



# State of New York County of Broome Government Offices

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## **Broome County Health Department · Environmental Health**

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**POLICY:** A temporary food service permit will be issued to the operator of a temporary food service establishment from the Broome County Health Department, Division of Environmental Health Services under provisions of the Broome County Sanitary Code and the New York State Sanitary Code. No permit to operate a temporary food service establishment shall be issued until the Broome County Health Dept. receives the appropriate fee, completed application and proof of approved food safety training a minimum of 3 days prior to the start of the event.

**PURPOSE:** To ensure permit applicants and their staff, including volunteers, have the proper food training necessary to operate in such a way as to avoid health hazards and to ensure timely preparation and approval of temporary food service permits. Information from previous temporary food service inspection reports will be used to identify operators with continued non-compliance issues.

**RESPONSIBLE PARTY:** All Environmental Health Division staff.

### **PROCEDURES:**

- 1) A completed Application for a Temporary Food Service Permit and fee must be submitted to the Broome County Health Department, Division of Environmental Health Services no less than 3 days before the start of a temporary event or the vendor will not be allowed to operate at the event. All temporary food service permit applicants and their staff, including volunteers operating in Broome County, who prepare and/or serve food, must complete an approved course or class in food safety. A copy of the certificate of completion for this class or course must be submitted with the application and fee for a temporary food service permit.
- 2) Acceptable food safety training shall include the Broome County Health Department Food Safety Class (in-house or online), other NYS county Health Department Food Safety classes or any other accredited course including online classes such as ServSafe, National Environmental Health Association (NEHA) and Food Safety Institute of America covering a minimum of topics such as proper hand washing, safe food sampling, personal hygiene, glove use, reporting illness, time and temperature requirements, cross contamination and proper dish/utensil sanitation.
- 3) All food that the temporary food service vendor will be selling must be listed on the application (Part C) or this list must be attached to the application. If vendor will be selling a scheduled process or home processed food, vendor shall include a copy of the approval or registration issued by the appropriate permitting agency.
- 4) An applicant's history of non-compliance will determine if a permit to operate a temporary food service establishment will be issued. If an applicant has a history of public health hazards (one uncorrectable OR two or more correctable violations) or numerous (five or

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more) sanitation and maintenance violations that could endanger the health of the general public he or she will not be issued a Temporary Food Service Permit and will not be allowed to operate in Broome County for a period of, at a minimum, one calendar year or an annual period which includes the next occurrence of the event unless vendor provides proof that an American National Standards Institute (ANSI)-approved food handlers course has been completed. Further infractions shall be handled on an individual basis. In the event that a check made payable to the Broome County Health Department for a temporary food service permit is returned for insufficient funds, the operator will not be allowed to operate at this temporary event or any other temporary event in Broome County until any and all unpaid fees are paid.

5) This temporary food service permit must be prominently displayed at the location where the temporary food vendor is located.

6) Failure to obtain a valid Temporary Food Service Permit prior to operating at an event will result in enforcement action being taken up to and including hearings and fines up to \$500.00/day/violation. If a vendor is found to be operating at an event without a permit, they shall be placarded and closed immediately by the Permit Issuing Official (PIO) or designated representative. The PIO or designated representative will then contact the event planner to remove the vendor from the event. If necessary, the Broome County Sheriff's Department Civil Division will be notified.

7) Temporary food vendors will not be allowed to share a permit (piggy-back) with another temporary food vendor.