Southern Connecticut State University

Food Truck Policy

(Last Revision 03/2021)
# Table of Contents

Scope of Policy ........................................................................................................... 1

Compliance ................................................................................................................. 1

Forms and Approvals ................................................................................................. 1

Inspections .................................................................................................................. 3

Food Safety ................................................................................................................. 3

Fire Safety .................................................................................................................. 3

COVID-19 Safety ....................................................................................................... 3

Location of Mobile Food Facility .................................................................................. 4

Responsibilities .......................................................................................................... 4

General Policy ........................................................................................................... 6

SCSU Mobil Food Facility Insurance Requirements .................................................. 7
Southern Connecticut State University Policy on Mobile Food Facilities

**Scope of Policy**
This policy applies to all University and non-University groups and commissioned vendors using University facilities and/or grounds for Food Vending Services.

**Why We Have This Policy**
Mobile food facilities, especially food trucks, have become popular attractions at campus events. However, their unregulated activity can lead to (among other things) foodborne illnesses, explosions, fires, and property damage. The purpose of this policy is to establish rules for the location and operation of mobile food facilities.

**Compliance**
All mobile food facilities on campus must adhere to pertinent sections of the Connecticut Food Code.

The location and operation of mobile food facilities on campus is subject to approval the SCSU Facilities Usage Committee. The Facilities Usage Form and related materials (if any) must be submitted to the Facility Administrator at least 15 days prior to the proposed event. Acceptance of this request does not constitute approval. Reservations are confirmed subject to requirements and policies of SCSU. The presence of each food truck on campus requires prior approval from the Facilities Usage Committee.

Mobile food facilities may not manufacture, distribute, dispense, possess, use, or sell alcoholic beverages.

Mobile food facilities will comply with the SCSU’S No-Smoking policy.

**Forms and Approvals**
The following information pertains to Mobile Food Facilities using University facilities and/or grounds for Food Vending Services. At least fifteen days prior to arrival on campus, each mobile food facility vendor will work with its SCSU Environmental Health & Safety to submit the following:

1. A copy of the current health permit(s) from home jurisdiction to EH&S.
2. A copy of the receipt or an email acknowledging an application has been filed for a Temporary Vendors license with New Haven Department of Health (if New Haven is not your home jurisdiction).
3. A Certificate of Insurance that meets the following requirements:
   a. The vendor must be listed as the Insured.
   b. Southern Connecticut State University must be listed as an additional insured
   c. The Insurer/Producer name and contact information must be on the Certificate.
   d. The insurance policy start and end dates must encompass the date of the event.
   e. Proof of General Liability coverage for at least $1,000,000 ($2,000,000 for products/completed operations) and Automobile Liability coverage for at least $1,000,000.
**Inspections**
All mobile food facilities participating in special events are subject to inspection for food and fire safety inspections prior to operating at the event and anytime during the event by SCSU representative.

**Food Safety**
All mobile food facilities must possess a current and valid health permit issued by a local health department jurisdiction in which they normally operate. In addition to the permit from their jurisdiction, the vendor must obtain a temporary permit from New Haven Health Department if the event is on the New Haven side of campus. If the event is on the Hamden side of campus, a temporary permit must be obtained from the Quinnipiac Regional Health District. A copy of the health permit must be submitted to EH&S prior to participation in a campus special event. The permit must be available on the Food Truck, including a copy of the most recent health department inspection for the authority having jurisdiction.

The SCSU EH&S inspection will include, but not be limited to, the following:

- Exhaust hood operation, and wastewater containment
- Hood Inspection Certificate
- Cleanliness of Food Truck and absence of pest activity
- Fuel/Fuel Storage
- Valid Propane Tank (Date stamp, not expired)
- Generators
- Electrical Connections
- ServSafe Certificate
- Valid Fire extinguishers
- Tires
- Placement of generator (if used)
- Valid Health Permit(s)

*Mobile food facilities will not be allowed to operate on University property if the food safety inspection reveals any significant public health violations.*

**Fire Safety**
The SCSU Director of EH&S may inspect applicable mobile food facilities at each event. The inspection may include, but not be limited to, the following:

- Visual inspection of all piping, hose connections, and propane cylinders
- Leak test of piping and hose connections
- Suitability of location

*Mobile food facilities will not be allowed to operate on campus property if the fire inspection reveals any deficiencies.*

**These are the current additional requirements due to COVID-19**

- ALL Itinerant vending units must provide a HAND WASHING SINK with hot and cold running water on the mobile vending unit.
- Hand wipes are not an acceptable alternative hand washing.
- Trucks must have commercial refrigeration
- Limit menu items
- No self-service condiments, utensils, napkins, straws, etc. are allowed

**Social Distancing**

- Trucks may not have more than 3 employees on or around a truck at any one time to help maintain a social distance of six (6) feet between each employee.
- No more than 2 employees inside the truck preparing food.
- No more than 1 employee outside the truck taking orders and delivering food
- Customers ordering and waiting for food shall maintain at least six (6) feet between individuals. Social distance should be maintained at all time.
• Pick up, delivery, and curbside orders only
• Parking lot for customer pickup only—ten minutes parking maximum

Disinfection

• All trucks/carts should be thoroughly cleaned and disinfected prior to reopening. Disinfect all surfaces, utensils, and equipment, even if they were cleaned before the Itinerant Vending unit was closed.
• State of CT DPH requires any disinfectant used be registered with the EPA for use in a hospital setting and labeled as bactericidal, viricidal, and fungicidal (alcohol alone is not an acceptable disinfecting agent). All disinfectant solutions must be legibly labeled with the disinfectant name and any dilution requirements.
• To disinfect utensils and equipment, you must fully submerge all surfaces, including handles, into the disinfectant for the full contact time listed in the manufacturer’s directions. After disinfecting, the items must be air dried.
• Food grade sanitizing chemicals must be discarded after 4 hours and another solution made.
• Disinfection is for hard non-porous surfaces, glass, metal, and plastic. Porous/soft materials cannot be disinfected and must be discarded after use.

Exterior service area

• Placement of visible and appropriate signage to communicate to the customer the CDC guidelines.
• Mask/face covering signage must be visible, No mask/face covering, No service!
• Markers/cones for customers to maintain 6’ social distancing.

Location of Mobile Food Facilities

Food trucks and large food trailers at special events will operate only in existing campus parking spaces and must receive approval from the Facilities Usage Committee for use of the space. Requests for an exception to this requirement will be submitted to the SCSU Facilities Usage Committee at least fifteen days prior to the event.

The Facilities Usage Committee will be provided with a detailed footprint for the Mobile Food Facility and the intended location. The location shall be reviewed by the Facilities Usage Committee to determine if the location is suitable.

Mobile food facilities will generally not be permitted to roam the campus due to fire and life safety concerns, parking issues, and competition with existing permanent food facilities across the campus.

Responsibilities

Campus Departments:
• Determine whether they want mobile food facilities in their campus space.
• Direct mobile food facilities to this policy.
• Provide support for the processes in this policy as necessary.
• Submit SCSU Facilities Usage Form.
• Respond to customer complaints regarding mobile food facilities they bring to campus.

SCSU Facilities Usage Committee:
• Approves the location and operation of mobile food facilities in cooperation with SCSU PD.
• Reviews and approves the submission of SCSU Facilities Usage Form from campus units.
Environment, Health & Safety (EH&S):

• Takes administrative responsibility for this policy, interprets the policy for the campus, and revises the policy as necessary.

• Inspects mobile food facilities for food safety and fire safety on behalf of the University.

SCSU PD:

• Provides enforcement services for this policy as necessary.

Mobile Food Facility Vendor:

• Vendor assumes responsibility for any damage caused to any UNIVERSITY property by VENDOR’S patrons or by Vendor, its equipment and/or its activities.

• The Vendor shall clean the area surrounding the VENDOR’s mobile food apparatus. All areas of University property shall be left in the same condition as received. Any required repairs shall be performed in a timely manner at the Vendor’s expense. Vendor must bag all trash and place the bagged trash in or near trash receptacles.

• Vendor agrees to provide and abide by the following safety policies:
  a. Generators
     i. Vendor agrees to an inspection of propane lines before any portable mounted cooking apparatus is put into service.
     ii. Vendor shall be prepared with enough propane for the duration of the event.
     iii. No generator can be fueled or re-fueled when they are hot.
     iv. No generator can be fueled or re-fueled during the event unless under the supervision of the fire watch.
     v. Generators must be 10 feet from any propane or gasoline tank, or the apparatus.
  b. Fuel Source
     i. Gasoline cans shall be 10 feet from any source of ignition
     ii. Propane tanks not mounted on vehicles shall be placed 10 feet from any building, tent, or source of ignition. Tanks shall be secured to a non-combustible stake with non-combustible tether.
     iii. Solid Fuel (wood, charcoal, or other fuel)
         • Is not stored above any heat-producing appliance or vent.
         • Is not stored closer than 3 ft. to any cooking appliance.
         • Is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods.
         • Is not stored in the path of the ash removal or near removed ashes.
         • Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day.
         • Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container.
  c. Tents
     i. Tents and canopies must be factory labeled as flame resistant in accordance with NFPA-701
     ii. Tents and canopies shall be anchored with tent stakes, water barrels will not be allowed unless accompanied by a statement signed and stamped by a licensed engineer stating the water barrels are equal to staking.
     iii. Erected tent shall be approved by CT State Fire Marshal when tent exceeds 400 square feet.
  d. Safety Equipment
i. Vendor must provide at least one, working fire extinguisher for the mobile food apparatus
ii. Vendor shall use UL listed extension cords labeled for outdoor use. Cords shall not be
installed to create a trip hazard or where they can be driven over. Cords shall be 12 gauge
(minimum).
iii. Driving Conditions - All mobile food apparatus must have roadworthy tires
iv. Wheel chocks shall be used on tires when vehicle is parked. (Wheel chocks (or chocks) are
wedges of sturdy material placed closely against a vehicle’s wheels to prevent accidental
movement.

General Policy
1. All Mobile Food Facilities are required to provide proof of Commercial General Liability, and Automobile Liability
Insurance coverage at the time of permit application with limits as specified by SCSU including an additional
endorsement that names the appropriate as additional insured parties. (See SCSU Mobile Food Facility Insurance
Requirements for specifics on The Southern Connecticut State University Insurance Requirements.
2. All Mobile Food Facilities must possess a current and valid health permit issued by a local health department
jurisdiction in which they normally operate. In addition to the permit from their jurisdiction, the vendor must
obtain a temporary permit from New Haven Health Department if the event is on the New Haven side of campus.
If the event is on the Hamden side of campus, a temporary permit must be obtained from the Quinnipiac Regional
Health District. A copy of the health permit, including a copy of the most recent health department inspection for
the authority having jurisdiction must be submitted to EH&S prior to participation in a campus special event. The
permit must be available on the Food Truck.
3. For an event occurring on the Hamden side of campus (i.e, North Campus) a Vendors permit from the Hamden
Police Department must be obtained.
4. All Mobile Food Facilities are to maintain insurance coverage and keep permits up to date. Any Mobile Food
Facility with expired or lack of insurance coverage as noted in The Southern Connecticut State University Insurance
Requirements shall be deemed non-eligible to participate in the Mobile Food Facility program and will not be
allowed on campus until a current and accepted proof of coverage is received. Expired permits will result in non-
eligibility to participate in the program as well.
5. All Mobile Food Facilities must always have all equipment contained within or on the mobile unit and must be
properly enclosed.
6. Mobile Food Facilities must remove all trash and litter when they leave campus.
7. Mobile Food Facilities will park in designated parking areas with the permit prominently displayed.
8. Mobile Food Facilities must be staffed appropriately.
9. Mobile Food Facilities should have the ability to accept various forms of payment for food products.
10. Mobile Food Facilities must prevent the disposal of any materials, including rinse or wash water, any spilled
materials or any waste into streets, gutters, storm drains, or creeks.
11. Mobile Food Facilities may only sell food; no other goods, wares, or other items may be sold.
12. Mobile Food Facilities will only be allowed to advertise on the truck itself.
13. Mobile Food Facilities must obey all applicable parking, traffic and vehicle safety laws, regulations, and
restrictions.
14. Mobile Food Facilities on SCSU Campus, not contracted to supply goods for a prepaid amount, must submit a $75.00 vendor fee 7 days prior to the event, (the fee is to offset costs incurred by the University). The fee is payable to Southern Connecticut State University. The Department that contracts with the Vendor will collect all fees. The Department will receive an internal invoice from the Coordinator of Conference Services to be deposited into the Conferencing Account.

**SCSU MOBILE FOOD FACILITY INSURANCE REQUIREMENTS:**

All events involving Mobile Food Facilities must be approved by the University’s Facilities Usage Committee. The University group will obtain a Food Waiver from Chartwells and attach the Food Waiver, along with vendor’s health permit(s) to the Facilities Usage Form.

- Vendor shall attach copies of their food licenses to this Contract. The Vendor shall obtain the appropriate food permit for the event. It is the responsibility of the Vendor to pass all appropriate licensing requirements and inspections by the University, Fire Marshal, and City of New Haven. University reserves the right to terminate Vendor’s use of the property for failure to pass inspections. Non-compliance with this clause may subject Vendor to forfeiture of all funds paid to the University.

- The University is a smoke and tobacco free campus. No Vendor or person associated with Vendor shall smoke or otherwise use any product derived from or containing tobacco on any University property.

- Indemnification and Limitation of Liability – Vendor understands that it is using University property at its own risk. Vendor agrees to indemnify and hold harmless the University and its officers, agents, employees, volunteers, successors and assigns for any damages to equipment or personal accidents or injuries, including death, and will perform at their own risk. Vendor further waives and releases any and all claims, demands and causes of action which Vendor may or could assert against University. Vendor further agrees to refrain from filing any claims, demands, complaints, suits or other legal or administrative complaints against University. Further, Vendor agrees generally to defend, indemnify and hold harmless University from and against any and all costs, attorney’s fees, liabilities, judgments, damages and other expenses which University may incur as a result of any Vendor action. The University’s liability shall not exceed the value of the amounts paid to Vendor under this Contract.

- Worker’s Compensation
  
  Statutory Benefits (Coverage A) Statutory
  Employers Liability (Coverage B) $500,000 Each Accident
  $500,000 Disease/Employee
  $500,000 Disease/Policy Limit

- Automobile Liability
  
  Owned Vehicles $1,000,000
  Non-owned Vehicles $1,000,000
  Hired Vehicles $1,000,000

- Commercial General Liability
  
  Aggregate Limit $2,000,000
  Each Occurrence Limit $1,000,000
Products/Completed Operations $1,000,000
Personal/Advertising Injury $1,000,000
Damage Rented Premises $100,000
Medical Payments $5,000

Additional Endorsements:

The vendor shall include Southern Connecticut State University as additional insured on the Commercial General Liability policy, and the Worker’s Compensation policy shall include a waiver of subrogation in favor of the Owner.
SCSU EH&S MOBILE FOOD FACILITY CHECKLIST

Must be completed prior to/day of event

Vendor Name: _______________________________________________________________

Address: _______________________________________________________________________

E- Mail: ___________________________________________________________ Phone: __________________

SCSU Representative Name: ____________________________________________ Phone: __________________

Permits

______ The vehicle/location is approved via Facilities Usage form

______ Current and valid health permit issued by a local health department jurisdiction in which they normally operate within the State of Connecticut.

______ Current and valid temporary health permit issued by New Haven Health Department/Quinnipiac Regional Health District.

______ SERVSafe Certification(s)

______ Most recent cooking hood system semiannual certification

Insurance & Registration

______ Current and valid vehicle registration

______ Proper proof of Automobile Liability Insurance

______ Proper proof of Commercial General Liability Insurance

Connections/Discharges

______ The vehicle is not running water or fuel lines from university connections without prior approval.

______ The vehicle is not discharging to the storm water or local drain system.

______ Extension cords are in good condition, commercial grade without any splices, cracks or damage and include a grounding point connection.

______ GFCI required for damp applications.

______ All cords and cables are run in a safe manner with protection from pedestrian traffic.

______ The vehicle is arranged for unimpeded egress from the unit and is able to discharge to a safe location.

______ The vehicle is free of external hazard exposures that could put patrons at risk.

______ The vehicle is substantially stable with wheels secured (chocked) during parked use.

Fuel and Power Source Checklist

______ Fuel, fuel gas, and *generators if present are arranged in a safe manner with pedestrian protection to exhaust or heated parts.
Excessive fuel is not on site.

Cooking fuel tanks in good condition and are approved for the manner in which they are used and mounted.

Generators are not to be “hot” fueled.

Fuel gas lines are in good condition. Lines are properly connected not spliced. Brass fittings and a purge mechanism installed. No appearance of dry rotting.

Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours.

Ensure that refueling is conducted only during non-operating hours.

Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures.

Ensure that any engine-driven source of power is shut down prior to refueling from a portable container.

Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container.

Make sure that exhaust from engine-driven source of power complies with the following:

At least 10 ft in all directions from openings and air intakes

At least 10 ft from every means of egress

Directed away from all buildings

Directed away from all other cooking vehicles and operations

Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70®.

Check that the main shutoff valve on all gas containers is readily accessible.

Ensure that portable gas containers are in the upright position and secured to prevent tipping over.

SOLID FUEL CHECKLIST (where wood, charcoal, or other fuel is used)

Fuel is not stored above any heat-producing appliance or vent.

Fuel is not stored closer than 3 ft. to any cooking appliance.

Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods.

Fuel is not stored in the path of the ash removal or near removed ashes.

Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day.

Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft. from any cooking appliance.

Fire Safety

Extinguisher installed and certified (tagged current). Minimum K class for cooking and an additional ABC unit for generators or fuel fired equipment.
Hood suppression system provided for all cooking with current semi-annual certification tag in place. (Most recent cooking hood system semiannual certification record and cleaning record MUST be presented)

Hood ventilation fan operational.

Hood has proof of current cleaning with documented records.

Hood is visibly clean including louvers and grease collectors.

Ensure that workers are trained in the following:

Proper use of portable fire extinguishers and extinguishing systems

Proper method of shutting off fuel sources

Proper procedure for notifying the local fire department location

The vehicle is not located blocking any area egress, fire lane, fire safety, or other utility

The vehicle is located on a non-landscaped surface unless approved in advance by Facilities Usage Committee.

Clearance of at least 10 ft. away from buildings, structures, vehicles, and any combustible materials.

Vehicular access is provided for fire lanes and access roads.

Clearance is provided for the fire department to access fire hydrants and access fire department connections.
# Safety Checklist for Events:

## 1. EVENT ACCESS AND EGRESS

<table>
<thead>
<tr>
<th>Hazards/Issues or Tasks</th>
<th>Applies/Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry / Exit areas are clear and accessible for staff and expected attendees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry / Exit area are adequate for emergency exit and emergency services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thoroughfares are well defined and clearly marked</td>
<td></td>
<td></td>
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</tbody>
</table>

## 2. TRAFFIC FLOW

<table>
<thead>
<tr>
<th>Hazards/Issues or Tasks</th>
<th>Applies/Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle access onto campus grounds is required for set up and dismantling.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time In</td>
<td>Time Out</td>
<td>Vehicle Details</td>
</tr>
<tr>
<td>Time In</td>
<td>Time Out</td>
<td>Vehicle Details</td>
</tr>
<tr>
<td>Time In</td>
<td>Time Out</td>
<td>Vehicle Details</td>
</tr>
</tbody>
</table>

All necessary permits and certification/licensing for traffic management obtained.
Clearly defined areas/paths for traffic separated from pedestrian thoroughfare.
Provision for safe passage of emergency / other vehicles through pedestrian traffic.
Controlled traffic flow and adequate signage for traffic erected.
Traffic management staff wear appropriate high visibility protection and carry communication devices.
Adequate parking areas to cater for the expected vehicle numbers attending the event.

Adequate training of traffic management staff, and are traffic management staff are positioned in the correct location as planned.
### 3. AMENITIES

<table>
<thead>
<tr>
<th>Hazards/ Issues or Tasks</th>
<th>Applies/ Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequate provision /location of toilets and hand washing facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Availability of drinking water for staff and attendees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate facilities for food catering preparation and clean up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate shade from sun / availability of sunscreen as required for staff or attendees</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4. EVENT SIGNAGE

<table>
<thead>
<tr>
<th>Hazards/ Issues or Tasks</th>
<th>Applies/ Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequate signage for entries, exits, toilets facilities, waste or recycling bins etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adequate signage for any hazardous /restricted areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clearly signed First Aid services and fire extinguisher locations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 5. EVENT EMERGENCY PROCEDURES

<table>
<thead>
<tr>
<th>Hazards/ Issues or Tasks</th>
<th>Applies/ Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Response Plan documented and in place</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Response personnel trained to carry out plan for event emergency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current site maps available to all staff, emergency services and other relevant parties</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 6. FIRE PREVENTION

<table>
<thead>
<tr>
<th>Hazards/ Issues or Tasks</th>
<th>Applies/ Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suitable fire extinguishers / fire blankets are in appropriate areas, tested and in date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event personnel are trained in extinguisher / fire blanket use where appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All staff and volunteers are aware of the fire evacuation procedures relevant to the planned event</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 8. ELECTRICAL POWER/ GENERATORS

<table>
<thead>
<tr>
<th>Hazards/ Issues or Tasks</th>
<th>Applies/ Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power access required?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Details of power required</td>
<td>Generator, Phase 240V</td>
<td></td>
</tr>
</tbody>
</table>

*Facilities must be consulted about electrical energy services available before use.*

Contact details for power:

<table>
<thead>
<tr>
<th>Source</th>
<th>Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCSU Electrical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor Hire</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Power site plan attached</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

## 9. UTILITIES / SITE SERVICES

<table>
<thead>
<tr>
<th>Hazards/ Issues or Tasks</th>
<th>Applies/ Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of all site underground services (power/gas/electrical services /mains etc.) and overhead power lines have been identified</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Relevant personnel have maps or information identifying site underground and overhead services</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Any unsafe or restricted areas are communicated to the Event Coordinator</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Additional or alternate waste removal services have been arranged with Facilities.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Adequate number of recycling and general waste have been organized and located.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

## 10. PERMITS, LICENSING AND REGISTRATIONS

<table>
<thead>
<tr>
<th>Hazards/ Issues or Tasks</th>
<th>Applies/ Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile plant (forklifts, cranes, etc.) are only operated by licensed or certified operators</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Event LPG/dangerous goods storage meets legal requirements and Environmental Health &amp; Safety Office consulted.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
### 12. Food License /Permit

<table>
<thead>
<tr>
<th>Name:</th>
<th>Attached License(s) Copy:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holds Food License/Permit:</td>
<td>Attach Permit(s) Copy:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact person:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Phone:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 13. STAGING AND PLATFORMS, MARQUEES, STALLS, VANS OR OTHER TEMPORARY STRUCTURES

<table>
<thead>
<tr>
<th>Hazards/ Issues or Tasks</th>
<th>Applies/ Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>All stages are signed off by a certified rigger/scaffolder and are erected by personnel with appropriate training and certifications (as required)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Platforms are continuously monitored, particularly in extreme weather conditions</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Adequate access and egress around all staging and platforms for event patrons and emergency services</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Marquees, tents, food vans or other structures are erected or sited securely and do not encroach on thoroughfares/clear paths.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### 14. WORK AT HEIGHTS - BANNER, FLAGS OR SIGNS ERECTION

<table>
<thead>
<tr>
<th>Hazards/ Issues or Tasks</th>
<th>Applies/ Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permission is obtained from Facilities Management for erection of banners or other large display items.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Ladders are well maintained and suitable for work undertaken &amp; weight (industrial rated)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>No work done from ladders unless 3 points of contact able to be maintained always e.g.: 2 feet and 1 hand. Assistance of a second person is provided where required e.g.: holding ladder for stability, carrying and erecting. Right type of equipment is used for the height access job (i.e. ladder, cherry picker, etc.)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Boom lifts (cherry pickers) operators use appropriate safety body harnesses attached to bucket.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
### 15. MANUAL HANDLING/LIFTING

<table>
<thead>
<tr>
<th>Hazards/ Issues or Tasks</th>
<th>Applies/ Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>All staff and volunteers are trained to assess each task and use safe technique when lifting or carrying Loads can be delivered as close as possible to area using vehicle or mechanical aids</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### 15. WEATHER CONDITIONS

<table>
<thead>
<tr>
<th>Hazards/ Issues or Tasks</th>
<th>Applies/ Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current National Weather Service information is checked for adverse weather conditions</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Weather conditions are planned for and monitored, e.g. non-slip mats, shade, sunscreen and drinking water available</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Wind speeds are monitored</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### 16. PERSONAL PROTECTIVE EQUIPMENT (PPE)

<table>
<thead>
<tr>
<th>Hazards/ Issues or Tasks</th>
<th>Applies/ Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>All tasks to be undertaken by staff and volunteers are checked for the right PPE required and PPE is provided if needed (e.g. gloves, aprons, earplugs, closed toe shoes, waterproof jacket, etc.)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Separate risk assessments may be required for high-risk tasks.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Personnel are trained in using, maintaining and storing the PPE.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>High visibility safety clothing must be worn by event staff Always when it is important for a person in a situation to be easily seen.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Boom lifts (cherry pickers) operators use appropriate safety body harnesses attached to bucket.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### 17. SECURITY

<table>
<thead>
<tr>
<th>Hazards/ Issues or Tasks</th>
<th>Applies/ Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate security levels have been arranged with SCSU Police or organized externally for the event:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Number of security personnel required:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 18. ACCESSIBILITY

<table>
<thead>
<tr>
<th>Hazards/ Issues or Tasks</th>
<th>Applies/ Checked</th>
<th>Additional Actions required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ramps are in place to provide access into buildings</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Handicapped Parking is available close to the event</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The event itself is easily accessible (e.g. for patrons in wheelchairs, using walking aids, etc.)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Entry / Exit area is easily accessible (e.g. for patrons in wheelchairs, using walking aids, etc.)</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
Information required to complete a plan review for events utilizing tents includes but is not limited to the following:

Tents per the CT State Fire Safety Code are as follows:

Tents and membrane structures having an area in excess of 400 square feet (37 m²) shall not be erected, operated or maintained for any purpose without obtaining approval from the fire official.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides which comply with all of the following:
   2.1 Individual tents having a maximum size of 700 square feet (65 m²)
   2.2 The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet (3,658 mm), not exceeding 700 square feet (65 m²) total.
   2.3 A minimum clearance of 12 feet (3,658 mm) to all other structures and tents.
3. Tents 900 square feet and smaller in total area when occupied by fewer than 50 persons, which have no heating appliances, no installed electrical service and are erected for fewer than 72 hours.

Provide the following for each event:

- Tent sizes with an indication of sides or no sides.
- Type of tent anchoring to be used by the tent company.
- Detailed site plan – showing the relationship of the tents to other structures or tents either temporary or permanent etc. (show distances)
- Detailed floor plan – showing the proposed layout of tables, chairs, platforms, food tables, podiums, etc. (show distances between all items)
- Detailed seating plan – seating plan in rows, or at tables, or both, aisles, aisle access ways, exits and dimensions.
- Exit signs – show locations of exit signs and whether internally or externally illuminated.
- Certification of tent flammability – certification for tents to be used.
- No smoking signs – location of “No Smoking” signs.
- Lighting – location of lighting if used and its power source.
- Fire Extinguishers – location and type of fire extinguishers.
- Occupant load sign – location of occupant load sign. (over 50 occupants)
- Heating equipment – to be used, if any, type, model, fuel source.
- Cooking equipment – to be used, if any, location of cooking area in relation to tents, fuel source for cooking equipment. (show distances)
- LP gas tanks – to be used, if any, refer to heating and cooking above.
- Display of motor vehicles – to be displayed, if any.
- Generators – to be used, if any, location in relation to tents and other building, fuel source.
- Food trucks – if any, location and spacing in relation to tents and other structures.

Include legend/key to identify symbols used on any drawings with notes to explain detail.

Additional info: Date & Time of Event, Name and Contact number for the Tent Company.

Any questions can be addressed to Wayne Ferrebee, Office of State Fire Marshal: 860-234-1261 or email: wayne.ferrebee@ct.gov
TEMPORARY FOOD SERVICE

PACKET AND APPLICATION

All applications must be submitted at least one (1) week prior to the event. Failure to do so will result in not receiving a Temporary Food Service License. Applications and payment WILL NOT be accepted in the field.

“YOUR HEALTH IS OUR COMMUNITY’S WEALTH”
Temporary Food Service Packet and Application
Table of Contents

Requirements for a Temporary Food Service Operation License ...............Page 1
Temporary Food Service Operation Checklist ........................................Page 2
Temporary Food Service Operation Temperature Requirements .............Page 3
Temporary Food Service Operation Hygiene and Operational Requirements Page 4
Temporary Food Service Operation Handwashing Station Set-up Examples ....Page 5
Thermometers................................................................................................Page 6
Sanitizing with Bleach ..................................................................................Page 7
Application for a License to Conduct a Temporary Food Service Operation in the City of New Haven ..............................................................Pages 1-3

Temporary Food Service Packet Table of Contents

March 2018
Requirements for a Temporary Food Service Operation License

A temporary food service operation means any food service establishment as defined in 14-1.1(a) of the Code of Ordinances of the City of New Haven, as amended, which is intended to or does continue in operation for a period not to exceed two (2) successive weeks at one (1) or more locations in connection with a carnival, circus, public exhibition, festival, celebration or similar transitory event (Section 14-5.1(a) New Haven Code of Ordinances).

The following is required for a temporary food service operation license:

- The three-page application form must be completed in its entirety and submitted to the bureau at least one week prior to the event.
- The license fee, described below, must be paid in full one week prior to the day of the event.
- The operation must set up according to the Temporary Food Service Packet.
- Drink bars (beer gardens, full bars, soda bars, etc.) are considered temporary food service operations and may require their own license.
- The temporary food service operation must be inspected and approved by the City of New Haven Department of Health.
- The license will be issued at the time of the initial site inspection once the temporary food service operation is determined to be in compliance.
- The temporary food service operation is subject to additional inspections and must maintain compliance with the requirements at all times.
- Follow current FDA Food Code: www.fda.gov.

Fee schedule:

(a) For an event held in one (1) location for a period not to exceed one (1) day, the fee is sixty dollars ($60.00).
(b) For an event held in one (1) location for a period of more than one (1) day the fee is one hundred twenty five dollars ($125.00).
(c) If an event is held in more than one (1) location, the fee is sixty dollars ($60.00) for each location.
(d) With the exception of the license granted in paragraph (a) hereof, a license may be continued for an additional period of not more than two (2) successive weeks, subject, however, to the approval of the director in writing. In the event of such a continuance, there is an additional fee of sixty dollars ($60) for each week or any part of a week that such license is continued.

Make checks payable to: Treasurer, City of New Haven
Temporary Food Service Operation Checklist
New Haven Health Department, Bureau of Environmental Health

Compliance with the following items is required or license may be withheld or revoked.

- Name on booth (sign acceptable, caterer at single wedding event exempt).
- Menu reviewed and approved by Health Department.
- Food and beverages purchased from a licensed commercial or retail supplier, cooked on site, or cooked at a licensed food service facility.
- Potable water supply.
- Water supply hose made of medical grade vinyl or other material approved and rated for drinking water. (If applicable)
- Fire retardant certified tent or other approved overhead cover above food and drink storage, preparation, cooking, and dispensing areas.
- Non-porous flooring or other approved surface (pavement, sealed wood, etc.) beneath tent/overhead cover (under food storage, preparation, cooking, and dispensing areas).
- Storage of items must be 6 inches off the ground or floor.
- Hand washing station(s) located at required areas including drink bars.

Hand washing station items:
- Potable water
- Sink or other approved set-up
- Drain plumbed to sanitary sewer (not a storm drain or catch basin) or catch pail for gray water
- Hand soap
- Sanitary towels or other approved hand drying device
- Waste receptacle
- Approved suitable, clean and sanitized food containers and utensils.
- Approved sanitary work surfaces.
- Adequate facilities and equipment for refrigeration, cold holding, cooking, and hot holding.
- A food temperature measuring device accurate to ± two degrees F with a minimum range of 0 to 220 degrees F (e.g., a properly calibrated metal stem probe thermometer).
- An accurate visible thermometer in all refrigeration units including ice chests.
- Potentially hazardous foods meet temperature requirements during storage, preparation, display, service and transportation (includes cooking, cooling and holding).
- Sanitizing chemicals approved for food contact surfaces, mixed to proper concentration (verify with a chemical test kit), and necessary equipment to perform sanitization (labeled spray bottle, clean wiping cloths, etc.).
- Sanitizer chemical test strips.
- Lighting sufficient where needed; lighting shielded to prevent scattering of shattered bulb.
- Clean adequate garbage containers in sufficient numbers at convenient locations.
- Toilet facilities for staff and attendees.
- No cross connections or potential backflow conditions (most common requirement is a hose bibb (a.k.a. hose connection) vacuum breaker).
Temporary Food Service Operation Temperature Requirements
New Haven Health Department, Bureau of Environmental Health

“Potentially hazardous food” (PHF) means any food or food ingredient, natural or synthetic, that is in a form capable of supporting: (A) the rapid and progressive growth of infectious or toxigenic microorganisms, or (B) the slower growth of Clostridium botulinum (19-13-B42(a)(10) RGSA).

Internal Cooking Temperatures:
Whole Roasts, Corned Beef, Pork Roasts:
- 130°F. 121 minutes
- 140°F. 12 minutes
- 145°F. 3 minutes
Shell Eggs, Fish, Meat (Including Pork):
- 145°F. 15 seconds
Ground or Comminuted* Meat and Fish Products:
- 145°F. 3 minutes
- 150°F. 1 minute
- 155°F. 15 seconds
- 158°F. Instantaneously
Game Meats, Poultry, Ground or Comminuted* Poultry
Stuffed Fish, Meat, Pasta, Poultry, or Stuffing containing PHF Ingredients:
- 165°F. 15 seconds

Raw animal food cooked in a microwave oven shall be: rotated or stirred throughout or midway during cooking to compensate for uneven distribution of heat; covered to retain surface moisture; heated to a temperature of at least 165°F. in all parts of the food, and allowed to stand covered for 2 minutes after cooking.

* “Comminuted” means reduced in size by methods including chopping, flaking, grinding, or mincing and includes fish or meat products that are reduced in size and restructured or reformulated such as gefilte fish, gyros, ground beef and sausage.

Cold and Hot Holding Temperatures:
41°F. or less or 135°F. or more for all potentially hazardous foods except whole beef and pork roasts which may be held hot at 130°F. or above.

Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be heated to 135°F. or greater for hot holding. Cooked, cooled, and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.

Cooling Requirements
Cooked Potentially Hazardous Foods shall be cooled:
- 135°F. → 70°F. within 2 hours
- 70°F. → 41°F. within an additional 4 hours

Reheating Temperatures:
Potentially Hazardous Food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least 165°F. for 15 seconds within 2 hours except remaining unsliced portions of roast beef which may be reheated to 145°F. for 3 minutes within 2 hours.

Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be reheated to a temperature of at least 135°F. for hot holding. Cooked, cooled, and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.

Temporary Food Service Packet Page 3
March 2018
Temporary Food Service Operation Hygiene & Operational Requirements
New Haven Health Department, Bureau of Environmental Health

HANDWASHING & HYGIENIC PRACTICES
Section 19-13B42(p)(1)

- Keep fingernails trimmed, filed and maintained so the edges and surfaces are cleanable and not rough.
- Use a designated handwashing sink or facility.
- Keep fingers, nails, hands and exposed portions of arms clean:
  1. Use a cleaning compound to lather for 20 seconds.
  2. Rinse thoroughly with clean water.
  3. Dry with sanitary towels or other approved drying device.
- When to wash hands: As often as may be required to remove soil and contamination to include:

  **Before:**
  - Staring work
  - Immediately before engaging in food preparation
  - Handling clean equipment and utensils
  - Handling unwrapped single-service and single-use articles

  **After:**
  - Using the toilet
  - Touching bare human body parts
  - Caring for assistance animals
  - Coughing or sneezing
  - Using a handkerchief or tissue
  - Tobacco use (smoking); Eating; Drinking
  - Handling money
  - Engaging in other activities that contaminate the hands

  **During:**
  - Food preparation as often as necessary to remove soil contamination and to prevent cross contamination when changing tasks
  - When switching between working with raw foods of animal origin and ready-to-eat foods

Molluscan shellfish source must be listed in the Interstate Certified Shellfish Shippers List and approved or acceptable by the CT Department of Agriculture, Bureau of Aquaculture.

- If shellfish is shucked it shall be kept until used in the containers in which they were received.
- Shell stock tags or labels shall be retained for 90 days from the date the container is emptied.
- Finfish shall be commercially and legally caught or harvested.
- Fluid milk and milk products shall be pasteurized and conform to Grade A standards.

Defrosting of Potentially Hazardous Foods:
Section 19-13-B42(m)(2)

- At refrigeration temperature less than or equal to 41 degrees F.
- Under cool running water 70 degrees F. or less
- Quick thawed as part of the cooking process
- And other methods approved by the director of health

Toxic Items
**Proper Storage, Labeling, and Use**

- Only those poisonous or toxic materials required to maintain an establishment in a sanitary condition shall be present.
- All containers of poisonous and toxic materials shall be marked or labeled for easy identification.
- Bacteriocides and cleaning compounds shall not be stored in the same area with insecticides, rodenticides or other poison materials.
- Toxic items associated with washing or sanitizing utensils may be stored in the utensil washing area.

- Keep wiping cloths in a separate pail of sanitizing solution for wiping surfaces.

The Public Health Code for the State of Connecticut – Regulation of the Department of Public Health: Sanitation of Places Dispensing Foods or Beverages Section 19-13-B42 can be located on the internet at: www.state.ct.us/dph

Temporary Food Service Packet Page 4
March 2018
Temporary Food Service Operation Handwashing Station Set-up Examples
New Haven Health Department, Bureau of Environmental Health

Option #1: Required if no running water line is available.

Option #2: Required when a running potable water line is available
Thermometers

Thermometers are temperature measuring devices. The temperature of potentially hazardous food (PHF) is a critical control in the prevention of foodborne illness. You need the ability to measure the internal temperature of the PHF used by the food service operation during storage, preparation, cooking, and service to monitor that it is not in the temperature danger zone and to verify attaining bacteria-killing temperatures during cooking. The ambient temperature of the refrigeration units (refrigerators, freezers, ice chests, etc.) needs to be continuously monitored to ensure they are holding the PHF at the proper temperature during storage. Follow the temperature requirements on Page III of this packet.

There are many types of food thermometers with many types of sensors. These devices include bimetal, thermistor, thermocouple, and infrared sensors. A thermometer with a probe is needed to measure the internal temperature of the food. A commonly available type is the mechanical pocket test thermometer (Figure 1). This is a bimetal thermometer with typically a 5 inch stainless steel stem and a 1 inch dial. The dial reads from 0°F to 220°F as is required to measure both cold and hot temperatures. You must read and follow the use and calibration instructions that come with the thermometer to ensure the accuracy of your measurements.

For the refrigeration units, refrigerator/freezer thermometers are sufficient. The bimetal dial face type or spirit-filled glass tube type (Figure 2) is most commonly available. Keep the thermometer in a readable location at the warmest part of the unit.

Thermometers are available at supermarkets, kitchen supply stores, department stores, restaurant suppliers, and through special order catalogs.
Temporary Food Service Operation – Sanitizing With Bleach
New Haven Health Department, Bureau of Environmental Health

Contaminated equipment is one of the top five risk factors of food borne illness. The Connecticut Public Health Code requires that all food temperature measuring devices, multi-use utensils and food contact surfaces of equipment used in the preparation or storage of potentially hazardous food (PHF) be thoroughly cleaned and sanitized as follows: after each use, after a change from working with raw animal foods to working with ready-to-eat foods, after a change in the type of raw animal food, after use with raw fruit or vegetables prior to use with PHF, and at any time during the operation when contamination may have occurred. It is also required that equipment, food contact surfaces, and utensils that have been used with PHF be cleaned and sanitized every four (4) hours.

Cleaning and sanitizing are two distinct activities in the wash-rinse-sanitize process. Cleaning is the physical removal of soil and food residues from surfaces of equipment and utensils. Sanitizing is the treatment of a surface that has been previously cleaned to reduce the number of illness-causing microorganisms to a safe level.

Sanitizers are pesticides. They must be approved and registered by the federal Environmental Protection Agency. The Food and Drug Administration approves sanitizing solutions for use on food contact equipment, utensils and other food contact surfaces.

A common, inexpensive and effective sanitizing solution is water mixed with bleach (sodium hypochlorite). The diagram below describes the wash-rinse-sanitize process for different surfaces. The amounts of bleach to water described below will create the maximum permissible concentration of available chlorine for sanitizing (200 parts per million) when using bleach containing 5.25% sodium hypochlorite. It is highly recommended that half the amount of bleach described below be used with the same amount of water. A general recommendation is to use one-half fluid ounce (one tablespoon) of bleach (5.25% sodium hypochlorite) to two gallons of water. This will yield a concentration of 100 parts per million available chlorine, a sufficient strength to reduce microorganisms to safe levels. See Page IV of the packet for more information on sanitizing solutions for manual dishwashing.

Temporary Food Service Packet Page 7

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**Pots & Pans**
**Glasses • Dishes**
**Utensils**

**Food Contact Surfaces**

**Food Equipment**

"Water temperature should be 75° F"
APPLICATION FOR A LICENSE TO CONDUCT A TEMPORARY FOOD SERVICE OPERATION IN THE CITY OF NEW HAVEN
Page 1 of 3

Name of Permittee: ______________________________________________________

Address: __________________________________ City/Town: _____________ State: ____ Zip: ________

Telephone: _________________________ Email: ______________________

Name of event: ________________________________

Date(s) of operation: ________________________________

Location of operation: ________________________________
(Facility name and street address. If in a park, specify location within the park.)

Set-up time: ______________ Start Time: __________ End Time: __________

List foods to be served: ____________________________________________
(Attach menu if more convenient.)

Will there be a drink bar? ____ Check type: ( ) Full Bar, ( ) Beer, Wine, Soda ( ) No Alcohol.
Note: drink bars must adhere to food service requirements.

Check type of cooking facilities: ( ) Grill, ( ) Stove, ( ) Fryolator, ( ) Wok, ( ) Oven,
( ) Other (specify) __________________________________________

Check type of refrigeration (must contain thermometers): ( ) Refrigerator, ( ) Ice,
( ) Refrigerated Truck, ( ) Other (specify) __________________________________________

Check means of hot holding food: ( ) Sterno, ( ) Electric, ( ) Other (specify) ________

Where is food being purchased? Provide store names and locations: __________________________
__________________________________________

__________________________________________
Rev March 2019
APPLICATION FOR A LICENSE TO CONDUCT A TEMPORARY FOOD SERVICE OPERATION
IN THE CITY OF NEW HAVEN
Page 2 of 3

List available toilet facilities: ________________________________

Please read and initial each of the following statements and draw a diagram on the following page to complete this application.

I understand the following:

- A tent and/or approved overhead coverage will be fire retardant and have the required certification tag _______.
- All food preparation, cooking, food service and drink service will take place under my tent or other approved overhead cover _______.
- I will provide a fire extinguisher if I use an open flame _______.
- If I operate during the hours of darkness, I will provide adequate lighting with light shields _______.
- My tent will be placed on concrete or pavement; if it is not I will provide a sealed wood floor or other non-porous material acceptable to the health department _______.
- I will provide a handwashing station with running water and a means of properly collecting and disposing of the wastewater _______.
- The handwashing station will include soap, paper towels, and trash receptacle _______.
- I will locate a handwashing station in food preparation, food dispensing, and warewashing areas and within or immediately adjacent to all toilet rooms (if not provided by facility) _______.
- The handwashing station(s) will be available for use prior to handling food or clean equipment and utensils _______.
- I will provide at least one quart of suitable sanitizer, such as bleach, and a spray bottle filled with sanitizing solution of proper concentration (e.g., ½ teaspoon bleach to 1 quart of water at least 75 degrees F.) _______.
- I will verify sanitizer concentration using approved chemical test strips _______.
- I will provide an internal food temperature thermometer accurate to ± 2°F with a minimum range of 0°F to 220°F (e.g., a metal stem probe thermometer) _______.
- I will provide thermometers inside all cold holding units _______.

I understand that the above requirements are considered to be the minimum and that I must also follow the Temporary Food Service Packet I received with this application.

Signed ________________________________ Date __________________________

Print Name ________________________________

a. For an event held in one (1) location for a period not to exceed one (1) day, the fee is sixty dollars ($60.00).

b. For an event held in one (1) location for a period of more than one day the fee is one hundred twenty-five dollars ($125.00).

c. If the event is held in more than one (1) location, the fee is sixty dollars ($60.00) for each location.

d. With the exception of the license granted in paragraph (a) hereof, a license may be continued for an additional period of not more than two (2) successive weeks, subject, however, to the approval of the director in writing. In the event of such a continuance, there is an additional fee of sixty dollars ($60) for each week or any part of a week that such license is continued.

Rev March 2019
APPLICATION FOR A LICENSE TO CONDUCT A TEMPORARY FOOD SERVICE OPERATION
IN THE CITY OF NEW HAVEN
Page 3 of 3

Make check payable to: Treasurer, City of New Haven.

DRAW A DIAGRAM OF YOUR FOOD SERVICE SET-UP ON THE
FOLLOWING PAGE OR ATTACH A PLAN IF ALREADY DRAWN.

Diagram of Temporary Food Service Operation
Draw a diagram or plan of the set-up of your temporary food service operation. Include (but not limited to)
location of cook tent, drink bar, handwashing station(s), preparation and dispensing areas, refrigeration facilities,
hot holding facilities, equipment and tables, storage areas, warewashing areas, toilet facilities, and garbage
disposal facilities.
TO: Sponsoring agency of events where food will be served

You, as the sponsoring agency for an event where food will be available to the public, are required to organize the food vendors by submitting a list of all participating food vendors to QVHD (form attached) along with each vendor's completed Temporary Food License application and fee. Incomplete applications cannot be processed. The third page, identifying food workers, is to be returned after the event. Page 4 is to be posted in the booth throughout the event.

The applications must be submitted to QVHD at least 7 days prior to the event (14 days prior to event for events having more than 10 food vendors). This allows time for QVHD to process the applications, prepare licenses, and to arrange inspections to assure that foods being prepared and served to the public are safe.

If an application is approved, QVHD will prepare a license, good only for the date(s) of the event. The vendor is approved only for foods identified in the application and for food safety methods identified in the last 3 pages of the application packet (handwashing station, hot and cold holding methods, proper food holding temperatures etc.). Inspections may be made the first day and during the event if event lasts multiple days. If an inspection reveals different food items or food safety measures identified in the application are not followed, the vendor will not be allowed to operate and will have the opportunity to correct any deficiencies before opening for service.

The complete application is attached. The application can also be found on QVHD's website at http://www.qvhd.org/temporary-food-events.

Please Note: If a food truck will be at your event, the vendor must provide you a copy of a current Itinerant Food License issued by QVHD. If they are not currently licensed by QVHD as an Itinerant, you must submit their completed Temporary Food License application along with all the other participating food vendor applications.

If you have any questions, please call. Thank you for your anticipated cooperation.
TEMPORARY EVENT SPONSORING AGENCY FORM

NAME OF EVENT: _______________________________________

DATE (S) OF EVENT: __________________________________

LOCATION: ____________________________________________

EVENT SPONSOR: _______________________________________
PHONE: (_____) _______ CELL: (_____) _______ FAX (_____) _______
EMAIL: ________________________________________________

FOOD COORDINATOR: ___________________________________
ADDRESS: ____________________________________________
PHONE: (_____) _______ CELL: (_____) _______ FAX (_____) _______
EMAIL: ________________________________________________

Expected attendance/Day: _______ Number of food booths: _______ (list below)
Electricity available: Y N Public water available: Y N

Attached location sketch of the following:
Number of handwashing facilities: _______ Number of public toilets: _______
Number of employee toilets: _______ Number of solid waste disposal receptacles: ______
Number of liquid waste disposal receptacles: ______ Number of oil disposal receptacles: ______

FOOD BOOTH INFO (Continue on separate paper if necessary)

<table>
<thead>
<tr>
<th>NAME:</th>
<th>ADDRESS:</th>
<th>PHONE, FAX, EMAIL:</th>
<th>TYPE(S) OF FOOD:</th>
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Quinnipiac Valley Health District
A Regional Health Department Serving Bethany, Hamden, North Haven and Woodbridge, CT
FOOD SERVICE LICENSE APPLICATION
TEMPORARY EVENT

The following items must be received before your application can be processed:

_____ This application form with all information provided.
_____ A completed FOOD BOOTH INFORMATION SHEET (attached).
_____ Payment of the $75.00 license fee. Additional $25.00 late charge if application received within 7 days of event. (Fee waived for non-profit organizations. Proof of non-profit status may be requested.)
_____ A sketch of the FOOD BOOTH LAYOUT
_____ HAMDEN EVENTS ONLY - A vendor permit from the police may be required. Contact the Hamden Police Department for more information.

Date(s) of Event

(License is valid for the date(s) of the event and is valid for a maximum of fourteen (14) days)

Event Name_____________________________ Event Sponsor___________________________

Location of Event___________________________

Food Booth Name___________________________

Name of Licensee/Applicant________________________ Owner ( ) or Manager ( )

Mailing Address_____________________________

Phone ( ) ________ Cell ( ) ________ Fax ( ) ________

Email______________________________

Signature of Applicant________________________

Fee: $75.00 per unit

FOR OFFICE USE ONLY

Late Charges: Application $25.00
Set Up $ 25.00

Returned Check Fee $ 50.00

Fee Paid: __________________

License #: __________________

Revised January 2019

Quinnipiac Valley Health District

A Regional Health Department Serving Bethany, Hamden, North Haven and Woodbridge, CT

FOOD BOOTH INFORMATION SHEET
TEMPORARY EVENT

Event Date(s): ____________________  Event Time(s): ____________________

Event Name: ______________________  Event Location: _____________________

Food Booth Name: ____________________

Operator: ___________________________  Phone: ________________________
Fax: ______________________________  Email: __________________________
Name(s) of Shift Supervisor(s): ________

<table>
<thead>
<tr>
<th>List all items on menu including condiments: (If application is approved, only foods listed here will be allowed.)</th>
<th>Where will food your food supply be purchased? (i.e. Restaurant Depot, Stop &amp; Shop, etc.)</th>
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<tbody>
<tr>
<td></td>
<td>Where will food be stored and prepared prior to the event?</td>
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<td>When and how will food be delivered to the event?</td>
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</tbody>
</table>

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<tr>
<th>How will cold food be kept cold (below 41°F)? (Examples: meats, poultry, seafood and dairy products)</th>
<th>How will hot food be kept hot (above 135°F)?</th>
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<tr>
<th>Describe hand washing facilities at booth.</th>
<th>How will utensils, cutting boards, etc. be Sanitized?</th>
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<tr>
<th>Location of employee toilet facility:</th>
<th>Where is your water supply obtained from: (also indicate if city water, private well, bottled water, etc.)</th>
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</table>

|  | Waste water disposal location: |

**ATTACH A SKETCH OF FOOD BOOTH LAYOUT** (to include location and identification of all equipment including hand washing facilities, dishwashing facilities, hot and cold holding facilities, work tables, cooking facilities, etc.)

Quinnipiac Valley Health District
A Regional Health Department Serving Bethany, Hamden, North Haven and Woodbridge, CT
1151 Hartford Turnpike, North Haven, CT 06473. Tel (203) 248-4528. Fax (203) 248-6671. www.qvhd.org

Revised January 2019
QVHD

FOOD HANDLER LOG SHEET
POST IN FOOD BOOTH
RETURN TO QVHD AFTER EVENT

Event Name: __________________________________________

Date(s) of Event: ____________________________________

Food Booth Name: ____________________________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>EMPLOYEE/VOLUNTEER NAME/ADDRESS</th>
<th>PHONE</th>
<th>TIME WORKED</th>
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Return at completion of event to: Quinnipiac Valley Health District
1151 Hartford Turnpike, North Haven CT 06473
Fax: 203-248-6671
BASIC FOOD BOOTH REQUIREMENTS
(TO BE POSTED IN FOOD BOOTH)

...Cook foods to proper temperatures
GROUND MEAT TO 160°F
CHICKEN TO 165°F (for 15 seconds)

...Keep foods at safe temperatures:
COLD foods below 41°F
HOT foods over 135°F
REHEAT foods to 165°F

...WASH HANDS FREQUENTLY

...Sanitize equipment and utensils frequently
with a bleach solution

...Do not cross contaminate (separate raw and cooked
foods)

...NO SMOKING

...Use utensils or disposable gloves, No bare
hand contact with ready to eat foods

...Keep foods covered

...Do not eat or pick on food while working

... Wear hair restraints

...Do not work if you are ill

Quinnipiac Valley Health District
A Regional Health Department Serving Bethany, Hamden, North Haven and Woodbridge, CT
# Minimum Sanitation Requirements for Temporary Food Events

## Check List

All food must be from an approved source, wholesome and non-adulterated. NO HOME PREPARED OR CANNED FOOD IS ALLOWED  

Only foods listed on application information sheet will be allowed  

Thermometers to measure hot and cold holding temperatures of food shall be on-site at all times.  

Food in transport and storage must be free from contamination and maintained at the following proper temperatures:  
- **COLD Holding = 41°F**  
- **HOT Holding = 135°F**  
- **REHEATING** (previously cooked food) = 165°F  

Partial cooking of food is dangerous and not allowed.  

No unwrapped/unprotected food shall be displayed or available for customer self service.  

Condiments shall be contained within single service packets or pump/squeeze type containers.  

All food and equipment shall be stored a minimum of eighteen inches (18") off the ground surface.  

Equipment that is very large and heavy may be stored on a covered ground surface.  

Smoking is prohibited in the food service and preparation areas.  

Non-absorbent, smooth, easily cleanable work surfaces must be provided.  

Each booth is required to have separate handwashing facilities consisting of the following:  
- Potable quality water  
- Hand soap  
- A supply of disposable towels  
- A refuse container  
- Proper disposal of waste water  

A separate dishwashing water bucket with a clear water rinse for utensil washing and general counter cleaning.  

(see attached sheet with sanitizing solution information)  

All premises and equipment shall be maintained in a clean and sanitary condition at all times.  

Adequate refrigeration facilities to accommodate the volume of food which is planned.  

If shellfish are to be sold, the identifying shellfish source tags must be available at the booth at all times.  

The shellfish must be kept refrigerated or on self draining ice, with a waste bucket below.  

A leakproof covered container for grease and oil waste is required and must be carted away and properly disposed of each night.  

Overhead protection of all food prep and cooking surfaces required.  

A log sheet of all workers and volunteers shall be kept posted in booth and returned to QVHD at the completion of the event.  

### Additional Requirements

- Application for a temporary food service license and appropriate fee(s) must be received by QVHD at least two (2) weeks prior to the commencement of the event.  
- Late fees will be applied if deadlines are not met.
THERMOMETERS

REFRIGERATION THERMOMETERS

Each refrigeration unit must have a thermometer to measure air temperature.

FOOD THERMOMETERS

A metal stemmed thermometer must be provided to check the internal temperatures of both hot and cold foods.

SAFE HOLDING TEMPERATURES

HOT foods 135°F or above
COLD foods 41°F or below
REHEAT foods to 165°F

COOK FOODS TO PROPER TEMPERATURES
GROUND MEAT to 160°F
POULTRY to 165°F
SHELL EGGS, FISH, BEEF, and PORK to 145°F

HANDWASHING FACILITIES.

Accessible and convenient handwashing facilities are required in each booth. Wash hands frequently: before starting work, before engaging in food preparation, after handling raw meat or money, after eating, smoking, coughing, sneezing or using a tissue, after handling garbage and after using the bathroom. When a designated handwashing sink with water under pressure (option 1) is not available, option 2 (illustration on left) can be used. Commercial portable handwashing stations are also available.

PROPER SANITIZING

Store wiping clothes in a sanitizing solution equivalent to 50-100ppm of available chlorine. If using bleach, this is equivalent to approximately 1 tablespoon of bleach to two gallons of water. For commercial sanitizers, mix the solution according to the manufacturer’s directions.
DEPARTMENT OF POLICE SERVICES
TOWN OF HAMDEN
2900 DIXWELL AVENUE
HAMDEN, CONNECTICUT 06518

LICENSE NUMBER: __________________________ (ISSUED BY POLICE DEPARTMENT)

DATE ISSUED: ____________________________ EXPIRATION DATE: ____________________________

APPLICATION FOR: VENDORS LICENSE

INSTRUCTIONS FOR APPLICANT (PRINT OR TYPE)

1. ANSWER ALL QUESTIONS. If additional space is required use a plain white 8½” x 11” paper.

2. Applicant must submit (2) two current passport size, color photographs. (2”x2” photos)

3. New Applicants must be fingerprinted by the Hamden Police.
   ☐ Hamden Police Applicant Card $10 fee (Cash or Check) Payable to “Town of Hamden”
   ☐ State of CT Applicant $75 fee (Bank check or Money Order) Payable to “Treasurer, State of CT”

4. Applicant must be present a current state of Connecticut Sales Tax Certificate.

5. Applicant must submit a health inspection report if vending food items.

FINGERPRINTING SCHEDULE

TUESDAY 8:00AM to 10:00AM and 4:00PM to 6:00 PM    THURSDAY 8:00AM to 10:00AM

Applicant’s Name: __________________________

Home Address: __________________________

Home Telephone: (____)_________________ Business Telephone: (____)_________________

List any other places of residence during the past (5) years. __________________________

Date of Birth: ______________ Place of Birth: (City/Town) __________ (State) __________

Height: ______________ Weight: ______________ Hair Color: ______________ Eye Color: ______________

Scars, Marks, Tattoo’s __________________________ (Describe & Location)

Social Security Number __________-_________ Driver License Number: __________________ State: __________

State of Connecticut Sales Tax Number: __________________