ULSTER COUNTY
DEPARTMENT OF HEALTH

239 Golden Hill Lane, Kingston, NY 12401 (845) 340-3150, Fax (845) 334-8337

MICHAEL P. HEIN
County Executive

CAROL M. SMITH, MD, MPH
Commissioner of Health

January 2014

Dear Food Service Vendor:

Enclosed is an application to operate a Temporary Food Establishment for the 2014 season. **The application and the appropriate fee(s) must be submitted at least 5 days prior to your operation start date or a $25.00 administrative late fee will be assessed.**

The following **must** be completed and returned in order for your application to be processed. The application **cannot be processed** if **any** of the information below is missing or incomplete. If you have any questions regarding the enclosed application, please call Cory Kassler at (845)340-3036.

- ☐ Completed application in its entirety
- ☐ Review items needed for operation (see reverse side of this letter for list of items).
- ☐ Enclose appropriate payment of fee(s) by check or money order payable to:
  Ulster County Commissioner of Finance

Temporary Food Service Establishments fees:

For profit.....$50.00
*Not-for-Profit.....$ 0.00

Returned check fee.....$35.00
****Administrative Late fee**..... $25.00

** If your organization is not-for-profit, please record this in the proper space provided on the application and the $50.00 fee will be waived. However, if application is not received five (5) days prior to opening date, the administrative late fee will still be applied.*

*** An administrative late fee of $25.00 will be assessed if your application is not received 5 days prior to your operation start date.*

ALL PERMIT APPLICATION FEES ARE NON-REFUNDABLE

- ☐ Return all of the above to:

Ulster County Department of Health
Environmental Health Services Division
239 Golden Hill Lane
Kingston, NY 12401

Anyone preparing food, other than on-site, must prepare their food at an establishment that has a valid Department of Health or Department of Agriculture and Markets permit and are also required to comply with the Ulster County Sanitary Code, Article VI.

ITEMS NEEDED FOR OPERATION

- Single service articles (paper plates, paper napkins, plastic utensils, etc.).
- Proper utensils, plastic gloves, and/or deli paper must be used to eliminate unnecessary hand-food contact.
- Equipment must be present to cook or reheat foods to 165 degrees Fahrenheit or above and to maintain food temperature at 140 degrees Fahrenheit during hot holding.
- Equipment must be present to maintain refrigerated food temperatures at 45 degrees Fahrenheit or below.
- Potentially hazardous foods must be transported at temperatures of above 140 degrees Fahrenheit or below 45 degrees Fahrenheit.
- Equipment used for refrigeration must have thermometers. A stab thermometer (0-220 degrees Fahrenheit) is required for checking hot and cold food temperatures.
- Water and ice must be obtained from an approved source. Home sources are not approved.
- Three containers (minimum 5 gallons each) to wash, rinse, and sanitize kitchenware.
- A container for sanitizing wiping cloths (100 ppm bleach).
- A covered container (minimum 5 gallons) with a spout for fresh water storage.
- Liquid soap dispenser and paper towels for hand washing.
- Food should not be stored in undrained ice.
- Garbage cans with liners and covers.
- Bathroom facilities must be provided at the temporary food service site.