

FLOYD COUNTY HEALTH DEPARTMENT



1917 Bono Road
New Albany, Indiana 47150-4607
Telephone (812) 948-4726
Fax (812) 948-2208
www.floydcounty.in.gov

To: All Food Booth Vendors
From: Floyd County Health Department
Date: May 2021
Subject: Harvest Homecoming Food Booth Rules and Regulations

HARVEST HOMECOMING PERMIT: ACCEPTED JUNE 1ST- OCTOBER 1,2021

If the application and fee are submitted after Oct 1ST a late fee of 50% of the permit fee will be charged. Applications can be submitted in person or via mail. If you are mailing your application be sure to **include a self-addressed, stamped envelope** if you would like your permit to be mailed back to you.

ALL BUSINESSES INCLUDING NON-FOR PROFITS MUST GET A PERMIT IF THEY ARE PREPARING OR SELLING ANY FOOD ITEM. Please note, if booth is selling pre-packaged, non-potentially hazardous food items, a permit **will not** be required (i.e. bagged chips, candy, bottled soft drinks). Call FCHD if you have questions.

ALL BOOTHS SELLING POTENTIALLY HAZARDOUS FOOD MUST HAVE AT LEAST 1 CERTIFIED FOOD MANAGER. The certification must meet the requirements as laid out in Rule 410 IAC 7-22. The certified food manager test must be proctored to you; the test CANNOT be taken online. Louisville Metro Health Department's food safety course **is not accepted** in Indiana. **The certified food handler certificate must be submitted with the application. The original certificate must also be present in the booth during inspection.**

THE FACILITY WHERE THE FOOD IS PREPARED IS SUBJECT TO INSPECTION. Food must be prepared in a licensed and inspected kitchen. If the food is prepared in a facility not in Floyd County you must provide FCHD with a copy of the Facility's Permit, last inspection report, and approval letter stating your establishment can use their facility. *** This does not apply to not-for-profit organizations*.**

****NON-FOR PROFIT ORGANIZATIONS MUST PROVIDE THEIR TAX EXEMPT ID NUMBER ON THE APPLICATION OR THEY WILL BE CHARGED A PERMIT FEE.**

BE AWARE OF FOOD SECURITY. Secure all foods away from the public so that no foreign substances may be placed into the food without your knowledge, including condiments.

PLEASE REVIEW INCLUDED DOCUMENTS: requirements for temporary food establishments, a list of food handler certification exam providers, a list of foods that may or may not require a certified food handler, and list of top 10 common violations.

If you have any questions regarding the Harvest Homecoming food booth requirements, please contact the Environmental Department (812) 948-4726 options 2, 1.

Sincerely,

Dawn Stackhouse
Environmental Health Supervisor, FCHD

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Application for Harvest Homecoming Temporary Food Service Permit

Application Date: _____

Name of Business: _____

Owner(s) Name: _____

Address: _____ City _____ State ____ Zip _____

Phone: _____ Fax _____ Email: _____

Is Business a Non-for-Profit Organization (Please check one): _____ Yes _____ No

If yes, what is your tax-exempt i.d. number _____

Person in Charge: _____ Phone: _____ Email: _____

Certified Food Handler (Name/Number): _____ Phone _____

(Must include copy of certificate at time application is being submitted or permit will not be processed)

Date(s) of Event: _____ Hours of Operation: _____

Type of Structure: Trailer ____ Tent ____ Booth ____ Building ____ Other ____

Location of Stand: _____

Will Additional Storage Trailers be used for Food Storage/Single Service Items _____ YES _____ NO

If yes, list location (note: additional storage will also need to be inspected) _____

Food/Beverages to be sold _____

Location where food is prepared _____

Where is food/beverages stored prior to the event?: _____

(food cannot be prepared or stored at a personal residence)

Fees for Harvest Homecoming Temporary Food Service Permits are non-refundable. Fees for the permit are \$20.00 per day; \$100.00 maximum- for a maximum of 14 consecutive days

Permit fees are based upon the following Ordinances: Floyd County-2008-V, New Albany-G-08-06, Greenville-2008-T-84, and Georgetown-2008-G-0814.

Name of Owner _____ Signature of Owner _____

completed checklist on back of form

CHECKLIST

- Completed Application
- Certified Food Handler Certificate
- Permit and Last Inspection Report for Facility Where Food is Prepared
- Payment (cash or check is accepted via mail, if payment is made in the office credit/debit card payments are charged an additional fee)
- Self-addressed, stamped envelope

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To: All Food Booth Vendors
From: Floyd County Health Department
Date: May 2021
Subject: Common violations documented at Harvest Homecoming in 2019

LIST OF TOP 10 COMMON VIOLATIONS at Harvest Homecoming Festival

Below is a list of the top 10 most common violations documented from the booth inspections during the 2019 Harvest Homecoming Festival. In addition to reviewing the Temporary Checklist sheet that is provided with the Harvest Homecoming packet, please take time to review this list below and make sure to address these potential violations in your booth for the 2021 Harvest Homecoming festival. All booths selling/preparing food are required to abide by the sections of codes as listed in the Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24, which can be found at https://www.in.gov/fssa/files/410_iac_7-24_food_establishment.pdf. Below will be listed: the violation, the section of code that it corresponds with, and if the violation is critical (C) or non-critical(NC).

VIOLATIONS

#1- WATER TEMP AT HAND-WASHING SINK NOT 100°F/HANDWASH SINK W/ OUT FREE-FLOWING SPIGOT- section 342 NC. It is important the temperature of the water at your hand-washing sink be at a minimum of 100°F, but also not be too hot to prevent proper handwashing. A hand-washing sink needs to provide a free-flow of water for handwashing at a temporary event. If your booth is using a water cooler or some other device where you have to push a button or hold a button down to dispense water, this is **not acceptable**. The person washing their hands would be able to properly clean one hand, but would re-contaminate that clean hand when washing their other hand, as they would have to push the “contaminated” button to dispense the water.

#2 SANITIZER CONCENTRATION- section 294 C or 443 C. It is important to remember that whatever type of sanitizer your booth chooses to use per the food code, it has the proper concentration when sanitizing equipment or surfaces. Please review this section of food code and make sure your facility is mixing and using the sanitizing chemical per manufacturer’s recommendations and the food code.

#3 INTERNAL FOOD TEMPERATURES- section 187 C. Please ensure your booth is maintaining proper, internal food temperatures for potentially hazardous food at all times. Hot food shall be maintained at 135°F or above, and cold food shall be 41°F or below.

#4 WIPING CLOTHES- section 245 NC. Wet, wiping clothes should be stored in a sanitizing solution when not in use and not allowed to air dry, as this could allow for bacterial growth.

#5 FOOD STORAGE- section 177 NC. Please remember to not store food products directly on the ground or street, as they must be stored at a minimum of 6 inches off the ground. Also make sure to keep food products covered when not in use.

#6 NO TEST STRIPS/IMPROPER TEST STIPS- section 291 NC. Your booth must have the proper test strips to measure whatever type of chemical sanitizer you choose to use for sanitizing equipment, utensils, and surfaces. Whether you choose chlorine or quaternary ammonia, two of the more common sanitizers, please make sure you have test strips to measure the concentration and make sure they are the correct tests strips for your sanitizer.

#7 NO THERMOMETER FOR MEASURING AIR TEMPERATURE IN EQUIPMENT- section 256 NC. Your booth must have a thermometer in each refrigerator or cooler at the time of the inspection, so we can determine the equipment is maintaining proper temperatures for holding the food.

#8 WHERE TO WASH HANDS- section 130 NC. Please make sure all employees wash their hands in a sink that is designated for “hand-washing” only.

#9 PROPER HAIR RESTRAINT- section 138 NC. Please ensure all food employees in your booth are wearing proper hair restraints such as hats, hair nets, beard restraints, etc to prevent hair from contacting exposed food, equipment, and single service articles.

#10- LABELING CONTAINERS- section 174 NC. Please make sure all food that is removed from its original container and put in working containers is properly labeled.

If you have any questions, please feel free to contact our department at 812-948-4726, option 2, then option 1.

Sincerely,

A handwritten signature in black ink that reads "Dawn Stackhouse". The signature is written in a cursive, flowing style.

Dawn Stackhouse
Environmental Supervisor, FCHD

Temporary Food Establishment Checklist

Floyd County Health Department • 1917 Bono Road • New Albany, IN 47150
Phone: (812) 948-4726 Fax: (812) 948-2208 www.floydcountyhealth.org

Use this Temporary Food Establishment Checklist to ensure your facility will have all of the necessary equipment and supplies in order to properly operate at the intended event(s). Compliance with all applicable sections of 410 IAC 7-24 is required. ("Sec" or "Section" refers to Sections in 410 IAC 7-24).

FOOD AND WATER SOURCES:

- All food and water must be obtained from sources complying with applicable state and local laws and regulations. If requested, paperwork must be provided indicating the source(s) for all food and water products. If well water is utilized, proper paperwork regarding testing must be provided. (Sec. 142-160 and 320-328)
- All food must be safe, unadulterated, honestly presented, and properly labeled as applicable. (Sec. 140, 139 and 146)
- No homemade or home-canned foods or foods that have been stored in a home are allowed to be used. (Sec. 142)
- All foods requiring preparation/processing, must be prepared/processed on-site unless they have been prepared in another licensed establishment and properly transported.

FOOD PREPARATION and HANDLING:

- Any booth selling potentially hazardous food must have a Certified food handler: If more than one (1) food establishment operated by the same individual is located on the same property or on contiguous properties, only one (1) certified food handler is required for the food establishment. The name and proof of certification must be made available upon request. If the establishment is exempt from 410 IAC 7-22, then all requirements in 410 IAC 7-24 Section 118 must be met.
- All potentially hazardous foods requiring refrigeration must be held at 41°F or below (or 45°F or below as detailed in Section 187) at all times. Stored frozen foods shall be maintained frozen and should be stored at 0°F. (Sec. 197)
- All potentially hazardous food requiring hot-holding must be held at 135°F or above at all times. (Sec. 187)
- All potentially hazardous food requiring cooling must be cooled from 135°F down to 70°F within two (2) hours and from 70°F down to 41°F or below (or 45°F or below as detailed in Section 187) within an additional four (4) hours. The entire cooling process must be completed within six (6) continuous hours. (Sec. 189 and 190)
- All potentially hazardous food requiring reheating must be rapidly reheated to 165°F within two (2) hours. (Sec. 188)
- All potentially hazardous food requiring thawing must be thawed in accordance with Section 199.
- All food products must be cooked to the proper internal food temperatures as detailed in Sections 182-197.
- Proper cooking equipment must be used to reheat foods. Hot-holding equipment cannot be used for this purpose.
- A properly calibrated stem-type thermometer must be provided for monitoring internal food temperatures. (Sec. 235, 254 and 257)

FOOD PROTECTION:

- Proper utensils (such as spoons, forks, tongs, spatulas, single-use gloves, deli tissue, etc.) must be used to handle open ready-to-eat food products. **Bare hand contact with these foods is not permitted.** ("Ready-to-eat" means no further washing, cooking, or additional preparation steps will take place before it is served.) (Sec. 171)
- Food products must be protected from potential contamination by consumers (or the environment) during all times of storage, preparation, and service. (Sec. 179, 181, 203 and 204)
- Overhead protection must be provided over all food and beverage service, preparation, storage, warewashing and handwashing areas. With regard to whether overhead protection is required above cooking/grilling units, local and/or state fire codes should be applied. (Sec. 179, 204, 427)
- All food and beverage products, ice, utensils, single-service and single-use items, dishes, equipment, and handwashing and warewashing facilities must be stored up off the floor/ground at least six (6) inches at all times. (Sec. 177, 239 and 244)
- Condiments must be protected from contamination by being kept in dispensers that are designed to provide protection, protected food displays provided with proper utensils, original containers designed for dispensing, or individual packages or portions. Proper temperatures must be maintained at all times. (Sec. 179-180, 187)

UTENSILS/DISHWARE:

- Only single-service/use eating and drinking utensils/dishware may be provided for use by the consumer. No re-use of these items is permitted. (Sec. 249)
- The single-service/use utensils must be placed in a container with the handles facing up and the eating surface protected from touching or contamination – or they must be individually packaged. (Sec. 250)
- Straws and toothpicks must either be individually wrapped or individually dispensed. (Sec. 250)

ICE USE:

- Ice**, which is to be consumed, **must come from an approved source and be properly labeled.**(Sec. 146 and 169)
- Ice must be kept in closed/covered containers and dispensed with ice scoops or proper utensils that are properly stored and used. To prevent cross-contamination, ice bags cannot be dropped onto the ground to break up the ice.
- Ice for consumption may not be used for storage of food or beverage products.** (Sec. 170)
- Storage of open food in contact with ice is prohibited.** (Sec. 176)
- Packaged food may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, or container. (Sec. 176)
- If ice is the principal means of refrigeration, it must be done in such a way so that the ice is constantly draining** (into a proper area; not onto the ground). (Sec. 176, 380)

HANDWASHING FACILITIES:

- At least one (1) conveniently located handwashing facility must be available for employee handwashing at all times** in/at each unit. If food preparation takes place outside of the main unit, a separate handwashing facility must be provided at that location. (Sec. 128, 130, 343-345)
- The handwashing facility must consist of, at least, warm running water, hand soap, individual paper towels, a container to catch the wastewater, and a waste paper container. If a sink is not available, "running" can mean a large thermos, urn, or container in which warm water is held and dispensed via free-flowing spigot while handwashing. (342, 346-349)
- Employees must wash their hands at all necessary times during food preparation and service. (Sec. 129)
- Employees may not use only hand sanitizer.** Hands must be properly washed

DISHWASHING FACILITIES:

- Facilities must have provisions available to wash, rinse, and sanitize all multi-use utensils, dishware, and equipment used for food preparation and service. (Sec. 270, 289, 291-292, 342)
- If any of the above items are taken off the premises for washing, they must be properly cleaned and sanitized in a licensed food establishment.
- Proper sanitizer (*via heat or chemical means*) must be provided AND used in/at each unit. (Sec. 248-320, 342)
- If chemical sanitizer is used, a proper test kit must be provided AND used in/at each unit. (Sec. 291)
- Manual dishwashing should be set up to operate in the following sequence: **WASH** (soapy water with 110° water temperature), **RINSE** (warm, clean water), **SANITIZE** (via heat or chemical), and **AIR DRY**. (Sec. 270, 273, 304)
- If chemical sanitizer is used, the sanitizing solution must be maintained at the proper concentrations as follows (*as detailed in Section 294 or in accordance with the Code of Federal Regulations and the manufacturer's directions*): **CHLORINE** (25-100pm-concentration based upon water temperature), **QUATERNARY AMMONIA** (200ppm), or **IODINE** (12.5-25ppm).
- All chemical sanitizers must be labeled *in accordance with Sections 437 and 443*.

WATER AND WASTEWATER FACILITIES:

- All water lines to each unit must be protected by a proper backflow/back-siphonage prevention device (or by proper air break or air gap). (Sec. 334-336, 338, 377)
- If used in continuous flow situations, a proper device approved for that use must be provided, installed, and used in accordance with the manufacturer's specifications. (Sec. 336)
- A sufficient supply of drinking water must be supplied for all necessary purposes (handwashing, dishwashing, sanitizing, food preparation, etc.) at all times in/at each unit. (Sec. 329, 330, 332)
- All water hoses must meet the requirements detailed in 410 IAC 7-24 for use with drinking water. (Sec. 364)
- All liquid waste must be disposed of in a sanitary manner in accordance with all applicable federal, state and local requirements. (Sec. 374-376, 379-380)

WIPING CLOTHS:

- *In between uses, wet wiping cloths must be properly stored in sanitizer solution* that is maintained in accordance with *Section 294*.
- To prevent cross-contamination, wet or dry wiping cloths shall be kept separate from cloths used for other purposes (1) wiping cloths used for raw animal food spills/clean-up, (2) wiping cloths used for other food spills/clean-up, and (3) wiping cloths used for general cleaning. (Sec. 245)

HYGIENE and PERSONAL CLEANLINESS:

- **NO smoking, eating or drinking** (except from a covered container that is stored and utilized properly) is permitted in any food preparation or service area. (Sec. 136)
- **Clothing** must be kept clean and **not used to wipe hands**. (Sec. 128, 135)
- **Proper and effective hair restraints** must be provided and worn by all persons preparing or serving food. *Examples include: hairnets, visors (if effective), hats, scarves, etc.* (Sec. 138)
- Beards must also be restrained with a beard snood or other means. (Sec. 138)
- Proper exclusions and restrictions must be placed on ill employees in accordance with Sections 120-127.
- **Proper handwashing must be conducted** at the following times or after any activity during which the hands may have become contaminated: before beginning work; after handling raw animal foods; after handling money; before putting on and after removing single-use gloves; after sneezing, coughing, touching the face, body parts, or hair; after using the restroom; after taking out the trash, etc. (Sec. 129)

- While preparing foods, employees may not wear jewelry on their arms and hands. An exception would be the wearing of a plain ring, such as a wedding band. (Sec. 134)

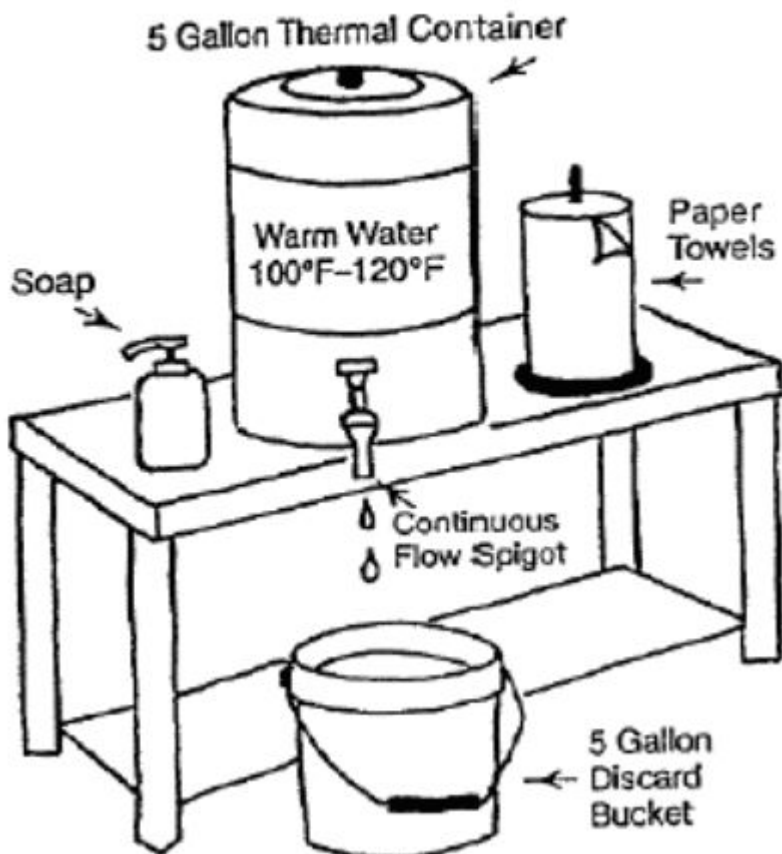
INSECT CONTROL, TRASH & REFUSE, LIGHTING, and FACILITY SURFACES :

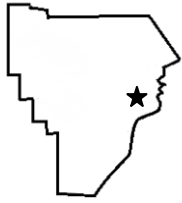
- If pests are present, effective air curtains, screening, fans, and/or tight-fitting & self-closing entry doors must be provided and used for insect control in/at each unit. (Sec. 412-413, 415-416)
- Adequate trash/refuse/garbage facilities must be provided at the event and emptied at an adequate frequency. Grease must be disposed in a manner approved by law. (Sec. 381-386 and 388-398)
- Adequate lighting must be provided and kept properly shielded/protected. (Sec. 410-411)
- Floors, walls, and ceilings must meet the minimum requirements described in Sections 362 and 364. Walls and ceilings must protect the interior from weather, windblown dust and debris, and insects or other animals. They must be weather resistant and comply with the law (for example, regarding screen size and fire retardancy). If floor is dirt, gravel or grass, it must be covered with mats (no carpet), duckboards, or removable platforms.

POISONOUS/TOXIC MATERIALS

- Containers of poisonous or toxic materials and personal care items shall bear a legible manufacturer’s label. (Sec. 437)
- Working Containers used for storing poisonous or toxic materials, such as cleaners and sanitizers taken from bulk supplies, shall be clearly and individually identified with the common name of the material. (Sec. 438)
- Poisonous or toxic materials shall be stored so they cannot contaminate food, equipment, utensils, linens, and single-service and single-use articles. (Sec. 439)
- Poisonous or toxic materials shall be used according to the manufacturer’s labeling instructions that state that use is allowed in a retail food establishment. (Sec. 441)
- A container previously used to store poisonous or toxic materials may not be used to store, transport, or dispense food. (Sec. 442)

Proper Hand Wash Station





FLOYD COUNTY HEALTH DEPARTMENT

1917 BONO ROAD • NEW ALBANY, INDIANA 47150

PHONE (812) 948-4726 • FAX (812) 948-2208

WEBSITE: WWW.FLOYDCOUNTYHEALTH.ORG

Office Hours: Monday – Friday, 8:00 AM – 4:00 PM

The following is a list of food items that will or will not require a certified food handler at a temporary event.

EXEMPT FOOD ITEMS	NON-EXEMPT FOOD ITEMS
<ul style="list-style-type: none"> ❖ Heating or serving precooked foods ❖ Any prepackaged food sold in its original package, either potentially or non-potentially hazardous ❖ Popcorn, kettle corn, caramel corn, and chips ❖ Shaved ice products and ice ❖ Cotton candy, elephant ears & funnel cakes ❖ Continental breakfast items (i.e., rolls, coffee, juice, milk, cold cereal) ❖ Pretzels with open dips (i.e., cheese and marinara that are pre-manufactured) ❖ Roasting and grinding of coffee beans ❖ Deli's that only serve pre-sliced meat and cheese ❖ Deli's serving pre-manufactured salads (i.e., potato and macaroni salads) ❖ Baked goods (i.e., bread, doughnuts, rolls, cookies) ❖ Confectionaries (i.e., candy, jams, jellies) ❖ Any non-potentially hazardous beverages (i.e., slushies, wine, beer, soft drinks) ❖ Spices and dry rubs ❖ Vegetables, fruit and herbs (i.e., produce stands not cutting melons) ❖ Hot dogs with simple condiments (i.e., ketchup, mustard, relish) ❖ Canned soups, sauces, and dips ❖ Waffles and pancakes, syrup ❖ Honey, maple syrup ❖ Air-cooled hard boiled eggs 	<ul style="list-style-type: none"> ❖ Ice cream not packaged ❖ Unpackaged drinks/beverages that are composed of potentially hazardous food ingredients (i.e., milk shakes, coffee and smoothie drinks made with dairy products) ❖ Cooking raw meat products (i.e., hamburgers, chicken, sausage, bacon, steaks, pork) ❖ Potentially hazardous food handling (i.e., meat cutting rooms, deli's slicing meat and cheeses) ❖ Cream pies made from scratch ❖ Soups and gravies made onsite with potentially hazardous foods ❖ Eggs prepared onsite ❖ Sandwiches prepared onsite with potentially hazardous foods ❖ Dipping sauces prepared onsite with potentially hazardous foods ❖ Processed foods prepared onsite (i.e., such as acidified, low acid canned, smoked and garlic and oil mixtures) ❖ Other foods prepared onsite with potentially hazardous foods (i.e., tacos, salads, egg rolls) ❖ Hot dogs and nachos prepared onsite with potentially hazardous food toppings ❖ Cutting of melons and raw seed sprouts ❖ Seafood (i.e., fish, crustaceans, molluscan shellfish)

This is not an all-inclusive list and it is subject to change whenever further interpretations become available.

Food Handler Certification Examination and Training Program

Providers The following organizations offer nationally accredited food safety certification programs and examinations utilizing the American National Standards Institute (ANSI).

<p style="text-align: center;">ServSafe® Indiana Restaurant Association (National Restaurant Association) 200 South Meridian Street, Suite 350 Indianapolis, IN 46225 PH: (317) 673-4211 or 800 678-1957 FAX: (317) 673-4210 http://www.inrla.org/?page=ServSafeTraining ServSafe® Training and Exam Certificate replacements at http://www.servsafe.com/ or 800-765-2122 Check exam results</p>
<p style="text-align: center;">The National Registry of Food Safety Professionals® A Division of Environmental Health Testing, LLC. 7680 Universal Blvd., Suite 550 Orlando, FL 32819 PH: (407) 352-3830 Toll Free 1-800-446-0257 Internet: http://www.nrfsp.com/ Email: info@nrfsp.com or customer.service@nrfsp.com Food Safety Manager Certification</p>
<p style="text-align: center;">Prometric 1260 Energy Park Drive St. Paul, MN 55108 PH: (800) 786-3926 Internet: http://www.prometric.com/foodsafety/default.htm Certified Professional Food Manager® Certification lasts for 5 years</p>
<p style="text-align: center;">360training.com, Inc. 13801 Burnet Road, Suite 100 Austin, TX 78727 PH: (888) 360-TRNG (8764) Website: http://www.learn2serve.com/food-manager-certification Email: dini.nash@360training.com National Food Protection Manager Exam</p>