



# Erie County Department of Health

606 West Second Street

Erie, PA 16507

Phone: 814/451-6700 • Fax: 814/451-6775

## COORDINATOR'S APPLICATION FOR A TEMPORARY FOOD EVENT

READ CAREFULLY, incomplete applications will not be processed.

- This application must be complete and submitted to the Erie County Department of Health (ECDH) at least 7 days prior to the first day of the event.
- License fees and applications for each food establishment must be submitted with a completed coordinator's application.
- License fees are based on days of operation: 1-2 days, \$40 per establishment; 3-7 days, \$80 per establishment; 8-14 days, \$140 per establishment.
- Fees are **nonrefundable**.
- Applications received within 7 days of start of event are subject to a late fee of \$15 per vendor and may not be approved.
- Establishments may not serve food to the public until a license is issued.
- A temporary license will not be issued until all requirements of 7 PA Chapter 46 and all applicable laws are met.
- Establishments will be inspected on the first day of the event. Establishments arriving later than one hour past the event start time may not be inspected or licensed on that day and, therefore, will not be able to operate.

<b>Name of Event</b>			
<b>Location of Event</b>		<b>City, Town, Borough</b>	
<b>Date of Event</b>	<b>Setup Time</b>	<b>Event Start Time</b>	<b>Event End Time</b>

<b>Name of Event Coordinator(s)/Responsible Individual(s)</b>		
<b>Name</b>		
<b>Mailing Address</b>		
<b>Phone</b>	<b>Email</b>	<b>On Site During Event?</b>

Describe the potable (drinking) water supply to the event

- Municipal    
  Regulated public water supply    
  Bottled Water    
  Nonpublic water supply

Date of sample \_\_\_\_\_

Describe wastewater disposal system for the event:

- Municipal    
  If not municipal, describe \_\_\_\_\_  
 \_\_\_\_\_

Describe toilet and hand washing facilities provided for patrons:

Type \_\_\_\_\_ Number \_\_\_\_\_ Location \_\_\_\_\_

Who will be responsible for maintenance? \_\_\_\_\_

If portable toilets, how frequently will they be emptied? \_\_\_\_\_

Describe garbage and grease disposal for the event \_\_\_\_\_

Required: Each food establishment must also complete an "Application for a Temporary Food Establishment License," to be returned with this coordinator's application and proper fee.

Establishment Company Name	Address	Email	Phone	Food Items	Annually licensed through ECDH?

Number of food establishments: \_\_\_\_\_ X license fee \$ \_\_\_\_\_ = \$ \_\_\_\_\_ amount due

Coordinator's name \_\_\_\_\_ Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_  
 (print)



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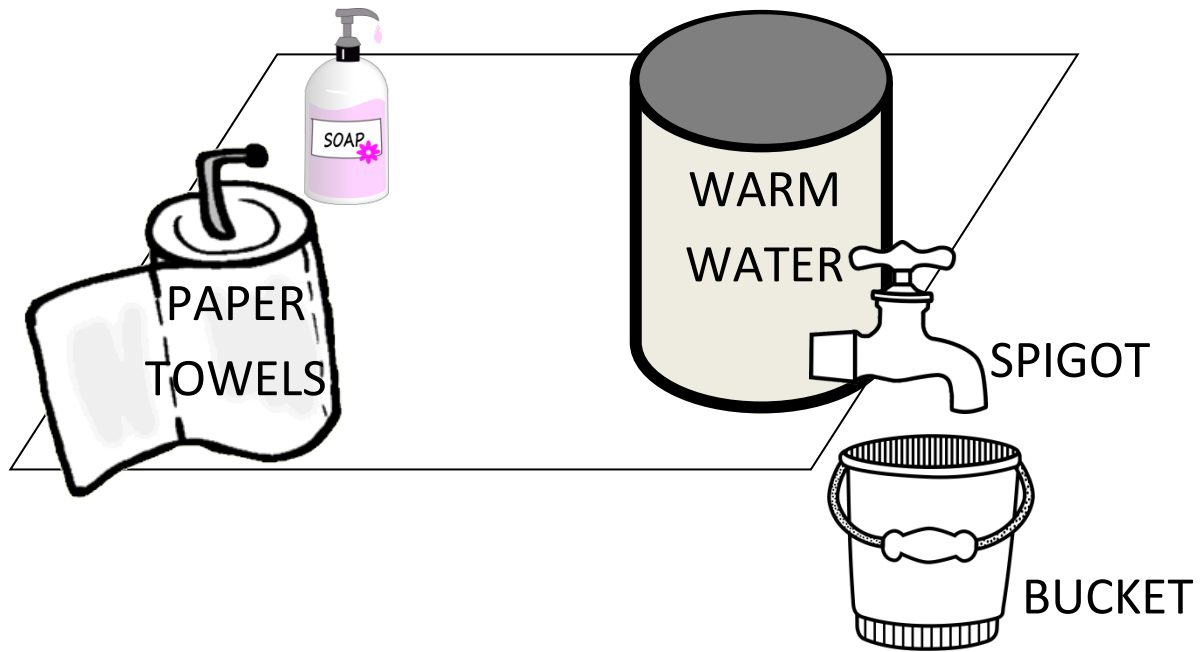
### TEMPORARY EVENT GUIDELINES & CHECKLIST

The following guidelines have been developed to help temporary food facilities in Erie County operate in a sanitary manner and to minimize the possibility of foodborne illness. Guidelines are based on current Pennsylvania regulations.

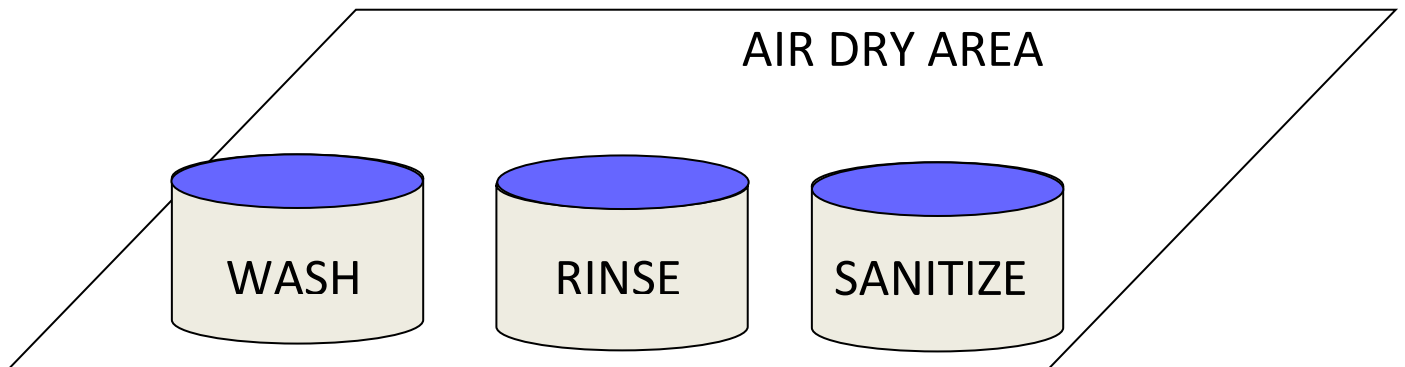
Following is a list of items you **must have on site, set up and operational** in order to be licensed. Applications for Temporary Licenses must be completed and submitted no later than 7 days prior to the event or late fees will be applied.

- **Source of Food** – All food must be prepared at a licensed facility or prepared on site. No food prepared in a private home may be served or sold.
  - All food must be clean, wholesome, free from spoilage, free from adulteration and safe for human consumption. All meat must bear the mark of USDA inspection.
  - Fundamentals of food safety must be followed. Cold foods must be held cold at 41°F or below. Hot foods must be held hot at 135°F or above. Mechanical heating or refrigeration is required whenever possible.
  - Food must be protected from contamination at all times during storage, preparation, cooking, serving and display.
  - Food samples must be offered in individual portions or distributed by food employees. Sampling guidelines are available upon request.
  - Ice must be obtained from an approved source. Ice must be stored in smooth, easily cleanable, nonporous containers.
- **Temperature Log Sheets** – Temperature log sheets are required for any foods prepared prior to an event.
- **Thermometers** – Provide a digital, tip sensitive thermometer. Food grade alcohol swabs are recommended to clean the thermometer probe.
- **Food Safety Manager Certification Posted** – Most facilities are required to employ a person certified in food safety. The certification must be available and the certified person will preferably be on site, as the Person in Charge.
- **Employee Health** - No person who is infected with or is a carrier of a communicable disease shall work in any food facility. Smoking is not permitted in any food preparation or service area.
- **Hair Restraints** - All food handlers must wear hair restraints: hats, caps, visors, or hair nets.
- **Food Grade Gloves** - Single-use gloves, deli paper, or utensils are required for handling all ready-to-eat foods. Bare hand contact is prohibited for all ready-to-eat foods.
- **Sanitizer** - An approved sanitizer must be used on all table tops, counters, dishes and utensils. A bucket or spray bottle with sanitizer must be labeled and wiping cloths available. Sanitizer test strips must also be provided to determine sanitizer concentration.
  - Chlorine - 7 seconds at 50 ppm- 200 ppm (1 ounce bleach to 3 gallons of water)
  - Quaternary ammonium (Quats) - 30 seconds at 200 to 400 ppm.
- **Stand Construction** - All food contact surfaces must be smooth and easily cleanable.
  - Overhead protection from weather must be provided for all food preparation and storage areas. Canvas, plastic, umbrellas, or wood are acceptable.
  - Flooring and walls must be provided in the establishment, if necessary, to control cross contamination due to dust and debris. Acceptable floorings include concrete, blacktop, wood sheeting, linoleum, tarps.

- **Hand Washing** - Each facility must provide clean, warm water (minimum 100°F), soap, single use paper towels and a waste water container. Avoid overheating water to promote proper handwashing and prevent burns.



- **Dish Wash with Sanitizer** - A three compartment sink or three labeled containers of adequate size must be provided to allow for proper cleaning and sanitizing of utensils and dishes.



- **Water Supply** - All water must be obtained from a source approved by this Department. Documentation of samples may be required.
  - Water supply hoses must be "Drinking Water Safe" or labeled "food grade". Common garden hoses are not acceptable. A backflow preventer may be necessary to prevent potential cross contamination of water supply.
  - Each facility must be provided with hot and cold running water piped to the facility OR have an adequate supply on hand. Water must be stored in a clean covered container (5 gallon minimum capacity) that has a dispensing spout. NO dipping is permitted.
  - If hot water is not available, a means of heating water must be provided. Hot plates and coffee urns are acceptable.
- **Waste Water** - All waste water must be disposed of in an approved sewage system. Approved dump stations and public restrooms are acceptable. DO NOT dump waste water down storm sewers or onto the ground surface.