

Temporary Food License Application

Gallatin City-County Health Department
Environmental Health Services
215 W. Mendenhall Street, Bozeman, MT 57915
PH 406.582.3120 FAX 406.582.3128

- Non Profit (Exempt from licensing fees)
 - Establishments with 2 or fewer employees working at any one time (\$85.00 license fee)
 - Establishments with more than 2 employees working at any one time (\$115.00 license fee)
- **Make check payable to Gallatin City-County Health Department (GCCHD)

This application will serve as your license and **MUST** be posted at the location

Establishment Name _____

Licensee (Owner/Operator) Name _____

Licensee Mailing Address _____

City _____ State _____ Zip Code _____

Contact Telephone _____ Contact Fax _____

Name of Temporary Event _____

Event Physical Location _____ City _____

Dates of Operation _____ To _____ Total Days Operating _____
(Start Date) (Last Day)

Menu _____

I hereby certify that the information I have supplied above is true and correct.

Licensee Signature _____ Date _____

This section is to be completed and signed by the Local Health Authority Only!

Water Supply	Sewage Treatment
<input type="checkbox"/> Public, PWSID # _____	<input type="checkbox"/> City/Municipal _____
<input type="checkbox"/> Private, Test Results Satisfactory? Yes No	<input type="checkbox"/> Public, (non-municipal)
	<input type="checkbox"/> Private, Permit # _____

REQUIREMENTS / COMMENTS

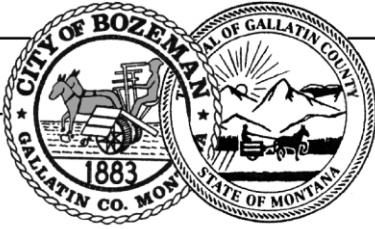
- Prepare and serve only the food approved on this application
- NO food preparation may be done at home
- All food must be prepared on site or in an approved licensed kitchen
- Foods from approved sources only
- Sanitizer and test kits must be available on-site
- Proper handwashing must be available for all food service workers
- Operate at the specified location for the dates shown above
- Follow requirements as specified by the local health authority
- License not valid unless approved and signed by the local health authority

License Limitations and Restrictions _____

This application and license is only for temporary food service establishments that operate at a fixed location for a period of not more than 21 days in conjunction with a single event or celebration.

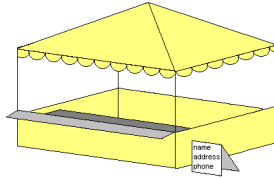
Signature of Regulatory Authority _____ Date _____
(Signature verifies compliance with applicable statutes and rules for this establishment)

Printed Name of Regulatory Authority _____ County _____



Gallatin City-County Health Department

Environmental Health Services
215 W. Mendenhall Rm 108
Bozeman, MT 59715-3478
(406) 582-3120



Temporary Event Guidelines

- Coordinated Event** More than 3 vendors at an event
Coordinator application and meeting required
- Single Event** Up to 3 vendors at an event

All vendors must possess either:

1. A current Montana Retail Food License (mobile or catering endorsement) OR
2. Temporary Event Food Service Permit

A temporary food service establishment is defined as a food service establishment that operates at a fixed location for a period of time of not more than fourteen (14) consecutive days in conjunction with a single event or celebration [ARM 37.110.203(76)].

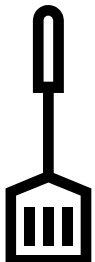
Please complete the **self-inspection** form on-site during the event and return to the Gallatin City-County Health Department, Environmental Health Services.

FOOD

- From approved sources only,
- Prepared in a licensed kitchen approved by GCCHD,
- Preparation on-site, other than simple assembly and cooking, is not permitted,
- Items such as turkey legs, chicken breast and chicken patties should be purchased pre-cooked.



UTENSILS AND EQUIPMENT



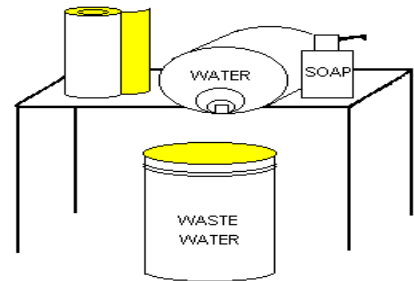
- Washed, rinsed, and sanitized daily in a 3-compartment sink at a licensed kitchen,
- Soiled utensils need to be changed every four (4) hours,
- NO on-site washing in tubs/basins,
- Serving utensils must be used whenever possible and must be stored in the product with the handle extended out of the food. Direct hand contact of foods must be minimized ,
- The use of clean food handler’s gloves is recommended. Gloves do not replace the need for hand washing.

STORAGE

- Only food grade containers may be used for food, ice, or drinks (No styrofoam allowed),
- Foods, utensils, equipments, and single-use items must be protected from dust, dirt, insects, and customers,
- All food products, equipment, paper products and utensils must be transported in clean, covered containers and stored at least 6” above the ground.

HANDWASHING

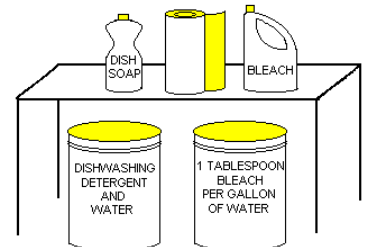
- Hands must be washed regularly,
- Temporary handwashing facilities must include:
 - Warm potable water from a free flowing source (i.e. Igloo cooler with spigot)
 - Soap
 - Wastewater catch basin
 - Single service towels



- Eating, drinking and smoking is prohibited within the food booth. Hands must be washed when changing tasks and upon return to work after leaving the booth,
- Hand sanitizer may NOT be used in place of handwashing!

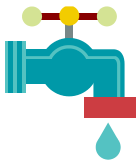
SANITIZING

- A sanitizing bucket must be in the booth at all times and must include:
 - Clean, warm water, with a residual of 100 ppm chlorine or 200 ppm quaternary ammonium
 - Wiping cloths
 - Approved sanitizer and test strips must be provided



*test strips can be obtained from restaurant supply or cleaning supply stores

WATER



- Public water supply required,
- A clean and sanitized food grade hose must be used when connecting to an approved potable water supply.

WASTE

- A clean trash receptacle with lid must be provided in the food booth and emptied as needed at a dumpster provided at event site,
- Liquid waste must be stored in a properly sized retention tank and disposed in an approved wastewater disposal system.



Complete and return the attached “Temporary Food License Application” to GCCHD, Environmental Health Services – 215 W. Mendenhall, #108, Bozeman, MT 59715

Gallatin City-County Health Department Hand Washing Plan

All food establishments must comply with and post a GCCHD Hand Washing Plan. The following GCCHD Hand Washing Plan requires that food handlers:

1. Have minimal bare hand food contact.
2. Are provided with a hand-sink with soap, fingernail brushes, and paper towels in a dispenser or a warm-air hand dryer, in the food preparation and dish washing areas:
3. Thoroughly wash their hands and the exposed portions of their arms with soap and warm water and dry them before starting food preparation [See Hand Washing Procedure], and also after:
 - a. Touching any soiled object, soiled surface, or soiled material, or soiled clothing;
 - b. Handling dirty dishes or equipment;
 - c. Touching or scratching any body part (ears, mouth, nose, hair, face or other parts);
 - d. Coughing, sneezing or using a handkerchief or facial tissue;
 - e. Using the restroom;
 - f. Handling raw food - particularly meat and poultry;
 - g. Cleaning, removing garbage, or storing supplies;
 - h. Smoking, eating, or drinking;
 - i. Returning to the kitchen from another area;
 - j. After engaging in other activities that contaminate the hands.
4. Do not wipe their soiled hands on clothing or aprons;
5. Keep their fingernails trimmed and clean, and hands and wrists free of loose jewelry;
6. Have clean clothing and use hair restraints.

Hand Washing - all food handlers must:

- clean hands and exposed portions of their arms with a cleaning compound
- rub hands and arms for at least 20 seconds
- thoroughly rinse with clean water.
- pay particular attention to the areas underneath the fingernails and between the fingers.
- keep hands and exposed portions of arms clean

Employee Hand Washing Verification

Organization _____ Date _____

Name of Temporary Event _____

By signature I certify that I understand and will comply with the **Hand Washing Plan**
(Refer to the Gallatin City-County Health Code Chapter 2)

Print Name	Employee Signature

**Gallatin City-County Health Department
Food Handler Health Requirements**

"Food Handler" means any person in the food preparation area of a Food Service Establishment who handles food, food containers, or food utensils, including owners, Persons-in-Charge, employees and volunteers.

A food handler may not handle food in a Food Service Establishment if they:

1. Are currently diagnosed or have been diagnosed within the last four (4) weeks with an illness due to any the following bacteria or viruses:
 - a. *Salmonella*,
 - b. *Shigella*,
 - c. *E. coli*,
 - d. Hepatitis A;
 - e. *Campylobacter*,
 - f. *Cryptosporidium*, or
 - g. *Giardia*.
2. Has symptoms associated with an acute gastrointestinal illness such as:
 - a. Diarrhea,
 - b. Fever
 - c. Vomiting
 - d. Jaundice, or
 - e. Sore throat with fever;
3. A lesion or sore containing pus such as a boil or infected wound that is open or draining and is:
 - a. On the hands or wrists, unless an impermeable cover such as a finger cot or stall protects the lesion and a single-use glove is worn over the impermeable cover,
 - b. On exposed portions of the arms, unless the lesion is protected by an impermeable cover, or,
 - c. On other parts of the body, unless the lesion is covered by a dry, durable, tight-fitting bandage;

If you have any of these diseases or symptoms

CONTACT YOUR SUPERVISOR BEFORE YOU START WORKING.

It may be illegal for you to work or handle food if you have any of these diseases or symptoms.

Your supervisor or the Person in Charge will notify the Gallatin City-County Health Department (582-3120). This information will be kept confidential as provided by Montana law.

People may become sick if they eat food prepared or handled by someone with these diseases or symptoms. If possible, you may be assigned other duties that do not involve food handling or preparation. The Gallatin City-County Health Department will make this decision.

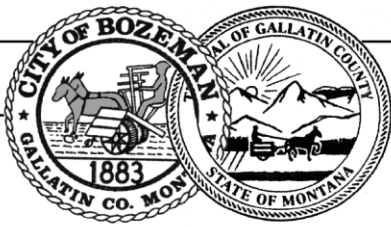
Employee Health Requirements Verification

Organization _____ Date _____

Name of Temporary Event _____

By signature I certify that I understand and will comply with the **Health Requirements**
(Refer to the Gallatin City-County Health Code Chapter 2)

Print Name	Employee Signature



Gallatin City-County Health Department

Environmental Health Services
215 W. Mendenhall #108, Bozeman ,MT 59715
(406)582-3120

TEMPORARY EVENT SELF-INSPECTION FORM

This form must be completed and available to Sanitarian upon request. All questions including logs of cooking and holding temperatures, as well as, sanitizing concentrations, should be filled out during operating times.

Event _____ Date (s) of event _____

Organization _____

Person in charge of booth? _____ Phone # _____

****After event mail a copy to** Environmental Health Services,
215 W. Mendenhall #108, Bozeman, MT 59715

Where does the food (including ice) come from? _____

How are you transporting it? _____

Are you preparing any food in a commercial kitchen? Where? _____

How is cooling ice and ice for consumption separated? _____

Have employees signed illness and handwashing forms? _____

Describe handwashing system, location and procedures _____

How are you limiting direct hand contact with food? _____

How do you clean and sanitize dishes, utensils and surfaces? _____

Type and strength of sanitizer? _____

How are foods being cooked to the required temperature? _____

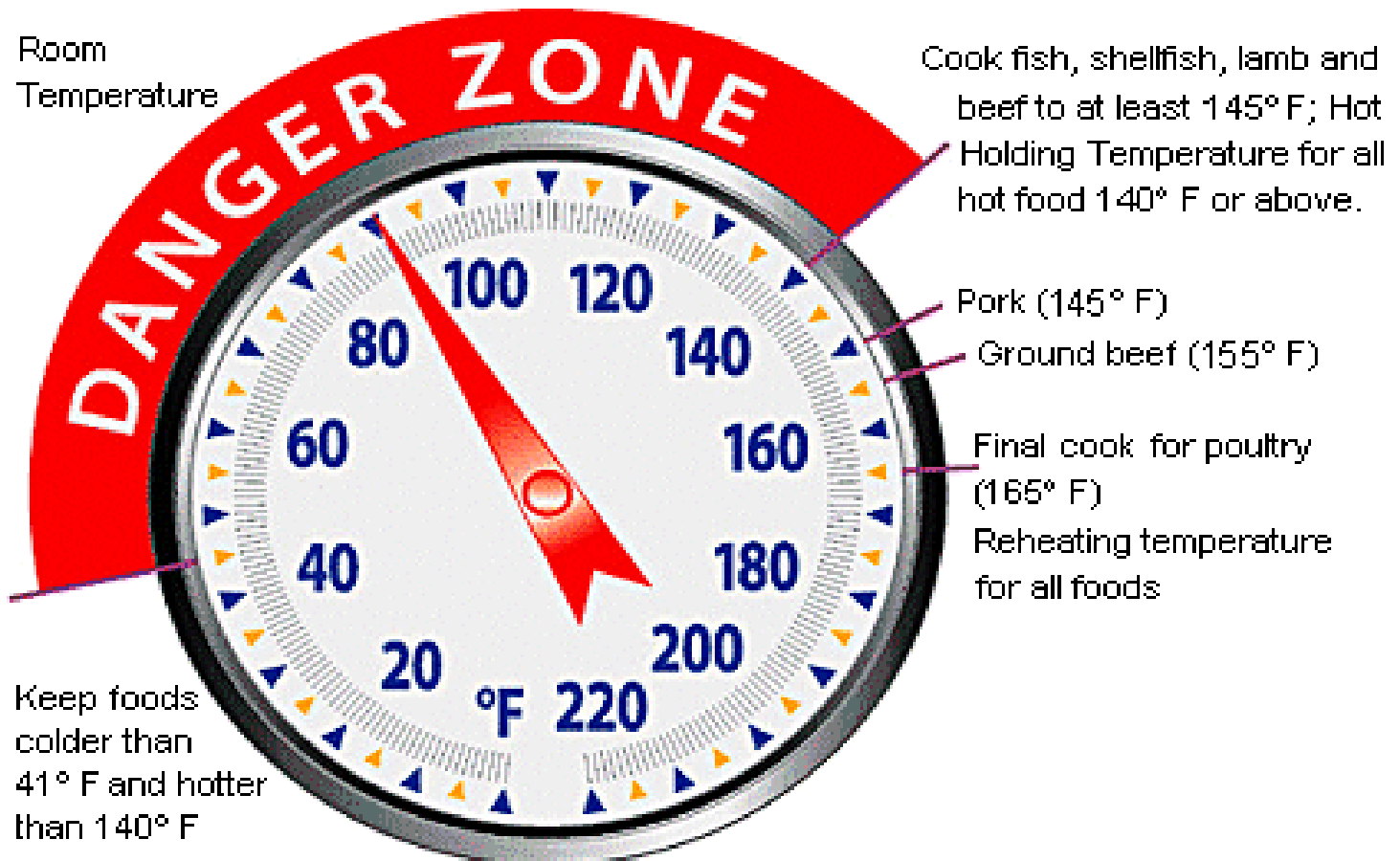
How are foods reheated to hot holding temperature? _____

Temperature Log					
<i>*Use a calibrated food thermometer to check temperatures*</i>					
Cooking Temperature			Holding Temperature		
Item	AM	PM	Item	AM	PM

Signature of person in charge _____ Date _____ Sanitarian _____ Date _____

Required Food Temperatures

Raw animal foods such as eggs, fish, poultry, meat, and foods containing these raw animal foods, must be cooked to heat internal parts of food using a calibrated thermometer.



Examples of potentially hazardous foods

- Milk and milk products
- Sliced melons
- Garlic-in-oil mixtures
- Beef, pork and lamb
- Poultry
- Shellfish, crustacean
- Fish
- Bean sprouts and raw seeds
- Baked or boiled potatoes
- Shell eggs
- Soy-protein products, including Tofu
- Cooked beans or other heat-treated plant foods
- Cooked rice

****If using 4-hour time limit as a food safety measure, foods must be discarded after time has elapsed****