Checklist for Class II -- Special Food Service Facilities
Single Day Events

This checklist is to help provide vendors with a basic understanding of the requirements for licensing a Class II facility for a single day event.

Facility Requirements

☐ The facility is enclosed within a clean structure with a roof (usually a tent-type enclosure) to cover all food storage and preparation areas. Screening is not required unless the area has a problem with flying insects.

☐ A hand washing station with warm water, soap, paper towels and wastewater collection is provided. Acceptable set-up: warm water from a dispenser such as a coffee urn and a catch basin.

☐ Adequate toilet facilities are provided and located within reasonable distance.

☐ A three-basin set-up to wash, rinse and sanitize food contact utensils; detergent and an approved sanitizer (bleach), or if a licensed permanent food facility is available at the end of each day to clean utensils, or provide extra sets of utensils on-site.

☐ Provisions are in place to keep potentially hazardous foods at safe temperatures: 45°F or lower and 140°F or higher.

☐ A metal stem thermometer (graduated in 2°F intervals with a range of at least 0°F to 165°F) is provided for checking food temperatures.

☐ Adequate trash containers are provided for employees and customers.

☐ Water from an approved source is provided.

☐ Provisions are in place for the collection and proper disposal of wastewater. Wastewater may not be thrown out or otherwise discarded onto the ground, into storm sewers, etc.

Food Protection Requirements

☐ All food, including ice, is obtained from approved sources. Home preparation and/or storage of food is NOT allowed.

☐ Only approved materials are used to cover foods while in storage or on display. Cloth towels are NOT approved for this use.

☐ The ice used in drinks is protected and is NOT to be used to keep other foods cold. Handled scoops are used to dispense ice.

☐ If food is stored on ice, the wastewater freely drains into a waste receptacle, not onto the ground. Raw beef, lamb, pork, fish, and poultry are not stored directly on ice. Raw foods such as these meats are stored using mechanical refrigeration or dry ice. (In a situation involving small amounts of raw meats, which are to be cooked for immediate service, the Health Department may allow meats to be stored on ice). An electrically or mechanically operated ice grinder is provided for snowballs (hand shaving or crushing of ice is prohibited).

☐ All foods are properly stored and protected at all times. No food can be stored on the ground.

EHFP 003c (3/03)
TEMPORARY EVENT
SPECIAL FOOD SERVICE FACILITY (Class II)
PERMIT APPLICATION

PLEASE READ CAREFULLY

- Application fee is non-refundable
- Type or print in black ink. All blanks must be filled in, if applicable, and the application must be signed.
- Send the application fee to the address above, in the form of a check or money order made payable to:
  "Prince George’s County Health Department"
- Check type of operation:
  - Multiple Day Temporary Day Event $75.00
  - Single Day Temporary Event $75.00
  - Single Day Temporary Event $25.00 (if application is received 14 or more calendar days before the event)
  - Special Food Service Facility/Non-Profit Organization NO CHARGE
    (Must submit proof of non-profit status and booth must be staffed by members of the organization)
- Incomplete applications will be returned for corrections/completion and will delay issuance of permit.
- Permits must be issued prior to preparation or sale of food.
- If you need assistance filling out this application, please call 301-883-7690.
- The permit application must be received at least (2) days prior to the event to guarantee inspection.
- OPERATING WITHOUT A HEALTH DEPARTMENT PERMIT IS SUBJECT TO A $300.00 FINE.

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<th>INSTRUCTIONS</th>
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<tbody>
<tr>
<td>Trading Name or Organization</td>
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<tr>
<td>Name of Applicant</td>
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<tr>
<td>Applicant Mailing Address</td>
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<tr>
<td>City</td>
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Foods Being Served by Applicant

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<tr>
<th>EVENT INFORMATION</th>
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<tbody>
<tr>
<td>Name of Event</td>
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<tr>
<td>Event Address / Location</td>
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<tr>
<td>City</td>
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<tr>
<td>Event Coordinator/Contact Person</td>
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- I have examined and read the above application and know the same is true and correct, and that in operating a food service facility, I agree to comply with all applicable laws and regulations including, but not limited to, the State of Maryland and Prince George’s County.
- I understand that falsification of this application may result in the denial, suspension or revocation of the permit.

Applicant Signature
Printed Name of Applicant

Do Not Write Below This Line

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<tr>
<td>Date of Approval</td>
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EH-FP-003a (4/07)