



ELBERT COUNTY FOOD VENDOR GUIDELINES

GENERAL INFORMATION

In order to participate at an event in Elbert County, you must complete the following steps at least 2 weeks prior to the event.

- Fill out the **Elbert County Food Vendor Application** (this should be provided to you by the event coordinator or you may obtain it from Elbert County Public Health) **this application must be completed before ANY/EVERY event you participate at in Elbert County.**
 - With this application, you are required to submit a copy of your
 - Retail food license
 - Sales tax license
 - Commissary Agreement

The inspector will review the application and contact you to let you know what else may be needed for approval. You must receive a written approval from the inspector for participation in Elbert County events.

FEES

An inspection fee of \$50/hour MAY be requested from the county inspector. Inspector fees are determined on a case by case basis.

NOTES FOR VENDORS AND COORDINATORS/HOLDERS

1. Licenses issued by the City and County of Denver are NOT valid outside the City and County of Denver. *(If you are a mobile unit, licensed by the City and County of Denver you will be required to obtain a Colorado Retail Food license through the county in which your commissary is located if you wish to participate at an event)*
2. If you are scooping ice you are required to have a Food Vendor Approval from ECPH.
3. The following foods do not need a Food Vendor Approval:
 - Pre-packaged food/drinks (no ice)
 - Pre-packaged ice cream/frozen yogurt novelties (no scooping and no soft serve)
 - Hot cocoa/coffee (no ice)
 - Whole fruits and vegetables (uncut)
 - Popcorn, which is plain, seasoned with salt, buttered or sugared (e.g. kettle corn)
4. If you are selling/preparing caramelized nuts, roasted almonds, caramel or flavored popcorn then you are required to have a Food Vendor Approval, but you do not need a license if it is commercially prepackaged.

ELBERT COUNTY PUBLIC HEALTH
AND ENVIRONMENTAL SERVICES

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Foods that are approved to be served at public events in Elbert County:

- **Ground beef:** Raw ground beef is approved for hamburgers that are frozen, and pre-formed patties only. They must be frozen until cooked during the event. (All other ground beef must be precooked at a commissary, therefore only needing reheating/hot-holding at the event. (Examples: tacos, burritos)
- **Steak:** Raw steak is approved if it is ready to cook and serve. If steak is being used in slices or pieces then it must be pre-cut at a commissary. (Example: Fajitas)
- **Chicken:** All chicken other than frozen chicken wings must be pre-cooked or smoked.
- **Turkey Legs:** Turkey legs must be pre-cooked.
- **Fish/ Shrimp/ Seafood:** Fish, shrimp and seafood can be raw only if frozen; otherwise it must be precooked. These foods must be frozen until cooked during the event.
- **Hot Dogs/Bratwurst/Italian Sausage:** Hot dogs, bratwurst, Italian sausage, and other sausages are approved raw or pre-cooked.
- **Ribs:** Ribs are approved raw or pre-cooked.
- **Pulled pork, pulled chicken, pulled meats:** Pulled pork, chicken, and other shredded meats and barbequed meats must be pre-cooked at commissary. These foods should only need to be reheated/hot-held at the event.
- **Crepes/ Funnel Cakes/ Pancakes:** The batter for crepes, funnel cakes, and pancakes must to be pre-mixed at commissary. If the batter is potentially hazardous then it must be kept at 41 degrees F or below during the event.
- **Vegetables:** Lettuce, tomatoes, cheese, onions, jalapenos, and other vegetables/toppings must be prepared at a commissary or purchased pre-washed and pre-cut.
- **Lemons/Limes:** If the vendor is making lemonade/limeade, they can cut the lemon/lime in half only for squeezing on-site. If they need to cut it into more pieces then it must be done at a commissary. The lemons and limes must be pre-washed at a commissary.
- **Fruit:** All fruit must be pre-washed and pre-cut/pre-sliced at a commissary or purchased pre-washed and pre-cut.
- **Other foods:** evaluated on a risk-based criteria

****ALL SLICING, CHOPPING, PEELING, DICING, SHREDDING, MIXING AND PRE-WASHING MUST BE DONE AT THE COMMISSARY****

- All food must be prepared at a licensed food establishment (commissary).
- Potentially hazardous foods shall be limited to cooking and then serving.
- Food cooked or stored at home is prohibited.

Booth requirements:

- A hand sink with water, soap, and paper towels is required. The water dispenser must be capable of providing hands free continuous flowing water.
- A catch bucket for the hand sink wastewater.
- Equipment must maintain hot food at 135°F or above and cold food at 41°F or below. All potentially hazardous food must be maintained either hot or cold.
- A metal stem probe thermometer Calibrated 0 to 220 degrees F.
- Sanitizer (bleach and water) at 50-200ppm and chemical test strips to test the sanitizer.
- Enough utensils to change every four hour.

FOOD VENDOR APPLICATION

All vendors must complete and submit this form to ECPH for **EACH** event in Elbert County. If there are no menu or equipment changes from one event to another, the completed original may be copied and submitted, but the first page must be updated for every different event. Please attached a copy of your Retail Food License, Sales Tax License and Commissary Agreement.

EVENT NAME: _____ DATE(s): _____

PLEASE COMPLETE THE FOLLOWING INFORMATION	
Retail food establishment name:	Legal owner's name:
Establishment address:	
City: State: Zip Code:	Phone number:
Email:	Contact name:
Contact phone number:	County that issued your retail food license:

****All vendors shall have the original Colorado Retail Food Establishment license on premise at the event at all times or the facility may be required to cease operations****

Checklist of paperwork to be submitted with this application:

- Commissary Agreement
- Copy of Sales Tax License
- Copy of Retail Food License

GENERAL GUIDELINES

- A hand washing station with a free-flow spout, catch bucket, soap, and paper towels, and water from an approved source shall be provided. Bare hand contact is not allowed with ready-to-eat foods.
- Hand sanitizers are NOT an acceptable substitute for required hand washing set-up.
- Extra sets of clean utensils must be provided so that they may be changed out when soiled or at least every four hours. Washing utensils on site is not permitted.

- All slicing, chopping, peeling, dicing, shredding, mixing, and pre-washing must be done at the commissary with the exception of mixing of funnel cake, crepe, and donut batter.
- Preparation of raw chicken at the event is prohibited other than the frying of frozen chicken wings.
- All ground beef & Philly cheesesteak must be precooked at a commissary or be frozen preformed hamburger patties until cooked at the event.
- Turkey legs must be precooked.
- Pulled pork, chicken, and other shredded meats and barbequed meats must be precooked at commissary.
- All fruits and vegetables must be washed and cut at the commissary.
- Lemons and limes may be cut once on site for lemon/lime-aid provided they are washed at a commissary.
- Bananas may be cut on site if used on kabobs provided that they are washed at a commissary.
- Sandwiches may be assembled onsite, but all preparation of ingredients must take place at the commissary. Examples: gyros, tacos, burritos, steak sandwiches, and traditional sandwiches.
- Sterno burners are prohibited at outside events unless windshields are installed to protect them from wind.
- Sanitizer for food contact surfaces (i.e., tables) must be provided on site (i.e., bleach and water at 50-200ppm).
- Commissaries need to be within 30 miles or 30 minutes from the event.
- Provide a barrier (e.g. a table) to separate the food area from the customer area.
- All equipment and operations must be contained under your tent.

MENU: list all menu items (food AND drink) including condiments and toppings

Please list any additional events you may be participating at in Elbert County

Event Name	Date	City

Where are the food/drink products purchased? (List all the facilities.)

Name of Commissary: _____

Commissary Address: _____

What is the distance that the food will be transported to the event?

Where will the potable water for hand washing be acquired?

Where will wastewater from hand washing be discarded?

What type of sanitizer solution will be used on food contact surfaces?

- Bleach (50-200ppm)
- Quaternary Ammonia (100-400ppm)
- Other: _____ Concentration: _____

What equipment will be used to maintain the temperatures during transport and during the event? (Check all that apply)

- Hot holding unit for hot foods
- Coolers with ice
- Served immediately after cooking
- Commercial crock-pot
- Refrigerator
- Freezer
- Steam table
- Held on grill until served
- Other (specify): _____

Booth requirement questionnaire	YES	NO	N/A
Will a refillable hand washing station with a hands-free stay-on spigot and appropriately sized waste container be available?			
Will soap and paper towels be available for hand washing?			

YES NO N/A

Will the hot holding unit(s) be capable of holding food above 135°F?			
Will the cold holding unit(s) be capable of holding food below 41°F?			
Will equipment capable of reheating food to 165°F be available?			
Will a metal probe thermometer that reads 0-220°F be available?			
Are the proper sanitizer test strips available?			
Will food-grade disposable gloves, utensils, and/or deli tissues be available for handling food? (If no, explain in comments section.)			
If utensils are used to handle food are enough available if they become soiled or used? (Utensils must be changed out when soiled or at least every four hours. Washing utensils on site is not permitted.)			
Will all cutting, chopping, dicing, etc of fruits, vegetables, and shredded meats be done at the commissary? (If no, explain in comments section)			

Comments: _____

I _____ have read and will follow the general guidelines of this packet.

Signed: _____

****Email completed event applications to publichealth@elbertcounty-co.gov****