

Transient License Requirements



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Purchasing a License



- All food vendors must purchase a license.
- Applications are available at Brown County Public Health.
 - License fee: \$100.00-\$200.00
 - License year: July 1st- June 30th
 - All licenses sold after April 1st are valid until the following June 30th
- If you have a transient license from another county in WI, you do not have to purchase one from Brown County.
 - Your license must be available for review.

APPLICATION FOR TRANSIENT FOOD ESTABLISHMENT LICENSE - BROWN COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT - PUBLIC HEALTH DIVISION

In accordance with Chapter 37 of the Brown County Code of Ordinances, I the undersigned do hereby apply to the Board of Health of Brown County for a license for the year ending June 30, **2025**.

I hereby certify that I am familiar with the laws, ordinances, and regulations pertaining to the conditions of said establishment in the County of Brown, and I hereby agree, if granted said license, to obey all provisions of said laws, ordinances and regulations.

DATE OF APPLICATION _____

BUSINESS/VENDOR NAME _____ PHONE _____

ADDITIONAL CONTACT PHONE NUMBER(S) _____ EMAIL _____

BUSINESS ADDRESS _____

LEGAL LICENSEE _____
(List the name of the Individual, Partnership, or Corporation)

MAILING ADDRESS _____

I have received and read a copy of the Temporary Food Service Guidelines provided.

SIGNATURE OF APPLICANT _____

THIS APPLICATION MUST BE SIGNED TO OBTAIN A LICENSE

		Fees
Transient Retail Food - Prepacked	\$100.00	<input type="checkbox"/> Re-inspection Fee (See Reverse)
Transient Retail Food - Non-Temperature Controlled for Safety	\$150.00	<input type="checkbox"/>
Transient Retail Food - Temperature Controlled for Safety	\$200.00	<input type="checkbox"/>

Multiple stands operating at the same time require a separate license.

Please list all events you plan to attend in Brown County.

Please list all events you plan to attend outside of Brown County.

Please list all foods being offered. **SEE REVERSE FOR ADDITIONAL REQUESTED INFORMATION**

THIS LICENSE IS NOT TRANSFERABLE
All transient licenses expire on June 30th annually.

SEND COMPLETED APPLICATION AND FEE TO: BROWN COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT - PUBLIC HEALTH DIVISION - ENVIRONMENTAL UNIT
2198 GLENDALE AVE GREEN BAY WI 54303

Out of County operators must provide proof of current Food Processing or Retail Food license after July 1st no later than July 15th, failure to provide proof of license will void BCPH Transient license.

FOR OFFICE USE ONLY:

Date Paid: _____ Payment \$ _____ Cash Check # _____ Credit/Debit Card

Approved: _____

Common Foods Exempt from Licensing



- Raw produce (harvest cut only)
- Maple syrup
- Honey
- Foods allowed by the "Pickle Bill"
 - [SellingHomeCannedFoods.pdf \(wi.gov\)](#)
- Foods allowed by the "Cookie Bill"
 - [DATCP Home Licenses and Homemade Not Potentially Hazardous Foods \(wi.gov\)](#)

*Raw shell eggs require a license and must be kept below 41°F



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Pickle Bill



Recipes

DATCP strongly encourages the use of standardized recipes for canning allowable products. It is recommended, that you use recipes and processes from:

- The Ball Blue Book (available in bookstores and online)
- The Ball Complete Book of Home Preserving (available in bookstores and online)
- The Ball web site
- The National Center for Home Food Preservation web site
- The University of Wisconsin-Madison (UW-Madison), Division of Extension website

Testing pH



DATCP strongly recommends testing your finished product for equilibrium pH to ensure it is 4.6 or lower

- Test the first batch of each recipe you make during the production season.
- Review the UW-Madison, Division of Extension information about pH and choosing a pH meter.
- Ensure the pH meter is properly calibrated on the day of use.
- Alternatively you may use short-range paper pH test strips (litmus paper) if the product normally has a pH of 4.0 or lower and the paper's range includes the pH of 4.6.

Record-keeping

DATCP strongly recommends keeping a written record of every batch of product made for sale, to include the following:

- Name of the product
- Recipe, including procedures and ingredients
- Amount canned and sold
- Canning date
- Sale dates and locations
- Gross sales receipts
- Results of any pH test

Sanitation

While inspection is not required, all customers expect good sanitation. Please use the following basic guidelines to meet your customers' expectations:

- Use clean equipment that has been effectively sanitized prior to use
- Clean work surfaces with soap and water followed by a solution of bleach water before and after use
- Keep ingredients separate from other unprocessed foods
- Keep household pets out of the work area
- Keep walls and floors clean
- Have adequate lighting
- Keep window and door screens in good repair
- Wash hands frequently while working
- Consider annual testing of water if using a private well

More Information

Legal and licensing requirements:

Wisconsin Department of Agriculture, Trade and Consumer Protection:

- Phone: (608) 224-4923
- Email: datcpdfslicensing@wi.gov
- Website: <https://datcp.wi.gov>

Canning processes and recipe information:

- UW-Madison, Division of Extension:
 - Phone: (608) 263-7383
 - Website: <https://fyi.extension.wisc.edu/safepreserving>
- UW-Madison, <https://foodsafety.wisc.edu>
- National Center for Home Food Preservation, <https://nchfp.uga.edu/>

Selling Home-Canned Foods



Do It Safely and Legally

Wisconsin Department of Agriculture, Trade and Consumer Protection



Wisconsin Department of Agriculture,
Trade & Consumer Protection

Division of Food and Recreational Safety
2811 Agriculture Drive, PO Box 8911
Madison, WI 53708
<https://datcp.wi.gov>

FD-PUB-6L.indd (12/2022)

Pickle Bill



Wisconsin Act 101, commonly referred to as the Pickle Bill of 2010, allows you to sell certain home-canned foods without a license under certain limited circumstances.

It is important to remember that all food processors are legally liable for what they sell, regardless of licensing.

Please note that this is a narrow exception to the law; **most foods sold in Wisconsin must be produced in a licensed facility.**



Products You Can Sell without a License



Home-canned fruits and vegetables that are naturally acidic or have been acidified by pickling or fermenting.

The products have a pH of 4.6 or lower. This is a measure of acidity. The lower the pH number, the more acidic the food.



Examples of allowable canned products:

- Pickled fruits and vegetables (not refrigerator pickles)
- Salsas and chutneys
- Sauerkraut and kimchi (also spelled kimchee or gimchi)
- Fruit-based jams and jellies
- Cherries, peaches, applesauce, and other fruits



Products You Must Have a License to Sell

Processed fruits or vegetables with a pH higher than 4.6.

Other processed products (not fruits or non-vegetables) regardless of pH level. This includes the following: Fish, meat, pickled eggs, lemon curd, pesto, or dressings.

For information about the sale of baked goods, visit the Department of Agriculture, Trade and Consumer Protection's (DATCP) website at https://datcp.wi.gov/Pages/Licenses_Permits/HomeBakers.aspx, or contact a DATCP licensing consultant at 608-224-2740.

Sales Permitted

- No more than \$5,000 per year per person
- Retail only (direct from producer to consumer)
- Only at community or social events, flea markets or farmers' markets in Wisconsin

Sales NOT Permitted

- Out of your home
- Wholesale (to be sold later by someone else)
- On consignment
- Via the internet or out of state
- Exempt foods (pickle bill products) sold along with licensed foods



Signs and Labels Required

Sign at the point of sale, stating the following "These canned goods are homemade and not subject to state inspection."

Product labels **must** include:

- Name and address of the person who did the canning
- Date of canning
- Statement: "This product was made in a private home not subject to state licensing or inspection."
- All ingredients in descending order of prominence, including the common name for any ingredient that originates from milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat, soybeans or sesame as these are ingredients that can cause severe allergic reactions in some people, who must be able to recognize when they are present.

Cottage Food Business



- Cottage Food ruling only applies to people baking non TCS foods in their homes.
 - Must only bake and sell Non TCS food items directly to customers
 - Cannot wholesale baked food items
- The ruling does not apply to a commercial kitchen business as they must be licensed.
- If you choose to bake and sell non-TCS foods under the cottage food ruling, you do so at your own risk.
- If you choose to wholesale or process TCS foods that require refrigeration, you will need to be licensed and process in a commercial kitchen.
- Review the DATCP webpage below as it will have the most up to date information.
 - https://datcp.wi.gov/Pages/Licenses_Permits/HomeBakers.aspx



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TCS (time/temperature control for safety)



- Non TCS foods **do not require** hot holding or refrigeration for food safety.
- TCS foods **do require** hot holding or refrigeration for food safety.
 - Examples: homemade buttercream, homemade fruit fillings, meat, rice, egg rolls, etc.
- For more information, please contact Brown County Public Health at (920) 448-6400.



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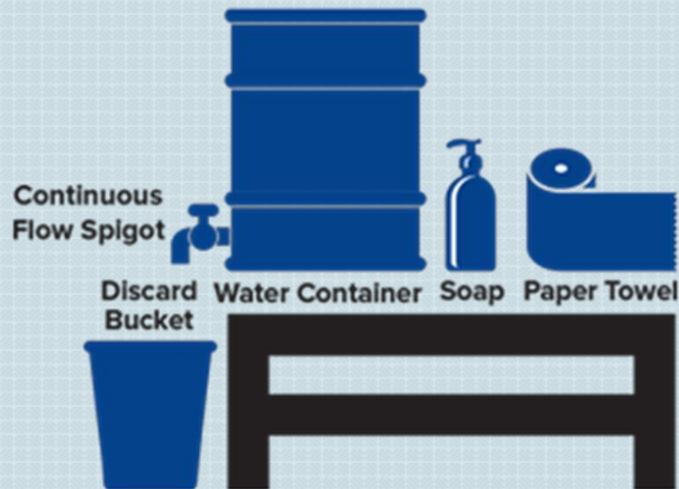
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Handwashing



- Hand washing station

- 5 gallon water container with: spigot, soap, paper towels, garbage can, and catch basin
- Dispose of wastewater properly, not on the ground or in the storm drain.
- Failure to provide handwashing station will result in immediate closure until handwashing is acquired.



-  **1** **Wet** your hands with running water
-  **2** **Lather** your hands with soap
-  **3** **Scrub** your hands for at least 20 seconds
-  **4** **Rinse** your hands with running water
-  **5** **Dry** your hands with a fresh paper towel

Food Source



- Licensed food vendors cannot prepare food at home and then transport it to the market.
- Licensed food vendors cannot store food at home and then transport it to the market.
 - Food must be purchased the day of the event or stored and prepped in a licensed kitchen (additional license required)
- Fresh produce must be washed on site (additional water container required).
- Ice used in beverages and food must be purchased from an approved source.



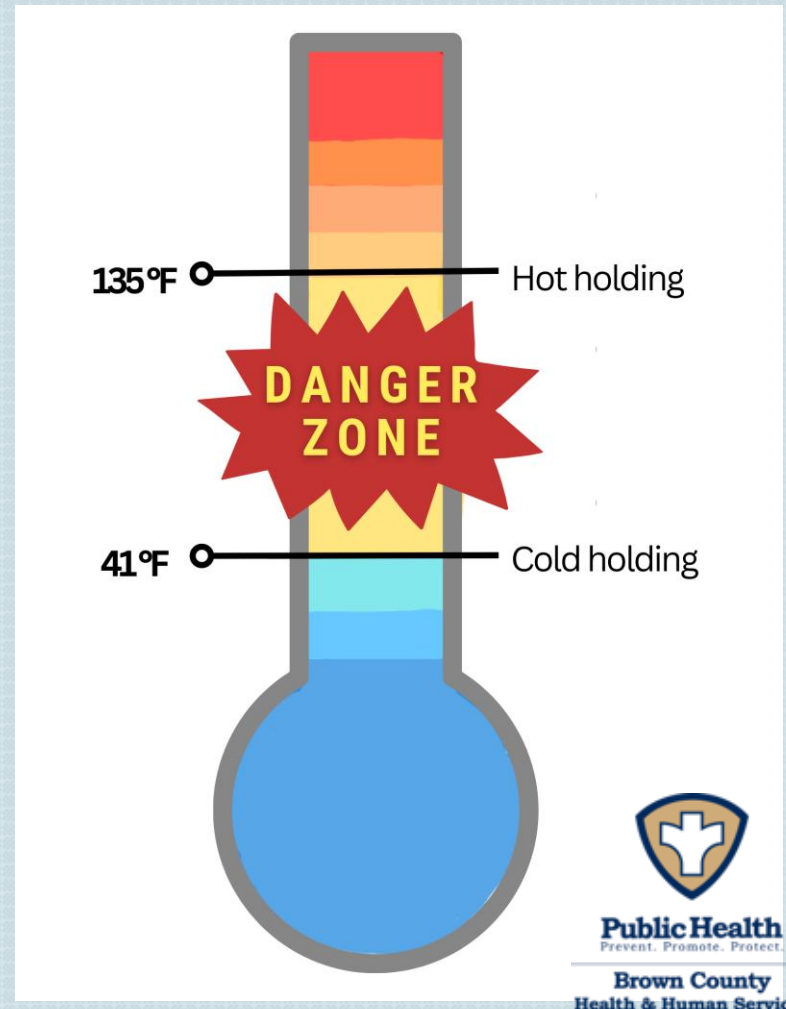
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Holding Foods at Proper Temperatures



- Use a calibrated thermometer
- Cold foods
 - Keep at or below 41°F
 - Make sure coolers have plenty of ice and are drainable (so food is not sitting in melted ice)
- Hot foods
 - Keep at or above 135°F



Cooking Foods at Proper Temperatures

COOKING: Time-Temperature Control for Safety Foods (TCS)

Reaching the proper cooking temperature for a specified time is an important factor in reducing the occurrence of foodborne illness.

- Food from plants, fruit, vegetables, grain (e.g., rice, pasta), and legumes (e.g., beans, refried beans) that will be hot-held for service.

135°

Maintain temperature
for no minimum time

- Roasts of pork, beef, and lamb.
- To slow cook roasts, follow the time-temperature table in the food code.

145°

Maintain 145°F/ 63°C
temperature for 4 minutes

- Seafood, including fish and shellfish.
- Steaks and chops, including pork, beef, veal, and lamb.
- Commercially-raised game animals.
- Shell eggs that will be served immediately.

145°

Maintain 145°F/ 63°C
temperature for 15 seconds

- Ground meat, including beef, pork, seafood, and commercially-raised game animals.
- Injected and mechanically-tenderized meat.
- Ratites, including ostrich and emu.
- Shell eggs that will be hot-held for service.

155°

Maintain 155°F/ 68°C
temperature for 17 seconds

- Poultry, including whole/ground chicken, turkey, or duck.
- Stuffing made with fish, meat, or poultry.
- Stuffed meat, seafood, poultry, or pasta.
- Dishes that include previously cooked TCS ingredients.

165°

Maintain 165°F/74°C
temperature for 15 seconds

Note: If a food is prepared using a non-continuous cooking process, you must cook the food to the cook temperature required for that specific type of food.



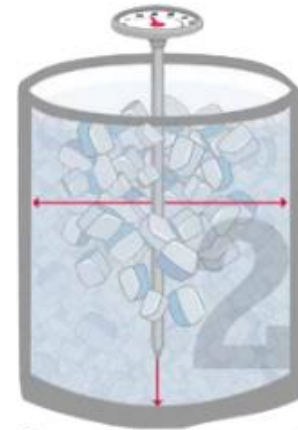
How to Calibrate your Thermometer



- Thermometers should be calibrated regularly to make sure temperatures are correct. The **ice-point method** is the most used method.
- See link below for more information, including the boiling method.



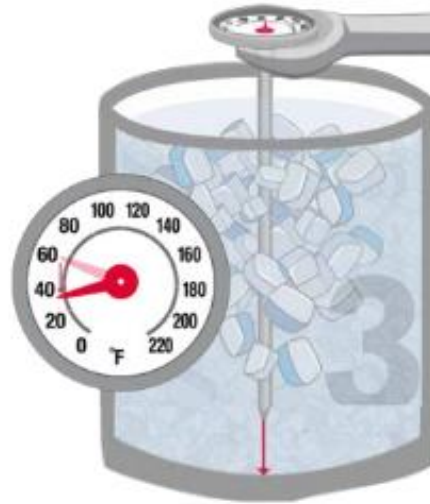
Fill a large container **with crushed ice, and then add clean cold tap water** under container is full. Stir.



Place the thermometer stem/probe into the ice water. **Make sure the thermometer is not touching bottom or sides of the glass.** Hold the thermometer by its top for 30 seconds or until the reading stays steady.

Source: [Thermometer Use Draft 2020 \(wi.gov\)](#)

How to Calibrate your Thermometer



Adjust the thermometer to 32°F (0°C):

- **Dial thermometers:** With the thermometer still in the ice water, use a wrench to securely hold the nut below dial head (the thermometer sleeve may still be equipped with an internal wrench), then rotate the thermometer until the points to 32°F (0°C).
- **Digital thermometers:** With the thermometer still in the ice water, push the reset button and adjust to read 32°F. If there is no reset or calibration button, try changing the battery or replacing the thermometer.

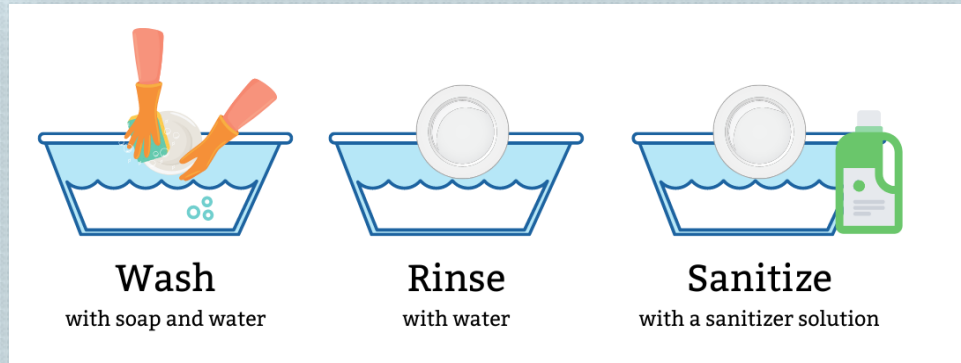
Source: [ThermCalibrationInfographic.pdf \(wi.gov\)](#)

Warewashing



- For washing of equipment and utensils, use three tubs:

1. Wash
2. Rinse
3. Sanitize
4. Air dry



- For sanitizing food contact surfaces:
 - Chlorine bleach or quaternary ammonia
 - Use test strips to measure proper concentration
- For wiping cloths:
 - Keep stored in sanitizer bucket
- For serving utensils and cutting boards:
 - Wash, rinse, and sanitize every 4 hours, OR
 - Switch out dirty utensils with clean utensils every 4 hours, OR
 - Store in food product to keep utensils cold/hot
 - ✦ Be sure that handles do not come in contact with food.



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Sanitizing



Type	Concentration	Temperature	Contact Time
Chlorine (bleach)	100 ppm	55°F-75°F	10 seconds
Quaternary Ammonia (QUAT)	See instructions on label	Minimum 75°F	30 seconds



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Preventing Contamination



- **Employee Hygiene and Cleanliness**

- Wash hands often
- Use hair/beard restraints
- Clothes must be clean
- Personal items such as cell phones must be kept away from food prep areas
- Cover all wounds completely
- No eating, drinking, or tobacco near food prep areas
- No jewelry (except plain wedding bands)

- **Safe food handling**

- Do not use bare hand contact with ready-to-eat foods
- Wear gloves when touching ready-to-eat foods
- Tongs/deli paper can be used in place of gloves
- Change gloves when changing tasks (eg. Handling money/cards, touching raw meat, etc.)

- **More information:**

- [NoBareHandsFactSheet.pdf \(wi.gov\)](#)
- [HandwashingFactSheet.pdf \(wi.gov\)](#)
- [UsingGlovesFactSheet.pdf \(wi.gov\)](#)

Preventing Contamination



- Overhead covering and screened enclosure around food preparation area



Image Source: <https://emd.saccounty.gov/EH/FoodProtect-RetailFood/Pages/CommunityEvents.aspx>

Preventing Contamination



- **Ice scoop**
 - Must be stored without the handle touching ice or on a clean surface

- **Single-service utensils/containers**
 - Store in original container OR in a way that protects utensils from dust, insects, and other contamination

- **Dispensing condiments**
 - Served from individual packages, approved dispensers, or served by employees

- **Dry storage**
 - Food and supplies must be stored 6 inches off of the ground

Food Storage



- Food containers must be covered when not in use.
- Store all food items:
 - In food grade containers (NSF/ANSI) that do not leak OR containers that are disposable
 - Away from toxic or poisonous materials (eg. cleaning supplies)



Employee Health



- Do not work if experiencing symptoms of:
 - Vomiting
 - Diarrhea
 - Jaundice (yellow skin or eyes)
 - Sore throat with fever (strep throat)
 - Infected wound or boil

- Do not work if diagnosed or have had contact with:
 - Norovirus
 - Hepatitis A
 - Salmonella Typhi (typhoid fever)
 - Shigella
 - Shiga toxin-producing E. coli

Questions?



CONTACT INFORMATION: Brown County Public Health

EMAIL: BC_Health@browncountywi.gov

PHONE: (920) 448-6400

WEBSITE: bit.ly/bclicensing



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