



EDDIE A. PEREZ  
Mayor

# CITY OF HARTFORD

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## Temporary Event – Food Inspection

Name of Organization: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Person-in-charge (PRINT): \_\_\_\_\_

Name & Address of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

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◆ Hand Washing Setup: \_\_\_\_\_

◆ Waste Water/ Garbage Disposal: \_\_\_\_\_

◆ Approved Food & Water Source: \_\_\_\_\_

◆ Personal Hygiene: \_\_\_\_\_

◆ Thermometers/ Alcohol Swabs: \_\_\_\_\_

◆ Cold Temps (45°F or colder): \_\_\_\_\_

\_\_\_\_\_

◆ Coolers: \_\_\_\_\_

◆ Hot Temps (140°F or hotter): \_\_\_\_\_

\_\_\_\_\_

◆ Internal Cooking Temps: \_\_\_\_\_

**CHECK FOOD TEMPERATURES THROUGH-OUT THE DAY◆USE YOUR PROBE THERMOMETER**

◆ Off-Site Preparation: Approved Commissary/ Licensed Kitchen: \_\_\_\_\_

◆ Cross-Contamination: \_\_\_\_\_

◆ Utensil Washing: \_\_\_\_\_

◆ Sanitizer/ Wiping Cloths: \_\_\_\_\_

◆ Food/ Equipment/ Single-Use Protection: \_\_\_\_\_

◆ Self-Serve Food/ Utensils Protected: \_\_\_\_\_

◆ Proper Construction/ Smooth Cleanable Surfaces: \_\_\_\_\_

◆ Workers Log (Name, Address, Phone #, Dates & Times Worked) Keep for 90 days \_\_\_\_\_

**CORRECTIONS DUE IMMEDIATELY**

◆ Other: \_\_\_\_\_

**Food Safety Information on Reverse Side**

I have read and hereby agree to follow the Food Safety Information listed on the reverse side of this form.

**PERSON IN CHARGE** (Sign): \_\_\_\_\_ Date: \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FOOD SAFETY INFORMATION

**FOOD TRANSPORTATION:** Potentially hazardous foods must be transported under temperature control, regardless of the distance traveled. Hot foods must be kept at 140 degrees F, or hotter at all times. Cold foods must be kept at 45 degrees or colder at all times. Transport foods using insulated equipment/coolers to maintain proper temperature.

**HAND WASHING FACILITIES:** These consist of warm running water (min. 5 gal.) dispensed through a free running tap or spigot, dispensed soap and paper towels (clean and dry); and a 5 gallon (minimum) container to catch waste water. Instant hand sanitizers are **NOT** allowed in place of proper hand washing, as described above.

**WASTE DISPOSAL: Liquid:** Use containers to properly collect and discard in a designated dumpster. Do **NOT** dump into streets, storm drains, or on the ground. **Garbage/Rubbish:** Collect garbage in leak-proof containers; keep garbage covered when not in use.

**PERSONAL HYGIENE:** Hands must be washed **BEFORE** starting work, **AFTER** using the toilet, smoking, eating, handling chemicals, coughing, sneezing, touching raw meats or shellfish, cleaning activities, and as often as necessary to keep hands clean. Restrain hair and wear clean clothes. **NO** person with a communicable disease, such as a cold, flu, gastrointestinal disease, **OR** those who have open sores or infected cuts on their hands may work with food. There should be **NO** smoking or eating in the food booth. All personal drink cups must have a lid and a straw.

**APPROVED SOURCE:** **NO** home cooking or preparation is allowed. **NO** home canned foods are allowed. All meats & poultry must be USDA inspected. Only shellfish from approved sources may be served. All food must be prepared at a licensed facility. **ICE:** Ice must be from an approved source; **DO NOT** bring ice from home. Do **not** place food directly in contact with ice. Ice for cooling must be well drained and not used for any other purpose. Ice for drinks must be stored in separate clean containers. Do not use shelled eggs in food recipes, use only pasteurized egg products.

**FOOD TEMPERATURES:** **NEVER** leave (potentially hazardous) foods at room temperature. **HOT** foods must be kept at 140 degrees F or hotter at all times. **COLD** (potentially hazardous) foods must be kept at 45 degrees F or colder at all times. Time/Temperature logs shall be kept.

**THERMOMETERS:** A metal stem thermometer must be on-site at all times and must be used to check food temperatures. Thermometers must be able to measure 0-220 degrees F. All refrigerator units must have a thermometer inside. Keep probe thermometers clean and sanitized (alcohol swabs).

**COOKING TEMPERATURES:** Cook foods without interruption in the cooking process to the following minimum internal temperatures: Poultry and stuffed meats = 165° F. Ground Beef and Ground Fish = 158° F. Pork/Pork products, Whole Roasts/Beef products, Shelled Eggs, Fish, Seafood, Veal, Lamb = 145° F. **LEFTOVER FOODS:** Discard all leftovers; do not re-serve. **Cook to Order:** Whenever possible, it is the easiest and safest method of preparing food for sale at a temporary facility. **RE-HEAT:** Re-heat pre-cooked foods to a minimum temperature of 165 degrees F within 30 minutes. Crock pots, steam tables or other hot holding devices may **NOT** be used for re-heating food. **DEFROSTING:** Never thaw foods at room temperature; thaw under refrigeration or as part of the cooking process without interruption.

**READY TO EAT FOODS: MINIMIZE HAND CONTACT** – use utensils, disposable reach papers or disposable gloves. Remember gloves are **NOT** a substitute for hand washing. Wash hands **BEFORE** glove use. Do **NOT** reuse gloves. Gloves must be changed frequently when dirty, contaminated or torn.

**CROSS CONTAMINATION:** Separate raw (potentially hazardous) foods from cooked and ready to eat foods. Do **NOT** interchange utensils, cutting boards, containers or other equipment that has been previously used for raw (potentially hazardous) foods with cooked or ready to eat foods.

**FOOD PROTECTION:** Self-Serve foods must be individual, pre-packaged or in approved dispensers (pump/squeeze/shake/pour containers). All foods and paper products must be kept covered & off the ground to prevent contamination from wet surfaces, insects, and other contamination. **NO** open, community-type serving, i.e. open bowls of dips, chips, or condiments, etc.

**UTENSIL WASHING:** A three-(3) container system to Wash, Rinse & Sanitize must be set-up. **Note:** Chlorine Sanitizer: One (1) Tablespoon Bleach (5%) to One (1) gallon Water or 1/3 Cup to 5 gallons water. Other approved sanitizers may be used. Wash, Rinse and sanitize all in-use utensils a minimum of every three hours of operation **OR** have enough clean/sanitized utensils on-site to change every 3 hours.

**SINGLE SERVICE-DISPOSABLE UTENSILS:** Provide single-use disposable utensils, plates, and cups for public use at outdoor events. Store single-use items to prevent contamination.

**WIPING CLOTHS:** A separate bucket of sanitizer solution must be available for rinsing/storing re-usable wiping clothes for food contact surfaces **OR** provide a spray bottle of sanitizer with disposable paper towels. Sanitizer: 1 tablespoon bleach (5%) per 1 gallon of water=100 ppm chlorine solution. **CHEMICALS:** Store chemicals away from food, food equipment and paper products. Label all chemicals.

**BOOTH DESIGNS:** Covered booth with screened-in food preparation areas. Flooring must be provided (pavement, plywood). All food equipment and tables must be smooth and cleanable, durable, non-absorbent and in good repair. **LIGHTING:** Provide adequate lighting; with shatter-proof bulbs or protective covers. **BACK-FLOW PREVENTION DEVICES:** Must be installed on the water lines supplying food service booths and also on post-mix soda dispensing systems. **WATER HOSES:** Garden hoses and fire hoses are **NOT** allowed for food service use or for hand washing facilities. Only NSF approved water lines are acceptable for hand washing and cooking. Only authorized personnel are allowed in the food area/booth.