

**Monmouth County Health Department
C/O Borough of Keyport Board of Health**

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BOROUGH OF KEYPORT ORDINANCE #BH:2-4.2E (Check Payable to Borough of Keyport)
FEES: ___ 1 DAY EVENT - \$15.00 ___ 2 DAY EVENT - \$25.00 ___ 3 DAY EVENT - \$35.00 ___ 4-10 DAY EVENT - \$50.00
FOR OFFICE USE ONLY: DATE RECEIVED: ___ FEE PAID: ___ PERMIT #: ___ YEAR: ___

VENDOR INFORMATION			
Vendor's Business Name:		Business Phone #:	
Business Address:		Cell #:	
Owner's Name:		E-mail:	
Owner's Address:			
EVENT INFORMATION			
Event Date:	Event Location:	Event Municipality:	
<p>The State law mandates certain food handling procedures be adhered to at all times. Both hot and cold foods must be held and served within prescribed temperature limits. Bare hand contact with "Ready to Eat" foods is now prohibited. Proper employee hygiene must be observed. Proper food preparation, transportation and onsite holding procedures are all vital in insuring a safe event.</p> <p>As such the Monmouth County Health Department, in accordance with existing local ordinance will require that all participants obtain a temporary retail food license to cover your operation.</p> <p>In order to obtain a temporary retail food license, you as a participant must advise this office IN WRITING of the following:</p>			
1. Full menu with particular attention to any items which require temperature control and/or are "potentially hazardous".		1)	2)
		3)	4)
		5)	6)
		7)	8)
<p>2. Food prepared in a private home may not be used or offered for human consumption in a retail establishment. Where is the licensed and inspected facility where your product is prepared/cooked/cooled/stored prior to the event? Where is ware washing performed? Where is your equipment stored when not in use? (Facility name, address and phone number)</p>			

TEMPORARY FOOD LICENSE PROCEDURES

3. What arrangements will you have to insure the product remains within acceptable temperatures during transportation to the event? (All cold food must be less than 41 degrees F. All hot food must be 135 degrees F or above.) How will you your product be transported to the event? Will the product be transported cold and prepared on site or will it be precooked at the offsite location referenced above and transported hot to the site?

4. Hot hold products arriving or found **ONSITE** that are less than 135 degrees F must be re-heated to safe temperatures or discarded. How will you **RAPIDLY** re-heat hot products to at least 165 degrees F

5. What arrangements will you have on site to insure the product remains within acceptable temperatures while on site during the event? (All cold food must be less than 41 degrees F. All hot food must be 135 degrees F or above.)

6. Whole muscle meats, pork and fish must be cooked to an internal temperature of 145 degrees. Comminuted (ground) meats (hamburger for example) must be cooked to an internal temperature of 155 degrees, while poultry and stuffed products must be cooked to an internal temperature of 165 degrees. Will a thin probe stem type thermometer be available so that you may monitor cooking and holding temperatures during the course of the event?

7. What type of measures do you intend to employ to insure that the product is protected against potential customer contamination, insects and dirt or dust contamination while on site?

8. Bare hand contact with "Ready to Eat" foods is now prohibited. Are gloves appropriate for your operation and will they be available for proper handling of ready to eat foods, or will you employ other methods for food protection? What measures will you employ to minimize cross contamination between raw and cooked or "Ready to Eat" products?

9. Hand washing is one key component in reducing the transmission of bacteria and minimizing potential cross contamination between raw items, cooked and "Ready to Eat" foods. What type of measures will you employ to provide for employee's hand washing facilities at your specific site?

10. How will you wash, rinse and sanitize any equipment and/or utensils which become soiled during the event?

NOTE: This office reserves the right to issue further requirements based upon the nature of the proposed operation, in accordance with N.J.A.C. 8:24.

SUBMIT THIS FROM TO THE BOROUGH OF KEYPORT WITH PERTINENT FEES NO LATER THAN 10 DAYS PRIOR TO THE EVENT. THIS FORM ALLOW US TO COORDINATE WITH MONMOUTH COUNTY HEALTH DEPARTMENT

A complete copy of the new regulation is available at the NJ Department of Health & Senior Services website: <http://www.state.nj.us/health/eoh/foodweb>.