



African Heritage Parade Committee, Inc.

P.O. Box 1481 • Paterson, New Jersey 07544

Tel: 862-823-5483 • Fax: 973-279-0135

MS. ADA V. PUGH, President

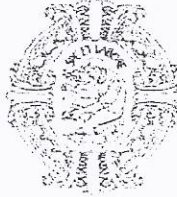
AFRICAN HERITAGE PARADE FAMILY DAY

THIS LETTER IS CONFIRM THAT _____ WILL BE
VENDOR NAME

PARTICIPATING IN THE AFRICAN HERITAGE PARADE FAMILY DAY ON JUNE 15TH, 2013. AT
EASTSIDE PARK.

RESPECTULLY,

ADA V. PUGH
PRESIDENT



City of Paterson
Department of Health and Human Services
Division of Health, Environmental Health Office
176 Broadway
Paterson, NJ 07505
(973) 321-1277 Ext. 2756/2762

Date: March 27, 2013

To: Food Vendors and Sponsors of Temporary Events

RE: Temporary Events

The Division of Health, Environmental Health Office is responsible for the review of all temporary event applications and the issuance of licenses for events that last two weeks or less and involves food items. Most importantly, we ensure the protection of the public, from food borne illnesses by providing instructions on how to operate a safe food event.

Requirements:

All participants of a temporary event such as community fairs, festivals, parades etc., need to comply with City Ordinances and state regulations:

- Chapter 235 "Food Handler's Certificate" §235-2 Food handler's certificate required.
- Chapter 231 "Retail Food Establishment" §231-3 (7.) fees for licenses and services prior to the event.
- N.J.A.C. 8:24 "Sanitation in Retail Food Establishments and Food and Beverage Vending Machines".

The following description summarizes event organizer and food vendor responsibilities at temporary events:

Food Vendor:

1. Individual food vendors must have a letter from the sponsor/event organizer that allows the vendor to participate in the temporary event.
2. Individual food vendors and their employees handling food at the event must have a "Food Handler's Certificate" from the Paterson Division of Health prior to the event. Proof of the "Food Handler's Certificate must be attached to the temporary event application or **you cannot participate in the event.**
3. Individual food vendors must complete an application from the Division of Health for a Retail Food "Temporary Event License". The application, fee and required documents

must be received (2) weeks prior to the event. We cannot guarantee license processing if received less than 2 weeks to the event.

4. Individual food vendors are asked to provide information about their menu on the application so Environmental Health staff can assess risk and advise or inspect accordingly.
5. Individual food vendors should complete a self-inspection of their temporary event stand before the event begins. The "Self-Inspection Checklist" can be obtained at the Environmental Health Office.
6. Written Verification of Commissary of where food items were purchased may be requested.
7. Each temporary event food vendor must have an operable Thin Probe Thermometer (approved for contact with food) at each stand. A temperature log must be completed for foods that need to be maintained at proper temperatures as per N.J.A.C. 8:24. (If applicable)

Sponsor /Event Organizer:

The event organizer is asked to:

- (a) Assist with distribution and collection with food vendor applications.
- (b) Provide a map of the event site indicating where the vendors, rest rooms, waste collection containers and hand washing stations will be located.
- (c) Assure the event has adequate rest rooms (toilets) /hand-washing facilities, waste collection and disposal, and janitorial services throughout the event.

**** PLEASE NOTE: The City of Paterson Division of Health offers a Food Handler's Course in English and Spanish. (See attached Schedules for the English and Spanish Courses). Although attendance is free, the fee for the Food Handler's Certificate is \$30.00. (Note: Food Handler's Certificate is required to participate at a temporary event.)**

Fees:

As per **City ordinance § 231-3a. (7)** The permit fee for temporary food stands (two weeks or less): \$50.

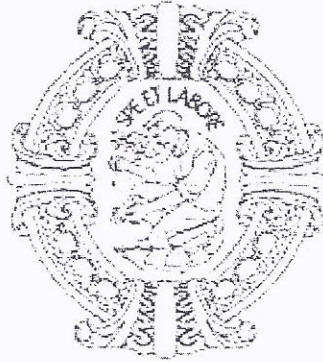
Additional Information:

No food prepared or stored in a private home may be used, stored, served, offered for sale, sold, or given away in a temporary event.

For additional information, contact Darsis Stroming, Principal REHS at (973) 321-1277 Ext. 2759 or the telephone numbers listed above.

Thank you for your anticipated cooperation.

CITY OF PATERSON
DEPARTMENT OF HEALTH
AND HUMAN SERVICES
Donna R. Ivy-Nelson
DIRECTOR



176 BROADWAY
PATERSON, NJ 07505
PHONE (973) 321-1277
FAX (973) 321-1248

Trevor J. Weigle
Health Officer

Jeffery Jones
Mayor

DIVISION OF HEALTH
ENVIRONMENTAL HEALTH OFFICE

"TEMPORARY EVENT REQUIREMENTS"

FOR MORE INFORMATION: PLEASE CALL
(973) 321-1277 EXT. 2756/2762

For Office Use

- Letter from Sponsor*
- Application with Sponsor and Vendor signature*
- Copy of Food Handlers Certificate or Food Safety Certification*
- Commissary verification or copy of Satisfactory placard (inspection done less than 6 months)*
- Payment: Business Check# _____ Money Order _____*

Reviewed by: _____ *Date:* _____

CITY OF PATERSON
DEPARTMENT OF HEALTH
AND HUMAN SERVICES

Donna R. Nelson-Ivy
Director



Jeffery Jones
Mayor

176 BROADWAY
PATERSON, NJ 07505
Phone: (973) 321-1277
Fax: (973) 321-1248

Trevor J. Weigle
Health Officer

TEMPORARY EVENT FOOD LICENSE APPLICATION AND REQUIREMENTS

APPLICANT INFORMATION:

APPLICANT NAME: _____

ADDRESS: _____ PHONE: _____

TYPE(S) OF FOOD SERVED: _____
(i.e. fruit shakes, BBQ, shish kebobs, popcorn, cotton candy, ice cream, hamburgers, hot dogs etc.)

NUMBER OF INDIVIDUAL SPACES /TABLES AT EVENT: _____
(\$50.00 LICENSE FEE) A License is required for each individual independent vendor for the location originally applied for and the specific dates indicated.

Note: FOOD CAN ONLY BE PREPARED AT THE EVENT -ON-SITE OR AT A LICENSED RETAIL FOOD ESTABLISHMENT THAT HAS A SATISFACTORY. COPIES OF THE SATISFACTORY (WITHIN THE LAST 6 MONTHS) PLACARD MUST BE PROVIDED WITH THIS APPLICATION.

SPONSOR INFORMATION:

SPONSOR OF EVENT: _____

ADDRESS: _____ PHONE: _____

LOCATION OF EVENT: _____ INDOOR OUTDOOR

DATE(S) OF EVENT: _____ TIMES: _____

HAS PERMIT BEEN ISSUED BY CITY BUREAU (such as; Fire Dept., Department of Public Works etc.?) YES _____ NO _____ (A copy of this permit **MUST** be on file in the Environmental Health Office **PRIOR** to issuing Temporary License)

MAJOR REQUIREMENTS:

1. THE SPONSOR OF THE EVENT **MUST** PROVIDE PORTABLE HAND WASHING FACILITIES FOR THOSE VENDORS THAT DO NOT HAVE HANDWASHING FACILITIES (A PORTABLE HANDWASHING STATION WITH COLD AND HOT WATER BETWEEN 90° TO 110° MUST BE PROVIDED FOR EVERY 4 VENDORS).
2. YOU MUST OBTAIN FROM THE SPONSOR -WRITTEN PROOF OF APPROVAL TO PARTICIPATE IN THE EVENT AND IT MUST BE ATTACHED TO THIS APPLICATION.
3. ALL PARTICIPANTS HANDLING FOOD MUST OBTAIN a Food Handler's Course" certificate prior to the Temporary Event. **If you fail to attend this course you WILL NOT BE ALLOWED TO PARTICIPATE IN THE EVENT.**

APPLICANTS SIGNATURE: _____ VENDOR SIGNATURE: _____

This license is considered temporary and may not be used for any other location AND ONLY FOR THE DATES INDICATED. Vending vehicles with a current valid Food Vending Vehicle license are not required to obtain any other license. **PERMIT APPLICATIONS AND FEE MUST BE RECEIVED NO LATER THAN TWO (2) WEEKS BEFORE THE EVENT** MONEY ORDER OR BUSINESS CHECK ONLY!

LICENSE ISSUED BY _____ DATE _____ FEE: _____ LICENSE # _____

Department of Health and Human Services
Paterson Division of Health / Environmental Health Office
176 Broadway, Paterson NJ (973) 321-1277

GUIDELINES FOR FOOD PROTECTION AT TEMPORARY FOOD STANDS

1. **Adequate hand-washing facilities shall be provided for employees or individuals handling the food. Hand-washing is required.**
 - Hands must be thoroughly washed before food handling begins.
 - Use the provided vinyl gloves when unwrapped food must be handled directly.
 - Use the provided hand wipes/gel in between glove changes and for food stand workers who will not be handling foods directly with their hands (e.g. workers grilling or serving with utensils)

2. **Food must be from an approved source held at a safe temperature and protected from contamination.**
 - Food **MUST** be purchased from an approved source or a licensed food establishment.
The sale of home prepared food is prohibited.
 - **Hot** foods must be kept at **135°F or above**.
 - **Cold** foods must be kept in a container holding the product at **41°F or below**.
 - Foods requiring hot holding or refrigeration should be **delivered or picked up within one hour of the food stand opening for sales**. Recommend vendor delivery of hot foods.
 - The temperature of hot and cold foods should be checked at the time of delivery or pick up to make sure they comply with the **135°F** and/or **41°F** temperature requirements. The vendor should have a metal stem thermometer for checking food temperatures.
 - Hamburger patties should be pre-formed, and bratwurst should be precooked.
 - **Hamburgers** need to be **thoroughly cooked (not pink inside)**. Cooked to **155° F**
 - All unwrapped food must be kept covered.
 - All poultry (chicken) to be **cooked to an internal temperature of 165° F**
 - **Beef and pork roasts to be cooked to an internal temperature of 150° F**

3. **Hair restraints required.**
 - A baseball cap, paper hat, scarf, or another form of effective hair restraint must to be worn when preparing or handling unwrapped food items.

4. **Napkins should be provided for customers.**

5. **Suitable waste receptacles need to be located in the vicinity of food stands.**
 - Provide customers an easily accessible waste container.
 - Be sure to properly dispose of all food containers, food spillage and trash at the conclusion of each day's food stand operation.

6. **Have an appropriate fire extinguisher on site when conducting outdoor grilling.**
(Fire Safety (973-321-1414) can provide extinguisher information)

7. **The "Temporary Food Stand Permit" issued by our office must be present at the food stand during operation. Recommend posting the permit if possible.**

By signing I understand that the above are minimum guidelines that are necessary to minimize the risk of a food-borne illness and to provide a safe and sanitary operation.

Date: _____

(signature)

If you have any questions please contact the Paterson Division of Health / Environmental Health office at 973-321-1277 Ext. 2762 / 2756.

**Departamento de Salud y Servicios Humanos
Division de Salud / Oficina de Salud Ambiental
176 Broadway, Paterson NJ (973) 321-1277**

**REQUERIMIENTOS NECESARIOS PARA LA PROTECCION DE ALIMENTOS EN EVENTOS
ESPECIALES**

- 1. Proveer facilidades adecuadas para el lavado de manos (lavamanos portátiles equipados con agua caliente, agua fría, jabón y papel toalla).**
 - El lavado de manos constante es requerido.
 - Lave sus manos cuidadosamente antes de preparar o servir alimentos.
 - Utilice guantes para evitar el contacto directo con los alimentos.

- 2. Los alimentos e ingredientes utilizados deben ser adquiridos de proveedores aprobados por El Departamento de Salud y deben ser mantenidos a las temperaturas adecuadas.**
 - La venta de alimentos preparados en el hogar está prohibida.
 - Los alimentos que requieren ser mantenidos calientes deben de mantenerse a una temperatura de 135°F o más.
 - Los alimentos que requieren ser mantenidos fríos deben ser mantenidos a una Temperatura de 41°F o menos.
 - La temperatura de alimentos calientes y fríos debe ser verificada al momento de recogerlos si esta comprando sus alimentos ya preparados para asegurarse que cumplen con los requerimientos de temperatura (135°F para alimentos calientes y 41°F para alimentos fríos).
 - Cada vendedor debe tener un termómetro para monitorear la temperatura de los alimentos.
 - Las hamburguesas deben de ser pre-formadas y los embutidos y salchichas pre-cocidos.
 - Las hamburguesas de ben de cocinarse completamente hasta alcanzar una temperature de 155°F.
 - All unwrapped food must be kept covered.

3. Cada vendedor debe utilizar redecillas para el cabello, gorra deportiva o cualquier otro artículo que mantenga los cabellos alejados de los alimentos.

4. Deben proveer zafacones de basura para que sus clientes puedan utilizarlos.

5. Deben tener un extinguidor de fuego si están utilizando una parrilla o asador.

6. Debe desplegar su licencia del Departamento de Salud y su Certificado para manejo de alimentos.

Los requerimientos antes mencionados son necesarios para asegurarnos que los alimentos servidos están preparados para minimizar el peligro de contaminación de los alimentos con bacterias y virus peligrosos para la salud pública. Si tiene alguna pregunta favor de llamar a la Division de Salud de la Ciudad de Paterson / Oficina de Salud Ambiental al 973-321-1277 Ext. 2762 / 2756.

FOOD VENDORS SELF-INSPECTION

EVENT NAME:		
VENDOR NAME:		
INSPECTION DATE:		
Item	Yes	No
1. Basic Requirements: All food vendors should complete this portion of their self inspection. If you are only serving pre-packaged, non-potentially hazardous food, you do not need to complete parts 2-4 of the self inspection form.		
Self inspection completed and posted on the booth.		
Approved source; *Food is purchased from an approved source and, if prepared off site, the facility is permitted by a Health Department.		
All foods stored off the floor a minimum of 6 inches and no food stored outside of the booth.		
Adequate trash and garbage disposal receptacles available in booth.		
2. Protection of food from contamination. All vendors serving food that will be unwrapped prior to sale should complete this portion of the self-inspection. If you are serving non-potentially hazardous food, you do not need to complete parts 3-4 of this form.		
Hand washing facilities provided within booth.		
All non-packaged food covered or otherwise protected from contamination and condiments served from approved dispensing units.		
Ice kept free from contamination and scoop used and refrigeration ice not used for beverages.		
Three step utensil washing within the booth.		
Waste water from sinks and other equipment disposed on a sanitary sewer.		
3. Temperature control. All vendors serving potentially hazardous food, regardless of the packaging, should complete this portion of their self-inspection. If you are preparing the potentially hazardous food on site in your booth you do not need to complete part 4 of this form.		
Potentially hazardous food: (a) held hot at or above 135° F (potentially hazardous food shall be destroyed at the end of the day) or *(b) held cold at or below 41° F (potentially hazardous food shall be discarded at the end of the day)		
Adequate and appropriate equipment for meeting temperature control requirements.		
Thermometers provided to monitor potentially hazardous food refrigeration and metal stem thermometer provided to measure potentially hazardous food cooking temperature		
Potentially Hazardous food previously held hot not to be re-served to the public.		
Potentially Hazardous food, previously cooked and then refrigerated, rapidly re-heated to 165° F prior to hot holding.		
Frozen potentially hazardous foods properly thawed (not thawed at ambient temperature)		

Outdoor BBQ: (a) adjacent to booth, (b) free from dust, (c) roped off from public access

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4. Protection of transported food. All food vendors preparing potentially hazardous food off site should complete this portion of their self-inspection.

Food transported and stored in tightly covered, washable containers.

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Transport containers adequately insulated to maintain potentially hazardous food either: (a) hot $\geq 135^{\circ}$ F, or (b) cold $\leq 41^{\circ}$ F

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Comments and Notes.

Vendor Signature

Date

DO NOT RETURN THIS CHECK LIST WITH THE APPLICATION! POST IN BOOTH ON DAY OF EVENT

Paterson Fire Department

Memo / Form 218

To: Committee and All Vendors
From: Fire Prevention Bureau
Date: 5/22/2008
Re: Festivals, Carnivals, and Other Events

Type I Fire Safety Permit for Tent (\$42.00).

Type I Fire Safety Permit for Open Flame (\$42.00).

Carnival Ride Permit (10 or less rides \$60.00; 11-25 \$90.00; 26 or more \$120.00) vendor must be registered with the State of New Jersey, Department of Community Affairs.

Ride Tents **MUST** have a current NFPA 701 certificate for all rides that have a canvas top.

Tents that measure 30 feet or more in any direction **MUST Be NFPA 701 compliant** (National Fire Protection Association).

Any tent that is used with any type of open flame device (sterno, charcoal, LP, gas etc.) **MUST be NPA 701 compliant.**

Each Tent **MUST** have a certificate that matches the serial number on the tent.

The tents used for cooking must be closed on 3 sides, a table placed in front of tent to keep customers at least 3 feet away.

ALL other tents used for seating or sale of merchandise **MUST** be at least 20 feet away from cooking appliances.

Tents used for sale of merchandise that are less than 30 feet in size in any one direction, AND are at least 20 feet away from any flame producing device are **NOT required to obtain a Type I Fire Safety Permit.**

**ALL appliances/equipment used for cooking MUST be commercially rated.
(ABSOLUTELY NO HOME USE OR HOMEMADE APPLIANCES ARE ALLOWED)**

ALL Propane tanks must be at least 5 feet away from tent. So, at least a 10 foot supply hose is needed.

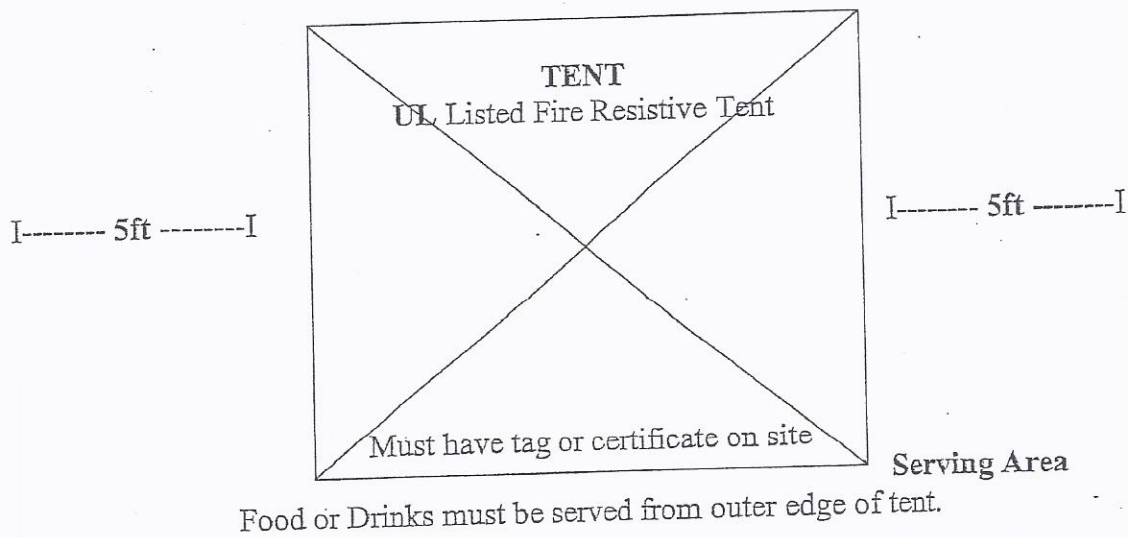
At least one fire extinguisher (size 4A) **MUST** be provided for each cooking appliance or for each tent. So, all tents have at least 1 fire extinguisher and 1 fire extinguisher for each cooking appliance.

If there are open-oil fryers, there must be a flameproof cover available for each unit should it be needed.

N.J.A.C. 5:70-2.7 (Permits)
NFPA 701-07 (Tents)
N.J.A.C. 5:70, 3-20 (Tents)
NJ DCA Safety Bulletin 2006-01 (Cooking under Canopies & Tents)
Health Department
N.J.A.C. 5:70-3(a)-F102.1 (Dangerous Condition; Top for Fryers)

Paterson Bureau of Fire Prevention Festival Layout and Check off list

LPG Cylinders must be located five feet away from tent



Check Off list

- Fire resistive tent NFPA 701
- Tent has a tag or is accompanied by a valid certificate
- Tent has a five foot isle way located on both sides
- All cooking equipment is commercially rated
- A fire extinguisher is on site fully charged and has a valid tag from a NJ Certified fire protection company
- LPG cylinders are located five feet away from tent
- Serving area is located on the outer edge of tent
- Submit \$42.00 Cash or Check along with tent permit to the Fire Prevention Bureau
(And if applicable submit \$42.00 Cash or Check along with permit if cooking at event.)

Please make all checks payable to the "CITY OF PATERSON"

OFFICE OF
BUREAU OF FIRE PREVENTION

**FIRE DEPARTMENT
OF THE
CITY OF PATERSON, N.J.**

710 E. 31st STREET
PATERSON, N.J. 07513
Phn (973) 321-1414 Fax (973) 321-1416

APPLICATION FOR PERMIT

The Uniform Fire Code states:

~~"Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official." [N.J.A.C. 5:70-2.7(a)]~~

Date of application: _____
Location where activity will occur _____
Date _____ Time _____
Applicant Name _____ Address _____
Organization Name _____
Phone/Fax Number _____ Emerg.# _____
Block/Lot _____ Registration# _____

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

And for the keeping, storage, occupancy, sale, handling or manufacture of the following:

(State quantities for each category to be stored, or used and the method stored or used:)

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

Applicant Signature

Fire Official Signature

Fee Amount

Permit Type

Note: There are five types of permits. See attached sheets for type and fee.