

## Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234  
Phone 860-774-7350 / Fax 860-774-1308 /  
Web Site [www.nddh.org](http://www.nddh.org) Email Address: [email@nddh.org](mailto:email@nddh.org)

April 10, 2024

Brooklyn Fair Vendors,

The Northeast District Department of Health is delighted to again partner with the Windham County Agricultural Society to make the annual Brooklyn Fair the cleanest, healthiest, and safest it can be for fairgoers and vendors alike.

To assure a successful event, please take the time to read the enclosed packet of material for food vendors.

All food vendors are required to obtain an NDDH Fair Permit. This permit must be displayed in a prominent location in your booth during the entire fair. In addition, all food vendors must possess a current Certified Food Protection Manager (CFPM) certification or Food Awareness and Safety Training (FAST) certificate. Submit a copy with your application and retain a copy to display in your booth. Information on a free FAST class is contained in this packet.

Fees: Each Fair Permit is \$190. Any application/fees received after **August 8, 2024**, is subject to a **\$90 late fee**.

Vendors must pay for separate permits for multiple booths (e.g., three booths will require \$570 in permit fees.)

Notice to Veterans: NDDH is again happy to extend a professional courtesy to all U.S. Veterans by waiving one NDDH Fair Permit fee. The veteran must own and operate the concession and will be required to pay for additional booths. Veterans must submit a copy of their DD214 with application.

Notice to Soft Serve Ice Cream Vendors: In order to sell soft serve ice cream at the fair, you must have a frozen dessert license from the Connecticut Dept. of Consumer Protection. You may contact main office at (860)713-6160, [dcp.foodandstandards@ct.gov](mailto:dcp.foodandstandards@ct.gov) or <https://www.elicense.ct.gov/>. Please obtain this well in advance of the fair to avoid disruption of service during the fair.

Inspections: In the event that the vendor does not pass an initial inspection, NDDH inspectors will make every effort to return within two hours for a second inspection. A **Re-inspection** fee of **\$145.00** will be charged at the time of any re-inspections.

Please complete the enclosed application in its entirety and send it with the appropriate fees by **August 8, 2024** to:

**Northeast District Dept. of Health, 69 South Main Street, Unit 4, Brooklyn, CT 06234**

Fees payable by check to: **NDDH** or by CC / E-Check through our website [www.nddh.org](http://www.nddh.org)

If you have questions regarding proper preparation and sanitation procedures, please contact a member of the NDDH Environmental Health staff at 860-774-7350.

Proper food handling is the responsibility of all food vendors at the fair. For the sake of thousands of fairgoers, your professional reputation and, indeed, the reputation of the entire Brooklyn Fair, we urge you to strive for the highest standards of excellence. We are here to help you achieve the goal of making the Brooklyn Fair a safe and tasteful experience for all.

Sincerely,  
Northeast District Dept. of Health



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### How to Pass a Health Department Inspection at the Fair

Northeast District Department of Health Inspectors will be at the Fair to conduct food booth inspections. You must meet the minimum requirements in order to operate to receive your food permit. Please note that this list is not all-inclusive:

- Application submitted and fees paid
- Back Flow Prevention on water line (Bibb for threaded hoses)
- Thermometer for taking food temperatures and alcohol wipes to sanitize thermometer
- Hand washing facilities with warm water, soap and disposable towels
- Food Grade Bleach water solution at 50-100ppm and chlorine test strips
- Adequate refrigeration equipment to maintain food at **41° F**
- Adequate hot holding equipment to maintain food at **135° F**
- Adequate food protection from dust, dirt and flies
- Clean outer clothing
- No open cuts, sores or diseases transmitted by food
- 3 bay sink or facilities to wash, rinse and sanitize
- Containers to hold wastewater or approved septic
- All food must come from an approved source



**ALL COOKED FOODS MUST BE DISCARDED AT THE END OF EACH DAY**  
**ALL FOOD MUST BE THAWED UNDER REFRIGERATION**

### PROTOCOL FOR CLOSURE OF A FOOD BOOTH

1. The Northeast District Department of Health will conduct an initial inspection of all food vendors located at the fair. At the completion of this inspection, if the vendor is in compliance with the Connecticut Public Health Code, the NDDH inspector will issue a permit.
2. In the event that the vendor does not pass the initial inspection, NDDH inspectors will make every effort to return within two hours for a second inspection. A **Re-inspection fee of \$145.00** will be charged at the time of the re-inspection.
3. After the 3<sup>rd</sup> inspection, if the vendor still does not comply with the Connecticut Public Health Code, NDDH inspectors will ask the Fair Manager and/or General Manager to accompany them to the food booth for closure. NDDH, in conjunction with Fair officials, will close the booth and no additional options will be given to the food vendor. The specified booth remains closed for the duration of the event.



## **FOOD SERVICE REQUIREMENTS PREPARATION AND SERVICE OF UNCOOKED SAUSAGE PRODUCTS AT TEMPORARY FOOD SERVICE EVENTS**

**Background:** Commercially manufactured uncooked pork and beef sausage products are considered potentially hazardous foods and must be stored, prepared and served under specific conditions as outlined in both State and local regulations. In order to assist you in providing a safe food product to your customers, please follow the requirements outlined below.

- **Procure sausage from approved sources.** No home-made products are permitted.
- **Where possible, procure frozen sausage products.** This will allow you greater flexibility in maintaining proper temperatures in storage. Remember, a box of frozen sausage stored in a refrigerator for thawing can also help to better cool other food products in that unit. This is especially important during the summer months when refrigeration units may be operating under adverse conditions. You certainly can procure fresh sausage, but be aware that current regulations call for them to be stored at a temperature of below 41<sup>o</sup>f and this may be difficult if you have an extremely large amount of sausage to store. **Please note: NDDH will either require you to destroy a product or will embargo a product that has not been maintained at a proper storage temperature.**
- **Cook all sausage products to an internal temperature of at least 165<sup>o</sup>f.** You are required to have a stem-type thermometer to monitor product temperatures. NDDH can provide one for you at a nominal cost. If the juices in a cooked sausage run clear, it is a good indication that the product is cooked, but the thermometer is the most reliable way to determine “doneness.”
- **Store all cooked sausage products at 135<sup>o</sup>f or above.** Cooked sausage should be stored directly on the grill in a single layer or in shallow covered pans in such a manner so as to be maintained at 140<sup>o</sup>f or above. Storing cooked sausage in a large pile, either on the grill or in a container, can result in improper holding temperature and may cause those sausages to be ordered destroyed by the NDDH.
- **Do not cook more sausage than you will need to meet your anticipated needs for any one day or extended period of time.** NDDH prohibits the use of leftovers in any temporary food service event. If leftovers are found by NDDH staff during evaluations, they will be ordered destroyed or embargoed.
- **All food service preparation shall be conducted in screened or enclosed areas.** You are required to prepare/process all foods prior to the actual cooking in a screened or enclosed area. (e.g., a storage area such as a truck or trailer with a door that can be closed is acceptable.)
- **Hot water under pressure shall be available at all times.** You are required to have a supply of hot water under pressure available in your food preparation and service area. Liquid soap and paper towels are also required.
- **Chemical sanitizers are required to be utilized for sanitizing food contact surfaces.** Approved chemical sanitizers (typically food grade bleach and water) are required to be present and utilized for sanitizing food contact surfaces and wiping clothes. You may make a sanitizing solution by adding a capful of food grade bleach to a standard spray bottle and filling the rest of the bottle with water. Or, you may add one to two capfuls of food grade bleach to a quart size plastic or metal container and fill the remainder of the container with water. You may then store your wiping cloths in this container.

**This information is provided to you as general guidelines. Specific food storage/preparation issues can be addressed by calling the NDDH staff at (860) 774-7350.**

## ***SHORT EASY REMINDERS FOR HEALTHY FOOD SERVICE***

**WASH YOUR HANDS** – Thoroughly wash your hands with warm water and soap before beginning work and after each break and as often as necessary.

**KEEP COLD FOODS BELOW 41 DEGREES** – Check refrigerator temperatures regularly and store all readily perishable foods under refrigeration.

**KEEP HOT FOODS ABOVE 135 DEGREES** – Check temperatures of foods in steam tables and hot display units regularly.

**DO NOT WORK IF YOU ARE ILL** – Report illness to your supervisor and stay away from food handling activities.

**NO HAND/FOOD CONTACT** – For ready to eat foods. Use gloves, utensils or single service paper for food handling whenever possible.

**NO SMOKING** – Absolutely no smoking in work areas. After smoking outside work areas, wash your hands before returning to work.

**KEEP SERVICE OPENINGS SCREENED** – Minimize the number of flies by keeping openings screened and doors closed at all times.

**WEAR CLEAN CLOTHING** – Wear clean clothing including aprons and garments. Store coats, etc. away from food areas.

**WEAR HAIR RESTRAINTS** – Confine hair to prevent contamination of food and utensils.

**CLEAN ALL WORK AREAS –  
REMEMBER...“ If you have time to lean, you have time to clean!”**

**American Society of Sanitary  
Engineering (ASSE) Standard #1022  
Backflow Preventer for  
Carbonated Beverage Machines  
ANSI Approved – 2003  
ASSE Issued - 2003**

**Anderson Brass Company**

Revision: 2003

Model: ABF-1 & ANF-1SS

Size: 3/8" w/NPT & Compression Connections

Issued: 06/23/2004

Amended: 09/29/2004

**Apollo Valves/Conbraco Industries, Inc.**

Revision: 1996

Model: CBBP

Size 3/8" & 1/4"

Issued: 10/20/1998

**IMI Manufacturing de Mexico**

Revision: 1996

Model: CI-BP2

Issued: 03/26/2001

**Watts Regulator Company**

Revision: 2003

Model: SD-3 with/without integral strainer

Size: 1/4" & 3/8" (Flare and NPT adapters)

Modification to an existing product carrying the ASSE seal  
to remove the integral strainer – 10/20/2000

Issued: 01/06/1999

Amended: 10/07/2003; 09/27/2005

**Wilkins Regulator**

Revision: 1998

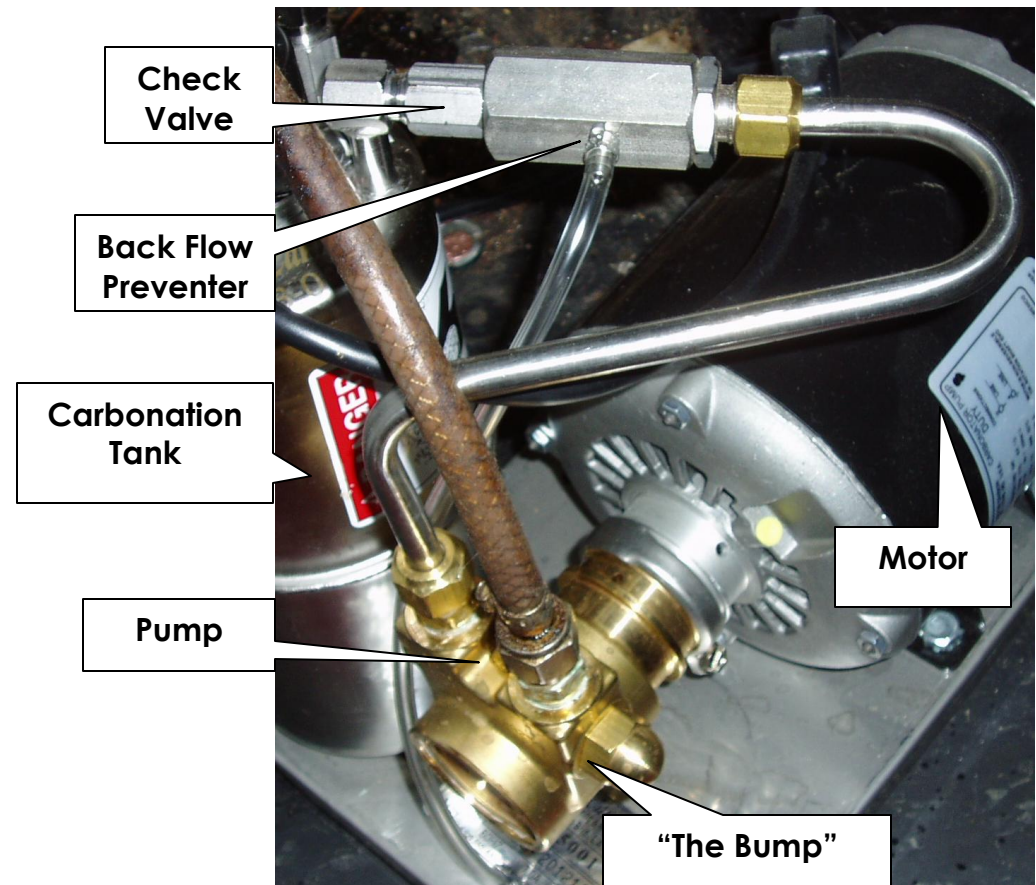
Model: 38-740

Size: 3/8"

Issued: 06/04/2001

# Carbonators

Where the Back Flow Preventer goes:  
"Downstream from copper pipes and  
immediately downstream from removable  
inline mesh screen located in the water  
pump inlet" – Cross Connection Control Manual





NORTHEAST DISTRICT DEPARTMENT OF HEALTH

69 SOUTH MAIN STREET, UNIT 4, BROOKLYN, CT 06234

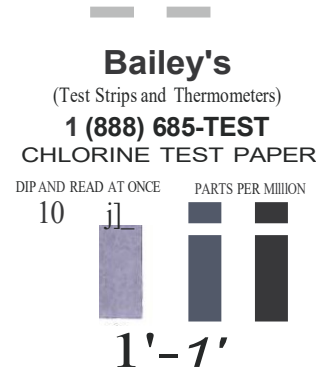
860774-7350/FAX 860-774-1300 [WWW.NDDH.ORG](http://WWW.NDDH.ORG)

If you are using a food grade bleach solution for sanitizing your facility, use the following concentrations. These solutions must be made daily using warm water (Don't use cold or very hot water.) One person should be designated to make these sanitizing solutions. label bottles with correct solution strength and date of preparation.

- For wipe cloth buckets and sanitizer for washing dishes submerge in the food grade bleach solution for one minute:

50-100 parts per million (check with chlorine test strips)  
 (Approximately one-half teaspoon chlorine to one gallon water.)

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- Sprayed surfaces must be wet for one minute before wiping dry with a disposable paper towel
- Wet wiped surfaces must wait two minutes before being wiped dry with a disposable paper towel



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## Temporary Food License and Food Service Inspection Application

Complete the enclosed application in its entirety and send it with the appropriate fees by August 8, 2024. Any application received after August 10<sup>th</sup> is subject to a \$90 late fee.

### I. Event: 2024 BROOKLYN FAIR

Name of Organization/Individual  
Applying for Permit: \_\_\_\_\_

Vendor Location: \_\_\_\_\_ Concession Name: \_\_\_\_\_

Booth Name (If different than above): \_\_\_\_\_

Title of Event: **BROOKLYN FAIR**

Location of Event: **BROOKLYN FAIRGROUNDS**

Street Address: **ROUTES 169 & Fairgrounds Road** Town: **Brooklyn**

Type of Facility: e.g., Tent, Food Trailer, Food Booth, Cart, etc. \_\_\_\_\_

Start Date: **08/22/2024** End Date: **08/25/2024** Operation Times: **Normal Fair Hours**

Is above organization a non-profit? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, tax exempt # \_\_\_\_\_

### II. Contact Person (Owner or Manager of Food Concession):

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Name of FAST Participant Overseeing Event: \_\_\_\_\_

*Copy of FAST Certificate or CFPM certificate must be attached to application. If no one has FAST or CFPM training, please complete the attached registration form for the class being provided by NDDH at the Fairgrounds on August 22, 10:30 am to 12:30 pm*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE COMPLETE RESERVE SIDE!**

**III. Please list all items on proposed menu:**

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**IV. Food Storage/Disposal:**

How will foods be stored at proper temperatures?

Hot: \_\_\_\_\_

Cold: \_\_\_\_\_

Method of grease disposal? \_\_\_\_\_

What are your transportation methods? (If applicable): \_\_\_\_\_

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What/who is your food source? \_\_\_\_\_

What are your overnight storage methods? \_\_\_\_\_

Is there running water? Yes \_\_\_ No \_\_\_ Hot? \_\_\_ Cold? \_\_\_

Date water last tested: **Water test provided by Brooklyn Fair**

Soft Serve Ice Cream Vendors: CT Frozen Dessert License# \_\_\_\_\_ Exp. Date \_\_\_\_\_

**V. Please list names of all workers and those who hold a FAST/CFPM Certificate.**

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For Concessions/NDDH Use Only:

Fee Paid: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Check #: \_\_\_\_\_ Cash CC E-Ck MO #: \_\_\_\_\_

FAST/CFPM Received: YES NO DD-214 Received: YES NO

Re-Inspection Required: \_\_\_\_\_ Invoice #: \_\_\_\_\_ Date sent: \_\_\_\_\_

Re-Insp Fee Paid: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Check #: \_\_\_\_\_ Cash CC E-Ck MO #: \_\_\_\_\_



# FOOD AWARENESS AND SAFETY TRAINING for BROOKLYN FAIR VENDORS

Sponsored by the Northeast District Department of Health



The FAST class provides training in proper food handling techniques and is ideal for business owners, volunteers, and new employees working with food which have not taken the Certified Food Protection Manager Course. *This FAST Certification is valid for fair dates only.*

**Date: Thursday, August 22, 2024**

**Time: 10:30 a.m. – 12:30 p.m.**

**Location:**  
**Brooklyn Fairgrounds**  
**Route 169 & Fairground Road**  
**Brooklyn, CT 06234**

(Check with Food Concession Office for exact location on fairgrounds.)

To register, return this form or call the Northeast District Dept. of Health at (860) 774-7350.

Date of Class: 08/22/2024    Date Submitted: \_\_\_\_\_    Mail: \_\_\_\_\_  
Name: \_\_\_\_\_    Northeast District Department of Health  
Home Address: \_\_\_\_\_    69 South Main Street, Unit 4  
City: \_\_\_\_\_    State: \_\_\_\_\_    Brooklyn, CT 06234  
Zip: \_\_\_\_\_    Phone: \_\_\_\_\_    Ph: (860) 774-7350 Fax: (860) 774-1308  
Email Address: [email@nddh.org](mailto:email@nddh.org)

VENDOR/BOOTH NAME: \_\_\_\_\_