

WEST WINDSOR TOWNSHIP HEALTH DEPARTMENT
 271 CLARKSVILLE ROAD · WEST WINDSOR, NJ 08550 · 609-936-8400
APPLICATION FOR A TEMPORARY FOOD ESTABLISHMENT LICENSE

EVENT:	LOCATION:
DATE(S):	HOURS:
TEMPORARY VENDOR NAME:	
OWNER/OPERATOR OF TEMPORARY FOOD FACILITY:	
MAILING ADDRESS:	
PHONE NUMBER:	EMAIL:
BASE OF OPERATION (Location of food preparation & storage): (Include copy of most recent inspection placard)	
LAST INSPECTION DATE:	HEALTH DEPT:
PERSON IN CHARGE OF FOOD HANDLING: (Include food manager's certification if applicable)	
Please Check One:	
<input type="checkbox"/> Initial Application <input type="checkbox"/> Repeat Applicant – Have an approved Plan of Operation on file for this calendar year and has made no changes to the menu or layout.	
APPLICATION IS INCOMPLETE WITHOUT FEE	
TAX EXEMPT NUMBER (IF NON-PROFIT OR 501(c)3):	
Events that begin Monday through Friday (before 5pm) -----\$65.00	
Events that begin Saturdays, Sundays, Legal Holidays or after 5 pm -----\$80.00	
Late Fee: Any application completed less than 7 calendar days prior to operation -----\$50.00	
<i>THIS APPLICATION IS NON-REFUNDABLE AND NOT TRANSFERABLE BETWEEN EVENTS</i>	
The undersigned has read the attached Health Department requirements for Temporary Food Licenses and agrees to operate the aforementioned food establishment in accordance with all applicable state and local laws and regulations.	
Signature:	Date:
Print Name:	

FOR OFFICE USE ONLY			
License # Issued:	Paid \$:	Check#:	Cash:

PLAN OF OPERATION

Menu Item Describe in detail	Quantity	Arrive at event Hot, cold or frozen	Served Hot or Cold	Equipment used onsite
Indicate sources:		Ice:	Potable Water:	
List of Source(s) where food will be brought from and purchased:				
Will food preparation be conducted off-site of the event? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If yes, where will the foods be prepared?				
How are food temperatures maintained during transport?				
How will potentially hazardous hot foods be held at 135°F and above?				
Number of units: Steam Table: Sterno: Grill: Other (explain):				
Will a refrigerated truck be used for cold food storage? <input type="checkbox"/> YES <input type="checkbox"/> NO				
How will potentially hazardous cold food be kept at 41°F or below?				
Number of units: Refrigerator: Freezer: Ice Chest: Other(explain):				
What equipment will be used to protect food on display? <input type="checkbox"/> Sneeze Guards <input type="checkbox"/> Covers <input type="checkbox"/> Sealed/Wrapped Other:				
How will wastewater be disposed of from your food facility operation?				

Sketch the layout of your setup or provide an attachment. (including tent/overhead protection, hand wash station, three-basin utensil wash, cooking equipment, cold hold equipment, food prep tables, storage and display areas)

APPLICATION IS INCOMPLETE WITHOUT A SKETCH OF YOUR SETUP OR ATTACHMENT OF YOUR SETUP

IMPORTANT REMINDERS!

- ✓ THERMOMETERS! Place them in coolers, refrigerators, and hot boxes.
- ✓ Stem-type indicating thermometers are required.
- ✓ Sanitizer test strips must be available.
- ✓ Food and money should be handled by separate personnel.
- ✓ Hair restraints (hair nets or baseball-type caps) are needed for food handlers.
- ✓ Food handlers may not smoke or eat while engaged in food handling or while in food prep areas.
- ✓ Food/Supplies must be stored off the floor/ground.
- ✓ Exposed lighting must be protected from breakage.
- ✓ Electrical cords must be properly located to prevent tripping hazards.
- ✓ To prevent burn accidents – grills, fryers and hot equipment should be located where the public will not easily gain access.

FOR OFFICE ONLY USE ONLY:

Interview conducted with:	Date:
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Inspector Notes:

WEST WINDSOR TOWNSHIP HEALTH DEPARTMENT

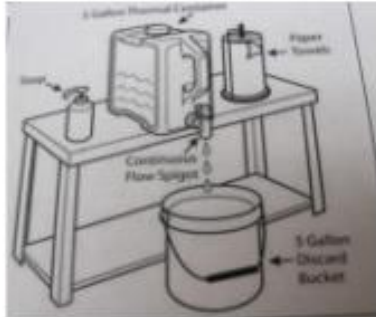
REQUIREMENTS FOR TEMPORARY FOOD LICENSES

The West Windsor Township Health Department licenses and inspects all temporary and mobile food handlers for compliance with Chapter 24 (N.J.A.C. 8:24). **Please review the following guidelines in order to be compliant at your inspection:**

1. Completed applications must be received at least thirty (30) days prior to the date(s) of the event.
2. Plan your menu carefully. The preparation of *potentially hazardous foods* (any food items which consist in whole or in part of milk or milk products, eggs, meat, poultry, rice, fish, shellfish or edible crustacean) is strictly regulated by the New Jersey State Sanitary Code and may be prohibited, if deemed necessary. All potentially hazardous foods must be maintained at safe temperatures.
3. Safe *cooking* temperatures for *potentially hazardous foods* are as follows: 130°F for rare steak or roasts; 145°F for fish, meat, pork and game animals; 155°F for ground meat/fish, injected meats or raw shell eggs; 165°F for poultry, stuffed fish/meat/ or pasta.
4. Safe *holding* temperatures for *potentially hazardous foods* are as follows: 41°F and below for cold holding and 135°F and above for hot holding.
5. Indicating thermometers are required to monitor safe temperatures of *potentially hazardous foods and must be onsite*. A thin-tipped probe thermometer (range from 0-220°F) is needed for thin meats.
6. Foods must be protected from contamination while being stored, prepared, displayed or served. All food must be kept covered when on display or behind a sneeze guard. Overhead protection is needed for exposed food preparation areas.
7. Shellfish tags must be onsite, when applicable.
8. Gloves or utensils must be used to eliminate bare hand contact to foods.
9. Sternos and steam tables may **NOT** be used for reheating.
10. Self-service condiments shall be provided in squeeze-type containers or single service packets.
11. Ice must be from an approved source. Ice from a home on a private well is prohibited.
12. Hand washing facilities are required and should consist of dispensed water, hand cleaning liquid in a pump dispenser and individual, disposable paper towels. Hand wash stations must be set-up upon arrival, prior to any food preparation or service.
 - a. Risk Type 2 and 3 must have a hand wash station.
 - b. Risk Type 1 may use containers with pre-moistened towelettes.
13. A “wash, rinse and sanitize station” shall be provided for utensils, pans, and equipment used onsite. An approved means of sanitization is 1/3 cup of bleach per 5 gallons of warm water. Test strips required. Please see example on next page.
14. Dust and/or mud control may be necessary for the ground surface of the food preparation area if conditions warrant.
15. State Law prohibits the home preparation or storage of foods for retail sale unless licensed with a Cottage Food Permit.
- 16. All applicants must designate a Base of Operation and provide the most recent inspection results, ie. Inspection Placard or report. Additional documentation may be requested.**

REQUIREMENTS FOR A TEMPORARY FOOD EVENT DO YOU HAVE?

HAND WASH STATION Risk 2 & 3



Hand Sanitizers do not replace the requirements for a temporary hand washing station

HAND WIPES Risk 1,2 & 3



FOOD MONITORING THERMOMETERS Do you need a Thin Probe Thermometer?



A thin probe thermometer is needed to monitor thin foods (ex. meat patties and fish fillets)

REFRIGERATION THERMOMETERS



SANITIZER: BLEACH OR QUATS



TEST STRIPS Do the test strips match your sanitizer?

