



**BOROUGH OF CHAMBERSBURG
LAND USE AND COMMUNITY
DEVELOPMENT DEPARTMENT
FOOD HEALTH LICENSE
APPLICATION PACKET**

**FARMER'S MARKETS
and/or
MOBILE FOOD FACILITIES
LICENSES**

Contents:

When making Application for a RENEWAL fill out ONLY	Page 2
When making Application for a CHANGE of OWNERSHIP (including CHANGE IN MENU and/or FOOD SERVICE STYLE fill out ONLY	Pages 2-6
When making Application for a NEW FACILITY fill out ONLY	Pages 2-7
Welcome, Instructions, Guidelines, and Checklists	Attachment



RETAIL FOOD FACILITY LICENSE APPLICATION

This is a: ☐ Farmer's Market Vendor
☐ Mobile Food Vendor

Facility is: ☐ Within a permanent structure/building
☐ Parking lot or open air market
☐ Mobilized unit – moves with the same exact set-up and equipment (operation that moves to different Markets, Special Events, or Private Property)

Name of the Facility (Common public name familiar to the consumer):

Legal Business Ownership Name (if different than above):

Address of the Facility (Location where the operation is (include name of event, if applicable). List each location if several:

Mailing Address (if different than above) (Street Address, City/Town, State, and Zip):

Name: Owner/Manager Person in Charge:

Phone Number: _____ Cell Phone Number: _____

Facility/Owner E-mail Address: _____

If Renewing a License, has there been any changes to the Facility within the last three (3) months?
(please circle) YES NO

If there were NO changes, please sign below and return application. Do not fill out any other pages. If you answered YES to any changes in the last three (3) months, please continue to the next page.

IN ORDER FOR THE LICENSE TO BE VALID, A CURRENT SERV SAFE CERTIFICATE NEEDS TO BE ATTACHED TO THIS APPLICATION UNLESS YOUR FACILITY IS EXEMPT. IF YOU SERVE ALCOHOL, YOU MUST ALSO ATTACH YOUR CURRENT LCB LICENSE AND RAMP CERTIFICATION.

Signature

Date

Official Use:

Payment information - Amount Paid: _____ Type of Payment: _____ Date: _____

**CONTINUE IF APPLYING FOR A NEW FARMER'S MARKET
OR MOBILE FOOD VENDOR LICENSE**

Proprietor/Owner Type: ☐ Sole Proprietor
☐ Corporation
☐ Non-Profit or Association
☐ Partnership
☐ Limited Liability Co. (LLC) or Partnership (LLP)

Legal Business Name (if different than facility name):

Legal Owner Mailing Address (if different than facility address or mailing address) (Street Address, City/Town, State, and Zip):

Days & Times of Operation (please list days of the week and times for each day):

Type of Unit:

- ☐ Type 1 – Commercially packaged non-TCS foods
☐ Type 2 – Commercially packaged TCS foods
☐ Type 3 – Non-complex food preparation
☐ Type 4 – Complex food preparation

If Mobile, location where the unit will be parked/stored when not in use:

- ☐ Same as Owner's Mailing Address
☐ Same as Mobile Food Facility/Temporary Food Service Facility (MFF/TFS)
☐ Other, list: _____

Location where food is prepared and/or stored and/or where equipment is cleaned and sanitized (i.e. Commissary):

- ☐ Same as Owner's Mailing Address
☐ Same as Mobile Food Facility/Temporary Food Service Facility (MFF/TFS)
☐ Other, list: _____

At this location (check all that apply):

- ☐ Store food (freezers, refrigerators, dry storage)
☐ Prepare food
☐ Clean and sanitize equipment
☐ All food is stored and prepared in our fully equipped MFF/Mobile TFS unit at this address
☐ All equipment is cleaned and sanitized on our fully equipped MFF/Mobile TFS unit at this address

Type of Service (check all that apply):

_____ Pre-packaged foods: Items come to the market in packages/containers/wrappings only; no food handling/packaging takes place at the market or special event (check all that apply)

_____ Deli meat or cheese _____ Candy _____ Maple products
_____ Raw meats _____ Drink mixes _____ Honey & related products
_____ Deli salads _____ Dried Herbs/spices
_____ Acidified canned goods _____ Eggs
_____ Baked goods, list: _____
_____ Other, describe: _____

_____ Non pre-packaged foods: Product did not come to the market in a packaged form; packaging and handling takes place at the market or special event (check all that apply)

_____ Baked goods _____ Deli meat or cheese
_____ Raw meats _____ Candy _____ Cut Melons or other fruits
_____ Other, describe: _____

Employee Information

Anticipated number of employees/volunteers, including owner _____

Do you have a Certified Food Manager on Staff? _____ Yes _____ No

Are you exempt (non-profit) from having a Serv Safe Certification? _____ Yes _____ No

Do you have an employee health policy? _____ Yes _____ No

Do you have a written employee policy for cleanup of vomiting or diarrheal events in the facility? _____ Yes _____ No

Do you have or have you applied for a liquor license? _____ Yes _____ No

Do you have a vomit and diarrheal clean-up kit available in your facility? _____ Yes _____ No

Water, Sewer, Waste Information

Water - If a water supply is required for hand washing, ware washing or preparation, water will be obtained from:

Farmer's Market –

_____ The Borough of Chambersburg Water Department

_____ A public water supply NOT provided by the Market – NAME: _____

_____ A non-public/non-municipal/private water supply (ex: well water) **** Water test results must be attached or provided at the time of inspection**

_____ Various water supplies because this is a mobile unit and not filling at on location each time. Operators must always use approved and tested water supplies. This information may be validated on any inspection by your Food Inspector.

_____ I will not be using water at my stand as ALL of my food is pre-packaged and non-TCS food

I have attached the appropriate documents related to the facility with this application.

Applicant Signature: _____

Mobile Vendors –

_____ Servicing Area Providing Potable Water (location where Mobile Unit is filled with potable water)

Street Address	City	State	Zip
_____ The Borough of Chambersburg Water Department			
_____ A non-community public water supply regulated by the Department of Environmental Protection (DEP). Provide Public Water System (PWS) ID#: _____			
_____ A non-public/non-municipal/private water supply (ex: well water) ** Water test results must be attached or provided at the time of inspection. Contact DEP to determine if your facility qualifies as a public water system. If DEP determines your facility qualifies as a public water system, then the water supply must be approved by DEP. Written documentation must be provided including your assigned Public Water System (PWS) ID# and approval letter from DEP. If DEP determines your facility does NOT qualify as a public water system, then current water test must be provided. For Type 1 & 2 facilities – 1 initial sample for Total Coliform and Nitrate/Nitrite. For Type 3 & 4 facilities – 4 initial samples in 24 hours for Total Coliform and 1 initial sample for Nitrate/Nitrite.			

I have attached proof of municipal water supply OR I have contacted DEP and attached my approval letter OR I have attached my non-public water supply results.

Applicant Signature: _____

Sewer - The facility is using:

_____ The Borough of Chambersburg Sewer Department

_____ A non-public sewage disposal system (ex: sand mounds, holding tanks)

_____ Appropriate sewage/waste holding tanks that will be disposed of at an approved sewage disposal site.

I have contacted my municipality regarding sewage disposal system. To the best of my knowledge my system meets state and/or local codes, is adequate for my Retail Food Facility and functioning properly.

Applicant Signature: _____

Refuse -

_____ I will use the refuse containers provided at the Market or the Special Event

_____ I will transport my refuse off-site and dispose of it at this location: _____

_____ This facility is a mobile unit and will use various approved refuse sites for disposal of refuse and waste

Sales Tax

_____ A license to collect sales tax has been obtained or applied for. A copy of the sales Tax license or proof of application is required with this application.

_____ Per the PA Department of Revenue rules and regulations, I have determined that my business is exempt from collection of sales tax.

I certify the facility is compliant with the above requirements and all applicable supporting documentation is attached.

Applicant Signature: _____

Anticipated date of ownership settlement for the facility: _____

The applicant understands and agrees that this document is an application for licensure of a retail food facility. The applicant understands and agrees that only a "proprietor" of a retail food facility may obtain a retail food facility license; and that a "proprietor" may be a person, partnership association or corporation operating a retail food facility within the Commonwealth of Pennsylvania. The applicant verifies by signature below, that they are the "proprietor" of the retail food facility that is the subject of this application. The applicant verifies that all statements and information in this application is true and correct to the best of the applicant's knowledge, information and belief; and makes these statements subject to the penalties of 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities.

____ Individual Person/Sole Proprietor
 Signature _____
 Legibly Print Name _____
 Date _____ Date of Birth _____

____ Partnership (attached additional partner information if appropriate):
 Signature – General Partner _____
 Legibly Print Name _____
 Date _____ Date of Birth _____
 Signature – General Partner _____
 Legibly Print Name _____
 Date _____ Date of Birth _____

____ Corporation / Association / Non-Profit Entity
 Name of Corporation or Non-Profit Entity _____
 Name of Current CEO/President/or Similar _____
 Official Title _____ Date of Birth _____
 Signature of Corporate/Association/Non-Profit _____
 Official Title of Signatory _____ Date _____
 Legibly Print Name _____

____ Limited Liability Company (LLC) or Limited Liability Partnership (LLP)
 Name of LLC or LLP _____
 Name of Senior Official/Partner or Similar _____
 Official Title _____ Date of Birth _____
 Signature – Member _____ Date _____
 Legibly Print Name _____
 Signature – Member _____ Date _____
 Legibly Print Name _____

IF this is a Change of Ownership, Change in Menu and/or Food Service Style please sign the application below. Do not fill out any other pages. If this application involves remodeling or equipment additions, a NEW Farmer's Market/Mobile Food Facility Application is needed. Please continue if this is a NEW Farmer's Market/Mobile Food Facility or if remodeling and/or equipment additions are requested or have happened within the last 3 months.

IN ORDER FOR THE LICENSE TO BE VALID, A CURRENT SERV SAFE CERTIFICATE NEEDS TO BE ATTACHED TO THIS APPLICATION UNLESS YOUR FACILITY IS EXEMPT. IF YOU SERVE ALCOHOL, YOU MUST ALSO ATTACH YOUR CURRENT LCB LICENSE AND RAMP CERTIFICATION. IF YOU HAVE A CHANGE OF OWNERSHIP, A SALES TAX LICENSE AND MENU ARE ALSO REQUIRED.

 Signature Date

 Official Use:

Payment information - Amount Paid: _____ Type of Payment: _____ Date: _____

**COMPLETE IF APPLYING FOR A NEW RETAIL MOBILE FOOD FACILITY LICENSE OR
REMODELING OR EQUIPMENT ADDITIONS ARE BEING REQUESTED**

Facility Floor Plan and Proposed Menu (submit copies of):

- _____ Facility floor plan/layout including location of all food service equipment
- _____ List of all food service equipment including manufacture's names and model numbers where applicable (i.e. cooking, hot and cold holding equipment)
- _____ Location of hand washing and ware washing sinks (if applicable)
- _____ Power source
- _____ Potable water holding tank (location and capacity)
- _____ Surface or finish coat material of floors, walls and ceilings (even if temporary)
- _____ Site plan showing the location of the vendor stand within the market (for Farmer's Market Vendors)

Plans may be hand drawn, but must be to approximate scale, neat and legible. Plans will NOT be returned. See "Application Instructions" for your guidance on completing this section of the application.

For MFF/Mobile TFS Units utilizing a commissary or shared food facility, the floor plans and information above must be provided for the commissary in addition to the actual MFF/Mobile TFS Unit itself. If only a portion of a shared kitchen is used, you only need to provide information on the portion of that shared kitchen you are using. You will most likely need to obtain this information from the owner or operator of the shared kitchen.

I have attached the appropriate documents related to the facility with this application.

Applicant Signature: _____

Shared Facility (only fill out if applicable):

- _____ You share a common facility with one or more other food businesses. This may be a restaurant, grocery store, warehouse, storage location or similar.

Name of Shared Facility _____

Street Address _____
Street Address City State Zip

Facility Opening:

Anticipated date of opening the facility _____ (date)

IN ORDER FOR THE LICENSE TO BE VALID, A CURRENT SERV SAFE CERTIFICATE NEEDS TO BE ATTACHED TO THIS APPLICATION UNLESS YOUR FACILITY IS EXEMPT. IF YOU SERVE ALCOHOL, YOU MUST ALSO ATTACH YOUR CURRENT LCB LICENSE AND RAMP CERTIFICATION. IF YOU HAVE A CHANGE OF OWNERSHIP, A SALES TAX LICENSE AND MENU ARE ALSO REQUIRED.

Signature Date

Official Use:

Payment information - Amount Paid: _____ Type of Payment: _____ Date: _____

FARMER'S MARKETS and MOBILE FOOD FACILITY LICENSES

INCLUDING CHANGE IN MENU and/or FOOD SERVICE STYLE

Welcome, Congratulations and Thank You!

The Borough of Chambersburg is excited to welcome your food business to the Borough's outstanding array of restaurants and other food establishments. It is the Borough of Chambersburg's goal to make the process of opening a food business as smooth, transparent, and customer-friendly as possible for the business owner.

Definitions

The following definitions may be referenced along with the definition of a Food Facility as defined in the Food Code:

- **Mobile Food Facility (MFF)** A movable retail food facility, such as a stand, vehicle, cart, basket, box or similar structure, from which food is stored, prepared, processed, distributed or sold and the facility and that physically locates at one site or location for no more than 14 consecutive days, in one calendar year, regardless of whether or not the facility operates continuously during that time period.
- **Permanent Food Facility (PFF)** means a retail food facility operating in a permanently constructed structure permitted and operated for the purpose of store, preparing, serving, packaging, or otherwise handling food at the retail level. Permanent Food Facility does not include Mobile Food Facility.
- **Commissary** means an operating base location to which a mobile food facility or transportation vehicle returns regularly for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food. A commissary may not be a residential personal use kitchen and must be separate from private residential use areas.
- **Time/Temperature Control for Safety Food (TCS)** means a food that required temperature controls to limit pathogenic microorganism growth or toxin growth. Refer to the FDA Food Code for the complete definition.

Types of Mobile Food Facilities

- **MFF or TFS Type 1**
 - Only non-TC food that is prepackaged
 - No preparation or assembly is required
 - Only bottled or canned drinks, no fountains or other dispensers
 - Exempt from license fees
- **MFF Type 2**
 - Commercially processed packaged food in its original package (Receive-Store-Hold)
- **MFF Type 3**
 - Unpackaged food
 - Food preparation with no cook step (Store-Prepare-Serve)
 - Preparation for same day service (Store-Prepare-Cook-Serve)
 - Reheating of a commercially processed food item (Store-Reheat-Hold-Serve)
 - Based on the Department, may be required to return to a Commissary and may operate in conjunction with a Permanent Food Facility that may or may not have a Commissary on-site
- **MFF Type 4**
 - Complex food preparation (Store-Prepare-Cook-Cool-Reheat-Hot Hold-Serve)
 - Includes food that must be prepared pursuant to a Hazard Analysis Critical Control Point (HACCP) Plan or Variance
 - Based on the Department, may be required to return to a Commissary and may operate in conjunction with a Permanent Food Facility that may or may not have a Commissary on-site

Facility Information

This section captures information about your facility. If you are selling from only one market or event, please list that market's or event's location/information. If you are applying as a Mobile vendor, please list all markets, private properties, or events you intend to sell and use your business information under the location. Remember, if you are

setting up on private property, you will need to fill out a Land Use Permit Application as well, which will include the property owner's permission. **If nothing has changed and you are renewing your license from last year, please only fill out page 2 of the application.**

Select your owner type, enter the legal business name, Legal Address, Days and Times of Operation, Type of Unit, and all other information on page 3. This is only needed if a change was made within the last three (3) months or you are a new applicant.

Type of Service

This section will capture information on what kinds of food you are selling at the market or event. This section is broken down into two categories: packaged and non-packaged. Packaged items ONLY are those food items that come to the market or event pre-packaged and remain in that package through the point of sale. Packaged items are bottled, canned, cartoned, securely bagged, or wrapped at the processing site or other inspected food facility. This does NOT include wrappers, carryout boxes or other non-durable containers used to containerize food with the purpose of facilitating food protection during transportation, service or receipt by the customer.

If your food item is not listed, please check "other" and list your food items. You may have a combination of both packaged and non-packaged foods. List all that may apply.

Employee Information

Select which category is applicable to your facility:

Food Employee Certification: A certified food protection manager is a person in charge of the retail food facility who has taken and passed a nationally recognized food safety exam. National exams are those that have been approved by ANSI using the Conference of food Protection certified food protection manager standards. Your certification must be kept valid and current (not expired). If you are not exempt and do not currently have a certified food manager in the facility, you will have 90 days from the date your license is issued to certify the person-in-charge. Unless except from certification as described below, facilities handling exposed TCS food must comply with these regulations.

A retail food facility is exempt from the food employee certification if:

- Facility is exempt from licensing fees
- Facility sells only commercially pre-packaged foods and beverages (non-TCS and TCS)
- Facility sells only non-TCS food and beverages (packaged or unpackaged)
- Facility is operated by a charitable non-profit organization

Employee Health Policy: An employee health policy establishes how to handle ill employees. Even if you are the only employee, The FDA Food Code, requires that the person in charge understand under what conditions an employee, including themselves, may work while ill and at what point restriction or exclusion of the person from the facility should take place. This policy does not need to be a written policy. The question is asked to bring your attention to this very important issue. Your Inspector, as part of a routine inspection, will discuss your policy with you. If you do not currently have a policy developed, a policy must be established, either in writing or verbal, prior to opening and presented to every employee of the facility and your Inspector.

Clean-up of Vomiting and Diarrheal Events: The FDA Food Code requires procedures for employees to follow when responding to vomiting or diarrheal events involving the discharge of vomitus or fecal matter onto surfaces in a facility must be written. The procedures should address the specific actions employees must take to minimize the spread of contamination and exposure to employees, consumers, food and surfaces to vomitus or fecal matter.

Water, Sewer, Waste Information

This section captures the information about water supply, waste water disposal and trash collection.

WATER: Select the type of water supply being used in your facility if a water supply is necessary for hand washing, ware washing, or preparation of food. You may obtain your water from **any** DEP regulated water supply.

Municipal (Community) Water Supplies: Municipal/community supplies are those regulated by DEP. The name of the Public Water Supplier (ex: Borough of Chambersburg) should be listed as the municipal public water source.

Non-Community Supplies: Some non-municipal water supplies and/or wells are also regulated by DEP and assigned a Public Water System (PWS) ID#. If the facility is on a well and determined to be "public" it must be approved by DEP. For non-community public water supplies, provide proof from DEP that your water supply has been approved as a Public supply, including your assigned Public Water Supply Number.

Other: Non-public water systems are not regulated by DEP and are required to conform to the construction, maintenance, and operation requirements established for a transient non-community water system as defined in 25 Pa. Code Chapter 109. If DEP determines your facility does **not** qualify as a public water system then **current water tests must be provided for Total Coliform (4 initial samples in 24 hours) and 1 initial sample for Nitrate/Nitrite**. Ongoing testing of the water supply for non-public systems shall continue as directed by your Inspector. The water testing will most likely be provided by the Sponsor of the Market or Event. Test results must be submitted with the application. **You must contact your local DEP office to determine if your water supply should be regulated by that Agency.** To find your local DEP office by county visit the website below or call **717-787-9633** for more information.

SEWAGE: Select which applies, if your facility is utilizing a municipal sewage system supplied by the Sponsor of the Market or Event, supply the name of the sewage enforcement municipality. For retail food facilities **NOT** using a municipal/public sewer, it is the responsibility of the owner/applicant of the retail food facility to contact the local Sewer Enforcement Officer for their municipality to review whether the current on-lot sewage system is approved and adequate for the use of the facility. Please provide that date on which this contact was made and confirm by signature that you are compliant to the best of your knowledge with all sewage disposal requirements.

Approval of all sewage disposal systems will be based upon satisfactory compliance with Chapter 71 and 83 of this title, The Clean Streams Law, Act of June 22, 1937, P.O. 1987, as amended (35 P.S. §§391.1 et seq.), and/or as determined by the local governing sewage enforcement agency or local Sewer Enforcement Officer (SEO) and with The Food Code.

REFUSE: Select any that apply. If refuse is to be disposed of on-site at the Market or Event, the refuse company name must be supplied. Disposal of garbage and refuse shall conform to the Solid Waste Act, Act of July 31, 1968, P.L. 788 (No. 241), Section 6, (35P.S. Section 6006) and the regulation adopted pursuant thereto, Chapter 75 of this title (relating to Solid Waste Manager). If disposal is to take place off-site, list the name of the collector and location of disposal site. The handling of refuse, recyclable and returnable items shall comply with all applicable sections of The Food Code.

Sales Tax

You must contact the PA Department of Revenue for information on obtaining a license to collect sales tax. A copy of the sales tax license or proof of application is required with this application. You can contact the Department of Revenue at 717-787-8201 or <https://www.pa100.state.pa.us/Registration.htm>.

Facility Floor Plan & Proposed Menu

Applicants must submit floor plans, equipment schedules, materials and construction plans. Plans must include the basic layout of the stand, location of all food service equipment, listing of equipment (including manufacturer's name and model numbers), location of hand washing and ware washing sinks (if applicable), restroom locations, material of floors, walls and ceilings (overhead protection), and site plan showing location of the stand within the market. See **Guidelines for Preparation of Floor Plans and Equipment Schedule** for more detailed instructions on completing this section.

Only **one** copy is required for the review. Drawings/floor plans may be 'hand-drawn,' but must be clear, concise, legible, to approximate scale, and of such size to enable all information to be clearly shown. Drawings will not be returned to you unless specifically requested.

Ownership Signature

Enter the **date** the retail food facility is anticipating opening, the legal change of ownership will occur, or the remodel project will be completed. If this is a renewal of an existing license, please refer to page 2 for the signature area.

Structural Requirements for Farmer's Market and Mobile Food Facilities

Dish washing Facilities – Farmer's Market (if applicable)

- **If you have no food equipment and all of your food is packaged, you may not need ware washing facilities.** This will be subject to review by your Inspector. If you have equipment that will come in contact with food, such as scoops, slicers, cutting boards, knives, and other similar items, ware washing must be provided, either on-site or at an approved commissary, depot, or food processing location.
- All soiled food-contact equipment must be washed, rinsed and sanitized every 4 hours.
- A vendor may use an approved cleaning depot site located in another area on the grounds or off site from the market, as long as suitable numbers of utensils and equipment are provided at the market stand in case of accidental contamination, items are changed every 4 hours, unclean items are segregated appropriately, and the depot is under inspection by the Local Health Department.
- If ware washing is proved on-site it must consist of a three compartment sink to wash, rinse and sanitize. Farmer's Markets may provide common ware washing areas for multiple vendors to utilize if vendors are performing limited amounts of ware washing.
- A two basin set up may be approved by the Inspector when limited utensils, such as spatulas, tongs or other similar serving utensils are the only food equipment used AND the facility can accomplish the 3-step method of washing, rinsing and sanitizing using the approved number of sinks and/or approved chemicals.
- Sanitizers (ex: Quaternary Ammonia or Chlorine) used in the 3 step cleaning method or for any food contact surface cleaning must be available at all times, approved and used appropriately. An appropriate sanitizer testing device (strips, titration kits) must be available at all times.

Equipment – Farmer's Market

- Design and Construction
 - A list of all equipment must be prepared as an addendum to the plans showing the manufacturer make and model number.
 - Equipment must meet a minimum requirement as stated in Food Code. Home-style, residential use equipment may meet the requirement of this Code, but will require evaluation by the Inspector for its durability, cleanability, and capacity with respect to its specific proposed use.
 - Food equipment that had been unaltered and has been certified for classified for sanitation by an American National Standards Institute (ANSI) accredited certification program shall be deemed to comply with Chapter 46 as listed above. All other equipment must be evaluated for compliance with the Code. Accredited certifying programs for sanitation include NSF (National Sanitation Foundation), UL (Underwriters Laboratory) and ETL (Intertek Testing Services).
 - A set of detailed shop drawings may be evaluated to determine compliance with these standards.
 - All equipment must be easily cleanable, durable, free of breaks, cracks and crevices, made of appropriate materials, well-constructed, and adequate for the intended use.
 - All equipment must be appropriately maintained.
 - All equipment within physical structures shall be installed according to applicable federal, state or local code requirements for construction and fire safety. The owner is responsible to ensure these requirements are met.
- Refrigeration and cold holding units
 - All cold holding units, including coolers, must be capable of reaching and maintaining 41°F or below when in use. Each unit must be supplied with an accurate and accessible thermometer.
- Ice storage units
 - Ice that will be in direct contact with food or used as an ingredient in food **MUST** be stored in a clean, easily cleanable, non-porous, closed container made of approved materials. Galvanized metal coolers may not be used to store potable ice. An ice chest may be used for this purpose. Styrofoam coolers may be used only if the inside of the container and lid are lined with food grade liners.
 - ALL ice must be dispensed with an ice scoop having an appropriate handle. Scoops may be store in the ice with the handle up out of the ice OR outside the ice on a clean surface protected from contaminants.

- Ice used as a coolant may not be used in drinks or as ingredients in food. Ice as a coolant is considered non-potable.
- Personal drinks MAY NOT be stored in potable ice chests.
- Packaged foods, including drinks, whose packaging is NOT subject to the entry of water because of the nature of the container or packaging (ex: hermetically sealed cans or bottles) may be stored in ice. Continuous draining of melting ice reduces the potential for contamination, therefore in these situations; ice bins must be effectively drained.
- Thermometers (ambient air or water)
 - Numerically scaled thermometers measured in Fahrenheit must be accurate to $\pm 3^{\circ}\text{F}$ and must be accessible and readable for each cold store unit to be used in the storage of time and temperature control for safety foods for measuring ambient air or water temperature. ($\pm 1.5^{\circ}\text{F}$ for Celsius devices or Celsius/Fahrenheit devices). Food temperature measuring devices that are scaled only in Fahrenheit shall be accurate to $\pm 2^{\circ}\text{F}$ in the intended range of use OR $\pm 1^{\circ}\text{F}$ for Celsius thermometers.
- Equipment and Utensil Storage
 - Adequate storage facilities for all equipment such as tableware, kitchenware, utensils, etc., must be clearly shown. Utensil storage containers must be designed so that the utensils are protected from contamination and so that only the handle of the utensil can be grasped by the employee or customer.

Equipment – Mobile Vendor

Construction, maintenance, and cleaning of all equipment shall be in accordance with Chapter 4 of the Food Code and with the manufacturer's instructions. Equipment may be movable; however, it must be capable of being secured when the MFF unit is in transit to and from its service locations or commissary.

Hot and cold holding equipment, cooking facilities, preparation surfaces, and dispensing equipment must be appropriate for the types and quantities of food items being prepared and served at the MFF unit.

Equipment installed in a fully enclosed MFF unit must be sealed to facilitate cleaning as required in Section 4-402.11 and 4-402.12.

- Food-Contact Surfaces
 - All food-contact surfaces used in a MFF unit shall be designed, constructed, and maintained in accordance with Chapter 4 of the Food Code.
 - Materials used in the construction of food-contact surfaces shall comply with Parts 4-1 and 4-2 of the Food Code.
 - Surfaces shall be non-toxic, smooth, easily cleanable, free of rust, dents or pitting, and durable under the conditions to which they will be exposed.
- Cooking and Reheating Equipment
 - Cooking and reheating equipment shall be installed and used in accordance with the manufacturer's instructions and shall meet all fire safety code requirements.
 - The reheating equipment used on the MFF unit must be capable of heating all of the TCS foods offered from the mobile unit to their required reheating temperature within two hours or less (§ 3-403.11).
 - If proper temperatures cannot be attained using the equipment on the MFF unit, then cooking and reheating must occur at the commissary and will not be allowed on the mobile unit.
- Hot Holding Equipment
 - Equipment used at the MFF unit for hot holding must be capable of maintaining TCS foods at 135°F or above. (§ 3-501.16).
 - Hot holding equipment shall be installed and used in accordance with the manufacturer's instructions and shall meet all fire safety code requirements.
- Cold Holding Equipment
 - Equipment used for cold holding at the MFF unit must be capable of maintaining TCS foods at 41°F or below. (§ 3-501.16).
 - Refrigeration, such as mechanical, absorption or thermoelectric, shall be installed and used in accordance with the manufacturer's instructions.
 - Each refrigeration unit must have a numerically scaled thermometer accurate to $\pm 3^{\circ}\text{F}$ to measure the air temperature of the unit. (§ 4-203.12).

- If ice is used to cold hold TCS foods at 41°F or below, it must come from an approved source and be protected from contamination. (§ 3-202.16).
- Unpackaged foods may not be stored in direct contact with undrained ice, except as allowed for raw fruits and vegetables, and raw poultry and raw fish that are received on ice in shipping containers. (§ 3-303.11).
- Low ambient air temperature, such as during colder months, should not be considered an acceptable alternate to cold holding equipment.
- Counters/Shelves
 - All food-contact surfaces shall be safe, corrosion resistant, nonabsorbent, smooth, easily cleanable, durable, and free of seams and difficult to clean areas.
 - All other surfaces shall be finished so that they are smooth, nonabsorbent, corrosion resistant, and easily cleanable.
 - Surfaces shall be constructed in compliance with Parts 4-1 and 4-2 of the Food Code.
- Ware Washing Facilities
 - A MFF unit that is classified as a TYPE 3 will be required to install a three-compartment sink or submit a variance to modify or waive the requirement (§ 4-301.12). They may also discuss the use of a two-compartment sink with their Inspector. (§ 4-301.12(c)).
 - A MFF that is classified as a TYPE 4 is required to install a three compartment sink with drainboards, utensil racks or tables for soiled and clean equipment. (§§ 4-301.12; 4-301.13).

Floors – Farmer's Market

- Farm markets located inside a building or structure:
 - Floor material (ex: linoleum, sealed concrete, sealed hardwood, etc).
 - Location of floor drains, if applicable.
 - Materials for the juncture / coving between floors and walls, if applicable.
- Farm markets located outdoors of a building or structure:
 - Food facilities may not be located in areas having NO ground protection, exposed grass or dirt.
 - Floor protection may include pallets, concrete, asphalt/blacktop, wood sheeting, rubber mats, linoleum, tile or other similar materials to control ground dirt and debris.

Floors – Mobile Vendor

- Unless otherwise approved, floors of self-contained MFF units must be designed, constructed, and installed so they are smooth, durable, and easily cleanable. Examples of acceptable floors are vinyl composition tile, commercial grade linoleum, or similar finish (§§ 6-101.11; 6-201.11; 6-501.11).
- The floor and wall junctures are to be coved and sealed (§ 6-201.13).
- Push carts and food delivery and dispensing units must be located on concrete, asphalt, or a similar non-absorbent permanent or temporary surface that minimizes dust and mud. The service sites should be graded to drain away from the MFF.

Food Displays – Farmer's Market

- Counter sneeze guards or other protective devices if displaying unpackaged foods.
- Food display protection is required for all consumer self-service operations.

Garbage – Mobile Vendor

- An adequate number of non-absorbent, easily cleanable garbage containers must be provided at the MFF (§5-501.13).
- Garbage containers must be rodent-proof, non-absorbent, and covered when not in use (§ 5-501.15).
- Grease must be disposed of properly and shall not be dumped onto the ground surface or into the sanitary sewer system.
- Final disposal facilities for garbage, grease, and other waste materials must be identified, approved, and used.

Hand washing Facilities – Farmer's Market

- Each stand or small grouping of stands must supply a sink or basin for hand washing that is accessible and conveniently located for all food employees to use.
- Each sink or basin must be a sign indicating, "Employees must wash hands".
- Each sink or basin must be supplied with clean, potable, warm (~100°F) water for employee hand washing.
- Each hand washing station must include soap, single use paper towels, and a waste receptacle.
- Each hand washing station must have an acceptable water supply and waste water collection container.
- Stands handling raw, unfrozen meat and poultry or other raw animal derived products even if overwrapped, will require hand washing.

- Chemically treated towelettes may NOT be used in place of hand washing UNLESS all food is prepackaged, poses no cross-contamination risk and hand washing sinks are not available. This will be evaluated and approved by your Inspector.

Hand washing Facilities – Mobile Vendor

- **Type 1** – A hand washing sink is not required if **only** non-TCS, commercially pre-packaged foods, that are dispensed in their original containers are offered. (MFF). Hand towelettes should be provided.
- **Type 2** – A temporary hand washing station/basin (a container with a spout and warm water with a catch basin at a minimum) must be available. Hand Towelettes may be approved if packaging is very secure and food exposure is limited.
- **Type 3 and 4** – A least on hand washing sink must be located on all MFF that are classified as Type 3 or Type 4 (§ 5-203.11).
- Each hand washing sink/basin must be provided with suitable hand cleaner, individual disposable towels, and a waste receptacle.
- A hand washing sign is to be posted at all hand washing sinks/basins (§§ 6-301.11; 6-301.12; 6-301.14).
- Hand washing sinks shall be equipped to provide potable water at a minimum temperature of at least 100°F through a mixing valve or combination faucet (§ 5-202.12).

Lighting – Mobile Vendor

- Adequate lighting by artificial or natural means is required.
- MFF units that are fully enclosed must be provided with artificial lighting.
- The lighting intensity shall be in accordance with Section 6-303.11 of the Food Code and shielding of the lights shall be in accordance with Section 6-202.11.

Overhead Protection – Mobile Food Vendors

- Each individual piece of cooking and hot and cold holding equipment must be separately covered (cooker top, lidded holding compartment, etc.) or the structure of the MFF must have overhead protect (ceiling) (§§ 6-202.16; 6-201.12A; 3-305.11). Examples of acceptable overhead protection are roofs or other permanent structures, canopies, awnings, or attached umbrellas for units such as pushcarts. Overhead protection may not also be suitable for use over frying or grilling operations that generate airborne grease. State/local fire codes may dictate specific limitations.
- For MFF Type 3 and 4 units that have self-service components, additional protection of individual food dispensing containers that are located beneath an awning or similar structure may be necessary (§ 3-306.12). Examples would be lidded dispensing containers and sneeze guards.

Plumbing – Farmer's Market

- Water connections to all food service equipment.
- Drainage or condensate lines from equipment such as ice-makers, walk-in coolers, etc. showing clearly the methods of discharge of waste waters.
- Mixing valves on all sink fixtures.
- Hot water generating system where hot water is to be used for ware washing and hand wash sink locations.
- Cross connection and backflow control at all necessary areas, especially hoses used as a potable water supply.

Toilet and Hand Washing Facilities – Mobile Vendor

- Toilet and hand washing facilities must be available for MFF unit employees along their route of service. (§ 5-501.13).
- The toilet facilities must be conveniently located to the food preparation and ware washing areas and meet all applicable sections of the Food Code and applicable regulations (§ 6-402.11).

Ventilation and Fire Protection – Mobile Vendor

- Enclosed MFF units must comply with Section 6-304.11 of the Food Code, and must have adequate ventilation to prevent grease, condensate, or other buildup that may cause sanitation issues within the unit.

Walls, Ceilings, Doors and/or Windows – Farmer's Market

- Farmer markets located inside a building or structure:
 - Outer openings of a food facility shall be protected against entry of insects and rodents by use of tight-fitting doors and windows if food within the building is unprotected. Open air markets are permitted if all food is protected from contamination at all times.
 - Ceiling and walls shall be easily cleanable and constructed in such a way that nothing in the area will fall and contaminate food. If the structure is not easily cleanable or constructed to prevent potential contamination, a suitable alternative may be an individual stand overhead protection (ex: tents or awnings).

- Food may not be located over utility lines that convey sewage.
- Farmer markets located outdoors:
 - Overhead protection is required at all times in storage, preparation, display and other similar areas. Suitable overhead protection may include tents or awnings.
 - Outer openings of a Farmer's Market shall be protected against entry of insects, rodents, and environmental contamination (except as indicated in # 2 below).
 - If the stand is not provided with overall protection (ex: 'stick' stands, pushcarts, and some mobile units and open air markets), then openings must be protected against the entry of insect and rodents via screens, air curtains, **or other effective means, including lids and coverings over all foods.**
 - **Outer opening protection is not necessary in situations where ALL foods within the facility are covered and protected, no preparation occurs and/or no foods are exposed except during service to an individual consumer's order.** In all cases it is recommended that "drop down" walls (covers, screens, etc), constructed walls, air curtains or similar, be readily available, but not necessarily in place, for use in case of inclement weather or other situations, such as high wind/dust, that may cause foods or food equipment to become contaminated. If no means of protection are available in these situations a stand will need to close operation until such time as the situation resolves itself.

Walls, Ceilings, Doors and/or Windows – Mobile Vendor

- For self-contained MFF units, walls are required to protect against the elements, wind-blown dust and debris, insects or other sources that may contaminate food, food-contact surfaces, equipment, utensils, or employees.
- Walls must be smooth, durable, easily cleanable and nonabsorbent. Pass-through windows may be installed in the walls and may require screening to prevent the entrance of insects (§§ 6-101.11; 6-201.11; 6-202.15; 6-202.16; 6-501.11).
- For non-self-contained MFF units, such as stick stands, drop down side walls shall be available at all times in case of inclement weather or excessive dust.

HEALTH INSPECTION CHECKLIST FOR FARMER'S MARKET AND MOBILE VENDORS

This food inspection checklist highlights a few examples of the items we will be checking during your annual inspection. We would like to introduce our team: Jody Mayer, Secretary, Greg Vink Food Inspection Technician, and George Weis, Food Inspection Technician.

The Farmer's Market and Mobile Food Facility Checklist is intended to help you set up and operate your facility in a sanitary and safe manner. By focusing on critical food safety practices, you will reduce the possibility of foodborne illness. While this guide provides some detailed information about operating a mobile food facility, it does not contain all the requirements for your facility.

Approved water supply: A supply which is evaluated, tested, and if found in reasonable compliance with DEP (PA Department of Environmental Protection) is accepted and approved for use.

Bottled drinking water: Water that is sealed in bottles packages, or other containers and offered for sale for human consumption. The facility **must** be positioned to keep the general public away from the food preparation and cooking areas of the facility. A wastewater holding tank in a facility shall be sized 15% larger in capacity than the water supply tank and sloped to a drain that is one (1) inch in inner diameter or greater and equipped with a shut off valve.

Reheating: All potentially hazardous foods that have been cooked, and cooled must be reheated to at least 165°F within two hours before being placed in hot holding. Commercial made products (precooked and canned items) reheated for hot holding must be reheated to at least 135°F.

Hot and Cold Holding: Potentially hazardous foods must be kept cold at 41°F or colder or kept hot at 135°F or hotter. Temperatures between 41°F and 135°F allow for the rapid growth of bacteria that can make people sick. Use equipment capable of holding foods hot (135°F or hotter). Open flames and stoves often fail and blow out. Be sure equipment will work and can hold food hot at all times. Use refrigerators or ice to store food cold (41°F). The ice must

be from an approved source. All containers used must allow for water to drain away as the ice melts (like an insulated cooler with a drain plug). Keep enough ice available to keep food surrounded by ice for the duration of the operation.

Employee Hygiene

- Employees wear hairnets, and male employees cover facial hair.
- Jewelry is limited to simple earrings plain rings, and watches.
- Employees working with exposed food should not have fingernail polish or artificial fingernails.
- Cuts and bandages are covered when handling food.
- Employees wash their hands regularly using proper hand washing techniques and sign stating so.
- Silverware is to be wrapped.
- Eating and smoking are limited to designated areas away from food prep areas.
- Employees wash their hands after sneezing, coughing, blowing their nose, or using the restroom.
- Employees wash their hands after working with raw food, handling money, or switching between stations.
- Hand wash signs to be designated.
- Employees wear clean clothes and proper, closed-toed shoes
- Provide periodic training for staff.
- Do you have an employee health program? Report "Big 6" Foodborne Illnesses to regulatory authority (Norovirus, Shigella, Shiga Toxin-producing E. Coli, Hep A, Salmonella Typhi, and Non-Typhoidal Salmonella).
- Food facility has a manager that has taken food safety training programs that are accredited Certified Food Manager Program and posted for public view and a Certified food employee present. Food facility must post permit in location for consumers.

Food Preparation

- All foods covered, labeled and dated.
- Food is protected from cross-contamination.
- Staff uses gloves, clean hands or utensils when handling food.
- Can opener clean.
- Tasting utensils are not used more than once before being cleaned.
- Frozen food is thawed properly in a refrigerator or submerged under running water.
- Food is heated to the correct temperature to remove all bacteria before being placed in the hot holding area.
- Ice scoop should not be stored in a holder.
- Microwave oven to meet CRF standards.

Food Storage

- Food is kept at least 6" off the ground.
- Food is stored in a clean, dry location that is not exposed to contamination.
- Containers are labeled with the food name and delivery date.
- Chemicals and food are separated.
- Food is stored using the FIFO (First In, First Out) method.

Freezer and Refrigerator Maintenance

- Thermometer is easily visible and displays the correct temperature.
- Refrigeration temperature is within food safe range and inside thermometer visible.
- Potentially hazardous foods stored at a temperature of 41° or below.
- Food is stored at least 6" off the ground in walk-in refrigerators and freezers.
- Refrigerators and freezers are clean.
- Refrigerators and freezer door seals clean and no door gaskets loose or broken.
- Check calibration of thermometer.

Refuse and Garbage Disposal

- Garbage and refuse is properly disposed of.
- Garbage bins are cleaned regularly to prevent pests.

Sanitation

- Washing station is organized into two or three sections for washing, rinsing, sanitizing and labeled.
- Utensils are covered to protect them from dust and contaminants when stored.
- Small equipment and utensils are cleaned between uses.
- The sanitizer is mixed to the correct concentration and wiping cloths are being stored in sanitizer solution and test strips available.
- Equipment is clean to sight and touch.
- Are thermometers properly sanitized before using?
- Food preparation area, shelving, and cabinets are all clean to sight and touch.
- Water temperature is heated to the correct temperature for sanitizing.
- Utensils are allowed to air dry after washing.
- Provide an air gap for drains or install an approved back flow prevention device.
- Food facility must have available sanitizer test strips to determine appropriate sanitizer.
- Hood vents clean?

Questions? Contact Greg Vink, Borough of Chambersburg Food Inspection Technician at 717-251-2468 or gvink@chambersburgpa.gov or Jody Mayer, Secretary at 717-251-2465 or jmayer@chambersburgpa.gov.

We are here to help in anyway to make your inspection a good experience!