its entirety
- Review items needed for operation (see reverse side of this letter for list of items)
- Enclose appropriate payment of fee(s) by check or money order payable to:
Ulster County Commissioner of Finance
- If not-for-profit, please provide proof of status such as a copy of the NYS official Letter of Acceptance

Fees for Temporary Food Service Establishments:

For profit.....\$50.00

*Not-for-Profit.....\$ 0.00

Returned check fee.....\$20.00

****Administrative Late fee**.....\$25.00

** If your organization is not-for-profit, please record this in the proper space provided on the application, submit proof of your not-for-profit status such as a copy of the NYS official Letter of Acceptance and the \$50.00 fee will be waived. However, if application is not received five (5) days prior to opening date, the administrative late fee will still be applied.*

*** An administrative late fee of \$25.00 will be assessed if your application is not received 5 days prior to your operation start date.*

ALL PERMIT APPLICATION FEES ARE NON-REFUNDABLE

Return all of the above to:

**Ulster County Department of Health
Environmental Health Services Division
239 Golden Hill Lane
Kingston, NY 12401**

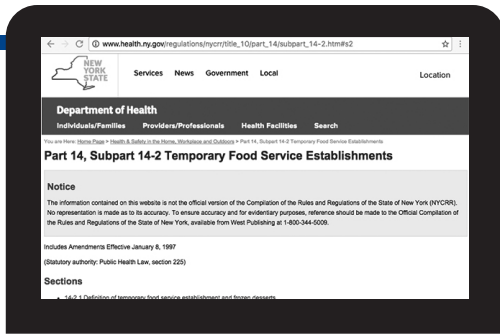
Anyone preparing food, other than on-site, must prepare their food at an establishment that has a valid Department of Health or Department of Agriculture and Markets permit and are also required to comply with the Ulster County Sanitary Code, Article VI.

ITEMS NEEDED FOR OPERATION

- Single service articles (paper plates, paper napkins, plastic utensils, etc.).
- Proper utensils, plastic gloves, and/or deli paper must be used to eliminate unnecessary hand-food contact.
- Equipment must be present to cook or reheat foods to 165 degrees Fahrenheit or above and to maintain food temperature at 140 degrees Fahrenheit during hot holding.
- Equipment must be present to maintain refrigerated food temperatures at 45 degrees Fahrenheit or below.
- Potentially hazardous foods must be transported at temperatures of above 140 degrees Fahrenheit or below 45 degrees Fahrenheit.
- Equipment used for refrigeration must have thermometers. A stab thermometer (0-220 degrees Fahrenheit) is required for checking hot and cold food temperatures.
- Water and ice must be obtained from an approved source. Home sources are not approved.
- Three containers (minimum 5 gallons each) to wash, rinse, and sanitize kitchenware.
- A container for sanitizing wiping cloths (100 ppm bleach).
- A covered container (minimum 5 gallons) with a spout for fresh water storage.
- Liquid soap dispenser and paper towels for hand washing.
- Food should not be stored in undrained ice.
- Garbage cans with liners and covers.
- Bathroom facilities must be provided at the temporary food service site.
- Waste water must be disposed of in a sanitary manner.

If you will be serving food at an event,

even at no charge, you likely will be required to have a Temporary Food Service Establishment permit. This brochure provides information about New York State requirements for Temporary Food Service Operators at events.



The complete regulatory requirements for Temporary Food Service Establishments can be found in Subpart 14-2 of the New York State Sanitary Code
www.health.ny.gov/regulations/nycrr/title_10/part_14/subpart_14-2.htm

REQUIRED

KNOW WHAT PERMITS YOU NEED

Check with your local health department early in your planning to discuss temporary food service establishment requirements (www.health.ny.gov/EnvironmentalContacts) and to obtain any permit(s) you might need. Allow 3-4 weeks for processing permit applications.

SPECIFIC REQUIREMENTS FOR FOOD PREPARATION AND STORAGE

- Food must be prepared on site or in a health department-approved kitchen.
- Home prepared foods are not allowed.
- On-site food preparation should be limited to seasoning and cooking.
- All food must be kept covered while in holding or on display.
- During any transport, proper hot/cold holding temperatures must be maintained.
- All food must be stored at least 6 inches off the ground and placed in food safe containers.

TIPS & INFO

TIPS TO REMEMBER

- Check with your local health department early in your event planning to review all requirements.
- Follow all food handling, preparation, and storage requirements.
- Make sure food is cooked to specified cooking temperature requirements (Subpart 14-2).
- Follow proper procedures to keep food hot or cold.
- Use food thermometers to check cooking and holding temperatures.
- Be sure to use an approved water supply source when preparing food.
- Hand hygiene is important! Wash your hands often, wear your gloves, and change gloves when needed.
- Follow dishwashing procedures.
- Keep garbage in lined containers.
- Keep floors, food preparation, and storage areas clean.

GET MORE INFORMATION

Temporary Food Service at Events
www.health.ny.gov/TempFood

Contact Your Local Health Department
www.health.ny.gov/EnvironmentalContacts



FOOD SERVICE VENDORS

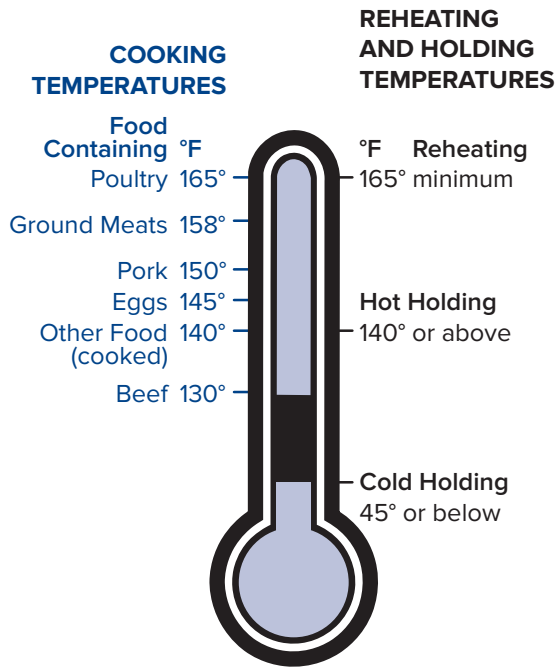
General Guidance for Temporary Food Service Establishments at Events



FOOD

COOKING/HOLDING TEMPERATURES

(See Subpart 14-2 of the New York State Sanitary Code for cooking details)



A food thermometer (accurate to $\pm 2^\circ\text{F}$) must be on site and used to check cooking temperatures and hot/cold holding temperatures. Typical thermometers read from 0°F - 220°F

COLD STORAGE

(Cold Holding must be 45°F or below)

- Cold storage food must be kept in refrigerators and coolers.
- Accurate thermometers ($\pm 2^\circ\text{F}$) must be in all refrigerators and coolers.
- Ice being used to chill foods cannot be used in beverages.

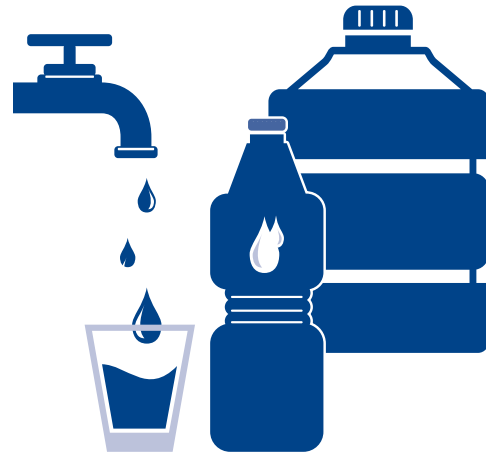
WATER

DRINKING WATER

All water used for drinking, preparing food, and making ice (potable/consumable) must be from these sources:

- a municipal public water supply,
- a NYS or county approved water supply, such as from a restaurant, or
- certified bottled water.

All physical connections to a water supply must maintain adequate backflow prevention, such as a vacuum breaker.



WASTE WATER

All waste water must be disposed of in a sanitary sewer, an approved septic system, or in a holding tank.

KEEP AREA CLEAN

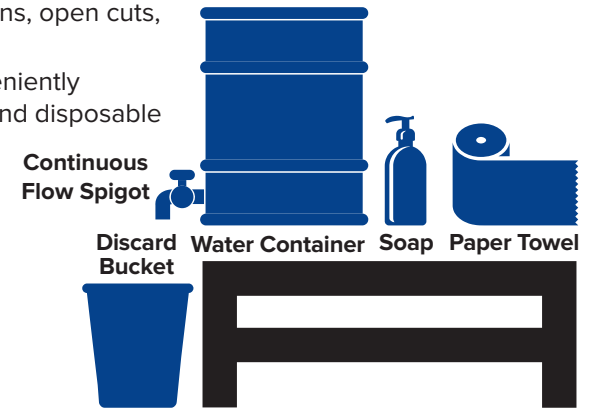
- The ground within the food preparation and food storage areas must be kept clean, and measures should be taken to prevent build-up of dust or mud.
- Place all garbage into trash containers with plastic bag liners.

HAND WASHING

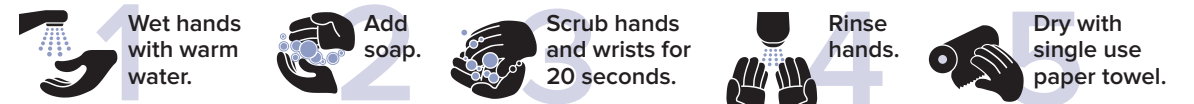
- All food handlers must be free of illness, infections, open cuts, or sores.
- Hand washing facilities must be available, conveniently located on site, and include warm water, soap, and disposable paper towels as shown.

Wash Hands

- Before starting work
- Before putting on single service gloves
- After touching raw, fresh, or frozen beef, poultry, fish, or meat
- After using the bathroom
- After smoking, eating, sneezing, or drinking
- After mopping, sweeping, removing garbage, or using the telephone
- After touching anything that might result in contamination of hands



Proper Hand Washing Procedure



Glove Use

Use gloves, utensils, deli paper, waxed paper, or napkins to prevent bare hand contact with all foods ready to be served to the public.

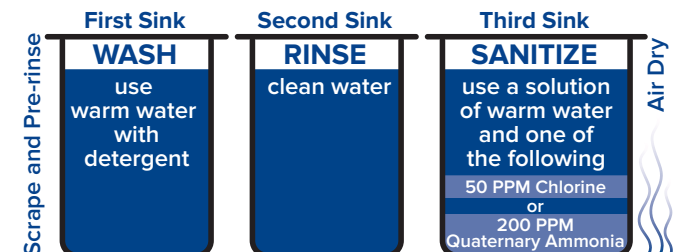
Always change gloves if they get ripped, torn, or contaminated. Contamination can occur after using the bathroom, smoking, coughing, sneezing, and in between preparing raw and cooked foods. Food workers' hands must be washed thoroughly and be cleaned before wearing new gloves.

DISHWASHING

A dishwashing station should be set up using the three sink method and sanitizing solution as shown.

Sanitizing solution for dishwashing

1 teaspoon of household bleach per 1 gallon of water. Use chlorine test strips to ensure the concentration is 50 - 100 parts per million (ppm).



Ulster County Department of Health
Environmental Health Services
239 Golden Hill Lane
Kingston, NY 12401
(845) 340-3010

APPLICATION FOR A PERMIT TO OPERATE A TEMPORARY FOOD SERVICE ESTABLISHMENT

It is unlawful to operate any temporary food service establishment without a permit.

Name of Event: _____ Township of Event: _____

Address of Event: _____

Number of Event Operating Days: _____ (maximum 14 days per application/permit)

List each Date(s) of Operation: _____

Time food is to be served: Opening Time: _____ AM/PM Closing Time: _____ AM/PM

Name of Establishment: _____

Name of Operator: _____ Email: _____

Mailing Address: _____

Telephone Number: _____ FAX: _____ EIN: _____

Not-for-profit Operator: Yes _____ (Attach copy of proof of not-for-profit status) No _____

Food to be served: _____

Food to be obtained from: _____

* Equipment to be used: _____

* The use of Polystyrene Foam Disposable Food Service Ware by Food Service Establishments is not permitted in Ulster County.

Water Supply (Check One): Private: _____ *Sample Result Attached: Yes _____ No _____

Public: _____ Water System Name _____

* A satisfactory water sample during the same quarter of the year in which the event is operating must be submitted to the UCDOH or bottled water / bagged ice must be used.

The Undersigned applicant has received, read, understands, and agrees to operate the temporary food service establishment in complete compliance with Ulster County Sanitary Code, Article VI. The permit to operate a Temporary Food Service Establishment will be issued upon the completion of a satisfactory Ulster County Department of Health inspection report.

Signature of individual operator or authorized official _____

Print name of person signing _____ Date _____

FOR OFFICE USE ONLY

Permit Recommended: Yes _____ No _____ By _____

Date of Issue: _____ Expiration Date: _____ Risk: Low Medium High (circle one)

Permit Conditions: Single Service. Foods listed on "Food to be served" line.