

WEST WINDSOR TOWNSHIP HEALTH DEPARTMENT

REQUIREMENTS FOR TEMPORARY FOOD LICENSES

The West Windsor Township Health Department licenses and inspects all temporary and mobile food handlers for compliance with Chapter 24 (N.J.A.C. 8:24). Please review the following guidelines:

1. Completed applications must be received at least thirty (30) days prior to the date(s) of the event.
2. Plan your menu carefully. The preparation of *potentially hazardous foods* (any food items which consist in whole or in part of milk or milk products, eggs, meat, poultry, rice, fish, shellfish or edible crustacean) is strictly regulated by the New Jersey State Sanitary Code and may be prohibited, if deemed necessary. All potentially hazardous foods must be maintained at safe temperatures.
3. Safe *cooking* temperatures for *potentially hazardous foods* are as follows: 130°F for rare steak or roasts; 145°F for fish, meat, pork and game animals; 155°F for ground meat/fish, injected meats or raw shell eggs; 165°F for poultry, stuffed fish/meat/ or pasta.
4. Safe *holding* temperatures for *potentially hazardous foods* are as follows: 41°F and below for cold holding and 135°F and above for hot holding.
5. Indicating thermometers are required to monitor safe temperatures of *potentially hazardous foods and must be onsite*. A thin-tipped probe thermometer (range from 0-220°F) is needed for thin meats.
6. Foods must be protected from contamination while being stored, prepared, displayed or served. All food must be kept covered when on display or behind a sneeze guard. Overhead protection is needed for exposed food preparation areas.
7. Shellfish tags must be onsite, when applicable.
8. Gloves or utensils must be used to eliminate bare hand contact to foods.
9. Sternos and steam tables may **NOT** be used for reheating.
10. Condiments shall be provided in squeeze-type containers or single service packets.
11. Ice must be from an approved source. Ice from a home on a private well is prohibited.
12. Hand washing facilities are required and should consist of dispensed water, hand cleaning liquid in a pump dispenser and individual, disposable paper towels. Hand wash stations must be set-up upon arrival, prior to any food preparation or service.
 - a. Risk Type 2 and 3 must have a hand wash station.
 - b. Risk Type 1 may use containers with pre-moistened towelettes.
13. A “wash, rinse and sanitize station” shall be provided for utensils, pans, and equipment used onsite. An approved means of sanitization is 1/3 cup of bleach per 5 gallons of warm water. Test strips required.
14. Dust and/or mud control may be necessary for the ground surface of the food preparation area if conditions warrant.
15. State Law prohibits the home preparation or storage of foods for retail sale.
16. If food is stored or prepared off-site, applicants must designate a Base of Operation and provide the most recent inspection results, ie. Placard. Additional documentation may be requested.

WEST WINDSOR TOWNSHIP HEALTH DEPARTMENT
 271 CLARKSVILLE ROAD · WEST WINDSOR, NJ 08550 · 609-936-8400
APPLICATION FOR A TEMPORARY FOOD ESTABLISHMENT LICENSE


EVENT:		LOCATION:	
DATES:	TO:	HOURS:	
VENDOR/TEMPORARY FACILITY:			
OWNER/OPERATOR OF TEMPORARY FOOD FACILITY:			
MAILING ADDRESS:			
PHONE NUMBER:			
EMAIL:			
PERSON IN CHARGE OF FOOD HANDLING: (Include food manager's certification if applicable)			
Please check one:			
<input type="checkbox"/>	Initial Application		
<input type="checkbox"/>	Repeat Applicant – Applicant has an approved Plan of Operation on file with the Health Department for this calendar year and this event will conform with the original plan.		
THIS APPLICATION IS NON-REFUNDABLE AND NOT TRANSFERABLE BETWEEN EVENTS			
FEES:			
TAX EXEMPT NUMBER (IF APPLICABLE):			
APPLICATION IS INCOMPLETE WITHOUT FEE			
Events that begin Monday through Friday (before 5pm) -----			\$65.00
Events that begin Saturdays, Sundays, Legal Holidays or after 5 pm -----			\$80.00
Late Fee: Any application completed less than 7 calendar days prior to operation -----			\$50.00
The undersigned has read the attached Health Department requirements for Temporary Food Licenses and agrees to operate the aforementioned food establishment in accordance with all applicable state and local laws and regulations.			
Signature:		Date:	
Print Name:			

FOR OFFICE USE ONLY			
License # Issued:	Paid \$:	Check#:	Cash:

PLAN OF OPERATION

BASE OF OPERATION: (LOCATION OF FOOD PREPARATION AND STORAGE PRIOR TO THE EVENT)				
<input type="checkbox"/> Satisfactory		<input type="checkbox"/> Conditional		
Menu Item Describe in detail	Quantity	Served Hot or Cold	Equipment used onsite	Arrive at event Hot, cold or frozen
Indicate sources: Ice		Potable Water:		
List of Source(s) where food will be brought from and purchased:				
Will food preparation be conducted off-site of the event?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, where will the foods be prepared? (NOTE: FOODS CANNOT BE PREPARED AT HOME)				
How are food temperatures maintained during transport?				
How will potentially hazardous hot foods be held at 135°F and above?				
# of units:	Steam Table:	Sterno:	Grill:	Other:
Will a refrigerated truck be used for cold food storage?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
How will potentially hazardous cold food be kept at 41°F or below?				
# units:	Refrigerator:	Freezer:	Ice Chest:	Other:
What equipment will be used to protect food on display?				
<input type="checkbox"/> Sneeze Guards	<input type="checkbox"/> Covers	<input type="checkbox"/> Sealed/Wrapped	Other:	
How will wastewater be disposed of from your food facility operation?				

Sketch the layout including hand wash station, three-basin utensil wash, cooking equipment, cold hold equipment, food prep tables, storage and display areas.



IMPORTANT REMINDERS!

- ✓ THERMOMETERS! Place them in coolers, refrigerators, and hot boxes.
- ✓ Stem-type indicating thermometers are required.
- ✓ Sanitizer test strips must be available.
- ✓ Food and money should be handled by separate personnel.
- ✓ Hair restraints (hair nets or baseball-type caps) are needed for food handlers.
- ✓ Food handlers may not smoke or eat while engaged in food handling or while in food prep areas.
- ✓ Food/Supplies must be stored off the floor/ground.
- ✓ Exposed lighting must be protected from breakage.
- ✓ Electrical cords must be properly located to prevent tripping hazards.
- ✓ To prevent burn accidents – grills, fryers and hot equipment should be located where the public will not easily gain access.

FOR OFFICE ONLY USE ONLY:

Interview conducted with:

Date: