

Farmers' Market/Temporary Food Vendor Approval Process and Guidelines

If you serve food to the public, you are required by NJ state law to have an approval from the local health authority prior to operating. It does not matter if the food is sold or given away. You must have an approval.

Step 1 – Farmers' Market/Temporary Event Coordinator Applies

Farmers' Market & Temporary Event venues selling food products in Sussex County must apply to the Sussex County Department of Environmental and Public Health Services (SCDE&PHS) for approval. Farmers' Market/Temporary Event venues typically have a coordinator or an event organizer who have control over the vendors that participate in the market. This department requires that the coordinator or event organizer provide the SCDEPHS with a **completed application and a current list of food vendors** participating in the market/event **at least 21 days** prior to the start of the event. Additional vendors may be added up to **7 days** prior to the event. No additional vendors will be permitted thereafter.

Applications are available on-line @ www.sussex.nj.us/health Click food at the top of the page or Food Safety. Find application and vendor list documents under Resources for Retail Food Establishments – *Application: Farmers' Market/ Temporary Event Coordinator and Farmers' Market /Temporary Event Food Vendor List*

Step 2 – Vendor Applies

Each food vendor must submit an application for review and approval to the SCDE&PHS with the appropriate fee (see below). To apply for approval, the food vendor must be invited by the coordinator to operate at the market/event and must be on the coordinator application list. Applications from unapproved vendors will be returned. This department will review and approve or deny the proposed food vendor application. The farmers' market coordinator or event organizer will be notified of approvals and denials.

Application is available on-line @ www.sussex.nj.us/health Click Food at the top of the page or Food Safety. Find application under Resources for Retail Food Establishments – *Farmers' Market/ Temporary Retail Food Vendor Application*

Vendor Categories – annual fees

Exempt.....No application or fee required
Whole uncut, fruits and vegetables except bean sprouts, pure honey (not infused), and maple syrup.

Category 1.....Application required and \$50 fee
*Food that is commercially prepared and packaged, sealed, is not potentially hazardous and does not require preparation or temperature control.
Food requires minimal preparation and handling. Examples include: kettle corn, cotton candy, dipping dots, roasted nuts, candy apples, popcorn, beef jerky, shaved ice, baked goods – all made in a licensed and inspected commercial kitchen*

Category 2Application required and \$50 fee
Food requires temperature control and/or minimal preparation. Examples include: hot dogs, canned chili, canned soup, frozen meats, jam, jelly, hamburgers, hot dogs

*Food is cooked from raw or requires advance preparation (risk type 3) in an approved kitchen. No complex preparation of food is permitted at the event.
Examples include: soup, fresh salsas, cole slaw, chicken salad, guacamole*

Risk type 3 food facilities are required to have at least one person in charge to be a Certified Food Manager. Certificate must be provided.

"Risk type 3 food establishment" means any retail food establishment that is handling raw ingredients and preparing foods in advance which involve cooking, cooling and reheating of at least three or more potentially hazardous food or serve potentially hazardous food to a highly susceptible population.

All food vendors must operate out of a Base of Operation that is a licensed and inspected food establishment (Page 5 of application).

Farmers' Market vendors must meet the minimum food safety requirements for product sales as described in the Farmers Market document found on the website and must comply with N.J.A.C. Chapter 24, "Sanitation in Retail Food Establishments and Food and Beverage Vending Machines".

Food Vendor Application approval is valid for one calendar year (January to December). List all vending locations/event information and the months/days/times you intend to serve food. If you want to add a location, event or make any other changes to your initial application you must submit an **amendment/renewal form** for the changes or added information. Any changes in your operation must be reported to the health department immediately.

If your operation remains the same year to year (Set-up, Menu, and Base of Operation) you may simply submit an **amendment/renewal form** after the initial application with the annual fee.

Step 3 – Obtain food license from Municipality

Each temporary food vendor or the farmers' market as a whole may require a food license from the municipality in which it operates. Check with the municipality in which the market or temporary food event will be located for licensing and licensing fees.

Step 4 – Vendors must be set up to vend at least 30 minutes before event time.

IMPORTANT:

All sections of the application must be completed. If application is incomplete and additional information must be submitted another review fee must be submitted.

Only vendors with current Sussex County Department of Environmental & Public Health Services approval will be permitted to operate. If a vendor is operating without current approval from this department, the vendor will be asked to leave.

Food vendors who lack the required equipment, who attempt to vend unsafe foods, who vend a menu they were not pre-approved for, or vend foods from an unapproved source will be required to leave and fines may be imposed.



Sussex County Department of Environmental and Public Health Services

201 Wheatsworth Road, Hamburg, NJ 07419

973-579-0370

www.sussex.nj.us/health healthsc@sussex.nj.us

Farmers' Market/Temporary Retail Food Vendor Application

Vendor Information

Trading Name of Vendor _____ Phone _____

Contact Person _____ Email _____

Mailing Address _____ City _____ State _____ Zip _____

Event Information

Name of Event _____

Location of event (municipality) _____ Block _____ Lot _____

Street address _____

Name of Event Coordinator _____ phone# _____

Email _____

Description of Food Unit

- Tabletop/Tent
- Push Cart
- Food Preparation Vehicle
- Refrigerated Vehicle
- Other

Hours of Operation:

Months, Days & Hours of Operation: _____

Description of Food Operation (check all that apply)

- Commercially pre-packaged food
- Bottled/Canned beverages
- Prepared Beverages
- Non-hazardous foods (bakery goods)
- Limited food preparation (cook to order)
- Potentially hazardous foods (containing animal or plant ingredients)
- Advance food preparation at commercial kitchen base of operation only (Risk 3)
- Canned/bottled fruit jams and jellies
- Other _____
- Cold/Frozen foods
- Hot Foods
- Raw Meats
- Fish
- Shellfish*

Copy of menu must be provided

Copy of Food Handler's Certification if required (Risk 3) must be provided

* Shellfish tags must be available at time of inspection

NO non-commercially prepared jarred/canned shelf stable or acidified foods for room temperature storage or refrigerated storage will be permitted.

Water What type of water supply will service your booth?

- Public water supply: Name of supplier _____
- On-site drilled well
- Commercially Bottled Water Only (receipts available)
- Water carried-in in food grade containers - identify source of water _____
(Source must be tested unless test results already on file with Sussex County HD)

Wastewater

Place of wastewater disposal from food booth operations _____

Food Source and Food Service Operations: NO HOME PREPARED FOODS PERMITTED

Menu Items: List all foods and beverages given, served, or provided for sampling to the general public
Add additional sheets if needed.

Food/Drink	Source of Food (Receipts On-site)	Where is food prepared?	
		Off-site: When/where?	On-site: Equipment used

<u>Type of Food Protection</u>	<u>Equipment or Method</u>
Overhead (Roof, Canopy)	_____
Food Drink Items Stored Off the Ground	_____
Floor Surface Material (dirt covered)	_____
Food Displayed, Wrapped, Covered, or Protected with Sneeze-guard	_____

Cold and Hot Holding

Describe how food is maintained at 41° F or below and 135° F or above at all times during:

Transport to the event: _____

Preparation: _____

Display: _____

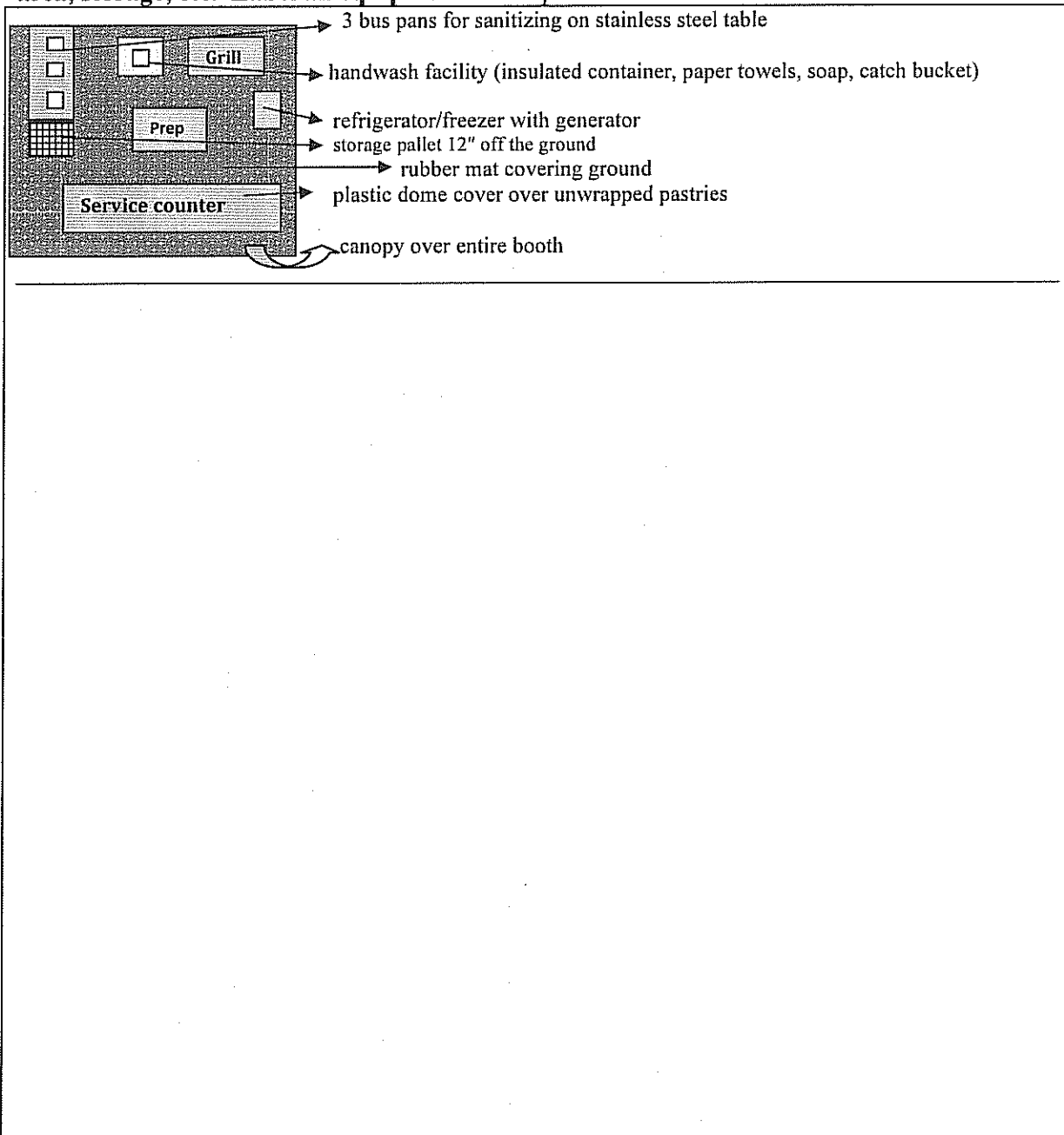
Hot & Cold Unit Storage: _____

ALL LEFT OVER PREPARED FOODS MUST BE DISCARDED

Identify equipment used in the temporary food facility:

<p>Required handwash station for all open foods:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 5 gallon insulated container with free flow spigot and 5 gallon catch bucket, liquid hand soap and paper towels OR <input type="checkbox"/> Hand sink with cold and hot running water, liquid hand soap and paper towels <input type="checkbox"/> Hand sanitizer required for pre-packaged food vendors <p>Sanitation required if preparing foods:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 3- compartment sink with hot and cold running water OR <input type="checkbox"/> 3 large pans with potable water ----- <input type="checkbox"/> Bucket with sanitizer and wiping cloth OR <input type="checkbox"/> Spray bottles with sanitizer ----- <input type="checkbox"/> Freshwater storage tank ___gallons <input type="checkbox"/> Wastewater retention tank ___gallons 	<p>Required equipment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Thermometers in each cold holding unit <input type="checkbox"/> Thermometer to test prepared food temp <input type="checkbox"/> Disposable gloves <input type="checkbox"/> Waste containers <input type="checkbox"/> Recycling containers <input type="checkbox"/> Sanitizer test kit <p>Power Source</p> <ul style="list-style-type: none"> <input type="checkbox"/> Electric <input type="checkbox"/> Generator <input type="checkbox"/> Propane 	<p>Cold holding equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ice chest with ice packs <input type="checkbox"/> Ice chest with drained ice <input type="checkbox"/> Refrigerator <input type="checkbox"/> Refrigerated truck <input type="checkbox"/> Freezer <p>Hot holding equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Oven/Stove <input type="checkbox"/> BBQ Grill <input type="checkbox"/> Gas Grill <input type="checkbox"/> Deep Fryer <input type="checkbox"/> Smoker <input type="checkbox"/> Steam Table <input type="checkbox"/> Other _____
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Provide sketch/layout of the booth in the space below (may be hand-drawn). Include: equipment, cooking area, food prep area, hand-wash facility, ware-washing & sanitizing area, storage, etc. Label all equipment. *Example:*



I hereby certify that the above listed information is correct. I also understand that the home preparation and storage of food, or the cleaning of equipment or utensils used in the operation is prohibited as per N.J.A.C. 8:24-3.1A and 8:24-3.2 and is subject to penalties, fines and possible license forfeiture. If any changes in my operation occur, I agree to notify the Health Department immediately.

Vendor/Owner/Operator (print) _____
 Vendor/Owner/Operator (signature) _____

TRADING NAME OF VENDOR _____ DATE _____

ATTACHMENT CHECKLIST (SUBMIT ALL WITH APPLICATION)

- Water Testing Records* (private wells only, if not already provided to the Health Department)
- Copy of *Food Protection Managers Certification (Risk 3)*, if required
- Menu
- Registered Farm** (Farmers' Market only) Provide other certificates as applicable.
- Review fee (annual fee \$50.00) for calendar year Jan.-Dec.
- FDA/Dept. of Agriculture certification if applicable

BELOW SECTION IS FOR OFFICIAL USE ONLY:

<p>APPROVED: DATE: _____ EXPIRATION DATE: _____</p> <p>Classified Risk Type: <input type="checkbox"/> Risk 1 <input type="checkbox"/> Risk 2 <input type="checkbox"/> Risk 3 <input type="checkbox"/> Risk 4 (operations at servicing area only)</p> <p>Approval Restrictions:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>DISAPPROVED: DATE: _____</p> <p>Reasons for disapproval:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Inspector: _____</p>
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