



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 Email Address email@nddh.org

March 4, 2025

Woodstock Fair Vendors,

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

New requirements include a 2-week application deadline and a phone consultation with a food inspector before the event.

CT now follows the 2022 FDA food code. 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.

Applications: Each Vendor must submit a completed application by **August 13, 2025**. No late applications will be accepted.

Fees: Each Fair Permit is \$190. Any application/fees received after **August 13, 2025**, 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 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 submit with the appropriate fees by August 13, 2025 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

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. We are here to help you achieve the goal of making the Woodstock Fair a safe 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 receive your food permit. Please note that this list is not all-inclusive:

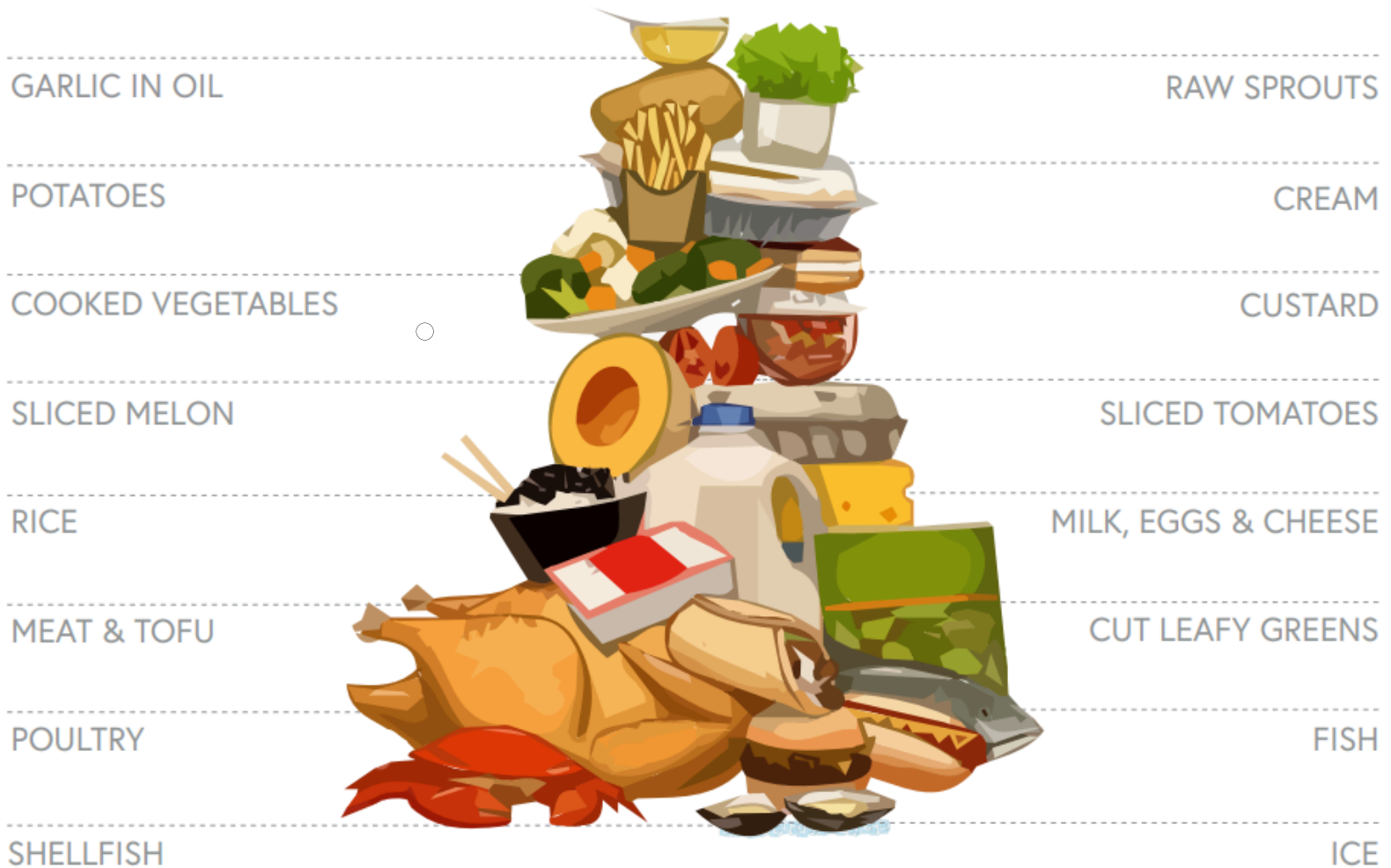
- Application submitted and fees paid
 - Backflow Prevention on water line (Bibb for threaded hoses) and food grade hose for water connection
 - Thermometer for taking food temperatures and alcohol wipes to sanitize thermometers
 - Hand washing facilities with warm water at 85° min., soap, disposable towels, and correct wastewater collection container (blue boy, self-contained unit and containers to hold wastewater or approved septic)
 - Food-Grade bleach water solution, chlorine, or Quaternary ammonium solution made to manufacturer instructions with appropriate test strips
 - Adequate refrigeration equipment to maintain food at 41° F (coolers with ice are not acceptable refrigeration)
 - 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
 - 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 compliant 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.
3. After the 3rd 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.

Time/Temperature Control for Safety (TCS)

Also known as Potentially Hazardous Foods (PHFs), these foods grow bacteria more easily.

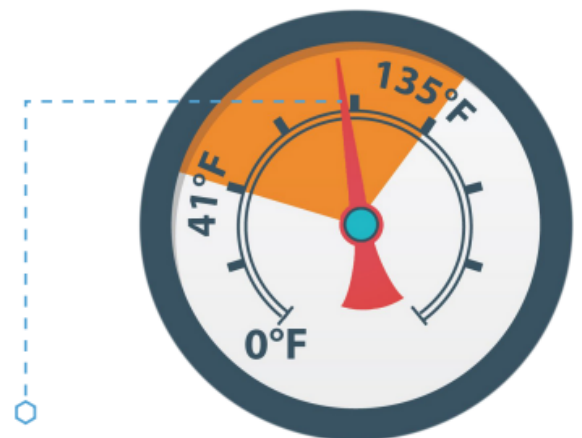


Temperature Danger Zone

Control food temperature and time spent in the temperature danger zone, below 41°F for cold food and above 135°F for hot food.

If food stays in the temperature danger zone:

- After 2 hours, food becomes a risk
- After 4 hours, food is harmful and unsafe to eat



PREVENTION TIP

Keep hot food hot and cold food cold.

Short Easy Reminders For Healthy Food Service

Top 5 CDC risk factors for food-borne illness

1. Improper holding temperatures
2. Inadequate cooking temperatures
3. Poor personal hygiene
4. Contaminated equipment
5. Food from unsafe sources

Definition of a TCS food

Time/Temperature Control for Safety Food means a FOOD that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation.

- Cold Holding 41°F, or less
 - Check refrigerator temperatures regularly and store all readily perishable foods under refrigeration.
- Hot Holding 135°F, or greater
 - Check temperatures of foods in steam tables and hot display units regularly.

Cooling

- Cooling of properly cooked TCS foods 6 hours (135°F to 70°F within the first 2 hours, 70°F to 41°F within the last 4 hours)
- Cooling of TCS foods made from room temperature ingredients to 41°F within 4 hours
- Cooling received TCS foods 4 hours

Reheating

- Hot holding must reach 165° for 15 seconds within 2 hrs.

Wash your hands

Thoroughly wash your hands with warm water and soap before beginning work, after each break, and as often as necessary.

Do not work if you are ill

Report illness to your supervisor and stay away from food handling activities.

No bare hand 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.

**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

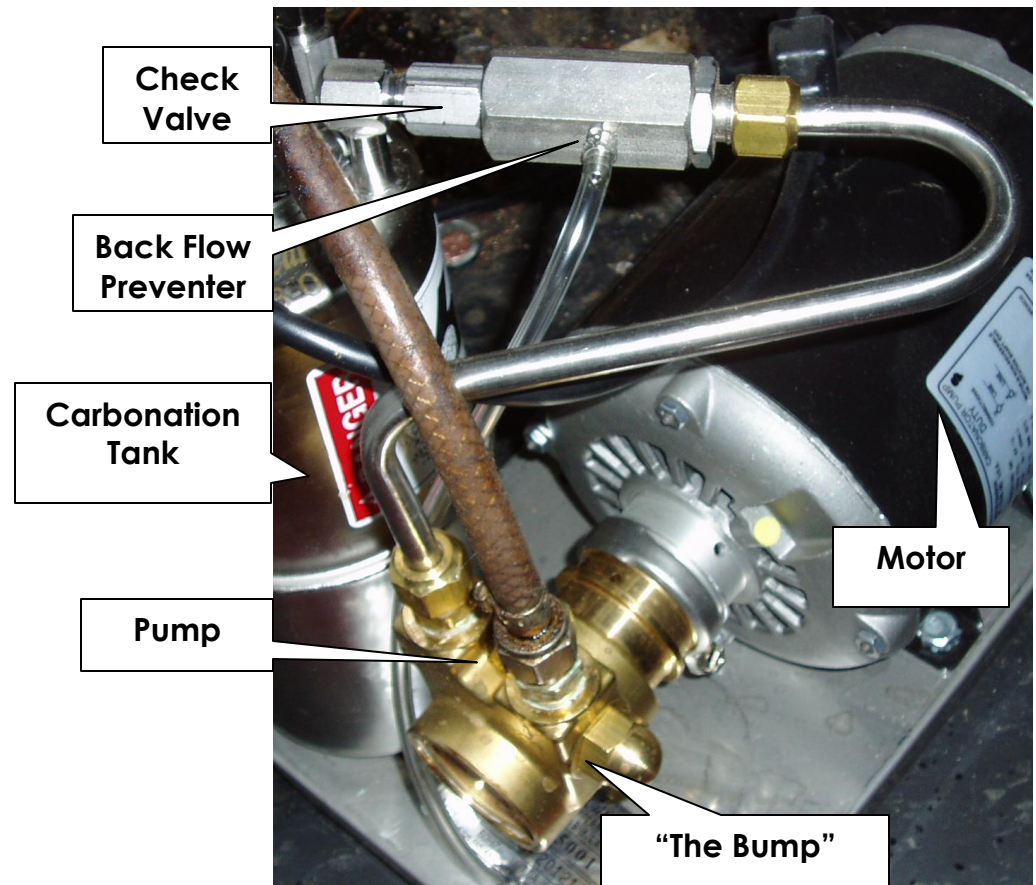
Model: 38-740

Size: 3/8"

Issued: 06/04/2001

Soda Machine Backflow Information

The backflow preventer goes "Downstream from the copper pipes and immediately downstream from removable inline mesh screen in the water pump inlet" -Cross Connection Control Manual





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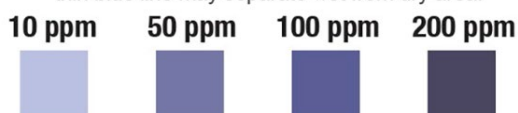
Temporary Event Sanitizer Requirements

- Chlorine or QAC sanitizers are required for proper sanitation per the FDA food code.
- Sanitizing solutions must be made daily using warm water.
- All containers must be properly labeled with the type of sanitizer, correct solution strength, and date of preparation.
- 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.

Chlorine solutions must be between 50-100ppm:

Chlorine Test Paper

Dip one test strip into solution without agitation.
Blot dry. Compare immediately to color chart.
Color indicates approximate strength of the solution as total available chlorine. High concentrations will bleach the strip white and a thin blue line may separate wet from dry area.

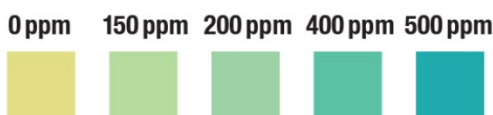


Water	Bleach Strength 2.75%	Bleach Strength 5.25-6.25%	Bleach Strength 8.25%
1 Gallon	1 Tbsp	2 tsp	1 tsp
1 Quart	1 tsp	½ tsp	¼ tsp

QAC solutions must be between 200-400ppm:

QAC QR5 Test Paper

Dip strip into solution for 1 second. Remove and allow 5-10 seconds for color to develop.
Compare to chart. Best results obtained between 65-75°F.





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Temporary Food License and Food Service Inspection Application

Complete the enclosed application in its entirety and sent it with the appropriate fees by August 13, 2025. No applications will be accepted after August 13th. Any fee paid after August 13th is subject to a \$90 late fee.

I. Event: 2025 WOODSTOCK FAIR

Name of Organization/Individual

Applying for Permit: _____

Vendor Location: _____ Concession Name: _____

Booth Name (If different than above): _____

Title of Event: **WOODSTOCK FAIR**

Location of Event: **WOODSTOCK FAIRGROUNDS**

Street Address: **ROUTES 169 & 171**

Town: **WOODSTOCK**

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

Start Date: **08/28/2025** End Date: **09/01/2025** 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 CFPM/FAST Participant Overseeing Event: _____

Copy of CFPM certificate or FAST Certificate must be attached to application. If no one has current CFPM or FAST training, please complete the attached registration form for the class being provided by NDDH at the Fairgrounds on August 28th, 12:30 am to 2:30 pm (time subject to change).

PLEASE COMPLETE RESERVE SIDE!

III. Please list all items on proposed menu:

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): _____

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 Woodstock 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.

Signature: _____ Date: _____

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 WOODSTOCK 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. FAST Certification is valid for *Fair dates only*.

Date: Thursday, August 28, 2025

Time: 12:30 – 2:30 p.m. (time subject to change)

Location:
Woodstock Fairgrounds
Route 169 & 171
S. Woodstock, CT 06267

(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: 08/28/2025 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: _____
VENDOR/BOOTH NAME: _____