



## Loudoun County Health Department

P.O. Box 7000  
Leesburg VA 20177-7000



Environmental Health  
Phone: 703 / 777-0234  
Fax: 703/771-5023

Community Health  
Phone: 703/777-0236  
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### Temporary Food Establishment Application and Information Packet

#### Required Documentation

- *Before proceeding with this application process the “Food Coordinator Registration Form” and “Food Vendor List” must be submitted at least 30 days prior to the event ([www.loudoun.gov/food](http://www.loudoun.gov/food)).*

#### Temporary Food Vendors

- Temporary Food Establishment Application (Attached) (Note: Applications will NOT be accepted less than 10 days from the event).
- \$40 annual permit fee (or attach copy of receipt for temporary food permit fee)

#### VDH Permitted Restaurant, Caterers or Mobile Units

- Temporary Food Establishment Application (Attached) (Note: This serves as notice of your desire to participate at event).
- No additional fee is assessed and a separate temporary food permit will not be issued.
- Restaurants, caterers and mobile units are to comply with the temporary food establishment requirements and are subject to inspection at the event by the Health Department. A copy of the existing VDH Permit is to be posted for the public view at event.
- Only typed or legible printed forms will be accepted (fillable PDF form available online at [www.loudoun.gov/food](http://www.loudoun.gov/food)).

# Temporary Food Establishment Requirements and Guidelines

## General

1. No person shall own or operate a food establishment without a valid VDH food permit.
2. Post permit where it can be easily seen by the public. Permits are not transferrable.
3. A method to properly wash hands on site is required –hand sanitizer is not a substitute.
4. Sick food handlers are prohibited to work with food.
5. A Person-In-Charge must be on site all hours of operation and must be knowledgeable of Food Safety.

## Food

1. No Home Prepared Foods.
2. All food must be prepared on site the day of the event –Exception –from VDH permitted facility.
3. Menu and food preparation are to be kept simple.
4. Food must come from approved source. Obtained from VDH permitted or VDACS approved facility.
5. Water must come from approved source. Bottled, public or private well-test required. Provide NSF Approved food grade hose with back flow preventer, if applicable.
6. No Bare Hand Contact with ready-to-eat food. Wear gloves, use tongs, foil, deli paper, etc.
7. Food Must Not be Stored on Ground/Floor and Must be Stored Beneath Overhead Cover.
8. Food on display shall be wrapped or have sneeze shielding to protect from patron contamination.
9. Food shall not be stored in garbage bags, grocery bags or by reusing single-use containers. Use food grade containers labeled with common name.
10. Raw meat products are to stored separately from other foods to prevent cross contamination.
11. Self-serve condiments are to be provided as individual packets, squeeze or pump bottles. Open bowls are prohibited.
12. Prevent cooking and food preparation areas from public access with effective barrier methods.
13. Provide metal stem thermometer. Sanitize prior to each use.
14. Equipment for maintaining safe food temperatures must be sufficient in number and capacity. Provide enough Coolers/Hot Box/Grills, etc. for the quantity of food.
15. **Food temperatures must be maintained for safety.**
  - a. **Cold Hold Foods** maintain at 41°F or below
  - b. **Hot Hold Foods** maintain at 135°F or above
  - c. **Cooking** –Poultry 165°F; Beef burgers 155°F; Pork / Fish / Eggs 145°F
  - d. **Reheating** - within 2 hours to 165°F
16. Food in transport requiring temperature control shall be maintained at required temperatures.
17. Single service items (knives, forks, spoons, cups, plates, etc.) stored inverted, food contact side down or individually wrapped.
18. Food contact items and equipment such as coolers, large drink containers, cutting boards shall be cleaned and properly sanitized.
19. All equipment shall be clean to sight and touch.

## Ice

1. Ice must be from an approved source.
2. Ice for human consumption to be kept in its original packaging and stored in clean and properly sanitized self-draining container with tight fitting lids.
3. Dispense ice using scoop with handle, store in ice with handles above ice.
4. Wrapped foods are not to be stored in direct contact with ice.
5. Waste water drained onto the ground is prohibited.

## Hand Washing, Cleaning & Sanitizing

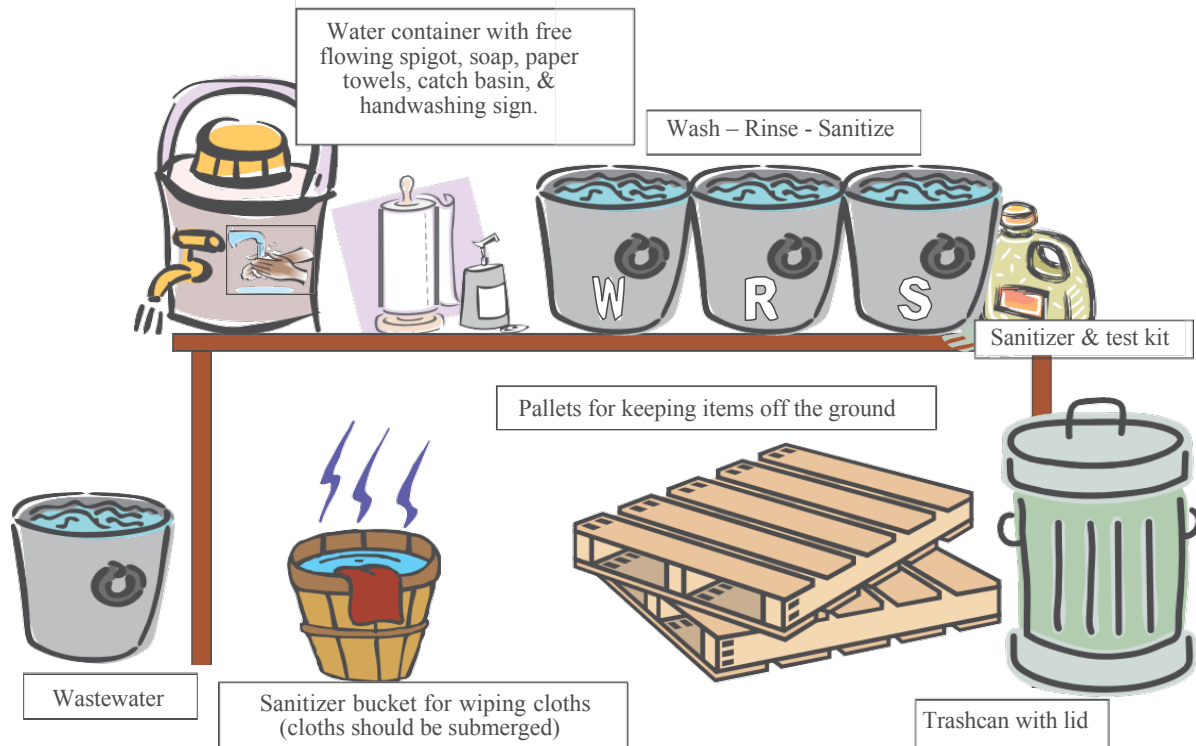
1. Provide approved water (bottled, public or private well-test required).
2. If connecting to water source provide food grade hose with back flow preventer.
3. Food handlers shall wash hands prior to working with food, prior to putting on gloves and when changing tasks.
4. Hand Wash Station equipped with sufficient supply of water, Water Container with free flow spigot, Pump Hand Soap, Paper Towels, Catch Bucket large enough to collect waste water, trash receptacle.
5. Wash, Rinse and Sanitize all food contact items prior to use and after each period of use.
6. 3 Basin Sink Set Up equipped with Sufficient supply of water, 3 Clean Containers in sufficient size with lids, Dish Soap, Sanitizer and Appropriate Test Strips to measure Chlorine or Quat Sanitizer Concentrations.
7. Approved Sanitizers –Chlorine (regular household bleach) at 50-100 ppm and at Quaternary Ammonium 200-400 ppm.
8. Wiping cloths stored in sanitizer bucket.
9. Chemicals are stored away from food and food contact items. Chemicals clearly labeled.

## Food Handlers

1. Wash hands before handling food, putting on gloves, when changing tasks and as often as necessary.
2. Clothing is clean, hair is pulled back, hair restraint provided, gloves provided.
3. Do not handle food when sick.
4. No eating or smoking near food. Drinks are approved with proper lid and straw.

## Physical Facilities

1. Provide tent, roof or canopy for overhead protection.
2. Trash is to be disposed of properly during and after event.
3. Waste water from handwashing, equipment washing, and drained ice water are to be collected and disposed of in a sanitary manner and not dumped onto ground or into storm drain.
4. Animals should be prohibited within 50 feet of the food booth. Food handlers are not to handle animals.





# Loudoun County Health Department

P.O. Box 7000, Leesburg VA 20177-7000; (703)777-0234; Fax: (703)771-5023

OFFICE USE

Rec'd \_\_\_\_\_

Pymt \_\_\_\_\_

Rev'd \_\_\_\_\_

PIC \_\_\_\_\_

EHS \_\_\_\_\_ IR \_\_\_\_\_

## Temporary Food Establishment Application and/or Notice To Participate At Event

Select One:

**Temporary Food Establishment**

Submit Application and \$40 fee payable to "VDH" or copy of paid receipt and copy of VDACS inspection report if applicable

**VDH Permitted Facility - Notice to Participate  
Restaurant, Caterer, Mobile Food Unit**

Submit application and copy of VDH Permit

**Applications will NOT be accepted less than 10 days from the event.**

Applicant Information

Business Name \_\_\_\_\_ Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Owner Email \_\_\_\_\_

Person-In-Charge (PIC) of Food for Event \_\_\_\_\_ PIC Cell \_\_\_\_\_

Event Information

Event \_\_\_\_\_ Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_ to \_\_\_\_\_

Event Address \_\_\_\_\_ City \_\_\_\_\_

Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

LIST ALL ITEMS BEING PREPARED / SERVED – ATTACH ADDITIONAL SHEETS AS NEEDED

FOOD & BEVERAGES	WHERE PURCHASED	FOOD PREP LOCATION	METHOD OF PREPARATION, COOKING, HOT/ COLD HOLDING, & EQUIPMENT USED
EXAMPLE: Hamburgers	List Grocer/Supplier	On-Site day of event	Frozen patties placed on grill, cooked to 155°F, held on grill

\*Only those food items listed on this application are eligible for approval to be offered for sale, sample, or service.

**Indicate (check ✓ / explain) how these items will be addressed:**

- 1. Temporary Food Establishment Guidelines reviewed?** yes \_\_\_\_\_ no \_\_\_\_\_
- 2. Cooking:** gas grill \_\_\_\_\_ smoker \_\_\_\_\_ fryer \_\_\_\_\_ grill top \_\_\_\_\_ other: \_\_\_\_\_
- 3. Metal Stem Thermometer** provided: yes \_\_\_\_\_ no \_\_\_\_\_
- 4. Hot Holding:** equipment used \_\_\_\_\_ (ex. electric warmer, hot box, chafers)
- 5. Cold Holding:** cooler with ice/ice packs \_\_\_\_\_ freezer \_\_\_\_\_ refrigeration unit \_\_\_\_\_ other \_\_\_\_\_
- 6. Transport of Foods:** method used for temperature control \_\_\_\_\_ n/a \_\_\_\_\_
- 7. Condiments:** individual packets \_\_\_\_\_ squeeze bottles \_\_\_\_\_ pump dispenser \_\_\_\_\_
- 8. Food protection from public access:** i.e. sneeze guard, barrier, lids \_\_\_\_\_
- 9. Where will the following be obtained? Potable Water:** \_\_\_\_\_ **Ice:** \_\_\_\_\_
- 10. Water:** public (city) \_\_\_\_\_ or private (well) \_\_\_\_\_ **Sewage:** public (city) \_\_\_\_\_ or private (septic) \_\_\_\_\_
- 11. Food Grade Hose** (if used): yes \_\_\_\_\_ no \_\_\_\_\_
- 12. Handwashing:** portable sink \_\_\_\_\_ **OR** water container w/ spigot \_\_\_\_\_ pump hand soap \_\_\_\_\_  
paper towels \_\_\_\_\_ catch bucket \_\_\_\_\_ set up and USED before food prep? yes \_\_\_\_\_ no \_\_\_\_\_
- 13. No bare hand contact with ready-to-eat foods:** gloves \_\_\_\_\_ tongs \_\_\_\_\_ other \_\_\_\_\_
- 14. Hair Restraints:** hats \_\_\_\_\_ hair nets \_\_\_\_\_ other \_\_\_\_\_
- 15. Washing /Sanitizing:** 3 basins w/ lids \_\_\_\_\_ dish soap \_\_\_\_\_ sanitizer used? Chlorine \_\_\_\_\_ or QUAT \_\_\_\_\_  
corresponding sanitizer test strips provided: \_\_\_\_\_
- 16. Overhead Protection:** tent \_\_\_\_\_ building \_\_\_\_\_ trailer /mobile unit \_\_\_\_\_
- 17. Is Person-In-Charge a Certified Food Safety Manager?** yes \_\_\_\_\_ no \_\_\_\_\_

*NOTE: A temporary food permit application is required for each separate event and \$40 permit fee paid for the current calendar year or proof of payment **must** accompany the application. (Non-profit organizations should contact our office)*

A Temporary Food Establishment permit will not be issued unless this application meets all the applicable requirements of the Virginia Department of Health Food Regulations, Chapter 421; July 12, 2016. Failure to provide the necessary information on this application may delay the processing of the application. **Applications are to be signed acknowledging agreement to comply with applicable requirements.**

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Applicant Name \_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail Application, Fee, and any necessary documentation to:**

**Loudoun County Health Department  
P.O. Box 7000  
Leesburg, VA 20177-7000**

For questions - Tamara Shellenberger (703)777-0642, cell (571)268-5814, tamara.shellenberger@loudoun.gov