

ARKANSAS DEPARTMENT OF HEALTH

4815 W. Markham St., Slot 46
Little Rock, AR 72205

Clear Form

Retail Food Establishment Permit Application

THIS APPLICATION TO BE COMPLETED BY THE OPERATOR AND SUBMITTED, WITH APPROPRIATE FEES, TO
THE REGULATORY AUTHORITY 30 DAYS PRIOR TO OPENING
(Please Print Clearly or Type to ensure no delays in processing)

Date: _____

Name of Establishment: _____

Check One: ☐ New ☐ Remodel ☐ Mobile Unit / Push Cart
☐ New Ownership of Existing Facility ☐ Incubator / Contract Operator of Existing Facility

If your business is a retail food facility/operation please answer the following questions

Have you submitted plans for this retail food facility? ☐ Yes or ☐ No Date? _____

Have you contacted the Local County Health Department? ☐ Yes or ☐ No

Establishment Information:

911/ Physical Address: _____

City: _____ State: _____ Zipcode: _____

County: _____ Telephone: _____

Name of Owner(s)/Corporation: _____

Contact Person: _____

Drivers License # or Gov. ID #: _____

Telephone #: _____ Email: _____

(Please provide the following billing address ONLY if it is different than 911/physical address)

Mailing/Billing Address: _____

City: _____ State: _____ Zip Code: _____

Establishment's Water Source: ☐ Municipal Water ☐ Well ☐ Other: _____
(please list type)

Establishment's Sewage Disposal: ☐ Municipal Sewage ☐ Septic System

Category: Check All That Apply:

- ☐ Restaurant \$35.00
- ☐ Food Store \$35.00
- ☐ Kiosk \$35.00
- ☐ Private School \$35.00
- ☐ Public School or Charter School \$0
- ☐ Private Contractor (Schools) \$35.00

- ☐ Daycare \$35.00
- ☐ Retail Deli/Bakery \$35.00
- ☐ Food Mobile \$35.00
- ☐ Food Salvage Permit \$35.00
- ☐ Summer Feeding/Afterschool \$35.00

Total Due: \$ _____
(Check or Money Order)



Food Safety Questions:

1. Will the facility be serving food to a highly susceptible population?(young children, the elderly, or the chronically ill) ☐ Yes ☐ No
2. Will you be using specialized processing methods? (e.g. spouting seeds or beans and methods to preserve/extend shelf life, or render food so that it no longer requires temperature control for safety such as vacuum packaging, curing, canning, or pickling). ☐ Yes ☐ No
 - a. If yes, do you have a HACCP plan? ☐ Yes ☐ No
3. Is there a policy to exclude or restrict food workers who are sick or have infected cuts and lesions? ☐ Yes ☐ No
4. Are your managers/workers required to complete food safety training? ☐ Yes ☐ No
5. Do you or an employee of your business with supervisory authority have a Certified Food Safety Manager certification from an accredited program? ☐ Yes ☐ No
If yes, please provide the name of the accredited program, date of expiration, and the certificate number? _____

DISCLAIMER: A person may not operate a Food Establishment without a valid Permit issued by the Arkansas Department of Health (ADH). I understand that I must contact the appropriate ADH representative to schedule a pre-opening inspection. Once the pre-opening inspection is conducted, and the inspection is satisfactory, a permit will be issued. The permit must be displayed at the food establishment in a location that is conspicuous to consumers. This permit shall remain valid until expired, suspended, cancelled, revoked, or unpaid. An annual fee will be billed and due upon receipt. Permits are not transferable to new owners or new locations. **ALL FEES ARE NON-REFUNDABLE.**

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from this Health Regulatory Office may nullify final approval.

Signature(s) _____

owner(s) or responsible representative(s)

Date

THIS APPLICATION IS TO BE COMPLETED BY THE OPERATOR AND SUBMITTED, WITH THE APPROPRIATE FEES (CHECK OR MONEY ORDER), TO THE REGULATORY AUTHORITY 30 DAYS PRIOR TO OPENING.

Submit to:
Arkansas Department of Health
Food Protection Services
4815 W. Markham St., Slot 46
Little Rock, AR 72205

FOR AGENCY USE ONLY

FOR ESTABLISHMENTS NOT NEEDING RETAIL PLAN REVIEW

I have reviewed the paperwork submitted, have had conversations with the prospective new operator related to their intended food preparation practices and menu, and/or have current working knowledge of the condition of this facility. It is my recommendation that this facility does not need to go through a Retail Plan Review.

EHS: _____ *Signature:* _____

DATE: _____



Guidelines for Operating a Temporary Food Service



**Arkansas
Department of Health**

What is a temporary food establishment?

A Temporary Food Establishment (TFE) is a Retail Food Establishment that operates for a period less than or equal to Fourteen (14) consecutive days in conjunction with a single event or celebration.

Who needs to get a permit?

Each TFE in operation for profit during an event open to the public must obtain a permit from the Local Department of Health. Nonprofit organizations that sell food on a temporary basis for fund-raising events shall be exempt from payment of the permit fee but shall submit to inspection.



Why is it necessary to obtain a permit?

The Rules and Regulations pertaining to Retail Food Establishments require each food establishment have a valid permit issued by the Arkansas Department of Health. A valid permit must be conspicuously posted in every TFE. The TFE will be inspected and approved by the Local Environmental Health Specialist before a permit can be issued. The cost of a Temporary Food Service Permit is \$5.00 per operational day.

Potentially Hazardous Food

Potentially hazardous food is any food that is natural or synthetic that requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms; the growth and production of *Clostridium botulinum*; or in raw shelled eggs, the growth of *Salmonella Enteritidis*.

Potentially hazardous foods include an animal food that is raw or heat treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; eggs, meat, poultry, fish, and dairy foods.

Non-Potentially Hazardous Food

Non-potentially hazardous food includes fruit pies; dry goods and cereals, un-constituted dehydrated foods and baked goods.

Other examples are cookies, breads, cakes, potato chips, popcorn, cotton candy, and candy bars.

Foodborne Illness

What is it?

Consuming contaminated foods or beverages causes Foodborne illness. Many different disease-causing microbes, or pathogens, as well as poisonous chemicals, can contaminate food. Common symptoms include diarrhea, abdominal cramping, fever, headache, vomiting, severe exhaustion, and sometimes bloody stools.

Who is at risk?

Everyone. An estimated 76 million cases of foodborne illness occur each year in the United States resulting in 325,000 hospitalizations and 5,000 deaths. Very young children, pregnant women, the elderly, and people with compromised immune systems are at the greatest risk.

Preventing Foodborne Illness

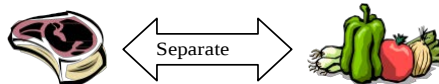
How can you prevent foodborne illness? Mishandling of food causes most foodborne illness. Inadequate cooking and holding temperatures allow pathogens to multiply. Poor sanitation and unsafe practices re-contaminate products. Over half of foodborne illnesses are due to improper food temperatures or poor personal hygiene. To prevent foodborne illness:

Practice the procedures outlined in this booklet.
Follow the four key steps to food safety:

1. **Clean** Wash hands and surfaces often



2. **Separate** Don't cross contaminate



3. **Cook** Cook/reheat to proper temperatures



4. **Chill** Refrigerate promptly



Recommendations for Reducing the Risks

1. **Avoid cooling & reheating foods**

Use canned products, like chili or refried beans, instead of preparing from scratch, cooling, and reheating.

2. **Avoid hot holding of foods**

Cook foods like tacos, burritos and shish kabob to order rather than cooking ahead of time and hot holding.

3. **Minimize preparation**

Use store-bought coleslaw, potato, macaroni, or pasta salads instead of preparing them yourself.

4. **Do not touch ready-to-eat**

Do not touch food with bare hands. Use utensils such as deli paper, spatulas, tongs, or single-use gloves.

Food Source

Home canned and home prepared foods, ice made at home, raw milk, or storage of prepared foods at private homes are **not allowed**.

Food Protection

Cover/protect foods on display. Do not allow customers to help themselves to open, unprotected containers.

Provide condiments, such as ketchup, mustard, coffee creamer, and sugar in dispensers, individual packets or squeeze or pump containers.

Food must be stored at a minimum of 6 inches off the floor/ground.

Protect foods from contamination and maintain at proper temperatures during transportation and storage. Do not store food in water or un-drained ice.

Protect against insects by use of screens, fans, air curtains, or closeable service openings with minimal service area openings.

Use a scoop or an automatic dispenser to fill cups with ice. NEVER use a cup as an ice scoop.

Ice used as a medium for cooling exterior surfaces of food such as canned beverages may not be consumed.

Food Temperatures

Potentially hazardous foods must be stored at temperatures below 41 ° F (under refrigeration) or above 135 ° F (hot holding) at all times, except when undergoing preparation or cooking. Do not store potentially hazardous food at room temperature. Food products found in the temperature danger zone are subject to embargo or destruction.

Thawing

Thaw foods under refrigeration at 41 ° F or below; under cold running water (70 ° F or less); or as part of the cooking process (in the microwave oven with immediate transfer to conventional cooking). **Do not thaw foods at room temperature.**

Thermometers

Shall be provided and accurate in all cold holding units. Thermometers shall be provided and accurate to verify proper cooking/reheating/holding temperatures of potentially hazardous food.

Cook/Reheat to proper temperature

1. Poultry, poultry stuffing, stuffed meats, stuffed pasta, & stuffing containing meats 165° F for a minimum of 15 seconds
2. Hamburgers, ground meat, eggs 158 ° F minimum or hold for 15 seconds at 155 ° F
3. Pork, fish 145 ° F for a minimum of 15 seconds
4. Steak color change on all external surfaces and surface temperature 145 ° F minimum
5. Roasts (beef, pork) hold for at a minimum of 145 ° F for a minimum of 4 minutes
6. Hot dogs and other commercially processed ready-to-eat foods at 135 ° F
7. Vegetables and/or fruits (if prepared) 135° F or below 41 °
8. Microwave cooking: Cover, rotate, stir midway, cook to 165 ° F, and hold 2 minutes.
9. Reheat food to 165 ° F within 2 hours hold for 15 sec. at 165°F

Cooling

Separate hot foods into small portions. Use shallow pans, ice water baths, or cold stirring paddles.

Rapidly cool hot foods:

Cool within 2 hours - from 135° F to 70°F

Cool within 4 hours - from 70°F to 41°F

Food Service Workers

- Wear hair restraints and clean clothes
- No jewelry except plain ring (such as a wedding band)
- Wash hands frequently:
 - Before starting work
 - After smoking, eating, or drinking
 - After using the restroom
 - Before putting on gloves
 - After handling raw products
 - When contaminated
- Do not smoke, eat or chew gum while working
- Do not work if you are sick or have open sores or cuts on your hands or arms
- Do not touch ready-to-eat foods with bare hands
- Designate a Person-In-Charge (PIC), and be certain a PIC is present and knows food safety rules

Hand washing Facilities

A convenient hand washing facility shall be available for employee hand washing. This facility shall consist of at least warm water, soap and individual paper towels. Must be convenient and accessible.

As a minimum, the following shall be provided.

Warm water

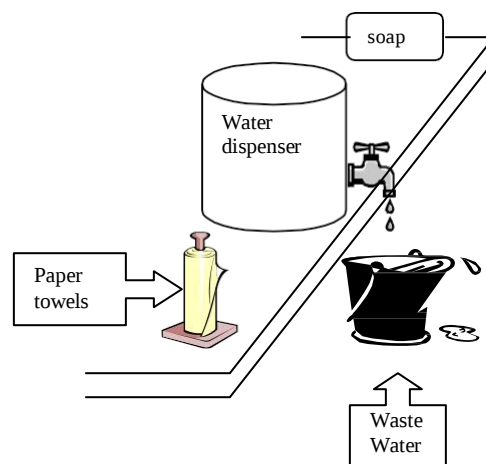
Soap

Individual paper towels

Bucket to collect dirty water

For example, an air pump thermos or jug of warm water with a turn spout may be used to dispense warm water.

A gravity-flow hand wash station if a plumbed is not available.



Dishwashing Facilities

Use clean, warm water

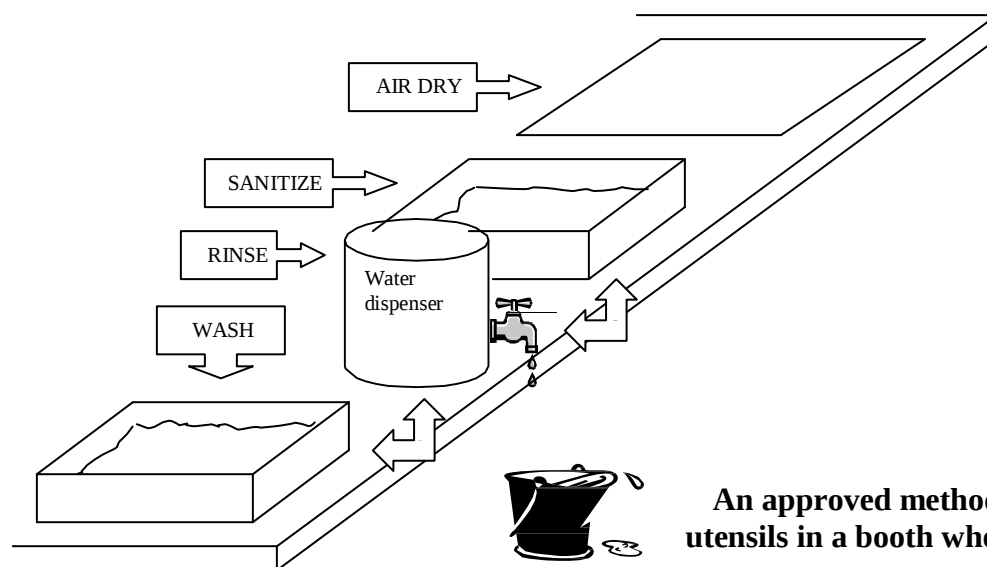
Use a three-compartment sink or three clean containers:

- Wash , Rinse, Sanitize

Air Dry (do not towel dry)

Use appropriate test strips, Chlorine sanitizer level 50-100 ppm.

Ammonia based sanitizer level 200 ppm.



An approved method of washing preparation utensils in a booth when no plumbing is available

Wiping clothes

Rinse and store wiping cloths in a separate bucket of sanitizer

Store detergents and sanitizers separately from food and single service articles

Equipment, Utensils

Smooth, easily cleanable, and in good repair

Kept clean and sanitized

For customer self-service, single service articles should be individually wrapped or in an approved dispenser

Do not re-use aluminum foil pans, tin cans, bread wrappers, single service items

Store in-use serving utensils:

In the food with the handle above top of food and container

On clean portion of table, equipment. (Clean and sanitize utensils every 4 hours.)

In a running water dipper well for ice cream utensils

Temporary Food Establishment Construction

Locate concession away from sources of contamination such as animals, barns and petting zoos.

Covered structure required to protect from windblown dust and debris, weather, insects, and animals

Floors shall be surfaced with concrete, asphalt, or gravel or other materials that have been effectively treated to minimize dust, facilitate maintenance, and prevent muddy conditions.

Walls and ceilings shall be constructed of a material that protects the interior from the weather and windblown dust and debris.

Openings shall be protected against the entry of insects and rodents by:

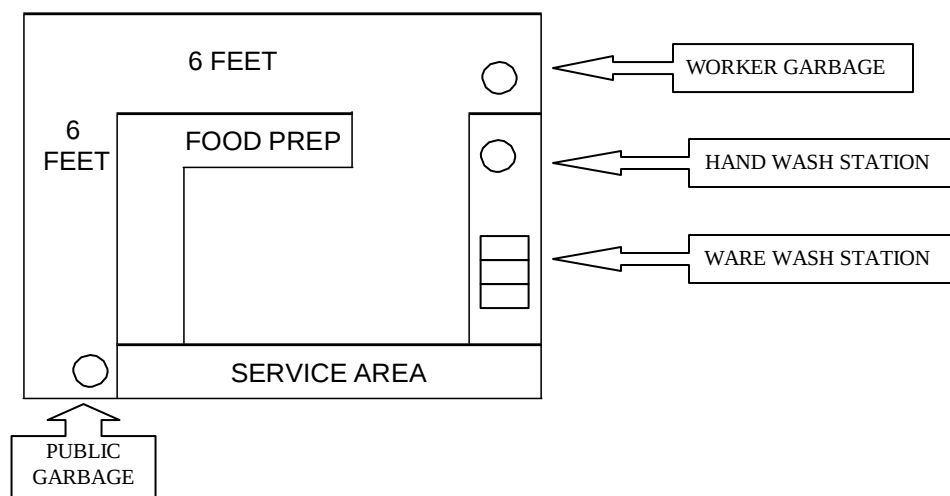
- o Screens (16 mesh to 1 inch)
- o Properly designed and installed air curtains to control flying insects or other effective means

Provide adequate lighting and properly shield bulbs

Water: Enough potable water shall be available in the establishment for food preparation, cleaning, sanitizing utensils and equipment and hand washing. A heating facility capable of producing enough hot water for these purposes shall be provided on the premises.

An example of a basic approved temporary food service design.

NOTE: A rope or other barrier is required for the separation from the public if open preparation is done without solid walls.

**Waste Handling**

Provide adequate number and size of durable, lined garbage containers for your needs

Dispose of solid waste appropriately

Discharge liquid waste into a sanitary sewer or collect in portable container and dispose of at approved location

Do not dump liquid waste into streets, storm drains, creeks, or onto the ground

Do not put discarded grease in the sanitary sewer. Allow to harden and place in garbage.

For Additional Food Safety Information: Arkansas Department of Health
Environmental Branch, Slot 46
4815 West Markham
Little Rock, Arkansas