

# Summit Health Department

512 Springfield Avenue, Summit, NJ 07901 (Tel. # 908-277-6464/ Fax# 908-277-0185)

## FOOD VENDOR LICENSE APPLICATION- CITY OF SUMMIT

\_\_\_ Temporary\* (up to 24 hours) - \$75.00 \_\_\_ Annual Temporary Event License: \$300  
\_\_\_ Farmers Market: \$75.00 \_\_\_ Milk License: \$5.00

**CASH, BUSINESS CHECK, OR MONEY ORDERS ONLY!**

\*A license is required for each stand/truck participating in a temporary event, establishment that sells food, or vending machine. All fees are non-refundable.

(Please Print Below)

Name of Applicant: \_\_\_\_\_ Email address: \_\_\_\_\_

Association or Establishment Name: \_\_\_\_\_

Street/City/State/Zip Code: \_\_\_\_\_

Home phone # \_\_\_\_\_ Business Phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_

Event location: \_\_\_\_\_ Event Date: \_\_\_\_\_

Who will be the contact person at the event? \_\_\_\_\_

How many trucks/stands will you be operating? \_\_\_\_\_

Foods will be prepared (check one) - On Site \_\_\_ Commercial location (specify) \_\_\_\_\_

I will keep hot foods above 135 degrees by the following method: \_\_\_\_\_

I will keep cold foods frozen or below 41 degrees by the following method: \_\_\_\_\_

I have a current Board of Health License in the following town(s) in NJ: \_\_\_\_\_

Are you participating in any events in Fanwood, Garwood, Mountainside, New Providence, Roselle Park, Chatham, or Summit? Yes\* \_\_\_ No \_\_\_ If yes, please indicate where: \_\_\_\_\_

\*Please note that licensing is done by each municipality independently. A food vendor license must be secured in each municipality where the event is being held.

### DOCUMENTATION REQUIRED FOR PROCESSING A TEMPORARY FOOD VENDOR APPLICATION:

- CURRENT RETAIL FOOD LICENSE FROM BASE OF OPERATIONS.
- CURRENT INSPECTION REPORT AND RATING PLACARD.
- COMMISSARY AGREEMENT IF WORKING OUT OF A FACILITY THAT IS NOT YOURS.
- FOOD MANAGERS/HANDLERS SAFETY CERTIFICATION.
- A COMPLETED COPY OF THE ATTACHED FOOD LIST

Note: **\*\*NOTE: HOME-PREPARED FOODS AND OR FOOD PREPARED IN AN UNLICENSED AND UNINSPECTED FACILITY IS NOT BE PERMITTED FOR SALE TO THE PUBLIC. N.J.A.C. 8:24-2.1C & 3.2-A-2**

**\*\*Equipment and or Mobile truck must be in clean and sanitary condition prior to inspection\*\***

I understand that if the permit is granted, I must comply with all applicable requirements of the Board of Health and the State of New Jersey, **and that this application must be received no later than 10 (ten) business days prior to the event.**

It is further understood that such permit is non-transferable, non-refundable and is granted for the period designated on the license and may be revoked upon violation of any pertinent requirements of the Board of Health and/or the laws of the State of New Jersey.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Inspector/Reviewed and Approved by: \_\_\_\_\_

Fee: \_\_\_\_\_ License # \_\_\_\_\_ Date  
issued: \_\_\_\_\_ Comments: \_\_\_\_\_

**Please read the following food vendor guidelines PRIOR to the event. Failure to adhere to these guidelines may result in legal action or the removal of the vendor from the event.**

### **POTENTIALLY HAZARDOUS FOOD – DEFINITION**

Potentially hazardous food is defined as any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, raw seed sprouts, heat treated vegetables and vegetable products, or other ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms, or the slower growth of *C. botulinum*. The term does not include foods, which have a pH level of 4.6 at 75 degrees, or a water activity ( $a_w$ ) value of 0.85 or less. The Department of Health may augment or prohibit the sale of certain potentially hazardous food when needed to ensure the service of safe food.

### **TIME-TEMPERATURE CONTROL**

All potentially hazardous foods must be stored below 41 degrees Fahrenheit or above 135 degrees Fahrenheit. The food operator must obtain and utilize a thermometer at all times, to monitor food temperatures. A thin probe thermometer is required for monitoring temperatures for thin food items such as hamburgers, chicken breast, etc.

Cold storage of potentially hazardous foods must be in refrigeration/freezer units supplied by either a gas or electric generator. If the refrigeration unit requires electric service a diagram must be submitted with the application noting the source of electric service.

All refrigeration units must be provided with thermometers easily visible to the food operator.

All hamburgers must be cooked to 155 degrees Fahrenheit for 15 seconds to ensure that E Coli 157:H7 bacteria are killed. Hamburgers with pink centers are prohibited. Chicken must be cooked to 165 degrees Fahrenheit for 15 seconds.

### **CROSS CONTAMINATION**

Raw or partially cooked potentially hazardous foods must be covered during refrigerated storage, and must not be stored above cooked food items, or other foods that may be subject to contamination.

When grilling hot dogs, hamburgers and/or other items on a grill, it is essential that cooked items do not come into contact with uncooked items. Raw hamburger cannot be placed on the grill with a utensil that comes into contact with cooked food items. Failure to follow these precautionary measures could result in hazardous bacteria, such as E Coli 157:H7 contamination.

All food items must be protected from contamination at all times.

### **UTENSILS/SANITIZING**

Food vendors are required to use single service utensils, and serving containers unless specific approval is granted from the Health Department. A three compartment wash station may be required for cleaning items such as tongs etc.. The first compartment must have hot soapy water for washing, the next compartment must have clean water for rinsing, and the last compartment must have warm water and an unscented bleach concentration of 50 ppm to sanitize equipment. A test kit must be available for measuring the chlorine level. See attached.

### **HAND WASHING/FOOD PROTECTION**

Food vendors may not contact exposed, ready-to-eat foods with their bare hands and shall use suitable utensils (i.e. - deli tissue, spatulas, tongs, single-use gloves or dispensing equipment) to handle these foods. When single-service gloves are used, they must be changed each time the employee handles money, eats, touches their hair/face, raw food etc. The use of gloves does not excuse the vendor from

maintaining available soap, water, disposable towels and instant sanitizer to maintain proper hand-washing procedures. A hand wash station must have flowing water (5-gallon thermal container with warm water (100-120 degrees Fahrenheit and continuous flow spigot), hand soap, disposable paper towels and a discard bucket. See attached diagram for set up of a temporary hand wash station. Hand sanitizer may be used in addition to but not instead of hand washing. See attached.

#### **SOURCE INFORMATION**

It is important to have receipts onsite for all food items that you buy. Food cannot be prepared from home.

#### **GARBAGE**

The applicant must provide or be provided with suitable and sufficient containers to hold all garbage, food waste, and litter between periods of garbage removal on the day(s) of the event.

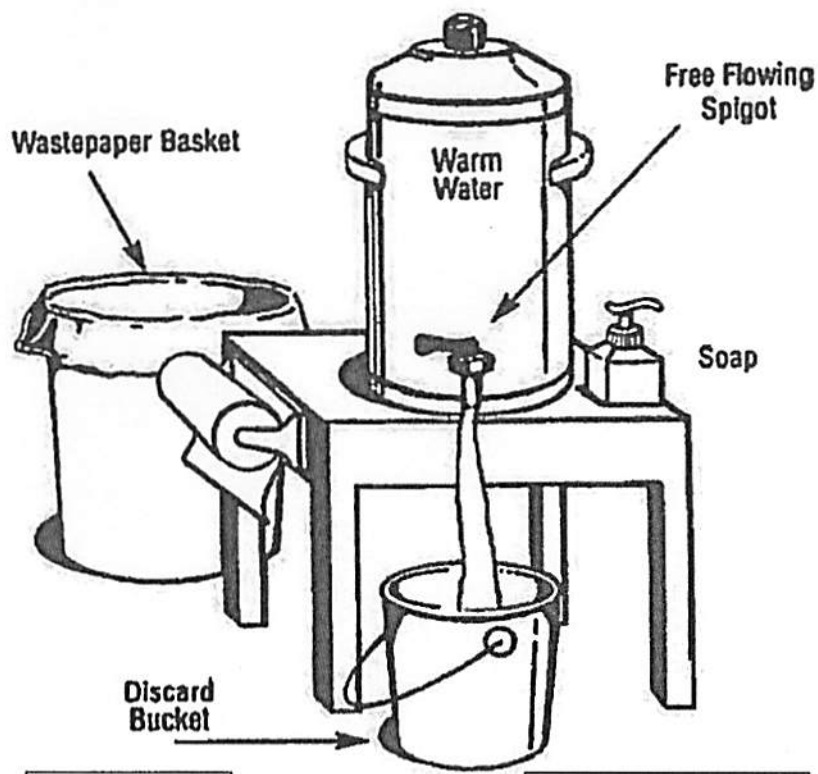
**The rating placard and license must be posted in a publically visible manner.**

**The above precautionary guidelines are general, and may not cover every situation. As such, all food vendors are required to contact the Westfield Regional Health Department at (908) 789-4070 for specific information and approval, prior to attempting to secure a Temporary Food License.**

**NOTE: A MINIMUM OF TEN BUSINESS DAYS ADVANCE NOTICE IS REQUIRED FOR SUBMISSION, REVIEW AND APPROVAL OF ALL COMPLETED APPLICATIONS – ABSOLUTELY NO EXCEPTIONS WILL BE MADE. NO LICENSES WILL BE ISSUED PRIOR TO APPROVAL BY THE HEALTH DEPARTMENT.**

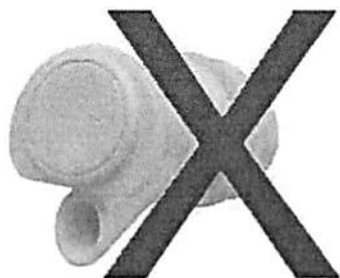
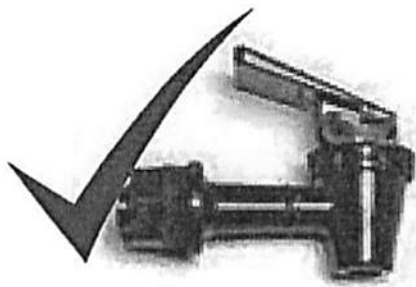
**NOTE: FOOD OPERATORS ISSUED LICENSES WILL BE SUBJECT TO RANDOM INSPECTIONS CONDUCTED BY THE HEALTH DEPARTMENT ON THE DAY OF THE EVENT. ANY VENDOR FOUND NOT IN COMPLIANCE WITH REQUIREMENTS OF THE HEALTH DEPARTMENT MAY BE SUBJECT TO REVOCATION OR SUSPENSION OF THEIR LICENSE (S) TO SELL FOOD.**

# Temporary Hand Washing Station



Approved Spout

No Push Button Spout



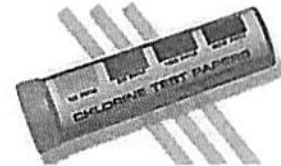
A temporary hand washing station shall consist of at least a 5-gallon insulated container with spigot that provides continuous flow of warm running water, soap, paper towels, a handwash sign, and a 5-gallon bucket to collect the waste water.

## Temporary Event Warewashing Station Setup



### Temporary Event Warewashing Station Setup must include three basins as follows:

- (1) A wash basin filled with soapy water;
- (2) A rinse basin filled with clean water;
- (3) A sanitize basin filled with water and a sanitizing agent such as:
  - (a) **Unscented** chlorine bleach at 50-100 ppm\* or
  - (b) A quaternary ammonium compound (QAC) at the concentration designated by the manufacturer; and
- (4) **Test strips** for testing the concentration of sanitizer.



**Note:** Each basin must **CLEAN** and be large enough to accommodate your largest piece of food equipment. (There should be no food particles floating in sanitizer basin.)

\*Approximately 1 tablespoon of bleach per 1 gallon of water