

Tri-County Environmental Health Department

Deer Lodge, Powell & Granite Counties

Anaconda-Deer Lodge County Courthouse

800 Main Street

Anaconda, MT 59711

Phone (406) 563-4066 – 406-563-4067

PLAN REVIEW APPLICATION FOR SHORT TERM FOOD SERVICE EVENTS

Date of Submission: _____

Name of Temporary Food Establishment (TFE): _____

Name of Applicant: _____ Phone Number(s): _____

Address: _____ State: _____ Zip: _____

E-Mail Address: _____

Name of Organization or Business: _____

Name and Location of Event: _____

Date(s) of Event: _____

Hours Food Will Be Served: _____

Facility Where Food Is Prepared: _____, Will food be prepackaged? Yes ___ No ___

When Food Will Be Prepared: _____

How Will Food Be Transported? _____

Date and Time TFE Will Be Set Up And Ready For Inspection: _____

I understand and will take responsibility for the proper methods of food preparation, handling, storage and service standards at this event.

Applicant's Signature

Date

For Non-profit organizations:

I certify that the above named organization is a non-profit organization

Signature _____

Date _____

PLAN REVIEW APPLICATION
For Food Service at Special Events

Please answer the following in as much detail as possible:

1. List **all** food and beverage items to be prepared and served. Attach a separate sheet if necessary. (NOTE: Any changes to the menu must be submitted to and approved by the Tri-County Environmental Health Department at least **10 days** prior to the event.)

2. Describe where foods, beverages, and ice will be **obtained/purchased**, (Costco, Van's, Wal-Mart, George's, etc): _____

3. Food must be maintained frozen, below 41°F or above 135°F during transport to the Temporary Food Establishment. Describe (be specific) how frozen, cold and hot foods will be transported.

4. How will food temperatures be monitored during the event? A probe thermometer that measures from 0° to 220° is required to take temperatures. Temperatures must be logged in the attached log sheet to verify food safety.

5. Describe how foods will be kept hot or cold during **holding**, including information on equipment. Thermometers must be provided in holding units so that temperatures may be monitored. Proper holding temperatures must be maintained at all times, including overnight at multiple day events.

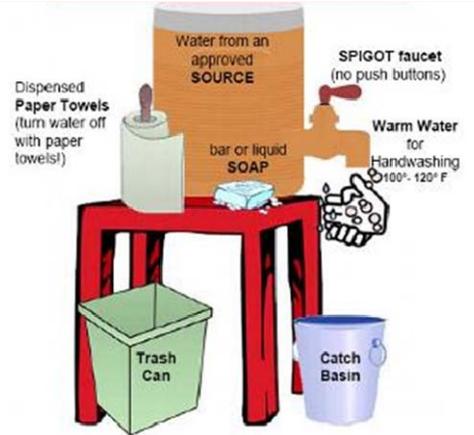
6. Describe how foods will be **cooked**, including information on what equipment will be used. Potentially hazardous foods must be prepared on site or in a commercial kitchen. If planning on using a commercial kitchen, please provide location, and contact name.

7. Describe how, where and what cold foods will be **prepared**. A minimum amount of food handling is encouraged at temporary events.

8. Describe how foods will be **protected** from contaminants during holding, display, and serving (i.e., squeeze bottles, individual packets, pre-packaging, covered containers). Food handlers and workers who handle customer transactions must be separated so that there is no mixing of tasks.

9. Describe what will be done with **leftovers** at the end of each day. Temporary facilities will not be allowed to cool and re-use potentially hazardous foods.

10. Describe the **handwashing** facilities. A handwashing station with warm running water, soap and paper towels is required. A temporary handwash station can be developed as indicated.



Water Source: _____
Size of Container: _____
Gallons of back up water storage: _____

11. Identify the source of the potable (drinkable) water supply and describe how water will be stored and distributed at the Temporary Food Event. If a non-public water supply is to be used, provide the results of the most recent water tests (within 30 days).

12. Describe how utensils are to be **cleaned and sanitized**. Utensils used with potentially hazardous foods that are not held in the food must be washed, rinsed, and sanitized at least every two hours or they must be changed out with clean utensils within the same time period. If no facilities are available on site, describe the location of back-up utensil storage.

13. Describe how and where wastewater from handwashing and utensil washing will be collected, stored and disposed:

14. Describe the number and types of garbage disposal containers at the Temporary Food Establishment as well as at the event site.

15. Describe how electricity will be provided to the Temporary Food Establishment.
