



**Western Plains**  
PUBLIC HEALTH

*Dedicated to Healthier Communities*

GRANT • MERCER • MORTON • OLIVER • SIOUX

403 Burlington St SE  
Mandan, ND 58554

701.667.3370

[westernplainsph.org](http://westernplainsph.org)

[eh@westernplainsph.org](mailto:eh@westernplainsph.org)

## Event Food Coordinator Application

As an Event Food Coordinator, you are responsible for collecting the necessary information from each of your food vendors and reporting to Western Plains Public Health. It is the Event Food Coordinator's responsibility to ensure each food vendor is set up and equipped with the appropriate items to maintain Food Code compliance. All food vendors are subject to an inspection at your event prior to any service and along with paying the associated fee. Following inspection, vendors will receive a certificate granting approval to operate at your event. Applications need to be filled out and submitted 14 days prior to the event along with the \$100 application fee to ensure the appropriate amount of time for Western Plains Public Health to verify proper licensure of vendors and approve event set up. Please make checks payable to Western Plains Public Health. Online payments can be made at [www.westernplainsph.org](http://www.westernplainsph.org).

### EVENT INFORMATION

Event Name	Event Location
Date & Time Vendors Will Be Set Up & Ready For Inspection	Event Dates & Times

### EVENT COORDINATOR INFORMATION

Coordinator	Sponsoring Organization
Mailing Address	Email Address
Phone Number	Phone Number (if different day of event)

Please read and verify each item, sign and date your application, and return with applicable fees.

	I understand my application must be submitted 14 days prior to my event. Any changes after submittal will be relayed to WPPH prior to the event.
	I have read the Food Vendor Guidelines on page 3 and understand that vendors will correct any out of compliance items prior to serving food.
	I have informed my food vendors that they are subject to inspection by WPPH at the event prior to service. Items found out of compliance during inspection will require immediate correction or the vendor may not be allowed to serve.
	I have provided potable water and waste dumping for vendor usage. -if no, I have informed vendors of availability.
	I have provided adequate handwashing facilities as well as toilet facilities for patrons.

Additional resources can be found at: <https://www.westernplainsph.org/retail-food-license-inspection-program>

Coordinator Signature		Date		
Office Use Only				
Reviewed by:	Date:	Cash/Ck#/CC	Date Paid:	Amount: \$100.00

## Food & Beverage Vendors

The following operations are exempt from license requirements:

1. Cottage Food vendors. Under ND Century Code 23-09.5 Cottage Foods Act, cottage food products made must be sold directly to a consumer for home consumption provided the items are labeled correctly. More information about cottage foods can be found at: <https://www.hhs.nd.gov/health/food-and-lodging/cottage-food>
2. Vendors serving only non-time/temperature control for safety beverages from a can (liquor).

**Please list license *exempt* vendors:**

(please attach spreadsheet for additional vendors)

Vendor Name	Contact	Phone Number	Products

Food vendors within Western Plains Public Health's jurisdiction are required to have a mobile/temporary food license through the North Dakota Health and Human Services Division of Food & Lodging **OR** have a mobile license from another health district within North Dakota and obtain a reciprocity letter from ND HHS Food & Lodging. WPPH does **NOT** provide a mobile food license. Vendors can contact WPPH with questions or ND HHS Food & Lodging, 701-328-1291, to obtain proper licensing.

**Please list licensed vendors:**

(please attach spreadsheet for additional vendors)

**or**

Vendor Name	Contact, Phone Number, Email Address	Menu Items	ND Mobile License #	Reciprocity Letter Y/N

## Other Vendors

Western Plains Public Health is also the regulatory authority for Body Art and Aquatic Venues. If your event will be hosting these vendors, please contact our office to obtain licensure requirements.

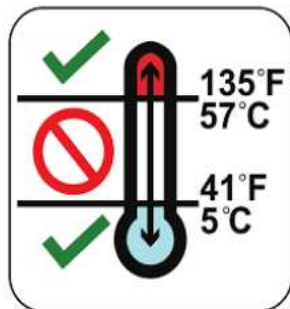
## Food Vendor Guidelines

**1. The person-in-charge will hold, or obtain, a current food safety training certificate.** Contact WPPH for options available.

**2. Foods shall be obtained from an approved source.** No home made items may be served.

**3. Vendors must operate under a structure as to prevent contamination.** Structures must consist of a top covering impermeable to weather as well as sides to prevent dust & dirt contamination. Structures should also prevent contamination potential from customers.

**4. Keep hot foods hot and cold foods cold.**



**KEEP OUT OF THE DANGER ZONE**

Hot and Safe

Cold and Safe

**5. Raw foods are cooked to the appropriate temperatures.**

Internal Cooking Temperature Specifications for Raw Animal Foods

Internal Cooking Temperature	Raw Animal Foods
145°F for 15 seconds	<ul style="list-style-type: none"> <li>Raw eggs cooked for immediate service</li> <li>Fish, except as listed below</li> <li>Meat, except as listed in the next 2 rows</li> <li>Commercially raised game animals, rabbits</li> </ul>
155°F for 15 seconds:	<ul style="list-style-type: none"> <li>Ratites (Ostrich, Rhea and Emu)</li> <li>Injected meats</li> <li>Mechanically tenderized meats</li> <li>Raw eggs not for immediate service</li> <li>Comminuted meat, fish, or commercially raised game animals</li> </ul>
165°F for 15 seconds:	<ul style="list-style-type: none"> <li>Wild game animals</li> <li>Poultry</li> <li>Stuffed fish, meat, pork, pasta, ratites &amp; poultry</li> <li>Stuffing containing fish, meat, ratites &amp; poultry</li> </ul>

**6. Thermometers are present to verify proper cooking and holding temperatures.**

**7. Foods previously prepared are reheated to 165°F within 2 hours and then held at 135°F or higher.** Do not use crock pots or steam tables to reheat foods.

**8. All foods, beverages, utensils and paper products must be stored at least six inches off the floor.** Label any chemicals and store away from food items.

**9. A fire extinguisher must be provided if cooking and a K-rated extinguisher is required if deep frying or grease vapors are observed.** Extinguishers and hood systems must be checked annually.

**10. Practice good personal hygiene.** Wear clean clothes and hair restraints. Do not work when sick. No eating within food service area. Beverages should have a lid.

**11. No bare hand contact with ready-to-eat foods.** Provide ample gloves and utensils.

**12. Ice used for cooling food items cannot be used in a beverage.** Keep ice scoop handles from touching ice.

**13. Wash hands often.** Wash hands between tasks and glove changes.

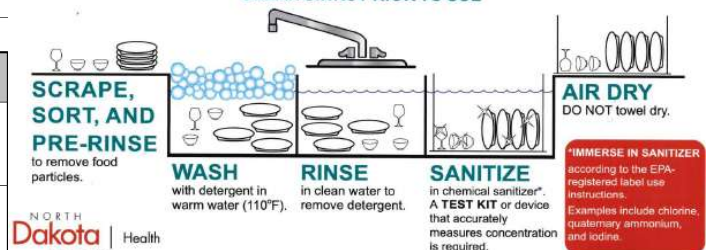


**14. Wash, rinse, and sanitize all utensils every 4 hours.** Wiping cloths are to be stored in wipe buckets and sanitizer changed often. Test strips are available to measure sanitizer levels. Most wipes such as Lysol or Clorox are not food safe.

Chlorine - 50 ppm  
Quaternary Ammonias - 200 ppm  
Iodine - 12.5 ppm

## Manual Dishwashing Procedure

CLEAN SINKS PRIOR TO USE



**\*\*Wastewater shall be disposed of in an approved location. Do not dump it on the ground.\*\***

A more detailed guide for temporary events can be found at:

<https://www.westernplainsph.org/sites/default/files/inline-files/WPPH%20Temporary%20Food%20Guidance.pdf>