



## FARMERS' MARKET LICENSE INFORMATION

The following procedures and guidelines will apply to all Farmers' Markets held in the City and County of Broomfield. All applicable food vendors must complete the attached application and have an approved license in order to participate in a Broomfield Farmers' Market.

1. This application must be submitted in writing to Broomfield Public Health and Environment a minimum of ten (10) business days prior to the first day you wish to participate. Food vendors will not be permitted unless prior approval is granted. Vendors will be limited to the foods submitted, reviewed, and approved in this packet. The Farmers Market License you receive shall be posted within the booth during all hours of operation.
2. If you are selling raw agricultural products (e.g.: whole uncut fresh fruits and vegetables), no license is required and you do not need to complete this application.
3. If you are selling products applicable to the Cottage Food Act (e.g.: baked goods or foods or foods that do not require refrigeration for safety) no license is required. To determine if your foods are applicable see: <https://www.colorado.gov/pacific/cdphe/cottage-foods-act>
4. Broomfield County approved several new Environmental Health Fees for Farmers Markets, Temporary Events and many other services which can be found at: [Environmental Health Fees](#) The Farmer's Market Fee is \$125. Please note this is only valid for operation at a single location. Payment can be made over the phone by calling 720-887-2295.
5. If you hold a current Colorado Mobile Retail Food Service Establishment License issued by the City and County of Broomfield or another county (other than the City and County of Denver) you are already approved to operate and do not need to complete this application.
6. If you wish to obtain Colorado Mobile Retail Food License from the City and County of Broomfield, you must:
  - a. Have your business and/or commissary based in Broomfield, CO.
  - b. Submit an Mobile Plan Review and license application (Applications can be found on our website at: <https://www.broomfield.org/701/Licenses>).
  - c. Pay the appropriate fees.
7. If your operation is serviced by a commissary, a letter of approval from the commissary must accompany this application (See page 8).
8. All food (including ice) must be prepared onsite or in your commissary.
9. All utensils and equipment shall be washed, rinsed, and sanitized at your commissary. Extra serving utensils shall be brought to the event so soiled utensils can be changed at least every four (4) hours or when contaminated. Be advised, on-site washing is not allowed.

10. All produce shall be washed in a food prep sink at your commissary or be received pre-washed (i.e.: lemons for lemonade, potatoes for fries, or apples for caramel apples, etc.).
11. Only approved smooth, easily cleanable, non-absorbent ice coolers or approved food-grade containers may be used for the storage of food, ice, and drinks. The storage of packaged food/beverages in un-drained ice is prohibited.
12. All food, utensils, and paper goods must be transported in clean, covered containers to protect them from contamination. These items must be protected from dust, dirt, insects, and cross-contamination while being stored, used, and/or served by being stored off the ground.
13. Eating, drinking, and smoking are prohibited within the food booth. Staff must leave the booth for these activities and must wash hands upon returning to work.
14. Foods requiring time/temperature control for safety, such as meats, poultry, fish, eggs, dairy products, sauces, cooked rice, pasta, potatoes, and beans must be maintained below 41°F or above 135°F at all times during the event, including during transport to the event.
  - Foods cannot sit out at ambient temperature, even if frozen.
  - Food thermometers (scaled 0°F - 220°F) shall be provided to monitor internal food temperatures.
  - Foods prepared a day or more before they will be served must be quickly cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F or below within 4 hours. Cooling of hot foods at the event is prohibited.
  - Service of food items will not be allowed if foods are not maintained at proper holding (hot or cold) temperatures.
15. Gloves or utensils shall be used when handling ready-to-eat foods. Serving utensils must be used whenever possible and must be stored in the product with the handle extended out of the food.
16. An approved hand washing station must be provided in each food booth. Service of food items will not be allowed without a proper hand wash station. A separate sink is required. The station area shall consist of running potable water under constant flow, soap, and dispensed individual paper towels. Hands must be washed with tempered water, plenty of soap, and dried with paper towels before beginning work, before and after glove use, during any interruption of food duties, after using the toilet or handling unclean items, or any other time hands become contaminated. The hand washing station must be set up so it is accessible and easy to use. All wastewater must be contained and disposed of to the sanitary sewer system.
17. A separate container for a sanitizer rinse shall be provided at all times. This container, to be used for the storage of wiping cloths, shall have a minimum residual of 50 ppm chlorine or 200 ppm quaternary ammonium or other approved sanitizers. Approved sanitizer and test strip kits shall be provided in the food booth to monitor the concentration of the sanitizer residual. Wiping cloths shall be saturated with the proper concentration of approved sanitizer at all times.
18. A clean trash receptacle must be provided in each food booth. Any solid waste such as food debris or waste paper must be collected and later disposed of in an approved receptacle provided on site or taken to the commissary for disposal.

19. All liquid waste must be stored in a properly sized retention container and be discharged into an approved wastewater disposal system.
20. A food grade hose must be used when connecting to an approved potable water supply.

If you have any questions concerning these guidelines, or if the Public Health and Environment Division can be of any assistance, please feel free to contact us at 720-887-2220.

The regulations can be found at: [Colorado Retail Food Establishment Rules and Regulations](#)

## **Farmers’ Market Food Service Establishment Checklist**

This checklist is to assist you in preparing a complete application. All of the following items must be addressed in your application. Check off each item when the information has been put into the packet.

- Submit a copy of your CO State Sales Tax License (if applicable).
- Submit a copy of your Federal Non-Profit Number (Form 501-3C) (if applicable).
- Menu:
  - List all food and beverages that will be sold/served including ingredients
  - List sources of all food, beverages, and ice
- Booth floor plan (see instructions below).
- Food Handling Questionnaire (see page 5).
- Commissary Agreement (if needed) - Provide a written and signed agreement between the food vendor and the commissary owner. The agreement must include a list of all services provided by the commissary (see page 7).

## **Booth Floor Plan**

Provide a drawing of your booth layout. Identify all equipment/objects in the booth.

The layout shall include at a minimum the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Cooking Equipment                                  | <input type="checkbox"/> Hot and Cold Holding Equipment |
| <input type="checkbox"/> Hand Washing Facilities                            | <input type="checkbox"/> Work Surfaces                  |
| <input type="checkbox"/> Customer Point Of Sale Area                        | <input type="checkbox"/> Garbage Containers             |
| <input type="checkbox"/> Food Storage                                       | <input type="checkbox"/> Booth Entry and Exits          |
| <input type="checkbox"/> Clean Equipment and or Single Service Storage Area |   |



# HEALTH AND HUMAN SERVICES

100 Spader Way • Broomfield, CO 80020 • 720.887.2200 • www.Broomfield.org/HHS

## FARMERS' MARKET APPLICATION

Name of Your Business: \_\_\_\_\_

Name of Market(s): \_\_\_\_\_

Location of Market(s): \_\_\_\_\_

Dates/Times of Market(s): \_\_\_\_\_

***\*Please provide a copy of your organization's Colorado Sales Tax License #\****

\_\_\_\_\_

Your Business Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Is your business a non profit organization\*? Yes\_\_\_ No\_\_\_

*If Yes, provide a copy of your Federal Non Profit Number (Form 501-3C)*

In consideration thereof, I do hereby certify that I will comply with all the items as listed in the Colorado Retail Food Establishment Rules and Regulations, I do hereby agree that in the event that the items are not complied with, I will discontinue serving food until such time as requirements are met.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date \_\_\_\_\_

### Office use only:

Date Recieved \_\_\_\_\_ Fee Paid \_\_\_\_\_ Reviewer \_\_\_\_\_ Date Approved \_\_\_\_\_

## FOOD HANDLING QUESTIONNAIRE

Please complete this questionnaire with as much detail as possible. Answers to the following will determine if your food handling techniques are consistent with proper food safety and public health protection. Since it has been shown that the majority of food-borne illness outbreaks are contributed to errors in food handling (e.g., cross-contamination, improper cooling, reheating, etc.), it is important that proper procedures be employed from the start of operation of the food service establishment.

Time and Temperature Control for Safety Food (TCS) formerly called Potentially Hazardous Foods (PHFs) are generally defined as those foods, which will support the growth of food-borne illness causing bacteria or viruses, generally have high moisture and protein content and a low amount of acidity. TCS/PHFs that have been frequently identified as vehicles of a food-borne illness include foods with; meat, poultry, seafood, dairy products, cooked rice/potatoes/beans, soups, gravies, and salads as ingredients. The definition does not include commercial hard cheeses, commercially prepared mayonnaise or salad dressings, raw vegetables or fruits (except cut melons and sprouts).

1. Cooling of TCS/PHFs Foods (allowed at the commissary, but not at the booth):

Will any potentially hazardous food be cooled? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain in detail how you are cooling foods:

2. Reheating TCS/PHFs for hot holding:

Will any potentially hazardous food be reheated for hot holding? Yes \_\_\_ No \_\_\_

If yes, explain in detail how you are reheating foods:

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3. Hot and Cold Holding of TCS/PHFs:

If you are going to be holding hot or cold PHFs, describe the process:

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Will food be transported or delivered to another location? Yes \_\_\_\_ No \_\_\_\_

If yes, please describe the process:

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4. Personnel Hygiene:

Describe your personal hygiene (handwashing) policy and procedures:

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5. Cooking Temperatures:

How will the cooking temperatures of foods be monitored?

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6. Cleaning and Sanitization Procedures:

Please describe your cleaning and sanitizing procedures.

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7. Additional Food Handling Information:

A. How will frozen foods be thawed (if used)?

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B. Please describe how raw foods will be stored.

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C. Where will produce be washed? Prepared?

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D. What will be done with food left over at the end of the day?

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E. Where will fresh water tanks be filled?

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F. Where will wastewater tanks be emptied?

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G. Where will solid waste items be disposed of?

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## **COMMISSARY AGREEMENT**

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Owner/Operator) (Establishment Name)

located at \_\_\_\_\_  
(Address of Establishment)

do hereby give my permission to \_\_\_\_\_  
(Name of Food Vendor)

to use my kitchen facilities to perform the following:

- \_\_\_\_\_ Preparation of foods such as cleaning, cutting, cooking, cooling, etc.
- \_\_\_\_\_ Storage of foods, single service items, and cleaning agents
- \_\_\_\_\_ Warewashing
- \_\_\_\_\_ Service and cleaning of equipment
- \_\_\_\_\_ Filling water tanks
- \_\_\_\_\_ Dumping wastewater
- \_\_\_\_\_ Other \_\_\_\_\_

Commissary Water Supply?                          Municipal \_\_\_\_\_     Well \_\_\_\_\_

Commissary Sanitary Sewer Service?                  Municipal \_\_\_\_\_     Septic \_\_\_\_\_

Indicate the equipment available at the commissary for the proposed uses:

- |                         |                    |                     |
|-------------------------|--------------------|---------------------|
| _____ Hand sink         | _____ Prep Sink    | _____ Mop sink      |
| _____ Three-comp sink   | _____ Dish machine | _____ Refrigeration |
| _____ Cooling equipment | _____ Dry Storage  | _____ Other _____   |

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

**This Commissary Agreement is valid for this calendar year only.**