

Memo To: Applicant/Operator
From: Tompkins County Health Department Food Protection Program
Re: Temporary Food Service Establishment Application

A 2012 application for your event is enclosed. The completed application and fee must be submitted to the Health Department **at least two weeks** in advance to avoid paying the \$15 expediting fee and to ensure that a permit may be issued in time for your scheduled event.

An application is also available at: www.tompkins-co.org/health/eh/food/tempinfo.htm

The New York State Workers' Compensation Law requires that a permit-issuing governmental agency obtain your Workers' Compensation and Disability Insurance (WC/DB) documentation prior to permit issuance.

YOUR PERMIT TO OPERATE WILL NOT BE ISSUED UNLESS ONE OR MORE OF THE FOLLOWING FORMS ARE SUBMITTED WITH YOUR APPLICATION.

When WC/DB coverage **IS required** (Contact your insurance company with questions):

- Form **C-105.2** – Certificate of Worker's Compensation Insurance (issued by the applicant's insurance carrier); OR
- Form **U-26.3** – Certificate of Workers' Compensation Insurance (issued by the State Insurance Fund); OR
- Form **SI-12** – Certificate of Workers' Compensation Self-Insurance, OR
- Form **GSI-105.2** – Certificate of Participation in Workers' Compensation Group Self-Insurance

AND

- Form **DB-120.1** – Certificate of Disability Benefits (issued by the applicant's insurance carrier); OR
- Form **DB-155** – Certificate of Disability Benefits Self-Insurance

When WC and/or DB coverage **IS NOT required**:

- **Form CE-200** – Certificate of Exemption from NYS WC/DB Benefits Coverage

Access the online application on the Workers' Compensation Board website at www.wcb.state.ny.us. Click the "WC/DB Exemption" button in the lower right corner and then click on "Request for WC/DB Exemption (Form CE-200)." You will be able to print the certificate of exemption after completing the online application. You may obtain a paper application from the WC/DB Board through the mail (takes 4-6 weeks) by calling 1-866-802-3604.

If you have any questions or need further information, contact the Environmental Health Division at 607-274-6688 between 8:30 a.m. and 4:30 p.m., Monday through Friday. (Except Holidays)

PLANNING A SAFE TEMPORARY FOOD SERVICE EVENT

When your church or organization plans an event that involves the preparation and service of food to the public, use the following guidelines to help prevent a food related illness:

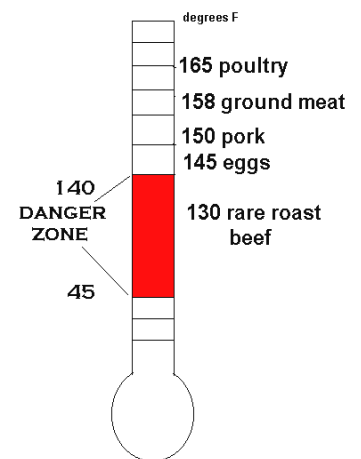
- 1) Food must be prepared in a health department approved kitchen or at the event.
- 2) Prohibit ill food workers from working with food.
- 3) Use food grade gloves, utensils, deli wrap etc. to eliminate bare hand contact with foods. Change gloves when changing tasks. **Wash hands often and for 20 seconds.**
- 4) Plan meals so that all foods are kept **at or below 45°F or at or above 140°F** throughout service of the meal.



Range 0 °F to 220 °F

- 5) **Use a bi-metal probe thermometer** to measure food temperatures. **Don't Guess.**

- 6) At the event, cook meats, poultry, dressings, gravies, eggs and casseroles to a safe internal temperature. (See diagram at right)



- 7) Coolers and ice storage must keep foods at a minimum temperature of **45°F**. Cold storage units should contain accurate thermometers.
- 8) Do not mix quantities of eggs for French-toast, scrambled eggs, etc. Mix and cook these items to individual order.
- 9) Water used to prepare food must be from an approved, safe source, such as municipal water. Call the Health Department for information if using private water source.
- 10) Wipe surfaces (cutting boards, counters, preparation areas etc.) that have been in contact with food. Use a bleach solution **before** placing any other food on the surface.
- 11) Treat ice as food. Use proper food scoops with handles or use gloved hands. Store ice in a self-draining, clean, and sanitized container.
- 12) Use sterno **indoors only**. Be sure to have adequate numbers of sternos under all food holding containers. Check food temperatures often.
- 13) Store foods to protect them from contamination.
- 14) Provide hand-washing station with soap and single use towels.

For further information or guidance in the preparation and service of food, contact the Tompkins County Health Department at (607) 274-6688, Monday through Friday, 8:30 a.m. to 4:30 p.m.