JCHD
Jefferson County
Health Department

20___ Exempt Organization Food Operation Request Form

Organization _____ .

Tax Identification Number (TIN) _____ .

Address _____ .

Telephone number _____ .

Please choose **one** of the following options:

The above listed organization requests to RETAIN EXEMPTION STATUS.
If you choose to retain the exemption status, a foodservice inspection and issuance of a Health Permit is not required to take place, however, other requirements must be met as stated in the attached Indiana Code16-18-2-137 and Temporary Food Operation Checklist.
Yes_____   No_____

The above listed organization requests to WAIVE THE EXEMPTION STATUS OPTION, and instead chooses a regular foodservice inspection of the facility or on site food preparation area, with the issuance of the Health Permit. If the organization chooses to waive the exemption status, requirements must be met on the attached Indiana Code 16-18-2-137 and Temporary Food Operation Checklist.
Yes_____   No_____

Also please provide the following information:

Location of Food Operation or Event_____

Date(s) of operation_____to December 31, 2013

Foods to be served _____

_____

_____

Organizational Official or Representative_____
Signature

_____
Title

Note: Organizations may only request an exemption from inspection if they are exempt under Sec. 501 of the Internal Revenue Code. Organizations not created for religious purposes may operate not more that 15 day per calendar year without being subject to inspection.

Jefferson County Health Department

715 Green Road
Madison, IN   47250
Phone (812) 273-1942   Fax (812) 273-1955

TEMPORARY FOOD OPERATION CHECKLIST

- ❑ Hand washing stations must be setup in the stand or no more than ten feet from the stand and accessible at all times prior to starting food handling activities. Hand wash station must be provided with warm water, liquid soap, and single service towels.

- ❑ Food handlers should wash their hands each time they enter the food booth, change tasks inside the booth (Example: after handling money) or take a food and/or smoke break.

- ❑ All food must be from an approved food source (this includes ice).

- ❑ Food must be prepared on site or in an approved food service establishment.

- ❑ Any home baked goods donated to a non-profit org. should be accompanied by the name of the person preparing the item.

- ❑ Adequate refrigeration on site to hold cold food at **41°F** or below.

- ❑ Adequate equipment must be provided on site to hold hot food at **135°F** or above.
  (A food thermometer registering 0°F-220°F MUST be in use.)

- ❑ When dispensing ice, use an ice scoop.

- ❑ If open food is to be handled, proper utensils (such as tongs, single-use gloves, and deli tissue) must be provided and used. Bare hand contact with ready-to-eat foods is prohibited. ("Ready-to-eat" means no further washing; cooking or additional preparation steps will take place before it is consumed.)

- ❑ Food and single service items must be stored at least 6 inches off the floor/ground and in original containers.

- ❑ All surfaces used for food prep or serving must be a smooth, easily cleanable surface.

- ❑ A three-well sink or three basins to wash, rinse and sanitize must be provided. **(A vacuum breaker backsiphonage prevention device must be installed on any water hose connection.)**

- ❑ A 50 PPM bleach sanitizing solution OR 200 PPM Quat ammonia sanitizing solution must be provided to sanitize utensils, equipment, and prep surfaces. (Example: Approximately 1 teaspoon bleach per 1 gallon water.)

- ❑ Test strips for testing sanitizing solution and a metal stem thermometer that registers from 0°F-220°F must be present in food booth at all times.

- ❑ Keep floor and area around stand clean. Floor should be an easily cleanable surface.

- ❑ Booth must provide protection from the elements. (Awning and ground cover, if not located on asphalt.)

- ❑ Keep stand as free as possible of insects, birds and vermin.

- ❑ Any person with a respiratory infection, boil, cut or any communicable disease shall not be working.

- ❑ Smoking is prohibited inside the food booth.

- ❑ All food handlers must wear a hat, or hair net.

- ❑ Must have at least one (1) certified food handler unless you are a non-profit tax exempt org. and can provide a tax ID #.

- ❑ Grease, food waste, and grey water must be properly disposed of. (Do NOT put waste water into the storm drains or river)

I _____, **understand that all of the requirements listed above must be met prior to operation of a temporary food establishment and for the issuance of a Health License.**
Signature_____
             Owner/Operator
                   It is unlawful to operate a temporary foodservice without a Health License

HANDWASHING

At least one convenient handwashing facility must be available for handwashing on site <u>at all times.</u> This facility must consist of, at least, a container with $100°$ F potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service as specified in 410 lAC 7-24, such as:

. Prior to starting food handling activities
. After using the restroom
. After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
. After touching an open sore, boil, or cut
. After handling money or other soiled items .
After taking out the trash or following any activity during which hands may have become contaminated.

Wastepaper Basket

Free Flowing Spigot

Warm Water

$100°$ F

Soap

Discard Bucket
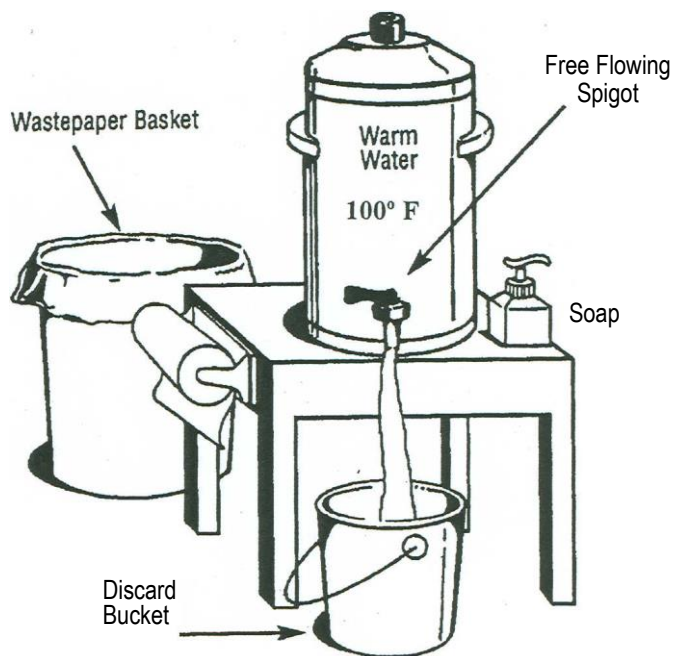
DISHWASHING

Facilities must have provisions available to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided <u>and used </u>at each site. All dishes and utensils must be air-dried.

PROPER SET-UP

WASH   RINSE   SANITIZE
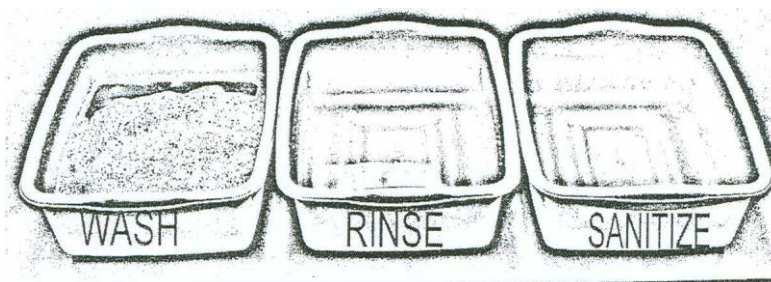
PROPER SANITIZER CONCENTRATIONS

Chlorine	Quaternary Ammonia	Iodine
25-200 ppm*	*200 ppm**	12.5-25 *ppm**

* or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.