



ST. MARY'S COUNTY  
HEALTH DEPARTMENT

Meenakshi G. Brewster, MD, MPH - Health Officer

Administration, Records & Health Services: 301 – 475 – 4330

Environmental Health: 301 – 475 – 4321

Email: [smchd.env@maryland.gov](mailto:smchd.env@maryland.gov)

Medical Assistance Transportation: 301 – 475 – 4296

Maryland Relay Service: 1 – 800 – 735 – 2258

MEMORANDUM TO: All Food Service Non-Profit Excluded Organizations  
FROM: Heather Moritz, Environmental Health Director  
SUBJECT: Food Service Annual Operating License

If you are an Excluded Organization such as:

- A bona fide nonprofit fraternal, civic, war veterans', religious, or charitable organization or corporation that does not serve food to the public more often than 4 days per week, except that once a year an organization may serve food to the public for up to 30 consecutive days; or
- A volunteer fire company that does not serve food to the public more often than 4 days per week, except that once a year a volunteer fire company may serve food to the public for up to 30 consecutive days.

You are **not** required to hold a Health Department annual operating license. However, the following guidelines must be followed:

Pursuant to Health-General Article, §21-304(a)(2), Annotated Code of Maryland, an excluded organization shall make a one-time non-rescindable decision:

(1) To operate **with** a license and operate in full compliance with Maryland's food safety regulations; or

(2) To operate **without** a license and operate in compliance with Maryland's food safety regulations which establish the minimum requirements to ensure food safety.

And, when an **unlicensed** excluded organization plans a single event to prepare or serve potentially hazardous food to 200 or more individuals from the public:

- (1) Written notification of the event is submitted to the approving authority not less than 30 days before the scheduled event.
- (2) Written notice must be submitted via the St. Mary's County Temporary Food Service Application.

When an **unlicensed** excluded organization that is a volunteer fire company plans to serve food to the public for up to 30 consecutive days:

- (1) Written notification of the event is submitted to the approving authority not less than 30 days before the scheduled event.
- (2) Written notice must be submitted via the St. Mary's County Temporary Food Service Application.

If your facility meets the definition of an excluded organization, please contact Mark Morris at **301-475-4321** to discuss your options.