# Loudoun County Health Department

**1 Harrison Street, S.E., Leesburg VA 20177, 2nd floor**
**Mailing address: P.O. Box 7000, MSC #68, Leesburg VA 20177-7000**

## Temporary Food Vendor Application and Information Packet

**Required Documentation – Select applicable section**
**1. Temporary Food Vendors 2. VDH Permitted Food Facilities 3. Packaged Food Manufacturers**

### 1. Temporary Food Vendors – APPLYING FOR A TEMPORARY FOOD PERMIT

☐ Application – Complete and return no less than 10 days prior to event for review
*TEMPORARY FOOD VENDOR - APPLICATION - NEW PERMIT*

☐ Payment – Include the $40 annual permit fee; Cash or check payable to County of Loudoun, or
a. Attach copy of current paid receipt for the temporary food permit fee, or
b. Attach 501(c)(3) information**;** no fee for 501(c)(3) or local government

☐ Mail or hand-deliver: Loudoun County Health Department
mail: P.O. Box 7000, MSC#68, Leesburg, VA 20177
office: 1 Harrison St., SE. Leesburg, 2nd floor
questions call: 703-777-0234

**NOTE**: Applications must be received by health department for review at least 10 days before the event. Incomplete applications cannot be processed for review. Incomplete or late applications will be returned.

### 2. Permitted Food Establishments (within the state of Virginia)- NOTICE TO PARTICIPATE
**Restaurants, Caterers, Mobile Units & Temporary Food Vendors**

☐ Application- Complete and return no less than 10 days prior to an event
*Temporary Food Vendor- Notice to Participate*

☐ Copy of current Food Establishment Permit required – include. No fee required.

☐ Mail or hand-deliver application

**NOTE:** Restaurants, caterers & mobile units are to comply with the temporary food establishment requirements and are subject to inspection at the event. Only complete applications are accepted.

### 3. Packaged Food Manufacturers – Serving Samples Only - NOTICE TO PARTICIPATE

Approved packaged food manufacturers with verification from state agencies, such as Virginia Department of Agriculture (VDACS), may offer samples of approved items without obtaining a Temporary Food Establishment permit.

☐ Application – Complete and return no less than 10 days prior to event for review
*TEMPORARY FOOD VENDOR – NOTICE-TO-PARTICIPATE*

☐ Copy of current VDACS (or other state regulatory) Approval/Inspection report – include.

☐ Mail or hand-deliver application

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OFFICE USE:
Rec'd_____
EHD ID_____
Review _____
Food Type 1 2 3
Insp Req'd: No PO R RF

## TEMPORARY FOOD VENDOR – APPLICATION

**1. Temporary Food Vendors 2. VDH Permitted Food Facilities 3. Packaged Food Manufacturers**

**Check one:**

| ☐ APPLYING FOR NEW PERMIT | ☐ NOTICE-TO-PARTICIPATE |
|---|---|
| **1. Temporary Food Vendor** | **2. Facilities permitted by a local health district in the state of Virginia**<br>**3. Packaged Food Manufacturer – Serving Samples Only** |

**Section A: Vendor / Applicant Information** ☐ **check if providing 501(c)(3) information**

| | | |
|---|---|---|
| Name of Business: | Name of Legal Owner: | |
| Owner address: | | |
| City: | State: | Zip Code: |
| Owner phone: | Owner Cell: | Owner email: |
| Person-In-Charge (PIC) of Food at Event: | | PIC Cell: |

**Section B: Event**

| | | |
|---|---|---|
| Name of Event: | | |
| Event Address: | | Event City: |
| Event Date(s): | Start Time: | End Time: |
| Event Coordinator: | | Coordinator Phone: |

**Section C: Menu** *Only those food items listed on this application are eligible for approval to be offered for sale or service.

| FOOD & BEVERAGES | WHERE PURCHASED | FOOD PREP LOCATION | METHOD OF PREPARATION, COOKING, HOT/COLD HOLDING & EQUIPMENT USED |
|---|---|---|---|
| **EXAMPLE:** Hamburgers | Grocer/Supplier VDACS manufacturer | On-Site day of event | Frozen patties placed on grill, cooked to 155°F held on grill until ordered |
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**Section D: Temporary Food Vendor Checklist**

Read carefully. Failure to complete list below could affect permit issuance.
Please contact the Health Department with any questions.

| | |
|---|---|
| 1. | Temporary Food Establishment Requirements & Guidelines (pages 1 & 2) have been reviewed and will be available at the event. Virginia Food Regulations will be followed. Yes ☐ |
| 2. | Food is prepared on site, on the day of the event, or at permitted food establishment.<br>**HOME PREPARED FOODS ARE PROHIBITED** Yes ☐ |
| 3. | Name of Certified Food Protection Manager (if applicable)<br>Certification copy attached. |
| 4. | Employee Health Policy (page 3) is implemented for all food employees and will be available at event. Yes ☐ |
| 5. | Illness Clean-Up Guidelines (page 3), equivalent plan, or bodily fluid clean up kit, will be available at event. Yes ☐ |
| 6. | Handwashing station or sink is required and is to be set up and used prior to any food preparation.<br>Sink ☐ or water container with free flow spigot ☐ pump hand soap ☐<br>paper towels ☐ catch bucket ☐ |
| 7. | No bare hand contact with ready-to-eat foods. Gloves, deli paper, tongs, etc. will be used to protect foods. Yes ☐ |
| 8. | Water is from approved source and in ample supply for event:<br>bottled ☐ public (city) ☐ private (well) ☐ or direct connection to public water using food grade hose ☐<br>Well water test results for Total Coliform & Nitrates required for well water use approval. |
| 9. | Where will the following be disposed? Wastewater Grease |
| 10. | Ice Source: Commercially bagged ☐ or Ice from permitted food establishment ☐<br>Adequate supply of ice is required ☐ |
| 11. | Warewashing: 3 basins set up or 3 compartment sink is required.<br>3 compartment sink ☐ or 3 basins w/ lids ☐ dish soap ☐<br>Sanitizer used (ex. Chlorine or QUAT) and Appropriate test strips provided ☐ |
| 12. | Food Storage temperature control. Describe how TCS foods will be held and monitored, include equipment:<br>Cold Hold foods _____<br>Hot Hold foods _____<br>Cold/Hot Foods transported to event _____<br>Refrigeration units and/or coolers are equipped with ambient air thermometers. Yes ☐ |
| 13. | Food Thermometer provided and calibrated. Yes ☐ N/A ☐ |
| 14. | Hair Restraints provided (ex. hats or hair nets) |
| 15. | Food is protected from contamination. Yes ☐<br>Food and food contact items stored off ground and beneath overhead protection. Yes ☐<br>Food is protected from public access by sneeze guards, barriers, or lids. Yes ☐ |
| 16. | Type of Overhead Protection provided: tent, building, trailer, mobile unit |
| 17. | VDH Food Permit or VDACS approval is to be posted where it can be easily seen by the public. Yes ☐ |

**NOTE**: A Temporary Food Establishment permit will not be issued unless this application meets all the applicable requirements of the Virginia Food Regulations. Failure to provide the necessary information on this application may delay the processing of the application. Applications must be received by health department for review at least 10 days before the event. Incomplete applications cannot be processed for review.

**Section E: Applicant**

| | |
|---|---|
| Signature of Applicant: | Print Name of Applicant: |
| Title of Applicant: | Date Signed: |

# Employee Health Reporting Policy

The purpose of this agreement is to inform conditional and non conditional food employees of their responsibility to notify to the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.

**I AGREE TO REPORT TO THE PERSON IN CHARGE**: Any onset of the following symptoms either at or outside of work, including initial date of onset: **Diarrhea, Vomiting, Jaundice, Sore throat with fever, or infected cuts, wounds or lesions** containing pus on the hands, wrists, exposed body part or other body parts and the cuts, wounds or lesions that are not properly covered such as boils and infected wounds, however small.

**I AGREE TO REPORT TO THE PERSON IN CHARGE:** Any future exposure or any medical diagnosis of myself, or household members, of the following diseases: ***NOROVIRUS** ***SHIGELLOSIS**
***SHIGA TOXIN-PRODUCING E.COLI** ***SALMONELLA (TYPHODIAL & NON-TYPHOIDAL)** ***HEPATITUS A**

**I HAVE READ** or had explained to me, and understand the requirements concerning my responsibility under the Virginia Food Code and this agreement to comply with reporting requirements specified above including symptoms, diagnosis and exposure specified; work restrictions or exclusions that are imposed on me and good hygienic practices.

**FOOD EMPLOYEES: Please print your name and include your signature**

1._____
2._____
3._____
4._____
5._____

**Name and signature of Person-In-Charge:**_____date:_____

# Illness Cleanup Policy

***These directions should be used to respond to any vomit or diarrheal incidents***

**CLEANUP**

* Remove Vomit or Diarrhea right away
* Wear protective clothing (i.e. disposable gloves, and/or apron/mask)
* Wipe up with paper towels - discard materials in a plastic trash bag or bio hazard container
* Use soapy water to wash all surfaces in contact with vomit or diarrhea, & any highly touched surfaces within the vicinity
* Rinse thoroughly with water and wipe dry with paper towels

**Sanitizing & Disinfection**

* Prepare a chlorine bleach solution: 3/4 cup concentrated chlorine bleach to 1 gallon of water
  - if using regular strength bleach, (5.25% concentration) increase to 1 cup to 1 gallon of water
* Leave surfaces wet for 5 minutes
* Rinse all surfaces intended for food and mouth contact with water before use
* Wash your hands with soap and water

*** REMEMBER: HAND SANITIZERS ALONE MAY NOT BE EFFECTIVE AGAINST NOROVIRUS**

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## Temporary Food Establishment Requirements and Guidelines

### General

1. No person shall own or operate a food establishment without a valid VDH food permit.
2. Post permit where it can be easily seen by the public. Permits are not transferrable.
3. A method to properly wash hands on site is required –hand sanitizer is not a substitute.
4. Sick food handlers are prohibited to work with food. Implement health reporting policy (page 3).
5. A Person-In-Charge must be on site all hours of operation and must be knowledgeable of Food Safety.
6. Certified Food Safety Manager (CFPM) required, exceptions:
   - CFPM not required if you serve only non-temperature control for safety food
   - CFPM not required if Food handling does not exceed: (1) reheating, (2) cold holding, or (3) hot holding of commercially processed and packaged ready- to- eat foods.
   - CFPM not required for 501 (c)(3) – provide information

### Food

1. No Home Prepared Foods. Food must come from an approved source. Obtained from VDH permitted or VDACS approved facility.
2. All food must be prepared on site the day of the event –Exception –from VDH permitted facility.
3. Water must come from approved source. Bottled, public or private well-test required. Provide NSF Approved food grade hose with back flow preventer, if applicable.
4. No Bare Hand Contact with ready-to-eat food. Wear gloves, use tongs, foil, deli paper, etc.
5. Food Must Not be Stored on Ground/Floor and Must be Stored Beneath Overhead Cover.
6. Food on display shall be wrapped or have sneeze shielding to protect from patron contamination.
7. Food shall not be stored in garbage bags, grocery bags or by reusing single-use containers. Use food grade containers labeled with common name.
8. Raw meat products are to be stored separately from other foods to prevent cross contamination.
9. Self-serve condiments are to be individual packets, squeeze or pump bottles. Open bowls are prohibited.
10. Prevent cooking and food preparation areas from public access with effective barrier methods.
11. Provide a food thermometer. Sanitize prior to each use.
12. Equipment for maintaining safe food temperatures must be sufficient in number and capacity. Provide enough Coolers/Hot Box/Grills, etc. for the quantity of food.
13. **Food temperatures must be maintained for safety.**

| | |
|---|---|
| **Cold Hold Foods** maintain at 41°F or below | **Hot Hold Foods** maintain at 135°F or above |
| **Cook Poultry** 165°F; Beef burgers 155°F; Pork /Fish /Eggs 145°F | **Reheat Foods** within 2 hours to 165°F |

14. Food in transport requiring temperature control shall be maintained at required temperatures.
15. Single service items (knives, forks, spoons, cups, plates, etc.) stored inverted, food contact side down or individually wrapped.
16. Food contact items and equipment such as coolers, large drink containers, cutting boards shall be cleaned and properly sanitized.
17. All equipment shall be clean to sight and touch.

### Ice

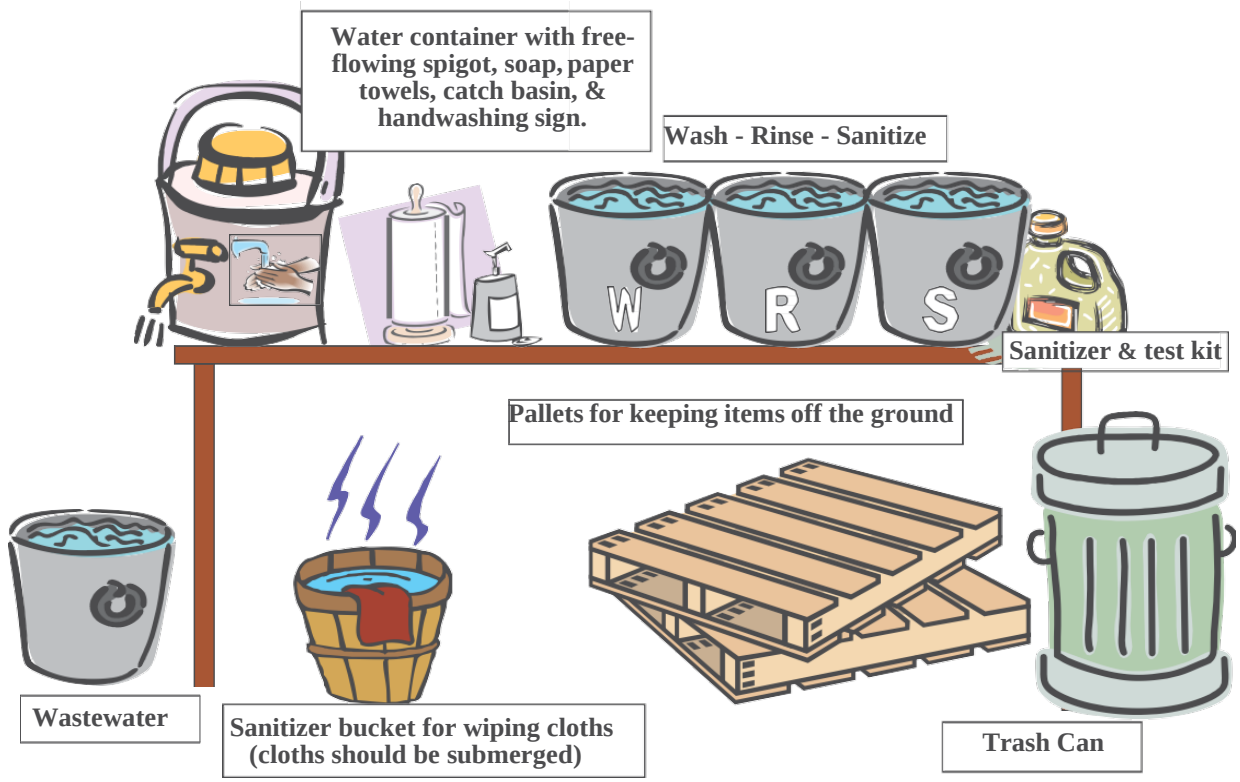
1. Ice must be from an approved source.
2. Ice for human consumption is to be kept in its original packaging and stored in clean and properly sanitized self- draining container with tight fitting lids.
3. Dispense ice, using scoop with handle, store in ice with handle above ice.
4. Wrapped foods are not to be stored in direct contact with ice.
5. Wastewater drained onto the ground or storm drain is prohibited.

## Hand Washing, Cleaning & Sanitizing

1. Provide approved water- bottled, public, or private well (test required for Total Coliform & Nitrates).
2. If connecting to water source, provide food grade hose with back flow preventer.
3. Food handlers shall wash hands prior to working with food, prior to putting on gloves and when changing tasks.
4. Hand Wash Station equipped with sufficient supply of water, Water Container with free flow spigot, Pump Hand Soap, Paper Towels, Catch Bucket large enough to collect wastewater, trash receptacle.
5. Wash, Rinse and Sanitize all food contact items prior to use and at least every 4 hours of continuous use.
6. 3 Basin Sink Set Up equipped with Sufficient supply of water, 3 Clean Containers in sufficient size with lids, Dish Soap, Sanitizer and Appropriate Test Strips to measure Chlorine or Quat Sanitizer Concentrations.
7. Approved Sanitizers include:
   Chlorine (regular household bleach) at 50-100 ppm; and Quaternary Ammonium at 200 ppm.
8. Wiping cloths stored in sanitizer bucket.
9. Chemicals are stored away from food and food contact items. Chemicals clearly labeled.

## Food Handlers

1. Wash hands before handling food, putting on gloves, changing tasks, and as often as necessary.
2. Clothing is clean, hair is pulled back, hair restraint provided, gloves provided.
3. Do not handle food when sick.
4. No eating or smoking near food. Drinks are approved with proper lid and straw.

## Physical Facilities

1. Provide tent, roof or canopy for overhead protection.
2. Trash is to be disposed of properly during and after event.
3. Wastewater from handwashing, equipment washing, and drained ice water are to be collected and disposed of in a sanitary manner and not dumped onto ground or into storm drain. Animals should be prohibited within 50 feet of the food booth. Food handlers are not to handle animals.