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DEPARTMENT OF HEALTH  
COUNTY OF ALBANY  
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ALBANY, NEW YORK 12202

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## Temporary Food Service Instructions/Requirements

(Submit application 14 days prior to event date)

1. YOU ARE PERMITTED TO SELL ONLY THOSE ITEMS LISTED ON APPLICATION FILED WITH THIS DEPARTMENT.

2. The application, fee of \$30.00-per vendor (Make checks payable to: **Albany County Health Department**), a list of Vendor(s): name, e-mail address, address, phone number, Certificate(s) of Insurance (Workers Compensation & Disability Insurance, or CE-200 Exemption) and menu list for each vendor must accompany your application.

**E-mails are required for transmittal of inspection reports.**

a. Insurance Certificates-Particular only to the accepted form numbers below:

*(One form for Workers Compensation and one form for Disability Benefit)*

Workers Compensation

Form C105.2

Form U-26.3

Form SI-12

Form GSI-105.2

Disability Benefit

Form DB-120.1

Form DB-155

-OR-

b. **Business Establishments Operating Without Employees or Designated Exemptions:**

Form CE-200 - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage. Form CE-200 may be obtained on line at: <http://www.wcb.ny.gov> NYS Workers Compensation Compliance Division should be contact for assistance/questions regarding this certificate at: 1-866-298-7830.

NO PERMIT WILL BE ISSUED WITHOUT THE PROPER INSURANCE CERTIFICATE(S)

3. Food Storage: All potentially hazardous foods held hot must be held at a temperature of 140°F or greater. All potentially hazardous foods held cold must be held under mechanical refrigeration at a temperature of 45°F or less. Potentially hazardous food is any food that consists, in whole or part, of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea or other ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms [14-2.3(b) (c)]. A metal stem-type, numerically scaled thermometer accurate to plus or minus two degrees Fahrenheit (1.1 Celsius) must be available and used to ensure adequate temperatures.

Continued...

Temporary Food Service Requirements

Page 2

4. **All foods must be from approved sources**, prepared in facilities under permit by the Albany County Health Department or an appropriate regulatory agency. Food may **NOT** be prepared at home.
5. **Your permit allows VENDING only!** Foods must be in a form requiring only limited preparation such as seasoning or cooking. Any additional preparation procedure such as on-site assembly of salads, sandwiches, pastries, etc. is prohibited.
6. **Bare hand contact with ready-to-eat food is not allowed.** Sanitary gloves, utensils, or barriers must be used.
7. **Personnel:** All persons working with food are to be free from infectious disease which can be transmitted by foods and are not to have boils, infected cuts, sores or any respiratory disease. They are to wear clean clothing, not to smoke or use tobacco while handling food or in food preparation areas, and use hair restraints that minimize hair contact with hands, food and food-contact surfaces
8. **Prepared foods must not be displayed uncovered.**
9. **Storage of food on the ground is prohibited.**
10. **Temporary Food Service hand washing facilities** are to consist of a supply of clean, potable water, soap or detergent, a receptacle to hold wastewater and paper towels (14-4.141).
11. **All damp wiping cloths** must be kept in a sanitizing solution. Repetitive use of dry cloth towels for hand cleaning is prohibited.
12. **The area surrounding your food service must** be maintained in a clean and sanitary condition at all times. Disposing or dumping of cooking water, ice water, or food wastes on the street or ground is prohibited.
13. **Your health permit must be displayed and observable at all times.**
14. **Enforcement:** If your operation is found to be in violation of sub-part 14-2 of the New York State Sanitary Code, you will be ordered to leave the area immediately and be required to attend a formal hearing to review the matter. Failure to correct the noted deficiencies and repetitive violations will result in the initiation of legal action by this Department.
15. If you have any questions concerning the above, please contact this Department below at:

DIVISION OF ENVIRONMENTAL HEALTH SERVICES: PH (518) 447-4620 FAX (518) 447-4698