APPLICATION FOR TEMPORARY FOOD SERVICE LICENSE

RAMSEY COUNTY
Saint Paul – Ramsey County Public Health

Environmental Health Division
2785 White Bear Ave N, Suite 350
Maplewood, MN 55109-1320
Phone: 651.266.1199 | Fax: 651.266.1177

This application must be received at least two (2) *business* days before the event.

-Please be specific and print legibly
-This application must be accompanied with the license fee

LICENSEE (organization serving food):	
LICENSEE CONTACT PERSON:	
ADDRESS (CITY & ZIP CODE):	**PHONE:** **E-MAIL:** **FAX:**

NAME OF PERSON IN CHARGE OF FOOD OPERATION:	
ADDRESS:	**PHONE:** **E-MAIL:** **FAX:**

NAME OF EVENT				
Event #	**Name of event**	**Location of event & Address & City**	**Dates of event**	**Time of event**
Example→	*Joe's Car Show*	*Central Park* *2540 Lexington Ave. N., Roseville*	*July 1 to July 4*	*10 am-9 pm*
1				
2				
3				
4				
5				

Will the same type of food be served at all events listed above? Yes_____ No_____ If not, how will the food served at these various events differ_____?

FOOD AND BEVERAGE ITEMS ON MENU	
List all items on menu. Identify source (name of grocery store or supplier). Home-prepared foods are NOT permitted.	
	Source:
	Source:
	Source:

EQUIPMENT TO BE USED TO COOK AND HOLD HOT FOOD ABOVE 140°F AND TO KEEP COLD FOOD BELOW 41°F	
List Equipment and indicate if used for storage, preparation, or holding. Mechanical refrigeration is required for cold foods. All equipment must meet standards of NSF International.	
	Use: Storage____Prep._____Holding _____
	Use: Storage____Prep._____Holding _____
	Use: Storage____Prep._____Holding _____

CONTINUED ON REVERSE SIDE

FOOD PREPARATION AND STORAGE:
Describe when and where food will be prepared:

Describe how food will be prepared and stored (prior to and during the event):

- ☐ I will use approved **food grade utensils** (no paint brushes, no wooden spoons, no household electric drills).
- ☐ I will only use **NSF listed equipment** (no crock pots, no solid fuel devices like sterno).
- ☐ **I will transport** all potentially hazardous foods (PHF = meat, fish, rice, etc.) in insulated containers. All cold PHF will be kept at 41°F or colder and all hot PHF at 140°F or hotter.
- ☐ **At the event** I will **reheat hot PHF to 165°F** for 15 seconds then **hold hot PHF at 140°F** or more.
- ☐ **At the event** I will **hold all cold PHF at 41°F or colder.**
- ☐ I will provide a metal stem **thermometer** to test food temperatures (scale must read from 0°F to 220 °F).
- ☐ **For short events (4 hours or less)** I can use dry ice or ice packs to store cold PHF at 41°F or below.
- ☐ **For long events (exceed 4 hours) I must provide an approved refrigerator.**
- ☐ Pop, water, drinks stored in ice cubes must be drained to prevent containers from sitting in water.
- ☐ I will store all foods, beverages, ice, utensils, and paper products at least **6 inches** above the ground or floor.

All Food MUST be cooked onsite or in a Licensed Kitchen ONLY

WASHING UTENSILS AND SANITIZING SURFACES:

- ☐ If I need to wash dishes or utensils on-site, I will provide a 3-compartment sink, as shown below. I will provide 3 labeled buckets big enough to accommodate the largest utensil:
  - **Wash Bucket:** Dish soap and warm water
  - **Rinse Bucket:** Clean water
  - **Sanitizer Bucket:** Sanitizer and lukewarm water
  - **Air Dry:** Dish rack

- ☐ I will provide a **sanitizing solution** at my food stand to sanitize food contact surfaces. I will provide EITHER a: A) "pail" of sanitizing solution with a wiping cloth; or B) "spray bottle" containing sanitizing solution with paper towels.
- ☐ I will provide **sanitizer test strips** to test the sanitizing solutions. Solutions must be: quaternary ammonium = 200-400 ppm; chlorine = 100-200 ppm (for a chlorine sanitizer, 1 tablespoon of household bleach to 1 gallon of water).
- ☐ I **will store soap, sanitizer, and chemicals away from foods and food equipment** to prevent the chemicals from contaminating the food or utensils.

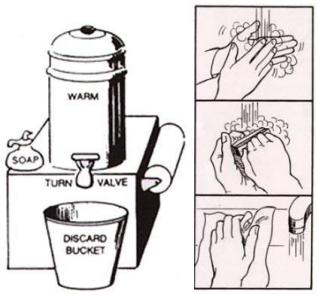
CONTINUED ON NEXT PAGE

HYGIENE OF EMPLOYEES:

☐ **Hand Washing:** I will provide soap, a 5-gallon jug of water with hands-free spigot, a fingernail brush and paper towels for hand washing. I will wash hands frequently.

- Wash hands with warm running water, nailbrush, and soap.
- Dry hands with paper towels.
- Discharge the water into a discard container or a waste line.

At minimum you must have a 5-gallon container of warm water with a spigot, soap, fingernail brush, paper towels, and a discard pail. NO Exceptions!



☐ Employees will wear hair restraints (hairnets, visors, or caps).
☐ Employees will wash hands before handling food; after handling raw meat; after eating/drinking/smoking/using the toilet.
☐ There will be no eating, drinking, or smoking allowed in the food stand.
☐ I will not use any bare hand contact on ready-to-eat foods. I will use utensils (tongs) or disposable gloves to handle food items not receiving a final heat treatment.
☐ I understand that all employees must be free of communicable diseases, illness, or infection. Employees' hands must be free of cuts, bandages, jewelry, nail polish or false nails.

FOOD STAND CONSTRUCTION & LAYOUT:

☐ The food stand will have overhead protection (tent, canopy, other).
☐ The food stand will not be on dirt or grass, but will have solid flooring (concrete, asphalt, plywood)
☐ I will properly secure carbon dioxide containers by a chain or other means.
☐ I will provide a fire extinguisher when cooking food (contact fire marshal to determine proper type).

Identify source of water for food stand and facility for storing water:

_____

_____

_____

_____

CERTIFICATION STATEMENT:
I hereby make application to operate a temporary food service establishment and agree to comply with the provisions of the Ramsey County Food Protection Ordinance and the Temporary Food Service Guidelines.

_____ _____
Signature Date

FOR OFFICE USE ONLY:

Date Received:_____/_____/_____ License Category:_____ License Fee $ _____

Sanitarian Initials / Date:_____/_____Mail or Deliver Receipt #_____

Amount Paid: $_____ Check #_____Account#_____

Aspen Inv#_____ DHD Inv# _____

Entered by (initials): _____ Date Payment Posted_____

Deposit ID # _____

RAMSEY COUNTY

TEMPORARY FOOD SERVICE LICENSING REQUIREMENTS

A Food Service Establishment is any location (except churches) where food is prepared, offered, or served to the public with or without charge. A **Temporary Food Service Establishment** is a type of food service establishment that typically operates in conjunction with community celebrations and special events, for a limited time period. Temporary Food Service Licenses can be issued for an event lasting 1-3 days, or for multiple events lasting longer periods of time.

LICENSING, APPLICATION and NOTIFICATION: A Temporary Food Service Establishment operating in Ramsey County is required to have a license from this Department. An operator of a Temporary Food Service Establishment must complete a written application for a license, and submit a license fee, at least two (2) business days before the start of the food service operation. If an operator fails to obtain this license at least two (2) days before the event, then a late penalty fee of 25% or minimum of $25.00 will be required in addition to the license fee. A Temporary Food Service license is not transferable to another person, location or event.

The license fee varies based on the types of food being served (potentially hazardous vs. non-potentially hazardous food) and by the numbers of days and/or events. On the next page see the list of examples of various foods served, various combinations of days and/or events, and the associated fees for each.

EXCEPTIONS:

1. **For Ramsey County Licensed Food Service Establishments:** A separate Temporary Food Service License is not required if the event occurs on the establishment premises (parking lot, sidewalk), and all food is prepared in the licensed food service establishment, by employees of the establishment, and the establishment notifies this Department two (2) business days prior to the event. (If the event is not on premises, this exemption is not valid, and a license is required.)
2. **For "Mobile Food Units" or "Seasonal Temporary Food Stands" licensed by Minnesota Dept. of Health (MDH) or Minnesota Dept. of Agriculture (MDA):** A separate Temporary Food Service License is not required if the operator has a current mobile food unit or seasonal temporary food license from MDH or MDA, provided that the operator will operate from the licensed unit, will prepare food within the limitations of the State's license, and has provided this Department a copy of the State license at least two (2) business days prior to the start of the food service operation.

License application forms are available at the Saint Paul-Ramsey County Public Health, Environmental Health Division, 2785 White Bear Avenue North #350, Maplewood, or by calling 651-266-1199. Office hours are 8:00 a.m. to 4:00 p.m. Monday - Friday. All fees must be paid in the exact amount due, as **change cannot be provided**.

* Please note that this Department licenses temporary events in all cities of Ramsey County except for the Cities of St. Paul and Maplewood. For Temporary Events in these cities you must contact these cities directly.

2018

TEMPORARY FOOD SERVICE LICENSES FEES	
POTENTIALLY HAZARDOUS FOODS	**LIMITED NON-POTENTIALLY HAZARDOUS FOODS**
FTA 1-3 Days Total (Up to 3 Events) $80.00	**FTD 1-3 Days Total (Up to 3 Events) $40.00**
FTB 4-10 Days Total (Up to 3 Events) $160.00	**FTE 4-10 Days Total (Up to 3 Events) $80.00**
FTC 11-21 Days Total (Up to 6 Events) $200.00	**FTF 11-21 Days Total (Up to 6 Events) $100.00**

EXAMPLES OF FOOD BEING SERVED	
POTENTIALLY HAZARDOUS FOODS	**LIMITED NON-POTENTIALLY HAZARDOUS FOODS**
Barbeque (BBQ)	Beef Jerky
Brats	Chips, pretzels, etc.
Cheese Curds	Coffee, tea, espresso
Chicken	Cookies
Corn dogs	Corn on the cob
Crepes (has eggs, milk)	Cotton candy
Egg rolls or spring rolls	Donuts
Eggs	French Fries
Fish--fish, shrimp	Fudge
Fried Rice	Ice Cream--Dippin Dots
Gyros	Ice Cream--Packaged
Hamburgers	Ice Cream--Scoopable
Hot Dogs, brats, polish	Ice Cream--Soft Serve
Meats--chicken, pork, steak	Kettle Corn
Pancakes of any kind	Lemonade
Pasta	Nachos
Pig Wings (pork chop on stick)	Nuts--plain, coated, roasted
Pizza	Pies
Pork Chops	Popcorn
Ribs (beef, pork, etc.)	Pretzels
Rice--regular or fried	Retail (pre-packaged items)
Sandwiches/Subs	(e.g., candy, chips, juice, etc.)
Shrimp	Root Beer Floats
Spring Rolls	Shaved ice
Steak	Snow Cones
Stir Fry (Asian)	
Tacos	
Won Tons	

FOOD ESTABLISHMENT GUIDELINES

Post These Guidelines Where They Are Visible To All Employees

The licensee is responsible for informing each employee about these guidelines, and ensuring that all employees follow these rules.

1. **DO NOT WORK WHEN YOU ARE ILL.** STATE REGULATIONS REQUIRE YOU TO REPORT TO YOUR SUPERVISOR WHEN YOU ARE ILL WITH DIARRHEA, VOMITING, OR AN INFECTION ON YOUR HANDS OR WRISTS.
2. **WASH YOUR HANDS OFTEN AND THOROUGHLY** WITH SOAP, WARM WATER, AND A FINGERNAIL BRUSH. DRY YOUR HANDS WITH A PAPER TOWEL.
3. Keep cold potentially hazardous foods* at **41ºF** or colder. Keep hot potentially hazardous foods* at **140ºF** or hotter.
4. **Reheat** all foods to **165ºF** or hotter.
5. Chill all potentially hazardous foods* from **140ºF** to **70ºF** in less than 2 hours, **and** from **70ºF** to **41ºF** or colder in less than 4 hours.
6. **Do not cool or thaw** potentially hazardous foods* at room temperature.
7. Check refrigeration temperatures **before and after** each meal period. Keep a written record of the temperatures.
8. **Check food temperatures** frequently with an accurate stem **thermometer** or thermocouple.
9. **Calibrate** thermometers in ice water (32ºF) and boiling water (212ºF). Calibrate them at least once per month.
10. **Never** store fruits, vegetables, cooked foods, or prepared foods under raw meat to prevent cross-contamination. **Store raw meat in containers which prevent spillage or leakage of meat juices.**
11. **Wash and sanitize** cutting boards, knives, and other utensils with a sanitizing solution (50-100 parts per million bleach water) after each use to prevent cross-contamination.
12. Keep a fresh supply of **sanitizer solution** available and **use it often.** Use **test strips** to check that the sanitizer concentration is 100-200 ppm for chlorine or 200-400 ppm for quaternary ammonium ("quat"). Keep a written record of the concentrations.
13. Keep all **chemicals** (including detergents and sanitizers) **away from food and utensils** where they cannot leak, spill, or splash on these items. **Label** all chemical containers as to contents.
14. Keep all food and utensils **at least 6 inches above the floor** to help with cleaning and prevent insect problems.
15. All employees (including managers) who work in the food prep or dishwashing areas **must wear a hat, cap or hairnet when on duty.**
16. **DO NOT SMOKE, EAT, DRINK, OR CHEW GUM IN THE FOOD PREPARATION AREA. Wash your hands after you smoke, eat, drink, or use the toilet room.**

- **Potentially hazardous foods include meat, fish, seafood, poultry, eggs, milk, other dairy products, cooked rice, raw seed sprouts, garlic & oil mixtures, cut melons, or any food containing any of these items.**

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Revised 5/18

GUIA PARA ESTABLECIMIENTOS DE COMIDA

Esta guía debe ser colocada en un lugar visible para los empleados del restaurante.

La persona que tiene la licencia para operar el restaurante tiene la responsibilidad de dar a conocer a cada uno de sus empleados, la información que aparece en esta guía. También debe asegurarse que todos sus empleados sigan las siguientes reglas.

1. **No trabaje cuando este enfermo. El estado de Minnesota require que se reporte a un supervisor cuando tiene diarrea, vomito, o cuando tiene una infección en sus manos o muñecas.**
2. **Lavarse bien y frequentemente las manos con jabón, agua tibia, y un cepillo para las uñas. Para secarselas, use toallas de papel.**
3. **Mantengan los alimentos fríos que sean potencialmente peligrosos a una temperatura de 41ºF o más frío. Mantengan los alimentos caliente que sean potencialmente peligrosos a una temperatura de 140ºF o más caliente.**
4. Para recalentar los alimentos: Recaliente los alimentos a una temperatura de 165ºF o más.
5. Para enfríar los alimentos que sean potencialmente peligrosos: Baje la temperatura de éstos alimentos de 140ºF a 70ºF en menos que 2 horas, y de 70ºF a 41ºF en menos que 4 horas.
6. No enfríe o deshiele las comidas potencialmente peligrosos a la temperatura de habitación. (Ejemplo: No deje el pollo fuera del refrigerador para que se descongele.)
7. Verifique la temperatura de refrigeración antes y depues de servir el desayuno, la comida, y la cena. Mantenga un record escrito de estas temperaturas.
8. Verifique la temperatura de la comida a menudo con un termómetro (thermocouple) preciso.
9. Calibre los termómetros a menudo en agua con hielo hasta una temperatura de 32ºF y en agua hirviendo hasta una temperatura de 212ºF. Calíbrelos por lo menos una vez al mes.
10. **Nunca almacena frutas, verduras, alimentos cocinados o alimentos preparados debajo de la carne cruda para prevenir contaminación cruzada. (así que los alimentos no se contaminen entre si.) Por favor mantenga la carne cruda en recipientes con tapas.**
11. **Lave y esterilice las tablas de corte, los cuchillos, y otros untensilios con una solucion esterilazado (de 50 a 100 partes por millón de agua con cloro).**
12. Mantenga una existencia fresca de solución esterilizado disponible y use a menudo. Use una tira de preuba para verificar que la concentración de la solución es 100-200 partes por millón para cloro y 200-400 partes por million para amonio cuaternario (quat). Mantenga un record escrito de a concentraciones.
13. Mantenga todos los químicos (incluyendo los detergents y desinfectantes) en un lugar donde no pueden gotear, derramarse, o salpicar en los alimentos o utensilos que se usan para preparar la comida. Ponga una etiqueta a todos los recipientes con productos químicos así como especifíque lo que contienen.
14. **No fume, coma, beba o mastique chicle en el area de preparación de alimentos. Lave sus manos despues de fumar, comer, beber, o despues de usar el baño.**

*** Algunos de los alimentos en peligro de descomponerse son: la carne, el pescado, los mariscos, las aves de corral, los huevos, la leche, otros productos lácteos, arroz cocido, alfalfa u otros retoños que esten germinando, ajo, mezclas de aceites, melón cortado y cualquier comida que contiene los alimentos antes mencionados.**

Esta información ha sido proporcionada por el departamento de Salud Publica del condado de Saint Paul - Ramsey, Seccion de Salud Ambiental. Si Ud. tiene preguntas acerca de los requisitos de servicios de la comida, por favor llamenos por telefono al 651-266-1199.

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ATTENTION:

YOU MUST NOT WORK
IN THIS FOOD STAND
IF YOU HAVE

VOMITING or

DIARRHEA

Tell the person-in-charge if you are sick.

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