



## Barbour County Health Department

109 Wabash Avenue  
Philippi, WV 26416  
304-457-1670

Dear Non-Profit Food Vendor:

Please find enclosed, information granting you “exemption” from the procedures required to operate at an event with a temporary food stand(s):

- You will be verifying, on the form provided, that you are “exempt” by way of falling into one of the categories listed. This form should be returned to the Barbour County Health Department no later than 14 days before the event (page 2).
- You will not be receiving a permit; however you may be subject to a random inspection by a sanitarian with the Barbour County Health Department.
- The Event Checklist is for your use and record keeping and will be important to you should you or the Health Department receive information of a possible food-borne outbreak occurrence related to your event. Please provide a copy of the checklist to the Barbour County Health Department after the event (pages 4 & 5).
- Please remember that you are accepting all liability incurred from food which is offered for sale or free samples to the public. The consumption of food or drink prepared in unapproved facilities, by persons who do not follow safe food practices, could result in illness or injury.

Please return the Application for Temporary Food Event and the Exemption forms to:

Barbour County Health Department  
109 Wabash Avenue  
Philippi, WV 26416

We are available to you should you have any questions or need instructions or guidance as to the safe handling of food at your event.

Sincerely,

BCHD Staff



**Public Health**

**Environmental Health Services**

Phone: 304-457-1670 Fax: 304-457-1296

16-6-3. Hotel and restaurant defined: hotels and restaurants  
Not subject to provisions of this article.

For the purpose of this article, every building where food and lodging are usually furnished to guests and payment required therefore shall be deemed a hotel, and every place where food without lodging is usually furnished to guests and payment required therefore shall be deemed a restaurant. But the provisions of this article, except this of sections twenty [16-6-22], shall not apply to any hotel wherein there are fewer than ten bed chambers, not to any hotel known as "summer hotel" which is not open for guests from November fifteenth to May fifteenth. The provisions of this article shall not apply to temporary food sales, not exceeding two weeks in length, by religious, educational, charitable or nonprofit organizations.

I hereby certify that I have read and understand the above noted section of the WV Code.

I \_\_\_\_\_ do hereby claim exemption from the requirements of the WV Food Service Sanitation Regulations. My organizations identity status is:

- RELIGIOUS ORGANIZATION
- EDUCATIONAL ORGANIZATION
- CHARITABLE ORGANIZATION
- NONPROFIT ORGANIZATION

501(C)3 STATUS NUMBER \_\_\_\_\_

ORGANIZATIONS NAME \_\_\_\_\_

AGENT/REPRESENTATIVE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EVENT DATE(S) \_\_\_\_\_ LOCATION \_\_\_\_\_

EVENT TIME \_\_\_\_\_

\_\_\_\_\_  
AGENT/REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE



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**Event Coordinator Responsibilities** The Event Coordinator, or designated responsible person, shall be available on site at all times during the Special Event. This individual is responsible for all health-related support services as specified on the Event Coordinator Application. Support services include, but are not limited to: potable water supply, disposal of wastewater and solid waste, restroom facilities and associated handwashing sinks, power supply, and central refrigeration services.

**(A) Water Supply** The Event Coordinator will notify all food vendors in advance of the availability and location of potable water sources or if potable water will not be provided by the Event Coordinator.

- a. Non-potable water supplies such as, but not limited to, water trucks for dust control, shall not be used at a Special Event where spray or flow may contaminate food. All non-potable water connections and service containers shall be labeled as such.
- b. Hoses connected to potable water sources shall be food-grade quality and have proper backflow prevention devices.

**(B) Wastewater** All wastewater generated at an event must be discharged to a sanitary sewer. The dumping of waste water into a storm drain or directly onto the ground is strictly prohibited. Improper disposal may be subject to citations and/or penalties.

**(C) Solid Waste** The Event Coordinator must provide for the removal of any solid waste on the premises during event activities and at the conclusion of the event. This includes grease and waste cooking oil.

- a. An adequate number of leak-proof trash receptacles must be provided in common areas and emptied as often as necessary to prevent excessive accumulation of solid waste.
- b. Improper disposal of solid waste may be subject to citations and/or penalties.

**(D) Restroom Facilities** An adequate number of toilet facilities shall be provided for patron and participant use. The restroom area shall not create a nuisance or public health hazard. The restrooms shall have toilet tissue at all times and be properly maintained for the duration of the Special Event.

**(E) Hand Washing Sinks** There shall be hand washing sinks located at all restroom areas utilized by food handlers, including all non-sewered toilet areas, with at least one facility for hand washing for each group of toilet facilities.

- a. Potable hand washing sinks shall be provided with potable running water that drains to an enclosed wastewater tank.
- b. Supplies for each hand washing area include liquid hand soap in a pump dispenser and single use paper towels dispensed in a sanitary manner.
- c. Hand sanitizer dispensers may be utilized at non-sewered toilet areas used by the public but ARE NOT A SUBSTITUTE for proper hand washing at restrooms used by food handlers. If there is an animal attraction at the event, a hand washing station shall be set up at the access point to the venue, equipped with soap and paper towels as noted above.
- d. If there is an animal attraction at the event, a hand washing station shall be set up at the access point to the venue, equipped with soap and paper towels as noted above.

**(F) WV Food Service Worker's Permit** All persons involved in food preparation and food handling must possess a valid card.



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\*\*\* The Event Coordinator must use this checklist and keep it as a record. Answer all the questions. List may be provided to vendors. Record at least two product temperatures where designated. Describe what needs to be done or fixed in the “observations” column. Action required. What action was taken to overcome the problem?

**Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Completed by:** \_\_\_\_\_

## Event Checklist Part 1

Set up Check	Yes	No	Observations
Are equipment and utensils clean and ready for use?			
Are premises free from pest activity?			
Are suppliers written down on food provider list?			
Were temperatures of cold & hot food checked upon arrival?			
Have products been checked upon arrival for contamination?			
Are all products labeled correctly?			
Are all products date marked?			
Is all food protected from contamination?			
All products in appropriate packaging?			
Are insulated coolers used for transport and storage stocked with sufficient ice blocks or cool packs?			
Are cooked and raw foods separated in storage?			
Are all foods stored off the ground?			
Are there adequate hand washing and drying facilities?			
Have all volunteers/staff have attended an approved Food Worker’s Permit school and have a valid Food Service Worker’s Permit?			
Do you have a calibrated probe type thermometer (a thermometer that penetrates the surface of food to take the temperature)?			

**Event Checklist**  
**Part 2**

Observations Check	Yes	No	N/A	Observations
What time did the event start?	-	-	-	
Are all potentially hazardous foods that require refrigeration in chilled storage? If “No”, record the temperature of the food and the time that the temperature was recorded.				Name of Food  °F
Write down the temperature of a sample food in chilled/frozen food storage.	-	-		°F
Is the above food in the correct temperature range?				
Are all cooked foods free from the risk of cross-contamination from raw foods?				
Are separate utensils being used for different foods?				
Are volunteers checking cooked foods to make sure they are fully cooked?				
Are all the foods on display protected from contamination?				
Are cooked hot foods displayed in hot holding equipment?				
Write down the temperature of a sample hot food.	-	-		°F
Is staff following good hygiene practices?				
Is food waste disposed of appropriately?				
What time did the event finish?	-	-		
Has all equipment been cleaned and sanitized after use?				
Has food waste been removed from the site of the event?				
Action required:				