



# ALLEGANY COUNTY

## DEPARTMENT OF HEALTH

Ground Floor Room 30, County Office Building, 7 Court Street, Belmont, New York 14813  
Phone: (585)268-9250 Fax: (585)268-9264

*Theresa Moore*  
Supervising *PHD*

**Thomas Hull**  
Deputy Director

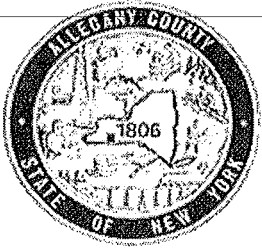
*Lori Ballengee*  
Director

**Laurie Hennessy**  
DPS

**David Rahr**  
Accountant

### What is included in this packet?

- How to fill out food service application
- Permit to Operate Application
- Health Department Fee Schedule
- Temporary/Mobile Food Service Guidelines
- Ill Food Worker Policy
- Approved Methods for Hand Washing Dishes and Utensils
- Recommended Practices for Wiping Cloths
- Workers' Compensation/Disability Requirements
- Minimum Requirements for Hand Washing Station



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### Food Service Application

1. Fill out the application, you may access the application by going to [www.alleganyco.com](http://www.alleganyco.com) >at the top you will see *FORMS* > click *PERMIT TO OPERATE* or one is enclosed
2. We need a copy of workers compensation/disabilities insurance, we need a copy of the actual certificate (need the date it started through the date it ends). A permit cannot be issued without this information. If you have no paid employees or paid volunteers you may file for an exemption from NYS. Instructions on this are enclosed. **If you file an exemption you must sign and date the bottom of the certificate once you print it or it is not considered valid.**
3. ***NEW FACILITIES***: Before you can operate you will need to submit a floor plan, menu, and have a Code Enforcement Official issue a Certificate of Occupancy
4. Permits are NON-TRANSFERABLE, so if a new owner/operator wants to open an old place they have to pay for a new permit in their own name, and have an inspection BEFORE they can operate
5. Make sure to PRINT name, SIGN name, and place TITLE on the application
6. Look at fee schedule to determine how much you owe the Health Department. We accept cash (exact amount), checks, and money orders. Please make checks payable to "Allegany County Department of Health"
7. Part B: Please check the type of establishment. If you are doing ONE festival or the fair then you will check OTHER and write in TEMPORARY FOOD SERVICE
8. Please see Temporary/Mobile Food Service guidelines for requirements
9. Mobile food service is for food service that will travel to more than one event in Allegany County within the year. Please refer to the code to meet the special requirements of a Mobile Unit.

10. We will need a copy of your menu at least 20 days before your permit can be issued. If the menu is not received before the 20 days a penalty of \$30 may be charged
11. If you are conducting business out of your home (EX: selling cookies, cakes), you MUST have a separate cooking facility in order to receive a permit to operate
12. If you have a PRIVATE water supply (well or spring) you MUST have a disinfection device (chlorinator or Ultraviolet Light System)
13. You must submit monthly water operation reports to the Health Department by the tenth day of the month (We will provide the initial paperwork, you make copies thereafter)
14. Read the enclosed information on "Water Emergencies at Food Service Establishments" and "Coliform Bacteria in Drinking Water Supplies"
15. Please see diagram for Temporary Food Events, these are the minimum requirements in order to operate. \*THIS DOES NOT APPLY TO REGULAR FOOD SERVICE OPERATORS\*
16. A copy of the Food Service Code, Part 14, Subpart 14-1 FOOD SERVICE ESTABLISHMENTS  
[http://www.health.ny.gov/regulations/nycrr/title\\_10/part\\_14/subpart\\_14-1.htm](http://www.health.ny.gov/regulations/nycrr/title_10/part_14/subpart_14-1.htm)
17. A copy of the Temporary Food Service Code, Part 14, Subpart 14-2 TEMPORARY FOOD SERVICE can be located here:  
[http://www.health.ny.gov/regulations/nycrr/title\\_10/part\\_14/subpart\\_14-2.htm](http://www.health.ny.gov/regulations/nycrr/title_10/part_14/subpart_14-2.htm)
18. A copy of the Mobile Food Service Establishment code, Part 14, Subpart 14-4 MOBILE FOOD SERVICE ESTABLISHMENTS can be located here:  
[http://www.health.ny.gov/regulations/nycrr/title\\_10/part\\_14/subpart\\_14-2.htm](http://www.health.ny.gov/regulations/nycrr/title_10/part_14/subpart_14-2.htm)



**D. Complete for temporary food service establishments only (attach additional paper if needed)**

Name of location of event \_\_\_\_\_

Name of Food	Supplier of ingredients	Where and how foods will be prepared and served

**E. Complete for mobile food service establishments or pushcarts only.**

Type of Vehicle:     Motorized                       Pushcart                       Other (specify) \_\_\_\_\_

Motor vehicle license no. (for motorized vehicles) \_\_\_\_\_

Commissary name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

List on separate sheet types of food and beverages served.

**F. Food and beverage machines only. Attach a list of all machine locations and food dispensed.**

**G. Partners and Corporate Officers**

List all partners and cooperate officers in the operation of the facility. Include vice president(s), secretary, and treasurer. Attach DOH-2135 (or additional sheets) as necessary.

Name	Title	Address	Phone

**H. Workers' Compensation and Disability Insurance (All applicants must complete this section.)**

This is to certify, under penalties of perjury, that

(A) the operation described in this application has Workers' Compensation and disability insurance as identified below:

	Carrier	Policy No.	Expiration Date
Workers' Compensation			
Disability Benefits			

OR

(B)  a representative of Workers' Compensation Board has endorsed form C-105.21 stating that such coverage is not required.

**I. Signature**

**FALSE STATEMENTS MADE ON THIS APPLICATION ARE PUNISHABLE UNDER THE PENAL LAW**

Failure to sign this form may delay issuance of your permit to operate. Operation without a valid permit is a violation of the State Sanitary Code.

Signature of individual operator or authorized official \_\_\_\_\_

Print name of person signing \_\_\_\_\_ Title \_\_\_\_\_

DOH-3915/3965 (8/05)

Allegany County Department of Health

Environmental Health Service Fees

Program/Service	Fee
Restaurant/Food Service:	
High Risk	175.00
Medium Risk	150.00
Low Risk	125.00
Seasonal	100.00
Temporary Food Service	50.00
Catering Operations	100.00
Mobile Units (per vehicle)	75.00
Frozen Dessert	75.00
Retail Bakeries	100.00
Vending	
--Permit Fee	50.00
--Per Machine	10.00
Swimming Pools/Bathing Beaches (Stand Alone)	125.00
Children's Camps	250.00
Campgrounds/RV Parks	
--without Pool or Beach	150.00
--with Pool or Beach	175.00
Hotels & Motels	
--without Pool or Beach	125.00
--with Pool or Beach	150.00
Mobile Home Parks	
50 or more units	
--without Pool or Beach	175.00
--with Pool or Beach	200.00
<50 Units	
--without Pool or Beach	150.00
--with Pool or Beach	175.00
Realty Subdivisions:	
Plan Review (per lot)	25.00

Sanitary Surveys	
Septic Only	200.00
With Water	240.00
Water Only	40.00
Private Water Sampling	40.00
Septic System Permits:	
New System Permits	150.00
Modified System Permits	150.00
Rabies Vaccination Clinics	No Fee
Engineering Plan Review	200.00
Tattoo/Body Piercing	
Facility Permit	200.00
Artist Certification	100.00
Tanning Facilities	
(Every 2 Years)	
Facility Permit	50.00
Per Bed/Booth	50.00



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### Temporary/Mobile Food Service Guidelines (Fairs, Carnivals, Festivals, Exhibitions)

*The provision of Subpart 14-2 of the New York State Sanitary Code shall apply in the regulation of food facilities at fairs, carnivals, festivals, and exhibitions*

#### **A. The following items require particular attention:**

1. Only food requiring limited preparation, seasoning, and cooking or preparation that is acceptable to the Allegany County Department of Health are permitted. Non-potentially hazardous baked goods can be served, but these must be individually wrapped or protected adequately.
2. Potentially hazardous food temperatures must be 140°F or greater for hot foods, 45°F or lower for cold foods. Foods must be kept hot or cold during transportation as well
3. Adequate refrigeration for cold foods (mechanical refrigerator preferred, bagged ice acceptable)
4. Adequate hot food storage, able to maintain 140°F or greater.

Beef	140°F	
Eggs	145°F	Cook to temperatures
Pork	150°F	
Ground Beef	160°F	
Poultry	165°F	

5. *\*If food is being re-heated for service it must be re-heated to a minimum of 165°F and then hot-held at or above 140°F\**
6. Adequate hand washing facilities provided. A portable hand washing sink with clean warm water, soap, and individual towels. Walking to the nearest hand washing station provided for public use is NOT acceptable. Hand Sanitizer is NOT acceptable!
7. Hands should be washed and disposable gloves worn prior to handling prepared foods and after using the restroom, handling garbage, or raw food
8. All food handlers shall be free from illness, boils, sores, and cuts and shall use hygienic food handling practices. NO smoking, use of tobacco, eating, or drinking in food preparation areas



9. Menu should omit hazardous items: potentially hazardous foods such as cream pies, pastries, salads or sandwiches containing meat, rice, potato dishes, poultry, eggs, or fish may be allowed if prepared in a regulated facility or in a manner acceptable to the Allegany County Department of Health (facilities with Allegany County Department of Health Permit or Agriculture and Markets License)
10. Food handlers shall wear clean clothing and hair restraints must be in place (long hair tied back, hats worn)
11. Food and eating utensils are to be protected from dust, flies, and handling by customers; no storage on floor/ground
12. Single service flatware and tableware is required where satisfactory dish and utensil washing and sanitizing facilities are not available
13. You must have available a probe stem thermometer that reads 0°F to 220°F. Meat thermometers are unacceptable

**\*\*Please Remember: A copy of your menu needs to be submitted to the Health Department approximately 20 days prior to your event so that it may be evaluated\*\***

#### **B. General Appearance Check List**

1. Counter surfaces, exterior panels, and framing clean
2. All shelving clean
3. Food display surfaces clean (inside cooler cases)
4. Premises free from flies or vermin
5. Must have garbage can(s) for food preparation and operational waste (public use garbage cans are NOT acceptable) cans must be clean
6. If screening is used, must be in good repair
7. Cloths for wiping food spills or general cleaning must be kept IN sanitizing solution between uses (towels laying on counter are NOT acceptable)
8. Sanitizing solution can be made up of a bleach and water solution mixed together. Disinfecting wipes are NOT acceptable
9. Cleaning compounds properly stored away from food and properly labeled
10. Surface drainage prevents accumulation and wet spots

#### **C. Other Requirements**

1. USE OF ICE---only bagged, cubed ice can be used in the manufacture of foods or be permitted to come in actual contact with food.

2. Plastic/Paper cups--all beverages that are dispensed must be in single service cups. No bottles or cans for public use
3. If using ice to keep temperatures of food in containers (EX: sour cream, tomatoes, salad dressing) the level of the ice must reach the level of the food in the container in order to properly maintain the temperature of the food
4. Each concessionaire is responsible for his/her area and keeping it clean. Alert event staff if you have any problems.

**\*\*YOU WILL NOT BE PERMITTED TO OPERATE IF YOUR STAND IS NOT CLEAN (buildup of grease, food residue, dead insects)\*\***

# ILL FOOD WORKER POLICY

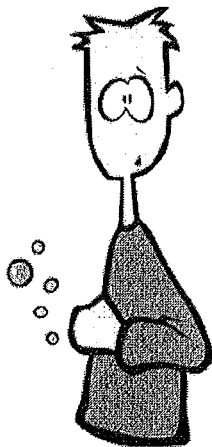
**Diseases spread easily when you are ill or have an infection.**

**DON'T RISK SPREADING YOUR DISEASE  
to your fellow workers or customers.**

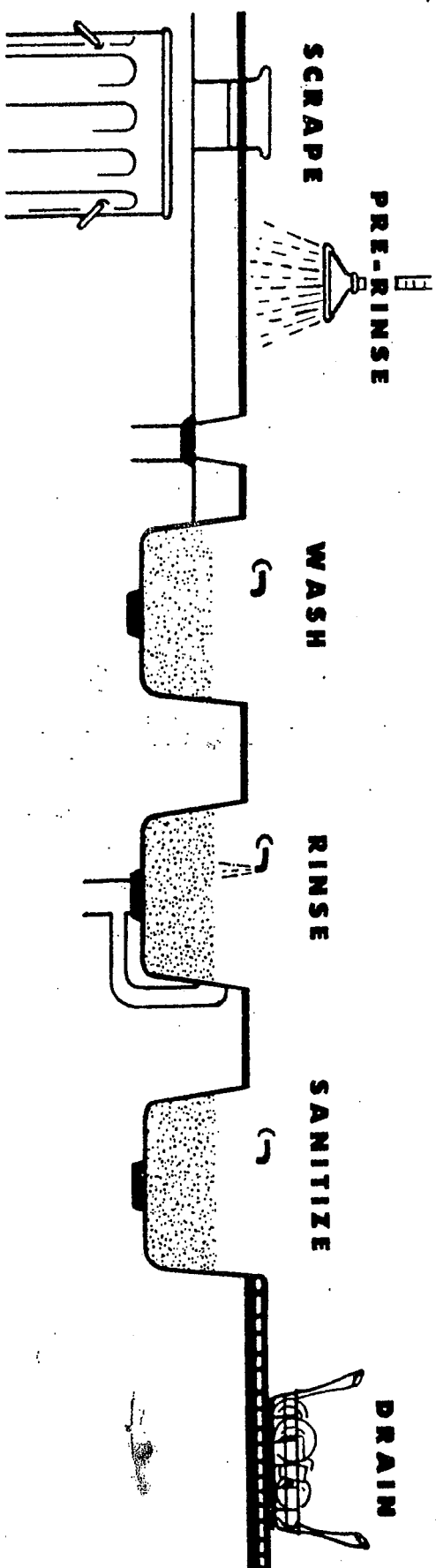
**Tell your boss immediately if you are experiencing any of the following symptoms:**

- ◆ **Jaundice of Unknown Origin**
- ◆ **Vomiting**
- ◆ **Diarrhea**
- ◆ **Sore Throat with Fever**
- ◆ **Infected Cuts or Boils**

**Or if you've been diagnosed with an infection that can be spread through food.**



# Approved Method for Hand Washing Dishes and Utensils



**1. SCRAPE AND PRE-RINSE** with warm water from a spray type nozzle all dishes and utensils promptly before food can dry on them. Keeps the wash water free of large food particles. Loosens dried-on foods. Reduces stains on dishes. Saves detergent.

**2. WASH** in first compartment with warm water at 110° - 120° F using a good washing compound, brush, and "elbow grease." Washing compound does not sanitize utensils.

**3. RINSE** utensils in second compartment by immersion in clean, warm water. Washing compound is rinsed off. Change the rinse water frequently. Do not rinse dishes in dirty water.

**4. SANITIZE** utensils in 3rd compartment by use of hot water or a chemical sanitizer. Rinse utensils, making use of a long handled wire basket, in clean hot water at a temperature of at least 170° for no less than ½ minute. Auxiliary heat is necessary. An alternate method is utensil immersion for at least one minute in a sanitizing solution containing at least 50 ppm available chlorine at a temperature of at least 75°.

**5. DRAIN AND AIR DRY.** Do not towel. To eliminating food contaminants, glasses, Store utensils, glasses and cups (inverted) in a clean, dry place.

RECOMMENDED PRACTICES FOR THE PROPER USE OF WIPING CLOTHS

RULE OF THUMB: Refer to Section 14-1.117 of Food Code.

1. All moist wiping cloths must be stored in a sanitized solution between uses.
2. Moist wiping cloths used for food contact surfaces and non-food contact surfaces must be kept separately from each other.
3. Wiping cloths used for clean-up of raw food and cooked food surfaces should also be kept separate in order to prevent cross-contamination. A suggestion that might be helpful is to use different colored cloths or buckets for different areas. Example - red for raw food areas and white for cooked foods.

RECOMMENDED SOLUTIONS FOR SANITIZATION ARE AS FOLLOWS:

1 capful liquid 5 1/4 bleach to 1 gallon water.

OR

----- yields 75 ppm concentration

1 ounce liquid 5 1/4 bleach to 4 gallons water

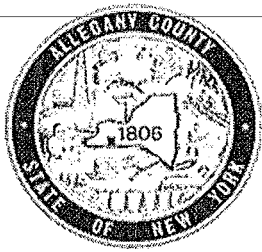
SOME BENEFITS OF STORING WIPING CLOTHS IN THIS MANNER ARE:

1. Surface is cleaned and sanitized, destroying bacteria that have an ability to cause foodborne illnesses.
2. Wiping cloths stay fresh - bacteria cannot grow while in contact with bleach/water solution.
3. Employees hand is cleansed while reaching in the bucket to obtain the cloth.
4. Bleach/water solution will help to repel flies to a degree.

Chlorine dissipates after approximately one (1) minute exposure to air. There is really no need for concern, if proper concentrations are used, in regard to taste and odor.

Change the bleach/water solution as necessary in order to maintain the proper concentration. As soap and other organic materials are introduced into this solution, the amount of available chlorine for disinfection is lessened.

\*The addition of more bleach than is required to achieve the recommended concentration will not increase sanitizing ability of the solution and may cause skin irritation.



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Accountant

TO: Food Service Owner/Operator

In order to process your permit the Health Department needs a copy of your workers compensation/disabilities insurance. You may file an exemption if you have no employees or paid volunteers and are sole proprietor of the business. If you are claiming an exemption please sign and date the bottom of that form and mail a copy back to this office.

To accomplish this, you can go to <http://www.wcb.ny.gov>

To obtain an **exemption certificate** please use the following steps:

1. Look for WC/DB Exemptions Form CE-200 on the left hand side
2. Click request a WC/DB Exemption
3. Click select to access web based exemption application
4. This will bring you to the start of the application. The pin is a four digit number you make up and confirm in the second box. (This pin will be used year after year so remember it)
5. From there, continue through the application filling in your information
6. You will come to a section where it asks the reasons why you are claiming the exemption. If you are claiming sole proprietorship, you need to select that box. (It is usually the second one down, but read this section carefully)
7. Once you submit the application, you are able to print the certificate. Please send a copy of the certificate to the Allegany County Department of Health.

If you have any questions or would like help with the certificate process, please call (585) 268-9266

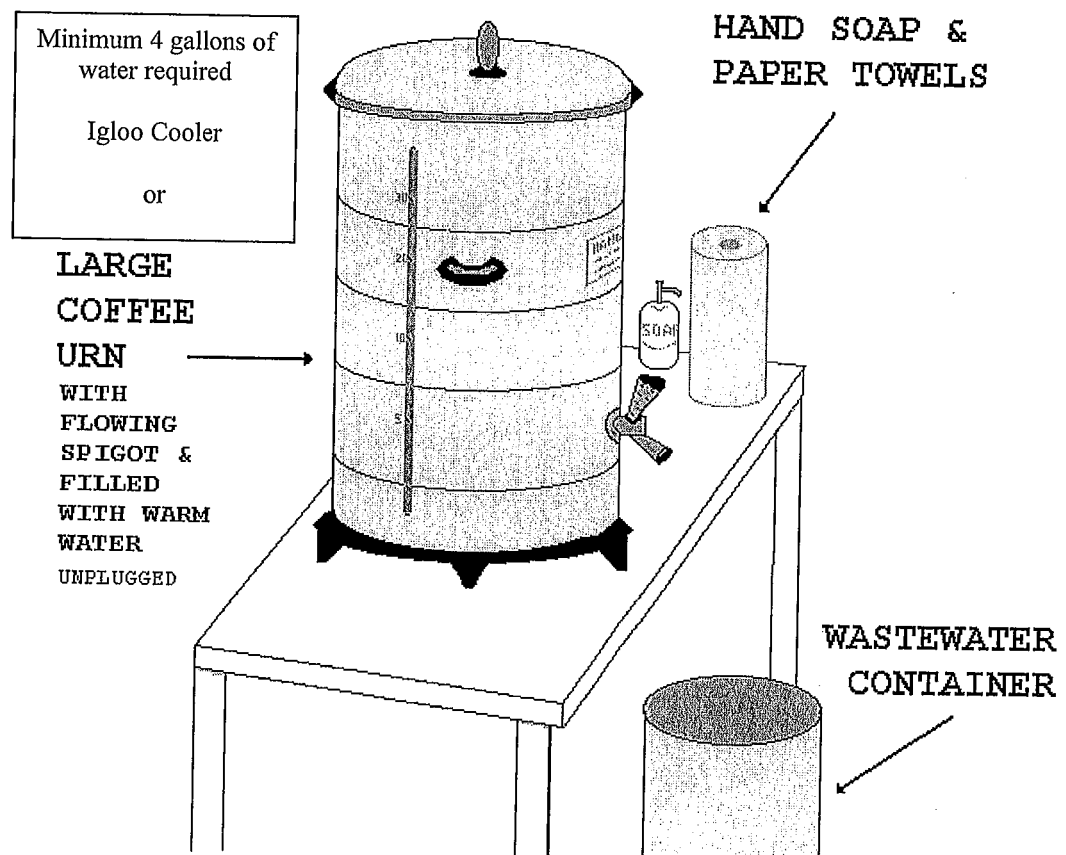
Respectfully,

Tyler J. Shaw  
Public Health Technician

## AN ACCEPTABLE HAND WASHING STATION FOR TEMPORARY FOOD VENDORS

Do you have adequate hand washing? You shouldn't be surprised that the health department requires hand washing at temporary food service establishments. Studies show that one out of every four outbreaks of food borne disease can be traced back to unclean, bare hand contact.

Not only do many temporary food workers neglect to wash their hands altogether; many who do wash, do so improperly. Complete hand washing is a critical action necessary to protect the health of your patrons. In order to wash hands correctly all temporary food service workers must do the following: Wet hands with warm water. Dispense soap into your hands and work up a good lather (20 seconds). Scrub each hand from wrist to fingertips. Use a brush to scrub your fingertips and under the fingernails. Rinse under warm running water.



If your stand is without a hot and cold running (pressurized) water supply, then use the diagram to set up an acceptable hand wash station.