



DELAWARE COUNTY HEALTH DEPARTMENT

APPLICATION FOR FARMERS' MARKET VENDOR REVIEW

Application and fees for review must be submitted 3 weeks prior to the first Farmers' Market.

Vendor Name:		
Vendor Street Address:	Vendor City, Zip Code:	Vendor Telephone:
Vendor E-mail:	Vendor Food License Number:	Food License Regulatory Authority:
Owner Name:		Owner E-mail:
Owner Street Address:	Owner City, Zip Code:	Owner Telephone:
FARMERS MARKET INFORMATION		
Name of Farmers Market Planning to Attend:		
Address of Farmers Market Planning to Attend:		
Event Organizer Name:	Event Organizer Phone:	
Event Organizer Email:	Event Organizer DCHD License #	

FOODS SOLD:

Please check all that apply (full menu must be supplied) *all food vendors must submit an application*

- ☐ Whole fruits and vegetables
- ☐ Cut/prepared fruits and vegetables
- ☐ Baked goods without custard/cream fillings
- ☐ Baked goods with custard/cream fillings
- ☐ Packaged shelf-stable foods
- ☐ Dairy products
- ☐ Meat
- ☐ Hot foods
- ☐ Foods prepared at home/limited food establishments
- ☐ Food samples

OPERATION INFORMATION

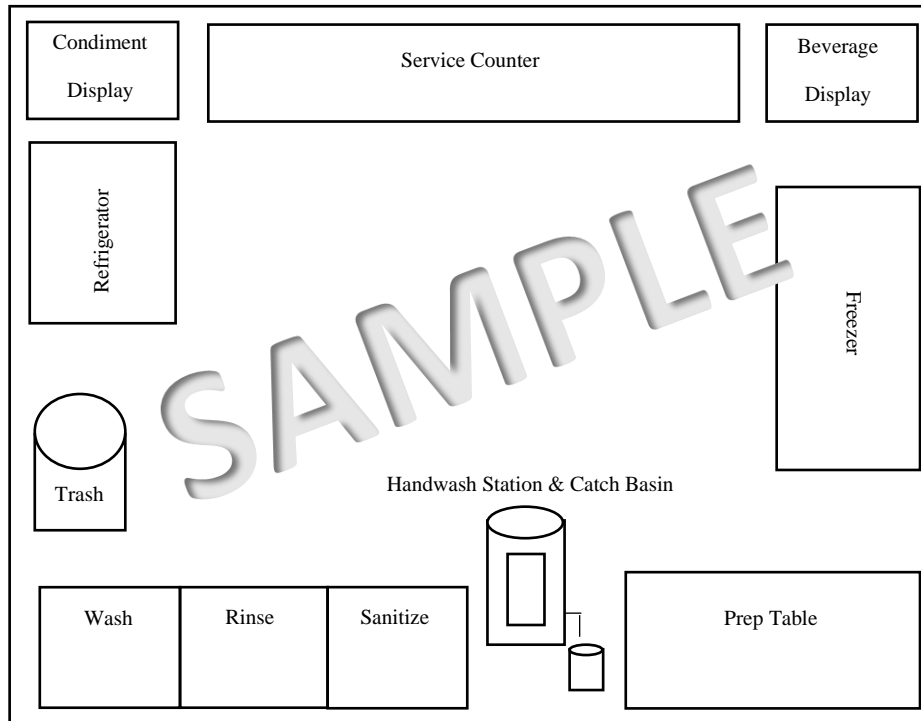
Type of Facility

- ☐ Outside Tent
- ☐ Inside Booth
- ☐ Enclosed Trailer
- ☐ Mobile Food Facility (Food Truck)

Section 1- All Vendors

LAYOUT

Provide a drawing of the layout of the tent, booth, or Mobile Food Facility that will be on-site at the farmer's market. Include the location of all food equipment, handwashing stations, utensil washing stations, and trash receptacles. See example below (not drawn to scale).



REQUIRED ENCLOSURE

Describe the type of overhead structure that will be used. Provide detailed description, cutsheets and/or photos.

Describe the materials used for the ceiling, walls & flooring.

All tents and enclosures are required to be permitted by the local code officer.

Name of Local Code Officer issuing Permit:

**** DCHD IS NOT RESPONSIBLE FOR TENT PERMITS OR FIRE SAFETY INSPECTIONS ****



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MENU & PREP DESCRIPTION

Food preparation must be kept simple with minimal cutting or handling of food.

Provide a list of all food items and ingredients that will be served. Describe how they will be prepared and transported. This description should contain preparation, cooking, and reheating procedures. Food temperatures should be included. Facility contact info must be listed for all food prepared off-site.

Food Item	Ingredients	Food Preparation Location	Transportation Description	On-Site Preparation Description
Beef tacos <i>EXAMPLE</i>	Ground beef, taco seasoning, tortillas, cilantro, salsa, cheese	Ollie's Taco's 123 West Pine St Dagton PA 19999	Beef will be transported at 165° F in Cambro insulated containers and reheated if needed on-site. Toppings will be in transported at 41° F in insulated cooler with ice.	Tortilla will be obtained with gloved hand. Beef placed on tortilla with scoop. Toppings added with individual tongs.



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FOOD STORAGE TEMPERATURE

Refrigeration and cold holding units must maintain 41° F or below and have an accurate thermometer.

All foods requiring temperature control must be delivered to the market below 41° F or above 135° F.

Temperatures must be maintained during the market.

Out of temperature foods are subject to immediate disposal and may prevent participation.

At what temperature will food be transported/stored? What equipment will be used to maintain these temperatures? (Provide cut-sheets, detailed descriptions, or photos.)

How long will it take to transport the food to the market?

If time will be used in lieu of temperature to maintain food safety please describe, monitoring process and record keeping policies:

Section 2- Food Prepared/Served or Sampling On-Site

HANDWASHING / WATER SUPPLY

Vendors that are handling unpackaged food (including samples) must wash their hands. A hand wash station must include: a water dispenser with a stay-on spigot, minimum of 5 gallons of warm potable water (Minimum 100° F), soap, single use paper towels, a wastewater container & a trash container. Additional water may be needed.

Water Source: _____

Wastewater Disposal: _____

Volume of water that will be available: _____

List all items water will be used for on-site: _____

APPROVED SOURCE & HANDLING FOR ICE

All ice must come from an approved source. Ice for consumption shall be kept in original packaging with the manufacturer's label.

Ice supplier: _____

Ice uses: _____

Ice storage: _____



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PROTECTING FOOD FROM CONTAMINATION

Unwrapped, displayed food is required to be covered, to minimize contamination.

How will unpackaged, ready-to-eat foods be distributed and protected from contamination?

How will condiments be dispensed?

All fruits & vegetables must be cut and cleaned at an approved facility prior to service.

Are you serving any cut fruit or vegetables? Where & how will foods be cleaned?

COOKING, COOLING, & REHEATING FOODS

All food that is reheated must reach at least 165° F. Chafing dishes may not be used for reheating. Foods made with ingredients at room temperature, such as cold sandwiches or salsa, must be properly cooled and stored at 41° F or below.

What raw animal products are you cooking at the market?

To what temperature will raw animal products be cooked?

What type of thermometer will be used? _____

Will any foods be cooked, then cooled prior to the market? Provide detailed description.

What foods will be reheated at the market? What reheating equipment will be used?

FOOD EQUIPMENT DETAILS & MAINTENANCE

All equipment must be clean and in good repair when it arrives at the market.

Additional utensils must be available. Utensils must be cleaned and sanitized every 4 hours.

List all cooking equipment to be used on-site:

Describe method of sanitization.

ELECTRICITY

How will equipment be powered on-site? _____



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Application is hereby made for a Farmers' Market Vendor Review. By signing this application, you certify that the facts set forth on this application are true and correct, understanding that the submission of false or misleading information is grounds for suspension or revocation of License. Also, the undersigned agrees to operate this Farmers' Market Vendor in compliance with the Delaware County Health Code.

Print Name of Vendor

Signature of Vendor

Date

TO BE COMPLETED BY EHS ONLY		
Fee Due:	Payment Method:	Payment Date:
EHS Approval Sign:	EHS Approval Name:	Approval Date:



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Checklist

1. Complete and sign the Farmers Market Vendor Review Application (type or print legibly)
2. Provide supporting documentation:
 - ☐ Menu
 - ☐ Valid food license issued by regulating authority where prepared foods are produced
 - ☐ Mobile Food Facilities must submit valid food license for commissary and base jurisdiction
 - ☐ Limited Food Establishments must submit license issued by PA Department of Agriculture
 - ☐ Copy of valid Food Manager Safety Certificate from an ANSI approved program, if food is prepared on-site
 - ☐ Layout of Farmers' Market Vendor (*see page 2 for sample*)
 - ☐ Manufacturer's specification sheets or photos of enclosure, cooking equipment, refrigeration, and reheating equipment, if used
3. Submit application packet to DCHD:
 - Email pdf documents to: environmental@co.delaware.pa.us
4. Required fee- online credit card payments are accepted once application is received
 - Fee payment instructions will be provided via email