AITKIN COUNTY ENVIRONMENTAL SERVICES
209 2nd St NW, Room 100
Aitkin, MN 56431
TELEPHONE: (218) 927-7266
FAX: (218) 927-4372

TEMPORARY FOOD SERVICE INFORMATION SHEET

TO: Special Event Food Stand Operator(s):

Minnesota law requires any organization wishing to serve food or beverages to the public to apply for a license, and to comply with health and safety requirements. A special event is defined as:

A SPECIAL EVENT FOOD STAND IS A FOOD AND BEVERAGE ESTABLISHMENT WHICH IS USED IN CONJUNCTION WITH CELEBRATIONS AND SPECIAL EVENTS, AND WHICH OPERATES NO MORE THAN THREE (3) TIMES ANNUALLY FOR NO MORE THAN TEN (10) TOTAL DAYS. (MN STATUTE 157.15, SUBDIVISION 14)

Starting April 1, 2014 – Aitkin County Environmental Services will require a Temporary Food Service License for Cook-Off Competitions. The event sponsor will be required to obtain a Temporary Food Service License. Contestants are required to complete the Cook-Off Contestant Application. The contestant application is available online or can be mailed upon request.

Complete the enclosed application and return to Aitkin County Environmental Services no later than fourteen (14) days prior to the event.

A $35 license fee for up to 3 events is required whether the event is for profit or non-profit. If you do not apply for all 3 events at the same time, it will be $35 per event. Plan ahead to receive the discounted rate.

Please note, if you are already licensed with the State of Minnesota as a Mobile Food Vendor, a Temporary Food Service License from Aitkin County is still required.

Periodic inspections of food stands to ensure compliance with the Minnesota Food Code will be conducted.

If you have any questions or need an application, please call (218) 927-7342.

The application can be found at the Aitkin County Website at the link provided below:

http://www.co.aitkin.mn.us/Departments/Enviro-Svcs/HealthInsp/TempFoodServiceLicenseApplication.pdf

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Applicant Information:

Name _____

Mailing Address _____

Telephone Number **(work)** _____
(cell) _____
(home) _____

E-mail address _____

Event #1 Information:

Name of Event #1 _____

Organization _____

Site Address _____

Date and Time _____

Person in charge of food operation _____

Location where food is prepared (on-site, licensed kitchen or permanent facility)

_____

Time of food stand operation: **Begin: am/pm** _____
(Duration of time food stand will be staffed) **End: am/pm** _____

Time of food service: **Begin: am/pm** _____
(Duration of time food will be served) **End: am/pm** _____

Event #2 Information:

Name of Event #2 _____

Organization _____

Site Address _____

Date and Time _____

Person in charge of food operation _____

Location where food is prepared (on-site, licensed kitchen or permanent facility)

_____

Time of food stand operation: **Begin: am/pm** _____
(Duration of time food stand will be staffed) **End: am/pm** _____

Time of food service: **Begin: am/pm** _____
(Duration of time food will be served) **End: am/pm** _____

☐ **Note: If the water source, waste disposal and facilities for handwashing, and dishwashing are same for all events, then check this box. If not, separate sheets will have to be filled out for each event (page 5 of the application).**

Event #3 Information:

Name of Event #3 _____

Organization _____

Site Address _____

Date and Time _____

Person in charge of food operation _____

Location where food is prepared (on-site, licensed kitchen or permanent facility)

_____

Time of food stand operation: **Begin: am/pm** _____
(Duration of time food stand will be staffed) **End: am/pm** _____

Time of food service: **Begin: am/pm** _____
(Duration of time food will be served) **End: am/pm** _____

☐ **Note: If the water source, waste disposal and facilities for handwashing, and dishwashing are same for all events, then check this box. If not, separate sheets will have to be filled out for each event (page 5 of the application).**

For Event(s): _____

Complete the following Information. Select one option from each category:

1. **Facilities:**
   A. Handwashing Facilities:

   Handwashing facilities are REQUIRED within the food service site. Select one of the following methods:

   ☐ Permanent Handwashing Sink

   ☐ Temporary Handwashing Station (see note below) (see enclosed Approved Example)

   ☐ Portable Handwashing Station (see enclosed Approved Example)

   B. Dishwashing Facilities:

   Dishwashing facilities are REQUIRED within the food service site. Select one of the following methods:

   ☐ Permanent Three-Compartment Sink

   ☐ Temporary Dishwashing Station (see note below)

Note: If permanent handwashing and dishwashing facilities are NOT provided within the food service site, the menu shall be restricted to the following items:

* Pre-packaged non-potentially hazardous foods

* Pre-packaged potentially hazardous foods cooked or prepared to order

* Pre-cut/pre-washed foods that have been obtained from a licensed food establishment.

2. **Water Source**
   ☐ Municipal (City Water)
   ☐ Private Well
   Well water must be tested annually and shown to be negative for coliforms and nitrates
   Date of last water test: _____
   If water tested by a laboratory other than Aitkin County, attach copy of water report
   If water has not been tested, please call Aitkin County Environmental Services for information on well water testing, 218-927-7266

3. **Liquid Waste Disposal**
   ☐ Municipal ☐ Private Septic System ☐ Self-contained, Mobile Unit**
   ** If a self-contained mobile unit tank is provided, where will the liquid waste be disposed of?

   _____

4. **Solid Waste Disposal** Where will solid waste be disposed of? _____
   Where will waste oil and grease be disposed of? _____

Menu Event #1

The regulatory authority may restrict the type of food served or the method of food preparation based on equipment limitations, the unavailability of a permanent establishment for utensil and warewashing, adverse climatic condition, or any other condition that poses a hazard to public health. (MN Rules 4626.1855, Subpart R)

List ALL menu items that will be served, the approved source, where menu items will be purchased from, the food storage method used to keep foods cold, all food preparation equipment and all food holding equipment to keep hot foods above 140°F. This application is approved only for the operation as specified below. Additional approval is required for any changes. Reminder – No Home Prepared Foods are Allowed

Menu Item	Source	Storage	Preparation Equipment	Holding Equipment

1. Will cold foods be held for more than 4 hours at the event? Yes or No Note: Mechanical refrigeration is REQUIRED for storing potentially hazardous foods held for four (4) hours or longer.

2. How will condiments for self-service be offered? Circle approved method that will be used:
Squeeze bottles Pump style containers Individually wrapped packets
Hinged lid container Other method, describe:
Note: Open bowls with spoons are not allowed

3. Will any foods be cooked and cooled prior to the event? Yes or No
If yes, describe method for cooling:

Menu Event #2

Menu Item	Source	Storage	Preparation Equipment	Holding Equipment

1. Will cold foods be held for more than 4 hours at the event? Yes or No Note: Mechanical refrigeration is REQUIRED for storing potentially hazardous foods held for four (4) hours or longer.

2. How will condiments for self-service be offered? Circle approved method that will be used:
Squeeze bottles Pump style containers Individually wrapped packets
Hinged lid container Other method, describe:
Note: Open bowls with spoons are not allowed

3. Will any foods be cooked and cooled prior to the event? Yes or No
If yes, describe method for cooling:

Menu Event #3

Menu Item	Source	Storage	Preparation Equipment	Holding Equipment

1. Will cold foods be held for more than 4 hours at the event? Yes or No Note: Mechanical refrigeration is REQUIRED for storing potentially hazardous foods held for four (4) hours or longer.

2. How will condiments for self-service be offered? Circle approved method that will be used:
Squeeze bottles Pump style containers Individually wrapped packets
Hinged lid container Other method, describe:
Note: Open bowls with spoons are not allowed

3. Will any foods be cooked and cooled prior to the event? Yes or No
If yes, describe method for cooling:

I have received and read the Aitkin County Public Health Special Event Food Stand Guidelines. I do hereby certify that I will comply with all the requirements, and that the information provided on this application is accurate and complete.

X _____

Applicant's Signature

Date:

X _____

Applicant's Printed Name

For Internal Use Only

$	Total Amount Paid	Date:
Check#		
Cash		

Received By:		
Reviewed By:		
Approved?	Yes	No

Additional Comments:

Temporary Food License Information

Potentially hazardous foods must be kept refrigerated at 41°F or colder. For time periods of 4 hours or less, foods can be kept in coolers on ice if maintained at 41°F or below.

Examples of potentially hazardous foods are: meats, fish, milk, eggs, dairy products, sliced fruits and vegetables, cooked food products and soy-protein based foods.

Always wash hands before handling food and when going from raw foods to cooked foods. Warm water, soap and disposable paper towels shall be supplied. Sanitizing gels are NOT a substitute for proper handwashing.

Ready-To-Eat foods should not be touched with bare hands. Wear disposable gloves, use utensils or deli paper to avoid bare hand contact.

Foods are to be cooked to the following temperatures:
165 F° Poultry and stuffed meats plus food that is being reheated
155 F° Pork, hamburgers, injected and ground meats
145 F° All other food items
Hot holding of foods shall be at 140 F° or above.

Provide a thermometer that reads from 0-220°F to check the temperatures of cooked items. Provide thermometers in insulated ice chests and mechanical refrigeration units. Monitor hot and cold holding temperatures.

All foods and ice must come from an approved source such as a grocery store or commercial food distributor. Home prepared foods are NOT allowed.

Water must come from an approved public water supply such as a grocery store, city water, restaurant, etc.

Slow cookers/crock pots are not allowed. Slow cookers/crock-pots are not designed for hot holding foods. NSF certified hot holding units or roasters with temperature control are approved. Roasters do look like large rectangular slow cookers or crock-pots, but they function differently. Roasters with many models have a good range of temperature settings so you can better regulate the temperature.

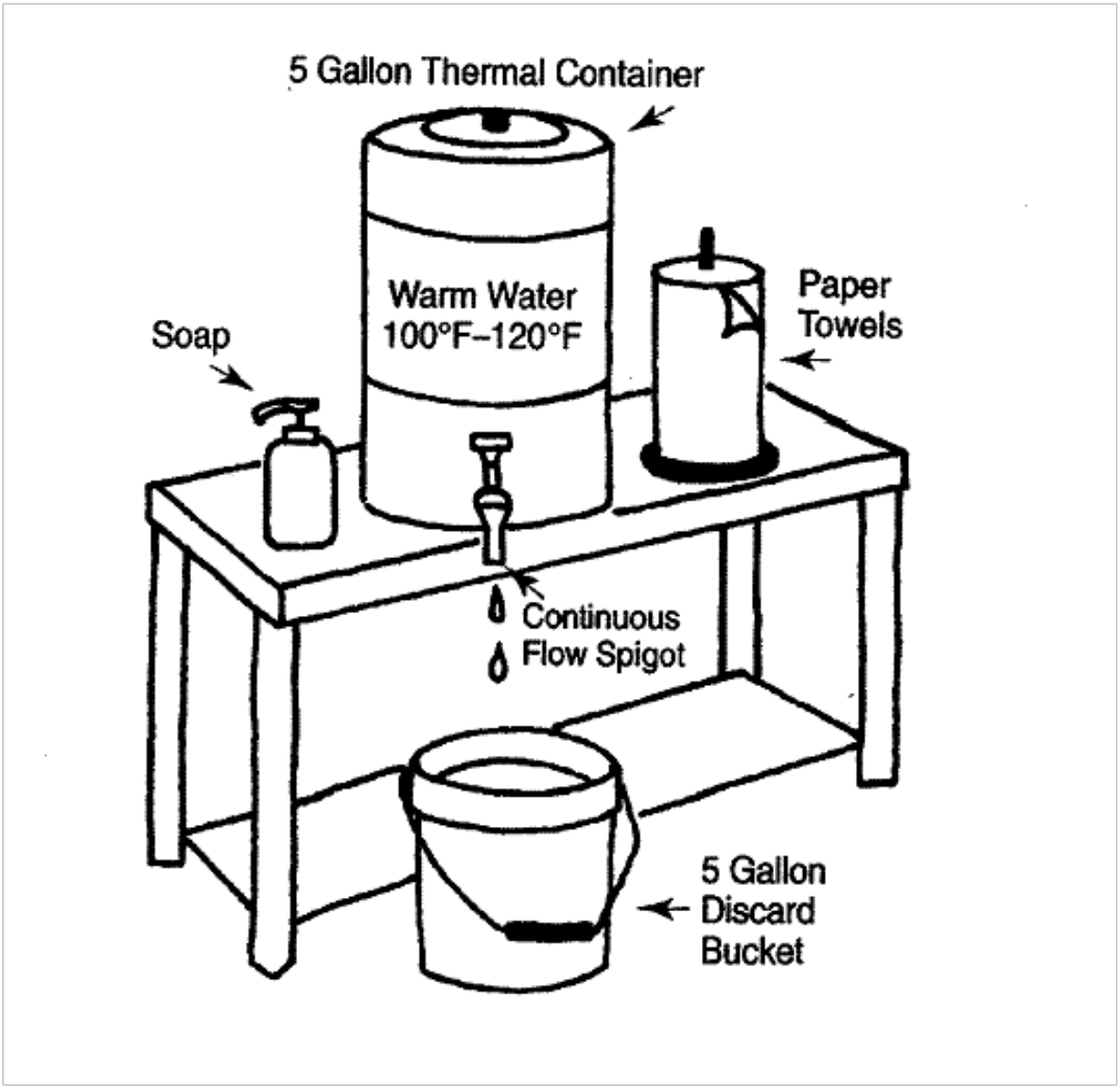
For outdoor events, a canopy or other form of overhead protection needs to be provided. Interior overhead lights where food is being prepared or served must be protected with shields or shatter proof light bulbs.

Multiuse utensils and equipment must have a 3-step process of being washed, rinsed and then sanitized. All utensils and equipment must be air-dried. Towel drying is not allowed.

Condiments shall be provided as individual packets or in approved dispensers. Bowls with spoons are not allowed.

Dispose of wastewater into a sanitary drain. Do not throw it on the ground.

EXAMPLE OF APPROVED
Temporary Hand Washing Station



The temporary hand washing station shall consist of at least a 5-gallon insulated container with spigot that provides a continuous flow of warm (100°F- 120°F) running water, soap, paper towels, reminder sign, and a 5-gallon bucket to collect the dirty water.