



Prevent • Promote • Protect

Environmental Health

1675 W. Garden of the Gods Rd., Suite 2044
Colorado Springs, CO 80907
(719) 578-3199 *phone*
(719) 575-8664 *fax*
www.elpasocountyhealth.org

Special Event Retail Food Establishment Review Form

GENERAL REQUIREMENTS

Food vendors in El Paso County must hold a valid El Paso County Public Health Special Event License. Vendors with local Public Health Licenses issued for Special Events by another county health department, or the Colorado Department of Public Health and Environment, are not valid in El Paso County.

To obtain a Special Event License through El Paso County Public Health, this review form must be completed by the applicant and approved by the Environmental Health Division.

Special Event Licensing fees are as follows:

Limited Menu: 1 day	= \$75	Full Menu: 1 day	= \$100
Limited Menu: 2-8 days	= \$125	Full Menu: 2-8 days	= \$174
Limited Menu: Multiple event	= \$235	Full Menu: Multiple event	= \$330

Single day event fees include plan review and licensing. An event inspection is not conducted.

Multiple day event fees include plan review, licensing and inspection at the event.

A vendor will require a full service license if the product being served begins as a raw or partially cooked protein (beef, poultry, tofu, etc.) and/or the product requires assembly involving an ingredient that requires temperature or time control to prevent pathogenic growth. A vendor will require a limited menu if the product is not an item that needs to be temperature controlled for food safety.

Full menu items include but are not restricted to: Hamburgers, turkey legs, ice cream served with cut melons, gyros, tacos, sandwiches, raw fish, and any meats or vegetables that will be hot held and served to order.

Limited menu items include but are not restricted to: Ice cream, funnel cakes, curly and French fries, pre-prepared pizza, cotton candy, roasted nuts, popcorn products, candy/caramel apples, non-temperature controlled baked goods, candy and fudge.

Multiple event licenses are valid for the calendar year and expire on December 31 of each year. All other license categories are valid for the date range of the event only.

If the proposed menu for a Special Event requires “complex” pre-preparation of food, such as cooking, dicing and chopping of meats or vegetables, or if food utensils and/or other food contact items must be cleaned, such work must be performed within a licensed facility or “commissary”, which is subject to inspection and must be in compliance with 6 CCR 1010-2, Colorado Retail Food Establishment Rules and Regulations. If a commissary is required, a complete “Commissary certificate” form (below) must be submitted. No alternative documents will be accepted.



Prevent • Promote • Protect

Environmental Health

1675 W. Garden of the Gods Rd., Suite 2044
Colorado Springs, CO 80907
(719) 578-3199 *phone*
(719) 575-8664 *fax*
www.elpasocountyhealth.org

Submit this review form no less than ten (10) business days prior to the Special Event. The license fee must be paid in full before the review form will be processed. If the Special Event food service is approved, El Paso County Public Health will issue a Special Event License.

5. During the event, how will hot foods be held at 135° F or higher?

6. What utensils will be used to prepare or serve hot food items?

7. How will leftover cold food items be handled?

3. What utensils will be used to prepare or serve cold food items?

4. How will leftover cold food items be handled?

FIELD EQUIPMENT AND SUPPLIES

1. Describe equipment that will be used to prepare food during the event, and how it will be used.

2. Describe equipment that will be used to transport food or to store/hold food during the event.

3. Describe equipment and supplies that will be used to set-up a handwashing station during the event, and how it will be used.

4. Describe equipment and supplies that will be used to sanitize surfaces during the event.

5. Describe equipment that will be used to collect wastewater, trash and garbage during the event.

6. Where will wastewater, trash, and garbage be disposed?

FLOOR PLAN

Provide a simple drawing of the proposed setup.

- Identify cooking, storage, and food prep areas.
- Show the location of the handwashing station and the customer service area.
- Also indicate the area with overhead coverage and note any side-walls or other barriers.

A large, empty rectangular box with a thin black border, intended for drawing the floor plan. The box is positioned below the instructions and list, occupying most of the lower half of the page.

Special Event Commissary Certificate

PART 1

(to be completed by Special Event food vendor)

Mobile Unit / Food Booth Name: _____

Owner's Name: _____

I hereby affirm that I will use the Retail Food Establishment noted below as my Special Event commissary for the preparation and storage of food items, cleaning of equipment and utensils and other uses as required by 6 CCR 1010-2, Colorado Retail Food Establishment Rules and Regulations.

Signature: _____ Date: _____

Print Name: _____

PART 2

(to be completed by commissary owner)

Name of Facility: _____

Location Address: _____

City, Zip: _____ Phone: _____

STATEMENT / AFFIDAVIT of COMMISSARY OWNER

I affirm that I am the owner/manager of the above referenced non-residential facility and agree to allow the above referenced Special Event food vendor use of the facility for the storage and preparation of food, for the washing and sanitizing of equipment, and for the daily servicing of equipment. I further authorize El Paso County Public Health to conduct any necessary inspections of the commissary. This agreement is valid through The duration of the event or in case of a Multiple Event License until December 31 of the current calendar year, but may be revoked at any time by providing written notice to El Paso County Public Health.

Signature: _____ Date: _____

Print Name: _____



Prevent • Promote • Protect

Environmental Health

1675 W. Garden of the Gods Rd., Suite 2044
Colorado Springs, CO 80907
(719) 578-3199 *phone*
(719) 575-8664 *fax*
www.elpasocountyhealth.org

Special Event Self Inspection Report

Handwashing/Personal Hygiene

- Handwashing station set up with soap and paper towels
- Handwashing station easily accessible
- Employees practice proper handwashing
- (i.e. before putting on gloves, after handling trash, after returning to the booth)
- Handwashing station has a basin to catch wastewater
- Employees exhibit good hygienic practices
- Cuts/sores properly covered with bandage and glove
- Employee beverages properly covered and stored
- Employees eating/drinking/smoking away from food preparation areas and clean utensils

Temperature Control

- Facility is using approved hot holding equipment (electrical or propane)
- Metal stem thermometer available with range of 0°F to 220 F, calibrated and properly used
- Potentially hazardous foods held at 41°F or below or at 135°F or above
- Potentially hazardous foods rapidly reheated to 165°F or higher (within two hours or less) All potentially hazardous foods cooked to proper temperature
- Ice chests and coolers have thermometers

Storage/Protection

- All advanced food preparation completed at a licensed facility (not at special event establishment)
- Raw meat stored separately from other food items
- All food and single-use items stored at least 6" off the ground
- Ice drained from coolers frequently
- Food protected from the environment and the public (i.e. food shielded, covered) Utensils and single-use items stored inverted and protected
- Chemicals labeled and stored away from food and food contact surfaces
- Food stored in approved refrigerators/freezers or durable ice chests

Miscellaneous

- All food from an approved commercial source
- Utensils properly washed/rinsed/sanitized at commissary (no washing in food booth) Test strips available for testing sanitizer
- Sanitizer available and at the proper concentration

Comments:

El Paso County's Special Event Requirements to Operate

- Submit a Colorado Retail Food Establishment (RFE) License Application with the required license fee and a Special Event Retail Food Establishment Review Form at least 10 days before the event to El Paso County Public Health.
- All food preparation must be done at the special event within the licensed establishment or at a RFE Licensed off-site commissary, which has been approved by El Paso County Public Health. Home preparation of food and ice is prohibited.
- Only food requiring limited preparation (i.e., seasoning, grilling, reheating, assembling finished products, etc.) shall be prepared or served at the special event.
- Extensive food preparation (i.e., vegetable washing/cutting, skinning/cutting raw meat, forming raw hamburger patties) shall not be done at the special event. These procedures must be completed at a RFE Licensed off-site commissary. A food product thermometer with a temperature range from 0-220°F is required to check food temperatures.



Cooking

Follow these requirements for the minimum uniform internal temperatures:

- Poultry, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, or stuffing containing fish, meat or poultry: 165°F
- Whole cuts of pork, lamb, and beef*, as well as eggs and all other potentially hazardous foods requiring cooking: 145°F
- Ground meats (hamburger, sausage), or any meat or fish, that is not a whole cut: 155°F
- Game meats of any kind: 155°F

*Rare roast beef and rare beef steak: 130°F

Holding

Potentially hazardous foods must be stored at or below 41°F (under refrigeration) or 135°F and above (hot holding) at all times, except when undergoing necessary preparation. Room temperature storage of potentially hazardous food is not allowed. Potentially hazardous foods found in the temperature danger zone between 41°F and 135°F must be discarded.

Reheating

All potentially hazardous foods that have been cooked and then cooled, shall be rapidly reheated to 165°F or more within two hours or less before being served or placed in a hot food storage device.

Crock pots, steam tables, or other hot holding devices are not to be used for heating up food; they are only for maintaining hot food which has already been heated to proper temperature. Electrical equipment is recommended for hot holding. However, propane stove, grills, or any other heat source capable of holding food at 135°F or above may be used as long as it meets the requirements of the local fire authority.



Cooling

All potentially hazardous food that has been cooked or held hot must be properly cooled if it will be reused. Food must be cooled from 135°F to 70°F in two hours or less and from 70°F to 41°F within an additional four hours or less.

Mechanical refrigeration is recommended, but ice chests with ice from an approved source (i.e., bagged ice from a store) may be used if potentially hazardous food temperatures below 41°F are maintained. Coolants or cooling packs used as ice substitutes are not acceptable.



Storage and Protection

- All food and clean utensils must be inaccessible to the public and protected from dust, dirt and airborne contaminants.
- Except for open flame grills, all areas for food preparation and service must have overhead protection. Tents or canopies may be used, but must be constructed of materials that protect the interior of the operation.
- Sidewalls are required unless otherwise approved by El Paso County Public Health. Floors are required, unless the establishment site is paved or installed on well-established turf.
- Approved dispensing utensils or gloves are to be provided for handling and serving food. Using bare hands to serve ready-to-eat food is prohibited.
- An adequate supply of safe water must be provided. Events using a private water supply (such as a domestic well) must submit acceptable water sample results. Water samples shall be taken no earlier than 30 days prior to the event.

Handwashing Facilities/Hygiene

A handwashing facility must be available for employee handwashing. This must include at least a continuous hands free flow of warm running water, soap, individual paper towels and a container to collect the wastewater. This unit must be of adequate pressure and size to facilitate proper handwashing.

A separate container of sanitizer must be present for rinsing/storing wiping cloths to be used on table tops or counters. One capful of liquid bleach added to one gallon of cool water will be acceptable. This should be changed frequently during the day. All utensils in continuous use must be washed, rinsed and sanitized every four hours. If areas for washing are not available, single use utensils may be used or several utensils may be used throughout the day, then taken to a commissary to be properly cleaned. Sanitizer and test strips are required.

Except for clean water, liquid waste must not be dumped into streets, storm drains, or onto the ground. Use the containers to collect wastewater and discard in a sanitary manner (i.e., public restrooms). Chemicals such as liquid bleach or detergents must be stored away from food preparation and display areas.

- All personnel must wear adequate hair restraints, and maintain a high degree of personal hygiene, including careful and frequent handwashing and clean clothing.
- Smoking, eating, or drinking in any food establishment while working is not allowed.
- Unauthorized persons or animals must not be allowed within the establishment.
- Any person who has experienced diarrhea, vomiting, or fever within the past 24 hours; or who is jaundiced; or who is infected with a communicable disease, such as a cold or flu; or who has open sores or infected cuts on his/her hands, shall not work in any retail food establishment until symptoms have resolved for at least 24 hours.

For more information contact El Paso County Public Health
www.elpasocountyhealth.org ▪ (719) 578-3199
Find us on Facebook (El Paso County Public Health)
and Twitter (EPCPublicHealth)

Updated January 2017

