

## TEMPORARY FOOD EVENT PERMIT PACKET INSTRUCTIONS TO FOOD VENDORS

### REQUIREMENTS

Refer to the New Jersey N.J.A.C. 8:24 “Sanitation in Retail Food Establishment and Food and Beverage Vending Machines.” All temporary food events require prior approval from the Health Department. *In addition, if any cooking is to take place, the event may also require Fire Department approval prior to the event.* The use of any tents may require Building Department approval. Contact them directly to determine specific requirements.

### TEMPORARY FOOD PERMITS

- Submit a completed “Application for Temporary Food Permit” and applicable fees.
- Applications and fees can be mailed or submitted in person to the Pequannock Township Health Department, 530 Newark Pompton Turnpike, Pompton Plains, NJ 07444.
- Make checks payable to: **Pequannock Township**
- If approved, the Temporary Food Permit will be issued by the Registered Environmental Health Specialist (REHS) on the day of the event; and
- The original permit must be posted when operating.

### NON-PROFIT CHARITABLE ORGANIZATIONS

- A permit application is required;
- Non-profit vendors are exempt from permit fees; and
- Submit proof of non-profit status: Federal IRS 501(c)3 is the standard letter.

### MOBILE FOOD VENDORS

- Mobil food vendors may operate at temporary events if they hold a license for the town the temporary event is taking place in.

### QUESTIONS

If you have questions regarding Temporary Events, contact the appropriate inspector:

Inspector	Phone	Email	Towns Served
Gina McConeghy, REHS Tim Zachok, REHS	973-835-5700 x166 973-835-5700x197  FAX: 973-8354328	<a href="mailto:gmcconeghy@peqtwp.org">gmcconeghy@peqtwp.org</a> <a href="mailto:tzachok@peqtwp.org">tzachok@peqtwp.org</a>	Bloomingtondale Florham Park Kinnelon Pequannock Riverdale

**Organization\*:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\*If non-profit, provide **IRS Exempt Registration Number** \_\_\_\_\_

A copy of the 501(c)3 letter **must** be included with application. Is the letter included? Y or N

**Person in charge:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Dates:** \_\_\_\_\_ **Hours:** \_\_\_\_\_

**Event Organizer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**MENU** (List all food items, including toppings and beverages)

Food Item	How Served		Made to Order		Off-site Prep		On site Prep		Describe Preparation Method
	Hot	Cold	Yes	No	Yes	No	Yes	No	

**APPROVED SOURCES (8:24-3.2)**

Food must be obtained from a source, which is in compliance with applicable State and local laws and regulations. Foods stored, handled or prepared at home are prohibited from being used or offered for sale at a Temporary Food Event. All foods must be prepared in a licensed food facility.

*Exception: Non-profit charitable organizations, who have submitted proper Federal IRS 501(c)3 documentation, are permitted to sell non-potentially hazardous baked goods, provided the following verbiage is posted at the point of display:*

**“THESE ITEMS WERE PREPARED  
IN A KITCHEN THAT IS NOT  
SUBJECT TO LICENSING OR INSPECTION  
BY THE LOCAL HEALTH AUTHORITY”**

**UTENSIL WASHING FACILITIES (NOT a hand washing station)**

**Where will your food prep utensils be cleaned and sanitized?**

- Provided by organizer
- Other (specify): \_\_\_\_\_

**TEMPERATURE CONTROL**

**How will you provide temperature control on location?**

- a) Cold-holding devices (i.e., refrigerator, freezer, ice chest) must be capable of holding food 41°F or below.  
Describe: \_\_\_\_\_
- b) Rapid reheating/cooking devices (i.e., oven, grill, microwave) must be capable of reheating food to 165°F within 2 hours. Steam tables, heat lamps, sternos and crock-pots are not designed as rapid reheating units.  
Describe: \_\_\_\_\_
- c) Hot-holding devices (i.e. steam table, heat lamp) must be capable of holding food above 135°F.  
Describe: \_\_\_\_\_
- d) How will you provide temperature control during transport to the event?  
Describe: \_\_\_\_\_

**HAND WASHING FACILITIES (NOT for utensil washing)**

Each operator must have their own hand washing station. Examples are provided at the end of this packet. Describe your hand washing facilities: \_\_\_\_\_  
\_\_\_\_\_

The following must comply with local/state regulations:

- Garbage storage/removal
- Potable water obtained from approved source
- Proper disposal of wastewater

Signature(s): \_\_\_\_\_

Print Name(s): \_\_\_\_\_

Date of submission: \_\_\_\_\_



\*\*\*\*\*TO BE COMPLETED BY HEALTH DEPARTMENT ONLY\*\*\*\*\*

Application approved:  Yes  No

REHS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOOD VENDOR GUIDELINES

### **APPROVED SOURCES (8:24-3.2)**

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### **FOOD PREPARATION AT COMMUNITY EVENTS (8:24-3.3)**

- All food preparation must be conducted within the Temporary Food Facility (TFF) or other approved facility.
- BBQ's, grills or other equipment approved for outdoor cooking may be located adjacent to the TFF, and must be separated from public access by using ropes or other methods suitable to protect food from contamination and public from injury.
- Contact the fire and building departments for other restrictions/requirements on types of equipment allowed.

### **HOLDING TEMPERATURES FOR POTENTIALLY HAZARDOUS FOODS (8:24-3.4)**

Potentially Hazardous Foods (PHF) consist of animal products containing milk products, eggs, meat, poultry, fish or shellfish, cooked vegetables, soups, salads (macaroni, potato, egg, tuna, chicken, etc.), cut melon, cream pies, etc.

- Cold foods must be kept at 41°F or less
- Hot foods must be kept at 135°F or above

### **CONSUMER UTENSILS (8:24-3.30)**

- Provide only single-use utensils for customer use.

### **ICE (8:24-3.3)**

- Ice used for refrigeration purposes cannot be used for consumption in food or beverages.

### **WAREWASHING FACILITIES (8:24-4.7)**

- TFF's that prepare open foods must have available a method for sanitizing and drain boards for storing cleaned equipment and utensils. The first compartment shall hold soapy water, the second shall hold rinse water, and the third shall hold a sanitizing solution (bleach/water). **Test strips must be available in order to check sanitizer concentration.**



### CONDIMENTS

Condiment containers (ketchup, mustard, onions, relish) shall be a pump type, squeeze container, or have covers/lids to protect contents. Single service packets are recommended.

### STORAGE and DISPLAY OF FOOD, UTENSILS and RELATED ITEMS (8:24-3.3)

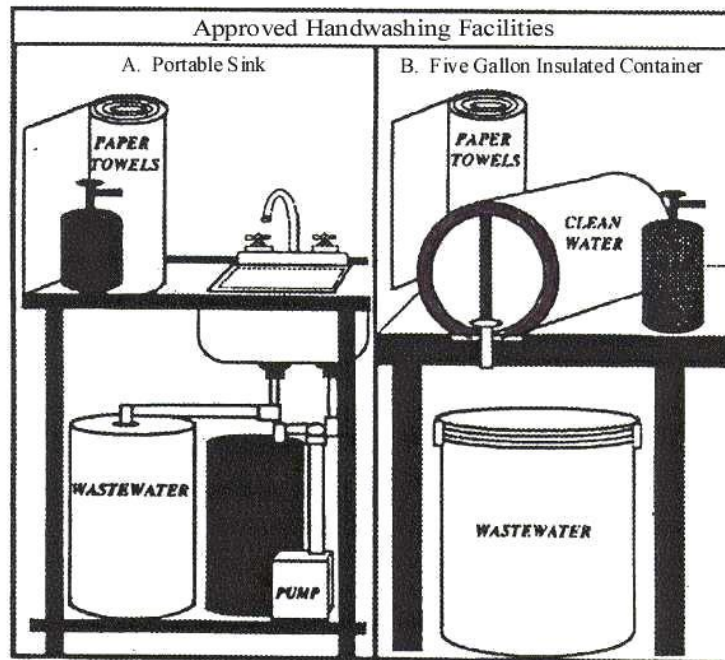
- Store all foods and utensils at least 6-inches off the ground.
- When on display, food must be protected from contamination, exposure to the elements, rodents and other vermin.

### FOOD HANDLING

- Bare hand contact must be eliminated at all times when handling ready-to-eat foods. Gloves, tongs, deli tissue are acceptable barriers.
- Eating, drinking, cell phone use within a food preparation area is not allowed. A food handler may drink from a closed beverage container if the container has a lid and straw to prevent contamination of the employee's hands, the container, open food and food contact surfaces.
- Smoking is prohibited.

### ALTERNATE HANDWASHING FACILITIES

- Handwashing facilities must be provided at each TFF stocked with the following:
  - A minimum five (5) gallon insulated container capable of providing a continuous stream of warm water that leaves both hands free to allow vigorous rubbing with soap and warm water for 20 seconds.
  - Provide a catch basin to collect wastewater, and properly dispose of all wastewater.
  - Provide soap and single-use paper towels.
  - Provide a trash can for towel waste.



**COMMISSARY and/or WAREWASH FACILITY AGREEMENT**

Commissary/Warewashing Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ has my permission to use my licensed and inspected food facility located at \_\_\_\_\_

for the purposes of establishing a commissary/headquarters/ware-washing for their mobile food, catering or food processing business.

This permission (please check all that apply) **DOES** include the use of these premises for:

- Food storage
- Food preparation
- Maintenance of supplies
- Storage of mobile food unit
- Ware-washing

\_\_\_\_\_  
Signature Date

***Most recent inspection report from this establishment must be included***

\*\*\*\*\*TO BE COMPLETED BY HEALTH DEPARTMENT ONLY\*\*\*\*\*

<b>VERIFICATION OF HEADQUARTERS</b>	Vending Yr: _____
Current Local and/or State Permit: Yes/No	Peddler Permit: Yes/No/NA
Verified by: _____	
OTHER AGENCY – Copy of Current Permit	Yes/No Date of Approval: _____