



48th Aerospace Medicine  
Squadron Public Health Flight  
RAF Lakenheath, United Kingdom  
Phone: **01638528777** DSN: **226-8777**

Email: [usaf.lakenheath.48-mdg.mbx.food-safety-and-sanitation-Section@mail.mil](mailto:usaf.lakenheath.48-mdg.mbx.food-safety-and-sanitation-Section@mail.mil)

## Temporary Food Booth Application & Guidelines

TODAY'S DATE: \_\_\_\_\_

All Temporary Food Booth Applications must be turned in at least 21 days prior to the event. Please email applications to [usaf.lakenheath.48-mdg.mbx.food-safety-and-sanitation-section@mail.mil](mailto:usaf.lakenheath.48-mdg.mbx.food-safety-and-sanitation-section@mail.mil) and allow 5 duty days for Public Health to process the application.

<b>1. Organization requesting Food Booth:</b> <b>Food Vendor/Business Name:</b>	
<b>2. Date and Time of event:</b>	
<b>3. Location of event:</b>	
<b>4. Point-of-Contact (Name, Phone &amp; Email):</b> <b>Vendor/Business Contact Information:</b>	
<b>5. Types of food to be sold/distributed:</b> (i.e. type of meats, vegetables, sides)	
<b>6. Population intended to serve:</b> (Base, squadron, school, etc.) <b>Estimated number of attendees:</b>	
<b>7. Detail the heating/cooking process:</b> (ie. what will be used, where & when will the food be cooked)	
<b>8. What will be used to refrigerate/cool food items:</b>	
<b>9. Where will vendor be purchasing food from:</b> (receipts will be needed to verify purchase)	



## Temporary Food Booth Application & Guidelines

<p><b>10. If not purchased from an approved source, please provide the following information:</b> <i>(This information can be found on the product packaging)</i></p> <ol style="list-style-type: none"><li><b>Product Name</b></li><li><b>Manufacturer</b></li><li><b>Address of Manufacturing Company</b></li><li><b>Expiration/ "Sell-by" Date</b></li></ol> <p><b>Approved sources:</b></p> <ul style="list-style-type: none"><li>- RAFL Commissary</li><li>- RAFLM Commissary</li></ul>	
<p><b>11. Storage and Transportation Information:</b> <i>(where will food be stored between procurement and preparation and how will it be transported, if applicable)</i></p>	

If any information (dates, POC, location, etc.) changes, I will contact Public Health at 01638528777.  
I also understand previously approved applications do not confirm that this submission will be approved.

**This Temporary Food Booth Application is \_\_\_\_\_ and Food Handlers**  
**training has been completed on \_\_\_\_\_ (has to be current within a year). If**  
**conditionally approved, it is due to the fact that a Food Handlers training needs to be**  
**completed and has been scheduled for it on \_\_\_\_\_ .**

**\* If training is not completed prior to the event, the conditions of this application/approval are not satisfied and the status will be considered disapproved.\***

**Food Handler's Training is every 1st Thursday of the month @ 0900 and 3rd Thursday of the month @ 1500. Training is located in the Public Health Conference Room, bldg 955 / 2nd Floor.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Public Health Representative Signature/Stamp



## **Temporary Food Booth Application & Guidelines**

Individuals or groups planning to hold events on either RAF Lakenheath, RAF Mildenhall, or RAF Feltwell that are open to the public must obtain approval from 48 AMDS, Public Health Flight. All off base businesses and food vendors must complete a new application and obtain approval from the 48 AMDS, Public Health Flight prior to and for each individual event.

**NOTICE:** All persons working in a TFB must follow the requirements outlined in this application. **A signed statement of understanding will be given to Public Health prior to the date of the activity/event.**

### **REQUIREMENTS**

**Approved Sources:** All food items must be purchased from an approved source. If food is not purchased from an approved source a list of all food items, to include each Product Name, Manufacturer, Address of Manufacturing Company, Expiration/ "Sell-by" Date, must be submitted to Public Health for review.

**DISCLAIMER:** This review is conducted IAW AFMAN 10-246, Food and Water Protection Program, dated 27 May 2014, paragraph 2.9.9. This review does NOT authorize or imply authorization for any organization, incorporation, or person to purchase, procure, enter, re-sale, or conduct commercial or non-profit activities from or at an approved source. For instance, federal law and/or international agreements prohibit certain categories of organizations, incorporations, and individuals from utilizing the Defense Commissary Agency (DeCA). For limitations on the ability to purchase, procure, enter, re-sale, or conduct commercial or non-profit activities at an approved source individuals should seek legal counsel from their servicing legal office or other legal counsel.

**Food Preparation & Storage:** Only those food items that require limited preparation shall be served.

All foods must be approved by Public Health. **Potentially hazardous foods** (Public Health will review your proposed food items to determine if they are considered potentially hazardous), **will not be prepared or stored at private homes.**

**Fresh Fruits/Vegs:** Whole/sliced fruit must be washed by using a (minimum of 50ppm and not to exceed 200ppm chlorine solution, with a 30 second contact time, or a method approved by the medical authority that achieves an equivalent level of food safety prior to use.

**Temperatures:** All hot foods must be maintained at or above 135° F/57° C. All cold foods must be maintained at or below 41° F/5° C during storage, preparation and serving. **You must have your own thermometer to check temperatures of food.**

- a. Pork/ground meat must be cooked to an internal temperature of at least 155° F/68° C (internal temperature).
- b. Poultry must be cooked to an internal temperature of at least 165° F/73° C (internal temperature).

**Ice:** Any ice that will be consumed or which comes in contact with any food or beverage must be obtained from an approved source and stored in a clean, closed container. Ice will be dispensed using ice scoops or large spoons. These utensils may be stored in the ice or dry containers as long as the handle remains upright and does not come in contact with ice or other sources of contamination.

**Utensils:** Only disposable eating utensils will be used. Utensils will be dispensed 'handles up', in a container, unless individually packaged. Utensils must be stored in a clean, dry location where they are not exposed to splash, dust, or other contamination.

**Condiments:** The use of individually packaged condiments is encouraged. If individual packages are not available, condiments should be served through squeeze bottles or pump containers.

**Preventing Contamination:** All food must be wrapped until ready for use to protect it from dust and insects. Samples may be given in a manner that does not promote cross contamination from hands or other sources.

**Sanitizing:** Food contact surfaces such as grills, stoves, and preparation tables will be kept clean and protected from contamination by dust and insects.



## Temporary Food Booth Application & Guidelines

- a. Food contact surfaces will be cleaned with cloths that have been soaked in 100-ppm chlorine (2 teaspoon/capfuls of bleach to one gallon of water). Cloths will be clean, odor free, and will only be used to clean food preparation surfaces.
- b. Chlorine solutions should be changed every hour or sooner if needed.

**Personal Hygiene:** People can carry and spread diseases without showing any signs of disease. Good personal hygiene on the part of every food booth worker is vital to food safety. Workers shall:

- a. **NOT WORK** if they have one or more of the following: diarrhea, fever, vomiting, jaundice, or has pustule lesions, boils or infected wounds on the hands wrists or exposed portions of the arms.
- b. **WASH HANDS** before beginning work, twice after using the bathroom, after smoking, and any other time the hands are contaminated.
- c. **USE** an alcohol based hand-sanitizer (60-90%) or soap and warm water for hand washing. Hands should be dried on individual disposable paper towels.
- d. **NOT TOUCH** ready-to-eat foods with bare hands. Single use gloves, deli tissue or utensils should be used as a barrier.
- e. **DO NOT** wear fingernail polish, artificial fingernails, or fingernail jewelry when working with exposed food.
- f. **NOT EAT** or smoke while preparing food or while in the food preparation area. Drinks are allowed if they are in a closed container or consumed with a straw, and pose no risk of contaminating food.
- g. **WEAR** a hair cover (hat, hair net, scarf, etc.)
- h. **NOT WEAR** any jewelry, except for a plain wedding band.
- i. **BATHE/SHOWER** daily and wear clean clothes (**no tank tops, bikini tops or exposed underarms and open toed shoes, i.e. flip flops or sandals**)

**Pets:** Pets are NOT ALLOWED in the TFB or food preparation area at any time.

**Trash:** Trash and garbage should be disposed of in lined and covered trashcans. Trashcans must be emptied into the dumpster whenever they become full. Dumpster lids and openings should also be kept closed.

**Attention:** By signing this "Temporary Food Booth Application & Guidelines" form you are stating that you have read and understand the directions and requirements as outlined in this

**Food Defense:** While the principles of food safety help an establishment address the accidental contamination of food, EVERYONE must also be aware of how to prevent or eliminate the deliberate contamination of food - know as food defense

- a. The key to protecting food is to make it as difficult as possible for even a single tampering to occur and no chemical around the food.
- b. Be vigilant about all the threats from the following three areas:
  - Human elements (A person purposely contaminating food)
  - Interior elements (Chemicals contaminating food)
  - Exterior elements (Foreign object in the food)
- c. Call Security Forces about any threats or concerns 226-2333.



## Temporary Food Booth Volunteer Names

Document for safe and hygienic food preparation and handling.

**Compliance and signature below is mandatory in order to volunteer.**

Last Name, First Name (Please Print)	Signature	Date

\_\_\_\_\_

Public Health Representative if required



## **Temporary Food Booth Equipment**

### **Things you are required to have at your booth:**

- \_\_\_ Thermometer
- \_\_\_ Sanitizing wipes
- \_\_\_ Hand sanitizer (if hand washing station unavailable)
- \_\_\_ Garbage can/ bags (with lid, if in food prep/serving area)
- \_\_\_ Hats/hair nets (all personnel handling food must wear)
- \_\_\_ Gloves
- \_\_\_ Food Booth Application (Approved)