



# Division of Environmental Health

403 S 7<sup>th</sup> Street, Rm 248, Denton, MD 21629

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## Excluded Organization Event Notification Form

In accordance with the Code of Maryland Regulations 10.15.03.26E(1), *when an unlicensed, excluded organization plans a single event to prepare or serve potentially hazardous food to **200 or more individuals from the public**, written notification is provided to the local health department not less than 30 days before the scheduled event.*

1. Name of Excluded Organization: \_\_\_\_\_

2. Date, place, and time of event: \_\_\_\_\_

3. Contact name, address, and phone number for a responsible person in charge:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Estimated number of individuals to be served: \_\_\_\_\_

5. Please complete the table below:

Menu or list of food to be served*	Source of potentially hazardous food (ex: Wal-Mart, Food Lion, Sysco, etc.)	List of foods prepared more than 12 hours in advance (if applicable)

\*You may continue on a separate page if needed or provide a copy of the full menu along with the completed notification form

6. If food is to be prepared off-premises, please provide the name of the facility to be used:  
 \_\_\_\_\_

7. If food is to be prepared off-premises, please provide procedures for transporting food to the location of the event:  
 \_\_\_\_\_

8. If the excluded organization's facility is not serviced by a public water supply, a water sample may be required from this office to test for bacteriological contaminants and nitrates.