

# Temporary Food Establishment Vendor Application

Date Received

Contact Name

Best Contact Number

Submit the completed Temporary Food Establishment (TFE) Vendor Applications to the event coordinator for the event applying for. Individual applications will not be accepted unless previous arrangements have been made with Robeson County Environmental Health (RCEH). **Both the TFE application(s) and the required fee(s) (\$75 for each proposed permit) must be received by RCEH at least fifteen (15) calendar days prior to the event, or the application shall be denied.** Contact the event coordinator for specific deadlines required to meet the fifteen (15) calendar day deadline. This application process is required by the North Carolina Rules Governing the Food Protection and Sanitation of Food Establishments 15A NCAC 18A .2600; therefore, any application and/or fee received after the permit deadline shall be denied with no exceptions. Vendors who serve only ice cream, funnel cake, coffee, popcorn, or other exempt items do not need this permit. Please call this department at 910-272-6567 if you are uncertain if a permit is needed.

\*\*\*All signature boxes must be signed for the application to be complete.\*\*\*

Event Name:

Event Location: (Street) (City) (Zip)

Event Dates: To: Hours: To: Est. time of set up completion:

Booth Name: Owner/Operator Name:

Owner/Operator Address: (Street#) (City) (State) (Zip)

Phone Number: Email:

Name/Location of event worked immediately prior to this event:

1) Do you have an employee health policy **as required**? Yes:  No:  Permit cannot be issued without signed copies for all food employees.

No:

2) Will any food or drink be prepared at a food service establishment (FSE) prior to this event? This includes washing vegetables, marinating meat, or cooking completed at a FSE. Yes:  All food must be prepared in an approved FSE, not a home kitchen. Must include a letter from the FSE owner/operator listing what they will prepare for you, contact information, and a copy the of last inspection by the local health authority. If this FSE is out of state please call HCEH before completing this application.

3) Approval, prior to the event, from Hoke County Environmental Health is required for any potentially hazardous foods (PHF) that are heated, cooled and re-served on subsequent days. This includes foods like turkey legs, chili, nacho cheese, BBQ, etc. This is not typically allowed but may be considered on a case by case basis.

Wish to cool/reheat food. Must have commercial refrigeration and submit detailed cooling plans. Contact [corey.lawson@hth.co.robeson.nc.us](mailto:corey.lawson@hth.co.robeson.nc.us) to discuss approval of your cooling plan.

All remaining PHF that has been heated will be discarded at the end of each day. Signature required:

4) If fresh produce is used how will it be handled? Produce includes potatoes, tomatoes, lemons, onions, etc.  Purchase prewashed produce.  Vendor will provide a produce sink.  Washed at approved FSE (see question 2)

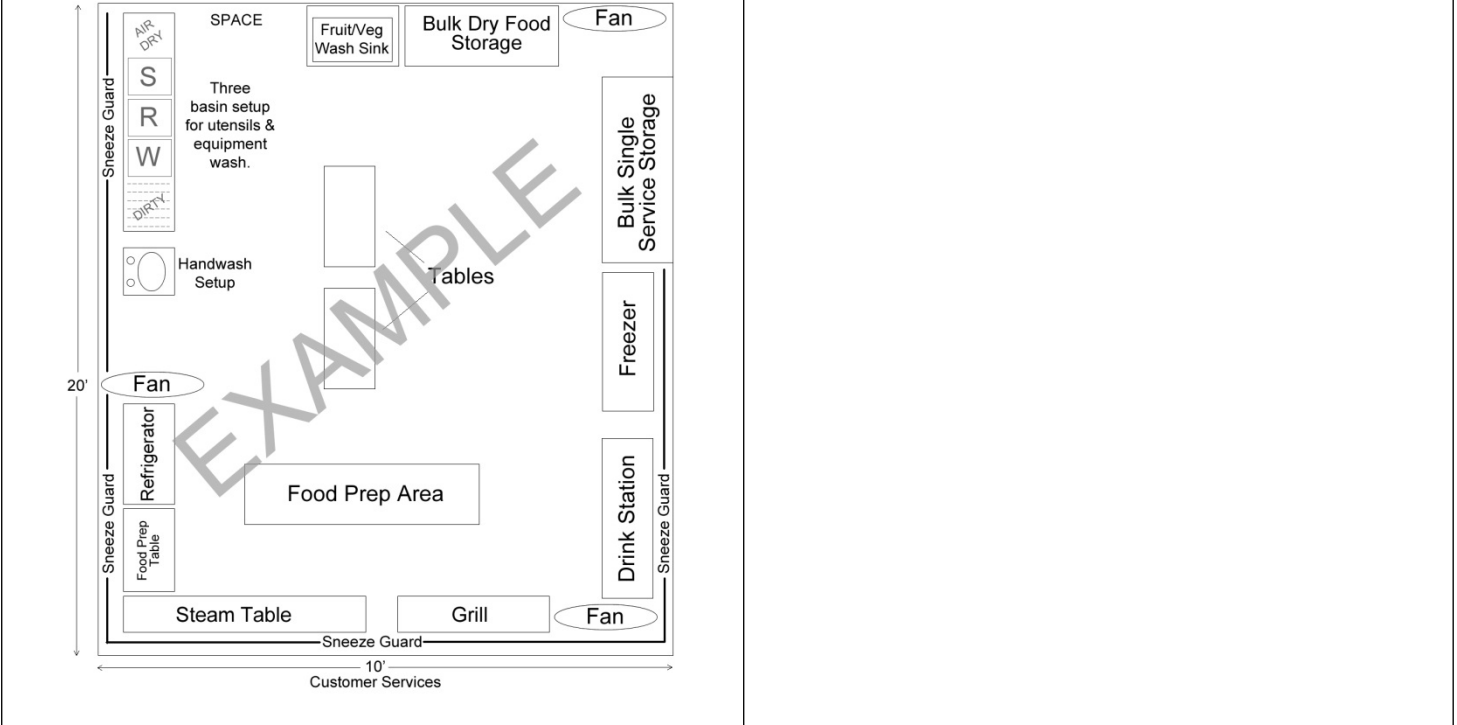
5) Will any animal food items such as beef, eggs, fish, shellfish, and poultry be offered raw or under cooked?  Yes \*\* Consumer advisory required– list items:  No



14) Flooring in food service/storage areas check all that apply:	<input type="checkbox"/> Grease mats under fryers	<input type="checkbox"/> Asphalt or Concrete	<input type="checkbox"/> Matting, tarps, tile or similar non-absorbent material
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15) Lighting in food service/storage areas (for night operations)	<input type="checkbox"/> Shielded bulbs	<input type="checkbox"/> Shatterproof bulbs
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16) Equipment Layout: Draw or attach a diagram showing the food booth set up. Drawing must show front service area, sneeze guards, handwashing station, utensil wash set up with air drying space, produce washing (if applicable), cooking equipment, refrigeration, hot/cold holding equipment, preparation areas, fan placement (if applicable), etc.  
 \*\*\*\*\*Applications submitted without completed drawing will be denied.\*\*\*\*\*



**Statement: I hereby certify that the above information is complete and accurate. I fully understand that:**

- Any deviation from the above without prior written permission from Robeson County Environmental Health may nullify final approval and prevent issuance of a temporary food establishment permit.
- A pre-opening inspection (with utilities and equipment in place) of my temporary food establishment will be required before a permit will be issued.
- Food/drink that is prepared before permitting (without prior approval from RCEH) may result in disposal or embargo of the food/drink.
- Failure to maintain approved temperatures for potentially hazardous foods may result in disposal or embargo of the food.
- Approval of this application does not indicate compliance with any other code, law or regulation that may be required. (ie: Fire Marshall, federal, state, and local authorities).
- Incomplete applications will be denied and returned.
- **Both the TFE Application(s) and required fee(s) must be received by HCEH at least fifteen (15) calendar days prior to the event or the application shall be denied. Applications must be complete in order to be deemed received.**

Owner/Manager/Designee \_\_\_\_\_ Date \_\_\_\_\_

## ENVIRONMENTAL HEALTH CHECKLIST FOR TEMPORARY FOOD ESTABLISHMENT VENDORS

The following is a checklist to assist vendors in obtaining and maintaining a permit for a Temporary Food Establishment. All items are required to obtain a permit, however, additional requirements may be applicable. Both the TFE Application(s) and required fee(s) must be received by HCEH at least fifteen (15) calendar days prior to the event, or the application shall be denied.

<p>Employee Requirements:</p> <ul style="list-style-type: none"> <li>No bare hand contact with ready to eat foods</li> <li>Employee health policy</li> <li>Hat, hair or other hair restraint</li> <li>No jewelry on arms and hands except plain ring</li> </ul>	<p>Utensil Washing:</p> <ul style="list-style-type: none"> <li>Plumbed 3 compartment sink, 3 utility sinks or 3 basins. Must be large enough to submerge the largest utensil</li> <li>Drain board or counter space for air drying</li> <li>Soapy water, rinse water and sanitizer</li> <li>Sanitizer test strips</li> </ul>
<p>Tent/Overhead protection:</p> <ul style="list-style-type: none"> <li>All items of food operation must be under tent or cover</li> <li>Smokers used to cook large whole cuts of meat are not required under cover – the lid to unit acts as cover</li> </ul>	<p>Handwash Station:</p> <ul style="list-style-type: none"> <li>At least a 2 gallon container under pressure</li> <li>Free-flowing faucet/stopcock/turn spout</li> <li>Soap and disposable towels</li> <li>Waste water catch bucket must be labeled</li> </ul>
<p>Food Protected and Secured:</p> <ul style="list-style-type: none"> <li>Food secured at all times to prevent tampering and contamination</li> <li>All food stored and transported in food grade containers</li> <li>No food exposed to customers (<b>side guards or sneeze guards if needed</b>)</li> <li>Approved self-service condiments</li> </ul>	<p>Food From Approved Source, Protected and Secured:</p> <ul style="list-style-type: none"> <li>Approved food sources with invoices</li> <li>Food stored off ground</li> <li>No food or drink preparation is allowed prior to issuance of TFE permit.</li> <li><b>All raw meat, poultry, and seafood must be purchased ready to cook.</b></li> </ul>
<p>Water Supply:</p> <ul style="list-style-type: none"> <li>Approved water source</li> <li>Hoses must be for potable water and labeled with booth name. Backflow preventer required if directly connected to water supply</li> <li>Must have means to heat water for utensil and hand washing</li> </ul>	<p>Fresh Fruit/Vegetable:</p> <ul style="list-style-type: none"> <li>Produce must come in prewashed or a separate produce sink is required</li> <li>Produce sink is for produce washing only</li> <li>All fresh produce shall be washed, including potatoes, lettuce, tomatoes, peeled onions, peppers, etc.</li> </ul>
<p>Waste Water Disposal:</p> <ul style="list-style-type: none"> <li>Disposal in an approved sewage system</li> <li>Lines, buckets and tanks must be labeled</li> </ul>	<p>Lighting:</p> <ul style="list-style-type: none"> <li>Required for operation after dusk or before dawn</li> <li>Heat lamps protected against breakage</li> <li>All lights shatterproof or shielded above food prep or storage</li> </ul>
<p>Food Temperatures:</p> <ul style="list-style-type: none"> <li>Provide calibrated metal stem thermometer (reads 0-220F)</li> <li>Consumer advisory required for foods cooked to order</li> <li>Cold holding at 41F and below</li> <li>Hot holding at 135F and above</li> </ul>	<p>Permitting Times:</p> <ul style="list-style-type: none"> <li>Vendor is expected to be ready at permitting time given</li> <li><b>Vendor has 30 minutes to be ready for re-inspection or permit will be denied</b></li> </ul>
<p>Insect and Dust Protection:</p> <ul style="list-style-type: none"> <li>3 sided tent or mesh sides</li> <li>Fly fans</li> <li>Ground cover in absence of asphalt, concrete, or grass</li> </ul>	

Owner/Manager/Designee \_\_\_\_\_ Date \_\_\_\_\_

Fee(s) may be mailed to Robeson County Environmental Health, at 460 Country Club Road Lumberton, NC 28360, or may be hand delivered to our office. It is recommended that vendors give fees to the Coordinator to be submitted along with the applications. Fees will only be accepted directly from vendors when an application has previously been submitted by the Coordinator.

Regardless of method of delivery, the TFE Application(s) and required fee **must be submitted at least 15 days prior to the event**. You are strongly encouraged to get your applications and fees in well ahead of the deadline. Please note that your event coordinator is responsible for submitting applications. TFE permits are not available for events without a coordinator unless special arrangements have been made in advance with RCEH.

A copy of the North Carolina Rules Governing the Protection and Sanitation of Food Establishments 15A NCAC 18A .2600 and the North Carolina Food Code Manual can be obtained at <http://ehs.ncpublichealth.com/faf/food/index.htm>