



Skamania County Community Health

Rock Creek Center
710 SW Rock Creek Drive
PO Box 369
Stevenson, WA 98648
(509) 427-3850 Fax: (509) 427-0188
www.skamaniacounty.org

ANNUAL ITINERANT FOOD SERVICE APPLICATION INTAKE CHECKLIST

(This checklist must be completed and submitted with all required documents for the application to be considered complete. Review will not begin on the project until all of the requirements below are submitted.)

STAFF APPLICANT

Complete Annual Itinerant Food Service Application and *non-refundable* fee(s) (payable to Skamania County Community Health). **Fees are subject to change by resolution of the County Commissioners.**

Annual Itinerant - \$300.00

Non-profit Annual Itinerant - No Fee (must submit non-profit status documentation with this application)

Late submittal fee - \$35 (fee will be charged for failure to submit application and non-profit status documentation a minimum 14 days in advance of the temporary event.

Floor Plan is attached

Reviewed by _____ Complete: Yes _____ No _____ Date: _____

1 – Annual Itinerant Food Service Application Packet

Skamania County Community Health • 710 SW Rock Creek Dr., P.O. Box 369, Stevenson, WA 98648
Phone: 509-427-3850 • Website: www.skamaniacounty.org Updated: 06/02/2014

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Annual Itinerant Food Service Application

Instructions:

1. Complete the entire application. Incomplete applications will not be accepted.
2. Remit fee with completed application to the address above. (Make checks payable to: Skamania County Treasurer). If you are applying as a non-profit, submit non-profit status documentation with the completed application.
3. Applications must be submitted at least 14 days prior to the first day of the first event. Applications received or postmarked less than 14 calendar days prior to the event will be assessed a late fee.
4. No applications or fees will be accepted at an event. Unpermitted establishments at any event will be closed.

An annual itinerant permit is provided for concessionaires who wish to operate within the County at multiple public events during the year. The permit holder must comply with Chapter 246-215 WAC. In addition, annual itinerants must have a consistent menu, set up, and operation. Annual Itinerant licenses are valid for one (1) year from the date the license is issued by the Department.

Check the box that applies:

<input type="checkbox"/>	Annual Itinerant – Vendors without vehicle units (Note: this permit does not include caterers or mobile vendors with vehicle units which are licensed separately.)	\$300.00
<input type="checkbox"/>	Non-profit Annual Itinerant – Vendors without vehicle units (Note: this permit does not include caterers or mobile vendors with vehicle units which are licensed separately.) This option applies only to non-profit organizations with a 501c(3) letter or tax-exempt ID Number. Documentation of non-profit status is required at time of application submittal.	No Fee
<input type="checkbox"/>	Late submittal fee (applications received less than fourteen calendar days prior to the event will be assessed a late fee of \$35.00)	\$ 35.00

Name of Establishment: _____

Organization Represented: _____

Owner(s): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Telephone Number: _____

Email Address: _____

3 – Annual Itinerant Food Service Application Packet

TEMPORARY FOOD ESTABLISHMENT FLOOR PLAN

Has a sketch of the proposed booth or tent floor plan been attached? (Required) Yes No

SUPPLIERS (Name and address)

Ice: _____

Ready-to-eat Food: _____

METHOD OF FOOD PREPARATION

The following information must be provided:

- 1. Types of food preparation and cooking conducted in a licensed commissary or base of operation.
- 2. Types of food preparation and cooking conducted in the concession stand or unit.

DESCRIBE TEMPERATURE CONTROL METHODS

- 1. Hot Holding (steam table, oven, stove, etc.)

- 2. Cold Holding (refrigerator, ice chest, etc.)

- 3. Transport (insulated chest, hot holding boxes, etc.)

- *Notes: (1) Mechanical refrigeration may be required for potentially hazardous foods at events lasting longer than eight (8) hours.***
- (2) A stem-type thermometer with a range of 0-220°F must be available. A roast thermometer or a glass candy thermometer CANNOT be used.**
- (3) No "sterno" or other similar hot-holding method can be used.**

DESCRIBE HOW CROSS CONTAMINATION OF RAW MEAT PRODUCT AND READY-TO-EAT FOOD WILL BE PREVENTED

- Separate cutting boards for vegetables and meat
- Separate ice chest for raw meat storage
- Raw meat will be stored on the bottom refrigerator shelf
- Other, explain: _____

ITINERARY:

Please provide a complete list of all events within Skamania County that you would like to operate this temporary food service establishment at during the 12 months that your licenses would be valid if approved. Additional events may be added at a later date, you will be required to notify the Department of any additional events at least 2 weeks prior to the start of the event. **The following information must be provided for each event in which you plan to operate. Attach additional sheets as needed.**

Event Name: _____ Event Coordinator: _____
 Event Location: _____
 Event Dates: _____ Event Times: _____
 Dates and times of food preparation: _____
 Will the concession be inside a building? Yes No
 If no, what is the over head covering and ground surface _____
 How will the cooking and hot holding equipment be separated from the public? _____

 Number of people expected in booth during cooking and serving? _____

UTILITIES

1. Water Supplier: Supplier name and address: _____
 2. Wastewater Disposal Method: Sewer Holding tank
 *Wastewater cannot be dumped down a storm drain or onto the ground
 3. Electricity:
 Describe the source of power for the event (electric, propane, generator, etc.) and amperage from each source: _____

SANITATION

1. Sanitizing Solution: Bleach water Other: _____
 2. Garbage Disposal: Cans Dumpsters
 3. Utensil Washing Facility: Three tub Three-compartment sink
 4. Hand Washing Facility: Plumbed sink Gravity flow container (Container must hold a minimum of 5 gallons of warm water.)

NOTE:

- **The review of this application may result in limiting some preparation steps, limiting some menu items and/or imposing additional requirements as necessary to protect public health.**

I hereby consent to inspection of the annual itinerant food service establishment by the Skamania County Community Development Department at each event I attend. I acknowledge that issuance and retention of an annual itinerant food service establishment license is contingent upon satisfactory compliance with food service regulations and I understand that license suspension may occur if I violate any regulation.

Applicant Signature

Date

For Department use only	
Date received	Date complete
Receipt #	File #

ANNUAL ITINERANT - ITINERARY INFORMATION SHEET

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Event Location: _____
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Temporary and Annual Itinerant Food Service Establishment Informational Packet

Skamania County Community Health (SCCH) must approve **all** temporary food service establishments and issue a permit **prior** to opening. This packet provides information that will help you plan a successful operation by eliminating potentially dangerous food handling practices.

WHO MUST APPLY FOR A PERMIT?

1. Each vender planning to serve food to the public at any temporary event in Skamania County must obtain either a:
 - a. Temporary Food Service Establishment Permit which is valid for only one (1) event at one (1) location; or
 - b. An Annual Itinerant Food Service Permit which is a temporary food service permit valid for one (1) year from the date the permit is issued by the Department and is valid for multiple events within Skamania County.

HOW DO I GET A TEMPORARY FOOD SERVICE PERMIT?

1. APPLICATION
 - a. Fill out the application the applies to you, (either the "Temporary Food Establishment Application" or the "Annual Itinerant Food Service Application"), and submit the completed application to SCCH with the appropriate non-refundable fee.
 - b. Application and fees must be submitted at least fourteen (14) calendar days prior to the event to avoid late fees. Review of the application will not begin until both a completed application and fee is submitted. This includes the non-profit status documentation. An application received too late for adequate review **MAY BE DENIED**.
 - c. No application or fees will be accepted at the event – unpermitted establishment will be closed.
2. APPLICATION RESULTS
 - a. The application will be reviewed and either approved, approved with conditions, or denied.
 - b. The review may result in limiting some preparation steps, limiting some menu items and/or imposing additional requirements as necessary to protect public health.
 - c. Permit
 - i. If approved, you will be issued a permit.
 - ii. Permits must be posted on site in a location in the food establishment that is conspicuous to customers at all times.
 - iii. Permits are only valid for the day(s) specified on your application.
 - d. Site Inspection
 - i. Once your site is set up it will be inspected by an Environmental Health Specialist to ensure your establishment is in compliance with all State and County requirements. This inspection is to be completed **prior** to operation.
 - ii. Retention of a food service permit is contingent upon satisfactory compliance with temporary food service regulations.

PERMITS ISSUED BY SCCH FOR EVENTS IN SKAMANIA COUNTY FALL INTO THE FOLLOWING CATEGORIES:

1. CATEGORY 1 - EXEMPT FOODS & BAKE SALE ITEMS

This Category includes popcorn and flavored popcorn, cotton candy, herbs and spices, processed in an approved facility, machine-crushed ice drinks containing non-potentially hazardous ingredients and made with ice from an approved source, corn on the cob, whole peppers roasted for immediate service, roasted nuts and roasted candy-coated nuts, deep-fried pork skins

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prepared from pork skins rendered at a food processing plant, caramel apples, chocolate-dipped ice cream bars prepared from prepackaged ice cream bars produced in a food processing plant, chocolate-dipped bananas prepared from bananas peeled and frozen in an approved facility, individual samples of non-potentially hazardous sliced fruits and vegetables, and any other "safe foods" which do not need to be kept cold or hot to prevent bacterial growth. Honey that meets the WSDA requirements for labeling is included. Canned sodas, commercially bottled water, commercially packaged candy, and regular "Americano" style coffee included.

a. Preparation

Bake sale items may be made at home for temporary **charity events only** under standard clean conditions. Bake sale items must be either individually wrapped or covered at the event and served with tongs, papers, or single-use gloves and labeled, "Prepared at a facility not inspected by Regulatory Authority."

b. Items not acceptable in this category

Items that are not acceptable in this category include, but are not limited to: home-canned vegetables and fruit, baked goods with cream, cream cheese, meringue, pumpkin or custard fillings, cheesecakes, etc. Refer to Category 3 – Potential Hazardous Foods more information.

c. Permit

To serve these Category 1 items, you are required to submit a Temporary Food Service Application before the event; however, no permit or fee is required.

2. CATEGORY 2 - RESTRICTED MENU ITEMS

This Category includes any non-potentially hazardous foods that are purchased or prepared through approved channels and served on-site at the event. Water used in drinks and cooking must be from an approved source. Other options are store bought bottled water or water from an approved facility (not from one's own home).

Restricted Food Examples:

- Espresso
- Pretzels
- Commercially canned nacho cheese
- Pizza if purchased hot from a licensed pizza parlor and sold within 30 minutes
- Other low risk items approved by SCCH
- Lemonade
- Fried bread
- Elephant ears
- Ice cream cone

a. Preparation

Restricted menu items must be prepared either on-site in the Temporary Food Service Booth or in an approved facility (A restaurant kitchen or certified community kitchen). Please contact SCCH for information regarding certified community kitchens in your area.

b. Permit

Vendors serving non-potentially hazardous foods must apply for and be issued a Temporary Food Service Establishment Permit by SCCH before the temporary event begins. A permit fee is required.

3. CATEGORY 3 - POTENTIALLY HAZARDOUS FOODS

Potentially hazardous food are those foods containing dairy products like milk, cream, or cheese; cooked beans, vegetables, grains, pasta, or potatoes; meat; egg; fish or shellfish. Also included are processed meats and fish such as sausage, hamburgers, hot dogs, and jerky that must meet local, state, and federal guidelines. Cooked rice, potatoes, and beans are considered potentially hazardous food since they can support the rapid growth of disease causing bacteria.

This Category also includes chili, spaghetti, hamburgers, marinated meats for barbecue, ethnic foods likes lumpia or sushi, or any other handmade soups, gravies, salads, cut melons,

sandwiches, or desserts; and any other food deemed potentially hazardous by the SCCH including milk and/or egg based cream or custard pies (i.e pumpkin pie).

a. Preparation

All foods must be made either on-site in the Temporary Food Service Booth, or in an approved facility (a restaurant kitchen or certified community kitchen). Please contact SCCH for information regarding certified community kitchens in your area. **No potentially hazardous foods made from one's personal kitchen may be served to the public.**

b. Permit

Vendors serving potentially hazardous foods must apply for and be issued a Temporary Food Service Establishment Permit by SCCH before the temporary event begins. A permit fee is required.

c. Note:

- i. Potentially hazardous foods may be served at temporary events only under compliance with strict environmental health guidelines.
- ii. Hazardous foods will be analyzed to determine the hazard associated with a particular food prepared by a temporary food service establishment. If necessary, SCCH may impose additional requirements to protect against health hazards related to the operation of the temporary food service establishment. This may include limiting preparation steps or prohibiting some menu items.

REQUIREMENTS TO OPERATE

1. WORKERS

a. Food Service Workers License

At least one person with a current Food Workers License shall be present in the temporary food establishment at all times. Testing for this license is held Monday thru Thursday, 7:30am to 4:00pm at Skamania County Community Health in the Hegewald Building located at 710 SW Rock Creek Dr., Stevenson, WA 98648. No appointment is necessary. A \$10.00 fee, per person, is required prior to testing.

b. Ill Workers

Sick people **cannot** work in any food concession. A person who has vomiting and/or diarrhea, or a communicable disease, such as Salmonella, Shigella, E. coli, or Hepatitis A is prohibited from working. Workers with an open sore or infected cut on their hands must wear a bandage and gloves at all times while in the food booth.

c. Sanitation

Food workers must wash their hands when they return to the food service booth and after using the toilet, after eating, smoking, or handling unclean items. Proper hand washing is critical in the prevention of food-borne illness. Workers must wear clean clothes. Long hair must be restrained, and hands and nails must be clean.

d. Smoking, Eating, and Drinking

No smoking, eating, or drinking is allowed within the food service booth.

e. Unauthorized Persons

No unauthorized, non-working persons, including young children, are to be in the food service booth.

2. THERMOMETERS AND TEMPERATURES

a. Thermometers

- i. A stem-type thermometer with a range of 0°F - 220°F must be available for checking hot and cold temperatures. Use the stem-type thermometer to check internal temperatures of food products. A stem-type thermometer is the only way to assure that the food you are serving is being maintained at a proper temperature.
- ii. All refrigerators, cold holding unit, and freezers must also have an accurate visible thermometer.

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- b. Food Cooking
 - i. Food cooking should be done on a grill or propane stove. All potentially hazardous food must be heated from 41°F to at least 165°F (140°F if produced in a food processing plant) within one hour.
 - ii. Grills, BBQ's and deep fat fryers must be on a stable surface. When barbecuing or using a grill, the equipment must be separated from the public to protect the public from burns or splashed of hot grease (rope off or use another effective method.)
 - iii. All parts of cooked, potentially hazardous foods must reach internal temperatures as outlined below:
 - a) Poultry, poultry stuffing, stuffed meats165°F
 - b) Ground, fabricated or restructured meats155°F
 - c) Pork or any food containing pork150°F
 - d) Seafood and other potentially hazardous foods140°F
 - e) Rare roast beef and rare beef steak130°F
- c. Cooling
 - i. Cooling of potentially hazardous food is prohibited. Cooling means taking a food from cooked temperature to cold temperature.
 - ii. Cooling large quantities of hot food is prohibited at temporary facilities.
 - iii. If foods are prepared in an approved kitchen, one of the following methods must be used for cooling large quantities of hot foods:
 - a) Cool in an ice bath to 45°F and then put into a refrigeration unit.
 - b) Cool in shallow uncovered containers with a food depth of no more than 4 inches (2 inches for thick foods) in a refrigeration unit of 45°F or less.
- d. Reheating
 - i. All potentially hazardous foods previously cooked and then refrigerated must be rapidly reheated to 165°F or more within one (1) hour when cooked and cooled in an approved food establishment. Reheat no more than one (1) time. Foods must be reheated on a grill or stove or in a microwave. Crock pots, steam tables or other hot holding facilities are not designed to heat foods; they are designed only to keep foods hot after proper reheating by other means.
 - ii. Food found at improper temperatures must be discarded.
 - i. Any temperature violations will be corrected immediately or the permit will be revoked.
 - ii. Food prepared in private homes will not be allowed.
- e. Thawing

Foods must be thawed using one of the following methods:

 - i. In refrigeration units.
 - ii. Under cold running water.
 - iii. In the microwave as part of the continuous cooking process.
 - iv. Potentially hazardous foods that are thawed as part of a continuous cooking process cannot be greater than four (4) inches thick.

3. HOT AND COLD HOLDING FACILITIES

Plan your menu around the available hot and cold holding facilities. Do not plan to serve products when the available equipment cannot maintain the proper temperature. Any potentially hazardous foods found at improper temperatures will be prohibited from being served, and is required to be discarded.

- a. Hot Holding
 - i. Hot holding potentially hazardous foods can be done by the use of pre-heated food warmers and steam tables. Food must be hot held at 140°F or higher. Sterno is not allowed for hot holding at outdoor events.

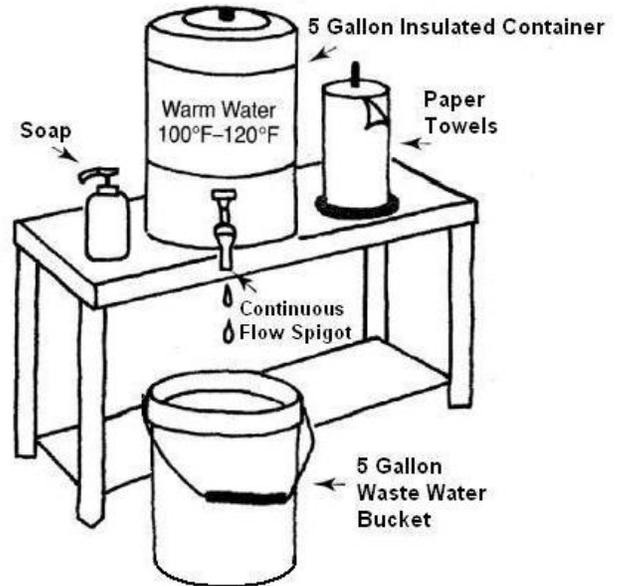
- ii. Electrical equipment is preferred. However, due to past events during which electrical problems have occurred, propane stoves or grills capable of holding food at 140°F or above may be used and/or should be available for backup.
 - iii. Hot held foods which have not been used by the end of the day must be discarded.
- b. Cold Holding
- i. Cold holding of potentially hazardous food can be done by the use of pre-chilled mechanical refrigeration or ice chests. Food must be cold held at 41°F or less. However, due to past events during which an electrical problem has occurred, and ice chest with ice from an approved source (e.g. store bought, bagged ice) should be used as a backup in the event that there is a malfunction in the refrigeration equipment.

4. SANITATION

a. Hand Washing Station

A hand washing station is required to be conveniently located for employees in all food preparation areas. Hand washing stations must be set up prior to any food preparation. Stations must include:

- i. Potable, warm, running water;
- ii. Pump soap dispenser and paper towels;
- iii. A five-gallon or larger insulated container kept supplied with warm water for hand washing delivered through a continuous flow spigot, if permanent plumbing is not available; and
- iv. A wastewater retention tank sufficient in size to hold all wastewater generated by the food establishment until emptied in an approved manner, if a public sewage system hookup is not available.



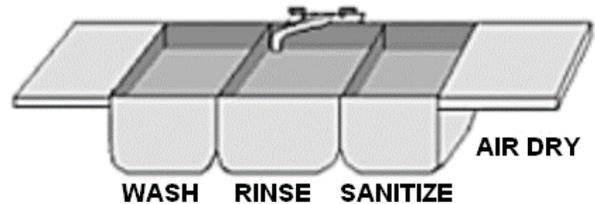
b. Bare Hand Contact

Bare hand contact with ready-to-eat foods is prohibited. Clean disposable food-grade gloves, clean tongs, spoons, or individually wrapped food items must be used so food workers will not handle ready-to-eat foods with their bare hands. Gloves worn must be changed once contaminated. Hands must be washed between glove changes.

c. Dish Washing Station

A three compartment sink with approved drain boards and an adequate supply of hot and cold running water to wash, rinse, and sanitize is required within 200 feet of each food service establishment when:

- i. Equipment or utensils are reused onsite; or
- ii. The temporary food establishment operates for two (2) or more consecutive days; except
- iii. The SCCH may approve an alternative utensil cleaning method with three-compartment sinks with drain boards are not available and no health hazard will result.
- iv. Proper washing requires three steps. The process includes washing in hot soapy



water, rinsing in hot water, immersing in sanitizer, and air-drying.

d. Produce Washing

A separate food preparation sink must be available at the temporary food establishment that is supplied with potable running water drained to an approved wastewater system through an indirect connection, if produce needs to be washed on-site. Alternative produce washing facilities may be used if approved.

e. Wastewater

Wastewater should never be dumped into the street, storm drain or onto the ground. Use a container to collect the dirty water and discard it into the sewer.

f. Single Service Ware

Only single-service articles are to be provided to customers, such as paper or plastic cups, plates and utensils. (Unless otherwise approved by SCCH).

g. Sanitizing procedures

i. A sanitizing solution must be available at all times during food preparation and food service. Bleach is the most common sanitizer used and the recommended concentration is:

One (1) cap full of liquid bleach added to one (1) gallon of cool/luke warm water.

ii. Do not add soap or detergent to the water because soap binds with the chlorine in bleach making it ineffective. Also, hot water will cause the bleach to evaporate much faster than using cold water.

iii. Cloths used for wiping counters, tabletops, and food preparation areas must be clean, used for no other purpose, and must be stored in the sanitizing solution when not in use. Be sure to wipe all surfaces with the sanitizing solution especially after working with raw meats. Change the solution often throughout the day.

iv. There must be a separate sanitizing bucket used only for raw meats and another used for all other foods.

h. Water Hoses

Water hoses must be potable (drinking) water approved and the nozzle ends must be stored off the ground when not in use.

i. Restroom Facilities

Approved restroom facilities must be readily accessible to employees during all hours of operation and must be within 200 feet of each booth. The restroom facilities must be supplied with hand washing facilities containing: soap, paper towels, and potable warm running water.



5. FOOD SOURCES

All foods must be from an approved source. Home canned and home prepared foods are **NOT** allowed with the exception of dry baked goods. All foods must be prepared and stored in an approved facility. Raw milk and ice made at home are **NOT** allowed.

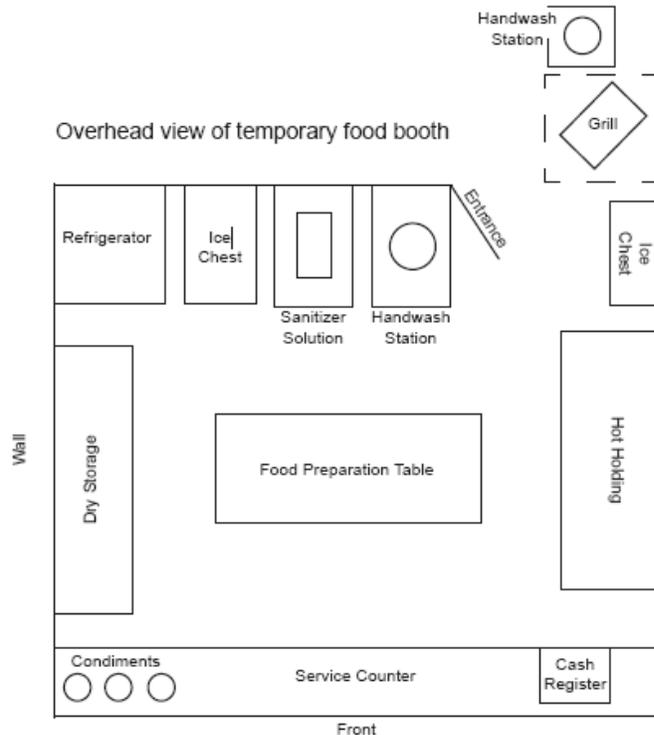
6. FOOD PROTECTION

- a. Prevent cross-contamination by storing raw meat, poultry, and eggs separately and below ready-to-eat food to prevent contamination with blood and fluids.
- b. Food must be properly transported and stored in designed food-grade containers.
- c. Provide pallets, boxes, or shelves so all foods, utensils, and single-service items can be stored at least four (4) inches off the ground.
- d. Cover all foods to protect them from contamination. Any self-service containers (i.e condiments) must be protected by the use of sneeze guards.
- e. Chemicals, such as bleach, must be stored away from food storage, preparation, and service areas.

FLOOR PLAN

Attach a floor plan of the food service establishment with equipment placement, including, but not limited to, the layout of all sinks, refrigerators, food preparation tables, etc.

To the right is an example of a floor plan for a temporary food establishment.



EXEMPT FOOD ESTABLISHMENTS (WAC 246-215-011(12))

1. An establishment that offers only non-potentially hazardous foods prepackaged in an licensed food establishment or food processing plant;
2. An establishment that offers only non-potentially hazardous, non-ready to eat, minimally cut unprocessed fruits and vegetables;
3. A food processing plant or other establishment for activities regulated by the Washington State Department of Agriculture or the U.S. Department of Agriculture;
4. An establishment that offers only non-potentially hazardous, ready-to-eat foods produced in a licensed food establishment or food processing plant (such as: soda pop, powdered creamer, pretzels, cookies, doughnuts, cake, or meat jerky) that are served without direct hand contact, with limited portioning, directly onto or into sanitary single-use articles or single-service articles from the original package.
5. An establishment that offers only non-potentially hazardous hot beverages (such as: coffee, hot tea, or hot apple cider) served directly into sanitary single-service articles;
6. An establishment that offers only dry, non-potentially hazardous non-ready-to-eat foods (such as: beans, dry grains, in-shell nuts, coffee beans, tea leaves, or herbs for tea);
7. An establishment that offers only prepackaged frozen confections produced in a licensed food establishment or food processing plant;
8. A residential kitchen in a private home or other location; if only foods that are non-potentially hazardous baked goods are prepared and wrapped in a sanitary manner for sale or service by a non-profit organization operating for religious, charitable, or educational purposes and if the consumer is informed by a clearly visible placard at the sales or service location that the foods are prepared in a kitchen that is not inspected by the local health authority;
9. A location where foods that are prepared as specified above in (8) are sold or offered for human consumption;
10. A kitchen in a private home operated as a family day care provider as defined in RCW 74.15.020(1)(f) or an adult home as defined in RCW 70.128.010, used only to prepare food for residents and other people for whom the operation is licensed to provide care;
11. A private home that receives catered or home delivered food;
12. A private home or other location used as a private event;
13. A donor kitchen; and
14. A location used for a potluck.