

FOOD PREPARATION AND MENU: Please list **all** potentially hazardous foods and drinks that will be prepared and served (refer to list of PHFs on page 4) and drinks that will be prepared and served at the event (see example below) – attach a separate list if needed.

Food	Food Source (place/facility where food is purchased)	Is all food prepared at the event? Yes or No	If no, location where food is prepared prior to event	Transport to event? (Hot or Cold, what type of equipment used for transport?)	Cold holding equipment used at event?	Cooking/reheating equipment used at event? Final cook/reheat temperature?	Cooling PHFs? Yes or No If yes, what methods to be used?	Hot holding equipment used at event?
Example:								
Hamburger	Bob's Grocery	No	Dave's Cafe	Cold, Ice Chest	On-site refrigerator	Grill, 155F	No	Steam table

Equipment List: Identify equipment used at your temporary food establishment. Check all that apply

HAND WASH STATION:

- Large container with spigot, warm water, hand soap, paper towels and large catch bucket
- Hand sink
- Self-contained portable unit

CLEANING/SANITIZING:

- 3 basins to wash (dish soap), rinse (clean water), and sanitizer
- Extra utensils
- Bucket with sanitizing solution and wiping cloths

FLOOR/OVERHEAD PROTECTION:

- Food is prepared and served indoors
- Floors are cleanable and impermeable
- Canopy/Tent
- Screening

Continued on next page

Equipment List Continued – Check all that apply:

OTHER:

- Chemical test strips to test sanitizer
- Thin-stem thermometer
- Disposable gloves
- Hats or hair nets
- Electricity available
- Generator
- Self-draining ice cooler
- All food stored 6" above ground

FLY/INSECT CONTROL:

- Screened-in tent
- Approved fly spray (Pyrethrin)
- Air Curtains
- Fans
- Water source (check one)**
Municipal/City _____ Well Water _____ Bottled _____

Describe WHERE & HOW wastewater will be collected, stored and disposed:

STATEMENT OF VERIFICATION

Application to Operate a Temporary Food Establishment

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from information provided on this application without prior permission from the Springfield-Greene County Health Department may nullify final approval.

NAME OF EVENT: _____

DATE OF EVENT: _____

NAME OF BOOTH OR STAND: _____

SIGNATURE(S) OF APPLICANT: _____

DATE: _____

Approval of these plans and specifications by the Springfield-Greene County Health Department does **NOT** indicate compliance with any other code, law or regulation. Furthermore, it does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine compliance with applicable regulations.

Please mail application with permit fee, if applicable, to:

Springfield-Greene County Health Department

227 East Chestnut Expressway

Springfield, MO 65802 Attention: Business Office

For questions, please call: (417)864-1017 or visit our website at health.springfieldmo.gov

FOR OFFICE USE ONLY:

AMOUNT PAID _____ **CASH** _____ **CHECK #** _____ **CREDIT CARD** _____

RECEIPT # _____ **FEE EXEMPT** _____ **DATE RECEIVED:** _____ **INITIAL** _____

Temporary Food Vendor Priority Assessment Worksheet

Vendor/Booth Name: _____

Potentially Hazardous Foods are types of food that support the growth of bacteria or toxigenic micro-organisms.

****Note: Certain types of jams & jellies, animal jerkies, bottled sauces and canned goods require providing additional information. Please contact our office at 417-864-1017 if you are selling any of these items.**

Examples of Potentially Hazardous Foods are:

- | | | |
|---|---|--------------------|
| Meats (Poultry, Beef, Seafood, Pork) | Cooked Vegetables | Eggs |
| Milk (Creamer, Protein, Shakes, etc.) | Cut Leafy Greens | Ice Cream |
| Cream Pies (Meringues) | Soft Cheeses (Mozzarella, Cream Cheese, etc.) | Cooked Pasta, Rice |
| Cut Tomatoes | Yogurt | Sour Cream |
| Cut Melons (Honeydew, Watermelon, Cantaloupe) | | |

Check Y or N then add score at bottom

- | | | |
|--|-------------|-------------|
| 1. Are potentially hazardous food items served? | ___ Y (1.5) | ___ N (0.5) |
| 2. Are potentially hazardous food prepared in batches? | ___ Y (1.5) | ___ N (0.5) |
| - Prepared in batches means preparing more than one serving at a time. (ex., pot of chili vs. grilling one hamburger at a time per order) | | |
| 3. Are potentially hazardous foods cooked and held hot? | ___ Y (1.5) | ___ N (0.5) |
| - Example: cooking several hamburgers and holding them all hot until customers ask to purchase them, instead of cooking individual hamburgers (one at a time) for each order as they are placed by the customer. | | |
| 4. Are potentially hazardous foods prepared from raw Ingredients? | ___ Y (1.5) | ___ N (0.5) |
| - Example: cooking fresh or frozen raw ground beef instead of reheating commercially packaged, precooked foods | | |
| 5. Are potentially hazardous foods prepared, held and served cold? | ___ Y (1.5) | ___ N (0.5) |
| - Example: potato salad, coleslaw, sour cream dips, diced tomatoes, cut lettuce | | |
| 6. Are potentially hazardous foods cooked in advance at a permitted Food establishment, cooled down and then reheated at the time of the event? | ___ Y (1.5) | ___ N (0.5) |

SCORE: _____

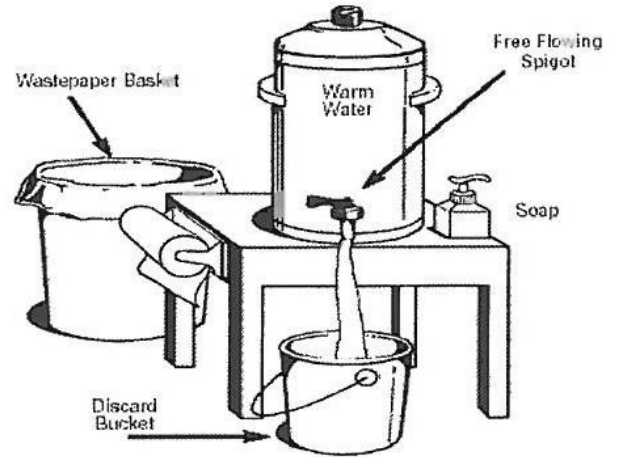
If a score is over 6, the temporary food vendor will be deemed a **HIGH PRIORITY**. High priority temporary food vendors will receive 1 inspection at the beginning of the event. Permit fees must be submitted along with the application **at least 10 calendar days prior to the event**.

If a score is 6 or less, the temporary food vendor will be deemed a **LOW PRIORITY**. Low priority temporary food vendors must sign the **Temporary Food Vendor Agreement** and submit it along with the application **at least 10 calendar days prior to the event**. No fee is required for low priority temporary food vendors; however, we will be sending you a permit for the event.

PRIORITY: **HIGH** **LOW**

Temporary Event Agreement

1. **Handwashing** – A temporary handwashing station with warm water, a continuous running spigot, soap, paper towels, and a catch basin must be available (see photo)
2. **Gloves** – Single-service gloves must be provided for food service employees who will be handling ready-to-eat foods with their hands.
3. **Hair Restraints** – Employees preparing food and washing dishes/utensils shall wear effective hair restraints that keep hair from contacting exposed food and food contact surfaces.
4. **Approved Sources** – All food prepared and served at Temporary Food Events shall be obtained from inspected and approved sources.
5. **Sanitizer** - Sanitizer solution must be available for wiping cloths to sanitize food contact surfaces and appropriate test strips must be available as well.
6. **Utensils** - Wash, rinse, sanitize capabilities are required for all food contact surfaces of equipment and utensils.
7. **Cold Holding** – Potentially hazardous foods must be kept cold at or below 41°F by way of mechanical refrigeration or self-draining cooler with ice.
8. **Hot Holding** – Potentially hazardous foods must be kept hot at or above 135°F by way of electrical equipment, steam table or chafing dish with sterno heat.
9. **Coolers with Ice** – Coolers used to keep bottled/canned water or soda cold may be used, so long as these coolers are continuously self-draining and only used for holding bottled/canned drinks.
10. **Probe thermometer** – A thin tipped probe thermometer must be provided to monitor internal temperatures of potentially hazardous foods if they are prepared or served.
11. **Pest Control** – Effective pest control measures must be set in place to effectively rid the premises of pests and flying insects. Depending upon the food served and the time of year, the vendor may need to provide several measures for effective pest control (fans for air curtains, fly spray, fly strips, netting around tent/food prep. area, etc.)
12. **Food Storage** – Food must be stored up off the ground at least 6 inches.
13. **Ground Cover** – If set up on concrete or asphalt is not available, a tarp shall be provided to cover grass in all areas of food preparation and service.
14. **Overhead Protection** – Overhead protection must be provided in above food preparation areas. Grills and Smokers are not required to be under the tent, however, food must be covered when transported from tent to grill and grill to tent.
15. **Flooring** – A temporary flooring must be provided on grassy surfaces if the temporary event is held outside. If held on a parking lot, a tarp is not required, so long as the surface (concrete, asphalt, or gravel) does not retain water in puddles.



I have read the Temporary Event Agreement and I understand that I must follow the directions listed to prepare food safely for this event. I also understand that I may be subject to an inspection by the Springfield-Greene County Health Department at any time. If you are a “low” we will be sending you a temporary food vendor permit for this event (choose below how you would like to receive it).

Please post your permit for the public to see during the event.

Signature of person on site during the event that will oversee food preparation:

_____ Date: _____

How would you like to receive your permit and a copy of this signed agreement?

Mail (please post permit for the public to see at event)

Address: _____ City _____

State _____ Zip Code _____

Email (please print and post permit for the public to see at event)

Email address: _____