



## **QUESTIONNAIRE & GUIDELINES**

### **FOOD SAMPLES AT TEMPORARY EVENTS**

Jefferson County Department of Health  
1400 6<sup>th</sup> Ave South  
Birmingham, AL 35233  
Office (205) 930-1260 Fax (205) 939-3019  
temporaryevents@jcdh.org

**Vendors providing free samples may not be required to apply for a food permit. However, food products sold to the public must be processed in an approved facility. Please mail or email the completed questionnaire to the above address two (2) weeks prior to the event to establish a permit exemption.**

#### **EVENT INFORMATION**

Event Name \_\_\_\_\_ Event Date(s) \_\_\_\_\_  
Event Location \_\_\_\_\_  
Event Sponsor \_\_\_\_\_ Phone Number \_\_\_\_\_

#### **VENDOR INFORMATION**

Business Name \_\_\_\_\_ Owner \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

#### **QUESTIONNAIRE**

Is the product sold prepared in a permitted establishment?     YES     NO    If yes, State and Permit # \_\_\_\_\_  
Does the product sold need to be refrigerated for safety?     YES     NO    If yes, please call or email us.  
Do you plan to package any products on-site?     YES     NO    If yes, please call or email us.

Description of product(s) sampled: \_\_\_\_\_  
\_\_\_\_\_

#### **FOLLOW THESE GUIDELINES TO HELP MINIMIZE RISKS OF FOOD BORNE ILLNESSES:**

- Keep potentially hazardous food at temperatures below 41° F or above 135°F.  
Types of potentially hazardous foods include: milk based products, meats and fish, cooked vegetables, cooked grains such as rice or pasta, and cut melons. These foods require controlling time and temperature to minimize the growth of bacteria.
- Use a food thermometer to check temperatures. Provide a thermometer in all coolers and warmers.
- Do not save or reuse leftovers.
- Do not touch food items with bare hands. Wash hands, and use gloves or utensils.
- Use a temporary hand washing station with water through a flip spout, soap and paper towels.
- Do not work with foods if you are sick. Do not eat or drink while preparing or serving food.
- Wash, rinse, and sanitize reusable utensils or use disposable utensils whenever possible.
- Change out utensils every 4 hours. Bring plenty of extras.
- Provide food and utensil dispensers that limit possible contact and contamination of foods by the customers.
- Do not allow customers to "double dip" in samples.
- It is best to dispense samples in paper soufflé cups or plastic sample cups.

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **FOR OFFICIAL USE ONLY**

Approved by \_\_\_\_\_ Date \_\_\_\_\_