



Public Health

TEMPORARY FOOD EVENT (TFE) VENDOR INFORMATION PACKAGE

INSTRUCTIONS AND INFORMATION FOR TFE VENDORS

1. TFE vendor obtains TFE application packet from event coordinator or Health Department.
2. Vendor reviews TFE requirements and completes vendor application.
3. A commissary agreement must be completed for approval if food will be prepared in advance.
4. No food shall be prepared in a home kitchen.
5. The completed application, commissary agreement and the \$75.00 permit fee is submitted to the Environmental Health Office **at least fifteen (15) calendar days before the event.**

Submit the completed application and fees to:

- Mail or hand: Human Services Building
 - Environmental Health Division second floor
 - 414 East Main Street
 - Durham, North Carolina 27701
- Email: healthinspector@dconc.gov
- Fax: (919)560-7830.
- Call (919)-560-7800 to confirm receipt and to make payment by credit card.

6. The TFE will receive an inspection on the day of the event from Environmental Health. Vendors who satisfy the requirements will receive a permit.

No food preparation or food sales shall occur at the booth before the permit is issued.

Refunds and Transfers of Fees

Refunds of fees will be made if notice of cancellation is given to our office at least 24 hours prior to the event. If you need to cancel your participation in an event, please notify our office as soon as possible. If you need to cancel participation in an event but want to transfer the fee to a future event, please notify our office at least 24 hours prior to the event that you are cancelling.



FAQs for Food Sales at Events

We are a nonprofit group. Do we need a permit?

Nonprofit groups are allowed by the North Carolina General Statutes to prepare and sell food for up to 2 consecutive days per month. Complete the Non-Profit Permit Exemption form in this package and return it to our office. Including an approval letter from the sponsoring agency.

If the event exceeds 2 consecutive days then the TFE application procedures must be followed.

I have a Mobile Food Truck (MFU) or pushcart permitted in North Carolina. Do I need a TFE permit?

The North Carolina food service permit allows participation in a one day event without obtaining a TFE permit. If the event is more than 1 day and return to the MFU commissary each day is not possible, then the TFE application must be submitted.

Documentation of the most current inspection must be provided to Environmental Health. The Mobile food unit must have a valid permit with the county that issued the permit.

My food truck (or pushcart) is permitted in a different state. Do I need a TFE permit?

Yes, you will need to follow the TFE application procedures.

Food from a food establishment located in a state bordering North Carolina will have additional requirements to fulfill. Please contact our office for details.

I am just selling Italian ices. Do I need a permit?

Certain foods are exempt from permitting and inspection. These include: popcorn, funnel cakes, cotton candy, candied apples, Italian ices, snow cones, ice cream, and baked goods such as cookies, cakes, fruit pies and bread.

*Food that has been individually prepackaged in an establishment permitted by a local health department or NCDA can be sold without an additional permit; **however, it cannot be modified by the food vendor at the event.***

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Office use

Temporary Food Establishment (TFE) Food Vendor Application

The TFE vendor application must be completed and submitted with payment to the Durham County Health Department **at least fifteen (15) calendar days before the event.**

1. Name of Event: _____

2. Address of Event: _____

3. Event Dates and Hours of Operation: _____

4. Applicant Name: _____

5. Applicant Business Name: _____

6. Applicant Address: _____

7. Applicant Phone Number: _____

8. Applicant Email Address: _____

9. Will vendor prepare food prior to the event? Yes _____ No _____

10. Date and Time of Advance Preparation: _____

Advance food preparation must occur in a permitted kitchen (not a domestic kitchen).

For advance food preparation, provide the following information:

Facility Name: _____

You must also provide a commissary agreement letter.

List food items needing advance preparation on the Food Preparation Chart (#12).

11. Provide a list of food equipment used at the event for:

a) Cold holding _____

b) Hot holding _____

c) Cooking _____

d) Reheating _____

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12. Complete the food preparation chart below:

Food	Food Source	Thaw How? Where?	Cut / Wash /Assemble Where?	Cook How? Where?	Cold / Hot Holding How? Where?	Reheating How?

13. Lighting must be shielded or shatterproof bulbs if the food booth is operating at night.

14. Which best describes the source of water for your food booth?

Public water ___ On-site well ___

15. Which best describes your means of wastewater disposal?

Grey water bin _____ Carry off site _____

16. How will you dispose of garbage?

Event dumpster ___ Trash cans ___ Carry off site _____



17. Draw or attach a diagram depicting your food booth set-up. Indicate tent dimensions (if applicable), placement of hand washing station, utensil washing sink, drain board, fan placement (if applicable), cooking equipment, refrigeration, preparation areas, and all equipment and food protection barriers:



I have read and understand the requirements for permitting and operation of a temporary food establishment as outlined in the Temporary Food Establishment Guidelines and Checklist and as detailed in the Requirements for Temporary Food Establishments provided to me.

I understand that a permit will not be issued unless all of the requirements are met.

Vendor signature _____ Date _____

Return application and permit fees (Permit fee -\$75.00 per booth) **at least 15 calendar days before the event.**



Form 1-B Conditional Employee or Food Employee Reporting Agreement

Preventing Transmission of Diseases through Food by Infected Conditional Employees or Food Employees with Emphasis on Illness due to norovirus, *Salmonella Typhi*, *Shigella* spp., Enterohemorrhagic (EHEC) or Shiga toxin-producing *Escherichia coli* (STEC), or hepatitis A virus

The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.

I AGREE TO REPORT TO THE PERSON IN CHARGE:

Any Onset of the Following Symptoms, Either While at Work or Outside of Work, Including the Date of Onset

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered(*such as boils and infected wounds, however small*)

Future Medical Diagnosis:

Whenever diagnosed as being ill with norovirus, typhoid fever (*Salmonella Typhi*), shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other EHEC/STEC infection, or hepatitis A (hepatitis A virus infection)

Future Exposure to Foodborne Pathogens:

1. **Exposure to or suspicion of causing any confirmed disease outbreak of norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other EHEC/STEC infection, or hepatitis A.**
2. **A household member diagnosed with norovirus, typhoid fever, shigellosis, illness due to EHEC/STEC, or hepatitis A.**
3. **A household member attending or working in a setting experiencing a confirmed disease outbreak of norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other EHEC/STEC infection, or hepatitis A.**

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the **Food Code** and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

Conditional Employee Name (please print) _____

Signature of Conditional Employee _____ Date _____

Food Employee Name (please print) _____

Signature of Food Employee _____ Date _____

Signature of Permit Holder or Representative _____ Date _____



Temporary Food Establishment Guidelines and Checklist

A permit will not be issued unless all of the requirements are met as outlined below and as detailed in the Requirements for Temporary Food Establishments.

1. Any foods requiring preparation prior to the event must be prepared in a kitchen that has been approved by the Durham County Division of Environmental Health. **DO NOT PREPARE ANY FOOD ON-SITE BEFORE RECEIVING A PERMIT.** All foods must be obtained from approved sources; all unapproved food shall be discarded by the operator. Raw meat, poultry, and fish shall be purchased in ready-to-cook portions.

2. The TFE must be thoroughly cleaned and sanitized prior to the Health Department evaluation.

The following items on this checklist must be complete in order to receive a permit.

- ___ Person-in-charge present; knowledgeable of employee health (Refer to Form 1-B).
- ___ Sanitizer made with regular unscented bleach and water to make a 50-ppm solution or other approved sanitizer; test strips available for sanitizer.
- ___ Provide food thermometers ranging from 0°F-220°F for monitoring food temperatures.
(see picture #1 in Requirements for Temporary Food Establishments)
- ___ Protection against flies and other insects shall be provided. (Screening OR effective fans)
- ___ Basins (3) and counter space/drain boards for the washing and air-drying of utensils
(see picture #2 in Requirements for Temporary Food Establishments); hot water (110°) available.
- ___ Hand washing facility set up with antibacterial soap and paper towels. (see picture #3 in Requirements for Temporary Food Establishments); hot water (100 °) available.
- ___ Hair restraints used (baseball cap or a hairnet).
- ___ Ice scoops and bin provided for consumption ice (a separate ice supply from ice used for chilling food).
- ___ Food stored off the ground/floor
(potatoes, onions, etc. must be stored on a pallet or other approved means).
- ___ All food handling and cooking must be done in a protected area. (TFE shall have overhead coverage - see picture #4 in Requirements for Temporary Food Establishments)
- ___ Gloves and/or utensils for handling ready-to-eat (RTE) food. no bare hand contact of RTE food.
- ___ Open food displays protected from contamination by sneeze guards, or other barriers.
- ___ Beverages are limited to canned, bottled, or dispensed from approved devices.
- ___ Approved potable water supply and **food grade** hose.
- ___ Garbage shall be collected and stored in waterproof containers with tight-fitting lids.
- ___ Proper disposal of wastewater and grease. **No disposal on ground or into storm sewer!**
Catch buckets must be poured into a can wash area, toilet, portable toilets, or holding tank.

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**EXCERPTS FROM THE STATE OF NORTH CAROLINA RULES;
15A NCAC 18A .2600 REQUIREMENTS FOR TEMPORARY FOOD
ESTABLISHMENTS**

The following requirements shall be satisfied in order for temporary food establishments to qualify for a permit under Rule .2665 of this Section:

SUPERVISION

The Permit Holder shall be the Person-In-Charge or shall designate a Person-In-Charge who will be present at the TFE during all hours of operation.

EMPLOYEE HEALTH

Food workers must **NOT** be sick while preparing food. Sick employees must let their managers know when they are sick to avoid spreading infections to diners. Must have an employee health policy that requires staff to let managers know about their illness is an essential step to preventing outbreaks. Refer to Form 1-B.

HAND WASHING

Facilities shall be provided for employees' hand washing and shall be available at all times when food is being prepared or served. Employees shall wash their hands when beginning work, after each visit to the toilet, and at a frequency to remove soil and contamination.

- A) Hand washing facilities shall consist of at least a 2 gallon container with an unassisted free flowing faucet such as a stopcock or turn spout, soap, paper towels, and wastewater receptacle. Warm water (at least 100 degrees) shall be available.
- B) Food prep sinks and utensil-washing areas shall not be used for hand washing.

HYGIENIC PRACTICES

All food handlers must wear hair restraints (hats, nets) and clean clothing. Employees shall not use tobacco in any form or consume food in area of food preparation, storage or service or in areas of utensil washing or storage. Employees may consume beverages in the TFE if covered by a lid and straw and stored to prevent contamination of food and food-contact surfaces.

CONSTRUCTION

Temporary food establishments shall be located in clean surroundings and constructed to prevent contamination of food, utensils, and equipment by insects, dust, and other contamination. Protection against flies and other insects shall be provided by screening or by effective use of fans. Fans should blow outward.

A solid material must extend up from the ground surface at least (3') three feet on all sides and the area above the wrap/material must be either solid or screened on non-serving sides if fans are not provided. An entry flap should be provided for employees. Open areas for serving food should be kept to a minimum.

All booths/stands must have a roof/top that must be dust and waterproof. The top/roof must meet all sides with no open gaps.

The public is not allowed in the booth/stand.



A sod or grass floor will be accepted provided that the grass does not exceed (2”) in length.

Lighting is required for nighttime operations. Light bulbs shall be shielded or shatterproof.

FOOD PREPARATION AND HANDLING

All food shall be obtained from an approved source and shall be clean, wholesome, and unadulterated. Food shall be stored in a manner to prevent tampering and contamination.

- A) There shall be no bare hand contact of ready-to-eat food.
- B) Salads containing ingredients that are cooked and cooled shall not be prepared in the TFE; however, they may be served in the TFE.
- C) Raw meat, poultry, and fish shall be purchased in ready-to-cook portions.
- D) All food shall be stored above the ground or floor.
- E) Ice for food items shall be treated as a food item and be handled properly. A scoop with a handle shall be used to dispense ice for customer beverages. No food or beverages shall be stored in ice designated for customer beverages.
- F) Potentially hazardous foods shall be transported and held at the proper temperatures. If held cold, the food must be held at a temperature of 41 F° or below. Hot held food must be 135 F° or above.
- G) Ready-to-eat food shall not be stored in direct contact with ice.
- H) Refrigerated ready-to-eat potentially hazardous food shall be date marked with the last date that it can sold or consumed **IF** the food is prepared by the operator more than 24 hours before the event in an approved kitchen or the food came in a commercial container that was opened more than 24 hours before the event.

EQUIPMENT REQUIREMENTS

Where food or griddles are exposed to the public or to dust or insects, they shall be protected by glass, or otherwise, on the front, top, and ends, and exposed only as much as may be necessary to permit handling and serving of the food. All griddles, warmers, spatulas, refrigerators, and other utensils and equipment shall be cleaned routinely and maintained in a sanitary manner.

Serving lines where food items are kept hot or cold and prepared or plated to serve customers must have sneeze guard protection. Sneeze guard protection must be on front, top and sides of the serving line. Food items that are wrapped or bagged in the food prep area and then served to the customer over the counter would not be required to have sneeze guard protection.

CLEANING AND SANITIZING

All equipment shall be clean and sanitized before permitting.

Small cooking utensils should be kept in a clean sanitized container.

All equipment shall be stored in a clean sanitary area. Storage on the ground, near trash cans or in contact with booth wrap/material is not allowed.

A container of sanitizer must be available at all times for sanitizing counter tops, cutting boards, etc.



Table/counter tops should be cleaned using hot soapy water and sanitized as needed, but at least every (2) two hours.

Three basins, large enough in which to wash cooking utensils, pots, and pans, must be provided. At least one drain board or counter top space must be provided for air drying. Equipment and utensils used in handling potentially hazardous food must be cleaned and sanitized at least every 4 hours.

A food prep sink must be provided if produce will be washed at the booth.

UTILITIES AND WASTE DISPOSAL

Running water under pressure shall be provided. The water supply shall be approved and of a safe, sanitary quality. Provisions shall be made for heating water for the washing of utensils and equipment.

A) Water under pressure from an approved well or municipal supply or units with built in pressure water tanks will be required. Pressure tanks should be clean, sanitized and flushed with potable water before use.

Hose and nozzle must be stored above ground in a sanitary manner.

Each booth must have water heating facilities. A camp stove, electric grill or a large coffee pot would be approved; however, an open fire or charcoal grill would not satisfy this requirement. Water must be heated to at least 110° F. for utensil washing.

Any hose for the delivery of potable water must first be sanitized. Household bleach may be used.

Convenient and approved toilet facilities shall be provided for use by employees.

Public toilet facilities provided on the grounds are acceptable if reasonably convenient, adequate, and kept clean. Sewage shall be disposed of in an approved manner.

All waste water from utensil washing, produce washing and hand washing facility must be disposed of in a sanitary sewer.

A container must be provided at each booth to collect waste water for proper disposal and labeled 'waste disposal'. This container may be a bucket or trash can.

The waste water collection container must be emptied and not allowed to over flow.

Garbage and refuse shall be collected and stored in standard water-tight garbage cans provided with tight fitting lids or other approved containers or methods. Garbage and refuse shall be removed at least daily and disposed of in a sanitary manner. Waste water shall be so disposed of as not to create a nuisance. Each operator shall keep his immediate premises clean.

Garbage cans shall be furnished for each booth/stand.

Garbage cans shall be emptied when full and not be allowed to overflow.

Plastic liners are recommended for garbage cans.

Garbage cans are not to be used as food preparation surfaces or storage areas.

Garbage cans shall be located inside the booth/stand.





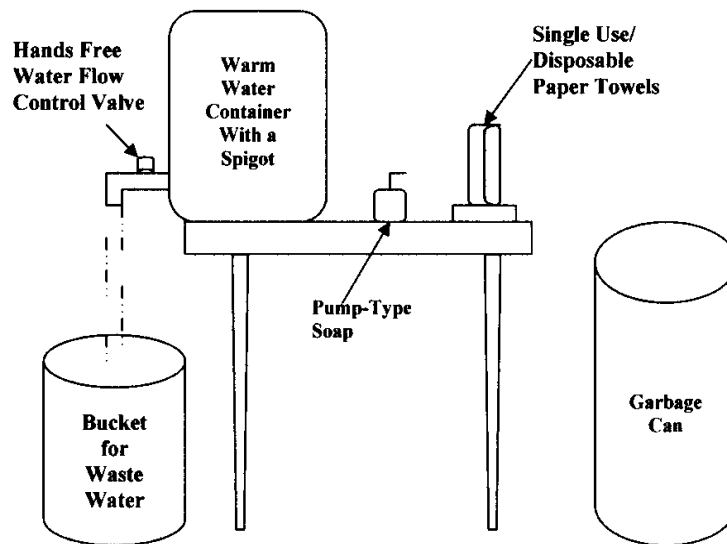
Picture #1 Example of a bimetal thermometer 0° to 220°
Picture #3



Picture #2 Basins for utensil cleaning & sanitizing

TEMPORARY HANDWASHING DIAGRAM

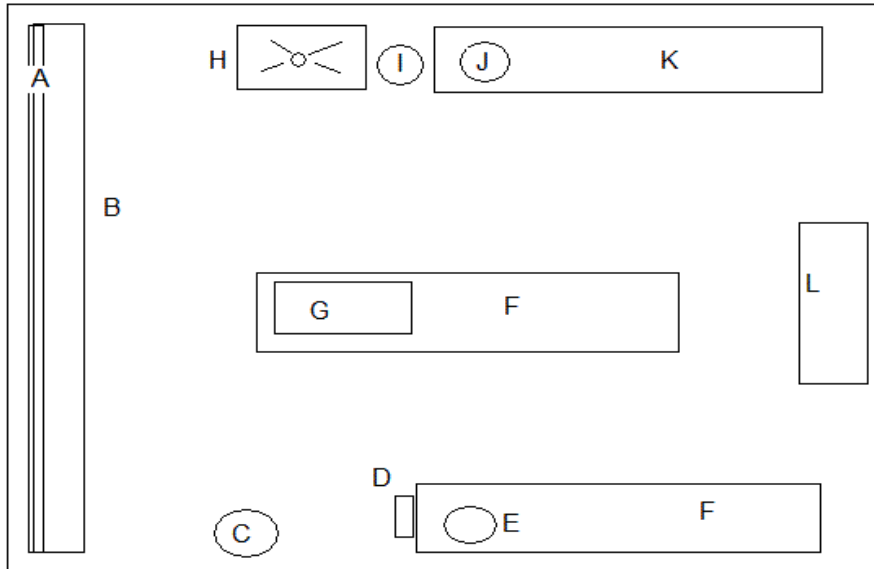
A temporary handwashing station is required at all permitted temporary food facilities. This must be set up **prior** to any food preparation. Provide a container with a spigot that allows hands-free flowing water, a waste water bucket, a pump-type soap dispenser, single use/disposable paper towels, and a garbage can for disposable paper towels. All food workers must wash their hands when they return to the concession stand/booth and after using the restroom, after eating, smoking, or handling unclean items.



Picture #4

Temporary Food Stand Floor Plan Example

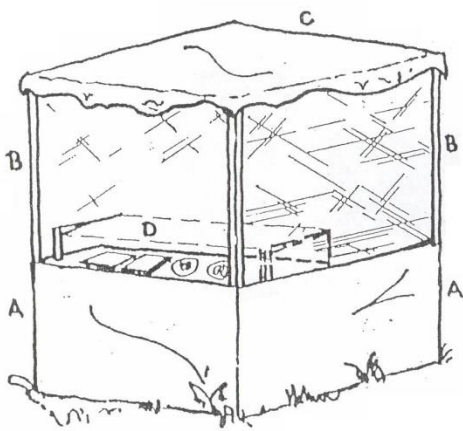
- A - Serving line
- B - Sneeze guard
- C - Trash can
- D - Towel Rack
- E - handwash basin
- F - Prep table
- G - Sanitizing solution
- H - Single vat sink
- I - Liquid waste container
- J - Water heating
- K - Clean equipment table
- L - storage



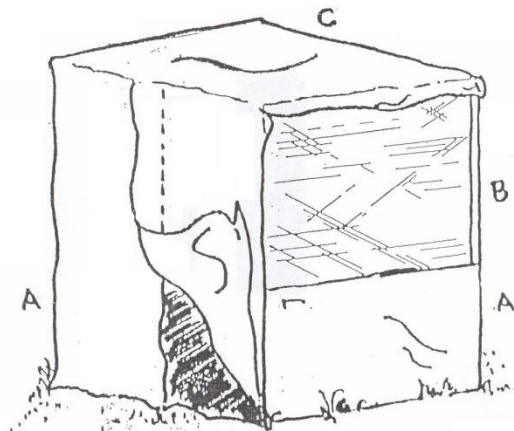
rev. 5/8/07

Picture #5

TEMPORARY FOOD STAND



FRONT VIEW



REAR VIEW

- A- SOLID MATERIAL
- B- SCREEN
- C- SOLID ROOF
- D- SNEEZE GUARD

PROPER BOOTH CONSTRUCTION

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NON-PROFIT EXEMPTION LETTER

(Please print legibly)

Organization Name: _____
 Representative Name: _____ Date: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____
 Tax exempt ID # or non-profit ID # _____
 Name of Event: _____ Date of Event: _____
 Location: _____

The organization documented above is exempt from the food establishment permit requirement under the rule 130A-250 Exemptions, as defined in the following excerpt.

- (7) Establishments (i) that are incorporated as nonprofit corporations in accordance with Chapter 55A of the General Statutes or (ii) that are exempt from federal income tax under the Internal Revenue Code, as defined in G.S. 105-228.90, or (iii) that are political committees as defined in G.S. 163-278.6(14) and that prepare or serve food or drink for pay no more frequently than once a month for a period not to exceed two consecutive days, including establishments permitted pursuant to this Part when preparing or serving food or drink at a location other than the permitted locations. A nutrition program for the elderly that is administered by the Division of Aging of the Department of Health and Human Services and that prepares and serves food or drink on the premises where the program is located in connection with a fundraising event is exempt from this Part if food and drink are prepared and served no more frequently than one day each month.

This exemption is for a tax exempt or non-profit organization that only sells food for up to two consecutive days once a month. The name of the organization must be displayed at the site where the food booth/stand is set up. Information on the requirements for temporary food establishment permits can be obtained from the Environmental Health Division.

Operator's signature: _____ **Date:** _____

Environmental Health Specialist _____ **Date:** _____





Temporary Food Establishment Commissary Agreement

15A NCAC 18A .2665 Temporary Food Establishment and temporary food establishment commissary permit requirements

Completed by the permittee or owner of the restaurant located in Durham County:

Temporary Food Event vendor name: _____

Temporary Food Event: _____

Dates and times for commissary use: _____

Phone number: _____ email: _____

The permittee or operator of the restaurant facility noted below agrees to serve as a commissary for the Temporary Food Event vendor named above. I understand that as a commissary for the Temporary Food Event vendor I will provide the following:

- I will provide a designated protected area for food and utensil storage, including refrigeration / freezer and dry storage area.
- I will label the designated storage spaces for the vendor’s exclusive use.
- I will provide use of the utensil sink to wash utensils used on the unit.
- I will provide commissary access for Temporary Food Event vendor as necessary

Restaurant Name Serving as Commissary: _____

Restaurant Address: _____

Restaurant Phone Number: _____

Email: _____

Printed Name of Restaurant Owner:

Signature of Restaurant Owner / Permittee

Date: _____

