

TOWNSHIP OF LEBANON
HUNTERDON COUNTY

Municipal Building
530 West Hill Road
Glen Gardner, NJ 08826-6400



Tel. 908-638-8523
Fax 908-638-5957
www.lebanontownship.net

APPLICATION FOR PERMIT TO OPERATE A TEMPORARY FOOD CONCESSION
MUST BE SUBMITTED 10 DAYS BEFORE THE EVENT

EVENT INFORMATION:

NAME OF EVENT: _____ DATE(S) OF EVENT: _____
LOCATION: _____ TIME OF EVENT: _____

EVENT COORDINATOR:

NAME: _____ ORGANIZATION: _____
PHONE NUMBER (DAY OF EVENT): _____
EMAIL: _____

VENDOR INFORMATION:

NAME OF FOOD BOOTH/TRUCK: _____
BOOTH: _____ FOOD TRUCK: _____

CONTACT PERSON (Vendor):

NAME: _____ EMAIL: _____
PHONE NUMBER (DAY OF EVENT): _____
NUMBER OF BOOTHS: _____

COMMISSARY INFORMATION (BASE OF OPERATIONS):

NAME: _____
ADDRESS: _____

MUST BE A LICENSED AND INSPECTED FACILITY. FOOD ITEMS MAY NOT STORED OR PREPARED IN A PRIVATE HOME UNLESS THE FOOD ITEMS FALL UNDER THE COTTAGE FOOD REGULATIONS AND YOU HAVE A COTTAGE FOOD OPERATOR PERMIT (N.J.A.C. 8:24-11). FOR ALL OTHERS, PROVIDE A COPY OF THE MOST RECENT INSPECTION PLACARD FROM YOUR COMMISSARY.

COMMISSARY INFORMATION PROVIDED: _____
IF UNDER THE COTTAGE FOOD REGULATIONS, PROVIDE A COPY OF PERMIT: # _____

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LIST OF ALL FOOD AND BEVERAGE ITEMS BEING SOLD:

HOW WILL YOU KEEP COLD FOODS COLD (41 DEGREES FAHRENHEIT OR BELOW):

HOW WILL YOU KEEP HOT FOODS HOT (135 DEGREES FAHRENHEIT OR ABOVE):

HOW WILL YOU PREVENT BARE HAND CONTACT WITH READY TO EAT FOODS:

DESCRIBE HANDWASHING FACILITIES AT YOUR BOOTH:

DESCRIBE WHERE WASHING FACILITIES ARE AT YOUR BOOTH:

METHOD OF SOLID WASTE DISPOSAL:

WATER SOURCE: _____

ICE SOURCE: _____

FOOD/BEVERAGE SOURCE: _____

DO NOT WRITE BELOW THIS LINE – TOWNSHIP USE

CLERK'S OFFICE

BILLABLE: _____ FEE EXEMPT: _____

HANDOUT GIVEN (Sanitation Regulations for Temp. Food Concessions): YES: _____ NO: _____



Public Health
Prevent. Promote. Protect.

Karen DeMarco, MPH
Health Officer/Director

Hunterdon County Department of Health



www.co.hunterdon.nj.us/health.html

REGULATIONS FOR TEMPORARY RETAIL FOOD ESTABLISHMENTS

LICENSING:

1. A temporary retail food establishment is any vendor selling or giving away food and beverages for immediate consumption in conjunction with a single event or celebration for no more than 14 consecutive days.
2. All temporary retail food establishments must apply for and display a temporary food license for the time period they intend to operate. The license is issued by the local Board of Health Secretary or Municipal Clerk. **(Temporary licenses must be applied for and issued at least 7 days prior to the start of the event.)**

SANITATION AND SET UP:

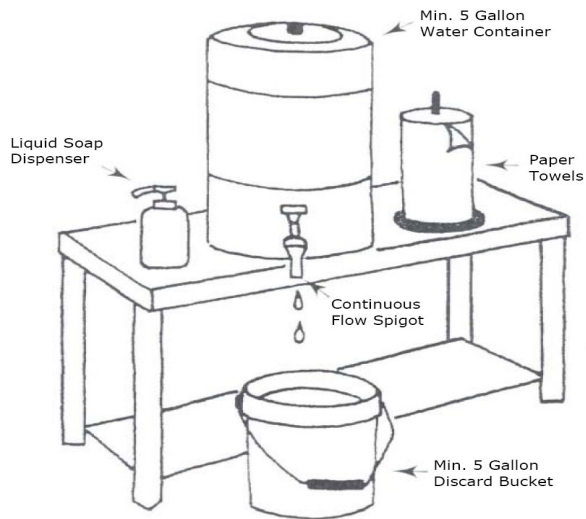
3. Hand washing facilities **MUST** be provided within the booth. The set up must include:
 - _____ 5 Gallon covered container with spigot.
 - _____ 5 Gallon wastewater collection container.
 - _____ Liquid Hand Soap.
 - _____ Individual disposable paper towels for drying hands.
 - _____ Waste basket for used towels.
 - _____ A sign to remind food employees to wash their hands frequently.(If there is no food preparation and only product samples are being offered then Hand Sanitizers or pre-treated cleansing towelettes may be utilized.)
(8:24-2.3(f)/6.7A)
4. Employees shall wash their hands and exposed arms before engaging in food preparation and after:
 - a. using a toilet
 - b. touching human body parts
 - c. coughing, sneezing, or using tobacco, eating, drinking
 - d. after touching soiled equipment
 - e. after touching raw food
 - f. during food preparation as often as necessary
 - g. before donning gloves for working with foods
 - h. after hands become contaminated.**(8:24-2.3(f1-9))**
5. All food ingredients and ice shall be purchased from an approved commercial source or commissary and shall be prepared in a licensed and inspected commercial facility or on site. **(Food prepared in private homes for public distribution or sale is prohibited)** **(8:24-3.2(a)1-2)**
6. Drinking water shall be obtained from an approved source that is operated in accordance with the New Jersey Safe Drinking Water Act. It must be sampled, tested, and conveyed using safe, water quality apparatus. **(8:24-5.1a – j)**

1. **NO BARE HAND CONTACT.** Food employees may not contact exposed, ready-to-eat food with bare hands. Single use, disposable gloves and/or suitable utensils to prevent bare hand contact with ready-to-eat foods. **(8:24-3.3(a)2)**
2. Foods that require temperature control for safety (TCS) shall be maintained at the proper temperatures. **Cold** TCS foods shall be maintained at **41 degrees F** or below. **Hot** TCS foods shall be maintained at **135 degrees F** or above. **(8:24-3.5 f 1-2)**
3. There must be sufficient hot and cold holding units to maintain TCS foods at their proper temperatures with accurate thermometers inside the units to monitor the ambient temperature. **(8:24-4.2c-7)**
4. Bi-metal, thin probe stem thermometers must be utilized to check and monitor hot and cold food temperatures. A small diameter, thin tipped thermometer designed for monitoring thin meat patties is best.**(8:24-4.2c-1-2)**
5. Grills, stoves, and other equipment to rapidly cook and reheat foods must be provided. Previously cooked, then cooled foods must be rapidly reheated (within 2 hours) to 165 degrees F on a grill or stove before serving. **(The use of slow cookers, crock pots, steam tables, Baines maries or other warmers to reheat foods is prohibited).** **(8:24-3.4g4)**
6. Three (3) plastic tubs for manual dishwashing shall be provided to wash, rinse and sanitize food service equipment and utensils. Provide an area for air drying cleaned and sanitized equipment. **(8:24-4.8a-1)**
7. An approved chemical sanitizer (chlorine, Iodine or quaternary ammonium compound) must be available and prepared in solution to the proper concentration. The proper test kit must be available to monitor the concentration of the sanitizing solution. **(8:24-4.8j1,3 & 4.8k)**
8. Chemical sanitizers shall be prepared to the proper concentrations. **Food contact surfaces must be cleaned and sanitized at least once every four hours.**
 - a. Chlorine solution @75 degrees F shall be 50 - 100 ppm (mg/L).
 - b. Iodine solution @ 75 degrees F shall be 12.5 to 25 ppm (mg/L).
 - c. Quaternary ammonium compound shall be per manufacturer's directions. Commonly @75 degrees F a QAC shall be 150ppm to 400ppm (mg/L).**(8:24-4.8j1-3)**
9. Food shall be protected from contamination while being stored, served or displayed by using protective covers, sneeze guards, wraps and elevated platforms to keep it at least 6" above the ground. **(8:24-3.3f & t)**
10. Molluscan Shellfish shall be from an approved source certified by the State of New Jersey. All identification tags that accompany the shellfish must remain with the shellfish until the shellfish is entirely consumed and then the identification tag must be retained and held by the vendor in chronological order for 90 days.**(8:24-3.2r).**

11. Waste receptacles with liners and covers for food waste and trash must be provided. Receptacles for **recyclable materials** shall also be provided. The area around the temporary establishment must be kept clean and free of litter, refuse and garbage at all times. **(8:24-5.5a)**
12. All dirt, gravel or partially grass covered areas located within the food preparation area shall be covered with duckboards, mats, cleanable wooden platforms or other material acceptable to the Health Authority shall be put down to prevent dirt and dust from rising up. **(8:24-6.1(a) 2)**.
13. Food workers shall wear clean clothing and wear hair restraints in the form of a cover that will prevent hair from falling into the food. **(8:24-2.3k/2.4c1)**
14. The Inspector may establish additional structural or operations requirements as necessary to ensure that food remains safe, and the establishment is sanitary.

HAND-WASHING & UTENSIL-WASHING REQUIREMENTS FOR TEMPORARY FOOD FACILITIES

Hand-washing facilities, separate from the utensil washing area, shall be provided. Hand-washing facilities shall be located within each temporary food stand and conform to the diagram below:



Utensil Washing Facilities

Booths with food preparation require three (3) containers for the cleaning of equipment, utensils, and for general cleaning purposes. One shall contain soapy water, one shall have clean water for rinsing and the last a bleach/water solution for sanitizing.

Note: Additional facilities, such as a sink with running water, may be required when there is extensive food preparation or where water, power, and sewer connections are available.



Immerse into a sanitizer solution of 1 teaspoon of household bleach per gallon/ 50 - 100 ppm of water for 60 seconds, then air dry.



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Health Officer/Director

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SANITIZER FACT SHEET

SANITIZER SOLUTION CONCENTRATIONS

CHLORINE BLEACH:

1 teaspoon per gallon of water = 50-100 PPM

Water temperature in the rinse sink shall be between 65-75 degrees

YOU WILL NEED CHLORINE TEST STRIPS TO CONFIRM THE CONCENTRATION

COMMERCIALLY PREPARED SANITIZER

Facilities using commercially prepared products shall only use products safe for food contact surfaces and shall only be used according to manufacturers specifications.

YOU WILL NEED CHLORINE TEST STRIPS TO CONFIRM THE CONCENTRATION

PRODUCTS SHALL REMAIN IN THE SANITIZING SOLUTION FOR A MINIMUM OF 60 SECONDS AND THE BE ALLOWED TO AIR DRY

The above concentrations can also be used for wiping cloths.

WIPING CLOTHS

AS PER NJAC 8:24-3.3(m):

(m) Requirements for wiping cloths shall include the following:

1. Cloths that are in use for wiping food spills shall be used for no other purpose.
2. Cloths used for wiping food spills shall be: i. Dry and used for wiping food spills from tableware and carry-out containers; or ii. Wet and cleaned as specified under N.J.A.C. 8:24-4.10(b)4, stored in a chemical sanitizer at a concentration specified in N.J.A.C. 8:24-4.8(j)1, and used for wiping spills from food-contact and non food-contact surfaces of equipment.
3. Dry or wet cloths that are used with raw animal foods shall be kept separate from cloths used for other purposes, and wet cloths used with raw animal foods shall be kept in a separate sanitizing solution.
4. Wet wiping cloths used with a freshly made sanitizing solution and dry wiping cloths shall be free of food debris and visible soil.
5. Working containers of sanitizing solutions for storage of in-use wiping cloths may be placed above the floor and used in a manner to prevent contamination of food, equipment, utensils, linens, single-service or single use articles.

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