



## CLARK COUNTY PUBLIC HEALTH

1601 E. Fourth Plain Blvd. ♦ P.O. BOX 9825  
Vancouver, WA 98666-8825  
(360) 397-8428 ♦ Fax (360) 397-80- %  
www.clark.wa.gov

### MULTI EVENT (ITINERANT) / FARMERS MARKET PACKET

An annual itinerant permit is provided for food vendors who wish to operate within the county at multiple temporary public events during the year or at a recurring event such as a Farmers Market. The permit holder must comply with Chapter 246-215 WAC and is considered a "temporary food service establishment". This is defined as operating at a fixed location for twenty-one (21) consecutive days or less in conjunction with a single event. This permit is valid for food service at one site only. Before operating a temporary food service establishment, provide the following information to Clark County Public Health:

1. **PLAN REVIEW APPLICATION FORM.** Complete the Plan Review Application form.
2. **PERMIT APPLICATION FORM.** Complete the Permit Application form.
3. **PLAN REVIEW FEE.** Pay the non-refundable plan review fee.
4. **MENU.** Provide a menu or a list of the foods to be served.
5. **METHOD OF FOOD PREPARATION.** The following information must be provided:
  - Types of food preparation and cooking conducted in the commissary/base of operation.
  - Types of food preparation and cooking conducted in the concession stand.
6. **COMMISSARY FLOOR PLAN.** Provide a floor plan, to a quarter inch scale (1/4 inch = one foot), of the proposed commissary/base of operation indicating locations of the following:
  - Hand wash sinks;
  - Food preparation sink and the floor drain;
  - Commercial refrigeration and freezer units, model and brand;
  - Cooking and hot-holding equipment;
  - Three-compartment sink
  - Dishwasher (if applicable);
  - Mop sink;
  - Ice machine and floor drain;
  - Toilet(s) and hand wash sink(s); and
  - Provide description of finishes on floors, walls, counter tops and ceilings.

NOTE: If the commissary is not located in Clark County, please contact a Food Program Environmental Health Specialist.
7. **CONCESSION STAND AREA.** Provide a to scale drawing indicating booth set up and locations of the following:
  - Hand wash station location and capacity water thermos.
  - Commercial refrigeration and freezer units;
  - Cooking and hot-holding equipment;
  - Describe overhead contamination prevention and flooring.
8. **ITINERARY.** Provide a list of the proposed events or sites of operation.

**ALL OF THE ABOVE ITEMS MUST BE SUBMITTED FOR PLAN REVIEW.  
IF ANY OF THESE ITEMS ARE OMITTED, THE PLAN REVIEW CANNOT BE ACCEPTED.  
ALLOW AT LEAST TWO WEEKS FOR PLAN REVIEW.**

Following plan approval:

9. **MAKE AN APPOINTMENT FOR A PRE-OPENING INSPECTION.** A pre-opening inspection of the commissary must be conducted. Call (360) 397-8428 at least one week in advance to schedule this on-site inspection.
10. **PAY FOR PERMIT.** Before opening, the annual itinerant permit must be paid.



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### COMPLIANCE WITH CHAPTER 246-215 WAC IS REQUIRED

1. **WATER SUPPLY.** Drinking water must be obtained from an approved source that is a public water system. Water used in food establishments must meet drinking water quality standards in accordance with chapters 246-290 and 246-291 WAC, except as specified under 05120.
2. **SEWER OR SEPTIC SYSTEM.** Sewage must be disposed through an approved facility or system that is a public sewage treatment plant or a sewage disposal and treatment system that is sized, constructed, maintained and operated according to law.
3. **HAND WASH SINK.** Provide hand wash sink(s) that is/are accessible, convenient to food preparation, food service and utensil washing areas and **used exclusively for hand washing.** Every hand wash sink must have minimum hot water temperature of 100° F and cold water provided through a mixing faucet. Provide hand soap and single use towels at the sink. Automatic faucets must have a minimum cycle of 15 seconds.
4. **FOOD PREPARATION SINKS.** An indirectly drained food preparation sink is necessary if any products (fruits, vegetables or meats) are washed, thawed or cooled. At a minimum, a one-compartment food preparation sink with an attached drain board is required. If more than one type of product is processed, multiple sink compartments will be required. **A food preparation sink may not be used for hand washing or utensil washing.**
5. **WARE WASHING FACILITIES.** A three-compartment sink with a drain board is required whether or not a mechanical dishwasher is utilized. . All utensils/pots and pans must be able to be fully submerged in each compartment of the utensil-washing sink.
6. **SPLASH GUARDS.** If splash or cross contamination could occur, 12” splash guards will be required to prevent contamination for any hand sink, dipper well, food prep sink, clean dish drain/drying area, etc. from any source of possible contamination.
7. **MOP SINK** A mop/utility sink may be required and located so food and equipment are not contaminated. A laundry tub or mop bucket cannot substitute for a mop sink.
8. **PLUMBING.** Plumbing must be sized, installed and maintained in accordance with applicable state and local plumbing codes. Provide indirect drains from the ice machine, food preparation sinks, beverage ice sinks, salad bars, dipper wells and mechanical dishwashers into a floor sink or similar device. Provide a properly vented dual check valve device or an approved reduced pressure back flow assembly between copper pipe or tubing and carbonated beverage dispensing machines.
9. **GREASE TRAPS.**  
**Vancouver Sewer District.** The Vancouver Municipal Code requires all food service establishments to have equipment that prevents food grease from entering the sewer system. The Oil & Grease Management Program (OGM) must review and approve the grease interceptor plans prior to installation. New grease interceptors or traps must be sized according to the Uniform Plumbing Code. A copy of the sizing requirements can be obtained from the OGM Program.
10. **FLOORS, WALLS, CEILING.** The floors, walls, and ceilings in all food preparation and storage areas, walk-ins and toilets shall be easily cleanable, water impervious, grease resistant, and durable. Ceiling studs, joists and rafters should not be exposed in food preparation areas, equipment washing and utensil washing areas, toilet rooms, walk-in refrigeration units, and vestibules.
11. **REFRIGERATION.** Provide commercial refrigeration units and shelving design in walk-in units sufficient for all necessary foods. Home-style equipment or refrigeration units cannot be approved.

12. **EQUIPMENT AND UTENSILS.** Equipment and utensils must be cleanable, durable, in good repair and in conformance with the current standards.
13. **TOILETS.** All toilet rooms must have automatic door closing devices, mechanical ventilation, and hand washing sink with single service soap and towel dispensers. There must be toilet facilities for patrons when there is on-premise consumption of food. Toilets must be accessible during all hours of operation and within at least 200 feet of food service establishment.
14. **LIGHTING.** All light fixtures must have light covers, sleeves and end caps or have shatterproof light bulbs.
15. **LOCKERS.** Provide lockers or shelves for employees to store clothing and personal belongings.
16. **GARBAGE STORAGE.** Garbage containers must be watertight, vermin proof, covered containers and appropriate frequency of garbage pickup to prevent overflows and nuisances. Provide sewer disposal for any leachate. Provide garbage storage on a concrete or asphalt pad.
17. **BAR AND TAVERNS.** Bar and taverns must provide a sink compartment for disposing of liquid drink wastes in addition to the sinks necessary for hand washing and utensil cleaning and sanitizing in the bar serving area.
18. **BULK FOOD DISPENSING.** Bulk food must be separated by partitions, different aisles or by horizontal separation from chemicals and/or pet food. For horizontal separation, chemical or pet foods must be below bulk foods. Bulk food containers must be gravity dispensing units or display units with covers. Dispensing utensils must be present for each unit with a holder so handle of scoop or tongs is held out of food. The lowest access point of bulk food containers of ready-to-eat foods must be **at least 30 inches** above the floor.
19. **SMOKING SIGNS.** Signs prohibiting smoking must be posted conspicuously at each entrance and in prominent locations throughout the establishment.
20. **Ill Food Worker Policy: Provide a written policy regarding restricted duties for ill food workers and establish it as part of food worker training plans.**
21. **Food Preparation Plan: Provide a menu of food items and a preparation plan for all foods that are processed or otherwise prepared for consumption.**
22. **Floor Plan:** Submit a scaled drawing of the establishment floor plan including location of all sinks, restrooms and equipment.

For further information, please call Clark County Public Health at (360) 397-8428

**CONCESSION STAND REQUIREMENTS**

1. **FOOD PREPARATION.** All food preparation must be done in the booth or in the approved commissary kitchen. Home-prepared foods are not allowed to be sold or given away. Any changes to menu or method of food preparation must be submitted in writing to Clark County Public Health.
2. **HAND WASH STATION.** There must be a 5-gallon or larger insulated container with a spigot that provides a continuous flow of warm water, a bucket to collect dirty water, a pump soap dispenser and paper towels.
3. **WATER SUPPLY.** Water and ice must be from an approved source under WAC 246-290.
4. **POTABLE WATER TANK.** Any water tanks shall be commercial or food grade plastic and sufficient to furnish enough hot and cold water for hand washing and utensil washing as required. Any potable water refill area must have an approved potable water hose that is retractable and does not allow the hose end or nozzle to contact with the ground. All hose bibs must have a vacuum breaker to prevent back flow.
5. **WARE WASHING FACILITIES.** There must be access within two hundred feet to a three compartment sink with running water to wash, rinse and sanitize utensils when equipment or utensils are reused on-site or when the temporary establishment operates for 2 or more consecutive days.
6. **COOKING AND REHEATING.** All food must be cooked to the appropriate minimum internal cooking temperatures.
  - Poultry: >165°F
  - Ground beef-hamburgers: 155°F for 15 seconds
  - Fish, Meat, Pork: >145°F for 15 secondsLarge cuts of meat (more than 3 pounds) cannot be cooked or barbecued. They must be cut into smaller sections so cooking time is reduced. Reheating potentially hazardous foods from 45°F to 165°F must be accomplished within one hour and only reheated once. Hot, potentially hazardous foods cannot be cooled at the concession stand.
7. **REFRIGERATION AND COLD HOLDING.** There must be commercial refrigeration units sufficient for all necessary food and for the separation of raw meats, aquatic foods and poultry from other foods. ICE CHESTS may be used to keep food cold provided the ice is from an approved source and there is sufficient ice in the chest to hold all food at 41°F or less, no matter how often the lid is opened. If this cannot be accomplished, mechanical refrigeration units must be on site. There can be no ready-to-eat food stored in the same ice chest that contains raw potentially hazardous foods such as meat, poultry, fish or eggs. Food storage ice cannot be used for drink ice. **Time as control is not allowed for temporary events.**
8. **THERMOMETERS.** All mechanically refrigeration equipment or hot food storage units must have a thermometer accurate to ± 3°F. There must be at least one metal stem (pocket) thermometer, with a range of at least 0°F to 220°F and accurate to ± 2°F to monitor hot and cold food preparation and food holding.
9. **FOOD and BEVERAGE WORKER CARDS.** All food workers must have a valid **Washington State** food and beverage card. The cards or a legible copy of the cards must be in the booth and available for inspection. All food workers must read the green Temporary Food Establishment and Concessionaires' Information Pamphlet.
10. **TOILETS.** Toilets must be accessible during all times of operation and have approved hand washing facilities.
11. **SEWAGE SYSTEM.** All liquid wastes, including gray water, mop water and ice melt, must be disposed into an approved sewage disposal system. The concession stand must have a wastewater retention tank, a bucket or container to hold the gray water until it can be disposed into an approved sewage disposal system.

**The Food Vendor Information contains important additional information. Please read this.**



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## PLAN REVIEW APPLICATION FORM

**RESTAURANT NAME OR NAME OF ESTABLISHMENT** \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE WA ZIP \_\_\_\_\_

SITE PHONE NUMBER \_\_\_\_\_ ESTIMATED OPENING DATE \_\_\_\_\_

**BUSINESS NAME OF OWNER OR CORPORATION NAME** \_\_\_\_\_

BUSINESS OWNERSHIP STATUS:  Sole Proprietor  Partnership  Corporation  LLC

LIST ALL OWNERS, PARTNERS, CORPORATE OFFICERS OR MEMBERS.

OWNER NAME \_\_\_\_\_ OWNER NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ BUSINESS FAX \_\_\_\_\_

**IS THIS A CHANGE OF OWNERSHIP?** NO  YES  **IF Yes, date of change:** \_\_\_\_\_

**If Yes, previous name of the restaurant?** \_\_\_\_\_

**IS THIS:**  New construction or conversion of an existing building to a restaurant

An existing restaurant/kitchen remodel

Construction company contact person \_\_\_\_\_ PHONE \_\_\_\_\_

**BUILDING DEPARTMENT PERMIT NUMBER:** \_\_\_\_\_

**TO WHOM SHOULD THE PLAN REVIEW LETTER BE MAILED?**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**WATER:**  Amboy (CPU)  Battle Ground  CPU  Camas  Vancouver  Washougal  Yacolt (CPU)  Other \_\_\_\_\_  
 Small Public Water Supply Name \_\_\_\_\_ ID# \_\_\_\_\_

**SEWAGE:**  Public sewer  On-site septic system. **Date of last septic system inspection or pumping:** \_\_\_\_\_

**TYPE OF ESTABLISHMENT: Check one or more** of the boxes below that best describe the type of establishment planned.

- |                                     |   |   |  |  |
|-------------------------------------|---|---|--|--|
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> School Cafeteria | <input type="checkbox"/> Annual Itinerant/Farmer's Market | <input type="checkbox"/> Bakery (only)           | <input type="checkbox"/> Grocery/Convenience Store |
| <input type="checkbox"/> Tavern/Bar | <input type="checkbox"/> Head Start       | <input type="checkbox"/> Public Kitchen/Grange            | <input type="checkbox"/> Meat/Fish Market (only) | <input type="checkbox"/> with Deli                 |
| <input type="checkbox"/> Concession | <input type="checkbox"/> Mobile Truck     | <input type="checkbox"/> Espresso Cart/Stand              | <input type="checkbox"/> Caterer                 | <input type="checkbox"/> with Bakery               |
|                                     |   |   |  | <input type="checkbox"/> with Meat Market          |

**COMMISSARY LOCATION** (For Annual Itinerant, Mobile Unit or Caterer) \_\_\_\_\_ ID # \_\_\_\_\_

**BASE OF OPERATION LOCATION** (For Espresso Cart or Mobile Truck) \_\_\_\_\_

**APPLICANT'S SIGNATURE**

**DATE**

### FOR OFFICIAL USE ONLY

DATE PAID: \_\_\_\_\_ INV \_\_\_\_\_ OW \_\_\_\_\_ EHA: \_\_\_\_\_

AMT RCVD: \$ \_\_\_\_\_ AR \_\_\_\_\_ FA \_\_\_\_\_ SR \_\_\_\_\_ PR \_\_\_\_\_



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## FOOD SERVICE PERMIT APPLICATION FORM

THIS FORM MUST BE COMPLETELY FILLED OUT AND SIGNED FOR A NEW PERMIT OR TO RENEW AN EXISTING PERMIT

**NAME OF FOOD ESTABLISHMENT** \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE WA ZIP \_\_\_\_\_

SITE PHONE \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

MAIL CAN BE RECEIVED AT THE ABOVE SITE ADDRESS:  YES  NO

IF NO, LOCAL MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE WA ZIP \_\_\_\_\_

SITE E-MAIL ADDRESS \_\_\_\_\_

**OWNER INFORMATION:**

**BUSINESS NAME or CORPORATION NAME** \_\_\_\_\_

OWNERSHIP STATUS OF ABOVE:  Sole Proprietor  Partnership  Corporation  LLC

LIST ALL THE OWNERS, PARTNERS, CORPORATE OFFICERS OR MEMBERS:

OWNER NAME \_\_\_\_\_ OWNER NAME \_\_\_\_\_

OWNER HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

OWNER PHONE \_\_\_\_\_ HOME/EMERGENCY CONTACT PHONE \_\_\_\_\_

MAIL CAN BE RECEIVED AT THE ABOVE OWNER ADDRESS:  YES  NO

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

OWNER E-MAIL ADDRESS \_\_\_\_\_

**BILLING INFORMATION:**

NAME \_\_\_\_\_ CARE OF \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BILLING PHONE \_\_\_\_\_ BILLING FAX NUMBER \_\_\_\_\_

**ANNUAL GROSS FOOD, BEVERAGE & ALCOHOL REVENUE** (For restaurants and taverns only)  
Check one: A.  0- \$250,000 B.  \$250,000 - \$500,000 C.  \$500,000 - \$750,000 D.  \$750,000 - \$1,000,000 E.  \$1,000,000 and over

**WASHINGTON STATE TAX ID #** \_\_\_\_\_

**IS THIS A CHANGE IN OWNERSHIP?** NO  YES   
If YES, date of change: \_\_\_\_\_ Previous establishment's name: \_\_\_\_\_

**WATER:**  Amboy (CPU)  Battle Ground  CPU  Camas  Vancouver  Washougal  Yacolt (CPU)  Other \_\_\_\_\_  
 Small Public Water Supply Name \_\_\_\_\_ and ID # \_\_\_\_\_

**SEWAGE:**  Public Sewer  On-site septic system. Last inspection date: \_\_\_\_\_ **\*ATTACH COPY OF THIS INSPECTION**  
(SEE [www.onlinerme.com](http://www.onlinerme.com))

**TYPE OF ESTABLISHMENT:** Check one or more of the boxes below that best describes type of establishment:

<input type="checkbox"/> Restaurant	<input type="checkbox"/> School Cafeteria	<input type="checkbox"/> Public Kitchen	<input type="checkbox"/> Bakery	<input type="checkbox"/> Grocery Store
<input type="checkbox"/> Tavern/Bar	<input type="checkbox"/> Head Start	<input type="checkbox"/> Annual Itinerant/Farmer's Market **	<input type="checkbox"/> Meat/Fish Market	<input type="checkbox"/> with Deli
<input type="checkbox"/> Seasonal**	<input type="checkbox"/> Mobile Unit**	<input type="checkbox"/> Espresso Cart/Stand**	<input type="checkbox"/> Caterer**	<input type="checkbox"/> with Bakery
				<input type="checkbox"/> with Meat Market

**\*\*CURRENT MEMORANDUM OF AGREEMENT FOR COMMISSARY USAGE MAY BE REQUIRED FOR PERMIT**

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

As the Manager and/or Owner, I do hereby make application for a permit to operate a food establishment in compliance with the Rules and Regulations of the State Board of Health for Food Service Chapter 246-215 WAC. I understand that this permit is **NON-REFUNDABLE** and **NON-TRANSFERABLE** to a new owner or a new location. I give Clark County Public Health permission to verify revenue information provided about this food establishment.

**FOR OFFICIAL USE ONLY**

DATE PAID: \_\_\_\_\_ INV \_\_\_\_\_ OW \_\_\_\_\_ EHA: \_\_\_\_\_

AMT RCVD: \$ \_\_\_\_\_ AR \_\_\_\_\_ FA \_\_\_\_\_ SR \_\_\_\_\_ PR \_\_\_\_\_



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### REQUIREMENTS FOR FOOD VENDORS

To sell PREPARED FOOD not listed on the Exempt Food List you will need to do the following:

1. Complete an application at least 14 calendar days before the event; and
  - a. If you plan to be at 1 or 2 events during the year, obtain a [TEMPORARY PERMIT](#).
  - b. If you plan to be at multiple events during the year an [MULTI EVENT \(ITINERANT\) PLAN REVIEW & PERMIT APPLICATION](#) may be more appropriate.
  - c. Obtain a [FOOD WORKER CARD](#).
2. Pay the appropriate [FEES](#).
3. Read, become familiar with and comply with the safety rules in the [Food Vendor Information](#) pamphlet, which must be posted in your booth.

To sell or offer to the public ONLY foods from the Exempt Food List (see [list](#)) you will need to do the following:

1. Complete an [EXEMPT FROM PERMIT APPLICATION](#).
2. Obtain a [FOOD WORKER CARD](#).
3. Read, become familiar with and comply with the safety rules in the [Food Vendor Information](#) pamphlet, which must be posted in your booth.

## FOODS EXEMPT FROM REQUIRING A PERMIT

These foods are exempt from requiring a permit when sold or offered to the public. An [EXEMPT FROM PERMIT APPLICATION](#) and [FOOD WORKER CARD](#) are required.

**IMPORTANT:** Read and become familiar with the safety rules in the [FOOD VENDOR INFORMATION](#) pamphlet, which must be posted in your booth.

The sale of commercially packaged, non-potentially hazardous food does not require a permit. A license from the Washington Department of Agriculture is required when packaging any food yourself.

1. **Popcorn and flavored popcorn**
2. **Cotton candy**
3. **Dried herbs and spices processed in an approved facility\***
4. **Machine-crushed ice drinks containing non-potentially hazardous ingredients and made with ice from an approved source**
5. **Corn on the cob prepared for immediate service**
6. **Roasted nuts and roasted candy-coated nuts**
7. **Caramel apples**
8. **Chocolate-dipped ice cream bars prepared from pre-packaged ice cream bars produced in a USDA or WSDA food processing plant\*\***
9. **Chocolate-dipped bananas peeled and frozen in an approved facility**
10. **Individual samples of non-potentially hazardous sliced fruits and vegetables**
11. **Whole and uncut fresh fruits and vegetables**
12. **Whole, roasted peppers for immediate service**
13. **Non-potentially hazardous baked goods, such as brownies, cookies and fruit pies prepared and wrapped in a sanitary manner by a non-profit organization operating for religious, charitable or educational purposes AND with a sign, clearly visible to customers, stating that these items are prepared in a kitchen that is not inspected by Clark County Public Health.**

\* Approved facility is a kitchen permitted by or otherwise acceptable to the local health department.

\*\* A food processing plant is a commercial operation which manufactures packages, labels, or stores food for human consumption and does not provide food directly to a consumer.



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### FOOD WORKER TESTING INFORMATION

TESTING IS AVAILABLE ON-LINE AT [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov)  
OR AT THE CLARK COUNTY PUBLIC HEALTH (CCPH) OFFICE

#### CCPH TESTING DAYS & TIMES

**WHEN:** Monday, Tuesday, Thursday & Friday:  
8:00 AM to 3:00 PM  
Wednesday — Special Needs - by  
appointment only

**WHERE:** Clark County Public Health  
1601 E. Fourth Plain Blvd. Third Floor  
For information call 397-8428.

**REGISTRATION:** Registration closes at 3:00 PM and test must be completed **before** 4:15 PM.

**Children are not allowed in the testing room and should not be left unattended in the waiting area.**

**FOR FIRST CARD:** Test can be taken on-line at [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov) or at the CCPH office. The test on-line is the same test available at the CCPH office.

#### **Taken at the CCPH office:**

- Bring picture identification.
- Register at the kiosk
- Watch video

- Take test
- Pay \$10.00 fee
- Card issued

#### **Test taken on-line:**

- [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov)
- Register
- Watch Video
- Take test
- Make payment: The cost of the class is \$10 and can be paid with VISA, MasterCard and debit cards with the VISA or MasterCard logo. Payment will be required after you have passed the test.
- Make sure you are connected to working printer for you will be printing your own card.
- Print card

#### **On-line Information:**

- Be advised when your debit or credit billing statement arrives, charges for you food worker card will be listed under **“Tacoma-Pierce County Health Department.”**
- Turn off your pop-up blocker. The pop-up blocker can usually be found under Tools on your browser menu bar.
- Make sure you have the latest version of Adobe Flash on your computer. You can download Adobe Flash for free at <https://get.adobe.com/flashplayer>

**TO RENEW CARD:** If card is renewed *before* the expiration date on the card, a 3 year card can be issued at CCPH office only. The renewal period is **60 DAYS BEFORE** the card expires. Testing requirements are the same as if you were taking the test for the first time. Video must be reviewed and test taken every time you renew your food worker card.

**RENEWING CARD FOR 5 YEARS:** Follow the procedure to renew a card. Bring proof that an approved food safety program has been completed, such as the WSU PIC training or ServSafe, within the last 2 years.

**REPLACEMENT CARDS:** Food Worker Card can only be replaced if the card was issued after May 2011. Bring picture identification and a \$10.00 replacement fee.

**SPECIAL NEEDS TESTING:** Call 397-8428, Ext. 7249 for information and scheduling.

MANUAL AND TEST OFFERED IN ENGLISH, CAMBODIAN, CANTONESE, KOREAN, MANDARIN, RUSSIAN, SPANISH, VIETNAMESE and CLOSED CAPTION.



For other formats, contact the Clark County ADA Office: **Voice** (360) 397-2000;  
**Relay** 711 or (800) 833-6388; **Fax** (360) 397-6165; **E-mail** ADA@clark.wa.gov.

## Offering Food Samples? What You Need to Know

Providing food samples is a great way to showcase products, interact with potential customers and increase sales. Knowing the rules can help assure customers are confident your samples are safe.

Different foods have different requirements because some foods have an increased chance they could cause a food-borne illness. Inform a Clark County Public Health food inspector if you plan to offer samples.

Use single service disposable utensils such as food papers, napkins, toothpicks, spoons or sample cups for all samples.

All produce to be sampled must be pre-washed from a clean water source and stored in a clean container. Samples must be safely prepared in an approved kitchen or on-site.

- ◆ Wash your hands.
- ◆ Use gloves, tissues, tongs or other utensils to prevent bare hands from touching the food.
- ◆ Use cutting surfaces that are clean and sanitized, free of cracks and in good repair.
- ◆ Wear clean clothing. Keep hair restrained.
- ◆ Obtain a Washington State Food Worker Card.

**NOTE:** Some foods require permits if offered as samples. All sampling methods must be approved by a Clark County Public Health food inspector before foods are offered to the public.

**\*Time as control is not allowed for temporary events.\***



**Clark County Public Health  
Environmental Public Health**  
1601 East Fourth Plain Blvd, Bldg. 17, Room A329  
PO Box 9825  
Vancouver WA 98666-8825



For other formats, contact the Clark County ADA Office: **Voice** (360) 397-2000;  
**Relay** 711 or (800) 833-6388; **Fax** (360) 397-6165; **E-mail** ADA@clark.wa.gov.

## FOOD VENDOR INFORMATION

### What Farmers Market, Festival, Fundraiser and Street Fair Food Vendors Selling Prepared Food Need to Know



**Food Safety Information**  
July 2014

# Do's & Don'ts

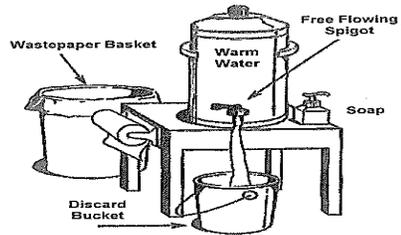
## DO:

1. Submit a Food Establishment Permit Application at least 14 days before the date of the event.

Go to <http://www.clark.wa.gov/public-health/forms.html>, Call 397-8428 to request a permit application, or obtain a permit application at Clark County Public Health (address on back of this pamphlet.)

2. Purchase a [Food Worker Card](#). There must be at least one person on-site at all times who has a Food Worker Card. To test online go to [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov) or call 397-8428 .

3. Set up a hand-washing station on-site before preparing any food. Station must have a 5-gallon insulated container with a continuous flow spigot filled with warm water, a pump soap dispenser, paper towels and a bucket to collect the waste water. Dump waste water into a toilet or mop sink, not on the street or in a storm drain.



4. Provide a food probe thermometer 0-220°F range on-site. A thin tipped metal stem thermometer 0-220°F is required if hamburgers or other thin or small foods are served (see picture at right).

Tapered Stem →



5. Keep a thermometer inside all cold and hot food holding units.

6. Keep **cold foods cold**: 41°F or lower. Keep **hot foods hot**: 135°F or higher. Sterno is not approved for outdoor events.

7. Serve food only from approved sources, such as USDA inspected meats. Obtain ice from approved vendors such as grocery stores that have operating permits, not from a home refrigerator/freezer.

8. Use separate ice chests to prevent cross contamination between raw meat, poultry and eggs, and ready-to-eat foods. Ice that will be used in cold drinks must be stored separately.

9. Prepare food and any samples the same day on-site, or in a kitchen approved by Clark County Public Health.

10. Wash hands after using the bathroom and again when returning to food booth, before putting on gloves, after engaging in activities that contaminate the hands such as handling soiled equipment or utensils, and after handling money.

11. Use clean wiping cloths. Store them in a container of sanitizer such as

1 teaspoon of bleach per 1 gallon of cool water. Use the correct test strips for the sanitizer used to assure the proper concentration.

12. Store food and utensils 6 inches or higher off the ground or in waterproof containers. Display food 6 inches or higher from the ground and keep it covered to protect from contamination. Have extra serving utensils available.

13. Serve food with tongs or spoons. Use single service, disposable ware such as paper or plastic utensils and plates. Condiments in squeeze or pump containers or single service packets are recommended.

14. Use waterproof, smooth and easy to clean work surfaces and counters. Raw wood is not allowed.

15. Keep grills, barbecues, and deep fat fryers on a stable, flat surface near the back of the booth and separated from the public with a rope or barrier.

16. Post this document at your event.

## DON'T:

1. Work if you have symptoms of an infectious illness or allergy (diarrhea, nausea, vomiting, sneezing, coughing.) Anyone with the flu, a cold, an open sore or infected wound on their hand may not work in the booth.

2. Eat or drink inside the booth.

3. Smoke in or within 25 feet of the booth.

4. Allow anyone who isn't on duty to be in the booth.

## YOUR BOOTH:

◆ **Roof** must protect from rain, dust, and bird droppings.

◆ **Floor surfaces** that are gravel, dirt or sawdust must be covered with rubber mats, wood, or other suitable, approved materials.

◆ **Water hoses** must be food grade and drinking water must be from approved sources. Keep the nozzle end stored off of the ground or in a clean empty bucket when not in use.

◆ A **3-compartment sink** with running water must be accessible if your event operates for 2 or more consecutive days or if you are re-using food preparation utensils or equipment on-site. Sinks may be shared with other vendors.

◆ **Toilets** with hand washing facilities must be located within 200 feet and accessible at all times during event.



# CLARK COUNTY PUBLIC HEALTH

1601 E. Fourth Plain Blvd. • P.O. Box 9825  
 Vancouver, WA 98666-8825  
 Phone (360) 397-8428 • Fax (360) 397-8091

## COMMISSARY\* AGREEMENT (Annual Renewal Submitted to CCPH)

Name of Commissary Facility	
Facility Address	City/Zip
Owner Signature	Day Phone Number
Printed Name	Date

The above facility hereby agrees to provide access and use of their food service facility as a commissary to the owner and employee(s) of:

Name of Business	
Address	City/Zip
Owner Signature	Day Phone Number
Printed Name	Date

Food Safety inspections of commissary activities are required. Indicate applicable day and time of use:

- Monday \_\_\_\_\_
  Wednesday \_\_\_\_\_
  Friday \_\_\_\_\_
  Sunday \_\_\_\_\_  
 Tuesday \_\_\_\_\_
  Thursday \_\_\_\_\_
  Saturday \_\_\_\_\_

*Use of the above commissary is required for food preparation and storage, warewashing activities, potable water supply, wastewater disposal and/or mobile unit servicing needs as specified in the plan review process.*

**This agreement is a condition of the operating permit, and is subject to approval by CCPH. The agreement must be renewed annually.** Should either party terminate the Commissary Agreement, the permit for the party requiring commissary use is suspended and all food and beverage operations shall cease until the owner/operator of the permit secures the services of an approved kitchen facility and a signed Agreement provided to and approved by CCPH.

\* “Commissary” is defined as an approved Food Establishment where food is stored, prepared, portioned, or packaged for service elsewhere (WAC 246-215-0115).

Environmental Health Specialist	Date
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# CLARK COUNTY PUBLIC HEALTH FOOD SAFETY PROGRAM 2014 FEE SCHEDULE

The definitions and fees listed below are for general informational purposes only.  
Please consult Clark County Public Health (CCPH) with the specifics of your operation.

<b>FOOD PLAN REVIEW</b>	
<p><b>1-time only</b> fee paid before opening a food establishment. The Food Plan Review fee varies, depending on the type of food establishment.</p> <p>In addition to a Food Plan Review fee, an Annual Permit Fee is required</p>	
<b>NEW CONSTRUCTION</b>	<b>\$670</b>
Establishment not previously preparing and/or selling food.	
<b>REMODEL/OPERATING MODIFICATIONS</b>	<b>\$422</b>
Existing and currently operating food establishment to undergo structural or equipment change; previously operating food establishment that is reopening; or ownership change that results in changes to the previously approved menu, food preparation steps, or complexity level.	
<b>ESPRESSO/BEVERAGE, MOBILE UNITS, FARMER'S MARKET, MULTIPLE EVENT VENDORS</b>	<b>\$422</b>
New food service that occurs only in conjunction with scheduled events such as farmers markets or community festivals; or espresso or other beverage establishments.	
<b>CHANGE OF OWNERSHIP</b>	<b>\$161</b>
Ownership change of an existing, operating food establishment that results in only minimal changes to menu; and when notification is provided to Clark County Public Health 30 days or more prior to opening.	
When notification is <u>not</u> provided 30 days or more prior to opening.	<b>\$261</b>

<b>COMPLEXITY LEVEL</b>
<p>Depending on the complexity of the menu, different food establishments have varying Annual Permit Fees.</p>
<p><b>EXEMPT FROM PERMIT</b> Pre-packaged non-potentially hazardous foods.</p> <p><i>Examples:</i> Candy bars, packaged nuts, soda, gum; and foods, such as cotton candy, popcorn, and candy apples may be prepared and sold without a permit. Complete list available upon request.</p>
<p><b>LEVEL 1</b> Pre-packaged foods; limited preparation required; heating and hot holding limited to 2 potentially hazardous foods. Most baked goods.</p> <p><i>Examples:</i> Grocery carrying pre-packaged products such as dairy, eggs, blended drinks, pre-packaged sandwiches made in an approved facility; espresso stand serving pre-packaged items made in an approved facility; ice cream/yogurt shop, beverage only.</p>
<p><b>LEVEL 2</b> Proteins must be purchased pre-cooked; cooling not permitted; hot held leftovers must be discarded daily.</p> <p><i>Examples:</i> Pre-cooked hamburgers and proteins; sandwiches; soups, and pizza.</p>
<p><b>LEVEL 3</b> Handling of raw proteins; preparation steps may include cooking, cooling, and/or reheating; baked goods containing custard.</p> <p><i>Examples:</i> Full service bars, grills, and restaurants; lasagna, sauce, refried beans, soup, fried rice, roast; meat loaf, tamales, and fried protein.</p>

<b>ESTABLISHMENT TYPES &amp; DESCRIPTIONS</b>						
<p>Food establishments may have varying permit levels depending on type and complexity. Annual Fee amounts are listed.</p>						
<p><b>MULTIPLE EVENT (ITINERANT)</b> Food service occurs only in conjunction with scheduled events (farmer's market, community festivals, etc.).</p> <p>Preparation of menu items must be done only in a CCPH permitted kitchen or on-site. The permitted kitchen must be used for all food and equipment storage, ware washing, and water supply. An Annual Commissary Agreement is required with a permitted kitchen.</p> <p>Limited menu. Foods must be prepared for immediate service or hot holding only. Cooling not allowed. Leftovers must be discarded daily.</p> <p>May cater events only with menu items that are reviewed and approved by CCPH.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"><b>Level 1</b></td> <td style="text-align: right;"><b>\$248</b></td> </tr> <tr> <td><b>Level 2</b></td> <td style="text-align: right;"><b>\$546</b></td> </tr> <tr> <td><b>Level 3</b></td> <td style="text-align: right;"><b>\$893</b></td> </tr> </table>	<b>Level 1</b>	<b>\$248</b>	<b>Level 2</b>	<b>\$546</b>	<b>Level 3</b>	<b>\$893</b>
<b>Level 1</b>	<b>\$248</b>					
<b>Level 2</b>	<b>\$546</b>					
<b>Level 3</b>	<b>\$893</b>					
<p><b>BAKERY</b> <span style="float: right;"><b>\$273</b></span> Establishment retailing baked goods such as cakes, donuts, and breads.</p> <p>Higher complexity items (i.e. custard, quiche, pumpkin pies) are discouraged but considered on a case by case basis. Detailed description of preparation and cooling procedures are required for approved items with increased complexity.</p>						
<p><b>BED &amp; BREAKFAST</b> <span style="float: right;"><b>\$298</b></span> Private home or inn offering 8 or less lodging units on a temporary basis to travelers. Offers only breakfast. Foods must be prepared for immediate service or hot holding only. No cooling. Leftovers must be discarded daily.</p>						

(Continued on back)

**ESTABLISHMENT TYPES & DESCRIPTIONS (Continued)**

<b>CATERER</b>	<b>\$596</b>
A person contracted to prepare food in an approved food establishment for final cooking or service at another location.	
Permitted kitchen must be used for all food, equipment storage, ware washing, and water supply. <u>An Annual Commissary Agreement is required to use a separate business as a base of operation.</u>	
<b>ESPRESSO/OTHER BEVERAGE</b>	<b>\$248</b>
Kiosk, tasting rooms, or other structure serving only beverages and pre-packaged foods. Annual Commissary Agreement may be required. Permitted kitchen must be used for all food, equipment storage, ware washing, and water supply.	
Approval of expanded menus are based upon provided facility infrastructure and evaluated on a case by case basis.	
<b>GROCERY</b>	
Establishment offering range of groceries including produce, dairy, and/or other packaged foods with cold holding requirements.	
<b>Grocery Permit</b>	<b>\$248</b>
<b>Add Level 1</b>	<b>\$248</b>
<b>Add Level 2</b>	<b>\$546</b>
<b>Add Level 3</b>	<b>\$864</b>
<b>MEAT MARKET</b>	<b>\$273</b>
Retailing fresh, frozen, or cured proteins, poultry and fish. May be establishment in and of itself, or located within a grocery.	
<b>MOBILE UNIT</b>	
Readily movable, self-contained food establishment. Adequate hot & cold holding equipment, permanent hand washing stations, potable water, and waste water storage required.	
Food storage, food preparation, equipment storage and ware washing needs will be evaluated on a case by case basis.	
An Annual Commissary Agreement with a permitted kitchen is required for some or all of these activities.	
<b>Level 1</b>	<b>\$273</b>
<b>Level 2</b>	<b>\$596</b>
<b>Level 3</b>	<b>\$1,042</b>

<b>PUBLIC KITCHEN</b>	<b>\$273</b>
A permitted kitchen where food is stored, prepared, portioned, or packaged for service to the public. May be rented to other groups to prepare food. Outside groups or businesses using a permitted public kitchen to prepare foods for service to the public must obtain their own annual or temporary permit.	
<u>Examples:</u> Church kitchens, kitchen designed for cooking classes or for rental purposes.	
<b>Food Establishment</b>	
Food establishment within a permanent structure with all code identified facility requirements. Permitted establishment may cater private events within approved complexity level. Fees based on complexity and annual gross revenue.	
<b>Level 1</b>	
<b>\$0-\$500K</b>	<b>\$273</b>
<b>\$501K - \$1M</b>	<b>\$328</b>
<b>\$1M+</b>	<b>\$358</b>
<b>Level 2</b>	
<b>\$0-\$500K</b>	<b>\$546</b>
<b>\$501K - \$1M</b>	<b>\$651</b>
<b>\$1M+</b>	<b>\$705</b>
<b>Level 3</b>	
<b>\$0-\$500K</b>	<b>\$864</b>
<b>\$501K - \$1M</b>	<b>\$1,018</b>
<b>\$1M+</b>	<b>\$1,097</b>
<b>Manager Inspection Program</b>	<b>\$356</b>
<b>SEASONAL</b>	<b>\$273</b>
Establishment operating only on a seasonal basis (6 or fewer consecutive months a year) in a fixed location.	
<u>Examples:</u> concession stands, chef demo booths, holiday mall vendors.	
<b>TEMPORARY EVENT</b>	
Food service occurs only in conjunction with a scheduled event (fairs, community festivals, etc.) with limited menu. Preparation of menu items must be done only in an approved kitchen or on-site. The approved kitchen must be used for all food and equipment storage, ware washing, and water supply. Foods must be prepared for immediate service or hot holding only. Cooling not allowed. Leftovers must be discarded daily.	
<b>1-3 Consecutive Days</b>	<b>\$152</b>
<b>4-21 Consecutive Days</b>	<b>\$302</b>
<b>Late fee</b>	<b>\$50</b>
<b>(if no application within 14 days of event)</b>	

<b>FOOD FOLLOW UP INSPECTION</b>	
<b>Mandatory Follow-up inspection</b>	<b>\$397</b>
Required if a routine inspection results in 35 or more red critical points.	
<b>Food Probation Inspection</b>	<b>\$1,191</b>
Repeat critical violation(s) observed during the mandatory follow-up inspection results in Food Probation Inspections	
<b>SCHOOLS</b>	
<b>New Construction</b>	<b>\$620</b>
<b>Remodel</b>	<b>\$478</b>
<b>Portable Addition</b>	<b>\$265</b>
<b>Cafeteria Public/Private</b>	<b>\$596</b>
<b>Permit Student Store</b>	<b>\$248</b>
<b>Summer School</b>	<b>\$273</b>
<b>Head Start</b>	<b>\$298</b>
<b>School Safety Inspection</b>	<b>\$422</b>
<b>OTHER FEES</b>	
<b>Add'l Services (per hour)</b>	<b>\$111.32</b>
<b>Food Handler Card</b>	<b>\$10</b>



**Clark County Public Health**  
**1601 E Fourth Blvd.**  
**Vancouver, WA 98666**  
**360-397-8428**

## Make Your Outdoor Event Smokefree

Today, people expect smokefree air where they work, live and play and they appreciate attending outdoor events that are smokefree, too. The air is healthier, and the grounds stay cleaner when smoking is not allowed.

Most people do not smoke. Because smoking restrictions at workplaces and indoor public locations assure healthier, smokefree indoor air, few people want to be around secondhand smoke when they're enjoying the outdoors.

### Four Reasons Why Smokefree Outdoor Events Are a Good Idea:

**There is no safe level of secondhand smoke.** The U.S. Surgeon General has said there is no safe level of exposure to secondhand smoke. It is a serious health hazard, even in small amounts. The level of secondhand smoke in the air near a person who smokes outdoors can be as high as indoor secondhand smoke. Harmful chemicals in smoke affect breathing and are especially dangerous to children and people with asthma and heart conditions.

**Smokefree outdoor policies reinforce positive role modeling for children and young people.** When adults smoke in view of children at outdoor events, children get the message that smoking is associated with enjoyable, outdoor activities. Smokefree outdoor places reinforce the message that smoking is NOT the norm. Smokefree environments reduce the likelihood that children and youth will start using tobacco.

**Outdoor smoking bans help people quit.** Smokefree outdoor places support people who are attempting to quit because it is less convenient to smoke. People also smoke less as a result of smokefree policies.

**Restricting outdoor smoking can reduce litter and pollution from discarded cigarette butts.** Discarded cigarette butts pollute land and water. Cigarette butts do not biodegrade. They are poisonous and may be eaten by toddlers, pets, fish and wildlife.

Outdoor smoking bans are becoming more common locally and nationally. Parks and recreation centers in the city of Vancouver are tobacco-free. All farmers markets in Clark County prohibit smoking. Many cities in Washington and across the country have made their outdoor areas smokefree including beaches, water parks and sporting complexes. Places with no-smoking policies have found few problems with enforcement, largely because of the public's own efforts.



### Three Steps to a Smokefree Outdoor Event:

1. Make a commitment to not allow smoking at your next outdoor event.
2. Let all event organizers, staff, volunteers and community partners know the event is smokefree. Include the rule in contracts with all vendors.
3. Inform the public and promote the event as smokefree with signs, publicity and reminders. Post free signs available from Clark County Public Health (see photo below), or use a tagline on your promotional materials.

### Need help? Clark County Public Health offers:

- Examples of no-smoking policy language
- Free loaner signs & stakes (see photo below), sample messages, taglines and promotional ideas for your smokefree outdoor event
- Information you can share with your vendors. We include smoke free outdoor event information in application packets vendors get from us

### Sample taglines:

I ❤️ Smokefree Outdoors

Clean Air: It's Ours to Share

We've Cleared the Air

Play Smokefree and Breathe Easy

Breathe Easy, You're at (fill in the name of your event)



Contact: Theresa Cross, Clark County Public Health

360-397-8000 extension 7378, [Theresa.Cross@clark.wa.gov](mailto:Theresa.Cross@clark.wa.gov)