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Snow Hill (Main Office)  
410-632-1100  
Fax 410-632-0906

**Worcester County**  
HEALTH DEPARTMENT  
P.O. Box 249 • Snow Hill, Maryland 21863-0249  
[www.worcesterhealth.org](http://www.worcesterhealth.org)

Rebecca L. Jones, RN, BSN, MSN  
Health Officer

## Memorandum

To: Non-Profit Temporary Food Service Facility Applicants

From: Edward Potetz, Director  
Environmental Health

Date: September 20, 2018

Re: Non-profit temporary food service operating license

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Enclosed is a Worcester County Temporary Food Service Operating License Application for a Non-profit Organization.

Please review the enclosed minimum operating standards and examples prior to submitting the required items:

1. Application for License to Operate a Non-profit Temporary Food Service Facility.
2. Complete Workers' Compensation form (see #5 on form)
3. Site plan and equipment list.
4. Food preparation procedure form.

Please return all the above items to the Worcester County Health Department, 13070 St. Martins's Neck Road, Bishopville, MD 21813. Completed applications must be received by this office prior to 10 business days in advance of the scheduled event. Your application must be received by 4:00 p.m. on

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If you have any questions, please call us at 410-352-3234. Our fax number is 410-352-3369.

Send application to: Worcester County Health Department  
13070 St. Martin's Neck Rd.  
Bishopville, MD 21813  
410-352-3234 or Fax# 410-352-3369

(No fee required for bonafide, nonprofit agency)

**APPLICATION FOR LICENSE TO OPERATE A NON-PROFIT TEMPORARY FOOD SERVICE FACILITY**

Application is hereby made to operate a temporary food facility in accordance with COMAR 10.15.03 Regulations Governing Food Service Facilities. Application and Workers Compensation must be received in this office prior to 10 business days before the event by 4:00 PM.

PLEASE PRINT OR TYPE

Organization Name \_\_\_\_\_ Non-Profit Tax ID # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Person(s) \_\_\_\_\_ Home# \_\_\_\_\_ Cell# \_\_\_\_\_ Fax# \_\_\_\_\_

Certified Operator(s) \_\_\_\_\_ ID#(s) \_\_\_\_\_

Dates of Operation \_\_\_\_\_ Hours of Operation \_\_\_\_\_

Name/Location of Event \_\_\_\_\_

**REFER TO MINIMUM OPERATING STANDARDS ON NEXT PAGE FOR CLARIFICATION OF ITEMS 1-21  
Please circle/fill in all items that apply. Bolded numbers correspond to operating standards.**

- 1. Location of food preparation (1)  
On-site      Licensed Facility  
Name of facility \_\_\_\_\_
- 2. Menu Items \_\_\_\_\_
- 3. Food Sources (grocery, retailer, etc.) \_\_\_\_\_ (2)
- 4. Means for transporting food to site (3)  
Refrigerated Truck      Cooler  
  
Refrigerator      Freezer
- 5. Means to maintain cold food temperatures (4 & 5)  
Refrigerator      Freezer      Cooler
- 6. Number of thermometers for food monitoring \_\_\_\_ (5)
- 7. Hot food holding unit    Yes    No      (5)  
  
Type: Steam table    Grill      Hot plate
- 8. Means to elevate food off the ground surface (6)  
Tables                  Racks                  Shelving
- 9. Means to protect exposed foods (7)  
  
Sneeze Guards          3ft. distance
- 10. Type of overhead protection provided (8)  
Tent                      Canopy                  Roof
- 11. Insect control measures    Fans    Screening    Other: \_\_\_\_\_ (9)
- 12. Type of light protector    Shatter-proof coating/Light shields/N/A (10)
- 13. Type of disposable gloves    Vinyl    Latex    Plastic (11)
- 14. Potable water source    Well                  Public Supply (12)
- 15. Size & type of hand washing container to be provided \_\_\_\_ gallons (13)
- 16. Size of container for collecting waste water \_\_\_\_\_ (13)
- 17. Size of 3 containers for washing, rinsing, and sanitizing \_\_\_\_ gallons  
Source of hot water \_\_\_\_\_ (14)
- 18. Type of Sanitizer \_\_\_\_\_ (14)  
(Test kit must be provided)
- 19. Ice supplier \_\_\_\_\_
- 20. Site Plan/Food Preparation Procedures Enclosed    Yes      No
- 21. Type of toilet facility    Temporary \_\_\_\_    Permanent \_\_\_\_  
  
Location \_\_\_\_\_ (17)

I understand that failure to comply with the attached minimum operating standards and COMAR 10.15.03 will result in the immediate suspension of the operating license and closure of the facility.

Print name \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Position \_\_\_\_\_

-----OFFICE USE ONLY-----

Approved by \_\_\_\_\_ Date \_\_\_\_\_



Worcester County

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STATEMENT OF WORKERS' COMPENSATION INSURANCE

Maryland Health-General Code Annotated Section 1-202 requires that before any license or permit be issued under the Health-General Article to an employer to engage in an activity in which the employer may employ any individual, the employer must file with the issuing authority a certificate of compliance with the State Workers' Compensation Laws indicating the employer's Workers' Compensation insurance policy or binder number. Waiver or certificate of compliance can be obtained by calling the Workers' Compensation Commission at (410) 864-5100.

CIRCLE the number of the option below which applies to you, provide the requested information, sign and date the form, and return it with the attached application. **(NOTE: License cannot be issued without completion of this form.)**

1. I have Workers' Compensation insurance.

Insurance Company \_\_\_\_\_

Policy/Binder No. \_\_\_\_\_

2. A waiver has been received from the Workers' Compensation Commission. (A COPY OF THE WAIVER MUST BE ATTACHED BEFORE A LICENSE WILL BE GRANTED.)

3. As provided by Maryland Annotated Code Article 101, I am exempt from having Workers' Compensation insurance. (Circle option a or b below.)

a. Attached is a copy of the certificate of compliance.

b. I have applied for a certificate of compliance from the Workers' Compensation Commission on \_\_\_\_\_ . Copy of certificate will be forwarded to Worcester County Office of Environmental Health upon receipt.

4. I am self-insured. Approval of self-insurance has been received from the Workers' Compensation Commission. (A COPY OF THE CERTIFICATE OF COMPLIANCE MUST BE ATTACHED BEFORE A LICENSE WILL BE GRANTED.)

5. I have no employees, therefore I am not required to carry Workers' Compensation insurance.

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE/TITLE

\_\_\_\_\_  
DATE

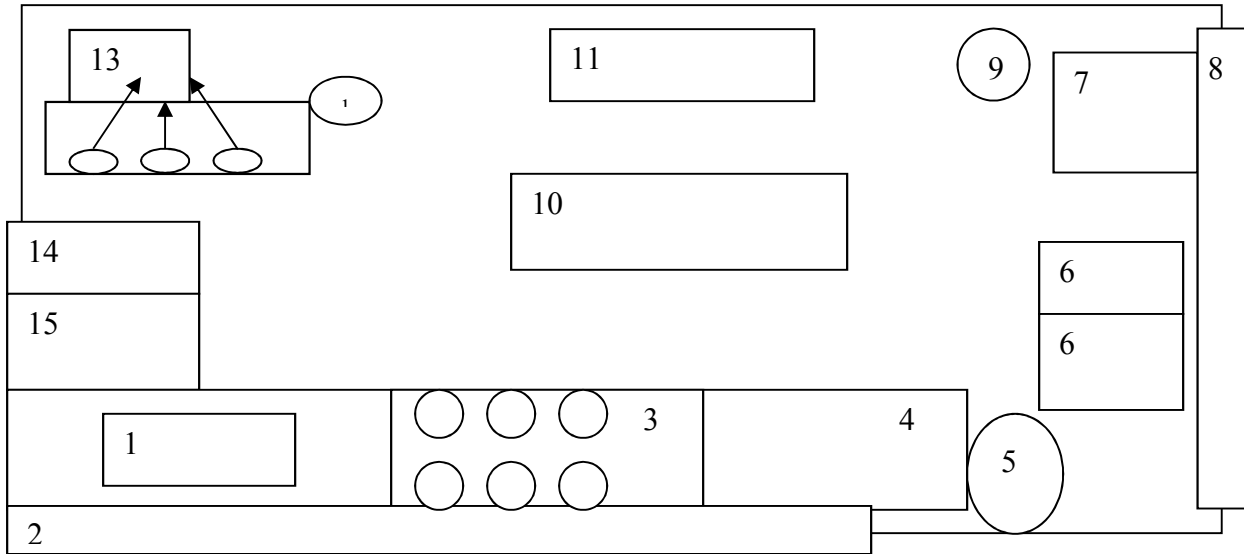
\_\_\_\_\_  
FACILITY NAME

\_\_\_\_\_  
TITLE

WCHD (rev) 11/05

**Site Plan**

**Example Example Example Example Example Example**



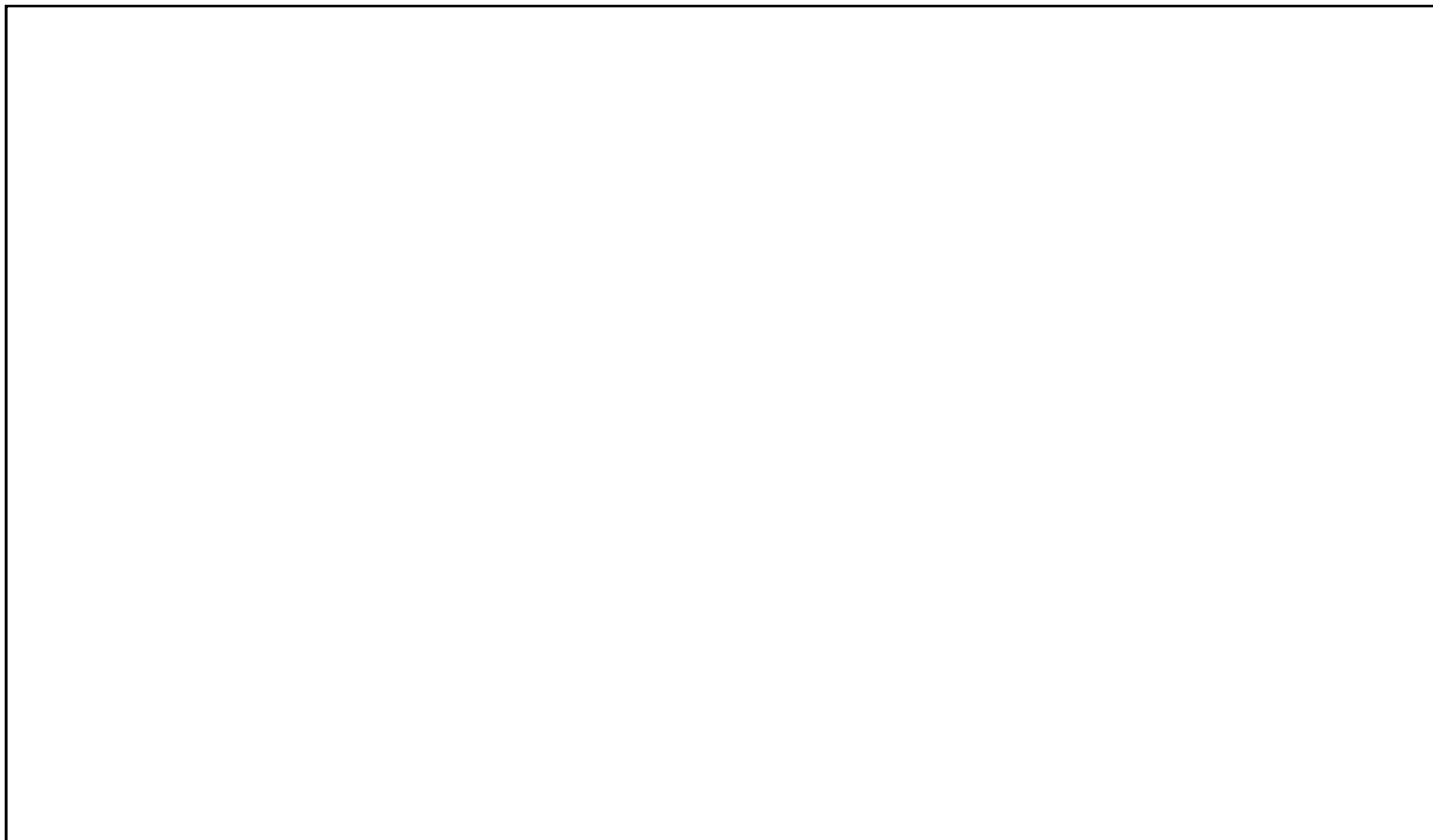
<u>Equipment List</u>	
1. Soda Machine	9. Trash Can
2. Sneeze Guard	10. Prep Table w/ Storage Below
3. Steam Table	11. Pizza Oven
4. Table w/ storage below	12. Hand Washing Station, w/ catch bucket below
5. Trash Can	13. Utensil Washing Station
6. Fryers	14. Chest Freezer
7. Grill	15. Refrigerator
8. Sneeze Guard	

**Food Preparation Examples**

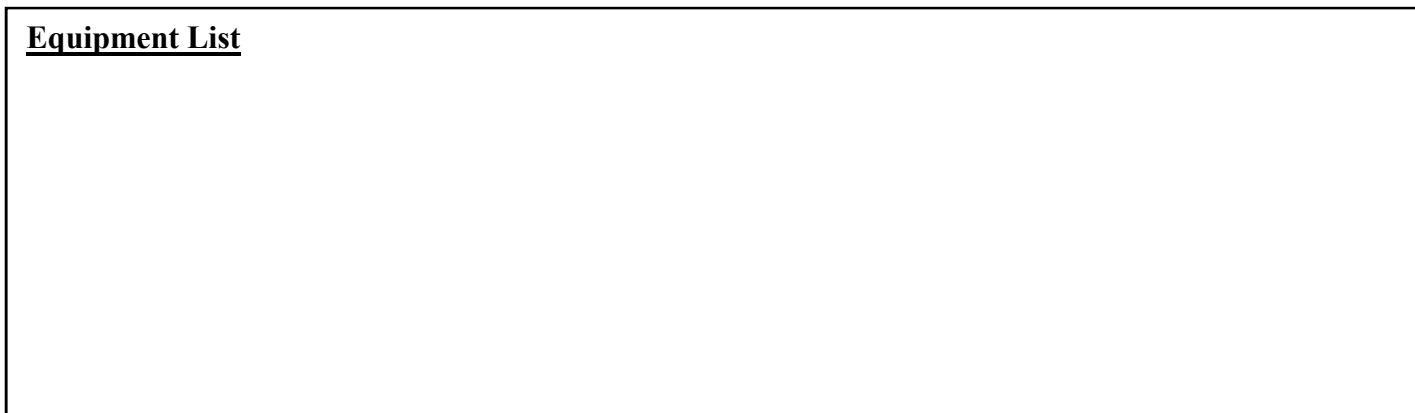
Food Item(s)	Source(s)	Food Preparation Procedures
Chicken	Bird Farm Poultry	1) Place additional ice in chicken box(es) or transfer chicken into cooler(s) covered by ice. 2) Place chicken on grill-cook-apply sauce. Continue to cook until the internal temperature reaches 165°F. 3) Hot hold chicken on grill at minimum of 140°F, serve.
Bake Beans/ String beans	ABC Bean Company Berlin	1) Open containers and add special flavoring. 2) Heat and hot hold at 140°F.
Spaghetti	Jones Grocery Store	1) Boil spaghetti to proper texture 2) Drain and cool spaghetti in refrigerator. (uncovered) 3) Combine all ingredients and cook to required temp. (145°F or 155°F) 4) Cool sauce in shallow pans in refrigerator (uncovered) 5) Reheat sauce to 165°F and hold at 140°F. 6) Reheat spaghetti to 165°F and combine with sauce.

**Site Plan**

**Site plan must include:** (all equipment, hand washing station, utensil washing station, dry goods storage, refrigeration and /or ice storage). **See Example.**



**Equipment List**



**\*\* Application will not be processed unless site plan is completed.\*\***

**Food Preparation Procedures**  
Briefly describe how food item(s) will be prepared, held and served

Food Item(s)	Source(s)	Food Preparations

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## **\*\*\* Minimum Operating Standards\*\*\***

1. All food must be prepared on site or in a licensed food service facility. Foods prepared at home are not approved for sale (exception: bake goods at approved bake sales).
2. Booths which sell/handle any shellstock (clams, soft-shell clams, oysters) or crabmeat must have proof of purchase on site in order to validate approved source. The above foods must be kept in their original containers until time of use. In addition, all unfrozen crabmeat must be maintained at a temperature below 41°F and pasteurized crabmeat must not exceed 38°F.
3. If refrigerators or freezers are utilized to transport food to the site, they must be under a continuous source of electrical power during transport. If coolers are utilized, they shall contain sufficient ice to maintain product temperature at 41°F or below. Temperatures are to be checked at least once per hour. Thermometers are to be placed in all refrigerators and coolers.
4. Approved mechanical refrigeration shall be provided for the storage of all potentially hazardous food during multi-day events. All refrigeration units and freezers must be connected to a continuous source of electrical power. Coolers with a sufficient supply of ice are approved for single day events and temporary storage of prep line food supplies. All coolers must have drain plugs. Coolers/ice chests shall not drain onto the ground surface. Drip pans must be provided.
5. All potentially hazardous food shall be maintained below 41°F or above 135°F at all times. All potentially hazardous food must be thawed under refrigeration or in approved coolers/ice chests with a sufficient supply of ice.
6. Food and food related items that are not stored in plastic containers or coolers shall be stored at least 6 inches off the ground surface. All exposed items (onions, potatoes, lettuce, etc.,) shall be elevated 18 inches off the ground.
7. All exposed food, prep areas, and equipment within 3 feet of the general public shall be protected by sneeze guards or shields.
8. All food preparation areas, food contact equipment, utensils, hand washing and utensil washing stations, and all food storage areas (including food containers, cups, etc.) shall be completely under cover.
9. The booths shall be free of flies and other insects.
10. Lights over food prep areas must be shielded or shatterproof.
11. Disposable gloves must be worn by all personnel who handle ready to eat foods. Hair shall be restrained and clean outer garments worn.
12. Water lines and hoses must be certified for drinking water (NSF#61).
13. Hand washing station must be conveniently located within the food prep area and provided with soap, paper towels and warm running water (ex. Picnic jug with tap and catch basin). (3 gallon minimum)
14. Three (3) compartment sink station shall be available to wash, rinse and sanitize utensils. The water shall be a minimum of 100°F for ware washing. (Fifty ppm sanitizing agent is equal to one teaspoon of bleach per gallon of water).

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15. Utensils used to handle/cut raw meat and seafood shall be washed, rinsed, and sanitized prior to use with cooked food items.
16. Meat slicers/knives/serving utensils etc. shall be cleaned and sanitized every 2 hours.
17. Toilet facilities must be provided for food workers during all hours of operation. These toilet facilities shall be conveniently located, properly supplied with toilet tissue and equipped with soap, paper towels and water under pressure for hand washing.
18. All condiments (i.e. onions, relish, mayonnaise, etc.) are to be dispensed from approved containers.
19. Wiping cloths are to be stored in a labeled container with a sanitizing solution of 50 ppm or more.
20. All food shall be stored in food grade containers/plastic bags. (Generally, trash bags are not food grade).
21. Food preparation in storage facilities (trucks) is strictly prohibited.

## **Do Not Return With Application**

\*\*\*Failure to comply with any of the above standards will result in the immediate suspension of the operating license and closure of facility\*\*\*