



Non-profit  
Include copy of 501c.3

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## 2019 Temporary Vendor Application

Please submit this application to Garfield County Public Health **at least 10 working days prior** to your first event of the calendar year to obtain your annual Temporary Retail Food Establishment license or you will be assessed a late fee of \$50.00. Please **DO NOT** submit payment with application. You will be contacted for your application review and will be informed with the fee that is due at that time.

Please complete the following information:		
Retail Food Establishment Name		
Establishment Address (Street Address and P.O. Box)		
City	State	Zip Code
Contact Name	Contact #	
E-mail		
Colorado <input type="checkbox"/> Single OR <input type="checkbox"/> Multiple Event Sales Tax License	City Sales Tax #	

Please list all Garfield County events that you plan on attending:

Event name: \_\_\_\_\_ Date(s): \_\_\_\_\_ Location: \_\_\_\_\_  
 Event name: \_\_\_\_\_ Date(s): \_\_\_\_\_ Location: \_\_\_\_\_  
 Event name: \_\_\_\_\_ Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

If you will be attending more than 3 events, please email [nmojarro@garfield-county.com](mailto:nmojarro@garfield-county.com) with additional events.

### Handwashing Station

A handwashing station is required unless only prepackaged foods are sold. Please select one of the following:

- I will be serving only pre-packaged foods that don't require preparation or cooking
- I will have a hand sink with hot and cold water under pressure supplied with soap and paper towels
- I am a tent & table vendor serving open food and/or drinks and will provide the following:

#### Handwashing Set-Up



1. A container with a hands-free spigot that is capable of holding a minimum of 5 gallons of water
2. Soap
3. Paper towels
4. A container to catch the waste water until it can be disposed of properly
5. A trash can for disposing of paper towels
6. Extra potable water that will be replenished, as necessary
7. Signage, reminding employees to wash hands

### Food Handling and Temperature Control

How will bare-hand-contact with ready-to-eat foods be prevented?

Food-grade disposable gloves  Tongs, spoons, utensils  Deli tissue  Other: \_\_\_\_\_

Will foods be held cold?  Yes  No If yes, how? \_\_\_\_\_

Will foods be held hot?  Yes  No If yes, how? \_\_\_\_\_

Will foods be reheated on site?  Yes  No If yes, how? \_\_\_\_\_

#### \*\*IMPORTANT NOTE\*\*

- A probe thermometer (0°- 220° F) is required to be onsite for taking temperatures of foods
- An ambient thermometer is required to ensure cold foods are being held at 41° or less

### Cleaning & Sanitizing

Where will utensil washing take place?  Commissary  Mobile unit 3-compartment sink

Extra utensils and equipment shall be provided so they can be replaced every 4 hours. Onsite washing of equipment and utensils is prohibited (except for mobile units that have a 3-compartment sink).

What sanitizer will be used?  Chlorine  Quaternary ammonia

#### \*\*IMPORTANT NOTE\*\*

- Test strips for measuring the concentration of sanitizer is required!
- Sani buckets for cleaning your food contact areas is required!

### Overhead Covering: All tent and table vendors MUST have overhead covering.

I'm a mobile unit  I'm a tent and table and will be using the following covering? \_\_\_\_\_

### Water and Ice

Will you have ice for human consumption?  Yes  No

If yes, where will ice be obtained from? \_\_\_\_\_

#### \*\*IMPORTANT NOTE\*\*

- Ice for human consumption must be stored separate
- Ice scoop handle cannot be stored in ice

Where will you obtain potable water?  Commissary  Event  Other: \_\_\_\_\_

Where will wastewater be disposed?  Commissary  Event  Other: \_\_\_\_\_

### Wastewater and Grease (Grease and wastewater cannot be dumped on the ground or into storm drains or toilets!)

Where will wastewater be disposed of?

Commissary  Event will provide wastewater collection  Other \_\_\_\_\_

Where will grease be disposed of?

Commissary  Event will provide grease collection  Other \_\_\_\_\_

### Vomit/Diarrhea Clean Up Procedures:

With the NEW FOOD CODE adoption, it is required that there is a cleanup procedure in place and that all employees are trained on it.  Yes, I have procedures in place  No, I need more information

### Certified Food Program Manager (CFPM):

With the NEW FOOD CODE adoption, it is now required that all vendors have taken the Certified Food Manager Program training and exam.  Yes, I have my CFPM certificate, it is attached  No, I need more information

Ensure to **include a copy of your menu** & please fill out the Food Process Template below for each menu item:

**\*\*IMPORTANT NOTE\*\***

- Please note that DATE MARKING is a new requirement with the Food Code change. If you have foods that are Time/Temperature Control for Safety (TCS), Ready-To-Eat (RTE), and are going to be kept for more than 24 hours, they MUST be date marked.
- Please include the following in the processes:
  - Where will food item be prepared?
  - Cook temperatures
  - Cooling procedures
  - If cooling, you will have to reheat foods to 165° F how and where will that be done?
  - Hot holding temperatures

Item	Ingredients	Process
<i>Example: Island pork taco</i>	<i>Shredded pork, pineapple and cabbage slaw, cilantro, corn tortilla, hot sauce</i>	<i>Pork is pre-cooked to 145°F and cooled at commissary to 41°F (from 135°F to 70°F within the first 2 hours and then 70°F to 41°F). It is reheated to 165°F on site in a microwave and hot held at 135°F as needed on truck. Canned pineapple, pre-shredded cabbage, and pre-cut cilantro is kept cold at 41°F until use. Hot sauce made in advance at commissary and kept cold in fridge.</i>



## Commissary Agreement

Date \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_  
(Commissary owner/operator) (Commissary Establishment Name)

Located at \_\_\_\_\_  
(Commissary address, City, State, Zip)

Give my permission to \_\_\_\_\_ of \_\_\_\_\_  
(Temporary vendor owner/operator) (Temporary vendor business name)

To use my kitchen facilities to perform the following tasks on their operation days:

- Preparation of food, such as washing produce, peeling or cutting foods, cooking, cooling, reheating
- Warewashing
- Filling water tanks
- Dumping waste water
- Storage of foods, single-service items, and chemicals
- Servicing and cleaning of equipment and utensils
- Other (specify) \_\_\_\_\_

A Commissary Use Log will be maintained and made available to the department upon request. Indicate how and where the Commissary Use Log will be maintained:

\_\_\_\_\_

Commissary Water Supply:

- Public                       Private

Commissary Sanitary Sewer Service:

- Public                       Private

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Commissary owner/operator)

Commissary Contact Phone Number: \_\_\_\_\_

Commissary Email Address: \_\_\_\_\_

**This Commissary Agreement is Only Valid for 2019**

**Booth Drawing (Only for tent and table set ups)**