

Broomfield Health and Human Services Department

Public Health and Environment Division 6 Garden Center Broomfield, CO 80020 (720) 887-2220

TEMPORARY/SPECIAL EVENT GUIDELINES

4th of July

Dear Food Vendors:

The following procedures and guidelines will apply for <u>Temporary/Special Food Service Events</u> held in the City and County of Broomfield. A temporary retail food establishment is defined as a food establishment that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration.

- 1. Food vendor applications shall be submitted in writing to the Public Health and Environment Division prior to the 4th of July event. Deadline for submitting the application is 4:00 PM on Friday, June 20, 2014. Any application received after 4:00 PM on Friday, June 20, 2014, but before 4:00 PM on Wednesday, June 25, 2014, will be assessed a late fee. Public Health and Environment Division applications will not be accepted after 4:00 PM on Wednesday, June 25, 2014. Temporary food services will not be permitted unless prior approval is granted. Food service will be limited to the service of those foods submitted and approved on the application.
- 2. An application and review fee (see page 5), applicable to your menu, will be charged to all applicants. The fee shall accompany the application or it will not be processed. Make checks payable to "The City and County of Broomfield." However, all applicants recognized under the non-profit status are fee exempt and must provide documentation of exempt status.
- 3. All vendors shall hold a current "Colorado Retail Food Service License," unless the vendor is charitable or non-profit in nature. A copy of this retail food service license shall accompany the application. The Public Health and Environment Division will provide assistance for all vendors who need a Colorado Retail Food Service License.
- 4. All vendors shall operate from an approved commissary conveniently located to the event. Vendors shall report to the commissary at least daily for servicing operations. A letter of approval from the commissary shall accompany the event application (see page 10).
- 5. All food (including ice) shall be prepared in your licensed commissary. All food shall be pre-cut, prepared, and ready for cooking or service when delivered to the event site. Preparation of food on- site, other than simple assembly and cooking, is prohibited. Turkey legs shall be pre-cooked at an approved site/commissary.
- 6. All utensils and equipment shall be washed, rinsed, and sanitized daily in a t-compartment sink or dish machine at your licensed commissary. Extra serving utensils shall be provided so soiled utensils can be changed every four (4) hours. Be advised, on-site washing in tubs/basins is not allowed.

- 7. All produce shall be washed in the food prep sink at your licensed commissary or be received prewashed (i.e.: lemons for lemonade, potatoes for fries, or apples for caramel apples).
- 8. All food, utensils, and paper goods shall be transported in clean, covered containers to protect them from contamination.
- 9. Only approved smooth, easily cleanable, non-absorbent ice coolers or approved food-grade containers may be used for the storage of food, ice, or drinks. Containers or coolers made from Styrofoam are not approved for use. The storage of packaged food/beverages in un-drained ice is prohibited.
- 10. Potentially hazardous foods such as meat, poultry, fish, eggs, dairy products, sauces, cooked rice, pasta, potatoes, and beans shall be maintained at or below 41o F or at or above 135°F at all times during transport and during the event.
 - Food cannot sit out at room or air temperature even if frozen.
 - Food thermometers (scaled 0°F-220°F) shall be provided for monitoring food temperatures.
 - Food prepared a day or more before they will be served shall 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 that will bring the food temperature down to 41°F or below in the correct amount of time.
 - Cooling of food at room temperature is prohibited.
 - Cooling of hot food at the event is prohibited.
 - Service of food items will not be allowed if food is not at proper temperatures.
- 11. Food, utensils, equipment, and single-use items shall be protected from dust, dirt, insects, and customers while being stored, used, and/or served.
- 12. All food, paper products, and utensils shall be **stored off the ground** and in a protective sleeve or container.
- 13. Direct bare hand contact with ready-to-eat food is prohibited. Serving utensils shall be used whenever possible and shall be stored in the product with the handle extended out of the food. All food workers shall handle food with tongs, utensils, deli tissues, or gloves. The use of these items does not replace the need for frequent and thorough hand washing.
- 14. A hand washing station shall be provided in each food booth. Service of food items will not be allowed without a proper hand wash station. The hand washing station shall consist of an insulated, covered container filled with warm water, at least five (5) gallons in size, with a spout or spigot on the bottom that can be opened with one hand and that will remain open while both hands are under the stream of water being washed. A 5-gallon catch bucket shall be placed under the water container. Hand soap and paper towels shall be provided. The hand wash station shall be set up so it is accessible and easy to use. All wastewater shall be disposed of to the sanitary sewer system.

- 15. Eating, drinking, and smoking are prohibited within the food booth. Staff shall leave the booth for these activities and wash hands upon returning to work.
- 16. A separate container of clean, warm water for sanitizer shall be provided in the food booth at all times. This container, to be used for the storage of wiping cloths, shall have a residual of 50 ppm chlorine (approximately 1 teaspoon of bleach per gallon of water) or 200 ppm quaternary ammonium. Approved sanitizer and test strip kits shall be provided in the food booth. Wiping cloths shall be saturated with the proper concentration of approved sanitizer at all times.
- 17. Any solid waste, such as food debris or waste paper, shall be collected and later disposed of in a commercial establishment. A clean trash receptacle with lid shall be provided in the food booth.
- 18. No pets or animals are allowed in the food booths.
- 19. All liquid waste, except drainage from clean potable ice, shall be stored in a properly sized retention tank, or be discharged into an approved wastewater disposal system.
- 20. A food-grade hose shall be used when connecting to an approved potable water supply.
- 21. Complete the attached Temporary/Special Event Application and return it to the Broomfield Public Health and Environment Division.
- 22. 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.

ITEM CHECKLIST FOR TEMPORARY/SPECIAL EVENTS

1.	Insulated container with	n a spout that stays on for was	hing hands
2.	Clean, warm water in the	ne insulated container	
3.	Catch basin for wastew	vater	
4.	Hand soap		
5.	Single-use towels		
6.	Metal, stem food therm	ometers (scaled 0°F - 220°F)	
7.	Food-grade disposable	gloves	
8.	Extra serving utensils,	so soiled utensils can be chanç	ged every four (4) hours.
9.	Covered trash receptad	cle	
10.	Licensed commissary f	or cooking, equipment washing	g/sanitizing, etc.
11.	A container of approve strips to check concent	d sanitizing solution, wiping clo ration	oths, and proper test
State Retail Food of the Broomfield	Establishment Code, and that Public Health and Environmer	have complied with all the items of sall have complied with all instructions of the Division. I do hereby agree that in the food until such time as requirements a	given me by authorized officials the event that the items of sanitation
Authorized Signatu	ıre	Title	Date



Broomfield Health and Human Services Department

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TEMPORARY/SPECIAL EVENT APPLICATION

4th of July

	Please complete	e the following inf	ormation:	
Ter	nporary Retail Food Establishment Name		Legal Owner's Name	
Est	ablishment Address			
City	,	State	Zip Code	
Tel	ephone Number	Fax #		
Cor	ntact Name	Contact #		
E-m	nail	If licensed, v	which county issued your license?	
	Colorado Retail Food Establishment lic	enses are not transferal	ole from one owner to the next.	
Are	you:			
	censed nsed Temporary Event (provide copy)		fit (provide documentation) d Mobile Unit (provide copy)	-
	Please make all checks pay	yable to "The City a	nd County of Broomfield"	
		Office Use Only		
	No Fee - school, charitable organization, church			\$0
	Application/Food Service Inspection Fee with *S	•		\$90
	Application/Limited Food Service Inspection Fed Application for State Temp Event License or Mo	•		\$45 \$255
	Application for State Temp Event License or Mc	,	•	\$115
	Additional Late Fee will be added to original Ins	,	,	Ψ
	between June 23rd and June 25th by 4:00 PM			\$45
	Date Paid Receipt #	Check #	Received by	
*Issue	d by any county other than Denver County. Attach copy to a	pplication.		
FOR	HEALTH DEPARTMENT USE			
Need	nsed ds a license profit	APPROVI Yes No		

MENU (Please attach additional sheets, as necessary)

List all food products and the specific source of all food items (name of grocery chain, wholesaler, etc.)

Be sure to include items such as toppings and condiments.

Food and Drink Items	Location where obtained
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

FOOD PREPARATION

Preparation at Approved Facility/Commissary before Event

Check which preparation procedure(s) each menu item requires.

Food	Thaw	Cut/	Cook/	Cool	Reheat	Hot	Cold
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Cooling How will food be rapidly cooled to 41°F or below? (m

How will food be rapidly cooled to 41°F or below? (mark all that apply)	
 □ Shallow pans (less than 4") in refrigerator □ Using an ice-bath to cool the food □ Ice paddle or wand □ Other (specify) 	
Transport Please provide the distance that you will be transporting food to the event?	_
What equipment will you use to control temperatures during transport?	
 □ Coolers with ice □ Cambros for cold foods □ Cambros for hot foods □ Other (specify) 	

Food Handling at the Booth (Please attach additional sheets, as necessary.)

List all menu items, including beverages, to be served from the temporary food booth. Check which food handling procedure(s) each menu item requires at the booth.

Food	Cut/	Cook/Grill	Reheat	Hot	Cold	Other
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Hot Food Items

1. Ho	w will these foods be cooked a Grill Deep fat fryer Microwave Other (specify)		
	ow will hot foods be held at 135 erno burners are prohibited)	°F or above at the event? (ma	ark all that apply)
	☐ Hot holding unit		
	☐ Held under heat lamps	☐ Served immediately after	cooking
	☐ Crock-pot	☐ Held on grill until served	
	☐ Other (specify)		
3. Wł	nat utensils will you use to disp	ense or serve the hot items?	
Cold Food I	tems		
1. Ho		able and foods may not be ke	rk all that apply) ot in contact with the ice unless
	they are packaged and so Other (specify)	ealeu.	
2. Wł	nat utensils will you use to disp	ense or serve the cold items?	
3. Ho	ow many food thermometers (0	0-220°F) will you have at this e	event?
	☐ Metal stem probe	☐ Thermocouple	□ Digital

HAND WASHING AND FOOD HANDLING

	ation WITHIN each booth is REQUIRED unless only prepackaged foods requiring no cooking are to be served. Please check the space below that applies to your booth.
☐ I will be	serving only prepackaged foods that require no preparation and/or cooking.
following 1) a m with 2) soa 3) pap	serving foods that require preparation and/or cooking and will provide the g for hand washing: hinimum of 5 gallons of warm potable water that shall be refilled as needed in a container in a 'hands-free' spigot sper towels allon bucket (minimum) to catch and contain wastewater until it is properly disposed
NOTE: Hand sanit	izers are NOT an acceptable substitute for required hand washing.
Where will wastew	vater be disposed?
□ Other Wastewater CANN	on-site receptacle at event HOT be dumped on the ground or into storm drains. Water shall be placed in cle or sanitary sewer. Please find out from event coordinator where this is located.
How will you prev	ent bare hand contact with ready-to-eat foods?
□ Deli tissu	de disposable gloves es t)
What is your plan	for flying insects and dust control at your booth?

BOOTH LAYOUT AND MAP

Provide a drawing of your Temporary Food E	stablishment. Identify and describe all equipment.
The map shall include the following:	
☐ Cooking equipment	☐ Hot and cold holding equipment
☐ Hand washing facilities	☐ Work surfaces
☐ Food and single service storage	☐ Garbage containers
☐ Customer service area	-

COMMISSARY AGREEMENT

			Date
I,(Owner/Operator)	of		
(Owner/Operator)		(Establish	ment Name)
located at	(Addross	of Establishment)	
do hereby give my permis	ssion to (Name	of Mobile Unit/Pushca	rt/Temporary Booth)
to use my kitchen facilitie:	,		, ,
·	•		14/
Preparing vegetable cooking, cooling, re	es or fruit, cutting mea cheating, etc.		Ware washing Filling water tanks
Storage of foods, s	ingle service items, ar	nd cleaning agents	Dumping wastewater
Service and cleanir	ig or equipment		Other (list below)
Commissary Water Supp	ly?	Municipal	Well
Commissary Sanitary Sev	wer Service?	Municipal	Septic
Indicate the equipment av	ailable at the commin	sary for the proposed	uses:
Hand wash sink	Prep Sink	Mop sink	Three-comp sink
Dish machine	Refrigeration	_ Dry storage	Stove/oven
Cooling equipment	Other		
	_		
		Owne	r/Operator
		Phone	e Number

This Commissary Agreement is valid for this calendar year only.