



# MERRIMACK FIRE RESCUE

432 Daniel Webster Highway • Merrimack NH 03054 • (603) 420-1730

## HEALTH DIVISION

Public Health  
Prevent. Promote. Protect.



Merrimack Health Division

### TEMPORARY FOOD VENDOR APPLICATION

All temporary food vendors must complete this application to be submitted to the temporary event coordinator. Incomplete applications will not be processed.

Temporary Vendor: \_\_\_\_\_

Event/Location: \_\_\_\_\_

Vendor Address: \_\_\_\_\_ Operator/Applicant Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Temporary Vendor Facility Type:  Food Truck/Trailer  Food Cart  Food Booth/Tent

Temporary Food Operations:  Pre-packaged only  Pre-packaged & Sampling  Food Preparation

Food Operation Category: please select applicable category		
<input type="checkbox"/>	<b>Category 1:</b> <ul style="list-style-type: none"> <li>Food Sampling only</li> <li>Pre-packaged food only</li> <li>No on-site food preparation</li> </ul>	<b>Required Documents</b> <ul style="list-style-type: none"> <li>Review and sign Temporary Food Guideline checklist</li> <li>Attach a copy of menu or list of food products being sold</li> </ul>
<input type="checkbox"/>	<b>Category 2:</b> <ul style="list-style-type: none"> <li>On-site food preparation</li> <li>Menu items include open ready-to-eat products</li> <li>Food products require time/temperature control for safety (TCS Foods)</li> </ul>	<b>Required Documents</b> <ul style="list-style-type: none"> <li>Review and sign Temporary Food Guideline checklist</li> <li>Attach a copy of menu to be served at event</li> <li>Commissary agreement <b>OR</b> Current Food Establishment License</li> <li><b>Mobile Food Trucks:</b> Copy of Mobile Food Truck License</li> </ul>
<input type="checkbox"/>	<b>Exempt:</b> <ul style="list-style-type: none"> <li>Currently hold a valid Annual Temporary Vendor License with the Town of Merrimack</li> </ul>	<b>No additional documents required.</b>

#### Application Submission: The following must be submitted to the Temporary Food Event Coordinator:

- Completed Temporary Food Vendor Application
- All additional required documents which apply to your Category Type (as specified above)
- Temporary Food Event Guideline Checklist, reviewed and signed



Applicant Signature

Title

Date

Health Officer: Erin Olson Email: eolson@merrimacknh.gov Phone: (603) 420-1730 Address: 432 DW Highway, Merrimack NH



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### Temporary & Mobile Food Event Requirements and Guidelines

In order to ensure that safe and sanitary foods are served to the public, Temporary Food Licenses are issued on the following conditions

This checklist should be reviewed as a guide for pre-operational inspections of temporary & mobile food events	
<b>ADMINISTRATIVE</b>	
<input type="checkbox"/>	Your Temporary Vendor Permit must be conspicuously displayed on site.
<input type="checkbox"/>	<b>INSPECTION:</b> No food shall be sold or distributed until facility is inspected, unless the department determines that an inspection is not necessary. Facility must be ready to inspect 1 hour prior to the event start time, or the temporary food service license will not be issued. All systems, water, electricity, etc. must be ready at the time of inspection.
<b>PERSONEL</b>	
<input type="checkbox"/>	<b>PERSON IN CHARGE:</b> A designated staff person responsible for compliance with health code requirements must be on site and accessible during all hours of operation at the temporary event, and will be responsible for maintaining an accurate record of each food worker's assignments.
<input type="checkbox"/>	<b>HYGIENE:</b> Food service workers must maintain a high degree of personal cleanliness and must wear clean outer garments, aprons and effective hair restraints. <b>Smoking, drinking and eating are not allowed in the food preparation and service areas.</b> Unauthorized persons are not allowed in the food preparation and service areas. Food workers must not have any open cuts or sores.
<input type="checkbox"/>	<b>HEALTH:</b> No preparing, serving, or handling foods if you are sick with vomiting, diarrhea, a cold, or if you have been sick in the past 48 hours.
<input type="checkbox"/>	<b>BARE HAND CONTACT:</b> Employees preparing food may not contact exposed, ready-to-eat food with their bare hands and must use appropriate utensils such as single-use gloves, tongs, deli paper or dispensing equipment
<input type="checkbox"/>	<b>HANDWASHING:</b> Running warm water with liquid soap and disposable towels for hand washing must be available and set-up prior to food preparation. Bottled water with a pull-out spout is acceptable. Check with the Health Department for other acceptable methods. <b>Facilities that only offer food that is commercially prepackaged and distributed in original packaging do not require a hand washing set up.</b> Food service workers must wash their hands prior to entering food preparation and service areas, immediately before food preparation, after using toilets, smoking, drinking or eating and as often as necessary.
<b>FOOD AND UTENSIL STORAGE &amp; HANDLING</b>	
<input type="checkbox"/>	<b>FOOD:</b> All foods must come from an approved commercial source, according to local, state and federal codes. <b>FOODS MAY NOT BE PREPARED OR STORED IN HOME KITCHENS.</b> Foods must be either prepared on-site or obtained from a licensed source. Foods must be stored to prevent cross-contamination.
<input type="checkbox"/>	<b>WATER:</b> All water at the facility must be obtained from an APPROVED SOURCE. Adequate supplies of both hot and cold water must be provided. Hoses and water supply equipment carrying water must be constructed of approved food - grade materials and installed to preclude the backflow of contaminants into the water supply.
<input type="checkbox"/>	<b>ICE:</b> Ice used for consumption must be from an approved source and must not be used to cool food products or containers. Ice must be stored in an approved container, dispensed with a proper utensil and must be self-draining to remove accumulation of water.
<input type="checkbox"/>	<b>FOOD FOR SALE:</b> Only the food stipulated on your temporary food permit may be sold.
<input type="checkbox"/>	<b>THAWING:</b> Potentially hazardous food must be thawed either under refrigeration that maintains the food temperature at 41°F or less; completely submerged under running water at a temperature of 70°F or below; or as part of the cooking process.
<input type="checkbox"/>	<b>REHEATING FOR HOT HOLDING:</b> Potentially hazardous food that is cooked, cooled, and reheated for hot holding must be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds. Reheating must be done rapidly so that food is between 41°F and 165°F for less than 2 hours. Potentially hazardous foods must be discarded after 4 hours when held at hot holding temperatures.



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### FOOD AND UTENSIL STORAGE & HANDLING CONTINUED

<input type="checkbox"/>	<b><u>COLD STORAGE:</u></b> Refrigeration units shall be provided to keep potentially hazardous foods at 41°F or below. A cooler with sufficient ice or other means to maintain potentially hazardous foods at 41°F or below may be approved for the storage of small quantities of potentially hazardous foods. Unpackaged foods may not be stored in direct contact with un-drained ice.
<input type="checkbox"/>	<b><u>THERMOMETERS:</u></b> Each refrigeration unit shall have a thermometer to accurately measure the temperature of the unit. A metal stem food service thermometer shall be provided to check the internal temperatures of both hot and cold foods.
<input type="checkbox"/>	<b><u>PROTECTION FROM CUSTOMER CONTAMINATION:</u></b> All food must be protected from customer contamination by use of wrapped single serve items, food shields, or other effective barriers.
<input type="checkbox"/>	<b><u>WAREWASHING:</u></b> The minimum requirements for a utensil-washing set-up to wash/rinse/sanitize should consist of 3 basins, large enough to immerse utensils, potable hot water, and adequate wastewater disposal. A licensed facility may transport used utensils back to their facility, but should ensure a sufficient supply of utensils prior to the event's start-up time.
<input type="checkbox"/>	<b><u>FOOD STORAGE:</u></b> All foods, drinks, and condiments shall be handled and stored in manner that prevents contamination such as using clean covered containers at all times during display, storing equipment and food up off the ground (at least 6 inches), protected from sunlight to prevent temperature elevation, etc. Trash bags are not to be used for food storage.
<input type="checkbox"/>	<b><u>HOT STORAGE:</u></b> Hot food storage units must be used to keep PHFs at 135°F or above. Electrical equipment, propane stoves, grills, etc., must be capable of holding foods at 135°F or above. Crock-pots or other hot holding devices must not be used for re-heating of foods; they are only to be used for hot holding of foods at 135°F or above.
<input type="checkbox"/>	<b><u>UTENSIL STORAGE:</u></b> Food dispensing utensils must be stored in the food with their handles above the top of the food and container, clean and dry on a sanitized surface or under running water.
<input type="checkbox"/>	<b><u>FOOF HANDLING:</u></b> Single use Non-latex gloves or other approved protective equipment (tongs, deli tissue, other utensils, etc.) must be used when handling ready-to-eat foods.
<b>SANITATION</b>	
<input type="checkbox"/>	<b><u>SANITIZER:</u></b> Sanitizing solution at the proper concentration (chlorine solution at 50 ppm, quaternary ammonium compound at 200 ppm) in the form of a labeled spray bottle or labeled bucket must be available, monitored, and changed as needed. The solution must be used for cleaning food contact surfaces and utensils. Test strips must be available and used to verify sanitizer strength.
<input type="checkbox"/>	<b><u>TOXIC MATERIALS:</u></b> Poisonous or toxic materials must be properly labeled and stored so that they cannot contaminate food, equipment, utensils, single-service articles.
<input type="checkbox"/>	<b><u>TRASH:</u></b> Trash must be stored in leak proof, non-absorbent containers that must be kept covered with tight fitting lids. Trash must be removed as necessary to prevent a nuisance or health hazard. Grease must be disposed of properly
<input type="checkbox"/>	<b><u>WASTEWATER:</u></b> All wastewater and grey water must be disposed of in a sanitary sewer system. If a sanitary sewer system is not readily available, suitable storage devices must be provided
<input type="checkbox"/>	<b><u>EQUIPMENT:</u></b> All equipment, food service carts and displays, utensils, containers, etc. shall be in clean, sanitary condition. Pre-cleaned before set-up at the event.

*I have read and understand the Temporary Food Event Conditions. I agree to abide by them and understand that failure to do so will result in revocation of my Temporary Food Event Permit.*

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_