



PUBLIC HEALTH AND ENVIRONMENT

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|---------------------------------------|---|-------------------|
| Title | BPHE Temporary Event Sample Permit | |
| Number | BPHE-BOH-04_06.30.2025 | |
| Date Effective | 07/10/2025 | |
| Date Last Updated | 07/10/2025 | |
| Next Review On | 06/01/2026 | |
| Author | BPHE Environmental Health Division | |
| Board of Health Chair Approval |  <small>Eugenia Valdez (Jul 10, 2025 19:52 MDT)</small> | 07/10/2025 |
| | Signature | Date |
| Director Approval |  | 7/10/25 |
| | Signature | Date |



Section I. Purpose:

Many vendors participating at temporary events in Broomfield hold a Manufactured Foods Establishment (MFE) License, which permits the wholesale distribution and retail sale of prepackaged, labeled products. The MFE license does not allow vendors to serve food directly to consumers, including the offering of samples. When an MFE operator prepares and serves food that is not packaged and labeled, this activity is considered a retail food function and falls outside the scope of the MFE license.

Pursuant to the Colorado Revised Statutes CRS 25-4-1602(14), sampling activities are not excluded from the definition of a Retail Food Establishment. As such, any vendor offering samples is considered to be operating as a retail food establishment and must obtain a permit to do so at temporary events.

The Broomfield Public Health and Environment (BPHE) Environmental Health (EH) Division oversees permitting for food vendors at temporary events to ensure alignment with food safety standards established under CRS 25-4-1601. To uphold food safety standards and reduce the risk of foodborne illness at temporary events and in response to MFE vendors offering samples, BPHE EH Division will implement a Temporary Sample Event Permit category. This permit will be available to qualifying vendors, valid through December 31 of the calendar year in which it is issued, and will include a one-time annual fee of \$40 to support administrative and enforcement efforts.

Section II. Policy:

Vendors must meet all of the following requirements to qualify for a Temporary Sample Event Permit:

- A. **Licensing:** The vendor must hold a valid Colorado Manufactured Foods Establishment (MFE) License.
- B. **Type of Food Sampled:** Only non-time/temperature controlled for safety (non-TCS) foods may be offered as samples. These are foods that do not require refrigeration for safety, such as shelf-stable salsas, teas, or sauces. All samples must be prepared onsite during the event.
- C. **Permit Scope:** All sampling activities fall under the Temporary Sample Event Permit. There is no minimum sample size that exempts a vendor from needing this permit—any sampling activity requires it.
- D. **Event Notification:** Vendors must provide the BPHE EH Division with a list of all planned events for the current calendar year. If event schedules change, vendors are responsible for promptly notifying the Environmental Health Division of any updates.
- E. **Handwashing Station:** Vendors are required to maintain a fully equipped handwashing station at their booth during all events. The station must include:
 1. A water dispenser with a continuous-flow, hands-free spigot,
 2. Liquid soap,
 3. Paper towels,
 4. A trash receptacle,
 5. A bucket to collect wastewater.



F. Sampling Equipment: All samples shall be prepared and served using single-use equipment (e.g.: disposable cups, plates, gloves, napkins, etc.). Samples must be discarded within 4 hours once put out on display if the product includes ingredients that require refrigeration for safety. If an event exceeds 4 hours, a new set of samples may be prepared and provided to consumers.

Section III. Procedures:

- A. The BPHE EH Division will incorporate a specific category for the Temporary Sample Event Permit within the [Temporary Event Application](#).
 - 1. On the [retail food licensing webpage](#), a bullet will be added for this permit type under the “Food Licenses” section.
- B. Upon submission of an application for this permit, an EH specialist will review the information provided and acknowledge receipt of the application addressing any outstanding questions as needed.
- C. Once the application is deemed complete and satisfactory, the EH specialist will generate an invoice for the permit fee, which the applicant will be required to pay online through [My Health Department](#).
- D. Upon receipt of payment, the Temporary Sample Event Permit will be issued to the applicant via email.

| Applicable References and/or Regulations | Link |
|---|---|
| References made in Colorado Revised Statutes <ul style="list-style-type: none"> • 25-4-1602 | CRS Title 25 Article 4 |
| Colorado Retail Food Establishment Regulations <ul style="list-style-type: none"> • 6 CCR 1010-2 (2.7 B) | 6 CCR 1010-2 |
| CDPHE Food Manufacturing and Storage | https://cdphe.colorado.gov/dehs/mf |

| Revision (if substantial per process owner) | Date |
|---|------|
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| Authorized Partner/Collaborator | Date |
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