



CLARK COUNTY PUBLIC HEALTH

1601 East Fourth Plain Blvd. • P.O. Box 9825

Vancouver, WA 98666-8825

Phone (360) 397-8428 • Fax (360) 397-8091

www.clark.wa.gov

TEMPORARY FOOD ESTABLISHMENT APPLICATION

Booth Name (DBA) _____	
Booth Operator's Name (please print) _____	
Phone _____	
Fax _____	
Booth Operator's Business Address	Booth Operator's Mailing Address
Street # _____ Street Name _____	Mailing Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Person in Charge of Concession _____	Tax Exempt ID # 501 (c)(3) If non-profit organization _____
Name of Event _____	
Location of Event & City _____	
Date(s) of Event _____ Time of Food Sales _____ AM/PM	
Number of Booths Operating at Event _____ of _____ Attach a completed permit application for each booth.	
Event Coordinator _____ Phone _____	
Name of off-site food preparation facility, if applicable: (Where food is prepared prior to the event) _____	
Phone _____ Fax _____	
Address of permitted facility _____	
Street # _____ Street Name _____ City _____ Zip _____	

All foods must be prepared and stored in a facility with a valid health permit. NO HOME PREPARATION OR STORAGE

APPLICATION BY MAIL:

1. Complete both pages of information.
2. Mail application **and** temporary event permit fee at least **ONE MONTH IN ADVANCE** of the event.
3. Make check payable to **Clark County Public Health** and mail to:
Clark County Public Health - Environmental Public Health
P.O. Box 9825
Vancouver, WA 98666-8825

APPLICATION IN PERSON:

1. Application may be obtained at:
Clark County Public Health – Environmental Public Health
1601 East Fourth Plain Blvd., Room A338 Vancouver, Washington
Office hours: Mon., Tue., Thurs., Fri. 8:00 AM - 4:30 PM
Wed. 9:00 AM - 4:30 PM
2. Apply **and** pay for this permit at least **14 CALENDAR DAYS IN ADVANCE** of the event.

APPLICATION FAXED AND CREDIT CARD PAYMENT BY PHONE:

1. Call Clark County Public Health at (360) 397-8428 option 0, **14 CALENDAR DAYS IN ADVANCE** of the event to provide notification of intent to fax application and pay by credit card over the phone.
Office Hours: **Mon., Tue., Thurs., Fri. 8:00 AM - 4:30 PM and Wed. 9:00 AM - 4:30 PM**
2. Fax both pages of application to (360) 397-8091 and call (360)397-8428 to provide a credit card number for payment.

NOTE: Permit fees are not refundable.

PLEASE LIST BELOW ALL FOOD TO BE SERVED TO THE PUBLIC FROM THIS TEMPORARY FOOD ESTABLISHMENT.
 Include ice supplier and water supply. **Food prepared in a private home or home-canned food CANNOT be served to the public.**

Food Item or Beverage	Food Supplier	Prepared off-site in permitted kitchen (circle one)		On-site cooking equipment to be used	Final cooked food temperature	Equipment to be used to hold food at safe temperature <i>Cold – Less than 41° Hot – Greater than 140°</i>	How served? Hot Cold
		<input type="checkbox"/> Y	<input type="checkbox"/> N				
				STERNO IS NOT ALLOWED FOR HOT HOLDING at OUTDOOR TEMPORARY EVENTS			
		<input type="checkbox"/> Y	<input type="checkbox"/> N				
		<input type="checkbox"/> Y	<input type="checkbox"/> N				
		<input type="checkbox"/> Y	<input type="checkbox"/> N				
		<input type="checkbox"/> Y	<input type="checkbox"/> N				
		<input type="checkbox"/> Y	<input type="checkbox"/> N				
		<input type="checkbox"/> Y	<input type="checkbox"/> N				
		<input type="checkbox"/> Y	<input type="checkbox"/> N				
		<input type="checkbox"/> Y	<input type="checkbox"/> N				

REQUIRED EQUIPMENT

Thermometer	Probe type (0°F to 200°F) must be available for monitoring temperatures of perishable food.
Handwashing Facilities	<input type="checkbox"/> Plumbed sink or <input type="checkbox"/> Gravity flow container with spigot/faucet to allow water flow with both hands free. <i>As a minimum, 5 gallons of water in a container with a “hands free” spigot, a bucket to catch wastewater, a liquid or powder soap in a dispenser and paper towels are required.</i>
Utensil Washing Facilities	<input type="checkbox"/> Plumbed (3 compartment) sink or <input type="checkbox"/> Location of 3 compartment sink used for washing utensils or <input type="checkbox"/> Extra utensils

PLEASE ANSWER THE FOLLOWING:

Food Preparation (Washing Facility)	For foods that need to be washed (produce, etc.) – where will this be done?
HOW IS FOOD KEPT HOT OR COLD DURING TRANSPORTATION TO THE EVENT?	

- Wastewater cannot be dumped down a storm drain or on the ground.** Where will the wastewater be disposed? _____
- Do you have the green Food Vendor Information pamphlet? Yes No If **no**, ask for a copy of this pamphlet before leaving the Environmental Public Health service counter or find this attached to the temporary event packet.

All food workers and volunteers must read this pamphlet before the event.

- During each shift, a person-in-charge must be on-site at all times with a **valid** Washington State Food and Beverage Worker Card. List those people.

Name _____ Shift hours _____ Name _____ Shift hours _____
 Name _____ Shift hours _____ Name _____ Shift hours _____

An Environmental Health Specialist will review this application. The review may result in limiting some preparation steps, limiting some menu items and /or imposing additional requirements as necessary to protect public health.

I have read, understood, and will abide by the requirements for sales of food from a Temporary Food Booth.	
Signature of Applicant _____	
Print Applicant Name _____	Date _____

Offering Food Samples? What You Need to Know

Providing food samples is a great way to showcase products, interact with potential customers and increase sales. Knowing the rules can help assure customers are confident your samples are safe.

Different foods have different requirements because some foods have an increased chance they could cause a food-borne illness. Submit an application to Clark County Public Health if you plan to offer samples.

Use single service disposable utensils such as food papers, napkins, toothpicks, spoons or sample cups for all samples.

All produce to be sampled must be pre-washed from a clean water source and stored in a clean container. Samples must be safely prepared in an approved kitchen or on-site.

- ◆ Wash your hands.
- ◆ Use gloves, tissues, tongs or other utensils to prevent bare hands from touching the food.
- ◆ Use cutting surfaces that are clean and sanitized, free of cracks and in good repair.
- ◆ Wear clean clothing. Keep hair restrained.
- ◆ Obtain a Washington State Food Worker Card.

NOTE: Some foods require permits if offered as samples. All sampling methods must be approved by a Clark County Public Health food inspector before foods are offered to the public.



**Clark County Public Health
Environmental Public Health**
1601 East Fourth Plain Blvd, Bldg. 17, Room A329
PO Box 9825
Vancouver WA 98666-8825



For other formats, contact the Clark County ADA Office: **Voice** (360) 397-2000;
Relay 711 or (800) 833-6388; **Fax** (360) 397-6165; **E-mail** ADA@clark.wa.gov.

FOOD VENDOR INFORMATION

What Farmers Market, Festival, Fundraiser and Street Fair Food Vendors Selling Prepared Food Need to Know



Food Safety Information
January 2012

Do's & Don'ts

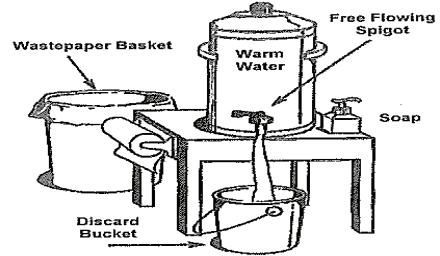
DO:

1. Submit a Food Establishment Permit Application at least 14 days before the date of the event.

Go to <http://www.clark.wa.gov/public-health/forms.html>, Call 397-8428 to request a permit application, or obtain a permit application at Clark County Public Health (address on back of this pamphlet.)

2. Purchase a [Food Worker Card](http://www.foodworkercard.wa.gov). There must be at least one person on-site at all times who has a Food Worker Card. To test online go to www.foodworkercard.wa.gov or call 397-8428.

3. Set up a hand-washing station on-site before preparing any food. Station must have a 5-gallon insulated container with a continuous flow spigot filled with warm water, a pump soap dispenser, paper towels and a bucket to collect the waste water. Dump waste water into a toilet or mop sink, not on the street or in a storm drain.



4. Keep a food temperature thermometer on-site. A thin, metal-stem thermometer with a 0-220°F range will monitor temperatures for foods, such as hamburgers.



5. Keep a thermometer inside all cold and hot food holding units.

6. Keep **cold foods cold**: 41°F or lower. Keep **hot foods hot**: 140°F or higher.

7. Serve food only from approved sources, such as USDA inspected meats. Obtain ice from approved vendors such as grocery stores that have operating permits, not from a home refrigerator/freezer.

8. Use separate ice chests to prevent cross contamination between raw meat, poultry and eggs, and ready-to-eat foods. Ice that will be used in cold drinks must be stored separately.

9. Prepare food and any samples the same day on-site, or in a kitchen approved by Clark County Public Health.

10. Wash hands after using the bathroom and again when returning to food booth, before putting on gloves, after engaging in activities that contaminate the hands such as handling soiled equipment or utensils, and after handling money.

11. Use clean wiping cloths. Store them in a container of sanitizer such as 1 teaspoon of bleach per 1 gallon of cool water. Use the correct test strips for the sanitizer used to assure the proper concentration.

12. Store food and utensils 6 inches or higher off the ground or in waterproof containers. Display food 6 inches or higher from the ground and keep it covered to protect from contamination. Have extra serving utensils available.

13. Serve food with tongs or spoons. Use single service, disposable ware such as paper or plastic utensils and plates. Condiments in squeeze or pump containers or single service packets are recommended.

14. Use waterproof, smooth and easy to clean work surfaces and counters. Raw wood is not allowed.

15. Keep grills, barbecues, and deep fat fryers on a stable, flat surface near the back of the booth and separated from the public with a rope or barrier.

16. **Post this document at your event.**

DON'T:

1. Work if you have symptoms of an infectious illness or allergy (diarrhea, nausea, vomiting, sneezing, coughing.) Anyone with the flu, a cold, an open sore or infected wound on their hand may not work in the booth.

2. Eat or drink inside the booth.

3. Smoke in or within 25 feet of the booth.

4. Allow anyone who isn't on duty to be in the booth.

YOUR BOOTH:

◆ **Roof** must protect from rain, dust, and bird droppings.

◆ **Floor surfaces** that are gravel, dirt or sawdust must be covered with rubber mats, wood, or other suitable, approved materials.

◆ **Water hoses** must be food grade and drinking water must be from approved sources. Keep the nozzle end stored off of the ground or in a clean empty bucket when not in use.

◆ A **3-compartment sink** with running water must be accessible if your event operates for 2 or more consecutive days or if you are re-using food preparation utensils or equipment on-site. Sinks may be shared with other vendors.

◆ **Toilets** with hand washing facilities must be located within 200 feet and accessible at all times during event.



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REQUIREMENTS FOR FOOD VENDORS

To sell PREPARED FOOD not listed on the Exempt Food List you will need to do the following:

1. Complete an application at least 14 calendar days before the event; and
 - a. If you plan to be at 1 or 2 events during the year, obtain a [TEMPORARY PERMIT](#).
 - b. If you plan to be at multiple events during the year an [MULTI EVENT \(ITINERANT\) PLAN REVIEW & PERMIT APPLICATION](#) may be more appropriate.
 - c. Obtain a [FOOD WORKER CARD](#).
2. Pay the appropriate [FEES](#).
3. Read, become familiar with and comply with the safety rules in the [Food Vendor Information](#) pamphlet, which must be posted in your booth.

To sell or offer to the public ONLY foods from the Exempt Food List (see [list](#)) you will need to do the following:

1. Complete an [EXEMPT FROM PERMIT APPLICATION](#).
2. Obtain a [FOOD WORKER CARD](#).
3. Read, become familiar with and comply with the safety rules in the [Food Vendor Information](#) pamphlet, which must be posted in your booth.

FOODS EXEMPT FROM REQUIRING A PERMIT

These foods are exempt from requiring a permit when sold or offered to the public. An [EXEMPT FROM PERMIT APPLICATION](#) and [FOOD WORKER CARD](#) are required.

IMPORTANT: Read and become familiar with the safety rules in the [FOOD VENDOR INFORMATION](#) pamphlet, which must be posted in your booth.

The sale of commercially packaged, non-potentially hazardous food does not require a permit. A license from the Washington Department of Agriculture is required when packaging any food yourself.

1. **Popcorn and flavored popcorn**
2. **Cotton candy**
3. **Dried herbs and spices processed in an approved facility***
4. **Machine-crushed ice drinks such as Slurpees™, Slushees™, Ices™, and iced coffees containing no potentially hazardous ingredients and made with ice from an approved source. Machine crushed ice drinks do not include ice beverages such as shaved ice, fountain drinks such as soda pop, or sno-cones**
5. **Corn on the cob**
6. **Roasted nuts and roasted, candy-coated nuts**
7. **Deep-fried pork skins prepared from pork skins rendered at a food processing plant**
8. **Caramel apples**
9. **Chocolate-dipped ice cream bars prepared from pre-packaged ice cream bars produced in a USDA or WSDA food processing plant****
10. **Chocolate-dipped bananas peeled and frozen in an approved facility**
11. **Individual samples of non-potentially hazardous sliced fruits and vegetables**
12. **Whole and uncut fresh fruits and vegetables**
13. **Whole, roasted peppers for immediate consumption*****
14. **Non-potentially hazardous baked goods, such as brownies, cookies and fruit pies prepared and wrapped in a sanitary manner by a non-profit organization operating for religious, charitable or educational purposes AND with a sign, clearly visible to customers, stating that these items are prepared in a kitchen that is not inspected by Clark County Public Health.**

* Approved facility is a kitchen permitted by or otherwise acceptable to the local health department.

** A food processing plant is a commercial operation which manufactures, packages, labels, or stores food for human consumption and does not provide food directly to a consumer.

*** Served to the public within 30 minutes of preparation, not hot held.



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FOOD WORKER TESTING INFORMATION

TESTING IS AVAILABLE ON-LINE AT www.foodworkercard.wa.gov

OR AT THE CLARK COUNTY PUBLIC HEALTH (CCPH) OFFICE

All food workers must have a Washington State food worker card before starting work.

CCPH TESTING DAYS & TIMES

WHEN: Monday, Tuesday, Thursday & Friday:
8:00 AM to 3:00 PM
Wednesday — Special Needs - by
appointment only

WHERE: Clark County Public Health
1601 E. Fourth Plain Blvd. Third Floor
For information call 397-8435.

REGISTRATION: Registration closes at 3:00 PM and test must be complete before 4:15 PM.

Children are not allowed in the testing room and should not be left unattended in the waiting area.

FOR FIRST CARD : Test can be taken on-line at www.foodworkercard.wa.gov or at the CCPH office. The test on-line is the same test available at the CCPH office.

Taken at the CCPH office:

- Bring picture identification.
- Register at the kiosk
- Watch video

- Take test
- Pay \$10.00 fee
- Card issued

Test taken on-line:

- www.foodworkercard.wa.gov
- Register
- Watch Video
- Take test
- Make payment: The cost of the class is \$10 and can be paid with VISA, MasterCard and debit cards with the VISA or MasterCard logo. Payment will be required after you have passed the test.
- Make sure you are connected to working printer for you will be printing your own card.
- Print card

On-line Information:

- Be advised when your debit or credit billing statement arrives, charges for you food worker card will be listed under **“Tacoma-Pierce County Health Department.”**
- Turn off your pop-up blocker. The pop-up blocker can usually be found under Tools on your browser menu bar.
- Make sure you have the latest version of Adobe Flash on your computer. You can download Adobe Flash for free at <https://get.adobe.com/flashplayer>

TO RENEW CARD: If card is renewed *before* the expiration date on the card, a 3 year card can be issued at CCPH office only. The renewal period is **60 DAYS BEFORE** the card expires. Testing requirements are the same as if you were taking the test for the first time. Video must be reviewed and test taken everytime you renew your food worker card.

RENEWING CARD FOR 5 YEARS: Follow the procedure to renew a card. Bring proof an approved food safety program has been completed, such as the WSU PIC training or ServSafe, within the last 2 years.

REPLACEMENT CARDS: Food Worker Card can only be replaced if the card was issued after May 2011. Bring picture identification and a \$10.00 replacement fee will apply.

SPECIAL NEEDS TESTING: Call 397-8428, Ext. 7249 for information and scheduling.

MANUAL AND TEST OFFERED IN ENGLISH, CAMBODIAN, CANTONESE, KOREAN, MANDARIN, RUSSIAN, SPANISH, VIETNAMESE and CLOSED CAPTION.

Testing Information 01202012.doc



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