

Landowners Who Lease Spaces to Food Vendors at the Hillsville Flea Markets:

It's time to start planning for this year's Memorial Day and Labor Day Hillsville Flea Markets. You will need this packet if you lease space to a food vendor at either of the Hillsville Flea Markets. As the landowner you will need to:

- Complete the Coordinator/Landowner Information Form
- Create a written list of food vendors who you are giving permission to sell food on your property
- Create a basic map/layout that shows where the food vendors are located on your property
- Turn in all of the above by the deadlines listed below (The health department will be unable to process your vendor's application and therefore will be unable to permit the vendor to sell food without this documentation from you.)

For each food vendor that is renting a space on your property, please give them the Application for a Temporary Food Health Permit and a copy of the Requirements for Temporary Event Food Facilities.

Both the Coordinator/Landowner information form and all applications for temporary food permits must be turned in 10 days prior to the start of allowed food sales. Late or incomplete forms and applications will not be processed. It is the responsibility of the landowner and/or food vendor to confirm their form or application has been received.

Deadlines for all forms and applications are as follows:

Memorial Day Flea Market: Monday, May 11th, 2015

Labor Day Flea Market: Monday, August 24th, 2015

****Health Department staff will be on site for initial permitting inspections from Wednesday-Friday. Food vendors must be set up and ready for inspection & permitting no later than noon on Friday. No permits will be issued after Friday at 4:30pm.****

If you have questions please contact:

Jessica Stewart – jessica.stewart@vdh.virginia.gov

Sandy Stoneman – sandra.stoneman@vdh.virginia.gov

Carroll County Health Department

605-15 Pine St.

Hillsville, VA 24343

276-730-3180 phone

276-730-3185 fax

**CARROLL COUNTY HEALTH DEPARTMENT
FLEA MARKET TEMPORARY FOOD EVENT PACKET**

Packet Includes ---

- **Coordinator/Landowner and Event Information Form (this page)**
- **Guidelines for temporary event food facilities**
- **Application for a temporary event health permit to give to your food vendors**

Coordinator/Landowner Event Information Form

An event coordinator is required for all temporary food events. The following information is to be completed by the COORDINATOR/LANDOWNER:

Name of Event: Hillsville Flea Market (___)Memorial Day (___)Labor Day

Date(s) of Event: Thursday - Monday of the holiday weekend.

Location of Event _____
(The 911 address of the property where you are leasing spaces and giving permission for temporary food vendors to sell food.)

COORDINATOR/LANDOWNER

Name(s) _____

Mailing Address _____

Cell or Home Phone _____ Email _____

Number of anticipated food booths _____

Will electricity be provided to the food booths? Yes No If Yes, describe _____

Describe water source _____

(Are the vendors allowed to get water from you onsite or do they bring their own?)

Describe wastewater disposal (ex. dump station, public sewer, temporary holding tanks, etc.) _____

Describe garbage disposal method _____

*****Please attach a map showing the name/location of all food vendors, grounds, restroom facilities, trash receptacles, etc.*****

INSTRUCTIONS FOR COORDINATOR/LANDOWNER

1. COMPLETE THE INFORMATION REQUESTED ABOVE & RETURN TO THE HEALTH DEPARTMENT AT LEAST **10 CALENDAR DAYS PRIOR** TO THE START OF THE EVENT.
2. PROVIDE EACH VENDOR WITH APPLICATION AND GUIDELINES. (*NOTE THAT THE HEALTH DEPT MUST RECEIVE ALL APPLICATIONS, REQUIRED FOOD SAFETY DOCUMENTATION, AND FEES AT LEAST **10 DAYS PRIOR** TO THE EVENT*)

MOUNT ROGERS HEALTH DISTRICT
APPLICATION FOR A TEMPORARY FOOD HEALTH PERMIT

PERMIT FEE: \$40

Health Department Use	Date Application Received: _____
Fee Submitted with application? <input type="checkbox"/> Yes <input type="checkbox"/> No (Cash _____ Check Number _____ C. Card _____)	
Receipt submitted with application? <input type="checkbox"/> Yes <input type="checkbox"/> No Receipt Number _____	
Food Safety Documentation (Valid and In Date)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

NAME OF EVENT Hillsville Flea Market () Memorial Day () Labor Day Thursday – Monday

LOCATION OF EVENT (911 Address where food will be sold) _____

LANDOWNER NAME _____ PHONE NUMBER _____

NAME OF VENDOR/ORGANIZATION _____

PERSON(S) IN CHARGE OF FOOD SERVICE _____

MAILING ADDRESS _____

PHONE: _____ EMAIL: _____

FACILITY TYPE: _____ Building on site _____ Mobile Unit _____ Push cart _____ Stand
 _____ Tent _____ Trailer _____ Other _____

Note: All food vendors must follow the VA Requirements for Temporary Event Food Facilities as well as all of the Town of Hillsville regulations! These requirements and regulations can be found at www.carrollcountyva.org or contact the Carroll County Health Department.

RUNNING WATER AVAILABLE? Hot Cold None

DESCRIBE HAND WASHING METHODS [EX. SOAP, WATER, TOWELS, BASIN]	
DESCRIBE METHOD OF CLEANING AND SANITIZING UTENSILS [SANITIZER TO BE USED]	
LIST ALL COOKING EQUIPMENT [GRILL, DEEP FAT FRYER, HOTPLATE, ETC. INCLUDE GAS, ELECTRIC 110 OR 220 VOLTS]	
LIST HOT AND COLD HOLDING METHODS [EX. COOLERS, STEAM TABLE, ICE]	

Continued on back of form

Commonwealth of Virginia



Carroll County Health Department (Hillsville, VA)
Environmental Health Division

Requirements for Temporary Event Food Facilities

(A "TEMPORARY EVENT FOOD FACILITY" IS ANY FOOD FACILITY THAT OPERATES AT A FIXED LOCATION FOR A PERIOD OF TIME OF NOT MORE THAN 14 CONSECUTIVE DAYS IN CONJUNCTION WITH A SINGLE EVENT OR CELEBRATION.)

These requirements are based upon the Food Regulations from the Virginia Department of Health and must be followed by any person or vendor who is offering food to the public. In addition, you must follow the Hillsville Town Code, 132-9 Temporary Food Establishment Ordinance, included with this document.

****Carroll County Health Department staff will be on site for initial permitting inspections from Wednesday-Friday. Food vendors must be set up and ready for inspection & permitting no later than noon on Friday. No permits will be issued after Friday at 4:30pm.****

PERMIT APPLICATION

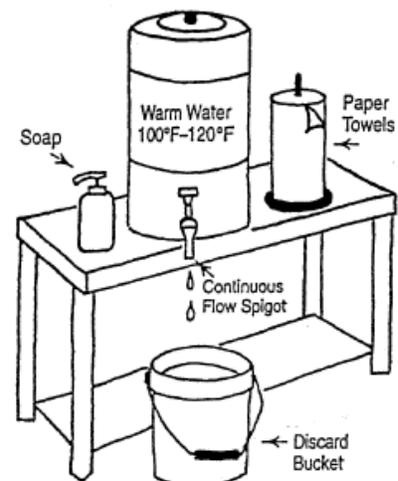
1. A temporary food permit issued by the Virginia Department of Health is required for each event the vendor attends.
2. To obtain a temporary food permit, a temporary food **permit application must be completed and submitted along with the appropriate fee to local health department 10 days prior to the event.** If you are attending a large event with multiple food vendors, you may be required to submit your application and fee to the Event Coordinator 30 days prior to the event. Check with the Event Coordinator, if applicable, for proper procedures.
3. There must be a person in charge (PIC) for each application submitted that can demonstrate appropriate food safety knowledge verbally upon inspection or by having an approved food safety training certification.
4. Food to be served or sold will be approved by the health department prior to the event and only those items approved and listed on the application may be served or sold.

INSPECTIONS

1. A field inspection will be conducted by a representative of the local health department. All violations are expected to be corrected immediately. All areas are open to inspection, including support vehicles.
2. Upon a satisfactory inspection a permit/inspection record will be issued to the vendor for the event. The permit/inspection is to be posted in a clearly visible location for the duration of the event.

TEMPORARY EVENT FACILITY SET UP

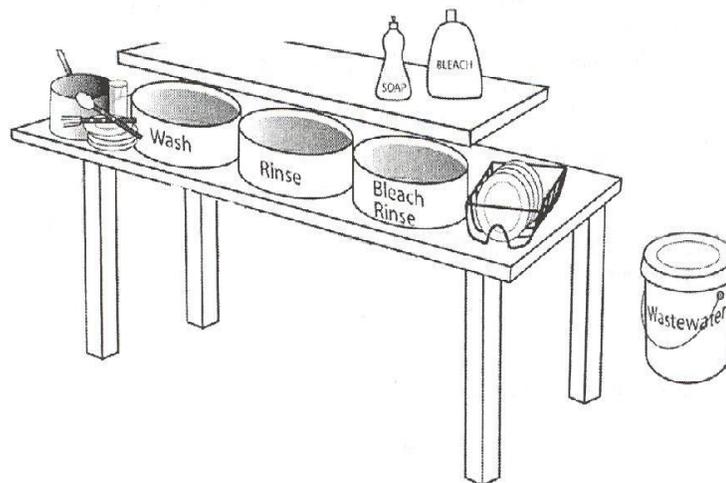
1. Facilities for handwashing must be located at each vendor site and set up prior to preparing or serving food. These facilities shall include one of the following:
 - A. Soap, hot and cold running water, and disposable towels at a plumbed hand sink.
 - B. Soap, warm water in a completely enclosed container with a spigot, catch basin, and disposable towels, see diagram:



2. The food facility must be provided with an approved water supply. Enough water must be available for food preparation, cleaning and sanitizing of utensils and equipment, and hand washing. Use **food grade** hose and adequate backflow preventer when connecting to a water supply (if applicable).
3. All sewage, including liquid waste from sinks, hand washing, ice storage, equipment drains, or other sources, are to be disposed of in an approved manner. Sewage shall be disposed into an approved sanitary sewage system or a waste retention tank at the event site - **NOT DUMPED ON THE GROUND.**
4. All garbage shall be in lined containers and removed from the location frequently during the event.
5. Lighting(if applicable) shall be shielded over the food preparation areas.
6. **For outdoor events, all foods on display must be protected by sneeze guards.** All cooking, food preparation, service, display, and storage areas are to have an approved overhead covering. **Mesh tents are not approved.** A floor may be concrete, asphalt, dirt, grass or gravel. If it is **dirt** or **gravel** it must be covered with mats, removable platforms, duckboards, or other suitable approved materials that are effectively treated to control dust and mud. Fans are allowed to help control flying insects. **Pesticides are NOT allowed on site or in support vehicles.**
7. All cooking, food preparation, service, display, and storage areas are to be completely separated from public access by an effective barrier such as ropes or tables.
8. Adequate cleaning supplies and equipment are to be provided.
 - A. Adequate cleaning supplies and equipment are to be provided for sanitizing utensils, equipment, and wiping cloths. **Examples: buckets, cloths, detergents, sanitizer, and sanitizer test kit.** Two approved sanitizers are: **Chlorine(bleach):** 50-100 PPM for 7 seconds; **Quaternary Ammonia Compound(Quats):** 200 PPM for 30 seconds. **Do not store chemicals near, on, or above food or food contact surfaces.**

*****An approved Chlorine or QAC Test Kit will be required to be onsite to monitor strength of sanitizer used.***

- B. Wiping clothes must be stored in a clean sanitizer solution of the correct strength between uses. Do not store cloths on counters, in pockets, or any other location besides in the sanitizer solution.
- C. A properly plumbed three-compartment sink with hot and cold running water **or** three containers of adequate size (**see diagram below**) shall be provided for washing, rinsing, and sanitizing of food contact surfaces of utensils and equipment. Enough hot water for these purposes shall be provided. **All utensils and equipment must be air dried; do not use drying cloths!**



Sample Temporary 3 Compartment Sink

FOOD AND BEVERAGE

1. All food and beverages to be served must be purchased from approved sources. **No home cooked or home canned foods are allowed.** All food preparation shall be done on site or properly transported from an approved or permitted food facility. The health department may request receipts or records to verify food source and to be present during preparation. All TCS Foods (foods that are hazardous and need **time & temperature control for safety**) brought to the event must be transported and arrive at acceptable temperatures (**Cold foods must be 41°F or below. Hot foods must be 135°F or above.** A TCS food item is any food which consists in whole or in part of **milk, eggs, meat, poultry, fish, shellfish, cooked vegetables, cut tomatoes, cut melons, baked potatoes.**)
2. Adequate facilities/equipment shall be provided to maintain temperatures at all times during the event. The following applies to all TCS food items:
 - A. **Cold food must be held at 41°F or below.**
 - B. **Hot food must be held at 135°F or above.**
 - C. Stored frozen food must be maintained frozen solid.
 - D. Foods that are officially cooked (Ready-to-Eat) and only need to be heated should be heated to a minimum of 135°F before hot holding or serving. **No cooked food can be held over from one day to the next to be reheated and served.**
 - E. TCS foods must be cooked to the appropriate minimum internal cook temperatures. Internal cooking temperatures for TCS foods vary depending on the type of food. Consult the FDA Food Code, a ServSafe® manual, or the local health department for specific cooking temperatures.
 - F. Thawing of frozen food must be done under refrigeration, cold running water that is 70°F or lower, or as part of the cooking process.
 - G. Beverages are to be served in individual containers or from an approved fountain. Individual beverage containers can be chilled in drained ice.
3. **An approved food thermometer (digital or bi-metallic) must be provided and on site at all times for checking food temperatures. Hanging thermometers shall also be placed in all refrigeration units to verify proper cold holding temperatures.**
4. All cooked or prepared food shall be served on or in single-service paper or plastic utensils. **Single-service articles** are cups, containers, lids, closures, plates, knives, forks, spoons, stirrers, straws, napkins, wrapping materials, wooden chopsticks, toothpicks, and similar articles intended for one-time, one-person use and then discarded.
5. Ice used in foods and beverages must come from an approved source and not used for any other purpose. Ice scoops are to be used for ice dispensing; **cups, glasses, or hands are not to be used for scooping ice.**
6. Food grade, non-powdered plastic **disposable gloves** or appropriate utensils are to be used for preparing or serving ready to eat foods.
7. Condiments are to be in dispensers or individual packets.
8. Food, beverages, utensils, food contact equipment and single use service items are to be stored 6 inches off the ground and kept covered.
9. Foods on display are to have a sneeze or dust guard or be individually wrapped.
10. All food contact surfaces and equipment must be cleaned, rinsed, and sanitized after each use, after working with raw food and then changing to a ready to eat food, anytime contamination may have occurred, and at least every 4 hours during continual use.

FOOD WORKERS

1. Food handlers are to follow approved procedures in preparing and serving food:
 - A. Wash hands frequently, especially after using the restroom, smoking, eating, performing any cleaning activity, or handling money.
 - B. Except when washing fruits and vegetables, food employees should not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves or dispensing equipment.
 - C. Food employees shall minimize bare hand and arm contact with exposed food that is not in a ready-to-eat form.
 - D. Food employees are to wear clean clothing and/or apron.
 - E. Hair restraints to be worn by any person preparing or serving food. Examples: hats, hair covering, or nets that effectively keep hair from contacting exposed food and food contact surfaces.
 - F. No eating, drinking, or smoking in food preparation or service areas.
 - G. No person having an open sore or infectious disease is to be a food handler.

******There may be additional requirements for multi-day events or local ordinances that apply(such as a food safety training requirement). Contact the event coordinator or your local health department for more information.******

If you have questions concerning these guidelines or need further assistance, please contact the local Health Department where the event will be held.

Bland County Health Department

209 Jackson St, P.O. Box 176
Bland, Virginia 24315
Phone: (276)688-4651
Fax: (276)688-4514

Bristol City Health Department

205 Piedmont Avenue
Bristol, Virginia 24201
Phone: (276)642-7335
Fax: (276)642-7347

Carroll County Health Department

605-15 Pine St.
Hillsville, Virginia 24343
Phone: (276)730-3180
Fax: (276)730-3185

Galax City Health Department

502 S. Main St, P.O. Box 926
Galax, Virginia 24333
Phone: (276)236-6127
Fax: (276)236-5517

Grayson County Health Department

186 W. Main St, P.O. Box 650
Independence, Virginia 24348
Phone: (276)773-2961
Fax: (276)773-2240

Smyth County Health Department

201 Francis Marion Lane
Marion, Virginia 24354
Phone: (276)781-7460
Fax: (276)781-7465

Washington County Health Department

15068 Lee Highway
Bristol, Virginia 24202
Phone: (276)676-5604
Fax: (276)645-1994

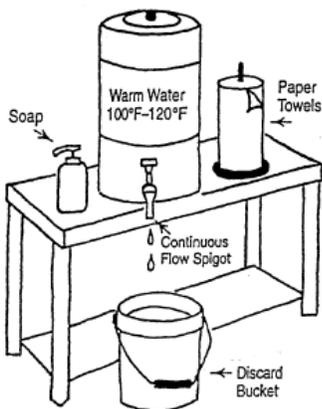
Wythe County Health Department

290 S. 6th St, Ste. 300
Wytheville, Virginia 24382
Phone: (276)228-5507
Fax: (276)228-3392

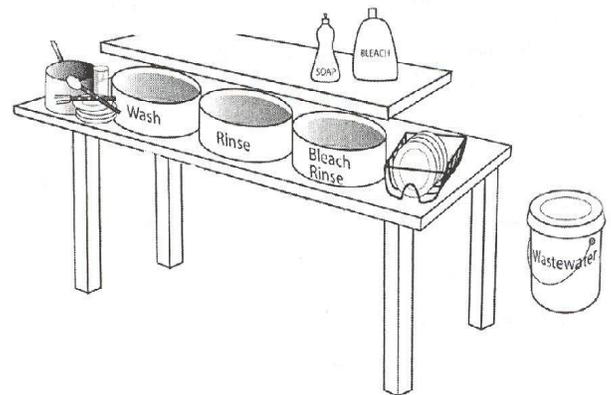
Food Vendors: Take this checklist to the event to ensure you are ready for HD inspection

TEMPORARY EVENT FOOD FACILITY CHECKLIST / SELF INSPECTION

- Inspection/Permit** 1. This checklist reviewed with all individuals working at the food booth.
- Site Location & Construction:** 1. Convenient to toilets. 2. Covered trash containers. 3. Facility (booth) to be arranged or constructed to protect foods, utensils & equipment from flies, dust and other contamination (screens, roof or tarp covering and no exposed dirt or gravel floors.) 4. Approved water source. 5. Placement of grills and fryers in accordance with fire codes.
- Food Workers:** 1. No ill workers. 2. No handling of ready-to-eat foods with bare hands - disposable gloves, spatulas, tongs, etc. provided. 3. No eating, drinking or smoking inside food booth. 4. Clean clothing/aprons and hair adequately held back. 5. **HANDS WASHED FREQUENTLY**
- Hand Washing Station Set Up:** 1. Soap dispenser, paper towels and waste bucket provided. 2. Access to sink with running hot and cold water **OR** hand wash station detailed below. 3. Five gallon container filled with warm water that has continuous flow spigot so that both hands can be washed at the same time.



SAMPLE HAND WASH STATION



SAMPLE DISHWASHING SET-UP

- Dishwashing :** Three compartment sink with **hot and cold** running water **OR** 3 large containers. Each container pre-set to: wash, rinse, then sanitize (for bleach sanitizing rinse, use approximately one teaspoon of bleach for every gallon of water) – Remember to **air dry all items**; Do **NOT** towel dry! **WASTE WATER MUST BE DUMPED INTO AN APPROVED SEWER SYSTEM OR WASTE RETENTION TANK- NOT ON THE GROUND.**
- Wiping cloths:** Clean and stored between uses in a bucket of sanitizer such as bleach. **Test kit provided for monitoring sanitizer strength for wiping cloths and sanitizing rinse described above.** For bleach, 50-100 PPM.
- Food Source :** 1. No foods prepared at home. 2. Foods from an approved source and prepared fresh on site **OR** foods prepared at a health department approved food facility, then covered and transported to the site while maintaining temperature control.
- Foods Subject to Spoilage:** 1. **Cold** perishable foods held at or below **41°F**. **Hot** perishable foods held at or above **135°F**. 2. **Thermometers available to monitor food and refrigerator/cooler temperatures.** 3. Minimum cook temperatures: pork-145°F, hamburgers-155°F, chicken-165°F. 4. Adequate coolers, refrigerators, etc. to maintain product temperatures during purchase, transportation, service. 5. Frozen foods thawed in refrigerator or cold ice chest, not at room temperature.
- Food Protection & Service:** 1. Self-serve condiments in dispensers or individual packets. 2. Foods on display covered or protected behind sneeze shields or individually wrapped. 2. Ice dispensed using scoop with handle. 3. Foods covered and protected from flies, dust, animals, etc. 4. Foods, beverages, utensils and single service items stored up off the ground at least six (6) inches.

Hillsville Town Code: 132-9 Temporary Food Establishments-Revised(2/15)

All temporary food establishments in the Town of Hillsville, VA shall comply with the temporary event food facility policy of the Virginia Department of Health and also be required to do the following:

- A. In addition to overhead covering, all temporary food establishments serving foods requiring temperature control for safety, otherwise known as TCS foods (i.e., chicken, beef, seafood, shell eggs, dairy, cooked fruits or vegetables, cut tomatoes, cut melons, etc.) shall have cooking and preparation areas protected with sneeze guards or be separated by at least 30 inches from the general public. The serving area opening or window shall not exceed 10 square feet for every 144 square feet of protected temporary food establishment area.
- B. In addition to floors being a hard surface material (i.e., asphalt or concrete) or gravel/grass covered with a suitable material to control dust and mud such as mats or rubber backed outdoor carpeting, all food, food contact equipment, and single service items (plates, bowls, paper towels, eating utensils, etc.) shall be stored at a minimum of 6 inches off the ground or in waterproof, covered storage containers.
- C. All temporary food establishments shall have all food contact surfaces constructed of an approved cleanable substance such as stainless steel, Formica or gloss paint. No paper, porous or raw wood is allowed for food preparation. All non-food-contact surfaces shall be easily cleanable. All screens, tent and canopy materials shall remain clean during the duration of the event.
- D. Due to the insufficient capability of charcoal briquettes to maintain properly controlled cooking temperatures, no preparation of TCS foods, such as beef, pork, fish and poultry, shall be performed using charcoal-type grills and cookers. Alternative methods for cooking include electric and propane gas cooking equipment.
- E. For festivals or events of more than two days' duration, any food vendor handling, preparing or holding for sale to the public, foods requiring temperature control (TCS Foods), shall have working electric freezer equipment to properly store frozen foods so that they remain frozen solid and working electric refrigeration that will consistently hold TCS foods at 41°F or lower.
- F. Any vendor selling food to the public shall submit a completed application for a temporary food establishment permit and the appropriate fee to the Carroll County Health Department for each temporary food establishment location. All applications and fees shall be submitted no later than 10 days prior to the event. Late applications or incomplete applications will not be processed.
- G. All temporary food vendors shall have a person in charge (PIC) that is onsite, for each location, who demonstrates food safety knowledge by holding a current and valid food protection manager certification or at minimum, showing proof of having completed a food handler training course within the past 3 years from an accredited program accepted by the Carroll County Health Department. If a vendor has more than one location, each location shall have a separate PIC meeting this requirement. A copy of the certificate or proof of training shall accompany the application submission 10 calendar days before proposed opening. The only exception will be for temporary food vendors selling only prepackaged foods; however, they shall submit their application 10 days before proposed opening.
- H. A vendor's license from the Town of Hillsville will not be issued, and therefore no food will be allowed to be served or sold, until a satisfactory inspection has been completed and a permit issued by the health department. These events cover a large area and there are many food vendors so it is recommended that vendors allow ample time for arrival, set up, and inspection prior to their anticipated opening. Health department representatives will begin conducting inspections and issuing permits at least one day before food service is allowed at the event.
- I. Any on-site-cooked, foods shall be sold and/or consumed the same day of preparation. Any leftovers must be properly disposed of at the end of the food vendor's business day and shall not be held over and served on a different day. The exception to this would be if the food vendor can demonstrate approved food safety procedures to the Local Health Department by submitting a Hazard Analysis Critical Control Point (HACCP) plan 10 calendar days before proposed opening for approval.
- J. All temporary food vendors shall provide customers access to a hand-washing area or hand sanitizer within 50 feet of their register.

Attention Hillsville Flea Market Food Vendors:

2015 Temporary Food Vendor Application deadline dates:

Memorial Day Flea Market – May 11th, 2015

Labor Day Flea Market - August 24th, 2015

IT IS THE APPLICANT'S RESPONSIBILITY TO VERIFY THEIR COMPLETED APPLICATION HAS BEEN RECEIVED, PROCESSED, AND APPROVED!

Food Safety Certification is required to be submitted as part of your Hillsville Temporary Food Permit application! Late or incomplete applications will not be accepted or processed.

- Your food safety certification has to be valid (obtained within the last 3 years)
- There has to be someone who has the certification on site during all hours of operation
- This certification can be done online or in a class

The minimum food safety certification accepted is the Foodhandler card/training certificate. Some options to purchase and complete this training online are:

ServSafe Food Handler:

<http://www.servsafe.com/ss/catalog/productlist.aspx?SCID=22&RCID=21>

State Food Safety:

<https://www.statefoodsafety.com/cps.php?productType=Food+Handler>

Learn2Serve:

<http://www.learn2serve.com/virginia-food-handler-training/>

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If you have questions please contact:

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Sandy Stoneman – sandra.stoneman@vdh.virginia.gov

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