



Loudoun County Health Department

P.O. Box 7000
Leesburg VA 20177-7000



Environmental Health
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Temporary Food Establishment Application and Information Packet

Required Documentation

- *Before proceeding with this application process the “Food Coordinator Registration Form” and “Food Vendor List” must be submitted at least 30 days prior to the event (www.loudoun.gov/food).*

Temporary Food Vendors

- Temporary Food Establishment Application (Attached) (Note: Applications will NOT be accepted less than 10 days from the event).
- \$40 annual permit fee (or attach copy of receipt for temporary food permit fee)

VDH Permitted Restaurant, Caterers or Mobile Units

- Temporary Food Establishment Application (Attached) (Note: This serves as notice of your desire to participate at event).
- No additional fee is assessed and a separate temporary food permit will not be issued.
- Restaurants, caterers and mobile units are to comply with the temporary food establishment requirements and are subject to inspection at the event by the Health Department. A copy of the existing VDH Permit is to be posted for the public view at event.
- Only typed or legible printed forms will be accepted (fillable PDF form available online at www.loudoun.gov/food).

Temporary Food Establishment Requirements and Guidelines

General

1. No person shall own or operate a food establishment without a valid VDH food permit.
2. Post permit where it can be easily seen by the public. Permits are not transferrable.
3. A method to properly wash hands on site is required –hand sanitizer is not a substitute.
4. Sick food handlers are prohibited to work with food. Implement health reporting policy (attached).
5. A Person-In-Charge must be on site all hours of operation and must be knowledgeable of Food Safety.

Food

1. No Home Prepared Foods.
2. All food must be prepared on site the day of the event –Exception –from VDH permitted facility.
3. Menu and food preparation are to be kept simple.
4. Food must come from approved source. Obtained from VDH permitted or VDACS approved facility.
5. Water must come from approved source. Bottled, public or private well-test required. Provide NSF Approved food grade hose with back flow preventer, if applicable.
6. No Bare Hand Contact with ready-to-eat food. Wear gloves, use tongs, foil, deli paper, etc.
7. Food Must Not be Stored on Ground/Floor and Must be Stored Beneath Overhead Cover.
8. Food on display shall be wrapped or have sneeze shielding to protect from patron contamination.
9. Food shall not be stored in garbage bags, grocery bags or by reusing single-use containers. Use food grade containers labeled with common name.
10. Raw meat products are to stored separately from other foods to prevent cross contamination.
11. Self-serve condiments are to be provided as individual packets, squeeze or pump bottles. Open bowls are prohibited.
12. Prevent cooking and food preparation areas from public access with effective barrier methods.
13. Provide metal stem thermometer. Sanitize prior to each use.
14. Equipment for maintaining safe food temperatures must be sufficient in number and capacity. Provide enough Coolers/Hot Box/Grills, etc. for the quantity of food.
15. **Food temperatures must be maintained for safety.**
 - a. **Cold Hold Foods** maintain at 41°F or below
 - b. **Hot Hold Foods** maintain at 135°F or above
 - c. **Cooking** –Poultry 165°F; Beef burgers 155°F; Pork / Fish / Eggs 145°F
 - d. **Reheating** - within 2 hours to 165°F
16. Food in transport requiring temperature control shall be maintained at required temperatures.
17. Single service items (knives, forks, spoons, cups, plates, etc.) stored inverted, food contact side down or individually wrapped.
18. Food contact items and equipment such as coolers, large drink containers, cutting boards shall be cleaned and properly sanitized.
19. All equipment shall be clean to sight and touch.

Ice

1. Ice must be from an approved source.
2. Ice for human consumption to be kept in its original packaging and stored in clean and properly sanitized self-draining container with tight fitting lids.
3. Dispense ice using scoop with handle, store in ice with handles above ice.
4. Wrapped foods are not to be stored in direct contact with ice.
5. Waste water drained onto the ground is prohibited.

Hand Washing, Cleaning & Sanitizing

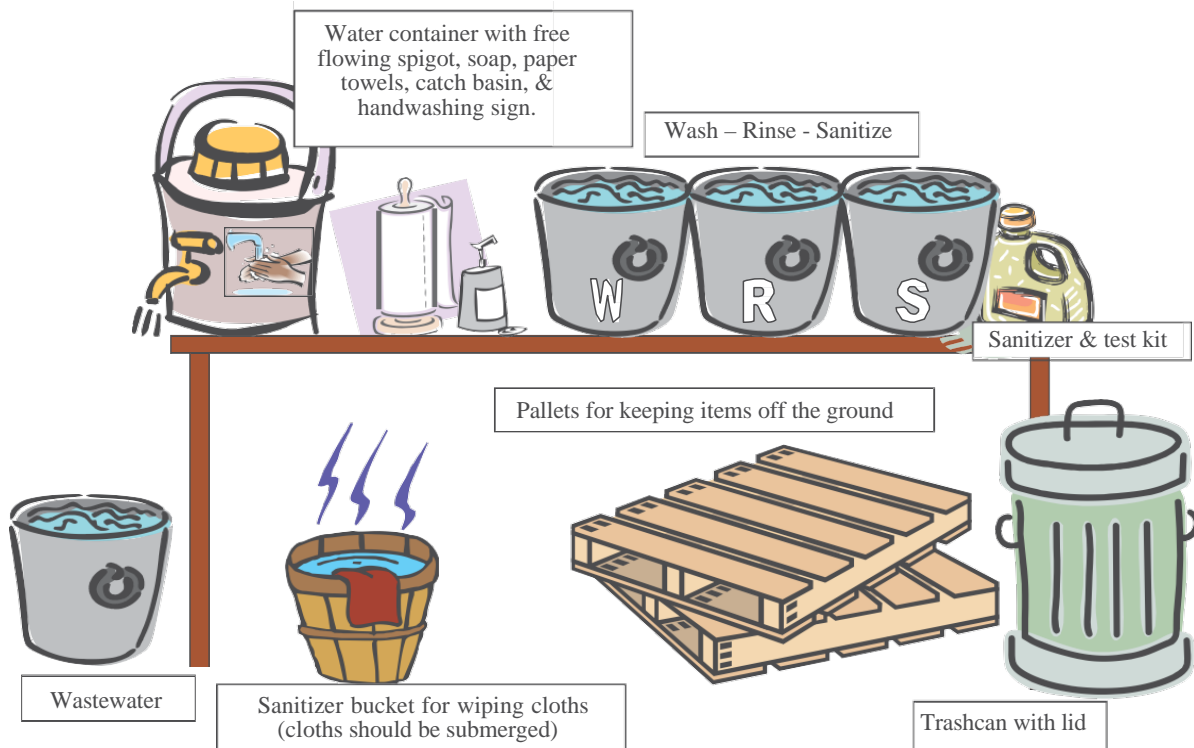
1. Provide approved water (bottled, public or private well-test required).
2. If connecting to water source provide food grade hose with back flow preventer.
3. Food handlers shall wash hands prior to working with food, prior to putting on gloves and when changing tasks.
4. Hand Wash Station equipped with sufficient supply of water, Water Container with free flow spigot, Pump Hand Soap, Paper Towels, Catch Bucket large enough to collect waste water, trash receptacle.
5. Wash, Rinse and Sanitize all food contact items prior to use and after each period of use.
6. 3 Basin Sink Set Up equipped with Sufficient supply of water, 3 Clean Containers in sufficient size with lids, Dish Soap, Sanitizer and Appropriate Test Strips to measure Chlorine or Quat Sanitizer Concentrations.
7. Approved Sanitizers –Chlorine (regular household bleach) at 50-100 ppm and at Quaternary Ammonium 200-400 ppm.
8. Wiping cloths stored in sanitizer bucket.
9. Chemicals are stored away from food and food contact items. Chemicals clearly labeled.

Food Handlers

1. Wash hands before handling food, putting on gloves, when changing tasks and as often as necessary.
2. Clothing is clean, hair is pulled back, hair restraint provided, gloves provided.
3. Do not handle food when sick.
4. No eating or smoking near food. Drinks are approved with proper lid and straw.

Physical Facilities

1. Provide tent, roof or canopy for overhead protection.
2. Trash is to be disposed of properly during and after event.
3. Waste water from handwashing, equipment washing, and drained ice water are to be collected and disposed of in a sanitary manner and not dumped onto ground or into storm drain.
4. Animals should be prohibited within 50 feet of the food booth. Food handlers are not to handle animals.





Loudoun County Health Department

P.O. Box 7000, Leesburg VA 20177-7000; (703)777-0234; Fax: (703)771-5023

OFFICE USE

Rec'd _____
 Pymt _____
 Rev'd _____
 PIC _____
 EHS _____ IR _____

Temporary Food Establishment Application and/or Notice To Participate At Event

Select One:

Temporary Food Establishment

Submit Application and \$40 fee payable to "VDH" or copy of paid receipt and copy of VDACS inspection report if applicable

**VDH Permitted Facility - Notice to Participate
Restaurant, Caterer, Mobile Food Unit**

Submit application and copy of VDH Permit

Applications will NOT be accepted less than 10 days from the event.

Applicant Information

Business Name _____ Owner Name _____

Owner Address _____ City _____ State _____ Zip _____

Phone _____ Cell Phone _____ Owner Email _____

Person-In-Charge (PIC) of Food for Event _____ PIC Cell _____

Event Information

Event _____ Date(s) _____ Time(s) _____ to _____

Event Address _____ City _____

Coordinator _____ Phone _____

LIST ALL ITEMS BEING PREPARED / SERVED – ATTACH ADDITIONAL SHEETS AS NEEDED

FOOD & BEVERAGES	WHERE PURCHASED	FOOD PREP LOCATION	METHOD OF PREPARATION, COOKING, HOT/ COLD HOLDING, & EQUIPMENT USED
EXAMPLE: Hamburgers	List Grocer/Supplier	On-Site day of event	Frozen patties placed on grill, cooked to 155°F, held on grill

*Only those food items listed on this application are eligible for approval to be offered for sale, sample, or service.

Indicate (check ✓ / explain) how these items will be addressed:

1. Temporary Food Establishment Guidelines reviewed? yes _____ no _____
2. Cooking: gas grill _____ smoker _____ fryer _____ grill top _____ other: _____
3. Metal Stem Thermometer provided: yes _____ no _____
4. Hot Holding: equipment used _____ (ex. electric warmer, hot box, chafers)
5. Cold Holding: cooler with ice/ice packs _____ freezer _____ refrigeration unit _____ other _____
6. Transport of Foods: method used for temperature control _____ n/a _____
7. Condiments: individual packets _____ squeeze bottles _____ pump dispenser _____
8. Food protection from public access: i.e. sneeze guard, barrier, lids _____
9. Where will the following be obtained? Potable Water: _____ Ice: _____
10. Water: public (city) _____ or private (well) _____ Sewage: public (city) _____ or private (septic) _____
11. Food Grade Hose (if used): yes _____ no _____
12. Handwashing: portable sink _____ OR water container w/ spigot _____ pump hand soap _____
paper towels _____ catch bucket _____ set up and USED before food prep? yes _____ no _____
13. No bare hand contact with ready-to-eat foods: gloves _____ tongs _____ other _____
14. Hair Restraints: hats _____ hair nets _____ other _____
15. Washing /Sanitizing: 3 basins w/ lids _____ dish soap _____ sanitizer used? Chlorine _____ or QUAT _____
corresponding sanitizer test strips provided: _____
16. Overhead Protection: tent _____ building _____ trailer /mobile unit _____
17. Who is the Certified Food Safety Manager? _____ Attached Copy _____

*NOTE: A temporary food permit application is required for each separate event and \$40 permit fee paid for the current calendar year or proof of payment **must** accompany the application. (Non-profit organizations should contact our office)*

A Temporary Food Establishment permit will not be issued unless this application meets all the applicable requirements of the Virginia Department of Health Food Regulations, Chapter 421; July 12, 2016. Failure to provide the necessary information on this application may delay the processing of the application.

Applications are to be signed acknowledging agreement to comply with applicable requirements.

Applicant Name _____ Applicant Signature _____ Date _____

Mail Application, Fee, and
any necessary documentation to:

**Loudoun County Health Department
P.O. Box 7000
Leesburg, VA 20177-7000**

FORM 1-B	Conditional Employee or Food Employee Reporting Agreement
Preventing Transmission of Diseases through Food by Infected Conditional Employees or Food Employees with Emphasis on Illness due to Norovirus, <i>Salmonella</i> Typhi, <i>Shigella</i> spp., or Shiga toxin-producing <i>Escherichia coli</i> (STEC), nontyphoidal <i>Salmonella</i> or Hepatitis A Virus	

The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.

I AGREE TO REPORT TO THE PERSON IN CHARGE:

Any Onset of the Following Symptoms, Either While at Work or Outside of Work, Including the Date of Onset:

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (*such as boils and infected wounds, however small*)

Future Medical Diagnosis:

Whenever diagnosed as being ill with Norovirus, typhoid fever (*Salmonella* Typhi), shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other STEC infection, nontyphoidal *Salmonella* or hepatitis A (hepatitis A virus infection)

Future Exposure to Foodborne Pathogens:

- 1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or hepatitis A.**
- 2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to STEC, or hepatitis A.**
- 3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or hepatitis A.**

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the **Food Code** and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

Conditional Employee Name (please print) _____

Signature of Conditional Employee _____ **Date** _____

Food Employee Name (please print) _____

Signature of Food Employee _____ **Date** _____

Signature of Permit Holder or Representative _____ **Date** _____

Clean-up and Disinfection for Norovirus ("Stomach Bug")

THESE DIRECTIONS SHOULD BE USED TO RESPOND TO ANY VOMITING OR DIARRHEA ACCIDENT

Note: Anything that has been in contact with vomit and diarrhea should be discarded or disinfected.

1 Clean up

a. Remove vomit or diarrhea right away!

- Wearing protective clothing, such as disposable gloves, apron and/or mask, wipe up vomit or diarrhea with paper towels
- Use kitty litter, baking soda or other absorbent material on carpets and upholstery to absorb liquid; do not vacuum material: pick up using paper towels
- Dispose of paper towel/waste in a plastic trash bag or biohazard bag

b. Use soapy water to wash surfaces that contacted vomit or diarrhea and all nearby high-touch surfaces, such as door knobs and toilet handles

c. Rinse thoroughly with plain water

d. Wipe dry with paper towels

DON'T STOP HERE: GERMS CAN REMAIN ON SURFACES EVEN AFTER CLEANING!

2 Disinfect surfaces by applying a chlorine bleach solution

Steam cleaning may be preferable for carpets and upholstery. Chlorine bleach could permanently stain these. Mixing directions are based on EPA-registered bleach product directions to be effective against norovirus.

For best results, consult label directions on the bleach product you are using.

a. Prepare a chlorine bleach solution


Make bleach solutions fresh daily; keep out of reach of children; never mix bleach solution with other cleaners.

IF HARD SURFACES ARE AFFECTED...
e.g., non-porous surfaces, vinyl, ceramic tile, sealed counter-tops, sinks, toilets

3/4 CUP OF CONCENTRATED BLEACH + **1 GALLON WATER**

CONCENTRATION ~3500 ppm

IF USING REGULAR STRENGTH BLEACH (5.25%), INCREASE THE AMOUNT OF BLEACH TO 1 CUP.

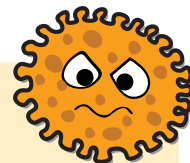


b. Leave surface wet for at least 5 minutes

c. Rinse all surfaces intended for food or mouth contact with plain water before use

3 Wash your hands thoroughly with soap and water

Hand sanitizers may not be effective against norovirus.



Facts about Norovirus

Norovirus is the leading cause of outbreaks of diarrhea and vomiting in the US, and it spreads quickly.

Norovirus spreads by contact with an infected person or by touching a contaminated surface or eating contaminated food or drinking contaminated water. Norovirus particles can even float through the air and then settle on surfaces, spreading contamination.

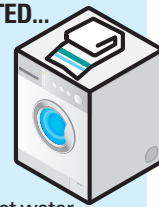
Norovirus particles are extremely small and billions of them are in the stool and vomit of infected people.

Any vomit or diarrhea may contain norovirus and should be treated as though it does.

People can transfer norovirus to others for at least three days after being sick.

IF CLOTHING OR OTHER FABRICS ARE AFFECTED...

- Remove and wash all clothing or fabric that may have touched vomit or diarrhea
- Machine wash these items with detergent, hot water and **bleach** if recommended, choosing the longest wash cycle
- Machine dry



Scientific experts from the U.S. Centers for Disease Control and Prevention (CDC) helped to develop this poster. For more information on norovirus prevention, please see <http://www.cdc.gov/norovirus/preventing-infection.html>.



co.somerset.nj.us/health



neha.org



waterandhealth.org



americanchemistry.com



vdh.virginia.gov

disinfect-for-health.org

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