

City of Warren
Codes Department
318 West Third Avenue
Warren PA 16365
814-723-6300

INSTRUCTIONS FOR COMPLETING THE FARMERS MARKET APPLICATION

These guidelines are for your review and to assist you in completing the plan review application. Tables herein may be used as is or you may submit your own tables and information, along with the included application.

Preplanning

1. Review thoroughly a copy of the rules and regulations pertaining to the specific type of food service facility planned prior to and during preparation of plans. Applicable law is Title 3 of the Consolidated Statutes, Chapter 57, Subchapter A, Retail Food Facility Safety Act. Regulations governing food safety in retail food facilities are found in the PA Code, Title 7, Chapter 46, PA Food Code.
2. Discuss any unanswered questions regarding licensing and requirements for plan review with THE City Health Officer.
3. **Complete a “Farmers Market Stands Plan Review and Application”** which is to be submitted at least 60 days prior to opening.
4. Do not begin construction, remodel or conversion of the facility prior to submitting acceptable plans and prior to receiving approval of the submitted plans from the regional PA Department of Agriculture office or the licensor office*. New owners and change of ownerships are required to submit plans and gain approval *prior to* sale and preparation of foods.
5. All local planning, zoning, building, fire etc., codes must be considered as well as requirements of the Department of Labor and Industry, Department of Environmental Protection, and the Liquor Control Board, if the facility will also be regulated by these agencies. It is your responsibility to assure compliance with other applicable laws and regulations.

SECTION 1:

This application is for Farmers Market Vendors who are NOT selling foods for immediate consumption.

Food for immediate consumption may include, but not be limited to hot dogs, soups, rotisserie chicken, barbeque, and other such foods or drinks that are intended to be eaten on the premises where purchased or immediately when taken home (take-out foods). Vendors of this type should NOT fill out this application.

PART A: Please select the box that best describes why you are filling out this application. Are you a new vendor to the market looking to get a new license? Are you taking over an existing operation stand (change of ownership)? Are you remodeling your licensed stand or significantly changing your food type? Whichever best describes, please select. If none of these choices seems to describe why you are applying, select “other” and note why you are applying as a farmer’s market vendor. (See cover letter to assist you with this part.

SECTION 2:

This section will capture information about your facility (i.e. market stand) and the Farmers Market(s) that you plan on selling from. This section has been completed for you.

If you are selling from only ONE market, please list that market's location/information. If you are applying as a mobile vendor, please list all of the markets you intend to sell at and use your business information under "location".

Please select the appropriate owner type.

SECTION 3:

This section will capture the detail of your stand. It will include the basic layout of the stand; all equipment you will have, even if minimal; location of sinks; materials on the floor walls and ceilings. The preparation of plans below will describe in detail the information you should provide in your plans/drawings, if they are applicable to your stand.

Preparation of Floor Plans

Plans must include, where applicable, information relating to the grounds, building, lay-out of the stand, equipment (even if minimal) and such other information as may be required by the Department of Agriculture (PDA).

ONLY ONE COPY IS NECESSARY.

Drawings/floor plans may be 'hand-drawn,' but must be clear, concise, legible, to scale, and of such size to enable all information to be clearly shown. The "Equipment Schedule" and "Room Finish Schedule" provided at the end of these instructions may be utilized to help organize your information.

Facility Details

- a) **Floors:** Please list what type of material will be on the floor/ground in your stand.
 - 1) For farm markets located *inside* buildings or structures, including mobile trucks:
 - i. Please list what your floor covering consists of. The attached "Room Finish Schedule" form may be used. (Ex: linoleum, sealed concrete, sealed hard wood, etc...)
 - ii. Location of floor drains, if applicable
 - ii. Materials for the juncture / coving between floors and walls, if applicable
 - 2) For markets located *outdoors*:
 - i. Food facilities may not be located in areas having no ground protection, exposed grass or dirt.
 - ii. Floor protection may include, pallets, concrete, asphalt/blacktop, wood sheeting, rubber mats, linoleum, tile or other similar materials to control ground dirt and debris.

- b) **Walls and Ceilings:** Please describe what your walls and ceiling or overhead area is comprised of. The attached “Room Finish Schedule” form may be used. Consider the following:
- 1) For farm markets located **inside** buildings or structures, including mobile trucks:
 - i. Outer openings of a food facility shall be protected against entry of insects and rodents by use of tight-fitting doors and windows, if food within the building is unprotected. Open air markets are permitted, if all food is protected from contamination at all times.
 - ii. Ceiling and walls shall be easily cleanable and constructed in such a way that nothing in the area will fall and contaminate food. If structure is not easily cleanable or constructed to prevent potential contamination, a suitable alternative may be individual stand overhead protection, for example, tents, or awnings.
 - iii. Food may not be located under utility lines that convey sewage.
 - 2) For markets located **outdoor**:
 - i. Overhead protection is required at all times in storage, preparation, display and other similar areas. Suitable overhead protection may include tents or awnings.
 - ii. In general, outer openings of a Farmers Market stand shall be protected against entry of insects, rodents and environmental contamination. (exception: see #2 below)
 1. If the stand is *not* provided with overall protection, such as a with ‘stick’ stands, push carts, and some mobile units and open air markets, THEN openings must be protected against the entry of insect and rodents via screens, air curtains, **or other effective means, including lids and coverings over all foods**. Foods may not be exposed or openly prepared in situations without protection.
 2. **Outer opening protection is not necessary in situations where ALL foods within the facility are covered and protected, no preparation occurs and/or no foods are exposed except during service to an individual consumers order.** In all cases however, it is *recommended* that, “drop down” walls (covers, screens, etc.), constructed walls, air curtains or similar, be *readily available, but not necessarily in place*, for use in case of inclement weather or other situation, such as high wind/dust, that may cause foods or food equipment to become contaminated. If no means of protection are available in these situations, a stand will need to close operation until such time as the situation resolves itself.
- c) **Plumbing:** A detailed plan of the plumbing system must be shown *if applicable*, including;
- 1) Water connections to all food service equipment.
 - 2) Drainage or condensate lines from equipment such as ice-makers, coolers etc... showing clearly the methods of discharge of the waste waters.
 - 3) Mixing valves on all sink fixtures.

- 4) A complete plan of the hot water generating methods must be included where hot water is to be used for warewashing and handwash sink locations.
- 5) Cross connection and backflow control in all necessary locations. (Especially hoses used as a potable water supply)

d) **Food Storage Areas**

Show the locations of any storage areas not in the immediate area of the stand. List the materials on floors, walls, and ceilings in these areas. (Information can be presented on the attached "Room Finish Schedule" form)

e) **Handwashing Facilities:** Show the location and placement of any required handwash sinks. Consider the following:

- 1) Each stand or a small grouping of stands must supply a sink or basin for handwashing that is accessible and conveniently located for all food employees to use.
- 2) Each sink or basin must have a sign indicating, "Employees must wash hands".
- 3) Each sink or basin must be supplied with clean, potable, warm (~100°F) water for employee handwashing.
- 4) Each handwashing station must include: soap, single use paper towels, and a waste receptacle.
- 5) Each handwashing station must have an acceptable water supply and waste water collection container.
- 6) **Chemically treated towelettes may NOT be used in place of handwashing UNLESS all food is pre-packaged, poses no cross-contamination risk and handwashing sinks are not available. This will be evaluated and approved by your Food Sanitarian.**
- 6) Stands handling raw, unfrozen meat and poultry or other raw animal derived products, even if overwrapped, will require handwashing.

f) **Dishwashing Facilities *(if applicable).** Show the location and placement of any required warewashing sinks or dishwashers. Consider the following:

- 1) ***If you have no food equipment and all of your food is packaged, you may not need warewashing facilities.** This will be subject to review by your Food Sanitarian. If you have equipment that will come in contact with food, such as scoops, slicers, cutting boards, knives, and other similar items, warewashing must be provided, either on-site, or at an approved commissary, depot, or food processing location.
- 2) All soiled food-contact equipment must be washed, rinsed and sanitized every 4 hours.
- 3) A vendor may use an approved cleaning depot site located in another area on the grounds or off site from the market, as long as suitable numbers of utensils and equipment are provided at the market stand in case of accidental contamination, items are changed every 4 hours, unclean items are segregated appropriately, and the depot is under inspection by the Department or other Local Health Department.
- 4) If warewashing is provided on-site it must consist of a three compartment sink to wash, rinse and sanitize. Farmers Markets may provide common warewashing areas for

City of Warren
Codes Department
318 West Third Avenue
Warren PA 16365
814-723-6300

- multiple vendors to utilize, if vendors are performing limited amounts of warewashing.
- 5) A two basin set up may be approved by the Food Sanitarian when limited utensils, such as spatulas, tongs or other similar serving utensils are the only food equipment used AND the facility can accomplish the 3-step method of washing, rinsing and sanitizing using the approved number of sinks and/or approved chemicals.
 - 6) Sanitizers (typically Quaternary Ammonia or Chlorine) used in the 3 step cleaning method or for any food contact surface cleaning must be available at all times, approved and used appropriately. An appropriate sanitizer testing device (strips, titration kits) must be available at all times.
- g) **Food Displays** - Indicate counter sneeze guards or other protective devices if displaying unpackaged foods (Food display protection is required for all consumer self service operations or areas).
- h) **Equipment-** Show the location of all equipment and list all makes & model numbers. Consider the following:
- a) Design and Construction - A list of all equipment that corresponds to your drawing, even if very minimal (such as a refrigerator or coolers), must be indicated on the drawing showing the manu-facturer and the model for all equipment. This information can be on the attached "Equipment Schedule."
 - 1) Equipment must meet a minimum requirement as stated in Food Code, Chapter 46, SubChapter D. Home-style equipment *may* meet the requirement of this Code, but will require evaluation by the Sanitarian for its durability, cleanability, and capacity with respect to its specific proposed use.
 - 2) Food equipment that has been unaltered and has been certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program shall be deemed to comply with Chapter 46, sections as listed above. Accredited certifying programs for sanitation include NSF (National Sanitation Foundation), UL (Underwriters Laboratory) and ETL (Intertek Testing Services).
 - b) All equipment must be easily cleanable, durable, free of breaks, cracks & crevices, made of appropriate materials, well constructed, and adequate for the intended use.
 - c) All equipment must be appropriately maintained.
 - d) All equipment within physical structures shall be installed according to all appropriate federal, state or local code requirements for construction and fire safety. The owner is responsible to ensure these requirements are met.
 - e) Refrigeration and cold holding units
 - i. All cold holding units, including coolers, must be capable of reaching and maintaining 41°F or below when in use.
 - ii. Each unit must be supplied with an accurate and accessible thermometer.
 - f) Ice storage units
 - i. Ice that will be in direct contact with food or used as an ingredient in food MUST be stored in a clean, easily cleanable, non-porous, closed container made of approved materials. Galvanized metal coolers may not be used to store potable

City of Warren
Codes Department
318 West Third Avenue
Warren PA 16365
814-723-6300

- ice. An ice chest may be used for this purpose. Styrofoam coolers may be used only if the inside of the container and lid are lined with food grade liners.
- ii. ALL ice must be dispensed with an ice scoop having an appropriate handle. Scoops may be stored in the ice with the handle up out of the ice OR outside the ice on a clean surface protected from contaminants.
 - iv. Ice used as a coolant may not be used in drinks or as ingredients in food. Ice as a coolant is considered non- potable.
 - iv. Personal drinks MAY NOT be stored in potable ice chests.
 - v. Packaged foods, including drinks, whose packaging is NOT subject to the entry of water because of the nature of the container or packaging, (ex: hermetically sealed cans or bottles) may be stored in ice. Continuous draining of melting ice reduces the potential for contamination, therefore in these situations; ice bins must be effectively drained.

SECTION 4: Water, Sewer, Waste Information

This section will capture the information about the water supply you are using, your waste water disposal and your trash collection.

Water Supply: Please select the type of water supply you are using at the market stand, if a water supply is necessary for handwashing, warewashing or preparation of foods. The market operators may need to supply you this information if you are using their water supply.

Water supplies are either PUBLIC or NON-PUBLIC. Public supplies are those regulated by DEP. Some non-public supplies (wells) are also regulated by DEP. You may obtain your water from ANY DEP regulated water supply. For Community Public water sources, please list the name of the Public Water Supplier. For example: Pennsylvania American Water.

If you are utilizing a NON-PUBLIC, NON- DEP regulated water supply please see below*.

Please consider the following:

- Approval of the water supply shall be based on satisfactory compliance with the latest edition of the Public Water Supply Manual for Construction Standards and Title 25, Chapter 109 for water Quality, Pennsylvania Department of Environmental Protection (DEP). Contact your local DEP Office for water system approval if you are NOT using a municipal or public water supply.
- If your market is on a well and supplying your water, their water must be approved by DEP, Department of Environmental Protection (717-783-2300). Written documentation must be provided by the Market operator of the Farmers Market.
- Facilities shall also comply with Chapter 46, PA Food Code sections relating to water, 46.801 – 46.806 and 46.841 – 46.844 (mobile water tanks), if applicable.
- *A non public water system (one not regulated by DEP) shall be required to conform to the construction, maintenance, and operation requirements established for a transient non-community water system as defined in 25 Pa. Code Chapter 109. Those water systems will need to submit initial sampling of the water supply to include, all 3 sequential total coliform samples and one

City of Warren
Codes Department
318 West Third Avenue
Warren PA 16365
814-723-6300

nitrate/nitrite to PDA prior to licensing or registration. Continued testing of the water supply for non-public systems (non-DEP regulated), shall continue with quarterly Coliform and annual Nitrate/Nitrite testing. This water testing will most likely be provided by the Market Master / or operator of the farmers market. Verification of this approval must be submitted.

Sewage Disposal: If you will utilize the Farmers Market's sewage disposal system and this system is a municipal sewage system, you need only supply the name of the sewage enforcement municipality.

For those Farmers Markets NOT municipal/public sewer you will need to supply the following:

- A Sewage Permit or other approval - if an on-lot sewage system is used - from the SEO will need to be verified with the Market Master or operator of the Farmers Market.
- Approval of all sewage disposal systems will be based upon satisfactory compliance with Chapter 71 and 73 of this title, The Clean Streams Law, Act of June 22, 1937, P.L. 1987, as amended (35 P.S. §§691.1 et seq.), and/or as determined by the local governing sewage enforcement agency or local Sewer Enforcement Officer (SEO) and with Food Code sections 46.861 – 46.863.

Refuse, Recyclables, & Returnable:

- If refuse is to be disposed of on site at the Farmers Market the refuse company name need only be supplied.
 - a. Disposal of garbage and refuse shall conform to the Solid Waste Act, Act of July 31, 1968, P.L. 788 (No. 241), Section 6, (35P.S. Section 6006) and the regulation adopted pursuant thereto,

Chapter 75 of this title (relating to Solid Waste Management).

- If disposal is to take place off site, list the name of the collector and location of disposal site.
- The handling of refuse, recyclable and returnable shall comply with all applicable sections of Chapter 46, Food Code

SECTION 5: Other Codes

Please select whichever box may apply. A signature is required for this section. Some of this information may need verified with the farmers market operators.

SECTION 6: Market Service Information

PART A Will collect the dates of the 14 Saturdays in which you will be operating at the farmers market. Or selecting one or both of the Event(s) as listed.

PART B: This section will capture information on what kinds of food you are selling at the farmers market. This section is broken down into two categories: Packaged and Non-packaged. **Packaged items ONLY are those food items that come to market pre-packaged and remain in that package through the point of sale.** Packaged items are bottled, canned, cartoned, securely bagged or securely wrapped at the processing site or other inspected

City of Warren
Codes Department
318 West Third Avenue
Warren PA 16365
814-723-6300

food facility. This does NOT include wrappers, carryout boxes or other non-durable containers used to containerize food with the purpose of facilitating food protection during transportation, service or receipt by the customer.

If your food item is not listed, please check “other” and list your food items. You may have a combination of both packaged and non-packaged foods. List all that may apply.

PART C: There are two items evaluated in this Section: Food Employee Certification and Employee Health. On the Application, with the consideration of the information below, check which category you feel is applicable to your farmers market stand.

Food Employee Certification: You may need to have a certified food handler on staff. A certified food handler is a person in charge of the facility who has taken and passed a nationally recognized food safety course. Acceptable courses to date are National Registry for Food Safety Professionals (NRFSP), ServSafe (National Education Foundation), and Thomson Prometrics, Inc.

Anyone handling exposed potentially hazardous food must meet this requirement, with some exemptions. Many Farmers Market vendors will be exempt from this requirement. The following are exempt from Food Employee Certification:

- ✓ Any market stand which is exempt from a license fee OR
- ✓ A market stand which handles all commercially prepackaged food OR
- ✓ A market stand at which only non-potentially hazardous foods are sold OR
- ✓ Charitable non-profit organizations

Employee Health Policy: Even if you are the only employee of a market stand, Chapter 46 (Sections 46.111 thru 46.115) Food Code, requires that the person in charge understand under what conditions an employee, including themselves, may work while ill and at what point consideration for restriction or exclusion of the person from the food facility should take place. This policy does not need to be a written policy. This question is asked to bring your attention to this very important issue. Your Sanitarian, as part of a routine inspection, will discuss your policy with you. This policy must comply with Sections 46.111-46.115 of Chapter 46.

OTHER IMPORTANT FOOD SAFETY INFORMATION FOR YOUR REVIEW

Food Safety and Handling:

- A. All potentially hazardous foods shall be kept out of the temperature danger zone (41 °F to 135°F). They must be kept cold or hot.
- B. All food shall be protected at all times from environmental and other sources of contamination.
- C. All unpackaged food shall be protected from consumer handling at all times until purchased.

City of Warren
 Codes Department
 318 West Third Avenue
 Warren PA 16365
 814-723-6300

- D. **No bare hand contact is allowed on any ready to eat foods.** Gloves or utensils, such as spatulas or hand papers, must be used.
- E. Good personal hygiene and proper handwashing are essential.

SECTION 7:

Please read this entire section and fill in the appropriate 'ownership' block.

	Wall Finishes	Floor Finishes	Ceiling finishes
Example	Drop Down Screening	Linoleum	Overhead Tarp
Kitchen/Cooking Food Prep.			
Sales Area			
Dry Storage			
Warewashing			

Notes: _____

City of Warren
 Codes Department
 318 West Third Avenue
 Warren PA 16365
 814-723-6300

LIGHTING SCHEDULE: If lighting is not provided due to outside lighting, please indicate such.

	Foot Candles (fc)	Arrangement	Cleaning and Service	Shielding and Protection
Example	35 Fluorescent Overhead lights	23 fluorescent light spaced 4' apart	Routine monthly cleaning	Protected by plastic sheaths and end caps
Preparation/Work Area				
Storage				
Serving				
Dining Area				
Special				

Notes: _____

City of Warren
Codes Department
318 West Third Avenue
Warren PA 16365
814-723-6300

Provide a scaled layout drawing of all equipment, even if minimal, in the stand area. Complete the following list of equipment and submit with your plans.

Item No.	Type of Equipment	Manufacturer's Name	Model No.	Quality
Example	Freezer	Hobart	ABC124	1

Use this form or another format to submit your equipment