EAST SIDE HEALTH DISTRICT

650 N. 20TH STREET, EAST ST. LOUIS, ILLINOIS 62205





TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

Name		
Business Name		
Address	City	Zip
Phone	Emerg	ency Phone
	FEE CAT	<u>EGORIES</u>
A temporary food	d service establishment means an	establishment that operates at a fixed location fo
a period of time of	of not more than 14 days in conju	nction with a single event or celebration.
·	•	ents are NON-REFUNDABLE
Single use tempo		\$50
		\$150
		No Fee
		nust be approved by ESHD <u>PRIOR</u> to issuance of
	ems must be purchased day of ever	
DATE	EVENT	LOCATION
1.)		
2.)		
3.)		
4.)		
Illinois. By this ap Basic Sanitation S Illinois Departme Health Retail Foo It is further agree Health District du	plication it is agreed that the esta Standards applicable to this type on the of Public Health Food Service S d Sanitation Code 760, and the Ea	blishment to operate within St. Clair County, ablishment will comply with the provisions of the of food handling establishment set forth in the anitation Code 750, Illinois Department of Public ast Side Health District Food Sanitation Ordinance. ment shall be open to inspection by the East Side f my knowledge and belief.
Applicants Signat	ure:	Date

(CONTINUE ON BACK)

HACCP PLAN SUMMARY

1)	
2)	
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4)	
5)	
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7)	
8)	
9)	
10)	
HACCP PLAN SUMMAR	7 :
responsible for obtaining all applicab tems must be purchased the same d	emporary Food Establishment Heath Permit only. The operator is e permits required by other agencies. All foods and single service by of the event. All side foods must be store bought; no homemade carded and not reserved. An original receipt must be provided to East
have received a copy of the Tempor nay result in termination of the Tem	ary Food Establishment Checklist and understand critical violations orary Food Establishment Permit.
Print Name :	Date
Signature :	Date

East Side Health District

Serving the Townships of

Canteen Centreville East St. Louis Stites

Fresh water supply

Administrative Offices 650 N 20th Street East St Louis, IL 62205 (618) 271-8722 Fax: (618) 271-0754

Members of Board Mark Kern Vanessa Chapman Ricky Eastern, Sr. Sally Rodriquez Curtis McCall, Jr.

Vehicle cleaning facilities

Attorney Phillip Rice

Commissary Agreement

A commissary is a base of operations for all mobile units and pushcarts. Each vehicle is required to operate from an approved commissary. Each vehicle must report daily to the commissary for food preparation, supplies, cleaning and servicing operations. All commissaries are required to have a current food establishment permit. This commissary agreement must be updated annually.

I agree to report daily to the commissary listed below. The facility will be providing the following **serv**ices. (Circle all that apply)

Food storge

Chemical storage	Waste water disposal	Ware-washing equipment
Food preparation	Garbage disposal	
Owner's Name:		
Business Name:		
Business Address:		
Signature:	Date:	:
	Commissary Informati	<u>ion</u>
Commissary Name:		
Commissary Owner:		
Address:		
Phone Number:		
Signature:		Date:
Title:		
Copy of Commissary's permit (CHECK yes or no)	and recent inspections report must be a	ttached if not in East Side Health District:
Agreement approved: (CHECK	(yes or no) Yes No	
Food Control Representative	Signature:	Date:
	(Commissary Agreement Rule	s on hack)

(Commissary Agreement Rules on back)

East Side Health District Commissary Agreement Rules

A commissary is kitchen that acts as a basis of operations for food trucks/mobile units, pushcarts, temporary event, or outside catering business.

All commissaries are required to have a current food establishment permit and being in good standing. This commissary agreement must be updated yearly.

A commissary is only allowed to be used for <u>one individual food vendor</u> for food preparation, supplies, cleaning and serving operations unless you use a shared kitchen where space can be rented by the hour, or on a more permanent basis, for food storage, preparation, and cooking. Commissary kitchens are fully licensed commercial kitchens that comply with all relevant food safety standards and are regulated and inspected by the local health department.

All commissary agreements will be verified with each permitted food establishment offering their services upon submission of East Side Health District's Commissary Agreement Form to the Environmental Health Department.

Charme' Rainey, B.S.
Division Director
Environmental Health Programs
East Side Health District

650 N. 20th Street

East St. Louis, IL. 62205

Office: (618) 271-8722, EXT. 112

East Side Health District

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Attorney Phillip Rice

What is a Temporary Food Service Establishment?

A Temporary Food Service Establishment is any place where food is prepared or provided for consumption at a fixed location for 14 consecutive days or less in conjunction with a single event.

Some examples of temporary food service establishments are as follows:

- City fairs and festivals
- Dinners sponsored by an organization
- Circuses
- Farmers markets
- Public gatherings

Why is a temporary food permit significant?

Obtaining a temporary food permit from the local health department is required because they assist us with fulfilling our duty to the community. It is East Side Health District's (ESHD) duty to assure public health through health inspections, free food safety training, and the ability to track the source of foodborne illnesses.

Who is in charge of permitting temporary events?

ESHD and the City of East St. Louis Regulatory Affairs work together in permitting temporary and permanent food permits. After the vendor has received their temporary permit from ESHD, they must apply for a vendor permit at the City Hall building located at 301 River Park Drive, East St. Louis, IL 62201.

What is the deadline for all temporary application materials?

ALL temporary food permit application material must be submitted <u>10 or more business days prior</u> to the event date.

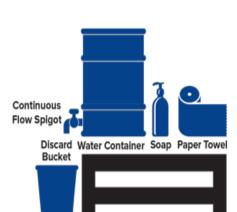
What is the process to apply for a food permit?

- 1. Complete the temporary food permit application, which can be obtained from ESHD 650 N. 20th St. E. St. Louis, IL 62205, Mon-Fri 8-12:45 & 2-4:00.
 - ❖ Single-use permit: \$50
 - ❖ Multi-use permit: \$150 (up to four events)
 - Vendors must provide advertisements for the event they are participating in. All four dates must be displayed on the advertisement.
- 2. ESHD will determine whether or not a commissary agreement needs to be submitted along with the permit application. This document can also be obtained from ESHD. If a commissary agreement does not need to be completed, then all food and beverage items must be purchased <u>the day of the</u> event and be sure to keep <u>all receipts that are officially</u> dated. NO FOOD OR BEVERAGE CAN BE PREPPED, COOKED, OR STORED AT HOME.
 - ❖ A commissary facility is an established commercial-grade kitchen or permitted business where vendors can safely and legally prepare, cook, and store food and equipment—without having to own and maintain the facility themselves.
 - ➤ If this option is chosen then proof of their last food inspection and an <u>ACTIVE</u> permanent food permit must be submitted with the commissary agreement.
 - Commissary Agreement Rule: Only one vendor can utilize a commissary, there is absolutely no sharing of commissaries.
 - ❖ Should the vendor purchase all food and beverage items <u>the day of</u> the event then a receipt for proof of purchase must be kept on the premises of the temporary food event.
- 3. Make an appointment with an inspector to review the proposed menu and schedule a Temporary Food Service course date.
 - ❖ If the intended vendor already possesses a Certified Food Protection Manager Certification (CFPM), then they are exempt from the course. These individuals are still expected to be present at all times during the event to oversee food operations. CFPMs are also expected to have the appropriate temporary food set up, discussed later in this protocol. **Proof of certification will be required.**
- 4. Vendors acting on behalf of a permitted food facility must still complete the application and pay the applicable fee. Vendors from a permitted food establishment out of our jurisdiction must provide a copy of their most recent inspection report and an ACTIVE food permit. The permitted food establishment may act as a commissary for food preparation. Documentation of a commissary agreement must be provided if the temporary vendor is a third party. Menu items/scope of service will be at the discretions of the ESHD.

Temporary Event Set-up Criteria

Booth

The stand or booth should have overhead protection and, in most cases, be fully enclosed.





Handwashing Station

Adequate hand washing facilities consist of a hand sink equipped with hot and cold running water, soap, paper towels, wastebasket and signage. A temporary sink set-up can be made using a cooler with a spigot filled with warm water and a bucket to catch the discarded water.

Food & Non-Food Contact Surfaces

Food preparation and equipment surfaces should be smooth, easily cleanable and durable.



Hot and Cold Holding



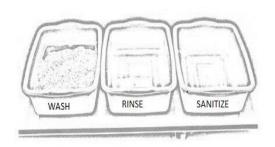
Hot foods are kept at 135°F or hotter and cold foods are kept at 41°F or colder. Mechanical refrigeration or ice is needed for cold foods. Refrigerators and freezers should be clean and contain thermometers.



Dishwashing



Dishwashing may be done in a three-bin sink or temporary set-up using bus tubs. Items should be chemically sanitized (not hand sanitizer) in warm water with an approved sanitizer solution. Finally, the items should be air-dried.



Trash

Trash must be handled in a manner so that it does not create a nuisance or is an attractant to pests. The container should be covered when full or not in constant use.





Thermometers

A metal-stemmed thermometer, which has a temperature range of 0°F to 220°F with increments no greater than 2°F, should be on hand to monitor cooking and holding temperatures.

Bare Hand Contact

Food workers bare hands may not touch ready-to-eat-foods. Tongs, spatulas, deli tissues, or gloves must be used.

Wastewater

Wastewater needs to be disposed of through an approved sanitary sewage system. Do not dump wastewater on the ground or in the street.

Cooking

An essential part of food safety is assuring that proper final cooking temperatures are met. Proper cooking temperatures for some common foods are:

Chicken, Turkey, Duck (Whole, Pieces, and Ground) 165°F Ground Meats: Beef, Pork, Veal, Lamb, and Egg dishes 155°F Beef, Pork, Veal, Fish, Seafood, (Steaks, Roast, and Chops), and Shell eggs: 145°F (3 minutes rest)

Water

Sufficient potable water needs to be on hand. If the unit is a mobile temporary stand, the tank is to be constructed of a durable, corrosion resistant material that is easily cleanable. Vents, inlets and outlets should be screened, or positioned so that they are protected from contaminants.

Foods Stored in Ice

Packaged and unpackaged foods and bottled or canned beverages may not be stored in direct contact with undrained ice or water. Wrapped sandwiches are not to be stored in direct contact with ice.



Temporary Event Compliance Requirements

- 1. Preparation, cooking, or storage of food and beverage intended for sale to the public or given free to the public, cannot be prepared or stored in a home kitchen.
- 2. No bare hand contact with ready-to-eat foods is allowed. Proper use of utensils, disposable plastic gloves, or deli papers may be used to handle ready to eat foods.
- 3. Dispensing of ice: Proper utensils must be used for the dispensing of ice. A food grade scoop with a handle must be used to eliminate the possibility of hands contaminating the ice. The ice scoop must be properly stored to prevent contamination. Handles must be kept out of ice and reachable without hands touching ice. Ice must be obtained from an approved source.
- 4. Only single service items are allowed. Single service items such as cups, straws, plastic forks, spoons, knives, etc., must be used and should be stored in original packaging to protect from contamination. Dispense/display single service eating utensils should be placed with their handles up and plates/bowls should be inverted on clean surfaces. Dispensing of cups must be from the bottom or from a dispenser.
- 5. Reheating leftovers is not allowed. Foods that have been held hot must be discarded at the end of each event.
- 6. Metal stem thermometers must be available for routinely checking temperatures of foods.
- 7. Hot Holding Equipment: If crock pots, steam tables, or other hot holding devices are used, they are to be used for the purpose of holding the internal temperature of foods at 135°F, and shall not be used to heat foods from a cold state.
- 8. Cold Holding Equipment: Thermometers are needed in all coolers. Cold foods must be kept at 41°F and below. Make sure all thermometers have been calibrated for correct readings.
- 9. All potentially hazardous foods are required to be heated to 165°F. The suggested method is to use a grill or propane stove to heat, then place the food into a hot holding unit maintaining an internal temperature of 135°F or above.
- 10. Adequate trash disposal containers with a tight-fitting lid must be used at each food facility.
- 11. Hand washing facilities must consist of running water, pump soap, individual paper towels, and a container used for the collection of dirty water. If the concession booth or trailer does not have a built-in hand sink, the Health Department will allow for a water container, such as a large water cooler. Container must have a valve or spigot that will remain open to allow for adequate hand washing.
- 12. A dishwashing station must be properly set-up for washing, rinsing and sanitizing of all utensils used for the preparation of food/beverage. If the concession booth or trailer does not have a built-in three compartment sink, the Health Department will allow a system of three containers, such as plastic tubs, to be used in lieu of a three-compartment sink. The containers must be large enough to completely submerge the largest utensil used in preparation of food/beverage. When using chlorine bleach as a sanitizer for utensils, 100 parts per million (ppm) must be used. For 100 ppm, use 1 cap (not cup) of bleach per 1 gallon of water. In order to assure the correct amount of bleach being used, a chlorine test kit can be purchased at most restaurant supply outlets. When tested with a chlorine test strip, it should measure 100 ppm. When using quaternary ammonium as a sanitizer, 200 ppm must be used. To check the concentration, quat test strips must be obtained. Water should be changed often throughout the hours of operation.

Materials Checklist

☐ Sufficient clean water
☐ 3-compartment sink setup; including dishwashing soap and sanitizer (bleach or quaternary ammonia)
☐ Appropriate chemical test strips to test sanitizer concentrations
☐ Hand washing station with hot water, soap, and paper towels
☐ Metal stem thermometer accurate to +/-2°F and reads 0 to 220°F
☐ Clean, sanitized equipment and utensils which are in good condition (no chips, pits, etc.)
☐ Sufficient refrigeration to hold cold , potentially hazardous foods at 41°F or below (refrigeration shall be plugged in early enough so that units reach 41°F or below before storing food in them)
☐ Hot holding devices must be provided to maintain hot, potentially hazardous foods at 135°F or above
☐ Food shall be from an approved source (labeled, dated, and stored in food grade containers) and prepared in a licensed food service facility or at the event— <i>home prepared items are not allowed.</i> Labels should state all active ingredients, dated items should state when the item was purchased or prepared
☐ Sufficient (durable and easily cleanable) garbage containers (including dumpsters with lids) to hold all garbage and refuse that accumulates - must be covered when not in use or filled
☐ Single service articles (plastic forks, plates, etc.) provided for customers
$oxedsymbol{\square}$ Food, utensils and food equipment stored 6" above the ground
☐ Provide facilities to dump wastewater and/or used grease)
☐ Provide enough utensils to avoid bare hand contact with ready-to-eat foods: gloves, deli tissues, tongs, etc
\Box Food stand constructed to prevent contamination of food and facilitate cleaning of the food preparation area
☐ All toxic chemicals stored in a separate area away from food and food prep surfaces
☐ Effective hair restraints provided for all employees handling food
☐ Food permit visibly posted, Certified Food Protection Manager (CFPM) Certificate and food/beverage receipts (if applicable) available at event

East Side Health District

Food Certification Verification Acknowledgement

Date:	
Food Facility:	_
Days and Hours of Operation:	
A Certified Food Service Manager is present at all times	
At least one full time Certified Food Service Manager is	employed at this establishment: YES NO
Certified Food Manager (CFPM)	Certification #/Expiration Date
Food Handler	Certification #/Expiration Date
Allergen	Certification #/Expiration Date
Name:	Date:

Employee Health Responsibilities

As the Permit Holder, Person in Charge (PIC), Food Employee or Conditional Employee you have an important role in providing safe food to the general public.

All employees will report to the PIC any information about their health that can be related to diseases that could be transmitted through FOOD. The employee should provide information about the onset, the symptoms or the date of diagnosis without symptoms to reduce the risk of foodborne disease transmission.

The employee shall report if they have any of the following symptoms:

- a.) Vomiting
- b.) Diarrhea
- c.) Jaundice yellow skin or yellow eye color
- d.) Sore throat with fever
- e.) A lesion containing pus, a boil or infected wound that is open or draining that is on the hands or wrists, or face, unless you have an impermeable cover over the lesion. A glove must be worn over the impermeable cover on the hands.

The employee shall report any illness, that is diagnosed by a Health Practitioner that relates to:

- a.) Norovirus
- b.) Hepatitis A virus
- c.) Shigella spp.
- d.) Shiga Toxin producing Escherichia Coli
- e.) Typhoid fever (caused by Salmonella Typhi)
- f.) Salmonella (nontyphoidal)

The employee has been exposed to, or is the suspected source of a confirmed disease outbreak, has consumed or prepared food implicated in the outbreak:

- a.) Norovirus within the past 48 hours of the last exposure
- b.) Shiga toxin producing Escherichia Coli or Shigella spp. within the past 3 days of the last exposure.
- c.) Typhoid fever within the past 14 days of the last exposure
- d.) Hepatitis A virus within the past 30 days of the last exposure
- e.) Lives in the sane household, works or attends a setting where there is a confirmed individual diagnosed with the previously mentioned pathogens.

The PIC must notify the Regulatory Authority when an employee is:

- a.) Jaundiced
- b.) Diagnosed with Norovirus, Shiga toxin producing Escherichia Coli or Shigella spp., Typhoid fever, Salmonella, or Hepatitis A.

The Person in Charge shall exclude or restrict any employee who exhibits or reports a symptom or diagnosed illness, including a history of exposure. The food employee shall comply with the exclusion or restriction.

The Person in Charge shall adhere to section 2-201.13 when removing, adjusting or retaining the Exclusion or Restriction of a Food Employee.

Employee Acknowledgement

I understand that if I fail to meet the terms of this agreement, action could be taken by the food establishment, or the East Side Health District that may affect my employment.				
Employee Name (please print):				
Employee Signature:	Date:			
Signature of Person in Charge:	Date:			

Notice

HEPATITIS A VACCINATION

According to the East Side Health District Food Sanitation Ordinance Number 61-2001, Section 13, all food handlers must be vaccinated for Hepatitis A within two weeks of employment and proof of vaccination must be kept available for inspection.

This agreement declares you are aware of and understand the Hepatitis A vaccine requirement and are responsible for meeting the Hepatitis A vaccine requirement in regards to your food service establishment.

The following statement must be signed by the owner or person in charge of the food facility.

I have read and understand the Hepatitis A vaccine requirement set forth in the East Side Health District Food Sanitation Ordinance, Number 1-2001, Section 13

Employee Name	
Establishment Owner/Person In Charge Signature	
Date:	

Food Service Training Centers

Always Food Safe – remote/online certification provider for Food Protection Manager, Food Handler and Food Allergen course. *You will need to arrange the testing for the manager course with a certified proctor.*<u>Always Food Safe - Food Manager Certification & Training</u> Always Food Safe Phone number 844-312-2011

Southwestern Illinois College 2500 Carlyle Ave. Belleville IL 62221. Phone number: 618-235-2700 Online course is available for both Food Safety Manager Certification and Illinois Food Handler Training.

www.tapseries.com/4u/swic Food Safety Manager Certification \$55.00 (Still needs Illinois proctor for exam) Illinois Food Handler Training \$9.95.

Corporate Training Center, Ltd. 3516 Banyan Dr. Springfield IL 62712. Phone number: 800-705-8204 \$127.00 per person or online www.ctcfoodsanitation.com/contact Classes can be set up for 8 or more at your location.

Fairview Heights	DAY101423	Holiday Inn Fairview Heights	OCT 14, 2023	8:00 AM - 5:00 PM
Fairview Heights	DAY110423	Holiday Inn Fairview Heights	NOV 04, 2023	8:00 AM - 5:00 PM
Fairview Heights	DAY120223	Holiday Inn Fairview Heights	DEC 02, 2023	8:00 AM - 5:00 PM

Safe Food Handlers Corp. Phone number 888-793-5136. Online Courses: <u>www.sfhcorp.com/classroom-courses</u>

Fairview Heights	FAR100423	Holiday Inn Fairview Heights	WED-OCT 4	8:30 AM – 5:30 PM
Fairview Heights	FAR102123	Holiday Inn Fairview Heights	SAT-OCT 21	8:30 AM – 5:30 PM
Fairview Heights	FAR110923	Holiday Inn Fairview Heights	THUR – NOV 9	8:30 AM – 5:30 PM
Fairview Heights	FAR120223	Holiday Inn Fairview Heights	SAT – DEC 2	8:30 AM – 5:30 PM

Katkin - Safety Education for Professionals- register online at www.katkinco.com \$ 145.00 per person, private, public and online certification available. HD10 at checkout to save \$10.00 per person

Belleville	FAR100522	Crehan's Irish Pub, 5500 N Belt	10/23/2023	9:30 AM – 6:30 PM
Belleville	FAR111022	Crehan's Irish Pub, 5500 N Belt	12/18/2023	9:30 AM – 6:30 PM

Safe Food 101 – 618-406-4077 (8 hour class with proctored exam) Online courses available at www.safefood 101.com Renee Robertson – renee@safefood101.com

Belleville	Belleville Memorial Hospital (BJC) Belleville	10/30/2023	8:00 AM – 6:00 P.M.
Belleville	Belleville Memorial Hospital (BJC) Belleville	11/27/2023	8:00 AM – 6:00 P.M.
Belleville	Belleville Memorial Hospital (BJC) Belleville	12/18/2023	8:00 AM – 6:00 P.M.

These Individuals offer training at your facility for groups or can schedule on-line training (Call to schedule a date and location)

Carol C. Schlitt (618) 977-7787 (at your facility) - carol@safeandsavorysolutions.com Serve Safe

Tim Hostert (618) 615-8205 (at your facility) Serve Safe or Prometric

Linda Petterson (618) 466-9914 www.safefoodspecialist.com safefoodspecialist@gmail.com

My Food Service License (877) 590-5964 (Online) www.MyFoodServiceLicense.com Languages offered: English/Spanish

O'C's Foodservice Quality Assurance & Education Company 618-452-5383 2401 Washington Ave. Granite City, IL 62040 Online courses available. Call for dates and locations

Food Service Training Centers

The list of websites below offers certified food manager certification, food handler certification, and allergen certification:

State food safety www.statefoodsafety.com English, Español, 普通话, 한국어, Tagalog, Serbo-Croatia

NEHA https://www.neha.org/food-safety-courses English, Español

NRFSP www.NRFSP.com English, Español, Chinese

SERVSAFE www.servsafe.com English, Español

PREMIER FOOD SAFETY www.premierfoodsafety.com English, (Español), 한국어, 中文, and Việt

SAFE FOOD TEST www.safefoodtest.com English

SAFEWAY www.Safewayclasses.com English, Español, Chinese/Mandarin

Food Handler Courses – the following web sites are locations for the Illinois Food Handler Training. Individuals log onto the website and complete the training, as well as take a 40-question test. After they pass the test, they will be allowed to print a food handler card. All the individuals that are working in the Restaurant will need to have either the food handler card, or the Illinois Food Service Sanitation Manager Certification. Both the Food Manager Certificate and the food handler cards must be at the food service establishment at the time of inspection.

Southern Hospitality Education register online at www.southern-edu.com call or text (844) 768-8433. lnfo@southern-edu.com; private, public and online certification available (English and Spanish)

- 1. <u>www.statefoodsafety.com</u> LANGUAGES: English, Español, 普通话, 한국어, Tagalog, Serbo-Croatia \$10
- 2. www.eFoodhandlers.com LANGUAGES: English, Español \$10.00
- 3. www.nehatraining.org LANGUAGES: English, Español \$7.50
- 4. <u>www.NRFSP.com</u> LANGUAGES: English, Español, Chinese \$ 12.95
- 5. <u>www.servsafe.com</u> LANGUAGES: English, Español \$15.00
- 6. <u>www.premierfoodsafety.com</u> LANGUAGES: English, Spanish (Español), Korean (한국어), Chinese (中文), and Vietnamese (Việt) \$6.95
- 7. www.safefoodtest.com LANGUAGES: English \$9.95
- 8. www.Safewayclasses.com LANGUAGES: English, Español, Chinese/Mandarin \$ 10.00
- 9. www.tapseries.com LANGUAGES: English, Español \$9.95

Both the course and assessment for the food handler can be completed online, 24 hours/day.

Allergy Training

With the adoption of PA 100-0367 on August 25, 2017, amendments to the Food Handling Regulation Enforcement Act were made to include an Allergen Awareness Training requirement. If you are ever the Person in Charge (PIC) of a Category I or II establishment you must be a CFPM and must show proof of completion of additional Allergen Training. Allergen Training requirements can be satisfied by completing an online ANSI approved Allergen Training course. Allergen Training courses are approximately 1-2 hrs. Allergen Training is valid for three (3) year.

Many of the websites listed on this page has your Certified Manager, Food Handlers, and Allergen Training Available through their independent site.

The Illinois Food Service Sanitation Manager Certification may have the 8 hrs. of training as an online course; however, the **EXAM IS A PROCTORED EXAM** and **must be proctored** by an Illinois Instructor.