



Snow Hill (Main Office)
410-632-1100
Fax 410-632-0906

Worcester County
HEALTH DEPARTMENT
P.O. Box 249 • Snow Hill, Maryland 21863-0249
www.worcesterhealth.org

Rebecca L. Jones, RN, BSN, MSN
Health Officer

MEMORANDUM

TO: Temporary Food Service Facility Applicants

FROM: Ed Potetz, Director
Environmental Health

DATE: September 20, 2018

RE: Temporary Food Service Operating License/Fee

Enclosed is a Worcester County Temporary Food Service Facility Operating License Application. License fees are as follows:

- 1) Two hundred dollars (\$200.00) per booth for single day event and facilities without a Worcester County Certified Operator on site.
- 2) Two hundred fifty dollars (\$250.00) per booth for multiple day events and facilities without a Worcester County certified operator (safe food handler) on site.
- 3) Eighty dollars (\$80.00) per booth for facilities with a Worcester County Certified Operator on site.

In order to qualify for the \$80.00 fee, the operator must have been certified prior to the date of application. The certified operator must be on site at all times during operation hours.

Please return the completed application, fee, Workers Compensation Form, equipment list, site plan and menu/food supplier information to the **Worcester County Office of Environmental Health, 13070 St. Martins Neck Road, Bishopville, MD 21813. Checks are to be made payable to the Worcester County Commissioners.**

Completed applications and fees must be received by this Office prior to 10 business days in advance of the scheduled event. Your application and fee must be received by 4:00 p.m. on _____. Any application received less than 10 business days in advance of the scheduled event must include a \$500.00 late fee. Applications will not be accepted less than 5 business days in advance of the scheduled event. In addition, incomplete applications and fees will be returned and subject to a \$100.00 plan review fee and late fee.

If you have any questions, please contact us at 410-352-3234.

LICENSE FEE= \$80.00 Locally Certified Operator Send application to: **Worcester County Health Department**
\$200.00 Non-Certified Operator Single Day Event **13070 St. Martin's Neck Rd.**
\$250.00 Non-Certified Multiple Day Event **Bishopville, MD 21813**

Make check payable to *Worcester County Commissioners* **410-352-3234 or Fax # 410-352-3369**

APPLICATION FOR LICENSE TO OPERATE AN TEMPORARY FOOD SERVICE FACILITY

Application is hereby made to operate a temporary food facility in accordance with COMAR 10.15.03 Regulations Governing Food Service Facilities. Application, copy of permanent food facility license, fee, workers' compensation information, site plan, equipment list and menu/food supplier information **must** be received in this office prior to 10 business days before the event.

PLEASE PRINT OR TYPE APPLICATION DUE ON _____ BY 4:00 P. M.
Facility/Organization Name _____ Owner _____

Mailing Address _____

Business Phone # _____ Fax # _____ Cell # _____

Certified Operator(s) _____
(Certified operator(s) must be on site during all operational hours)

Event _____ Date/Hours of Operation _____

REFER TO OPERATING STANDARDS PRIOR TO COMPLETING ITEMS

Please circle/fill in all items that apply

1) Means for transporting potentially hazardous foods/ refrigerated foods to event site

Refrig. Truck _____ Motor vehicle with refrig. and generator _____ Onsite delivery _____
License # _____ License # _____ Supplier _____

2) Transit and storage vehicle for other food and food equipment

Make _____ Model _____ Tag # _____

3) Location of food preparation

Onsite _____ Licensed facility _____
a. Name: _____ (Attach copy of license or written verification)
b. Address _____ Phone# _____

4) Types of foods being prepared: _____

5) Number of thermometers for food temperature monitoring _____

6) Type of overhead protection provided

Tent _____ Canopy _____ Roof _____

7) Insect control measures

Fans _____ Screening _____ Other: _____

8) Type of light protectors

Shatterproof coating _____ Light Shields _____ Not Applicable _____

9) Means to elevate food off the ground surface

Tables _____ Racks _____ Shelving _____

10) Means to protect exposed foods

Sneeze guards _____ 3ft. distance _____

11) Type and size of wash, rinse and sanitizing containers _____

12) Means to maintain required hot water for hand washing and sanitizing equipment _____

13) Type of sanitizer _____ (Note: test kit must be provided)

14) Type of disposable gloves Vinyl Latex Plastic

15) Size and Type of hand washing container (minimum 3 gallons) _____

16) Method of disposing waste water _____

17) Source of potable (drinking) water

a. Well Public Supply

18) Ice supplier _____

19) Type of toilet facility

a. Temporary _____ Permanent _____

b. Location _____

I understand an incomplete application, site plan, equipment list, or menu/food supplier information will be returned and subject to an additional \$100.00 plan review fee and a \$500.00 late fee if it is not returned prior to TEN (10) BUSINESS DAYS before the event. I have read the attached operating standards and understand that failure to comply with these standards will result in immediate suspension of the operating license.

Print name of Applicant _____

Signature of Applicant _____ Date ____ / ____ / ____ Position _____

-----OFFICE USE ONLY-----

	YES	NO
Application completed		
Application fee included		
Workers' Compensation information provided		
Site Plan Completed		
Completed Equipment List		
Equipment Specification Sheets provided		
Menu/food supplier completed		
Copy of permanent food facility license included		
Written verification provided from local health department		
Incomplete application returned to vendor on _____		

Comments:

Approved by _____ Date _____

Prepackaged Product Information

Vendors who sell prepackaged food items in addition to open foods must provide the following information for each packaged food item being sold.

PRODUCT INFORMATION

For each food item being sold (whether packaged at your facility or another licensed facility), please complete the following:

Food Item: Example: chocolate covered peanuts Volume/Size ¼ lb.

Wholesaler/Packer Doe Candies Lic./Permit # MD 23-1505

Mailing Address 111 Brown St., Anywhere, MD 10101 Phone 410-555-1111

Food Item: _____ Volume/Size _____

Wholesaler/Packer: _____ Lic./Permit _____

Mailing Address _____ Phone _____

Food Item: _____ Volume/Size _____

Wholesaler/Packer _____ Volume/Size _____

Mailing Address _____ Phone _____

Food Item: _____ Volume/Size _____

Wholesaler/Packer: _____ Lic./Permit _____

Mailing Address _____ Phone _____

Food Item: _____ Volume/Size _____

Wholesaler/Packer: _____ Lic./Permit _____

Mailing Address _____ Phone _____

Food Item: _____ Volume/Size _____

Wholesaler/Packer: _____ Lic./Permit _____

Mailing Address _____ Phone _____



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STATEMENT OF WORKERS' COMPENSATION INSURANCE

Maryland Health-General Code Annotated Section 1-202 requires that before any license or permit be issued under the Health-General Article to an employer to engage in an activity in which the employer may employ any individual, the employer must file with the issuing authority a certificate of compliance with the State Workers' Compensation Laws indicating the employer's Workers' Compensation insurance policy or binder number. Waiver or certificate of compliance can be obtained by calling the Workers' Compensation Commission at (410) 864-5100.

CIRCLE the number of the option below which applies to you, provide the requested information, sign and date the form, and return it with the attached application. **(NOTE: License cannot be issued without completion of this form.)**

1. I have Workers' Compensation insurance.
Insurance Company _____ *Policy/Binder No.* _____
2. A waiver has been received from the Workers' Compensation Commission. (A COPY OF THE WAIVER MUST BE ATTACHED BEFORE A LICENSE WILL BE GRANTED.)
3. As provided by Maryland Annotated Code Article 101, I am exempt from having Workers' Compensation insurance. (Circle option a or b below.)
 - a. Attached is a copy of the certificate of compliance.
 - b. I have applied for a certificate of compliance from the Workers' Compensation Commission on _____. Copy of certificate will be forwarded to Worcester County Office of Environmental Health upon receipt.
4. I am self-insured. Approval of self-insurance has been received from the Workers' Compensation Commission. (A COPY OF THE CERTIFICATE OF COMPLIANCE MUST BE ATTACHED BEFORE A LICENSE WILL BE GRANTED.)
5. I have no employees; therefore I am not required to carry Workers' Compensation insurance.

SIGNATURE/TITLE

DATE

FACILITY NAME

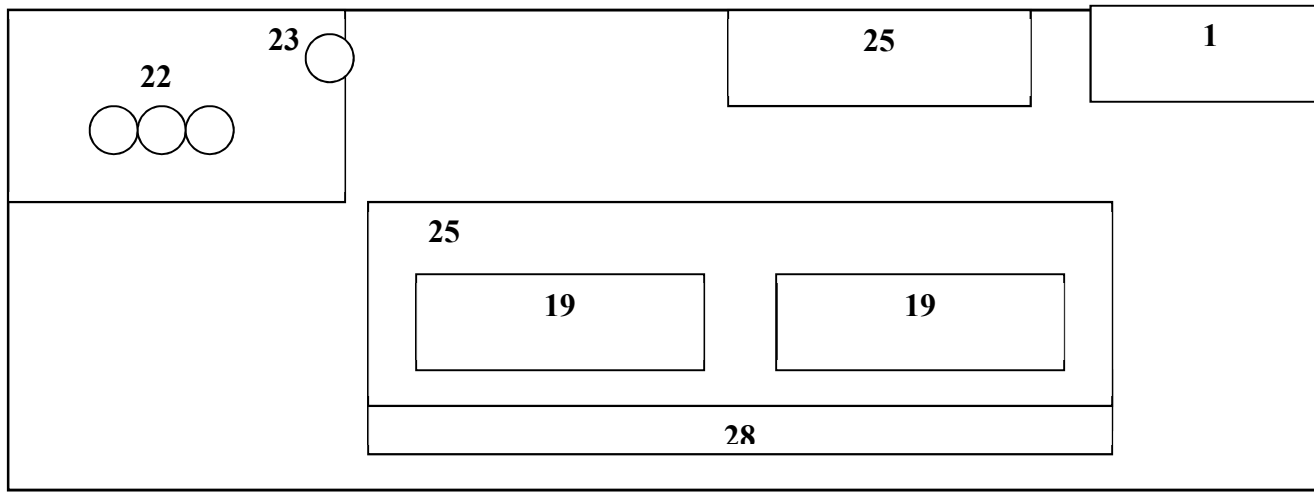
TITLE

SITE PLAN EXAMPLES

Complete plan below to show the placement of all equipment and food storage area. Blank Form on page 10.

EQUIPMENT LIST AND SITE PLAN NUMBERS MUST MATCH

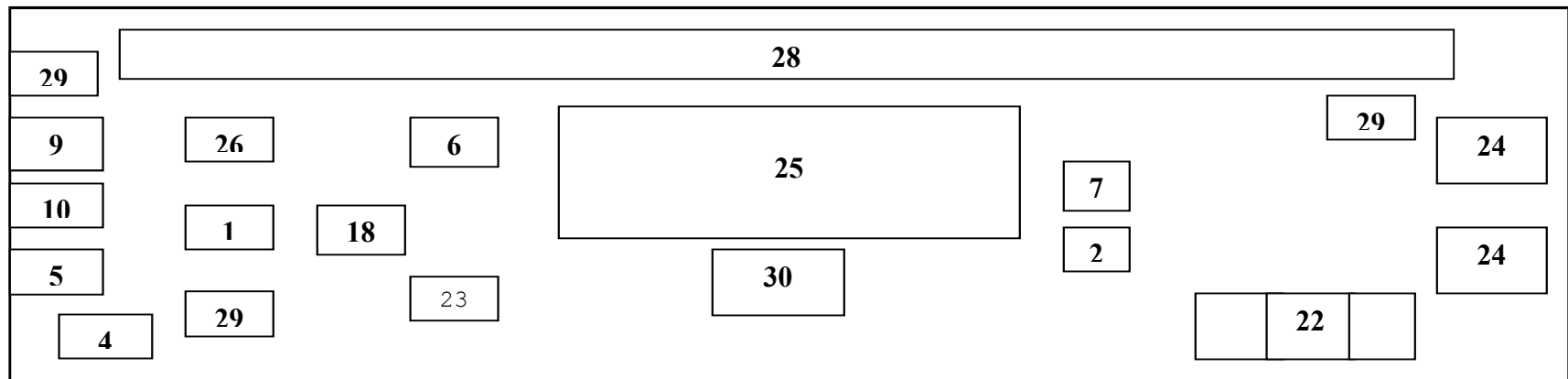
Prepackaged with Samples Example



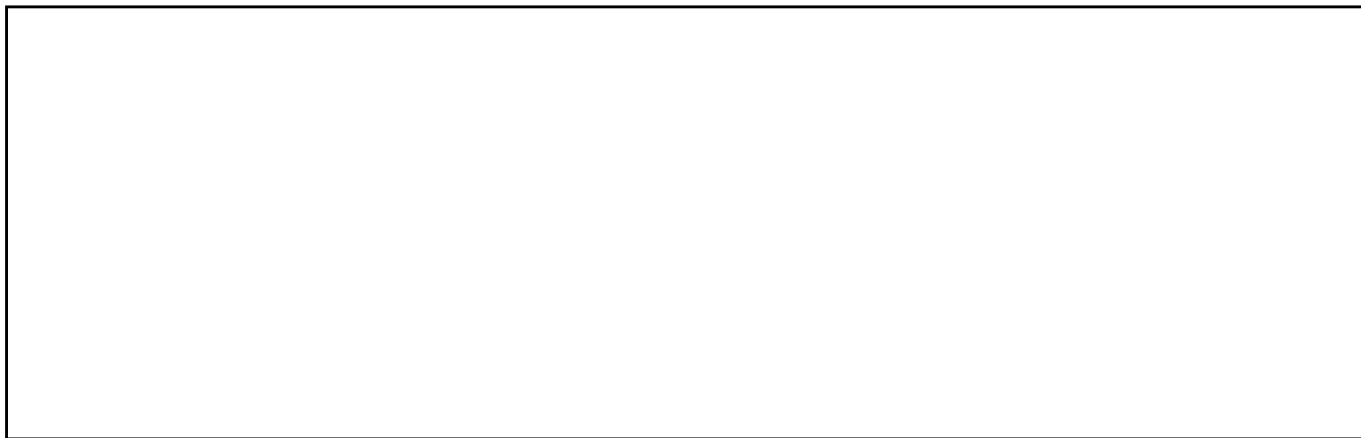
-----EXAMPLES-----EXAMPLES-----EXAMPLES-----EXAMPLES-----

Open Foods or Combination Open Foods / Prepackaged Example

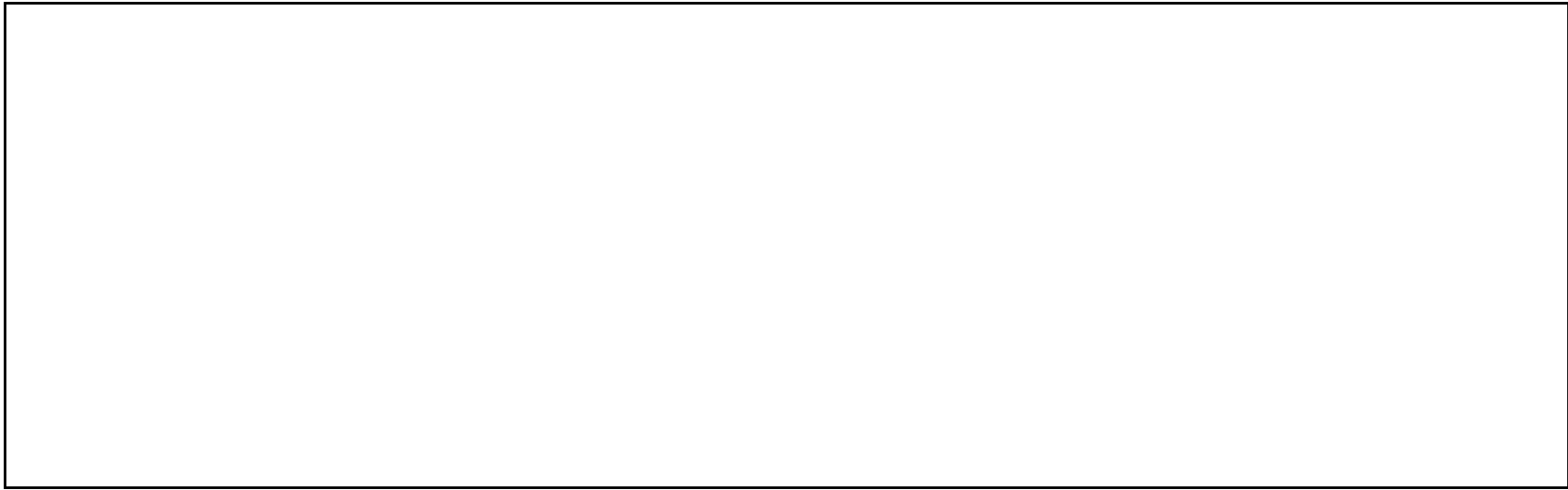
SITE
PLAN



Prepackaged with Samples



Open Foods or Combination Open Foods / Prepackaged



EQUIPMENT LIST

**All food temperature control units (hot/cold—hot/hold) must be NSF approved.
 Manufacturer(s), model numbers and specification sheets must be provided.
 Equipment not listed will not be approved for use.**

EQUIPMENT LIST

ITEM	MANUFACTURER	MODEL NUMBER	ITEM	MANUFACTURER	MODEL NUMBER
1. Refrigerator			18. Microwave		
2. Refrigerator			19. Steam Table		
3. Refrigerator			20. Hot Holding Unit		
4. Freezer			21. Custom Made BBQ Unit	Provide Specifications	
5. Freezer			22. 3-Compartment Sink		
6. Grill			23. Hand sink Set-up		
7. Grill			24. Food Storage		
8. Char broiler			25. Prep Table		
9. Fryer			26. Soda Dispenser		
10. Fryer			27. Lemonade/tea Disp.		
11. Fryer			28. Sneeze Guard		
12. Smoker			29. Trash Can		
13. Mixer			30. Fans		
14. Blender			31.		
15. Ice Shaver			32.		
16. Soft Serve			33.		
17. Slicer			34.		

MENU ITEMS

LIST MUST INCLUDE ALL POTENTIALLY HAZARDOUS AND REFRIGERATED FOOD

Example	Item	Supplier	Quantity	Receipts Provided In Office Use Only
Beef	Ground Beef	Acme Beef, Pocomoke, MD	25 LBS.	
	1.			
	2.			
Pork				
	1.			
	2.			
Poultry				
	1.			
	2.			
Seafood Shellstock (clams, oysters, mussels)				
	1.			
	2.			
Vegetables				
	1.			
	2.			
Other				
	1.			
	2.			

Food Preparation Flow Chart

Food	Thaw? Equipment? Temperature?	Cold Holding? How / Where? Temperature?	Cut, Wash, Prep, Assemble? Prep. Location? Temperature?	Cook? How? Equipment? Cooking Temperature?	Hot Holding? How? Equipment? Hot Holding Temperature?	Reheating? How? Equipment? Temperature?
Fried Chicken	No, receive fresh from wholesale distributor. Ensure 41°F, internally.	Place in refrigerated truck for transport. Move to reach-in when at event site. Ensure 41°F, internally.	Batter the pre-cut chicken pieces at breading station. Ensure 41°F, internally.	Place in deep fryer. Ensure chicken reaches 165°F, internally.	Place under heat lamp. Ensure chicken maintains 135 °F, internally. Discard if out of temperature.	No reheating will occur.

MINIMUM OPERATING STANDARDS

FOOD SOURCES, STORAGE & TRANSPORTATION

1. All food must be obtained from approved sources. Invoices/receipts must be on site to validate purchase date.
2. Shellstock (clams, oysters, soft-shell clams) tags must be attached to the original container(s). Shellstock tags shall be kept for **90** days.
3. Operators without a licensed facility must purchase potentially hazardous foods within **48** hours of the event. The **48** hour time frame does not apply to owners and operators of licensed facilities or operators who have approval to store food in a licensed facility. A copy of your operating license or written verification from your local health department must be provided.
4. All potentially hazardous foods must be stored and transported in NSF approved refrigerators/freezers or refrigerated trucks, under continuous source of power, both in transit and on site.
5. Operators who do not have a refrigerated truck or are unable to provide electrical power to a refrigeration unit while in transit must contract with a licensed purveyor to provide on-site delivery. Receipts/invoices must be provided upon request.
6. All vehicles used for the transportation of food, equipment and food related items must be maintained in a sanitary manner. Bare wood, shelving, racks or platforms are not approved for use in storage vehicles.

EQUIPMENT REQUIREMENTS

1. **NSF, UL Sanitation or ETL Sanitation mechanical refrigeration shall be provided for the storage of potentially hazardous foods.**
2. NSF, UL Sanitation or ETL Sanitation approved powered hot food units shall be provided for the cooking, reheating and hot holding of all potentially hazardous food.
3. All blenders, slicers, mixers, ice shavers and bulk storage dispensers must meet the appropriate NSF, UL Sanitation or ETL Sanitation Standard.
4. All equipment must be in good repair, cleaned and sanitized prior to placement in booth.
5. All hot/cold units must have approved thermometers.

HYGIENE OF FOOD WORKERS

1. Hands shall be washed thoroughly prior to handling of raw foods and putting on disposable gloves to handle ready-to-eat foods. Disposable gloves must be changed when changing tasks.
2. **No** smoking, eating or drinking permitted within the booth.
3. The outer garments of persons engaged in handling food or food-contact surfaces shall be clean.
4. Effective hair restraints shall be used by workers engaged in

preparation and service of food.

MINIMUM OPERATING STANDARDS CONTINUED

1. Coolers with a sufficient supply of ice are approved for the temporary storage of prep line food supplies. All coolers must have drain plugs and shall not drain onto the ground surface. Drip pans must be provided.
2. All potentially hazardous foods shall be maintained below **41°F** or above **135°F** at all times. Thermometers must be placed in all refrigerators and coolers and checked at least once per hour.
3. All potentially hazardous foods must be thawed under refrigeration or in approved coolers/ice chests with a sufficient supply of ice.
4. Probe thermometers must be provided for food temperature monitoring.
5. Food and food related items that are not stored in plastic containers or coolers shall be stored at least **6 inches** off the ground surface. All exposed items (onions, potatoes, lettuce, etc.) shall be elevated **18 inches** off the ground.
6. All exposed food, prep areas, and equipment within **3 feet** of the general public shall be protected by sneeze guards or shields.
7. All food preparation areas, food contact equipment, utensils, hand washing and utensil washing stations, and all food storage areas (including food containers, cups, etc.) shall be completely under cover.
8. The booths shall be free of flies and other insects.
9. Lights over food prep areas must be shielded or shatterproof.
10. Disposable gloves must be worn by all personnel who handle ready-to-eat foods.
11. Water lines and hoses must be certified for drinking water. (NSF#61)
12. Hand washing station must be conveniently located within the food prep area and provided with soap, paper towels and running water. (Minimum temperature and gallonage-**100°F** and **3** gallon)
13. A three (3)-compartment sink station shall be available to wash, rinse and sanitize utensils. The water shall be a minimum of **110°F** for ware washing. (**50 ppm** sanitizing agent is equal to one teaspoon of bleach per gallon of water). **[Set-up must be large enough to completely submerge the largest piece**

of equipment/container].

14. Utensils used to handle/cut raw meat and seafood shall be washed, rinsed and sanitized prior to use with cooked food items.
15. Meat slicers/knives/serving utensils, etc. shall be cleaned and sanitized every **2 hours**.
16. Toilet facilities must be provided for food workers during all hours of operation. These toilet facilities shall be conveniently located, properly supplied with toilet tissue and equipped with soap, paper towels and water under pressure for hand washing.
17. All condiments (i.e. onions, relish, mayonnaise, etc.) are to be dispensed from approved containers.
18. Wiping cloths are to be stored in a labeled container with a sanitizing solution of **50 ppm** or more.
19. All food shall be stored in food grade containers/plastic bags. (Generally, trash bags are not food grade).
20. Food preparation in storage facilities (trucks) is strictly prohibited.
21. Cloths are not approved to cover or protect food.
22. Operator must be set up and available for a pre-opening inspection during the scheduled/posted inspection time frame. A **\$100.00** reinspection fee will be assessed for non-compliance.

**DO NOT RETURN MINIMUM OPERATING STANDARDS OR
COVER LETTER (PAGES 1, 11-13) WITH APPLICATION!**