



# St. Mary's County Health Department

William B. Icenhower, M.D., M.P.H.  
Health Officer

Administration & Vital Records	301-475-4330
Community Health Services	301-475-4330
Resource Coordination	301-475-4389
Environmental Health	301-475-4321
Environmental Health Fax	301-475-4373
Medical Assistance Transportation	301-475-4296
State Health Department (Toll Free)	877-4MD-DHMH
Maryland Relay Service	1-800-735-2258

MEMORANDUM TO: All Food Service License Applicants  
FROM: Daryl Calvano, Environmental Health Director  
SUBJECT: Temporary Food Service Operating License

Enclosed is an application for a Health Department Temporary Food Service Operating License. The fee for a temporary special food service license is forty-two dollars (\$42) per booth. No fee is required for nonprofit groups.

Please complete the application, including the statement of workmen's compensation form. Return, along with your application fee to:

St. Mary's County Health Department  
Environmental Health Services  
P.O. Box 316  
Leonardtown, Maryland 20650

Checks should be made payable to: ST. MARY'S COUNTY HEALTH DEPARTMENT.

The health department must receive your application, fee, statement of workmen's compensation insurance and site plan 14 days prior to the event. **If the forms are not received 14 days prior to the event, a late fee of \$42 will be assessed for fast-track processing. During extremely busy times your application to operate may be denied and the event sponsor will be promptly notified.**

If you have any questions, please contact the Environmental Health Services division at 301 475-4321.

**ST. MARY'S COUNTY**  
**APPLICATION FOR LICENSE TO OPERATE A TEMPORARY FOOD SERVICE FACILITY**

Application is hereby made to operate a food service facility in accordance with COMAR 10.15.03 Regulations Governing Food Service Facilities.  
(PLEASE PRINT OR TYPE)

FACILITY/ORGANIZATION NAME \_\_\_\_\_

MAILING ADDRESS OF CONTACT PERSON \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

FACILITY OWNER/ORGANIZATION CHAIRMAN \_\_\_\_\_ PHONE NO. \_\_\_\_\_

TRANSIT AND STORAGE VEHICLE INFORMATION: MAKE \_\_\_\_\_ MODEL \_\_\_\_\_  
TAG # \_\_\_\_\_

TYPE OR NAME OF EVENT \_\_\_\_\_

DATES OF OPERATION \_\_\_\_\_ HOURS OF OPERATION \_\_\_\_\_

EXACT LOCATION OF EVENT \_\_\_\_\_

**REFER TO OPERATING STANDARDS PRIOR TO COMPLETING ITEMS 1-7**

**Please check applicable items**

1. Location of food preparation:  
 On-Site                       Licensed Facility
  
2. Means for transporting food to site:  
 Refrigerated Truck             Coolers
  
3. Means to elevate the food off the ground surface:  
 Tables                               Racks
  
4. Type of overhead protection provided:  
 Tent                       Canopy                       Roof
  
5. Means to maintain cold food temperature:  
 Refrigerator                       Cooler
  
6. Hot food holding unit?  
 Yes (If yes, type of heat:  Electric     Gas     Sterno)  
 No
  
7. Potable water source:  
 Well                                       Public Supply
  
8. Means to protect exposed foods:  
 Sneeze Guards                       3 ft. Distance

**Please fill in the blanks**

9. Menu items: \_\_\_\_\_  
\_\_\_\_\_
  
10. Food sources (grocery, retailer, etc.): \_\_\_\_\_  
\_\_\_\_\_
  
11. Size of 3 containers for washing, rinsing and sanitizing:  
\_\_\_\_\_ gallons
  
12. Size of hand washing container to be provided:  
\_\_\_\_\_ gallons
  
13. Size of container for collecting waste water:  
\_\_\_\_\_ gallons
  
14. Where will waste water be discharged? \_\_\_\_\_  
\_\_\_\_\_
  
15. Number of thermometers for food monitoring: \_\_\_\_\_
  
16. Site Plan attached?  
 Yes                       No
  
17. HACCP Plan for all menu items attached?  
 Yes                       No

**STATEMENT OF WORKMEN'S COMPENSATION**  
**MUST BE COMPLETED FOR APPLICATION TO BE ACCEPTED AND APPROVED**

I understand that failure to comply with the minimum operating standards will result in the immediate suspension of the operating license, therefore, all food operations must cease IMMEDIATELY.

SIGNATURE OF APPLICANT: \_\_\_\_\_ POSITION: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

**OFFICE USE ONLY**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_



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## STATEMENT OF WORKERS' COMPENSATION INSURANCE [RETURN SIGNED STATEMENT TO THE HEALTH DEPARTMENT]

Maryland Health-General Code Annotated Section 1-202 requires that before any license or permit be issued under the Health-General Article to an employer to engage in an activity in which the employer may employ any individual, the employer must file with the issuing authority a certificate of compliance with the State Workers' Compensation Laws indicating the employer's Workers' Compensation insurance policy or binder number. Waiver or certificate of compliance can be obtained by calling the Workers' Compensation Commission at (410) 767-0900.

CIRCLE the number of the option below which applies to you, provide the requested information, sign and date the form, and return it with the attached application. (**NOTE: License cannot be issued without completion of this form.**)

1. I have Workers' Compensation insurance.

Insurance Company \_\_\_\_\_ Policy/Binder No. \_\_\_\_\_

2. A waiver has been received from the Workers' Compensation Commission. (A COPY OF THE WAIVER MUST BE ATTACHED BEFORE LICENSURE WILL BE GRANTED.)

3. As provided by Maryland Annotated Code Article 101, I am exempt from having Workers' Compensation insurance. (Circle option a or b below.)

a. Attached is a copy of the certificate of compliance.

b. I have applied for a certificate of compliance from the Workers' Compensation Commission on \_\_\_\_\_. Copy of certificate will be forwarded to St. Mary's County, Office of Environmental Health upon receipt.

4. I am self-insured. Approval of self-insurance has been received from the Workers' Compensation Commission. (A COPY OF THE CERTIFICATE OF COMPLIANCE MUST BE ATTACHED BEFORE LICENSURE WILL BE GRANTED.)

5. I have no employees, therefore I am not required to carry Workers' Compensation insurance.

\_\_\_\_\_  
SIGNATURE/TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FACILITY NAME

\_\_\_\_\_  
TITLE

**STATEMENT OF WORKERS' COMPENSATION INSURANCE  
ADDITIONAL INFORMATION**

If a proprietor does not have employees he/she may qualify for a waiver or exemption of self-insurance is not required. In order to comply with Maryland Health-General Code Annotated Section 1-202, a copy of the certificate of compliance (with official seal) for a waiver or exemption from the Workers' compensation Board must be submitted to the St. Mary's County Health Department, Office of Environmental Health, P.O. Box 315, Leonardtown, MD 20650.

In order to receive a waiver or exemption of this insurance a notarized letter must be submitted to the board stating your situation. All letters should be addressed to:

DIRECTOR, WORKERS' COMPENSATION COMMISSION  
6 LIBERTY ROAD, 9THE FLOOR  
BALTIMORE, MARYLAND 21201  
1-800-492-0479

If you have self-insurance, approval must be received from the Workers' Compensation Commission and a copy of the certificate of compliance shall be submitted to this department.

If you wish to inquire on receiving self-insurance call:

INJURED WORKERS' INSURANCE, TOWSON, MARYLAND  
410-864-5100

If you have any further questions or need additional information, please do not hesitate to call this department, weekdays between the hours of 7:30 a.m. and 4:30 p.m. at the following phone number: 301-475-4321.

NOTE: Workers' Compensation Insurance is not required for Excluded Organizations with volunteer workers.

# REQUIREMENTS FOR OPERATING A TEMPORARY FOOD BOOTH

*[Please keep this information for your records]*

This information has been developed to help concessionaires set up and run food operations in a sanitary and healthful manner and to minimize the possibility of foodborne illness.

Concessionaires should contact the Health Department as early as possible when planning a food booth.

A sanitarian will be pleased to help with your plans. He/she will point out the steps that must be taken to help ensure a sanitary operation that will protect the public from foodborne illness.

## I. Definition

A temporary food service establishment is a food establishment that operates at a fixed location for a period of time not more than 14 consecutive days in conjunction with a single event or celebration, such as:

- A fair
- Carnival
- Circus
- Public Exhibition
- Or Similar Transitory Gathering

## II. Licensure Requirements

A. Temporary licensure if required by law. The state food regulation COMAR 10.15.03 states that "No person shall operate a food service establishment who does not have a valid license issued to him/her by the health officer". A valid license shall be conspicuously posted in every food service establishment, mobile unit and temporary food service establishment. These requirements were included to help ensure that food handled in food establishments will be as safe as possible. **MANY, MANY OUTBREAKS OF FOODBORNE ILLNESS HAVE BEEN TRACED BACK TO FOOD IMPROPERLY HANDLED AT TEMPORARY EVENTS.**

B. Individuals or groups planning to hold events that are open to the public must have a license.

Our department requires that a temporary food license be purchased for each food booth in operation during an event. If you advertise your event with flyers, banners, newspaper articles or by other means, it is considered a public event. Church dinners or other events that are for members and their guests only and not advertised are not considered to be public events.

## III. Application and Review

Individuals must apply for a license in order for the health department to review the proposed food service techniques.

The environmental sanitarian will work with you to review the following steps:

- The types of foods to be prepared

- How they will be prepared
- And the methods used to keep foods hot and cold
- HACCP flow charts for entire menu required

He/she may also suggest shortcuts that will enable your booth to operate more efficiently and safely.

Applications may be obtained from St. Mary's County Environmental Health Department, P.O. Box 316, Leonardtown, MD 20650, 301-475-4321, weekdays from 7:30 a.m. to 4:30 p.m.

It is required that the application be returned with the fee at least two (2) weeks before the event.

This allows time for health department staff to adequately review the application and to make any changes necessary well in advance of the event.

#### IV. Minimum Requirements to Operate

- A. Fill out a temporary application and submit it with the fees **at least 2 weeks before the event.**
- B. Food booth operators may be required to make an appointment for a pre-opening inspection prior to the first day of the event.
- C. All food preparation areas, food contact equipment and utensils, hand washing and utensil washing stations and all food storage areas (including food containers, cups, etc.) shall be completely under cover.
- D. All food preparation and utensil washing areas shall have effective and approved control measures to eliminate the presence of rodents, flies, birds, roaches and other vermin on the premises (i.e. screening, effective air curtains/fans, tarps, etc.). All foods must be protected from contamination at all times. Store all foods off the "floor".
- E. Food preparation in storage facilities (trucks) is strictly prohibited.
- F. Mechanical refrigeration shall be provided for the storage of all potentially hazardous food during multi-day events. All refrigeration units and freezers must be connected to a continuous source of electrical power. Coolers with a sufficient supply of ice are approved for single day events and temporary storage of online food supplies. All coolers must have drain plugs.
- G. Scoops must be provided for dispensing ice. Utensils must be provided to minimize food handling.
- H. Utensils used to handle/cut raw meat and seafood shall be washed, rinsed and sanitized prior to use with cooked food items.
- I. Meat slicers/knives/serving utensils, etc. shall be cleaned and sanitized every 2 hours.
- J. A metal-stem thermometer must be available and used to check internal food temperatures; thermometers must be able to measure from 0° F to 200° F.
- K. All potentially hazardous food shall be maintained below 41°F or above 135° F at all times. Temperatures are to be checked at least once per hour. Thermometers must be placed in all refrigerators and coolers.
- L. All exposed food, prep areas and equipment within three feet of the general public shall be protected by sneeze guards or shields.
- M. All condiments (i.e. onions, relish, mayonnaise, etc.) are to be dispensed from approved containers (with hinged lids).
- N. All potentially hazardous food must be thawed under refrigeration or in approved coolers/ice chests with a sufficient supply of ice.
- O. Handwashing facilities - the facility shall consist of; at least, warm running water, soap, individual paper towels and a bucket to collect the dirty water. For example, an air pump

- thermos or jug of warm water with a turn spout container will be an acceptable method used to obtain warm running water.
- P. All personnel must wear clean clothing, hair restraint and wash hands frequently. The use of disposable aprons and gloves is strongly recommended.
- Q. Wiping cloths - a separate labeled bucket of sanitizer must be present for rinsing/storing wiping cloths to be used on table tops, counters, etc. For example, one capful of liquid bleach added to one gallon of cool water will be acceptable. This should be changed frequently during the day.
- R. Dishwashing facilities - equipment and utensils must be washed in three compartments/sinks. The process includes washing the utensils/equipment in hot soapy water, rinsing in hot water, sanitizing and air drying. Hand washing and three compartment sink stations shall be available for use at all times. (Fifty ppm sanitizing agent is equal to one teaspoon of bleach per gallon of rinse water).
- S. All food preparation must be done in the booth or in an approved "kitchen" facility [e.g., the "kitchen" is permitted by the health department] to minimize the potential for foodborne illness. Home preparation of foods is not allowed.
- T. Smoking, eating or drinking in booths while working is not allowed. All non-working, unauthorized persons are to be kept out of the booth.
- U. Crock pots, steam tables or other hot-holding devices are not to be used for heating foods; they are to be used only for hot-holding purposes. Reheated foods should reach 165° F within two hours.
- V. All food shall be stored in food grade containers/plastic bags. (Generally, trash bags are not food grade).
- W. No person who is infected with a communicable disease, such as a cold, flu or anyone who has open sores or infected cuts on his/her hands, shall work in any temporary food establishment.
- X. Chemicals, such as liquid bleach and detergents, must be stored in a separate area away from food preparation and display areas.
- Y. Toilet facilities shall be located within a reasonable distance and accessible during all hours of operation.
- Z. An adequate number of refuse containers with tight-fitting lids should be available for the garbage.
- AA. Provide adequate waste disposal for handwash, utensil wash and other sewage water. It must be discharged to a sanitary sewer.
- BB. Adequate ventilation must be provided for cooking.
- CC. Food, water and ice must be from safe and approved sources.
- DD. Booths which sell/handle any shell stock (clams, soft-shell clams, oysters) or crabmeat must have proof of purchase on site in order to validate approved source. The above foods must be kept in their original containers until time of use. In addition, all unfrozen crabmeat must be maintained at a temperature below 45° F and pasteurized crabmeat must not exceed 38° F.
- EE. Temperature control-proper cold storage of foods.
1. All potentially hazardous foods must be stored below 41° F except during necessary preparation or procedures.
  2. All potentially hazardous foods such as salads prepared from eggs, meat, potatoes or pasta must be prepared using pre-chilled ingredients (chilled to 41° F or less). Such salads stored on buffet lines must be kept at 41° F or less.
  3. Foods stored in containers on ice must be stored at 41° F or below. Foods must be stored so that the ice level on the outside of the container is as high as the food is on the inside of the container. Containers must be self-draining if ice is used as a refrigerant.

4. Enough cold-holding equipment must be present, properly designed, maintained and operated so that all potentially hazardous foods can be stored at or below 41° F as required. Separate containers must be used for raw meats and ready-to-eat foods when ice is used as a refrigerant.
- FF. Temperature control - proper hot-holding of potentially hazardous foods.
1. Potentially hazardous foods stored hot must be kept at 135° F or above during hot-holding.
  2. Enough hot-holding equipment must be present, properly designed, maintained and operated to keep hot foods at required temperatures.
- GG. Temperature control - proper cooking and reheating of potentially hazardous foods.
1. All poultry, poultry dressings and other foods containing poultry or poultry juices must be initially heated to 165° F or above.
  2. All pork or foods containing pork must be initially heated to 145° F or above.
  3. All other potentially hazardous foods requiring cooking must be heated to 145° F or above before they are placed in hot-holding equipment, except rare roast beef (rare beef may be served at 130° F or above).
  4. Hamburger must be heated to 155° F or above.
  5. All foods after initial cooking temperatures have been met must be maintained at 135° F.
- HH. A complete and approved HACCP plan on site is a REQUIREMENT.

**You must be inspected or have prior approval to begin food preparation and operation. Non-compliance with any of the above standards will result in the immediate suspension of operating license.**



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# HACCP PLAN

Maryland Department of Health and Mental Hygiene

## Guideline for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

Maryland Health - General Code Annotated and the Code of Maryland Regulations require that plans and specifications be submitted to the Department when a person proposes to construct a food establishment, remodel or alter a food establishment, or convert or remodel an existing building for use as a food establishment. The minimum information provided must include the plans and specifications of the building and the food equipment, and must include other information as required to complete the review. In certain cases, the Department may require information relative to the foods proposed for processing or manufacture in order to assess whether the food handling and preparation procedures, as well as training procedures, adequately control identified hazards. A plan submittal with this information is called a HACCP Plan. A HACCP Plan is required for certain facilities that, following a preliminary priority assessment, are classified as a **High or Moderate Priority** facility. This guideline is to assist you in providing the information for the Priority Assessment and the HACCP Plan.

### Information Necessary for a Priority Assessment

1. *Menu or Types of Foods* - Provide a copy of the menu or a written description of the foods that will be prepared and served.
2. *Food Service System* - Specify the types of food service systems you will use. Food service systems include: Cook-Serve, Cook-Hot Hold-Serve, Cook-Chill-Reheat-Hot Hold-Serve, etc.
3. *Number of Meals Prepared* - Specify the number of meals prepared on an average day.
4. *Population Served* - Specify whether you serve groups of persons who are particularly susceptible to disease; for example, very young, aged, hospitalized, or otherwise compromised.

For a food establishment that the Department classifies as a **High or Moderate Priority** facility, the following information must be submitted to comply with the Hazard Analysis requirements.

### For High or Moderate Facilities:

#### General Food Preparation Information

1. Describe how you will ensure that all foods received will be from approved sources.
2. Specify whether raw meats, poultry, and seafood will be stored in the same refrigeration units as cooked/ready-to-eat foods. If so, describe how cross-contamination will be prevented.
3. Indicate how each category of frozen potentially hazardous foods will be thawed.
4. Indicate how each category of potentially hazardous foods will be cooled. Methods include: ice baths, shallow pans, reduced volume, rapid chill, etc.
5. List the categories of foods that will be prepared more than 12 hours in advance of service.
6. Specify how ingredients for cold ready-to-eat foods will be pre-chilled before mixing or assembly.

7. Specify whether any prepared foods are distributed off-premises.
8. Specify whether any foods are received in reduced oxygen packaging, or are reduced oxygen packaged on-site.

### **HACCP Plan Information**

1. For the menu items identified by the Department as being frequently involved in food borne illnesses, submit a completed ***HACCP Plan Form*** or equal. Once approved, this form must be readily available in the food preparation area of each store. During the process of completing this form, it is necessary to carefully analyze how the foods are prepared. The most important steps in terms of the safety of the foods, known as critical control points, must be identified on the ***HACCP Plan Form***. At these points, a potential food hazard is controlled by properly completing an activity. The activity often has a measurable component or limit that can be monitored. Critical Control Points (CCPs) generally include thawing, cooking, chilling, reheating, and hot-holding, but other steps may be included depending on the food. The way in which the CCPs are monitored must be described on the ***HACCP Plan Form***. If the activity at the Critical Control Point is not completed properly due to employee error, equipment malfunction, etc., a corrective action is necessary. The corrective action for each CCP must be placed on the ***HACCP Plan Form***. Refer to the attached example ***HACCP Plan Form***.
2. Provide drawings or other information which show that the arrangement of work areas, work flow plan, and food service system are coordinated to minimize possible contamination or mishandling of food.
3. The equipment used to support the proposed food service system and necessary to control the identified hazards at Critical Control Points (CCPs) must be indicated on the ***HACCP Plan Form***, facility layout plan, and the equipment schedule. Depending on the type of food service system and the identified CCPs, needed equipment may include: cooking equipment, equipment designed to chill hot food, cold-holding equipment, hot/cold-holding equipment, and reheating equipment.
4. Submit a written procedure for training a food service facility employee on the information found in the ***HACCP Plan Form***.

# HACCP Plan - - Using “COOKING” as a critical control point

## CCP: COOKING

**CCP and Critical Limits:** Foods are cooked to temperature below for specified time:

Shell eggs cooked for immediate service, fish, meat, and all other potentially hazardous food not specified below cooked to **145° F for 15 seconds**.

Shell eggs cooked other than for immediate service, ground fish, ground meats, commercially raised game animals, and injected meats cooked to **155° F for 15 seconds**

Whole roasts (for rare roast beef) cooked to **130° F and held for at least 112 minutes**.

Poultry; stuffed meat, stuffed pasta or poultry; or stuffing containing fish meat, or poultry cooked to **165° F for 15 seconds**.

Raw animal foods cooked to **165° F and held for 2 minutes**, when using microwave oven for cooking.

Fruits, vegetables, and commercially processed food for hot holding cooked to at least **135° F**.

Undercooked seared beefsteak cooked to **145° F for 15 seconds, must have a “cooked” color change on surface**, and regulatory approval of process used.

### **Monitoring:**

Internal product temperature of food is taken at completion of cooking time using a thermocouple with a metal probe.

### **Corrective Actions:**

If food has not reached temperature for the specified time, continue cooking. Recheck temperature after additional cooking to make sure standard is reached.

### **Verification:**

Review cooking temperature logs. (Note: An alternate method would be for the supervisor to visually observe that temperatures are taken at the proper times and, not satisfactory, food is returned to the cooking equipment until the required time and temperature standards are met.)

**Equipment:** Oven, Range

### **Menu items using this CCP:**

Fried chicken (*cook*, hot hold, cool, prepare for salad, cold hold, serve)

Macaroni and Cheese (*cook*, hot hold, cool, reheat, hot hold, serve or discard)

Mashed Potatoes (*cook*, hot hold, cool, reheat, hot hold, serve or discard)

Rice (*cook*, hot hold, cool, reheat, hot hold, serve or discard)

# HACCP Plan - - Using “COOLING” as a critical control point

## CCP: COOLING

### **CCP and Critical Limits:**

Foods are cooled from 135° F to 70° F within 2 hours, and from 70° to 41° F within an additional 4 hours.

### **Monitoring:**

Internal product temperature of food is taken at 1.5 and 6 hours with a metal stem thermometer.

### **Corrective Actions:**

If food is not  $\leq 70^\circ$  F at 1.5 hours, food will be iced, stirred, or broken into smaller containers. Food that has not reached 41° F within 6 hours will be discarded.

### **Verification:**

Review cooling logs. (Note: An alternate method would be for the supervisor to visually observe that temperature are taken at the proper times and, if not taken or not satisfactory, that corrective actions listed above are taken.)

### **Equipment:**

Blast Chiller, Walk in cooler

### **Menu items using this CCP:**

Fried chicken (cook, hot hold, *cool*, prepare for salad, cold hold, serve)

Macaroni and Cheese (cook, hot hold, *cool*, reheat, hot hold, serve or discard)

Mashed Potatoes (cook, hot hold, *cool*, reheat, hot hold, serve or discard)

Rice (cook, hot hold, *cool*, reheat, hot hold, serve or discard)

# HACCP Plan

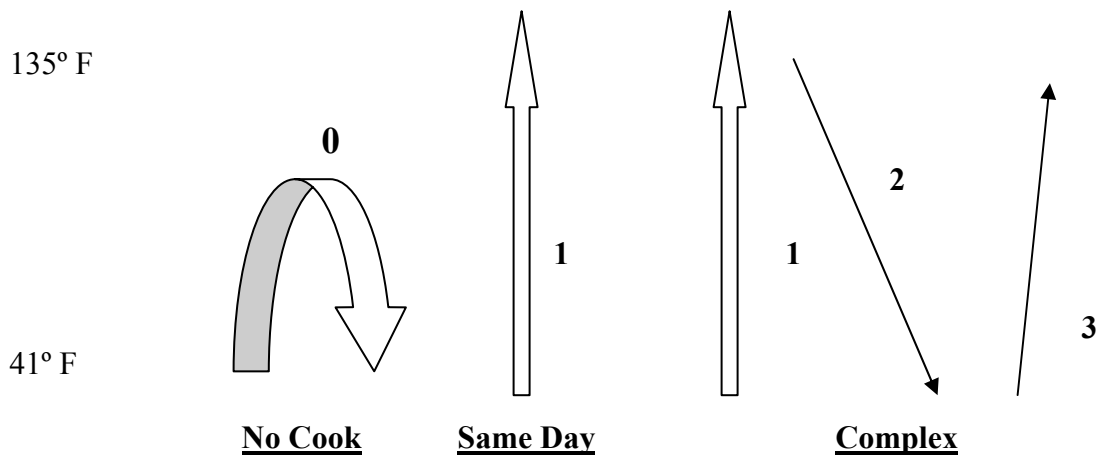
Source – 2005 FDA Model Food Code, Annex 4, Section 4(C)

Most food items produced in a retail food service establishment can be categorized into one of three preparation processes based on the number of times the food passes through the temperature danger zone between 41° F and 135° F:

- **Process 1: Food Preparation with No Cook Step**, sample flow: **Receive**→ **Store**→ **Prepare**→ **Hold**→ **Serve** (other food flows are included in the process, but there is *no cook step* to destroy pathogens)
- **Process 2: Preparation for Same Day Service**, sample flow: **Receive**→ **Store**→ **Prepare**→ **Cook**→ **Hold**→ **Serve** (other food flows are included in the process but there is *only one trip* through the temperature danger zone)
- **Process 3: Complex Food Preparation**, sample flow: **Receive**→ **Store** → **Prepare**→ **Cook**→ **Cool**→ **Reheat**→ **Hot Hold**→ **Serve** (other food flows are included in the process, but there are always *two or more complete trips* through the temperature danger zone)

A summary of the three food preparation processes in terms of number of times through the temperature danger zone can be depicted in a Danger Zone diagram. Although foods produced using process 1 may *enter* the danger zone, they do not pass all the way through it. Foods that go through the danger zone only once are classified Same Day Service, while foods that go through more than once are classified as Complex food preparation.

## Complete Trips Through the Danger Zone



## HACCP Plan Form [EXAMPLE #1]

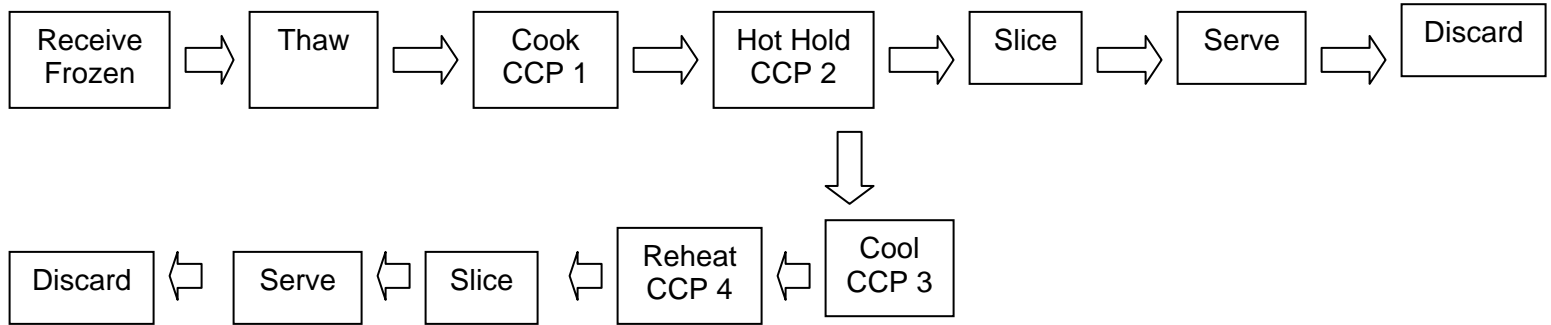
Facility: ABC Restaurant

Preparer: CDE Consultants

Date: 00/00/00

Food item: Beef Roast / Sliced Beef

Flow diagram or descriptive narrative of the food preparation steps for the food item:



### HACCP Chart

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
1. <u>Cook</u> to internal temperature of 145° F for a minimum of 3 minutes.	Check the temperature of the product's center with a calibrated stem thermometer.	Continue to cook.
2. <u>Hot Hold</u> at minimum of 135° F. (Maximum of 4 hours)	Check the internal temperature of the product every hour.	If internal temperature is less than 135° F for more than 1 hour - discard. If internal temperature is less than 135° F for 1 hour or less, rapidly reheats to 165° F for 15 seconds.
3. <u>Cool</u> so that internal temperature is less than 70° F in 2 hours and less than 41 ° F in an additional 4 hours.	Check the internal temperature of the product at 1 hour intervals.	If 70° F is not reached in 2 hours, additional cooling methods must be started (i.e. cutting product into smaller pieces, using ice bath, etc.) Discard product if not attained.
3. <u>Reheat</u> to internal temperature of 165° F for at least 15 seconds.	Check the internal temperature of the product.	Discard product if it fails to reach 165° F within 2 hours.

***Equipment Utilized at each Critical Control Point (include type and quantity of each unit)***

CCP 1: Convection Oven (2)

CCP 2: Heat Lamps (4)

CCP 3: Walk-in Cooler (1)

CCP 4: Convection Oven (2)

## HACCP Plan Form [EXAMPLE #2]

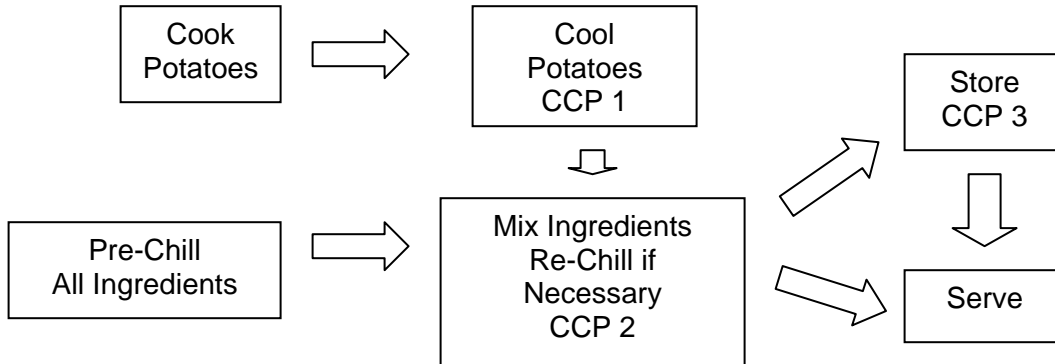
Facility: ABC Restaurant

Preparer: CDE Consultants

Date: 00/00/00

Food item: Potato Salad

Flow diagram or descriptive narrative of the food preparation steps for the food item:



### HACCP Chart

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
1. <u>Cool</u> potatoes so that internal temperature is less than 70° F in 2 hours, and less than 41° F in an additional 4 hours.	Take the temperature every hour.	If 70° F is not reached in 2 hours, additional cooling methods must be started (i.e. cutting product into smaller pieces, using ice bath, etc.) Discard product if not attained.
2. <u>Mix</u> using prechilled ingredients. Use good hygienic practices, and sanitize all prep. utensils. Rapidly re-chill food after preparation if greater than 41° F.	Evaluate procedures and check the temperature of the food every 30 minutes.	Re-chill if the food temperature exceeds 41° F, and discard the food if contaminated or if the temperature exceeds 41 °F for more than 4 hours.
3. <u>Store</u> the food to maintain the temperature at 41° F or less.	Check food temperature every hour while on display. Check indicating thermometer on the refrigerator every 6 hours.	Discard the food if its internal temperature exceeds 41° F for a cumulative time of 4 hours.

***Equipment Utilized at each Critical Control Point (include type and quantity of each unit)***

CCP 1: Walk-in Refrigerator (1)

CCP 2: Reach-in Refrigerator (2)

CCP 3: Salad Bar, Walk-in Refrigerator

## HACCP Plan Form [Style #2]

*Facility:* ABC Restaurant

*Preparer:* CDE Consultants

*Date:* 00/00/00

[MENU ITEM 1] Pork BBQ -> [SOURCE] from the retailer, refrigerated

- Cold hold in refrigerator at 41° F or below
- Check temperature every few hours
- Boil to 155° F or above (internal temperature)
- Add seasonings
- Chill to 41° F within 6 hours in refrigerator
- Reheat to 165° F or above
- Hot hold at 135° F or above, check temperature every hour
- Refrigerate leftovers

[MENU ITEM 2] Beef BBQ -> [SOURCE] from the retailer, refrigerated

- Cold hold in refrigerator at 41° F or below
- Check temperature every few hours
- Cook on grill to 155° F or above
- Slice and chill to 41° F within 6 hours in the refrigerator
- Reheat to 165° F or above
- Hot hold at 135° F or above, check temperature every hour
- Refrigerate leftovers

[MENU ITEM 3] Spare Ribs -> [SOURCE] from retailer, frozen

- Thaw overnight in refrigerator at 41° F or below
- Check temperature every few hours
- Cook on grill to 165° F or above (internal temperature)
- Hot hold at 135° F or above, check temperature every hour
- Refrigerate leftovers

[MENU ITEM 4] Cole Slaw -> [SOURCE] Purchase slaw mix from retailer

- Cold hold in refrigerator at 41° F or below
- Check temperature every few hours
- Add spices and mayo, use pre-chilled ingredients
- Mix quickly so temp. does not exceed 55° F
- Put into 4 oz. plastic condiment cups with lids
- Refrigerate at 41° F or below, check temperature every hour
- Take from refrigerator and give to customer



## HACCP Plan Form

[RETURN ONE FORM PER MENU ITEM TO THE HEALTH DEPARTMENT]

Facility: \_\_\_\_\_ Preparer: \_\_\_\_\_ Date: \_\_\_\_\_

Menu item: \_\_\_\_\_

Flow diagram or descriptive narrative of the food preparation steps for the food item:

### HACCP Chart

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
1.		
2.		
3.		
4.		

***Equipment Utilized at each Critical Control Point (include type and quantity of each unit)***

CCP 1: \_\_\_\_\_

CCP 2: \_\_\_\_\_

CCP 3: \_\_\_\_\_

CCP 4: \_\_\_\_\_



# Buffet Log

Fact Sheet

## FOOD TEMPERATURE LOG [example for your use]

Facility: \_\_\_\_\_

### Required Temperatures:

- Temperatures of COLD FOODS = 41° F or below
- HOT HOLDING temperature (not initial temperature – see below) = 135° F or above
- Temperature of REHEATED FOODS = 165° F within 2 hours or less
- Cooked foods must be COOLED from 135° F to 70° F within 2 hours and from 70° F to 41° F or less within an additional 4 hours

Employee Initials	Date	Time	Food Item	Temperature	Corrective Action

The following is a summary of the minimum internal cooking temperatures of various food items as stated in COMAR Regulation 10.15.03.10A

- 145° F for 15 seconds for shell eggs prepared for immediate service, fish, meat, and all other potentially hazardous foods not specified below
- 155° F for 15 seconds for shell eggs not prepared for immediate service, ratites, comminuted fish and meats, game animals commercially raised for food, and injected meats
- 165° F for 15 sec for poultry, stuffed meat, pasta, or poultry, exotic bird species, wild game animals, and stuffing containing fish, meat or poultry

**PROPOSED SITE PLAN FOR \_\_\_\_\_**  
*[RETURN THIS FORM TO THE HEALTH DEPARTMENT]*

Complete plan for your facility in the area below to indicate all equipment and product storage.

All plans must include: hand washing station, utensil washing station,  
dry goods storage, refrigeration and/or ice storage.

*Reference the example on the next page.*



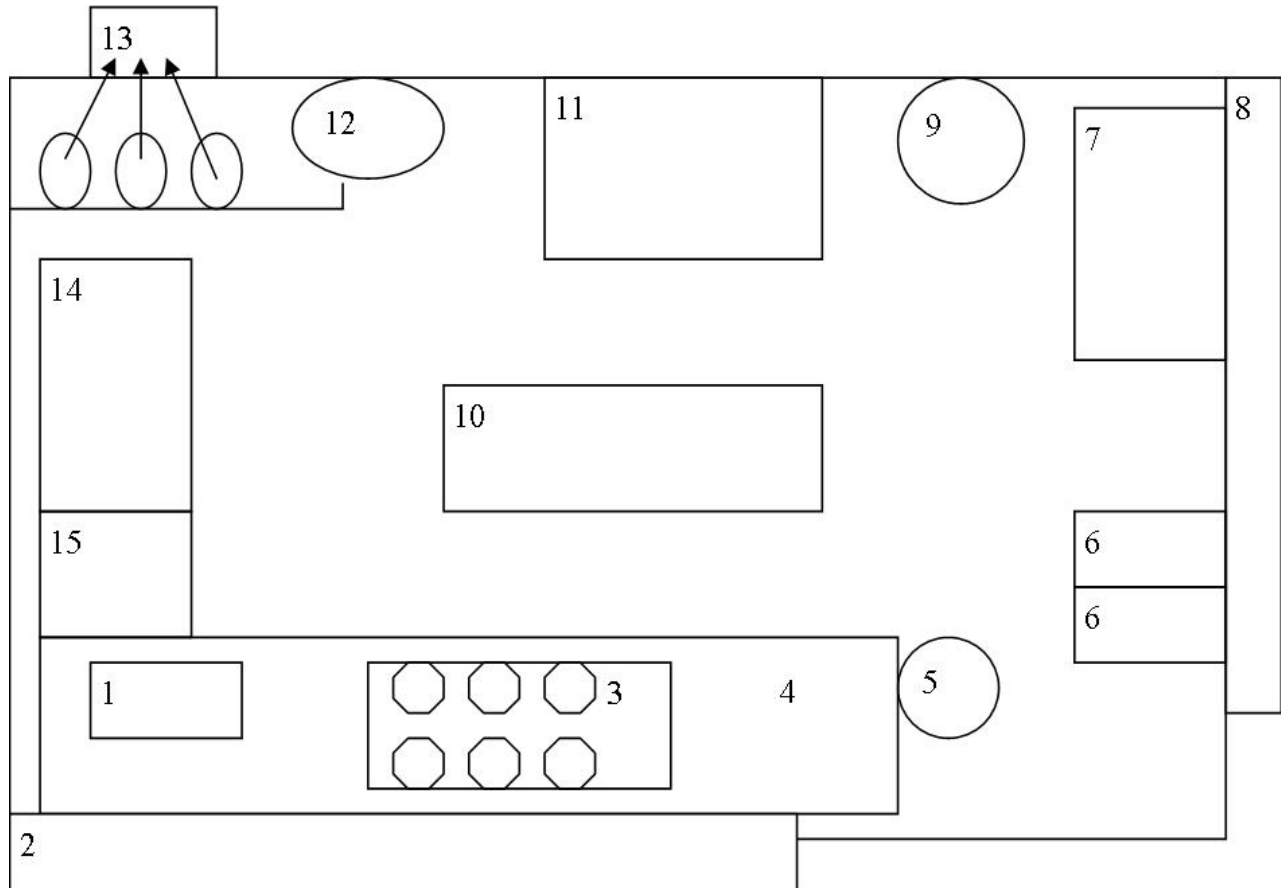
Equipment List



Application will not be approved without a completed floor plan.

## SITE PLAN

[EXAMPLE: DO NOT RETURN TO THE HEALTH DEPARTMENT]



### Equipment List

- |                             |   |
|-----------------------------|---|
| 1. Soda Machine             | 9. Trash Can                                      |
| 2. Sneeze Guard             | 10. Prep Table with Storage Below                 |
| 3. Steam Table              | 11. Pizza Oven                                    |
| 4. Table with Storage Below | 12. Hand Washing Station, with catch bucket below |
| 5. Trash Can                | 13. Utensil Washing Station                       |
| 6. Fryers                   | 14. Chest Freezer                                 |
| 7. Grill                    | 15. Refrigerator                                  |
| 8. Sneeze Guard             |   |

# Alternative Handwashing Stations

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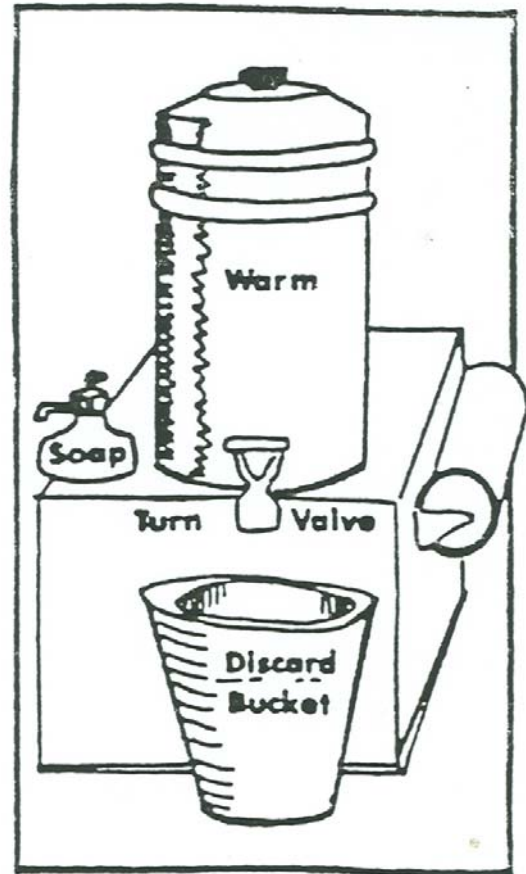
## Fact Sheet

### What Are the Components?

Handwashing facilities must be provided in the booth. This consists of the following items:

- **an insulated container**
  - with a free-flow spigot
  - capacity of five gallons or more
  - filled with warm water
- **a bucket for wastewater**
- **pump soap**
- **paper towels**

See the diagram to the right for an example of an alternative handwashing station.



### Other Considerations

- Sanitizer for wiping cloths must be provided in the booth. This solution consists of one teaspoon of bleach per gallon of cool water (or other approved sanitizer) and wiping cloths.
- Stem-type thermometers are required if any potentially hazardous food is served. **MONITOR TEMPERATURES FREQUENTLY!**
- Water must be obtained from an approved source.
- Wastewater must be disposed of in a sanitary sewer. Disposing of wastewater in storm drains or on the ground is unacceptable.
- Dishwashing facilities must be provided by you or the event coordinator if the event is more than one day in length. Soap and sanitizer must also be provided.

***WASH HANDS FREQUENTLY!***

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For more information:

- St. Mary's County Health Department: Division of Environmental Health- 301-475-4321

# Safe Food Temperatures

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## Fact Sheet

Food safety experts agree that the risk of contracting a food borne illness is greatly reduced by maintaining food items at specific temperatures. Follow the guide below to lower the presence of bacteria that cause these illnesses.

<b>FOOD ITEM</b>	<b>COOKING AND HOLDING TEMPERATURE (°F)</b>
Reheat previously cooked foods	165° for 15 seconds minimum
Poultry, stuffed poultry, stuffed meat, stuffing	165° for 15 seconds minimum
Ground meats and ground fish	155° for 15 seconds minimum
Shell eggs not for immediate service	155° for 15 seconds minimum
Shell eggs (or foods containing shell eggs) for immediate service	145° for 15 seconds minimum
Other meats, fish and seafood	145° for 15 seconds minimum
Rare roast beef	130°
Maintain hot foods	135° minimum
Maintain frozen foods	0° or below
Maintain cold foods	41° maximum
Cooling of cooked foods	135° to 70° in 2 hours; 70° to 41° in 4 additional hours
Preparations for cold combinations	41° pre-chill ingredients
Pasteurized crab meat	38° maximum
Any potentially hazardous foods during processing such as slicing, cutting or grinding	55° maximum for a duration of 2 hours maximum; rapidly re chill to 41° or lower
Fish to be served raw	From approved processor

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### For more information:

- [Environmental Health Division](#)- Phone: 301-475-4321
- US Department of Agriculture- [www.usda.gov](http://www.usda.gov)
- Food and Drug Administration – [www.FoodSafety.gov](http://www.FoodSafety.gov)