BUREAU OF HEALTH
410 City Hall
435 Hamilton Street
Allentown, PA 18101-1699

Environmental Health Services
(610) 437-7759
FAX (610) 439-5946

City of Allentown

APPLICATION FOR TEMPORARY FOOD SERVICE ESTABLISHMENT LICENSE

Please complete both sides of this application and submit to the Bureau of Health at least five days prior to the event. Checks for each stand or location should be made payable to the City of Allentown, and mailed or brought to the address above. The facility will be inspected on the first day of the event and a license will be issued at that time if the facility is in compliance with all applicable ordinances and the "Guidelines for Temporary Stands". **DO NOT SEND CASH.**
Please call (610) 437-7759 if you have any questions.

A. EVENT/OPERATOR INFORMATION

_____ Allentown Fair

_____ Mayfair

_____ Sports Fest

_____ Other _____

Dates and Times of Event _____

Time of Food Service Set-up _____

Location of Event _____

Contact Person _____

Contact Person's Phone _____

Business Name _____

Business Address _____

Operator's Name _____

Operator's Address _____

Business Phone ( ) _____ Home Phone ( ) _____

_____
Signature of Applicant

License/Operational Fees

Fee per Stand			
License Fee	$1.00	Number	
Operational Fee	$24.00	of Stands	Total Fee
TOTAL	$25.00	x	=

A late fee of $5.00 will be charged for applications received less than five (5) days prior to the event.

FOR OFFICIAL USE ONLY

Date Received _____
License Number _____
Approved by _____
Date License Approved _____

Please remember that all facilities must be operated in accordance with the "Guidelines for Temporary Food Service Establishments".

B. FOOD/EQUIPMENT

1. Please list your menu items: _____

_____

_____

2. What type of temporary food service facility will you be operating at the event? Check all that apply:

☐ Enclosed trailer ☐ Outdoor Stand ☐ Indoor Kitchen ☐ Other (specify) _____

3. Will all foods be prepared on-site? (Remember: Except baked goods, home prepared foods are prohibited.)

☐ Yes ☐ No If "no", where will foods be prepared? _____

4. Will there be electricity available? ☐ Yes ☐ No

5. Will running water be available?

☐ Yes ☐ No If "no", how will water be supplied? _____

6. Where will waste water (dish water or handwash) be stored and discarded? _____

_____

7. How will cold foods be kept cold? (below 41°F) (Note: Foods may not be in direct contact with ice; styrofoam coolers are unacceptable.)

☐ Refrigerator ☐ Insulated Cooler ☐ Other (specify) _____

8. What equipment will you use to cook food? Check all that apply:

☐ Grill (gas, charcoal or electric) ☐ Oven ☐ Other (specify) _____

☐ Fryer ☐ Microwave _____

9. How will cooked foods be kept hot (above 135° F) after cooking? Check all that apply:

☐ Steam Table ☐ Chafing Dish/Sterno ☐ Other (specify) _____

☐ Roaster ☐ Grill _____

10. If prepared food is on display, how will it be protected from contamination?

☐ Sneeze Guards ☐ Covers ☐ Other (specify) _____

City of Allentown Bureau of Health

Temporary Food Facility Guidelines

FOOD

- All food shall be clean, wholesome, free from spoilage and adulteration, and safe for human consumption.
- All food shall be from approved, licensed/registered sources. **Foods prepared or canned in private homes are strictly prohibited.**
- **Food shall be protected from sources of contamination at all times**. Foods must be placed in protected locations during storage, preparation, cooking, serving or display. Food must be stored off the ground and covered to protect it from contamination, use plastic wrap, foil or lidded containers; do not use cloth to cover food.
- Raw fruits and vegetables must be thoroughly washed before preparation.
- **Potentially hazardous foods** such as meat, poultry, fish and dairy products must be kept **below 41°F or above 135°F at ALL TIMES.** Adequate refrigeration and/or hot holding equipment must be provided.
- Potentially hazardous foods must be cooked to heat all parts of the food to a minimum internal temperature of **at least 145°F except**:
  - **Ground meats** (beef, pork, veal, lamb, sausage) must be cooked to **at least 155°F**.
  - **All poultry** (including ground poultry) and stuffings must be cooked to **at least 165°F**.
  - **Roasts** (beef, pork, ham) must be cooked to **at least 130°F for 112 minutes or 158°F for 1 second**.
  - **Fruits and vegetables** must be cooked to **at least 135°F**.
  - Use a metal stem probe thermometer to check food temperatures.
- All ice must come from approved sources and shall be stored in closed containers approved for food storage.
- Ice used for food and drink storage may not be used in drinks or as ingredients in food.
- Foods and drinks stored in ice must be in packaging that will not leak, such as sealed cans, bottles or plastic containers with tight-fitting lids.

HANDWASHING AND EMPLOYEE HYGIENE

- A **handwashing station** must be present so foodhandlers can wash their hands when necessary. Hands must be washed before starting work, when changing gloves, after smoking or going to the toilet, and as often as necessary to remove any contamination. A handwashing station consists of potable water **supplied by a spigot**, hand soap, paper towels and a container to collect the waste water.
- When all food is pre-packaged, chemically treated towelettes may be used.
- **No bare hand contact with ready-to-eat food is permitted.** Use disposable gloves or clean utensils. Change gloves between tasks and when gloves become soiled.
- All food handlers must wear clean clothes, hair restraints and maintain a high degree of personal cleanliness. No smoking is permitted in the temporary facility.

DISHWASHING AND CLEANING

- Dishwashing facilities shall be provided to wash and sanitize equipment that is soiled or contaminated. This shall consist of three sinks, containers (e.g., dishpans or buckets) set up to accomplish a **wash – rinse – sanitize – air-dry** method of dishwashing.
- All food contact surfaces such as cutting boards, work tables, utensils and food preparation equipment must be cleaned and sanitized after each use. **A sanitizing solution can be mixed by adding one (1) tablespoon of unscented bleach to a gallon of water**. Approved sanitizer at adequate strength must be used for sanitizing as the 3rd step in dishwashing and for sanitizing food contact surfaces. If no sinks are available the solution should be put into a spray bottle or container clearly marked as "sanitizer". Sanitizer and a sanitizer test kit must be available at all times.
- Single service articles must be used when adequate dishwashing facilities are not available.

PHYSICAL FACILITIES

Note: Temporary facilities operating at a one day event may not need to meet the physical facility requirements unless conditions warrant as determined by the Bureau of Health.

- **Overhead protection** (tent, roof, awning cover, etc.) is required for areas of food storage, preparation, cooking and serving.
- **Outer opening protection** to enclose the temporary food facility is recommended to be readily available and **may be required** in areas of food storage, preparation, cooking and serving where food is exposed and/or when conditions such as inclement weather, dust and insects or rodents exist. Acceptable outer opening protection includes tight-fitting doors and windows, 16-mesh screens, air curtains or other effective measures that provide protection from existing conditions. Certain limiting conditions, such as heat and smoke, may eliminate the need for enclosure around grills or other equipment. Enclosures may not be required in cases where all foods within the temporary food facility are covered and protected or no preparation occurs on-site and/or no foods are exposed except when served to the consumer. This determination will be made solely by the Bureau of Health.
- **Flooring** is required for temporary facilities located on grass, gravel, dirt or mulch to control ground dirt, mud, dust, water or other unsanitary conditions. Suitable means of flooring include platforms, duckboards or mats. Temporary facilities located on concrete or asphalt graded to drain do not require flooring if conditions permit.
- **Dining areas** for customers do not require overhead or outer opening protection.

SUPERVISION

- A **Person-in-charge** shall be present at all times and is responsible for overseeing food handling practices and staff hygiene, as well as excluding and restricting ill staff. No person can work as a foodhandler if they have a disease which can be transmitted by foods, or have symptoms of vomiting, diarrhea, jaundice, or fever, or have boils, infected wounds or sores on hands or arms.
- At least one employee shall have a current **Food Employee Certification** issued by the PA Department of Agriculture. A copy of the certificate must be present at the temporary facility. Non-profit organizations (churches, youth leagues, civic associations, etc.) are exempt from this requirement.

WATER SUPPLY

- Hot and cold potable water from an approved source must be provided at the facility.
- Water shall be provided by food-grade hose connected to a public water supply fixture. If a public water supply fixture is not available, water must be obtained from an approved source and stored on-site in clean, covered and leak-proof containers with dispensing spouts.
- Water may be heated in a coffee urn, on a stove top or other similar method.

SEWAGE AND WASTE WATER

- **All waste-water must be disposed of in a sanitary sewage system receptacle. Do not discard waste water in a stormwater drain or on the ground.**
- Each facility without built-in waste collection systems must provide a container with a minimum of 15% greater capacity then the freshwater supply and a tight fitting lid for retention of all waste water prior to disposal.

EQUIPMENT

- **All equipment must be adequate for its intended use, well maintained and easily cleanable.**
- **Refrigeration units must be capable of holding product at 41°F or below**, and must be supplied with an accurate thermometer.
- Cooking equipment must be capable of cooking foods to the appropriate temperatures.
- **Hot holding equipment** must be capable of holding foods at **135°F or above.**

TRASH

- You must supply a leak-proof trash container with a lid.

RESTROOMS

- Must be available for employee use.

The Bureau of Health may impose additional requirements or modify or waive requirements at its discretion.

These guidelines are for your protection and the protection of your customers.
If you have any questions, please contact the Allentown Health Bureau at (610) 437-7759.

HANDWASHING AT TEMPORARY EVENTS

Dear Temporary Event Organizer:

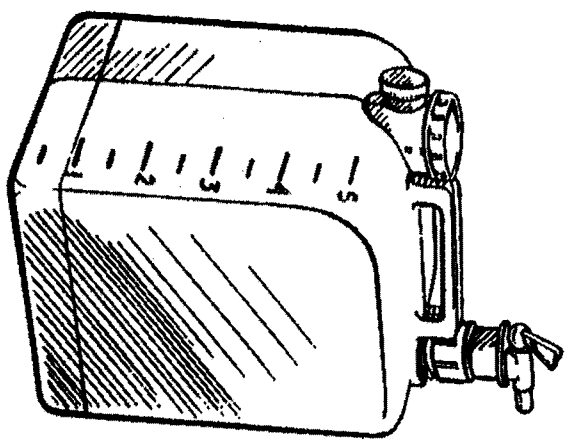
Handwashing is the best way to prevent the spread of illness. The requirements for a food vendor's handwashing station are explained below.

But, what about the patrons at your event? The Allentown Health Bureau would like you to consider providing a handwashing station, separate from the food vendor's, that can be used by the people who are attending your event. Providing a handwashing station for your guests is a simple way to show your appreciation for their patronage.

Please help promote better health through HANDWASHING!

The City's Foodservice Regulations requires TEMPORARY FOOD STAND OPERATORS TO PROVIDE AN EMPLOYEE HANDWASHING STATION (clean flowing water, soap and single-service towels and a container to catch the waste water) in their stand. All waste water **must** be discarded properly. Shown below is an example of an acceptable container (available at local retail stores) for clean water if running water is not otherwise available. Open buckets of water for handwashing are not acceptable.

Temporary food service licenses will NOT be issued to any operator who fails to comply with this specific requirement AND those listed in the attached guidelines.



For more information contact:

ALLENTOWN HEALTH BUREAU

(610) 437-7759

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