

APPALACHIAN DISTRICT HEALTH DEPARTMENT

Alleghany County

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APPLICATION INSTRUCTIONS FOR A TEMPORARY FOOD ESTABLISHMENT PERMIT

1. Enter the name of the event where the TFE (temporary food establishment) will be operating.
2. Indicate the location of the event.
3. Indicate the dates and times the TFE will be set up so that an Inspector can issue the permit.
***No food preparation may occur until permit issued.**
4. Indicate dates and times of operation.
5. Indicate the name of the business or organization that will be running the TFE.
6. Indicate the name of the person completing the application.
7. Indicate the mailing address for the person completing the application.
8. Indicate telephone numbers for contacting the applicant between 8 AM and 5PM and an alternate number.
Indicate email of contact person .
9. Indicate whether or not a permit will be required for the operation. In order to be exempt from permitting (indicate a "YES" answer on the application), you must meet one of the following sets of conditions:
 - Either be exempt from paying North Carolina or federal income taxes, not have operated or plan to operate a food service facility of any type anywhere in the state of North Carolina during the month the event is scheduled, and plan to operate for 2 consecutive days or less. **If you are claiming this exemption, you must submit a letter from the North Carolina Department of Revenue or the Internal Revenue Service indicating you are exempt from paying income taxes.**
 - Be raising funds for a political candidate or committee as defined in NCGS 163-278.6(14) and not have operated or plan to operate a food service facility of any type anywhere in the state of North Carolina during the month the event is scheduled.
If you are claiming this exemption, you must submit a letter from the political candidate or a recognized political action committee authorizing you to raise funds on behalf of the candidate.
 - Be a nutrition program for the elderly that is administered by the Division of Aging of the North Carolina Department of Health and Human Services and prepare and serve food or drink on the premises where the program is located no more frequently than one day each month.
If one of the three exemptions apply to you, you should answer "YES" to question 8. While we recommend you continue and complete the remainder of the application, you are not required to do so. If none of the exemptions apply, you must answer "NO" to question 8 and complete the entire application. **A \$75.00 fee must be submitted when returning application.**
10. If some or all of the food will be prepared prior to the event, indicate the name and address of the approved permitted facility where preparation will occur, and indicate the date(s) and time(s) food will be prepared. Also indicate the name of the person authorizing you to use the facility and provide a contact number. An inspection of the facility may be required prior to approving your application. This kitchen must be approved by the Appalachian District Health Department prior to use.
11. Indicate the distance food will be transported to the site and the amount of time the trip will take.
12. Indicate how foods will be maintained at proper temperatures during transport to the event site.
13. Describe the equipment that will be used to ensure foods are maintained at 45°F or below or 135°F or above. Also indicate the equipment that will be used for cooking food.
14. Indicate if any items will be cooled down or reheated. Prior approval must be obtained from Health Dept.
15. Indicate if any meats, fish, shellfish, or eggs will be served raw or undercooked. If yes, a Consumer Advisory must be provided that meets Chapter 3-603.11 of the **NC Food Code****.
16. Indicate if facility has items that require date marking as defined in Chapter 3-501.17 of **NC Food Code****.
17. Indicate how facility will comply with the Employee Health Policy requirement as defined in Chapter 2-201 of the **NC Food Code****. The Health Dept can provide you with a sample policy for your convenience.
18. Indicate how facility will comply with the no bare hand contact of ready to eat foods.

****The NC Food Code Manual can be accessed at:**

<http://www.deh.enr.state.nc.us/food/docs/NC-FoodCodeManual-2009-FINAL.pdf>

19. Indicate the type of equipment that will be provided for hand washing. If you specify "Other" specify the equipment to be used. If you are using a gravity system, you should plan on providing the following:
 - A minimum 2 gallons of water at a temperature of 90-110°F in an insulated container with a **free-flowing** spigot
 - A container for catching the wastewater
 - Hand soap in a pump dispenser
 - Paper towels
20. Indicate the source of ice that will be used.
21. Indicate the water source. All water must be either from a municipal source or from a private source tested by Health Dept.
22. Indicate if produce will be washed. If yes, a separate food prep sink must be required.
23. Indicate if 3 basins for washing, rinsing, and sanitizing will be provided (this is a requirement).
Please note that a single vat utensil sink is no longer required.
The temperature in the wash basin must be at least 110F. Drainboards or space for air drying must be provided.
Indicate the type of sanitizer that will be used: chlorine, quaternary ammonia, or other.
24. Indicate how and where waste water will be held and disposed of during the event. **Wastewater shall not be dumped onto ground, down storm drains, or into waterways.**
***All wastewater hoses and containers must be labeled.**
25. Indicate what type of barrier will be used to shield food or food contact surfaces from contamination by the public.
26. Indicate if all areas will have an overhead covering where food is prepared and stored or utensils are washed and stored. ***In the past, utensil washing areas were not required to have overhead covering but must now be protected.**
27. Indicate if all lighting is shatterproof or shielded (this is a requirement).
28. Indicate what type of ground covering will be used to control dust or dirt if there is no asphalt, concrete, or grass already present.
29. Indicate the means of garbage disposal.
30. Complete a menu on the following page. Be sure to include all items. Failure to do so may result in an item not being allowed to be served. Be prepared to show invoices and receipts at the event.
31. Sketch a layout of the food booth including utensil washing area, handwash station(s), prep areas, equipment, tables, barriers, etc. **Note an example lay-out is provided for your information on Page 5. You should use this only as a guide unless you will actually be setting your stand up in this manner. Your actual setup will be checked against the diagram you submit. Deviations from the approved setup provided to us may delay or prevent your receiving a permit to operate.**
32. Provide an equipment list. Include all refrigeration, coolers, freezers, hot holding units, cooking equipment, sinks, etc.

- **Applications must be submitted at least 15 days prior to the Event. No applications submitted after the 15 day deadline will be accepted and permits will not be issued. Applications must be complete.**
- **Submit a \$75 fee payable to the Appalachian District Health Department along with application unless the establishment is exempt (see #9).**

Temporary Food Establishments

Water & Utilities

1. The organizer/ sponsor must provide water and electrical hookups for food vendors.
2. Wastewater & grease must be disposed of properly. **No disposing of grease and wastewater into storm drains, onto ground, or into waterways. Wastewater containers and hoses must be labeled.** Grease receptacles should be provided at central sites. Contact the organizer/ sponsor for these locations.
3. A food grade hose and backflow protection is required for water connections under pressure. **No disposing of grease and wastewater into storm drains, onto ground, or into waterways.**

*Be sure to check with all other inspection entities (such as Fire Marshals) to ensure compliance with all necessary regulations.

Food

1. All foods must be obtained from approved sources. Hamburgers, hot dogs, sausages, chicken skewers must be obtained from approved commercial source in its final form ready to be cooked.
2. **Any foods requiring preparation prior to the event must be prepared in a kitchen that has been pre-approved by the Health Department.**
3. **DO NOT PREP FOOD BEFORE RECEIVING A PERMIT; any food pre-prepped will be discarded.**
4. Salads such as potato, chicken, ham, or tuna salad cannot be prepared in a TFE with ingredients that have been cooked & cooled.
5. Once food is received by a vendor, the food must be kept protected from any type of contamination. These foods must be maintained hot (above 135°F) or cold (below 45°F) at all times. This includes during transportation to the site, and before and/or after cooking. Participants must have refrigeration and heating equipment capable of maintaining these temperature requirements.
6. Pre-cooked foods that have been cooled which require re-heating must be heated rapidly to 165°F and then maintained at 135°F. **Prior approval is required for cooling and reheating food.**
7. Food shall NOT be placed onto ground.
8. If produce is washed, a separate food prep sink must be provided.

Personal Hygiene

1. Participants must wear clean appropriate clothing (shirts, shoes) and hair restraints. Jewelry should be kept to a minimum- no watches/bracelets and only a plain-band ring.
2. No person who has a contagious or infectious disease, wound or boil will be allowed to work in a food booth. **An employee health policy is required.** A sample policy can be provided to you by Health Dept.
3. Persons involved in food sales, handling money and customer contact duties should not be involved in food preparation unless they first wash their hands.
4. Proper hand washing must be completed after smoking, eating, visiting toilet facilities, sneezing, touching skin/face, etc., before returning to food preparation or handling clean utensils.
5. Gloves are required for handling ready to eat foods.
6. No smoking or tobacco use will be allowed inside food booths.

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TEMPORARY FOOD ESTABLISHMENT CHECKLIST

The following checklist must be completed in order to receive a permit:

- Submit **Temporary Food Establishment Application and \$75 fee** at least 15 **days** prior to the event.
- Thoroughly clean and sanitize all utensils and equipment.
- Provide sanitizer made with regular bleach (*not scented or bleach for HE machines*) mixed with water to make a 50 ppm solution (approx 1 tsp per quart spray bottle) or other approved sanitizer (quaternary ammonium 200ppm).
- Test strips must be provided (chlorine strips for bleach, etc, depends on sanitizer used).
- A metal stem food thermometer (for taking food temperatures) is needed. The scale of the thermometer should indicate the range of 0-220F. Also refrigerators/ freezers used must have accurate thermometers.
- Water under pressure . Food grade hoses and proper backflow protection (threaded nozzle) are needed on water connections.
- Three basins for washing, rinsing, and sanitizing and drainboard/counter space is required. Water in wash basin must be at least 110F.
- A separate hand washing sink with antibacterial soap/ paper towels and proper wastewater disposal is needed (Water cooler or beverage cambro with free-flowing dispensing valve filled with warm water and catch basin/ bucket **may** be used at **certain events** for hand washing).
- Gloves or other means (i.e. utensils with handles) must be provided to prevent bare hand contact with ready to eat foods.
- Hair restraints for all participants in food booth (baseball hat, hairnet, etc.). No jewelry (watches, bracelets) on arms/hands except a plain-band ring.
- Proper employee drink containers (cup with lid and straw) must be used and stored below or away from any food prep/storage areas or clean utensils.
- Provide Employee Health Policy. Have employees/volunteers read the policy and make a log sheet for them to sign that they've read the policy. Retain these in your records for a recommended period of 90 days.
- Coolers used to store refrigerated foods must have drainage ports.
- If using refrigerators, units must be approx 41F ambient temp. Turn these on in advance of receiving permit.
- Provide receipts for all foods.
- Provide a food preparation sink IF produce is washed.
- Approved & adequate supply of ice. Consumption ice (for drinks) should be kept in separate cooler/ bin from ice used from any other purpose. Ice scoops are required when dispensing ice to customers, etc. Keep handles of scoops out of ice.
- Food stored off the ground. Foods must be kept protected from insects, dust, etc.
- All food handling and cooking must be done in a protected area (approved overhead coverage is required except when prohibited by Fire Marshal). Also, utensil washing/storage areas must be under overhead coverage.
- Open displays of food (grills, fryers, hot holding areas, ice bins) areas must be protected from contamination by sneeze guards, or other barriers.
- Dispensers for condiments (squeeze bottles, pre-packed, etc.).
- Appropriate method to keep out flies, insects and pests (this can be done with fans, screens and covers over food).
- Label all wastewater containers or hoses.
- Label all toxic materials.
- Provide shatterproof or shielded lighting.
- Provide garbage can with a lid.
- Provide a ground covering (tarps, mats, indoor/outdoor carpeting, etc) in absence of asphalt/concrete or grass.

****This checklist is for your information and not required to be returned to Health Department****

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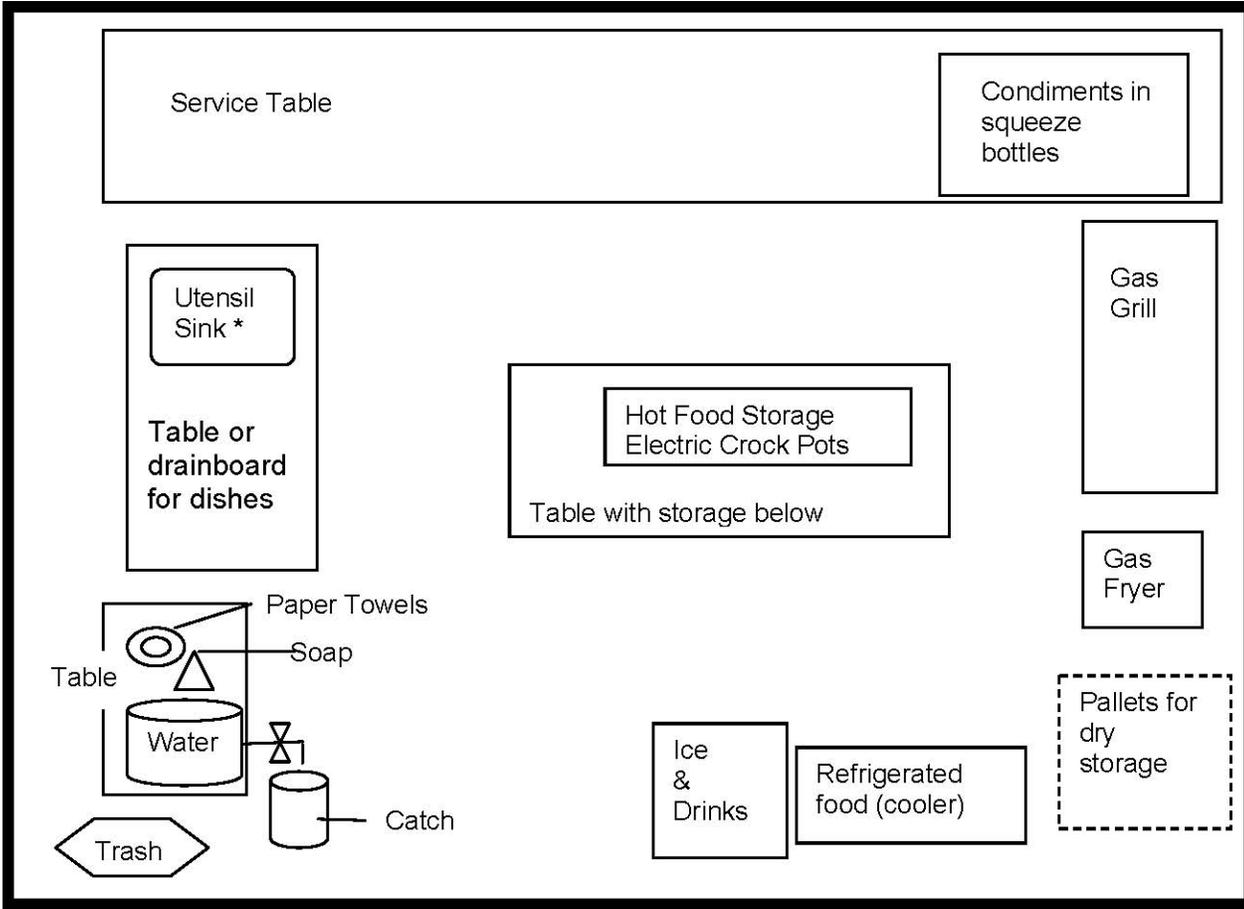
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EXAMPLE LAYOUT

All food preparation is to take place in an area that is clean and protected by an overhead covering. Cooking and serving equipment is to be positioned so that the food is not exposed to the public otherwise shields or sneezeguards must be provided.

FRONT (Customer Service Area)

10' x 10' Tent



*Water heater is under sink. If no water heater available, water may be boiled.

Sample Food Preparation Sink for Produce Washing



Temporary Handwash Station

