



## Division of Environmental Health

Terry L. Pierce, Director

State of North Carolina  
Michael F. Easley, Governor

Department of Environment  
and Natural Resources  
William G. Ross, Secretary

June 10, 2008

### MEMORANDUM

**To:** Food Service Operators, Regulators and Other Interested Parties

**From:** Terry L. Pierce, Director  
Division of Environmental Health

**Subject:** Collection of Permit Fees for Temporary Food Establishments

On July 1, 2008, local health departments across the state will begin collecting permit fees for temporary food establishments (TFE). Permit fees for all permitted food service operations, with some specified exceptions, have been mandated by N.C. General Statute 130A-248(d) since 1990. This law currently sets a \$50.00 fee for each permit issued.

As a condition for being exempted from many of the rules that apply to other food service establishments, TFE are permitted to operate no more than 15 days for each event. The permit fee is charged for each permit issued, and a new permit is issued for a TFE under the following situations:

- a) Change of location or special event
- b) Period of operation exceeds 15 days per calendar year (days do not have to be continuous)
- c) Change in operation, including food served or facilities

A new permit is not required for TFE operating during the same event or during a seasonal series event at the same location, if total operation is no more than 15 days.

Local health departments have established procedures for the inspection and permitting of food service operations and for the collection of fees. TFE operators should contact the local health department in the county where the TFE will be operated in advance of the event, according to these procedures. This is necessary to assure your TFE is scheduled for an inspection and to avoid delays in getting your establishment permitted for a particular event.

Fees for other foodservice facilities, such as restaurants, mobile food units and limited food service establishments, will continue to be collected at the state level, as usual.

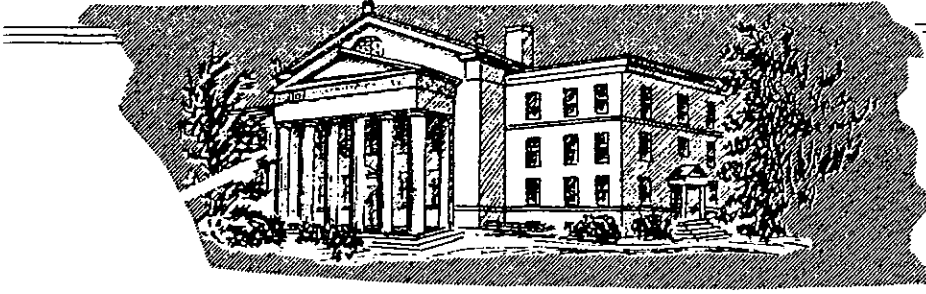
If you have questions, please contact the Environmental Health staff of the local health department or Bart Campbell, Chief, Environmental Health Services Section, at (919) 715-7148.

**cc:** Local Health Departments  
Bart Campbell

1630 Mail Service Center, Raleigh, North Carolina 27699-1630  
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HEALTH DEPARTMENT

Margaret B. Dollar  
Health Director



ENVIRONMENTAL HEALTH OFFICE

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LINCOLNTON, N.C. 28092-8643

Phone 704/736-8426

LINCOLN COUNTY, N. C.

*TEMPORARY FOODSERVICE VENDOR APPLICATION*

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Phone Number:* \_\_\_\_\_

*How many days will you operate:* \_\_\_\_\_

*Name of Event:* \_\_\_\_\_

*Days and Times of Operation:* \_\_\_\_\_

*Please list a complete menu of foods to be served and how they will be held prior to service.*

*Please list how the wash, rinse and sanitize steps will be completed effectively in your booth i.e. sink and its size, large basins, etc.*

*Are you representing a church or other non-profit organization and if so, please list your affiliation and tax exempt ID number:*

\_\_\_\_\_

*Have you read and gained a general understanding of the Temporary Foodservice checklist provided by your event coordinator:* \_\_\_\_\_

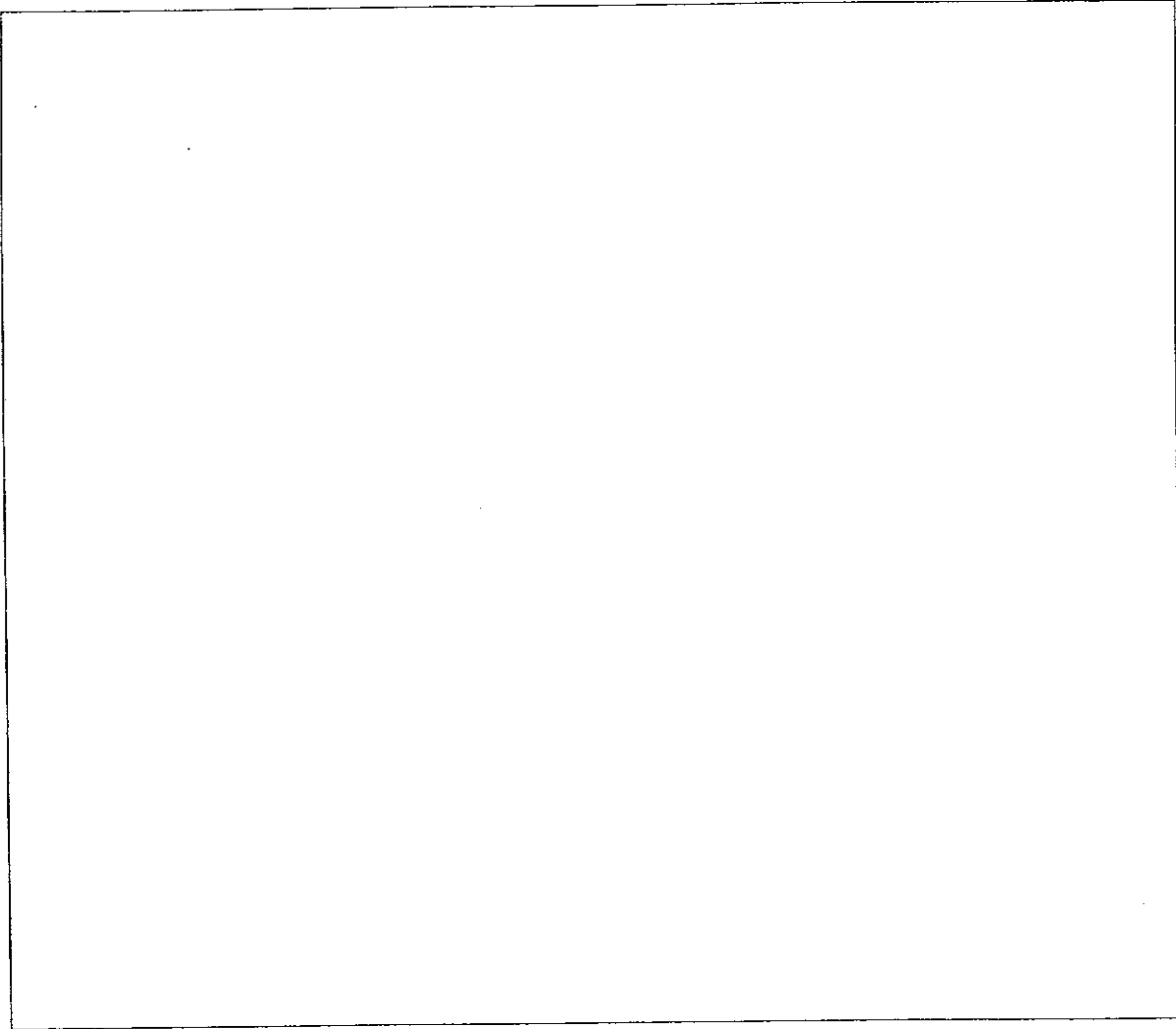
*Please make a sketch of what the layout of your booth will look like on the attached sheet.*

*All forms must be completed and mailed or faxed to this office no later than 14 days PRIOR to your event! Please contact your event coordinator to be informed of when you will be required to have your stand set up for inspection. We EXPECT you to be set up promptly at the appointed time! Please attach appropriate documentation of your payment of the required TFS fee, which is fifty dollars per food stand and must be paid at the time of application. NO MONEY WILL BE TAKEN BY OUR SPECIALISTS IN THE FIELD.*

*Signed:* \_\_\_\_\_

**Sketch Sheet 1**

In the following space, provide a drawing of the Temporary Food Establishment. Identify and describe all equipment including cooking and cold holding equipment, handwashing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.



## MINIMUM REQUIREMENTS FOR PERMIT FOR TEMPORARY FOODSERVICE

- \_\_\_ 1. Potable running water under pressure.
- \_\_\_ 2. Sewage MUST be disposed of in an APPROVED manner. Contract from sponsor must be on file at the health department BEFORE any permits will be issued.
- \_\_\_ 3. Be located in a clean area.
- \_\_\_ 4. Be constructed and arranged so that food, equipment, etc. are not exposed to contaminants.
- \_\_\_ 5. Protect displayed food or equipment by glass or other approved methods on the top, front, and ends.
- \_\_\_ 6. Keep all equipment clean.
- \_\_\_ 7. Provide a water-heating source for washing utensils. A utensil sink must be provided with access for each vendor. This sink may be in a central location if the City or Municipality can make acceptable arrangements for such or may be the plastic type, deep basin sink on legs which can be purchased from most any home improvement store.
- \_\_\_ 8. Provide a hand wash facility separate from all other sinks including antibacterial soap and single use towels. These facilities may consist of a pan, soap and towels.
- \_\_\_ 9. Provide toilets for the employees. Public toilets located on the grounds are acceptable if they are kept clean.
- \_\_\_ 10. Maintain an internal temperature of 45 F or below or 140 F or above for all potentially hazardous foods.
- \_\_\_ 11. Provide an accurate refrigerator thermometer for all units.
- \_\_\_ 12. Provide an accurate stem type food thermometer.
- \_\_\_ 13. Store and handle all foods in a manner so as to prevent contamination from the environment or public. This includes all storage off of the ground.
- \_\_\_ 14. Provide an approved sanitizer and test papers.
- \_\_\_ 15. Sanitize, air dry and properly store all utensils and equipment.
- \_\_\_ 16. Provide watertight garbage containers with tight fitting lids.
- \_\_\_ 17. Remove trash daily.
- \_\_\_ 18. Keep premises clean.
- \_\_\_ 19. Keep food clean, wholesome and free from adulteration.
- \_\_\_ 20. Receive food from an APPROVED source. Potentially hazardous foods such as cream filled pastries and pies, and salads such as potato, chicken, ham, crab, etc. may NOT be served.
- \_\_\_ 21. Purchase hamburgers from an inspected market or plant, in patties, separated by clean paper, ready to cook.
- \_\_\_ 22. Purchase poultry from an inspected market or plant, ready to cook.
- \_\_\_ 23. Purchase pre-prepared slaw from a permitted restaurant or commercial facility.

\_\_\_24. Protection against flies and other insects shall be provided by screening or EFFECTIVE use of fans. If the facility chooses to use fans, COMPLETE air barrier protection only will be deemed acceptable. For most establishments, this will require a fan or air curtain every couple of feet, all the way around the stand.

\_\_\_25. Limit drinks to: packaged, canned or bottled, packaged milk and creamers, coffee or carbonated beverages from an approved dispenser.

\_\_\_26. Submit written documentation as to what you plan to prepare and the method in which it will be prepared to this office for approval if your menu varies from any of the above-mentioned items.

\_\_\_27. Prepare all foods including cakes, pies, etc. in an approved kitchen.

\_\_\_28. Maintain records of types and origin of all foods not prepared on site.

\_\_\_29. Comply with all communicable and/or infectious disease requirements.

Places that sell food for 15 days or less are called Temporary Food Establishments and would operate with a fair, carnival, "street scene" or some other public exhibition. The Temporary Food Establishments are permitted to operate by the state of North Carolina and must follow the state food safety rules.

## **PREPARING FOOD**

Temporary Food Establishments cannot prepare some foods.

a. They must buy raw meat already cut up for cooking. No raw meat cutting is allowed. For example, all hamburgers must be purchased pre-pattied and in a ready-to-cook form. The establishments can cut up fully cooked meat.

b. They may not prepare salads with foods that easily grow germs. These are mostly protein foods like:

1. Meat
2. Milk
3. Fish
4. Eggs

Other foods such as:

Bean Sprouts  
Watermelon  
Cantaloupe

Cooked potatoes

can also grow germs easily. Temporary Food Establishments may buy commercially prepared salads such as chicken, potato, ham, etc. and serve them if the salads are held at safe, cold temperatures.

Leftover hot foods prepared in the food stand may not be saved. They must be given away or thrown away at the end of the day.

Just like restaurants, these places must keep cold foods cold (45 F or less) and hot food hot (140 F or more) while the food is being held for service or is refrigerated.

Hamburgers must be cooked to 155 F (until there is not pink in the center and the juices run clear).

### **KEEP IT CLEAN AND SAFE**

Only paper or plastic plates, cups, forks, spoons and knives can be given to customers. These may not be washed and used again.

Cooking, storing and serving utensils and food-contact surfaces must be washed, rinsed and disinfected between use for:

- a. Raw and cooked products
- b. If dropped on the floor
- c. When moving from one food to another
- d. At the end of the day.

### **DIRTY HANDS SPREAD DISEASE**

**Food workers must wash their hands often.** Always after: Using the bathroom; Sneezing, coughing or blowing their nose; Handling raw foods; Mopping floors, taking out the garbage or other "dirty" chores; Eating, drinking or smoking.

## **Risk of Foodborne Disease Is Greatly Increased By Bad Food Handling Practices**

Failure to quickly cool hot foods to less than 45 degrees F.;

Fixing food one or more days ahead;

A sick food worker;

Under-cooking foods;

Holding hot foods at less than 140 degrees F.;

Failure to reheat refrigerated cooked foods to 165 degrees F.;

Eating any type of contaminated raw foods;

Contaminating cooked food, utensils or food-contact surfaces with raw foods, dirty hands, etc.;

Equipment that is dirty or not disinfected;

Getting food from uninspected facilities; or

Using leftovers.

\_\_\_\_\_ Regulatory Authority  
 \_\_\_\_\_ [Address]  
 \_\_\_\_\_  
 \_\_\_\_\_ [Phone #]

### TEMPORARY FOOD EVENT COORDINATOR'S APPLICATION

(To be completed for events with several temporary food vendors)

APPLICATION SUBMISSION DATE: \_\_\_\_\_

- 1. NAME OF EVENT: \_\_\_\_\_
- 2. LOCATION OF EVENT: \_\_\_\_\_

DESCRIBE SITE OF EVENT:

\_\_\_\_\_  
\_\_\_\_\_

- 3. DATES & TIMES OF EVENT: \_\_\_\_\_

- 4. NAME(S) OF EVENT COORDINATOR(S)/RESPONSIBLE INDIVIDUAL(S):
- |      |         |              |
|------|---------|--------------|
| NAME | ADDRESS | PHONE NUMBER |
|------|---------|--------------|

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

- 5. NAME OF THE ON-SITE COORDINATOR & HOW THIS INDIVIDUAL CAN BE CONTACTED DURING ENTIRE EVENT:

NAME	ADDRESS	PHONE NUMBER
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\_\_\_\_\_  
\_\_\_\_\_

- 6. EXPECTED NUMBER OF PATRONS: \_\_\_\_\_
- EXPECTED PEAK DAYS \_\_\_\_\_
- ANTICIPATED NUMBERS OF PATRONS PER DAY: \_\_\_\_\_

*\*\*Attach additional sheets as necessary\*\**

7. NUMBER OF TFE SITES/OPERATIONS: \_\_\_\_\_

8. NAME OF INDIVIDUAL RESPONSIBLE FOR EACH TFE SITE:

	NAME	ADDRESS	PHONE NUMBER
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____
e.	_____	_____	_____

9. DATE & TIME THAT FOOD SERVICE OPERATIONS WILL BE SETUP:  
\_\_\_\_\_

10. DESCRIBE TOILET & HANDWASHING FACILITIES (TYPE, NUMBER, AND LOCATION):  
\_\_\_\_\_  
\_\_\_\_\_

a. INDICATE WHO WILL BE RESPONSIBLE FOR THEIR MAINTENANCE DURING THE EVENT: \_\_\_\_\_

b. IF PORTABLE TOILETS ARE TO BE USED, HOW OFTEN WILL THEY BE SERVICED (EMPTIED) DURING THE EVENT?  
\_\_\_\_\_

11. WILL ELECTRICITY BE PROVIDED TO THE TFE SITES?  YES  NO  
IF YES, PLEASE DESCRIBE HOW?  
\_\_\_\_\_  
\_\_\_\_\_

12. DESCRIBE POTABLE WATER SUPPLY: \_\_\_\_\_  
\_\_\_\_\_

(NOTE: IF A NON-PUBLIC WATER SUPPLY IS TO BE USED, THE RESULTS OF THE MOST RECENT WATER TEST MUST BE SUBMITTED)

13. DESCRIBE WASTEWATER DISPOSAL SYSTEM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. DESCRIBE GARBAGE DISPOSAL: \_\_\_\_\_  
\_\_\_\_\_

*\*\*Attach additional sheets if necessary\*\**

Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Regulatory Office may nullify final approval.

Signature(s) \_\_\_\_\_

Date: \_\_\_\_\_

Approval of these plans and specifications by this Regulatory Authority does **not** indicate compliance with any other code, law or regulation that may be required (i.e., federal, state, or local). Furthermore, it does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A preopening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the local and state laws governing food service establishments.

Regulatory Authority: APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Permit Restrictions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Effective Dates: \_\_\_\_\_

DISAPPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Reason(s) for Disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Reviewer Signature & Title

\_\_\_\_\_  
Date