



**BOARD OF CHOSEN FREEHOLDERS
SALEM COUNTY DEPARTMENT OF HEALTH
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FAQ Sheet for Temporary Event Coordinators in Salem County

Since 2011, Policies and procedures have changed in Salem County regarding temporary events and how the Health Department is approving and inspecting mobile food vendors. The following is a FAQ sheet designed to assist Event Coordinators in understanding the changes and what they are responsible for when organizing a temporary event and recruiting mobile food vendors for their event. The Environmental Division of the Health Department is responsible for ensuring that food served to the public is safe to consume and to reduce the potential for a food borne outbreak through the approval process and inspection.

Question: What are my responsibilities as an event coordinator in Salem County?

Answer: As an event coordinator, if you plan to serve food at the event or recruit food vendors, the first thing to do is to fill out the event coordinator form and the vendor list page. The event coordinator form shall be provided to the Health Department no later than 30 days prior to the event. We recommend providing the event coordinator form 60 days in advance as most events are planned a year in advance. The vendor list can be a partial list however the final list must be provided to us at least 10 days prior to the event. Application review and inspections take time so last minute mobile food vendor application submittals will not be accepted. Event Coordinators can direct all mobile food vendors to the health department. Health Department staff will explain the process to the mobile food vendors so that they can be approved to vend food at your event.

Question: Who requires approval and inspection by the Health Department?

Answer: Any operation that stores, prepares, packages, serves, vends or otherwise provides food for human consumption regardless of whether there is a charge for the food, requires approval and inspection by the Health Department.

Question: Are home prepared foods allowed to be served/sold to the public?

Answer: No, Under New Jersey state law, home prepared foods are prohibited from being served/sold to the public. There is an exemption under the law for religious/charitable organization's bake sales that sell non-potentially hazardous foods. Please contact the health department if you want additional information about the requirements for the bake sale exemption. Most mobile food vendors will not be exempted from the law.

Question: Is there a fee for application review and inspection?

Answer: Effective August 15, 2012, all fees associated with Mobile/Temporary Event Vendors has been waived. Mobile vendors are still required to be approved and inspected by the Health Department in order to vend food in Salem County.

Question: Has the actual law/regulations changed?

Answer: No, the actual state regulation that the Salem County Department of Health enforces, NJAC 8:24, (aka Chapter 24), has not changed since 2007. What has changed is the way the Health Department reviews and approves mobile food vendors through the new mobile food vendor application.

Question: Where can I find additional information and the forms to fill out?

Answer: All the forms and information are on the Health Department's website. You can find the information by going to www.salemcountynj.gov . Then click on the Health Department tab in the upper right hand corner. Next, click on the environmental tab in the upper right hand corner. Lastly, click on the mobile food vendor's docs tab on the left hand side under the program tabs. You may also contact the Division of Environmental Health directly by calling 856-935-7510 x 8448.

The Health Department also hosts free quarterly food handlers classes and periodic temporary event workshops. It is strongly recommended that all food vendors attend a food handler's class and all event coordinators attend a temporary event workshop. Please contact the office for additional information.