

Temporary Food Service Facility Instructions for License Application

Applications must be received at least two weeks prior to the event to avoid paying a penalty fee. Completion of a license application, a Statement of Compliance with Workers' Compensation Act form, a Priority Assessment for Temporary Food Service Facilities form and an application fee (\$114.00 for High/Moderate Priority Facilities or \$35.00 for Low Priority Facilities) must be submitted to the Anne Arundel County Department of Health.

Applicants that **do not have paid employees and do not carry workers' compensation insurance** must obtain a Certificate of Compliance or Letter of Exemption from the Maryland Workers' Compensation Commission (WCC). An application for a Certificate of Compliance is enclosed for your convenience and must be mailed to the WCC to obtain the certificate or letter from their office. A temporary food service facility license cannot be issued without either proof of workers' compensation insurance or the required paperwork from the WCC.

Checks must be made payable to: Controller, Anne Arundel County

NOTE: A penalty fee (High/Moderate Priority - \$22.80 and Low Priority - \$7.00) will apply if the application is received less than two weeks before the event. A license will not be issued without all assessed fees received.

Name of Event: Indicate name of temporary event. (Example: Hot Dog Festival)

Location of Event: Name of actual site where event is taking place.

Vendor/Booth Name: Indicate the vendor/booth name to be advertised at the event. (Example: Danny's Dogs)

Vendor/Contact Person: Indicate the name, mailing address, phone number and email address of the vendor.

Event Coordinator Name and Phone Number: Indicate the temporary event coordinator name or person in charge of the event and a contact phone number.

Date(s) of Event and Food Preparation Setup Time: Indicate the date(s) of attendance at the event and the time that setup will be completed to begin food service operations.

Food Preparation Location: Indicate where the food will be prepared and include if any preparation will occur at a licensed food service facility (e.g., restaurant).

Federal ID#: Indicate Federal Tax ID.

Non-Profit/Exempt: You must provide a letter from the IRS as proof of nonprofit status to be fee exempt.

Water Supply: Indicate if the location of the event is served by public water or private well. (For a private well, bacteria and nitrate-nitrogen sample results from a certified laboratory are required prior to the event).

Wastewater Disposal: Indicate if event is served by public sewer or a private sewage disposal system.

Applicant Printed Name, Signature and Date: Applicant(s) must print their name, sign and date the application.

Menu: All foods prepared and/or served at the event must be indicated on the attached Temporary Food Service Facility Menu Page form.



Temporary Food Service Facility License Application

Food Protection Services
Bureau of Environmental Health
3 Harry S. Truman Parkway
Annapolis Maryland 21401
410-222-7192 Fax: 410-222-7479

Name of Event: _____

Location of Event (Provide Full Address): _____

Vendor/Booth Name: _____

Vendor/Contact Person: _____ Email: _____

Mailing Address: _____ Phone: _____

Event Coordinator's Name: _____ Phone: _____

Date(s) of Event _____ Food Preparation Setup Time*: _____

***This time indicates when the temporary food service facility will be set up and ready for inspection. Food may not be served to the public unless an inspection is performed and/or a license has been issued by the Department of Health. To allow for a proper inspection, it is advised that the setup of the temporary food service facility is complete and the vendor is ready for inspection at least 30 minutes prior to the start of the event.**

Food Preparation Location: A Temporary Food Service Facility Menu Page must be completed and attached to this application.

- Outside Tent Indoor Booth
- Mobile Unit or Trailer Tag Number: _____ Where Licensed: _____
- Other: _____ Number of Attendees Expected: _____

Federal ID#: _____ Nonprofit/Exempt: Yes No (If Yes, Provide IRS Verification for Fee Exemption)

Water Supply: Public Water Private Well Wastewater Disposal: Public Sewer Septic System

The Department of Health may suspend or revoke a temporary food service facility license if the licensee fails or neglects to:

- (a) correct a violation in the specified time of period;
- (b) comply with an approved written schedule of compliance;
- (c) correct a critical item immediately;
- (d) correct a violation in a temporary food service facility within 24 hours; or
- (e) when an immediate and substantial danger is found to exist to public health safety or welfare.

Applicant Printed Name: _____

Applicant Signature: _____ Date: _____

Office Use Only	
HACCP Priority _____	() High/Moderate: \$114.00 () Low Priority: \$35.00 () Exempt \$0.00
FSF ID# _____	() Penalty Fee H/M: \$22.80 () Penalty Fee Low: \$7.00
Date Approved _____	Inspection Needed: YES <input type="checkbox"/> NO <input type="checkbox"/> Excluded FSF: YES <input type="checkbox"/> NO <input type="checkbox"/>
Inspector _____	(No license issued if an unlicensed excluded FSF)

Temporary Food Service Facility Menu Page

Name of Facility (if prepared off-site): _____ Facility Phone#: _____

Address of Facility: _____

Facility Contact Person: _____

List all potentially hazardous foods you plan on serving in the chart below. All food must be from an approved source and prepared in a licensed food service facility or on-site at the event. Changes to menu items must be made at least 48 hours prior to the event. Failure to list menu items may result in a delay of license approval or a denial.

Menu Item	Place of Preparation	Method of Cold Holding	Method of Cooking	Method of Hot Holding	Method of Cooling (if applicable)	Method of Reheating (if applicable)
Ex. Chicken	At fairgrounds	Cooler with ice at a temperature below 41°F	On-site, on grill, to a temperature above 165°F	Chaffing pans at a temperature of 135°F	N/A	N/A

- Cold Holding (minimum): Shell Eggs and Shellfish: 45°F; Potentially Hazardous Reduced Oxygen Packaged Food: 38°F; and All Other Foods (Including Pasteurized Crabmeat): 41°F
- Hot Holding (minimum): All Foods: 135°F
- Cook Temps (minimum): Poultry: 165°F; Ground Meats: 155°F; Pork/Seafood: 145°F; Shell Eggs (for immediate service): 145°F; Shell Eggs (not for immediate service): 155°F; Fruits and Vegetables (for hot holding only): 135°F; and Whole Roasts: 130°F when held at that temperature for 112 minutes.
- Cooling: All Foods: 135°F - 70°F within 2 hours and 70°F - 41°F within an additional 4 hours.
- Reheating (minimum): Foods that are Cooked, Cooled and Refrigerated before Reheating: 165°F within 2 hours; and Ready-to-Eat Commercially Processed Foods (for hot holding only): 135°F within 2 hours.

For additional temperature control information follow link to [Critical Control Procedures](#)

Priority Assessment for Temporary Food Service Facilities

In order to properly classify temporary food service facilities, the Department of Health requires that all operators carefully review and provide the following information.

Please check **ALL** preparation processes that will be utilized at your temporary food service facility:

Low Priority \$35

- Commercially packaged, potentially hazardous products that are served directly to the customer
- Non-potentially hazardous food that is cut, assembled or packaged on the premises, such as candy, popcorn and shelf stable baked goods
- Hand-dipped ice cream

Examples: Pre-packaged ice cream, pre-packaged deli sandwiches or popcorn popped on-site for service at the event.

Moderate Priority \$114

- Potentially hazardous food that is cut, assembled or packaged on the premises, such as meats and deli products, as well as raw seed sprouts, cut tomatoes, cut melon and cut leafy greens
- Potentially hazardous food that is prepared using methods that require it to pass through the temperature range of 41 °F to 135 °F not more than one time prior to service

Examples: Deli sandwiches made to order and hot dogs that are kept hot for service at the event.

Leftovers are discarded.

High Priority \$114

- Potentially hazardous food that is prepared a day or more in advance of service
- Potentially hazardous food that is prepared using methods that require the food to pass through the temperature range of 41 °F - 135 °F two or more times prior to service

Example: Soup that is cooked at the event and leftovers properly cooled, reheated and kept hot for service on day two of the event.

Leftovers will be properly cooled on-site and reserved the following day.

Statement of Compliance with Workers' Compensation Act

Maryland Health-General Code Annotated Section § 1-202 requires that before any license or permit may be issued to an employer, the employer shall file with the issuing authority the workers' compensation insurance policy or binder number **or** provide a Certificate of Compliance obtained from the Maryland Workers' Compensation Commission (WCC). A food service facility license will not be issued without proper documentation. Employers that are not required to, and **do not** carry workers' compensation insurance, must submit an [Application for Certificate of Compliance](#) to the WCC. Upon receipt of the application, a Certificate of Compliance or a letter of exemption will be issued from the WCC. Please contact the WCC for more information at 410-864-5297, Monday through Friday, from 8:00 a.m. to 4:30 p.m.

Circle the number of the option below which applies to the business or person for which a license or permit is sought, provide the requested information, sign and date this form, and return it with your application.

1. I have workers' compensation insurance for my covered employees.
 Name of Insurance Company _____
 Policy or Binder Number _____

2. I am a member of a limited liability company or an officer of a corporation and I have no covered employees. (Attach a copy of the **Certificate of Compliance** from the Workers' Compensation Commission.)

3. I am self-insured. Approval of self-insurance has been received from the Workers' Compensation Commission. (Attach a copy of the **Certificate of Compliance** from the Workers' Compensation Commission.)

4. I am a sole proprietor or a partner in a business and have no covered employees. (Attach a copy of the **Letter of Exemption** from the Workers' Compensation Commission.)

Type of License (Please check):

- Permanent Food Service Facility
 Mobile Food Service Facility
 Mobile Reciprocity Food Service Facility
 Temporary Food Service Facility
 Campground
 Mobile Home Park
 Public Pools and Spas
 Exotic Bird Facility

I solemnly affirm under the penalties of perjury that the information provided on this form is true.

 Printed Name of Applicant

 Applicant's Title in the Business

 Street Address of Business

 City, State and ZIP Code of Business

 Signature of Applicant

 Date of Signing

CERTIFICATE OF COMPLIANCE

Application Instructions

NOTE:

Md. Code Ann., Lab. & Empl. §9-201 requires an employer with one or more employees to carry workers' compensation insurance.

The purpose of this Certificate of Compliance is to identify those employers that are not required to carry workers' compensation insurance coverage and to enable that employer to apply for, and obtain, a license or permit from a government agency that requires proof of workers' compensation insurance coverage. **A Certificate of Compliance is not workers' compensation insurance and is not binding on the Workers' Compensation Commission under any circumstances.**

Before a governmental unit may issue a license or permit to an employer to engage in an activity in which the employer might employ a covered employee, the employer shall submit to the governmental unit:

- (1) a certificate of compliance with this title; or
- (2) the number of a workers' compensation insurance policy or binder.

If an employer is not covered by a workers' compensation insurance policy, an application to secure a Certificate of Compliance must be submitted to the Worker's Compensation Commission pursuant to Labor & Employment Article §9-105.

Eligibility:

An employer may secure a Certificate of Compliance in the name of the employer, only if the employer is an entity set forth in Labor and Employment Article, §9-206(b)(1) – (b)(5) with no covered employees other than Corporate officers or limited liability company members who have elected to be exempt from workers' compensation coverage.

Sole Proprietors, Partners and Individuals who are owner/operators of a Class F Vehicle, and are not employers, are not eligible to receive a Certificate of Compliance. For the above business types, a letter of exemption will be supplied that can be submitted to the licensing agency.

Mail Application to: **Workers' Compensation Commission**
Attention: IC&R Division
10 East Baltimore Street
Baltimore, Maryland 21202-1641

Facsimile Applications ARE NOT accepted. Do not photocopy or electronically reproduce. Required signatures must be original.

An applicant who receives notice of disapproval may: (1) reapply for a certificate of compliance or (2) appeal the rejection in accordance with § 10-222 and § 10-223 of the State Government Article.



WORKERS' COMPENSATION COMMISSION

APPLICATION FOR CERTIFICATE OF COMPLIANCE



INSTRUCTIONS: Please review the instructions on page 2 completely prior to completing this application. Complete in Adobe Reader, type or print legibly.

Name of Business: _____

Business Address (P.O. Box is not acceptable): _____

City _____ State _____ ZIP Code _____

Mailing Address: _____

City _____ State _____ ZIP Code _____

Telephone: _____ Federal Employer Identification Number or Social Security Number(s) _____

Name of Owner(s) or Member(s):

I, _____, of the above-named business hereby affirm, under the penalties of perjury, (Name of Authorized Representative) (Title/Company Position) that workers' compensation is not required pursuant to Labor and Employment Article: (Select the appropriate reason with a check in the adjacent box. Do not modify or qualify the stated reason.)

- a. §9-206(b)(1) (Close Corporation) — Attach Exclusion Form IC-16
b. §9-206(b)(2) (General Corporation) — Attach Exclusion Form IC-16
c. §9-206(b)(3) (Farm Corporation) — Attach Exclusion Form IC-16
d. §9-206(b)(4) (Professional Corporation) — Attach Exclusion Form IC-16
e. §9-206(b)(5) (Limited Liability Company) — Attach Exclusion Form IC-16

Signature _____ Date _____

COMMISSION ACTION

The application for Certificate of Compliance is: APPROVED DISAPPROVED

Authorized Signature _____ Date _____
Workers' Compensation Commission


WORKERS' COMPENSATION COMMISSION
EXCLUSION FORM

INSTRUCTIONS: Pursuant to Labor & Employment Article §9-206, Annotated Code of Maryland, officers or members of certain business entities may elect to be exempt from workers' compensation insurance coverage by filing this Exclusion Form with the Commission. To exercise this option, the officer or member making the election must sign this document. Mail the *original* form to the Workers' Compensation Commission, a copy to the insurer of the company/corporation, and keep a copy for your files.

Company Name: _____

Address: _____

City: _____ State: _____ ZIP _____

Type of Company:

- Close Corporation
 General Corporation
 Farm Corporation
 Professional Corporation
 Limited Liability Company

Insurance Company Name: _____

Date Insurance Company Notified: _____

Typed Name and Title of the Officer or Member Electing Exclusion	% of Ownership	Personal Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
(Total cannot exceed 100)	<u>0.00</u>	

NOTE: By signing this Exclusion Form, each officer or member affirms under the penalties of perjury that the information contained in this form is true and correct as to that officer or member, to the best of the officer's or member's knowledge, information, and belief.