

**ILLINOIS DEPARTMENT OF PUBLIC HEALTH**

**FARMERS MARKET FOOD PRODUCT SAMPLING HANDLER CERTIFICATE APPLICATION FORM**

Complete the information below and submit the appropriate required materials and fee.

**Applicant Information**

|                 |       |              |
|-----------------|-------|--------------|
| Full Legal Name |       | Phone Number |
| Street Address  |       |              |
| City            | State | ZIP Code     |
| Email Address   |       |              |

|  |      |
|--|------|
| I acknowledge that I have downloaded, reviewed, and understand the Pre-Opening and Self-Inspection Checklist and Farmers Market Food Product Sampling Handler Guide. |      |
| Signature  | Date |

|   |
|---|
| <b>Applicants Possessing a Valid CFPM</b>   |
| Individuals possessing a valid food protection manager certification shall submit the following:                    |
| <input type="checkbox"/> Completed application form.  |
| <input type="checkbox"/> Copy of Certified Food Protection Manager (CFPM) certificate.                              |
| <input type="checkbox"/> <b>\$10.00</b> certificate fee (non-refundable) via check, money order, or online payment. |

|   |
|---|
| <b>Applicants Who Do Not Possess a Valid CFPM</b>   |
| Individuals who do not possess a valid food protection manager certification shall submit the following:            |
| <input type="checkbox"/> Completed application form.  |
| <input type="checkbox"/> Copy of a valid ANSI accredited or other approved food handler training certificate.       |
| <input type="checkbox"/> Proof of completion of IDPH Farmers Market Food Sampling Handler Training.                 |
| <input type="checkbox"/> <b>\$40.00</b> certificate fee (non-refundable) via check, money order, or online payment. |

**Child Support Declaration**

Under Illinois law, you must select one of the choices below regarding child support and sign the declaration. The Illinois Department of Public Health will be unable to process your application until a completed statement is provided. This information is required of ALL applicants, regardless of whether the applicant has ever been ordered to pay child support. If issues of court-ordered child support do not apply to you, answer "NO." Making a false statement shall subject the applicant to contempt of court {5 ILCS 100/10-65(c)}.

|  |                              |                             |
|--|------------------------------|-----------------------------|
| <b>Are you more than 30 days delinquent in complying with a child support order?</b> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Signature  | Date                         |                             |

**Mail to:** Illinois Department of Public Health  
 Division of Environmental Health  
 Food Program  
 525 W. Jefferson St., 3<sup>rd</sup> Floor  
 Springfield, IL 62761

|                            |                    |
|----------------------------|--------------------|
| <b>Department Use Only</b> |                    |
| Date Received              | Certificate Number |
| Fee Paid \$ _____          |                    |



## **Farmers Market Sampler Certificate Frequently Asked Questions**

### **What are the application requirements?**

***For individuals possessing a valid Certified Food Protection Manager (CFPM) certification, the following must be submitted:***

- A completed IDPH Farmers Market Sampler Application.
- A copy of their Certified Food Protection Manager certification.
- Payment of the \$10 application fee.

Learn more about certified food protection managers here: <https://dph.illinois.gov/topics-services/food-safety/cfpm-fssmc.html>

***For Individuals who do not possess a valid CFPM, the following must be submitted:***

- Evidence of successful completion of a food handler training course.
- A copy of the certificate of completion from IDPH's Farmers Market Food Sampling Handler Training (available on I-TRAIN more information below).
- A completed IDPH Farmers Market Sampler Application.
- Payment of the \$40 application fee.

Learn more about food handler training here: <https://dph.illinois.gov/topics-services/food-safety/food-handler-training.html>

### **Where is the Farmers Market Sampler Application located?**

The application for the Farmers Market Sampler Application is available on page 6 of the IDPH Manufactured Food Application, available at this link:

<https://dph.illinois.gov/content/dam/soi/en/web/idph/files/idph-fdd-manufactured-food-application-0.pdf>.

### **Where can I find the pre-opening and self-inspection checklist and Farmers Market Food Product Sampling Handler Guide?**

These resources are available on the IDPH Farmers Market page, [Farmers Markets \(illinois.gov\)](http://FarmersMarkets.illinois.gov), under publications. These resources, which are also available on I-TRAIN, should be reviewed prior to completing the application.

### **Where can I find the Farmers Market Sampler Training?**

IDPH's Farmers Market Food Sampling Training can be accessed on I-TRAIN linked here:

<https://i.train.org>. Applicants need to set up an account to access the training. The training can be found under course number 1061218. The application, pre-opening checklist, and sampler guide are also available on I-TRAIN. Upon successful completion of the course, a certificate of completion will be available to download or print.

**Can all employees in my business use the same sampling certificate?**

No. The Farmers Market Sampler Certificate is an individual certificate. Each employee involved in preparing samples is required to have a certificate.

**Can I use this certificate to sample food outside of farmers markets?**

No. This certificate is only intended to allow food sampling at farmers markets. You will need to contact the local health department where you would like to sample to learn about requirements for product sampling at other venues.

**Do I need to take the farmers market training again when I renew my certificate?**

No. The training is only required to be completed once but you may take the training again as a refresher. When renewing your certificate, you must include documentation that you completed the training.

**Can I sample another vendor's products?**

You may sample another vendor's products if the product meets the applicable/local requirements to be sold in the jurisdiction (e.g., cottage food registration or farmers market permit).

**Can the local health department inspect me if I have an IDPH sampler certificate?**

Yes. The local health department may inspect a vendor to ensure compliance with sanitation requirements.

**Can the local health department require me to cease sampling?**

Yes. The local health department can cease sampling or sales if there is imminent health hazard or if a product is found to be misbranded, adulterated, or if a product is not in compliance with the permit exemption.



# FARMERS MARKET

## Food Product Sampling Handler Guide

### Proper Handwashing Station

A proper handwashing facility includes clean water, soap, and paper or disposable towels for hand drying. If warm water under pressure is not available, the handwash station must provide gravity fed water. For example, a 5-gallon container with a spigot that can be turned on to allow potable water to flow over one's hands into a waste receiving bucket of equal or larger volume to catch flowing waste water.

Handwashing facilities must be provided if cutting, slicing, dicing fresh fruits or vegetables, and preparing food onsite and/or whenever samples are being served.



### Wash Your Hands



The Centers for Disease Control and Prevention (CDC) notes that handwashing, particularly before and after events, such as food preparation and distribution, is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others.

To begin the process, first turn on the water or open the spigot. It is important to wet your hands with clean, running water (warm or cold). Next apply soap and be sure to turn off the spigot after soap is applied. Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice. Rinse your hands well under clean, running water. Dry your hands using a clean paper or disposable towel. Don't forget to turn off the spigot with a paper towel.

### Time and Temperature

Potentially hazardous foods (also called temperature control for safety (TCS) food items) shall be maintained at 135°F or above or 41°F or below. Additionally, hot food storage units, including electrical equipment, propane stoves, grills, etc., must be able to maintain TCS food items at or above 135°F. An effectively insulated, hard-sided, cleanable container with sufficient ice or other means, including mechanical refrigeration, to maintain TCS food at 41°F or below is approved for the storage of TCS food.



If a thermometer is not available, or you plan on using time in lieu of temperature for samples, the time each sample was sliced/prepared **must** be recorded. **ALL** samples **must** be discarded after **two hours** or within **one hour** if above 90°F ambient temperature. Even if the sampling products are out for less than two hours, the products **must** be discarded at the end of the Farmers Market.





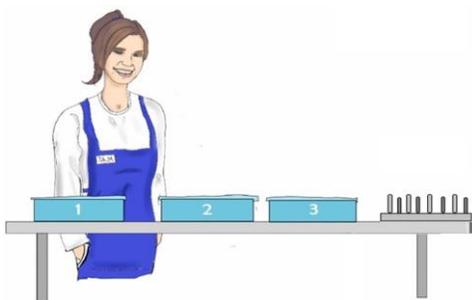
# FARMERS MARKET

## Food Product Sampling Handler Guide

### Cleaning and Sanitizing

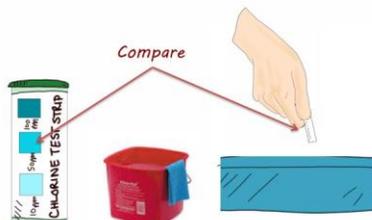
Equipment, food-contact surfaces, and utensils must be cleaned and sanitized when changing from working with raw foods to working with ready to eat foods; between uses with raw fruits and vegetables and TCS food; before using or storing a food temperature measuring device; and, if used with TCS food, cleaned throughout the day at least every four hours; and at any time during the operation when contamination may have occurred.

In the event that you do not bring enough utensils or are displaying food for more than four hours, you are required to set up a ware wash station that uses a three-basin method for the purposes of washing, rinsing, and sanitizing equipment and utensils.



Chlorine bleach or other approved sanitizers must be provided for sanitizing utensils, food contact surfaces, equipment, and wiping cloths. Sanitizers must be used in accordance with the USEPA-registered label use instructions. An approved test kit must be available to accurately measure the concentration of sanitizing solution.

To properly sanitize, immerse the object for at least one minute in a clean solution containing at least 50 parts per million of available chlorine as a hypochlorite and having a temperature of at least 75°F. This equates to 5 tsp. of chlorine solution per every 5 gallons of water. To test the chlorine concentration using a test strip, place the strip in your sanitizing solution. This will either be basin #3 as seen in ware washing or a commonly used sani -bucket used when sanitizing contact surfaces as shown below. Next, as the test strip is activated by the chlorine solution, compare the color that it changes to the color key on the test strip tube. This will indicate the concentration of the sanitizing solution.



Sanitizer test kits can be purchased in multiple places on the internet and locally. If searching on the internet, a simple search for "chlorine sanitizer test strips or kit" should point you in the right direction. If using a wiping cloth intended to be used moist or wiping cloths intended to be air -dried, a mechanical clothes washer and dryer need not be provided.

**Illinois Department of Public Health**

**Division of Environmental Health**

**Pre-Opening and Self-Inspection Checklist for Certified Farmers Market Food Product Samplers**

This checklist can be used to assist in conducting a self-inspection of your stand before preparing or sampling foods. If you are missing an item on this checklist, **DO NOT BEGIN PREPARING OR SAMPLING FOODS**, until corrected.

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Handwashing station including a warm water container with a free-flowing spigot (no push button) and a bucket of equal or larger size to catch the wastewater. Ensure hand soap, paper towels, and a waste receptacle are provided.                   |
| <input type="checkbox"/> | An effective means to maintain cold food temperatures below 41°F and frozen foods below 32°F. As an alternative to mechanical refrigeration, use an effectively insulated hard-sided, cleanable container with sufficient ice or other cooling means. |
| <input type="checkbox"/> | Four separate sinks, pails, or basins -- three for washing, rinsing, and sanitizing utensils and equipment, and one for sanitizer wiping cloths.  |
| <input type="checkbox"/> | Sufficient potable water for food preparation, ware washing, and handwashing. Hoses used to obtain potable water must be food grade.  |
| <input type="checkbox"/> | Dishwashing soap and sanitizer (bleach, iodine, or quaternary ammonia). Sanitizers shall be USEPA-registered and used in accordance with label use instructions.  |
| <input type="checkbox"/> | An approved and appropriate test kit, such as test strips, to test sanitizer concentrations.  |
| <input type="checkbox"/> | A metal-stemmed thermometer (not glass) accurate to +/- 2°F to 220°F for checking food temperatures.  |
| <input type="checkbox"/> | Equipment, utensils, etc., in good condition (no chips, pitting, rust, etc.). Equipment to be cleaned and sanitized before preparing samples.   |
| <input type="checkbox"/> | Single service articles, including plastic forks, spoons, or plates, available for consumers.   |
| <input type="checkbox"/> | Utensils (e.g., deli tissue, tongs, etc.) or single-use (disposable) gloves to avoid bare hand contact with ready-to-eat foods. <b>Latex gloves should not be used to prepare food and/or handle food.</b>  |
| <input type="checkbox"/> | Food, utensils, single-service articles (e.g., plastic forks, plates, etc.) and food equipment stored at least 6 inches above the ground on pallets, tables, or shelves.  |
| <input type="checkbox"/> | Fresh fruits and vegetables selected for quality and washed before cutting and distributing as samples. Prepared and held separately from raw meats, poultry, and seafood.  |
| <input type="checkbox"/> | Sufficient (durable and easily cleanable) garbage containers (including dumpsters with lids) to hold garbage and refuse that accumulates. Containers to be covered when not in use or filled.   |
| <input type="checkbox"/> | Food stand constructed to prevent contamination of food and facilitate cleaning of the food preparation area (e.g., smooth, durable, and easily cleanable).   |
| <input type="checkbox"/> | Toxic or poisonous materials stored in a separate area away from food and food preparation areas.   |
| <input type="checkbox"/> | Hair restraints available and used by employees handling food so hair is covered and contained.   |

**Additional Considerations for Food Safety:** Any potentially hazardous food held or stored between 41°F and 135°F must be destroyed. If you plan on using time in lieu of temperature for samples, the time each sample was sliced/prepared must be recorded. **Samples must be discarded after two hours or within one hour if above 90°F ambient temperature. Samples should be discarded at the end of the farmers market.**

If you have questions or concerns about product sampling, contact the IDPH Food Program at [DPH.Food@illinois.gov](mailto:DPH.Food@illinois.gov).