

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION

ENVIRONMENTAL HEALTH & SAFETY

FOOD OPERATION APPLICATION

Food Vendor • Temporary Event • Mobile Food Unit • Kitchen / Commissary • Domestic Kitchen

Use this application to give EHS one complete picture of where food is prepared, where it will be sold or served, what permits already exist, and who has authorized use of each location. EHS will determine which permits, inspections, or additional plan-review materials apply to the proposed operation.

SECTION 1 - APPLICATION TYPE

☐ New operation ☐ Renewal ☐ Change of owner ☐ Change of menu ☐ Change/add location ☐ Temporary event

☐ Food vendor / booth ☐ Mobile food unit / food truck ☐ Caterer ☐ Commercial kitchen / commissary ☐ Domestic / home kitchen ☐ Other: _____

Date of Application _____

SECTION 2 - APPLICANT AND BUSINESS INFORMATION

Business / Vendor Name _____

Owner / Operator Name _____

Mailing Address _____

City / State / ZIP _____

Phone _____

Email _____

Emergency Contact Name _____

Emergency Contact Phone _____

SECTION 3 - PROPOSED OPERATION AND LOCATION(S)

List every location where you plan to sell, serve, park a mobile unit, cater, or otherwise conduct food business. A separate authorization may be required for each location.

☐ CTUIR facility/property ☐ CTUIR enterprise/place of business (example: Wildhorse) ☐ Private property ☐ Public property ☐ Event site ☐ Mobile route / multiple locations ☐ Other

Business / Event / Site Name	Physical Address / Exact Location	Dates & Hours	Property / Facility Type

Event name (if applicable) _____

Event coordinator / contact and phone _____

☐ One-time event ☐ Seasonal ☐ Annual / recurring ☐ Year-round ☐ Multiple locations / route

SECTION 4 - PROPERTY / FACILITY / MANAGEMENT AUTHORIZATION

EHS approval does not grant permission to use property. The property owner, facility manager, event coordinator, or authorized management representative must approve the proposed vending/service location. Attach additional authorization pages if more than two locations are proposed.

Location 1 Authorization

Location / Facility Name _____

Physical Address _____

Property Owner / Facility / Management Representative _____

Title / Organization _____

Phone / Email _____

Authorized Representative Signature _____

Date _____

☐ I authorize this vendor to operate at this location as described in this application.

Location 2 Authorization

Location / Facility Name _____

Physical Address _____

Property Owner / Facility / Management Representative _____

Title / Organization _____

Phone / Email _____

Authorized Representative Signature _____

Date _____

☐ I authorize this vendor to operate at this location as described in this application.

SECTION 5 - WHERE IS THE FOOD BEING PREPARED?

Identify every location where food will be washed, cut, mixed, cooked, cooled, reheated, packaged, stored, or otherwise prepared before sale or service.

☐ On-site at vending location ☐ Inside mobile food unit ☐ CTUIR-permitted kitchen ☐ Commercial kitchen / commissary ☐ Domestic / home kitchen ☐ Other jurisdiction permitted kitchen ☐ No preparation - prepackaged/intact food only

Kitchen / Commissary / Facility Name _____

Physical Address Where Food Is Prepared _____

Owner / Operator of Kitchen _____

Phone / Email _____

☐ Kitchen is owned/operated by applicant ☐ Kitchen is shared/rented/borrowed - attach written authorization

If additional preparation locations are used, list or attach _____

SECTION 6 - KITCHEN / FOOD FACILITY PERMIT STATUS

☐ Currently permitted by CTUIR EHS ☐ Currently permitted by another jurisdiction ☐ Currently permitted by state/county/local health authority ☐ Not currently permitted ☐ Unsure

Permit / License Number _____

Permit Type _____

Permit Expiration Date _____

☐ Copy of current permit/license attached - REQUIRED if issued by CTUIR or another jurisdiction ☐ Permit is currently valid ☐ Permit is expired / pending renewal

☐ Kitchen / food facility is currently inspected and approved for food preparation ☐ Not currently inspected/approved
☐ Unsure

SECTION 7 - DOMESTIC / HOME KITCHEN

Complete this section if any food is prepared in a residence or domestic kitchen. CTUIR EHS will inspect the domestic/home kitchen as part of the approval process to verify that applicable food safety and facility requirements are met. EHS has information and guidance available to help applicants understand and meet the domestic kitchen requirements before the inspection.

☐ Not applicable - no food prepared in a home ☐ Applicant is requesting CTUIR Domestic Kitchen Certification ☐ Domestic kitchen is already certified / permitted

Domestic Kitchen Address _____

Certification / Permit Number _____

Expiration Date _____

☐ Copy of certification/permit attached ☐ Private well serves kitchen ☐ Public/community water serves kitchen

☐ Private well lab results attached (if applicable) ☐ Product labels attached (if applicable) ☐ Laboratory product testing attached when required

Domestic Kitchen Product Categories - check all proposed products:

☐ Baked goods without cream/custard/meat fillings ☐ Flat icing/buttercream without eggs, cream, or cream cheese ☐ Candy / brittle / toffee ☐ Granola / cereal / trail mixes

☐ Candied apples ☐ Herb blends / dried mole paste ☐ Chocolate-covered nonperishable foods ☐ Honey / sweet sorghum syrup ☐ Confections / fudge / marshmallow bars

☐ Jams / jellies / preserves / fruit butter meeting applicable standard ☐ Cotton candy ☐ Marshmallows without eggs

☐ Dried fruit ☐ Nut mixes / nut butters ☐ Dried pasta

☐ Popcorn / popcorn balls ☐ Dry baking mixes ☐ Roasted coffee / dried tea ☐ Dried/dehydrated vegetables ☐ Seasoning salt ☐ Dried vegetarian soup mixes

☐ Vegetable / potato chips ☐ Dried grain mixes ☐ Vinegar / mustard ☐ Fruit pies / fruit empanadas / fruit tamales

☐ Waffle cones / pizzelles ☐ Ground chocolate ☐ Fried or baked donuts / waffles

Any proposed product not listed above - identify product and attach required supporting testing if applicable:

Labeling method / attach sample labels for each product _____

SECTION 8 - MOBILE FOOD UNIT / FOOD TRUCK

If a mobile food unit, food truck, trailer, or cart will be used, complete the basic information below. A separate CTUIR Mobile Unit Plan Review Application is also required and must be submitted to EHS for review. This application does not replace the Mobile Unit Plan Review Application.

☐ Not applicable ☐ Mobile food unit ☐ Food truck ☐ Trailer ☐ Cart / push unit ☐ Other: _____

Unit Business Name _____

Make / Model / Year _____

License Plate / VIN / Unit ID _____

Current Mobile Unit Permit / License Number (if any) _____

Issuing Jurisdiction / Agency _____

Base of Operation / Commissary Name _____

Base / Commissary Physical Address _____

☐ Currently licensed/permitted ☐ Not currently licensed/permitted ☐ Operates at one location ☐ Operates at multiple locations / route

☐ Mobile Unit Plan Review Application attached ☐ Mobile Unit Plan Review Application will be submitted separately

Mobile unit preparation: ☐ Food prepared entirely on unit ☐ Food prepared at approved commissary/base ☐ Both

Primary Operating Location(s) / Route _____

Menu: ☐ Included in Section 10 ☐ Complete menu attached

NOTE: Mobile food units require the separate CTUIR Mobile Unit Plan Review Application. EHS may require floor plans, equipment specifications, plumbing/water/wastewater information, commissary information, and other unit-specific details through that separate review.

SECTION 9 - FOOD HANDLER CARDS / PERSON IN CHARGE

☐ Owner/operator has current Food Handler Card ☐ All food employees have current Food Handler Cards ☐ Cards are not yet complete

Person in Charge (PIC) _____

PIC Food Handler Card Expiration _____

☐ Copies attached ☐ Cards will be available on site during operation

Food Employee Name	Food Handler Card / Certificate #	Expiration Date	Copy Attached

SECTION 10 - MENU, FOOD SOURCES, AND PREPARATION

List every food or beverage offered. Identify the approved source and where each item is prepared. Attach a complete menu or additional pages when needed.

Food / Beverage Item	Source / Supplier	Preparation Location	Advance Prep?	Cooking / Cooling / Reheating / Service Method

☐ Domestic kitchen certification ☐ Product labels ☐ Private well water lab results ☐ Product laboratory results when required ☐ Business license if applicable

SECTION 12 - FEES

Temporary vendor fees shown in the current CTUIR vendor application: one-day event - \$35.00; two or more days - \$50.00. EHS will confirm the applicable permit type and fee before issuance.

Fee Paid / Enclosed _____

Receipt / Payment Reference _____

SECTION 13 - APPLICANT CERTIFICATION

I certify that the information provided in this application and attachments is true and complete. I understand that approval is specific to the menu, preparation location(s), vending/service location(s), dates, and conditions approved by CTUIR EHS. I agree to comply with applicable CTUIR Environmental Health & Safety requirements and applicable federal, Tribal, state, county, or local requirements. I understand that changes to the menu, food preparation location, mobile unit, or operating location may require EHS review before the change is made.

Applicant Printed Name _____

Applicant Signature _____

Date _____

SECTION 14 - EHS / CTUIR USE ONLY

☐ Application complete ☐ Additional information required ☐ Inspection required ☐ Plan review required ☐ Property authorization verified

☐ Approved ☐ Approved with Conditions ☐ Denied ☐ Pending

Permit Type _____

Permit Number _____

Approved Location(s) _____

Approved Preparation Kitchen / Commissary _____

Effective Date _____

Expiration Date _____

Inspector / Reviewer _____

Inspection Date _____

Conditions / Comments:

EHS Signature _____

Date _____