

Temporary Food Permit Application/Temporary Food Operator Menu Requirements Form

The organizers of a special event that will offer food or beverages must complete a **Temporary Food Permit Application** and a **Temporary Food Operator Menu Form**. Each food vendor is responsible for submitting a completed application and must be approved by the Village's Inspectional Services Division.

Any vendor that is not approved a minimum of ten business days prior to the event will not be allowed to participate in the event. For assistance with the form, please call Inspectional Services at (847) 904-4340.

Extraordinary foodborne hazards exist in temporary food service facilities, especially those exposed to the natural elements. To eliminate or minimize incidents of foodborne illness, the Village requires organizers of special events to follow the regulations set forth below.

Definitions

Potentially Hazardous Food: This term refers to any food that is likely to support bacterial growth when mishandled. This includes meat, poultry, fish, and dairy products. These have certain temperature requirements (typically 41° F or below or 135° F or above). All potentially hazardous foods to be served at a special event must be approved by the Village Health Division.

Sanitizing Solution: This term refers to a chemical agent used to eliminate or limit bacteria. The most frequently used sanitizing solution is chlorine (i.e., bleach), but iodine or quaternary ammonium solutions may also be used. Sanitizing solutions (also known as sanitizers) must be used to clean utensils and prepare wiping cloths.

Thermometers: This term refers to metal stem thermometers. These are required for temporary food handling events. Their temperature range must begin below 40° F and go up to at least 165° F. Thermometers are to be inserted into food in order to test it. Temperatures of both hot and cold foods must be tested frequently. Thermometers must be sanitized before and after they are inserted into any food. This should be done by wiping them off with disposable alcohol wipes or cloths prepared with an approved sanitizer.

Cross-Contamination: This term refers to the spreading of bacteria that occurs when blood and juices from uncooked meats make contact with other food, food utensils, or food preparation surfaces. This must be avoided by keeping raw foods separate from prepared foods and foods that do not require cooking. Raw foods should be prepared on work surfaces that are separate from those used to prepare other foods. Any food worker who handles raw food should wash their hands frequently. If raw food is going to be kept in the same refrigeration unit as prepared food and food that do not require cooking, it must be kept below the other food so that its juices cannot drip onto and contaminate it.

Food temperature

At special events, potentially hazardous food needs to be kept within a safe temperature range at all times other than during preparation, which should be done in an efficient manner. Hot food must be rapidly heated to 165° F after preparation and should be maintained above 135°F thereafter. (Crock pots may be used to hold foods that have already been heated, but they must not be used to slowly cook or reheat foods.) Uncooked/pre-cooked pork and poultry must be heated or cooked to 165°F before it may be served. Ground beef products and hot dogs must be heated or cooked to at least 155°F. All potentially hazardous foods must have their internal temperatures checked frequently with metal-stem, numerically-scaled thermometers. Cold food must be maintained at or below 41°F. A mechanical refrigerator should be used to keep food cool unless another type of refrigerator or cooling device is approved by the Village Health Division. Potentially hazardous frozen foods may only be thawed in a refrigerator set at or below 41°F. Food packed in ice will only be allowed if 41°F can be continuously maintained on the product.

Food supplies

All food supplies for special events must be obtained from sources approved by the Village Health Division. No home canned or home prepared food may be served. All food must be clean, wholesome, unadulterated, and properly labeled. All ground beef must be purchased in patty form.

Ice that will be consumed or that will come into contact with food or food containers must also be obtained from a source approved by the Village Health Division.

Food storage and protection

All food supplies for a special event, including bagged ice, must be stored off the ground on pallets, shelves, tables, or other elevated surfaces. Food must be covered or wrapped so that it is adequately protected from all forms of contamination. Condiments should be contained in individual packets, squeeze bottles, or covered bulk containers.

No food may be stored in direct contact with water or undrained ice. Canned and bottled beverages may be stored in ice only if the ice is drained frequently and kept clean. Ice used to keep beverages cool may not be served for consumption.

Food handling

At special events, food should be handled in small quantities and should be cooked by order whenever possible. Food must be prepared with sanitized utensils on sanitized surfaces with as little human contact as possible. All fruits and vegetables must be thoroughly washed before use.

Utensils must be used to dispense food and ice. They must be kept clean and dry or in running potable water when not being kept in food or ice containers. When in food or ice containers, their handles may not touch food or ice.

During transportation, food and utensils must be kept in covered containers or in wraps or packages that will prevent contamination. Potentially hazardous foods must be kept either below 41° F or above 135° F.

Utensils for attendees

Food service workers may only offer single service tableware (e.g., cups, plates, flatware, etc.) to special event attendees. If unused tableware is stored in bulk containers, it must be covered. Food service workers must provide any non-individually wrapped utensils (e.g., knives, forks, spoons, etc.) to attendees directly.

Food Service Workers

Food service workers must be hygienic. They must wear clean aprons and hair restraints and they must wash their hands frequently. They may not smoke in food preparation or food serving areas.

Supply washing facilities

Food service workers must provide adequate facilities for washing, rinsing, and sanitizing food service supplies (e.g., pots, pans, utensils, cutting boards, etc.). Supply washing facilities must have at least three buckets in which utensils may be fully immersed. One bucket must contain soapy water for washing, one must contain clean water for rinsing, and one must contain sanitizing solution (1 ounce bleach per 2 gallons water).

Food service supplies and surfaces that touch food must be washed, rinsed, and sanitized after each use. Supplies and surfaces used to prepare potentially hazardous foods must be washed, rinsed, and sanitized at least once every two hours. Wiping cloths and sponges must be kept clean and in sanitizing solution when not being used.

Water facilities

Food service stations must have an adequate supply of potable hot and cold water for drinking, washing hands, preparing foods, and cleaning food service supplies and surfaces. If running water is not available, water storage containers may be used. Each storage container must be constructed of an approved material and have a tight fitting cover and easy to clean dispenser.

Hand washing facilities

Food service workers must provide convenient and adequate hand washing facilities at each temporary food service facility. Hand washing facilities should have both hot and cold running water. Where this is not possible, provide a temporary hand washing station similar to the one demonstrated on the following page. Paper towels must be provided at all hand washing facilities. Cloth towels are prohibited.

Temporary food service facilities

Temporary food service facilities must be sheltered by a canopy, enclosure, or other approved overhang.

TEMPORARY FOOD PERMIT APPLICATION

Temporary food service means any food service which operates for a temporary period of time, not to exceed 14 days, in connection with a fair, carnival, circus, public exhibition or similar transitory gathering. Any vendor that is not approved a minimum of **ten business** days prior to the event will not be allowed to participate in the event. For assistance with the form, please call Inspectional Services at (847) 904-4340.

Name of Business:

Type of ownership:

Individual Corporate Partnership

Business address:

Business Phone Number:

Owner Name and Title
(if different from applicant):

Owner's Address:

Owner's Phone Number:

Section I.

Name of Event

Organization hosting event

Location of Event

Date(s) and Time(s)

Initial Set-up time for purpose of inspection:

***IF FOODS ARE PREPARED AT A FOOD ESTABLISHMENT OUTSIDE GLENVIEW, SUBMIT A COPY OF ITS LAST HEALTH INSPECTION REPORT. THIS INSPECTION MUST HAVE TAKEN PLACE WITHIN THE LAST SIX MONTHS.**

Section II.

FOOD VENDOR INFORMATION

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Fax: _____ Email: _____

Food Establishment Name: _____

Food Establishment Address: _____

City: _____ State: _____ Zip _____

Phone: _____ Cell: _____ Fax: _____

Manager Name and license #: _____

Section III

TEMPORARY FOOD OPERATOR MENU

All Potentially Hazardous Foods (including, but not limited to, most animal products, sliced melons, cooked starches) must be stored at temperatures out of the Danger Zone (41°F-135°F). A calibrated thermometer is required to monitor temperatures often.

Will you use a clean, calibrated thermometer during the temporary event? Yes ____ No ____ N/A ____

Check all temperature control measures you will use to keep potentially hazardous foods either below 41 ° or above 135°. Specify how many units and source of power (electric, generator, propane) (freezer packs). Identify which food items correspond to each category.

COLD HOLDING (Note: Ice is not acceptable as a cold holding option)	
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Refrigerated Truck
<input type="checkbox"/> Freezer	<input type="checkbox"/> Ice Chest
<input type="checkbox"/> Drainer Ice	<input type="checkbox"/> Other

COOKING (Note: STERNO is not acceptable as a heating source)	
<input type="checkbox"/> Oven	<input type="checkbox"/> Barbecue
<input type="checkbox"/> Wok	<input type="checkbox"/> Fryer
<input type="checkbox"/> Roaster Oven	<input type="checkbox"/> Stove
<input type="checkbox"/> Gas Grill	<input type="checkbox"/> Other

HOT HOLDING	
<input type="checkbox"/> Oven	<input type="checkbox"/> Barbecue
<input type="checkbox"/> Steam Table	<input type="checkbox"/> Stove
<input type="checkbox"/> Gas Grill	<input type="checkbox"/> Toaster Oven
<input type="checkbox"/> Chafing Dish	<input type="checkbox"/> Other

FOOD/BEVERAGES

List all foods and beverages you will serve at the event. Only items listed will be approved for service. **Any changes must be approved by the Village’s Inspectional Services Division before the event**

Examples:

Food/Beverage item	Where Purchased-Source	Preparation/Transportation/Holding Procedures
Potato Salad	Restaurant (Joe’s Pizza)	Prepared at restaurant, kept on ice and in refrigeration onsite.
Hamburger patties	Retail Store (Costco)	Frozen meat, kept in reach in freezer.

*If off-site preparation is selected, you must use an approved (permitted) kitchen facility. Home-prepared foods CANNOT BE SERVED at events open to the public.

TEMPORARY FOOD OPERATOR MENU – *Continued.*

Read and check *YES, NO, or N/A (Not Applicable)*

- | <u>YES</u> | <u>NO</u> | <u>N/A</u> | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. You will enforce an illness and hand washing policy in your booth. You will provide a hand washing facility (with clean, warm, running water; pump soap and paper towels) that will be available before food preparation begins and will remain operable at all times that workers are in the booth. FAILURE TO COMPLY WILL RESULT IN CLOSURE. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. You will make sure your employees have accessible restrooms (within 200 feet of your booth). Restrooms must have sinks with warm, running water. All employees must wash their hands after using the restroom. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. No animals or smoking allowed in or around food booths/tents. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. You will store potentially hazardous foods (PHF) out of the Danger Zone (41°F-135°F) and will monitor the temperature of PHF with an accurate thermometer . For PHF that have been heated through the Danger Zone, you will discard them at the end of the day. Cooling of leftovers is not allowed. Mechanical refrigeration is required |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. You will keep raw meats and their juices away from all other foods. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. You will provide water, ice and food from approved sources . Home storage is not allowed. All wastewater will be disposed in a sanitary sewer (not storm drains). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. You will use approved barriers including utensils, paper wraps and gloves (which must be changed when contaminated, ripped, or after changing tasks) to prevent Bare Hand Contact with all Ready-to-Eat Foods . |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. You will store all food, ice and single-service utensils, napkins, etc. off the ground.
You will only use food-grade containers for food storage and transport. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Condiments must be displayed as single, service, bulk or pump-type containers. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. All food handlers will utilize effective means of hair restraints, clean aprons, and/or uniforms. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. You will provide an adequate number of utensils or a 3 basin dishwashing facility . All utensils will be washed in hot, soapy water (basin 1), rinsed in clean, warm water (basin 2), sanitized (basin 3) and <i>air dried</i> before use. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. You will provide sanitizer for wiping cloths or spray containers in your booth. All food-contact surfaces will be sanitized prior to, and during, food preparation. Solution consists of 1 teaspoon bleach in a gallon of water (or other approved sanitizer). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Cleanable, lined waste containers with lids must be provided in each location. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. You will educate your employees on the guidelines on this application. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Propane/Gas cylinders must be properly staked down and/or secured with chains. |

Signature of Applicant

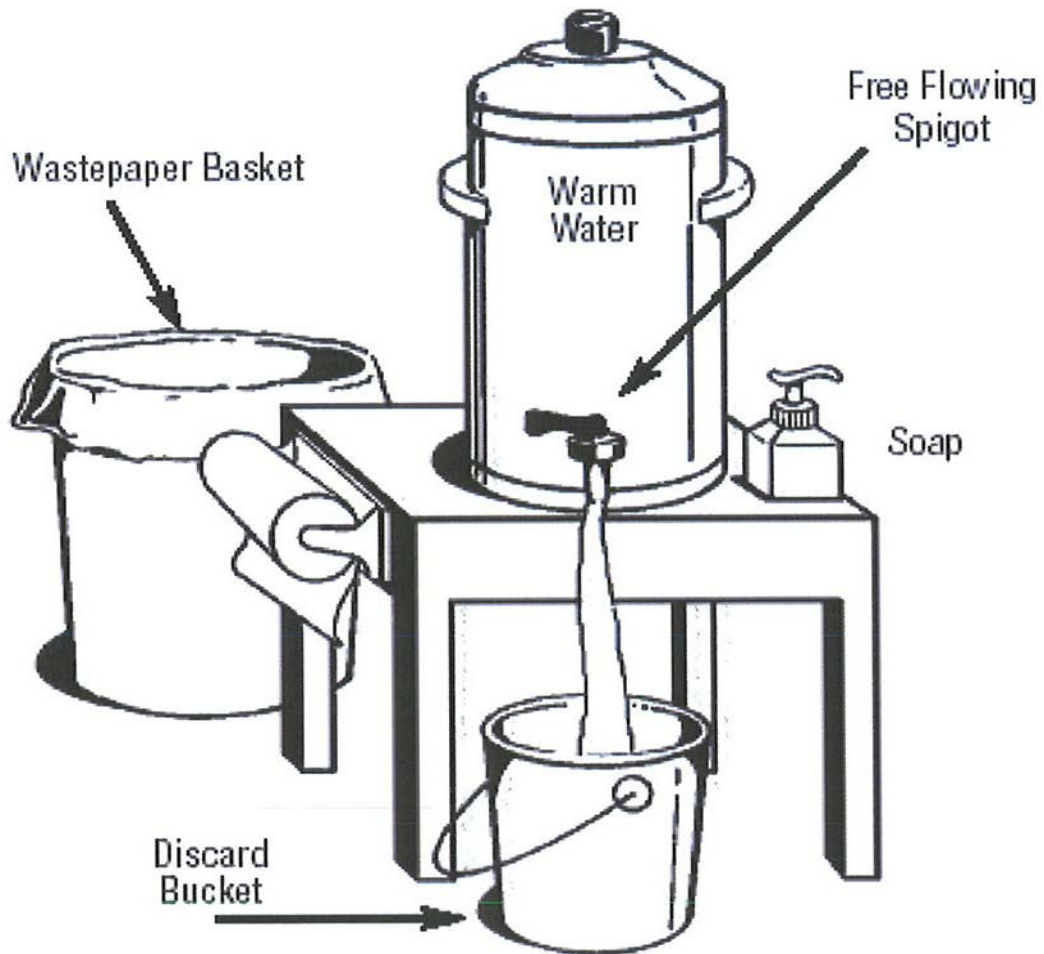
Date

**SIGNING INDICATES ACCEPTANCE TO COMPLY WITH
GUIDELINES STATED ON THIS APPLICATION. FAILURE TO
COMPLY MAY RESULT IN REMOVAL FROM PARTICIPATION
&/OR ALTERNATE ENFORCEMENT ACTIONS**

SECTION IV:

HAND WASHING

TEMPORARY HAND WASHING SET-UP



Each temporary hand washing set-up for food service employees must be provided with:

- A container of clean water with a free flowing spigot
- A waste water discard bucket
- Liquid, dispensed hand soap
- Paper towels
- Wastepaper basket

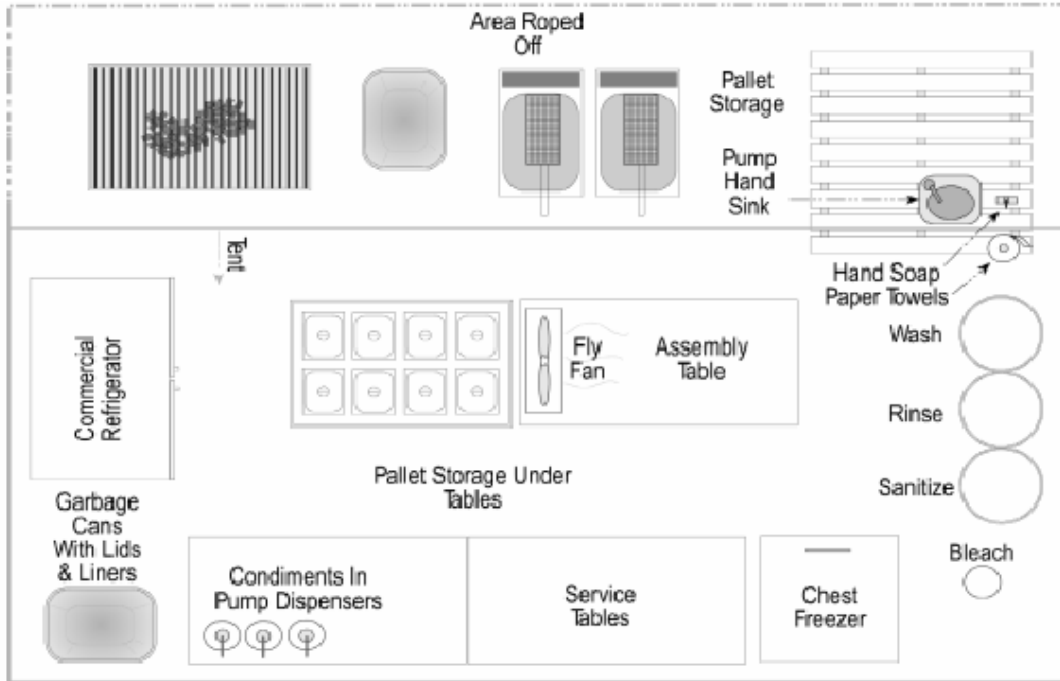
Section V.

BOOTH LAYOUT

BOOTH LAYOUT INFORMATION:

Indicate all food service equipment, including mechanical cold and hot holding units, cooking equipment, hand washing facilities, dish washing facilities, sneeze guards, sanitizer, potable water supply, garbage cans, racks or pallets for food and single service storage, electrical source, gas cylinders, fire extinguishers, and insect fans.

EXAMPLE BOOTH LAYOUT:



VENDOR BOOTH/TENT LAYOUT:

