



BALTIMORE COUNTY
DEPARTMENT of ENVIRONMENTAL PROTECTION
and RESOURCE MANAGEMENT

ENVIRONMENTAL HEALTH SECTION
401 BOSLEY AVENUE SUITE 416
TOWSON, MARYLAND 21204
410-887-4065 or 410-887-4066
FAX # 410-887-3392

TEMPORARY EVENT SURVEY FORM

At least **21 days in advance of the event, the food vendor must** send the following documents, which are required for review and approval of your application for a temporary food service permit: **(1) a completed temporary event survey form with the completed Sketch Sheet and the Attachments, (2) your annual food service facility permit from your licensing jurisdiction, and (3) an original signature on the completed temporary food service permit application with the correct monetary amount payable by check or money order to "Baltimore County, Maryland"**. These documents must be returned **at least 21 days in advance** by mail or in person to Baltimore County Department of Environmental Protection and Resource Management, Environmental Health Section, County Courts Building, 401 Bosley Avenue, Suite 416, Towson, MD 21204.

If you have any questions, you may contact the on-duty sanitarian at 410-887-4065 or 410-887-4066 from 8:00 a.m. to 4:30 p.m.

Annual Food Service Facility Name: _____

City: _____ State: _____

Temporary Food Service Facility Name: _____

Name of event: _____

Event dates: _____ Time ___:___AM/PM to ___:___AM/PM

Event 1st Day: _____ Time ___:___AM/PM to ___:___AM/PM

Event 2nd Day: _____ Time ___:___AM/PM to ___:___AM/PM

Event 3rd Day: _____ Time ___:___AM/PM to ___:___AM/PM

Location name and address: _____

Company name of the promoter: _____

Promoter's contact person: _____

Promoter's daytime phone #: _____ Promoter's fax #: _____

Page 2 of 9 - Food Service Facility Name: _____

Promoter's email address: _____

Contact Name: _____ Contact Telephone: _____

1. All product sold in sealed packages shall be labeled in accordance with COMAR 10.15.03.12.

2. Food Samples. Are you offering food samples? No Yes **Apply for a Temporary Food Service Permit if the answer to the question is yes.**

3. Products sampled

4. Method used to protect product samples from contamination: sneeze guards
physical distance from the public lids on containers other

(Describe)_____

5. List all food and beverage items to be prepared and served. Attached a separate sheet if necessary. (NOTE: Any changes to the menu must be submitted to and approved by the Approving Authority at least **10 days prior to the event,)**

6. Will all foods be prepared at the Temporary Food Establishment (TFE) Site?

Yes >> Complete **Attachment A**

NO >> Complete **Attachments A & B**

7. Describe (be specific) how frozen, cold, and hot foods will be transported to the Temporary Food Establishment:

8. How will food temperatures be monitored during the events?

9. Identify the sources for each meat, poultry, seafood, and shellfish item. Include the source of the ice:

10. Using **Attachment C**, record the names, shifts to be worked during the event, and the assigned duties of all **Temporary Food Establishment workers** (paid and volunteer).

11. Describe the number, location and set up of handwashing stations to be used by the **Temporary Food Establishment workers (NOTE: Temporary handwash station shall be stocked with soap, paper towels, trash receptacle, and a catch container to collect waste water from a container filled with tempered water that has an open-and-close spout (i.e. coffee or tea urn with a bucket. SEE DIAGRAM ON PAGE 9):**

12. Identify the source of the potable water supply and describe how water will be stored and distributed at the **Temporary Food Event**. If a non- public water supply is to be used, provide the results of the most recent water tests.

13. Describe the location of the 3-compartment sink with hot and cold running water that **you** will use during **multiple day events**:

14. Describe the location of the 3-compartment sink with hot and cold running water that you will use during **one-day events**:

15. Describe how and where waste water from handwashing and utensil washing will be collected, stored, and disposed:

16. Describe the floors, walls, and ceiling surfaces, and lighting within the Temporary Food Establishment:

17. Describe how electricity will be provided to the Temporary Food Establishment:

18. Please add any additional information about your Temporary Food Establishment that should be considered:

Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Approving Authority may nullify final approval.

(Owner/Operator's Signature)

(Date)

Print the Owner/Operator's Name

Sketch Sheet

Drawing of Temporary Food Establishment

In the following space, provide a drawing of the Temporary Food Establishment. Identify and describe all equipment including cooking and cold holding equipment, handwashing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.



Food Preparation at the Temporary Food Establishment

Attachment A

Food	Thaw How? Where?	Cut/Wash Assemble Where	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?	Commercial Pre-Portioned Package

Food Preparation at the Licensed Food Establishment

Attachment B

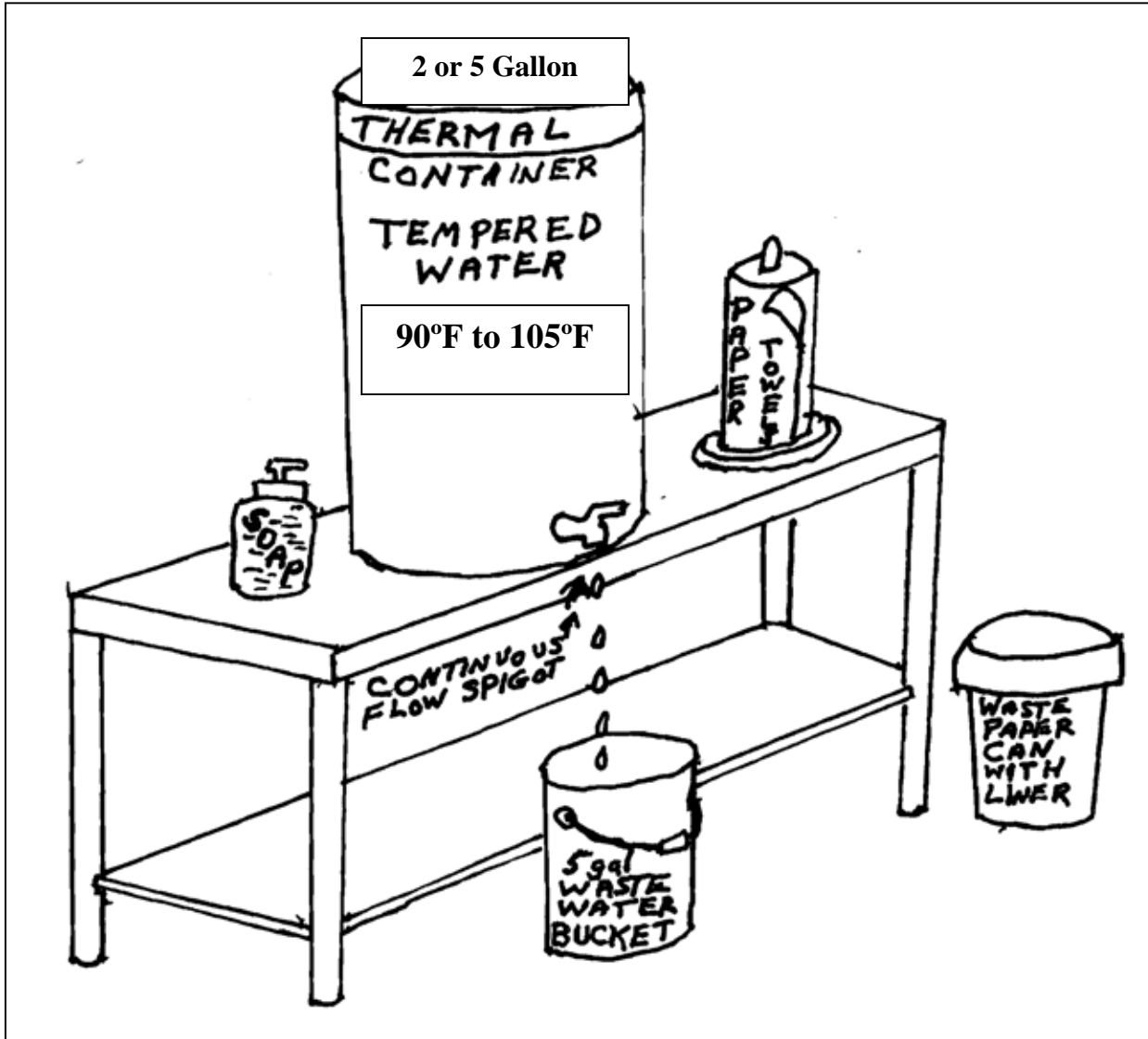
Food	Thaw How? Where?	Cut/Wash Assemble Where	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?	Commercial Pre-Portioned Package

Employee Log

Attachment C

Name	Date	Assignment	Time In	Time Out

Temporary Handwashing Station



The temporary handwashing station shall consist of at least a 2 or 5-gallon insulated container with spigot that provides a continuous flow of warm (100°F - 105°F) running water, soap, paper towels, reminder sign, a 5, gallon bucket to collect the dirty water and a trash container.

Baltimore County Department of Environmental Protection & Resource Management Fact Sheet

ENVIRONMENTAL HEALTH SUMMARY OF MINIMUM COOKING & REHEATING FOOD TEMPERATURES & HOLDING TIMES

Food	Minimum Internal Temperature	Holding Time at Specified Temperature
Raw eggs prepared for immediate service, may be served at a lower minimum temperature upon consumer request.	145°F 63°C	15 Seconds
Raw eggs not prepared for immediate service, exotic bird species (ratites - Emu, Ostrich, Moa), comminuted fish and meats, game animals, and injected meats.	158°F 70°C 155°F 68°C 150°F 66°C 145°F 63°C	<1 Second 15 Seconds 1 Minute 3 Minutes
Whole Roasts (Beef, Corned Beef, Pork and Cured Pork Roasts (such as Ham). - Holding Time may include post oven heat rise. * Minimum oven temperature for roasts >10 lbs. are 250°F for dry heat, for roasts <10lbs, minimum oven temperatures are 350°F for dry heat and 325°F for convection ovens. Oven temperature may be 250°F or less for high humidity cooking (Relative Humidity greater than 90% for at least 1 hour or in a moisture impermeable bag that provides 100% humidity).	130°F 54°C 132°F 56°C 134°F 57°C 136°F 58°C 138°F 59°C 140°F 60°C 142°F 61°C 144°F 62°C 145°F 63°C	121 Minutes 77 Minutes 47 Minutes 32 Minutes 19 Minutes 12 Minutes 8 Minutes 5 Minutes 4 Minutes
Poultry, stuffed meat, pasta, exotic bird species, and stuffing containing fish, meat, or poultry.	165°F 74°C	15 Seconds
Fish, meat, and all other potentially hazardous foods not specified above.	145°F 63°C	15 Seconds
Reheat of leftovers for hot holding.	165°F 74°C	15 Seconds
Fruits and vegetables cooked for holding, ready-to-eat commercially processed foods for hot holding.	140°F 60°C	15 Seconds
Raw animal foods cooked in a microwave oven.	165°F 74°C	Hold for 2 minutes after removing from Microwave.
Ready-to-eat commercially processed foods for immediate service.	Not Specified. Refer to Facility approved HACCP Plan	Not Specified. Refer to Facility approved HACCP Plan
Whole muscle, intact beefsteak or may be cooked upon consumer request in accordance with §04E(3) of this chapter.	145°F 63°C	15 Seconds



County Courts Building
 401 Bosley Avenue, Room 416
 Towson, Maryland 21204
 410-887-4065
 410-887-4066
 Fax: 410-887-3392
 Email: deprm@baltimorecountymd.gov
 Website: <http://www.baltimorecountymd.gov/deprm>



**Baltimore County Department of Environmental Protection &
Resource Management
Fact Sheet**

**ENVIRONMENTAL HEALTH
SUMMARY OF MAXIMUM COOLING & COLD HOLDING FOOD
TEMPERATURES**

Food	Maximum Internal Temperature	Holding Time at Specified Temperature
Raw eggs being transported and received	45°F or below	
Raw eggs being stored and displayed	41°F or below or 45°F or below	
All potentially hazardous foods used in preparation for cold service, such as reconstituted foods, salads, and canned meats must be cooled to	41°F or below or 45°F or below	Refer to §.04H(2) and the approved HACCP Plan for the length of time that the product can be held.
Frozen foods held in a unit at	0°F or below	
Pasteurized crabmeat shall be held at	38°F or below	
Cooked foods shall be cooled from 140°F to 70°F within 2 hours, and from 70°F to 41°F or below or, 70°F to 45°F or below within and additional 4 hours.		Refer to §.04F(1) and §.04 H(2)
Cold potentially hazardous foods held at	41°F or below or 45°F or below	Refer to §.04 H(2)
Ready-to-eat potentially hazardous foods for cold service, such as reconstituted foods, salads, and canned meats must be cooled to	41°F or below or 45°F or below	Refer to §.04 H(2)



County Courts Building
401 Bosley Avenue, Room 416
Towson, Maryland 21204
410-887-4065
410-887-4066
Fax: 410-887-3392
Email: deprm@baltimorecountymd.gov
Website: <http://www.baltimorecountymd.gov/deprm>

