Broomfield Health and Human Services Department
Public Health & Environment Division
6 Garden Center
Broomfield, CO 80020
720-887-2220

FARMERS' MARKET INFORMATION

The following procedures and guidelines will apply to all Farmers' Markets held in the City and County of Broomfield. All vendors must complete the appropriate pages of the attached application prior to participation in a Broomfield Farmers' Market.

1. **This application must be submitted in writing to Broomfield Public Health and Environment a minimum of ten (10) business days prior to the first day you wish to participate at the Farmers' Market.** Food services will not be permitted unless prior approval is granted. Food service will be limited to the foods submitted, reviewed, and approved in this packet. **The approval notice you receive from Broomfield Public Health and Environment shall be posted within the booth during all hours of operation.**

2. Colorado Mobile Retail Food Licenses issued by neighboring counties will be accepted, but a one-time application/inspection fee of $100 is required. A copy of this State License and the fee must accompany the application or it will not be processed. If there is a change in menu or operation, a new evaluation will be required along with an additional $100 application/inspection fee. Licenses issued by the City and County of Denver are not valid outside the City and County of Denver. All applicants recognized under the non-profit status are exempt from fees. Please provide documentation of your non-profit status.

3. **The Public Health and Environment Division will provide assistance to all vendors who need a Colorado Mobile Retail Food License.** Mobile Retail Food Licenses issued by Broomfield Public Health & Environment are assessed a one-time $100 application/inspection fee in addition to the State License fee below.
   - $115 for a pre-packaged Mobile Retail Food License
   - $255 for a Mobile Retail Food License

   If a license is needed, please also include the following documents:
   - Retail Food Establishment License application
   - Mobile Retail Food License application
   - Pages 1 and 2 of the Farmers' Market Application

   Applications can be found on our website at
   http://www.broomfield.org/hhs/Public_Health_Environment/phforms.shtml

4. Vendors must operate from an approved commissary. A letter of approval from the commissary must accompany this application (see page 7).

5. All food (including ice) must be prepared in your licensed commissary.

6. All utensils and equipment shall be washed, rinsed, and sanitized in a 3-compartment sink or dish machine at your licensed commissary. Extra serving utensils shall be brought to the event so soiled utensils can be changed at least every four (4) hours or when contaminated. Be advised, on-site washing in tubs/basins is not allowed.

7. All produce shall be washed in a food prep sink at your licensed commissary or be received pre-washed (i.e.: lemons for lemonade, potatoes for fries, or apples for caramel apples, etc.).

8. Only approved smooth, easily cleanable, non-absorbent ice coolers or approved food-grade containers may be used for the storage of food, ice, and drinks. **Containers or coolers made from Styrofoam are not approved for use**. The storage of packaged food/beverages in un-drained ice is prohibited.

9. All food, utensils, and paper goods must be transported in clean, covered containers to protect them from contamination. These items must be protected from dust, dirt, insects, and customers while being stored, used, and/or served. All food, paper products, and utensils **must be stored off the ground**.

10. Eating, drinking, and smoking are prohibited within the food booth. Staff must leave the booth for these activities and must wash hands upon returning to work.

11. Potentially hazardous foods such as meats, poultry, fish, eggs, dairy products, sauces, cooked rice, pasta, potatoes, and beans must be maintained below 41°F or above 135°F at all times during the event, including during transport to the event.
    - Foods cannot sit out at ambient temperature, even if frozen.
    - **Food thermometers (scaled 0°F - 220°F) must be provided to monitor internal food temperatures.**
    - Foods prepared a day or more before they will be served must be quickly cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F or below within 4 hours. This shall be accomplished by using ice baths or shall be cooled under refrigeration in shallow pans with frequent stirring, or by another approved method.
    - **Cooling of hot foods at the event is prohibited.**
    - **Service of food items will not be allowed if foods are not maintained at proper holding (hot or cold) temperatures.**

12. Gloves or utensils shall be used when touching ready-to-eat foods. Serving utensils must be used whenever possible and must be stored in the product with the handle extended out of the food.

13. **An approved hand washing station must be provided in each food booth. Service of food items will not be allowed without a proper hand wash station**. A separate sink is required. The sink area shall consist of running <u>hot and cold water under pressure, soap, and dispensed individual paper towels</u>. Hands must be washed with tempered water, plenty of soap, and dried with paper towels before beginning work, before and after glove use, during any interruption of food duties, after using the toilet or handling unclean items, or any other time hands become contaminated. The hand wash station must be set up so it is accessible and easy to use. All wastewater must be contained and disposed of to the sanitary sewer system.

14. A separate container of clean, warm water for sanitizer shall be provided at all times. This container, to be used for the storage of wiping cloths, shall have a residual of 50 ppm chlorine or 200 ppm quaternary ammonium. **Approved sanitizer and test strip kits shall be provided in the food booth to monitor the concentration of the sanitizer residual.** Wiping cloths shall be saturated with the proper concentration of approved sanitizer at all times.

15. **A clean trash receptacle with lid must be provided in each food booth.** Any solid waste such as food debris or waste paper must be collected and later disposed of in an approved receptacle provided on site or taken to the commissary for disposal.

16. All liquid waste, except drainage from clean potable ice, must be stored in a properly sized retention tank, or be discharged into an approved wastewater disposal system.

17. A food grade hose must be used when connecting to an approved potable water supply.

18. **Complete the attached Farmers' Market application and return it to the Broomfield Public Health and Environment Division.** If you have any questions concerning these guidelines, or if the Public Health and Environment Division can be of any assistance, please feel free to contact us at 720-887-2220.

Definitions

1. **Commissary** – Means an approved catering establishment, restaurant, or other approved place in which food, containers, or supplies are kept, handled, prepared, packaged or stored.

2. **Easily Cleanable** – Means surfaces are readily accessible and fabricated of such materials and finishes that residue can be effectively removed by normal cleaning methods.

3. **Equipmen**t – Means an article used in the operation of a food establishment, such as, but not limited to a freezer, grinder, hood, icemaker, meat block, mixer, oven, reach in refrigerator, range scale, sink, slicer, stove, table, thermometer, or ware washing machine.

4. **Potentially Hazardous Food** – Means a food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:

    1. The rapid and progressive growth of infectious or toxigenic microorganisms;
    2. The growth and toxin production of Clostridium botulinum or
    3. In raw shell eggs, the growth of Salmonella enteritidis

    A. **Potentially Hazardous Foods** include a food of animal origin that is raw or heat-treated; a food of plant origin that is heat treated or consists of raw seed sprouts; cut melon; and garlic in oil mixtures that area not acidifies otherwise modified at food processing plant in a way that results in mixtures that do not support growth as specified in subparagraphs 1, 2 and 3 of this definition.

    B. **Non-Potentially Hazardous Foods Include**:
        a. Hard-boiled eggs with shells intact which have been air cooled:
        b. Foods with a water activity value of 0.85 or less:
        c. Food with a measurement of acidity (ph) of 4.6 or below:
        d. Foods which have been adequately commercially processed and remain in their unopened hermetically-sealed container: and
        e. Food for which laboratory evidence (acceptable to the regulatory authority) demonstrates that rapid and progressive growth of infectious and toxigenic microorganisms, the growth of S. enteritidis in eggs or the slower growth of Clostridium botulinum cannot occur.

5. **Ready-to-Eat Food** – Means food that is edible without further washing, cooking, or additional preparation and that is reasonably expected to be consumed in that form.

6. **Sanitization** – Means the application of cumulative heat or chemicals on cleaned food-contact surfaces that yields a reduction of disease microorganisms of public health importance.

Farmers' Market Food Service Establishment Checklist

This checklist is to assist you in preparing a complete application. All of the following items must be addressed in your application. Check off each item when the information has been put into the packet.

- ❑ Submit copy of Colorado Mobile Retail Food License
- ❑ Submit one-time application fee of $100.00, if applicable
- ❑ Submit a copy of your CO State Sales Tax License
- ❑ Draw Booth Floor Plan to scale (see page 2).
- ❑ Menu
  - Detailed menu of all food and beverages that will be sold/served
  - Sources of food, beverages, and ice
- ❑ List of all food service related equipment including make and model number
- ❑ Commissary Agreement - Provide a written and signed agreement between the food vendor and the commissary owner. The agreement must include a list of all services provided by the commissary (see page 7).
- ❑ Food Handling Questionnaire
- ❑ A copy of the Colorado Retail Food Establishment Rules and Regulations can be found at

  http://www.colorado.gov/cs/Satellite?blobcol=urldata&blobheadername1=Content-Disposition&blobheadername2=Content-Type&blobheadervalue1=inline%3B+filename%3D%22Colorado+Retail+Food+Establishment+Rules+and+Regulations.pdf%22&blobheadervalue2=application%2Fpdf&blobkey=id&blobtable=MungoBlobs&blobwhere=1251807983888&ssbinary=true

BROOMFIELD HEALTH & HUMAN SERVICES
Public Health Division
Environmental Health
Food Protection Program

6 Garden Center
Broomfield, CO 80020
720.887.2220
720.887.2229 (Fax)

FARMERS' MARKET APPLICATION

Name of Your Business: _____

Name of Market(s): _____

Location of Market(s): _____

Dates/Times of Market(s): _____

Please provide a copy of your organization's Colorado Sales Tax License

Your Business Address: _____

Contact Person: _____

Telephone: _____

E-mail Address: _____

Please check all that apply and complete the required sections:

___ A vendor of uncut fruits and/or vegetables

-submit menu and complete pages 1 and 2

___ A vendor of non-potentially hazardous food (as defined on page III)

-submit menu and complete pages 1, 2, 5, 6, and 7

___ A vendor of potentially hazardous food (as defined on page III)

-submit menu and complete pages 1 through 7

In consideration thereof, I do hereby certify that I have complied with all the items of sanitation as listed in the Colorado State Retail Food Establishment Code, and that I have complied with all instructions given me by authorized inspectors of the Broomfield Public Health & Environment Division. I do hereby agree that in the event that the items of sanitation are not compiled with, I will discontinue serving food until such time as requirements are met.

_____ _____ _____
Authorized Signature Title Date

All non-profit organizations must provide a copy of their Federal Non Profit Number (Form 501-3C)

BOOTH LAYOUT

Provide a drawing of your booth layout. Identify all equipment.

The layout shall include the following:

- ☐ **Cooking Equipment**
- ☐ **Hand Washing Facilities**
- ☐ **Customer Service Area**
- ☐ **Food Storage**
- ☐ **Clean Equipment and Single Service Storage Area**
- ☐ **Hot and Cold Holding Equipment**
- ☐ **Work Surfaces**
- ☐ **Garbage Containers**

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FOOD HANDLING QUESTIONNAIRE

Please complete this questionnaire with as much detail as possible. Answers to the following will determine if your food handling techniques are consistent with proper food safety and public health protection. Since it has been shown that the majority of food-borne illness outbreaks are contributed to errors in food handling (e.g., improper cooling, reheating, etc.), it is important that proper procedures be employed from the start of operation of the food service establishment.

Potentially Hazardous Foods (PHFs) are defined as those foods, which will support the growth of food-borne illness causing bacteria, have high moisture and protein content and a low amount of acidity. PHFs that have been frequently identified as vehicles of a food-borne illness include meat, poultry, seafood, dairy products, cooked rice/potatoes/beans, soups and gravies, potato and other combination salads. The definition does not include commercial hard cheeses, commercially prepared mayonnaise or salad dressings, raw vegetables or fruits (except cut melons and sprouts).

1. Cooling of Potentially Hazardous Foods (allowed at the commissary, but not at the booth)

Will any potentially hazardous food be cooled? Yes _____ No _____

If yes, explain in detail how you are cooling foods:

A. Technique:

_____
_____
_____
_____

B. Time, if any foods are allowed to pre-cool at room temperature:

_____
_____
_____

C. List types of containers used and the level of food placed in these containers to cool:

_____
_____
_____
_____

D. Are foods covered during the cooling process? Yes _____ No _____

E. How will the process be monitored?

_____
_____
_____
_____

F. If using an ice bath to initially cool food, at what temperature is the food placed in the refrigerator? How often are foods being stirred; what level is the ice in relation to the food; how often is the food monitored for temperature?

_____
_____
_____
_____

2. Reheating Potentially Hazardous Foods (Complete this area if you answered "Yes" to 1 above.)
If you are going to reheat PHFs, please describe the process and include:

A. Equipment used for reheating (stove, convection oven, etc.):

_____
_____
_____

B. Total amount of time taken to reheat before service or hot holding:

_____
_____
_____

C. Temperature food will be reheated to: _____

D. How will the process be monitored?

_____
_____
_____

3. Hot and Cold Holding of PHFs
If you are going to be holding hot or cold PHFs, describe:

A. The temperature of PHFs before they are placed into hot holding units (steam tables, hot cases, etc.) or cold holding units other than refrigerators (salad bars, cold wells, ice storage, refrigerated drawers, etc.)

_____
_____
_____

B. What will the internal temperature of PHFs in hot or cold holding units to be maintained throughout the day?

_____
_____
_____

C. How will the process be monitored?

_____
_____
_____

D. Will food be transported or delivered to another location? ____Yes ____ No
If yes, what equipment will be provided to maintain food at proper temperatures during transport?

_____
_____
_____
_____

4. Personnel Hygiene

Describe how the hygiene of personnel will be addressed and include:

A. Policy on where and when hand washing occurs.

_____
_____
_____

B. Policy for ill food service workers:

_____
_____
_____

C. How will employees limit the amount of direct hand contact with food?

_____
_____
_____

5. Cooking Temperatures

Beef	_____	Casseroles	_____
Poultry	_____	Pork	_____
Fish/Shellfish	_____	Ground Beef	_____

A. How will the cooking temperatures of these and other foods be monitored?

_____
_____
_____

6. Cleaning and Sanitization Procedures

A. Describe the type and concentration of sanitizer used:

_____
_____
_____

B. How will the meat-slicer, cutting boards and other in-use utensils be cleaned and sanitized after becoming contaminated? How often?

_____
_____
_____
_____

7. Additional Food Handling Information:

A. How will frozen foods be thawed?

_____
_____
_____

B. Will raw meats, poultry, and seafood be stored/displayed in the same unit as cooked, ready-to-eat foods? ____Yes ____ No If yes, how will they be store to prevent cross contamination?

_____
_____
_____

C. Where will produce be washed? Prepared?

_____
_____
_____
_____

D. What will be done with food left over at the end of the day?

_____
_____
_____
_____

E. Where will fresh water tanks be filled?

_____
_____
_____

F. Where will wastewater tanks be emptied?

_____
_____
_____
_____

G. Where will solid waste items be disposed of?

_____
_____
_____
_____

8. Please submit with packet on separate pages the additional information:

A. A complete menu

B. A list of all food service related equipment including make and model number

COMMISSARY AGREEMENT

_____
Date

I, _____ of _____,
(Owner/Operator) (Establishment Name)

located at _____
(Address of Establishment)

do hereby give my permission to _____
(Name of Food Vendor)

to use my kitchen facilities to perform the following:

_____ Preparation of foods such as cleaning, cutting, cooking, cooling, etc.
_____ Storage of foods, single service items, and cleaning agents
_____ Ware washing
_____ Service and cleaning of equipment
_____ Filling water tanks
_____ Dumping wastewater
_____ Other _____

Commissary Water Supply? Municipal _____ Well _____

Commissary Sanitary Sewer Service? Municipal _____ Septic _____

Indicate the equipment available at the commissary for the proposed uses:

____ Hand sink ____ Prep Sink ____ Mop sink
____ Three-comp sink ____ Dish machine ____ Refrigeration
____ Cooling equipment ____ Dry Storage ____ Other _____

_____
Owner/Operator

_____
Phone Number

This Commissary Agreement is valid for this calendar year only.