

Jefferson County Health Department
715 Green Road
Madison, IN 47250
(812) 273-1942 FAX (812) 273-1955

2010 Exempt Organization Food Operation Request Form

Organization _____

Tax Identification Number (TIN) _____ --- _____

Address _____

Telephone number _____

Please choose one of the following options:

The above listed organization requests to **RETAIN EXEMPTION STATUS.**

If you choose to retain the exemption status, a foodservice inspection and issuance of a Health Permit is not required to take place, however, other requirements must be met as stated in the attached Indiana Code 16-18-2-137 and Temporary Food Operation Checklist.

Yes _____ No _____

Also please provide the following information:

Location of Food Operation or Event _____

Date(s) of operation _____ to December 31, 2010

Foods to be served _____

Or you may choose:

The above listed organization requests to **WAIVE THE EXEMPTION STATUS OPTION**, and instead chooses a regular foodservice inspection of the facility or on site food preparation area, with the issuance of the Health Permit. If the organization chooses to waive the exemption status, requirements must be met on the attached Indiana Code 16-18-2-137 and Temporary Food Operation Checklist.

Yes _____ No _____

Organizational Official or Representative _____

Signature

Title

Note: Organizations may only request an exemption from inspection if they are exempt under Sec. 501 of the Internal Revenue Code. Organizations not created for religious purposes may operate not more than 15 days per calendar year without being subject to inspection.

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Phone (812) 273-1942 Fax (812) 273-1955

Owner/Operator Copy

TEMPORARY FOOD OPERATION CHECKLIST

- Hand washing stations must be setup in the stand or no more than ten feet from the stand and accessible at all times prior to starting food handling activities. Hand wash station must be provided with warm water, liquid soap, and single service towels.
- Food handlers should wash their hands each time they enter the food booth, change tasks inside the booth (Example: after handling money) or take a food and/or smoke break.
- All food must be from an approved food source (this includes ice).
- Food must be prepared on site or in an approved food service establishment.
- Any home baked goods donated to a non-profit org. should be accompanied by the name of the person preparing the item.
- Adequate refrigeration on site to hold cold food at **41°F** or below.
- Adequate equipment must be provided on site to hold hot food at **135°F** or above.
(A food thermometer registering 0°F-220°F MUST be in use.)
- When dispensing ice, use an ice scoop.
- If open food is to be handled, proper utensils (such as tongs, single-use gloves, and deli tissue) must be provided and used. Bare hand contact with ready-to-eat foods is prohibited. ("Ready-to-eat" means no further washing; cooking or additional preparation steps will take place before it is consumed.)
- Food and single service items must be stored at least 6 inches off the floor/ground and in original containers.
- All surfaces used for food prep or serving must be a smooth, easily cleanable surface.
- A three-well sink or three basins to wash, rinse and sanitize must be provided. **(A vacuum breaker backsiphonage prevention device must be installed on any water hose connection.)**
- A 50 PPM bleach sanitizing solution OR 200 PPM Quat ammonia sanitizing solution must be provided to sanitize utensils, equipment, and prep surfaces. (Example: Approximately 1 teaspoon bleach per 1 gallon water.)
- Test strips for testing sanitizing solution and a metal stem thermometer that registers from 0°F-220°F must be present in food booth at all times.
- Keep floor and area around stand clean. Floor should be an easily cleanable surface.
- Booth must provide protection from the elements. (Awning and ground cover, if not located on asphalt.)
- Keep stand as free as possible of insects, birds and vermin.
- Any person with a respiratory infection, boil, cut or any communicable disease shall not be working.
- Smoking is prohibited inside the food booth.
- All food handlers must wear a hat, or hair net.
- Must have at least one (1) certified food handler unless you are a non-profit tax exempt org. and can provide a tax ID #.**
- Grease, food waste, and grey water must be properly disposed of. (Do NOT put waste water into the storm drains or river)

I _____, understand that all of the requirements listed above must be met prior to operation of a temporary food establishment and for the issuance of a Health License.

Signature _____

Owner/Operator

****It is unlawful to operate a temporary foodservice without a Health License****

IC 16-18-2-137

Food establishment

Sec. 137. (a) "Food establishment", for purposes of IC 16-42-5 and IC 16-42-5.2, means any building, room, basement, vehicle of transportation, cellar, or open or enclosed area occupied or used for handling food.

(b) The term does not include the following:

(1) A dwelling where food is prepared on the premises by the occupants, free of charge, for their consumption or for consumption by their guests.

(2) A gathering of individuals at a venue of an organization that is organized for educational purposes in a nonpublic educational setting or for religious purposes, if:

(A) the individuals separately or jointly provide or prepare, free of charge, and consume their own food or that of others attending the gathering; and

(B) the gathering is for a purpose of the organization.

Gatherings for the purpose of the organization include funerals, wedding receptions, christenings, bar or bat mitzvahs, baptisms, communions, and other events or celebrations sponsored by the organization.

(3) A vehicle used to transport food solely for distribution to the needy, either free of charge or for a nominal donation.

(4) A private gathering of individuals who separately or jointly provide or prepare and consume their own food or that of others attending the gathering, regardless of whether the gathering is held on public or private property.

(5) Except for food prepared by a for-profit entity, a venue of the sale of food prepared for the organization:

(A) that is organized for:

(i) religious purposes; or

(ii) educational purposes in a nonpublic educational setting;

(B) that is exempt from taxation under Section 501 of the Internal Revenue Code; and

(C) that offers the food for sale to the final consumer at an event held for the benefit of the organization;

unless the food is being provided in a restaurant or a cafeteria with an extensive menu of prepared foods.

(6) Except for food prepared by a for-profit entity, an Indiana nonprofit organization that:

(A) is organized for civic, fraternal, veterans, or charitable purposes;

(B) is exempt from taxation under Section 501 of the Internal Revenue Code; and

(C) offers food for sale to the final consumer at an event held for the benefit of the organization;

if the events conducted by the organization take place for not more than fifteen (15) days in a calendar year.

As added by P.L.2-1993, SEC.1. Amended by P.L.266-2001, SEC.4; P.L.100-2007, SEC.1.

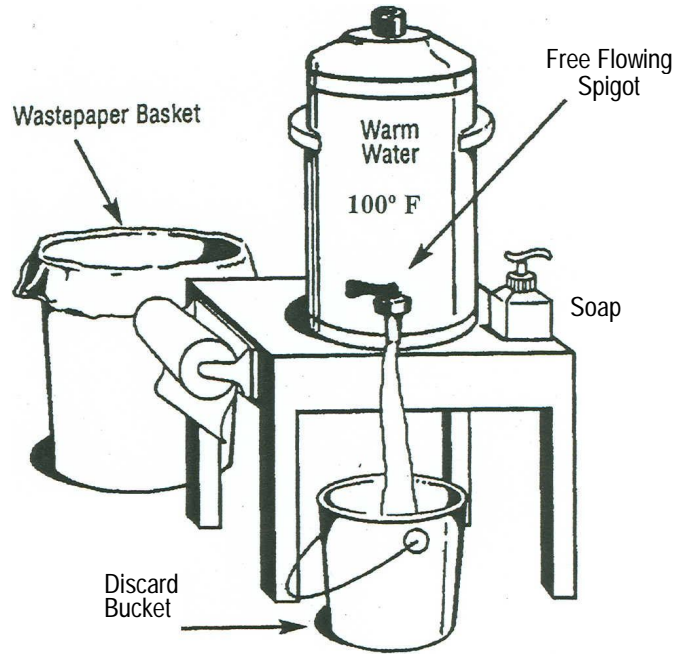
For complete information regarding handwashing and dishwashing requirements see 410 IAC 7-24.

HANDWASHING

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HEALTH DEPT 812.273-1942

At least one convenient handwashing facility must be available for handwashing on site at all times. This facility must consist of, at least, a container with 100° F potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service as specified in 410 IAC 7-24, such as:

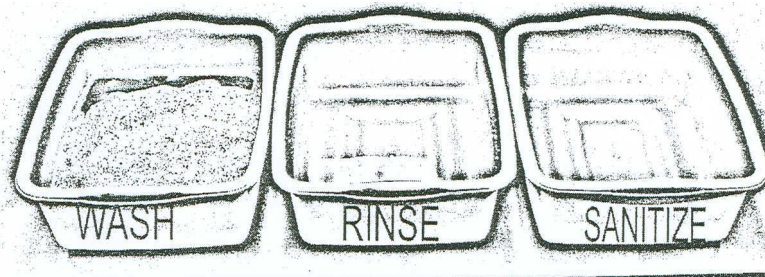
- . Prior to starting food handling activities
 - . After using the restroom
 - . After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
 - . After touching an open sore, boil, or cut
 - . After handling money or other soiled items .
- After taking out the trash or following any activity during which hands may have become contaminated.



DISHWASHING

Facilities must have provisions available to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided and used at each site. All dishes and utensils must be air-dried.

PROPER SET-UP



PROPER SANITIZER CONCENTRATIONS

Chlorine
25-200 ppm*

Quaternary Ammonia
200 ppm*

Iodine
12.5-25 ppm*

* or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.