



TEMPORARY FOOD PERMIT APPLICATION INSTRUCTION SHEET

- A. Applications must be received at least 5 working days prior to the event.
- Events such as bake sales and distribution of prepackaged non-perishables such as cookies, pop tarts, and etc., do not require a permit or inspection.
 - Events requiring permits and inspection involve food being obtained from outside vendors and **SOLD** (so as to confirm proper storage before and during distribution) and food being prepared on/off campus by students or staff to be **SOLD** on campus grounds (such as grilling food on the quad). Food events where food items are being offered to the public free of charge may not require a temporary food event permit.
 - Vendors or establishments with a current McLean County food service permit may not need to obtain an ISU Temporary Food Event Permit.
- B. Application must be read thorough and filled out completely to avoid complications with processing.
- C. Name and phone number of the person(s) supervising the temporary food facility must be included with the application. **It is very important that a telephone number is included where a representative can be reached or contacted between 8:00 am and 4:30 pm Monday – Friday.** Upon receipt of the Temporary Food Permit Application, a representative of the ISU Office of Environmental Health and Safety will contact the individual listed in part 4 of the application.
- D. Each point on the Temporary Food Checklist, beginning on the bottom of page 2, must be read thoroughly. Please initial on the line provided to the right of each statement after it is read and understood. A representative from the ISU Office of Environmental Health and Safety is available to discuss these points with you prior to the temporary food event if necessary.

- E. Included at the end of this packet is an example of a temporary hand washing station and a temporary food booth layout. The booth layout example is intended only as a guide when setting up or designing your booth.
- F. All requirements must be met prior to the issuance of the temporary food permit. Failure to comply with Illinois Department of Public Health Food Code will result in the suspension or revocation of the temporary food permit.
- G. ***Prohibited items** - (when not purchased by an approved outside source)
- No custard, cream or pudding based pies such as banana, chocolate, vanilla, pumpkin and/or meringues.
 - No home canned food or condiments such as BBQ, salsa, salad dressings, jams, jells, pickled items, vegetables, etc...
 - No homemade cheeses or yogurt.
 - No meat from wild game or unapproved sources; meaning that a person or persons cannot sell meat that was caught or hunted in the wild. Additionally, all meat must come from locally or federally approved sources such as licensed butcher shops or grocery stores.
 - No pre-diced or pre-washed produce, meaning all vegetables and fruits must be prepared onsite and kept cold or hot.
 - No turnover food for multi day events or leftovers from home; meaning that if a permit is provided for an event lasting more than one day, any extra food must be disposed of properly and not reused for the next day of sales.

***Please note that these items are prohibited due to potential health risks associated with ingredients or preparation.**

- H. Please mail the completed application to I SU EHS or email to sysevenvironmental@exchange.ilstu.edu.

Illinois State University
 Temporary Food Service Permit Application

ISU Environmental Health and Safety 202 Nelson Smith Building Campus Box 1320 Normal, IL 61790-1320 Ph: (309) 438-8325 Fax: (309) 438-3086 Website: www.ehs.ilstu.edu Email: sysenvironmental@exchange.ilstu.edu	FOR OFFICE USE ONLY App. Approved _____ Permit# _____ Permit To Be Delivered _____ Picked Up _____ Mailed _____
---	--

APPLICATION MUST BE RECEIVED AT LEAST **5 WORKING DAYS** PRIOR TO EVENT

1. Name of Organization: _____
 Address: _____
 City: _____ State: _____ Zip: _____

2. Name Of Special Event or Celebration: _____
 Location(s) of Food Preparation: _____

 Location(s) of Food Service: _____

 Date(s) of Food Service: _____
 Time(s) of Food Service: _____
 Approximate Time Food Service will be set up and ready for operation: _____

3. Please indicate the type of environment for the temporary foodservice Facilities (check one):
 INDOOR OUTDOOR MOBILE FOOD TRAILER

4. **The representative listed in this section must be an individual who will be in charge or will be supervising this temporary food facility.** If it is needed for the permit to be mailed it will be sent to the address given below. Note: this address will not be used for any other purpose than official uses only.

Name of Representative Supervising Temporary Food Service: _____
 Mailing Address: _____
 City: _____ State: _____ ZIP: _____
 Home Phone: _____ Day time Phone: _____

5. Please complete the table and check list on the following pages. Then sign and date the application.

- Proper cold (<41°F) and hot (>135°F) holding temperatures must be maintained during transportation. _____
- A metal-stemmed thermometer must be provided ranging from 0°F-220°F for monitoring internal cooking and holding temperatures. Thermometer must be accurate to +/- 2°F. _____
- Hand washing facilities must be provided including a hands free flowing type container with spout, warm water, liquid soap, single use/disposable paper towels, and a container for catching waste water. Avoid direct hand contact with ready-to-eat foods by providing gloves, tongs, deli tissue, hand sanitizer, etc. _____
- An approved water source must be provided. _____
- Dishwashing facilities may be required such as a 3 basin set up to wash, rinse, and sanitize equipment and utensils. Sanitizer concentration must be 50ppm chlorine or equivalent (approximately 1 tablespoon or capful of bleach per gallon of water). _____
- Wiping cloth bucket must be provided with 100ppm chlorine concentration or equivalent to sanitize all food contact surfaces (this packet contains instructions to determine sanitizer concentration). _____
- All liquid wastewater must be disposed of into public sewers or in a manner approved by the Dept. of Environmental Health & Safety. Adequate waste receptacles must be provided. _____
- All temporary food stands must be provided an overhead cover to protect the interior of the stand from the weather. Covers must be provided over all cooking equipment. A physical separation between food preparation and customers must be provided, such as a sneeze guard. _____
- Effective hair restraints must be provided and used by all employees (i.e. hats, hairnets, etc.). Only single-service utensils shall be used (forks, knives, spoons, cups, and plates) and shall be stored and dispensed in a way to prevent contamination. _____
- Condiments (i.e. sugar, sauces, etc.) must be dispensed from approved, covered containers or single-serve packets (i.e. pump dispenser, “squeeze” type bottle, containers with self closing lids, etc.). _____

NOTE: Any question about this check list can be directed to ISU Environmental Health Officer Adam McCrary (309) 438-8039 or ISU Sanitarian Christy Bazan (309) 438-7122.

I certify that I have reviewed this permit application and completed it to the best of my knowledge. I agree to be onsite at the time of the event and will comply with all the rules and regulations of the ISU Office of Environmental Health and Safety's Revised Code for Food Service and the Illinois Department of Public Health Food Code.

Signature of Representative Submitting Application

Date

FOR EHS OFFICE USE ONLY

Application Received By:

Application Approved: Yes No

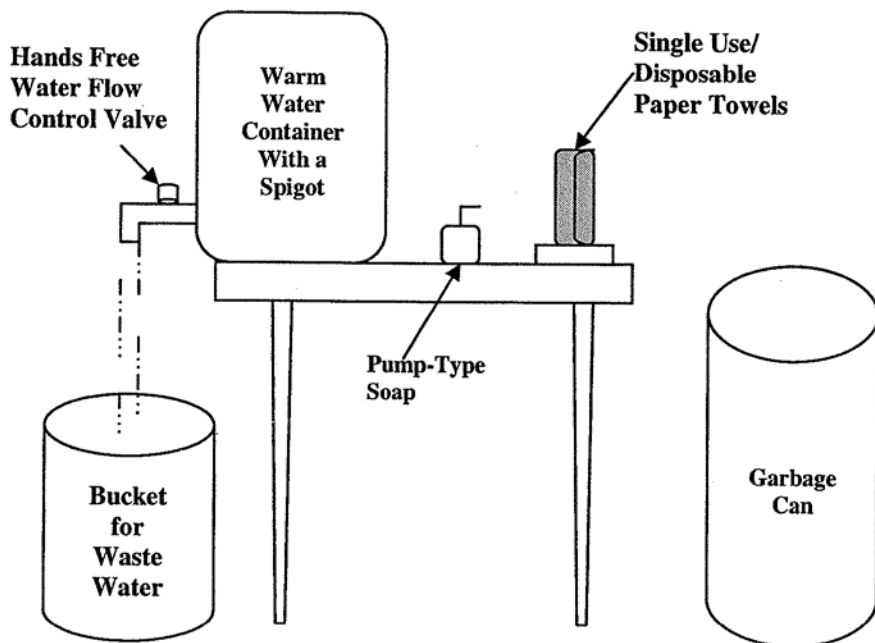
Signature of Sanitarian: *Christy N. Bazan*

Date Approved:

Comments:

TEMPORARY HANDWASHING DIAGRAM

A temporary handwashing station is required at all permitted temporary food facilities. This must be set up **prior** to any food preparation. Provide a container with a spigot that allows hands-free flowing water, a waste water bucket, a pump-type soap dispenser, single use/disposable paper towels, and a garbage can for disposable paper towels. All food workers must wash their hands when they return to the concession stand/booth and after using the restroom, after eating, smoking, or handling unclean items.



EXAMPLE BOOTH LAYOUT

