



Broomfield Health and Human Services Department

Public Health & Environment Division

6 Garden Center

Broomfield, CO 80020

(720) 887-2220

TEMPORARY SPECIAL EVENTS GUIDELINES

Dear Food Vendor/Event Coordinator:

The following procedures and guidelines will apply for **Temporary/Special Food Service Events** held in the City and County of Broomfield. A temporary retail food establishment is defined as a food establishment that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration.

- 1. Food vendor worksheets and applications shall be submitted in writing to the Public Health and Environment Division prior to being accepted into the Broomfield Days event. Deadline for submitting the application and worksheet is 4:00 PM on Friday, September 3, 2010. Any application received after 4:00 PM on Friday, September 3, 2010, but before 4:00 PM on Friday, September 10, 2010 will be assessed a late fee. No Public Health and Environment Division application will be accepted after 4:00 PM on Friday, September 10, 2010.** Temporary food services will not be permitted unless prior approval is granted. Food service will be limited to the service of those foods submitted and approved on the worksheets.
- 2. An application and review fee (see page 4), applicable to your menu, will be charged to all applicants. The fee shall accompany the application or it will not be processed. Make checks payable to "The City & County of Broomfield". However, all applicants recognized under the non-profit status are fee exempt. Please provide documentation.**
- 3. All vendors shall hold a current "Colorado Retail Food Service License" unless the vendor is charitable or non-profit in nature (non profit ID number to accompany the application). A copy of this license shall accompany the application.** The Public Health and Environment Division will provide assistance for all vendors who need a Colorado Retail Food Service License.
- 4. All foods (including ice) shall be prepared in a commercial kitchen approved by the Public Health and Environment Division. All foods shall be pre-cut, prepared, and ready for cooking or service when delivered to the event site. Preparation of food on-site, other than simple assembly and cooking, is prohibited. Turkey legs shall be pre-cooked at an approved site/commissary.**
- 5. All utensils and equipment shall be washed, rinsed, and sanitized daily in a 3-compartment sink approved by the Public Health and Environment Division. Extra serving utensils shall be provided so soiled utensils can be changed every four (4) hours. Be advised, on-site washing in tubs/basins is not allowed.**
- 6. All produce shall be washed at an approved commercial kitchen having a food prep sink or be received pre-washed (i.e.: lemons for lemonade, potatoes for fries, or apples for caramel apples).**
- 7. All foods, utensils, and paper goods shall be transported in clean, covered containers to protect them from contamination.**

8. Only approved smooth, easily cleanable, non-absorbent ice coolers or approved food-grade containers may be used for the storage of food, ice or drinks. **Containers or coolers made from Styrofoam are not approved for use.** The storage of packaged food/beverage in un-drained ice is prohibited.
9. *Potentially hazardous foods such as meats, poultry, fish, eggs, dairy products, sauces, cooked rice, pasta, potatoes, and beans **shall be maintained at or below 41°F or at or above 135°F at all times during the event.**

*Foods cannot sit out at room or air temperature even if frozen.

*Food thermometers (scaled 0°F – 220°F) shall be provided for monitoring food temperatures.

Cold foods shall be transported and held in approved units capable of maintaining foods at or less than 41°F.

* Foods prepared a day or more before they will be served shall be quickly cooled from the proper cook temperature to 70°F within 2 hours and from 70°F to 41°F or below within 4 hours. This shall be accomplished by using ice baths or shall be cooled under refrigeration in shallow pans with frequent stirring, or by another approved method that will bring the food temperature down to 41°F or below. Cooling of foods at room temperature is prohibited. **Cooling of hot foods at the event is prohibited.**

* Service of food items will not be allowed if foods are not at proper temperatures.

10. Foods, utensils, equipments, and single-use items shall be protected from dust, dirt, insects, and customers while being stored, used and/or served.
11. **All food, paper products, and utensils shall be stored off the ground and in a protective sleeve or container.**
12. **Direct bare hand contact with ready-to-eat food is prohibited.** Serving utensils shall be used whenever possible and shall be stored in the product with the handle extended out of the food. **All food workers shall handle foods with tongs, utensils, deli tissues or gloves.** The use of these items does not replace the need for frequent and thorough hand washing.
13. **A hand washing station shall be provided in each food booth. Service of food items will not be allowed without a proper hand wash station.** The hand washing station shall consist of a covered container filled with warm water, at least five (5) gallons in size, **with a spout or spigot on the bottom that can be opened with one hand and will remain open while both hands can be put under the stream of water and washed.** A 5-gallon catch bucket shall be placed under the water container, hand soap, and paper towels shall be provided. The hand wash station shall be set up so it is accessible and easy to use. All wastewater shall be disposed of to the sanitary sewer system.
14. Eating, drinking, and smoking are prohibited within the food booth. Staff shall leave the booth for these activities and wash hands upon return to work.

15. A separate container of clean, warm water shall be provided in the food booth at all times. This container, to be used for the storage of wiping cloths, shall have a residual of 50 ppm chlorine (approximately 1 teaspoon of bleach per gallon of water) or 200 ppm quaternary ammonium. **Approved sanitizer and test strip kits shall be provided in the food booth.** If a wiping cloth is provided, it shall be saturated with the proper concentration of approved sanitizer at all times.
16. Any solid wastes such as food debris or waste paper shall be collected and later disposed of in a commercial establishment. A clean trash receptacle with lid shall be provided in the food booth.
17. No pets or animals are allowed in the food preparation area of the food booth.
18. All liquid waste, except drainage from clean potable ice, shall be stored in a properly sized retention tank, or be discharged into an approved wastewater disposal system.
19. Unless "fully equipped", mobile vendors shall operate from an approved commissary conveniently located from the event. Vendors shall report to the commissary at least daily for servicing operations. A letter of approval from the commissary shall accompany the event application (see pg. 10).
20. A food grade hose shall be used when connecting to an approved potable water supply.
21. Complete the attached Temporary Food Service Establishment applications and Hazard Analysis Worksheet and return it to the event coordinator who will forward it to the Broomfield Public Health & Environment Division. BPHE requires a minimum of 10 working days to review the information.
22. If you have any questions concerning these guidelines, or if the Public Health & Environment Division can be of any assistance, please feel free to contact us at 720-887-2220.

ITEM CHECKLIST FOR TEMPORARY/ SPECIAL EVENTS

- ___ 1. Thermal insulated container with a spout that stays on for washing hands
- ___ 2. Clean, warm water in the thermal insulated container
- ___ 3. Catch basin
- ___ 4. Hand soap
- ___ 5. Single-use towels
- ___ 6. Metal, stem food thermometers (scaled 0°F – 220°F)
- ___ 7. Food grade plastic gloves (to be used by anyone with an open wound or cut on the hands)
- ___ 8. Covered trash receptacle
- ___ 9. Commercial kitchen for equipment washing and sanitizing

* If wet wiping cloths are used, a container of sanitizing solution, approved sanitizer and proper test strips to check concentration shall be provided.



BROOMFIELD HEALTH AND HUMAN SERVICES

Public Health and Environment Division

VENDOR APPLICATION FOR TEMPORARY FOOD EVENTS

All vendors shall complete and submit to Broomfield Public Health and Environment for each event in Broomfield County. If no menu and no equipment change are occurring from one event to another, the completed original may be copied. Please attach a copy of your current temporary event or mobile unit Colorado Retail Food Establishment License, if already licensed.

Event Name: _____

Date(s): _____

Please complete the following information:

Temporary Retail Food Establishment Name		Legal Owner's Name
Establishment Address(Street Address and P.O. Box)		
City	State	Zip Code
Telephone Number ()	Fax #	
Contact Name	Contact #	
Which county issued your license?	E-mail	

Colorado Retail Food Establishment licenses are not transferable from one owner to the next.

Are you:

Unlicensed _____ Non-profit (provide documentation) _____
 Licensed Temporary Event (provide copy) _____ Licensed Mobile Unit (provide copy) _____

Hours of operation of the temporary food booth for this event:

Mon _____ Tue _____ Wed _____ Thu _____
 Fri _____ Sat _____ Sun _____

How many people do you anticipate serving each day of the event? _____

FOR HEALTH DEPARTMENT USE

Licensed _____ APPROVED
 Needs a license _____ Yes _____
 Non-profit _____ No _____
 EH Specialist Signature _____ Date _____

MENU (Please attach additional sheet, as necessary)

Please list all food products and the specific source of all food items (name of grocery chain, wholesaler, etc.)

Be sure to include items such as toppings and condiments.

Food and Drink Items	Location where obtained
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

FOOD PREPARATION

Preparation at Approved Facility or Commissary before Event

Check which preparation procedure each menu item requires.

Food	Thaw	Cut/ Assembl e	Cook/ Bake	Cool	Rehea t	Cold Holdin g	Hot Holdin g
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

What is the name and location of your commissary? (Complete Commissary Agreement on page 5.)

Name: _____

Contact Person and Phone Number: _____

Cooling

How will foods be rapidly cooled to 41°F or below? (mark all that apply)

- Shallow pans (less than 4") in refrigerator or cooler
- Using an ice-bath to cool the food product
- Ice paddle or wand
- Other (specify) _____

Transport

Please provide the distance that you will be transporting food to the event? _____
What equipment will you use to control temperatures during transport?

- Coolers with Ice
- Cambros for cold foods
- Cambros for hot foods
- Other (specify) _____

HANDWASHING AND FOOD HANDLING

A hand-washing station WITHIN each booth or unit is REQUIRED unless only prepackaged foods requiring no preparation and / or cooking are to be served. Please check the space below that applies to your booth / unit.

- I will be serving only prepackaged foods that require no preparation and/or cooking.
- I will be serving foods that require preparation and / or cooking and will provide the following for hand-washing:
 - 1.) a minimum of 2 gallons of warm potable water that shall be refilled as needed in a container with a 'hands-free' spigot
 - 2.) soap
 - 3.) paper towels
 - 4.) 5 gallon bucket (minimum) to catch and contain wastewater until it is properly disposed

NOTE: Hand 'sanitizers' are NOT an acceptable substitute for required hand-washing set-up.

Where will wastewater be disposed?

- Commissary Approved on-site receptacle at event Other _____

Waste water CANNOT be dumped on the ground or into storm drains. Water shall be placed in approved receptacle or sanitary sewer. Please find out from event coordinator where this is located for each event.

How will you prevent bare hand contact with ready to eat foods?

- Tongs Food-grade disposable gloves Deli tissues
- Other (list) _____

Food Handling at the Booth (Please attach additional sheets, as necessary.)

List all menu items, including beverages, to be served from the temporary food booth. Check which food handling procedure each menu item requires at the booth.

Food	Cold Holding	Reheat	Cook/ Grill	Hot Holding	Assemble	Other
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Hot Food Items

1. How will these foods be cooked at the site? (mark all that apply)

- Grill
- Deep fat fryer
- Microwave
- Other (specify) _____
- Hot plate
- Oven

2. How will hot foods be held at 135°F or above at the event? (Mark all that apply)

(Sterno burners are prohibited)

- Hot holding unit
- Held under heat lamps
- Crock-pot
- Other (specify) _____
- Steam table
- Served immediately after cooking
- Held on grill until served

3. What utensils will you use to dispense or serve the hot items? _____

Cold Food Items

1. How will cold foods be held at 41°F or below at the event? (Mark all that apply)

- Refrigerator / freezer
- Ice chest - *shall be drainable and foods may not be kept in contact with the ice unless they are packaged and sealed.*
- Other (specify) _____

2. What utensils will you use to dispense or serve the cold items? _____

3. What kind and how many food thermometers (0-220°F) do you have? _____

- Metal stem probe
- Thermocouple
- Digital

Where will utensil washing take place?

- Commissary
- Commercial 3-compartment sink unit

What is your booth plan for flying insects and dust control, if applicable?

BOOTH LAYOUT AND MAP

Provide a drawing of the Temporary Food Establishment. Identify and describe all equipment. The map shall include the following:

- Cooking equipment**
- Hand Washing facilities**
- Food and Single Service storage**
- Customer Service area**
- Hot and Cold Holding equipment**
- Work surfaces**
- Garbage containers**

COMMISSARY AGREEMENT

_____ Date

I, _____ of _____,
(Owner/Operator) (Establishment Name)

located at _____
(Address of Establishment)

do hereby give my permission to _____
(Name of Mobile Unit/Pushcart/Temporary Booth)

to use my kitchen facilities to perform the following:

_____ Preparation of foods such as vegetables or fruits, cutting meats, cooking, cooling, reheating.	_____ Ware washing
_____ Storage of foods, single service items, and cleaning agents	_____ Filling water tanks
_____ Service and cleaning of the equipment	_____ Dumping waste water
	_____ Other (list below)

Commissary Water Supply? Municipal _____ Well _____

Commissary Sanitary Sewer Service? Municipal _____ Septic _____

Indicate the equipment available at the commissary for the proposed uses:

Hand sink _____ Prep Sink _____ Mop sink _____ Three bay sink _____

Dish machine _____ Refrigeration _____ Cooling equipment _____ Dry Storage _____

Other _____

Owner/Operator

Phone Number

This Commissary Agreement is valid for this calendar year only.