

Temporary Food Stand Information and Application Packet

Each special event involving food is unique. Planning in advance is crucial to a successful event. It is in everybody's interest that food sales are handled responsibly in order to protect the health of the public. It is necessary that you contact the Alamance County Health Department in advance of any event involving food to determine what will be required. Please be aware that selling food without a permit at an event where a permit is required will result in a cease order being issued and possible legal action. Event sponsors, organizers, coordinators and vendors may share responsibility if a foodborne illness occurs from food sold at the event.

Exemption: *Nonprofit organizations, organizations that are exempt from federal income tax or political committees may prepare and sell food one time per month without obtaining a permit. For those claiming an exemption, an "Application for Exemption from a Food Service Permit" will need to be completed and submitted along with proof such as a copy of the 501c3 letter of declaration from the North Carolina Department of Revenue or the Internal Revenue Service, or a letter from the candidate or political action committee authorizing the event.*

Mobile food units and pushcarts that are already permitted by a Health Department may not be required to obtain a temporary food establishment permit. A copy of the permit must be submitted.

Event Organizers will need to:

- Completely fill out the Event Organizers Application and submit it along with the site plan to Alamance County Environmental Health

Individual Vendors will need to:

- Completely fill out the Temporary Food Vendor Application and submit it along with the menu, booth set up diagram, and \$75.00 fee to Alamance County Environmental Health at least 15 days prior to the event.

On page 10-12, you will find a list of Temporary Food Establishment requirements from "Rules Governing the Food Protection and Sanitation of Food Establishments", 15A NCAC 18A .2600. The .2600 Rules reference the North Carolina Food Code Manual. You may obtain a copy of the North Carolina Food Code Manual at:

<http://www.alamance-nc.com/envhealth/wp-content/uploads/sites/9/2013/10/NC-FoodCodeManual-2009-FINAL.pdf>

<http://www.alamance-nc.com/envhealth/wp-content/uploads/sites/9/2013/10/Food-Protection-Rules.pdf>

It is the responsibility of the vendor to meet all these requirements before the event. Denial of a permit will prevent that vendor from participating in the event meaning a loss of revenue and possible disposal of the food product.

Thank you in advance for your cooperation and good luck with your event!

Temporary Food Vendor Application

15A NCAC 18A .2600 defines a temporary food establishment (TFE) as a food establishment that operated for a period of time not to exceed 21 days in one location, affiliated with and endorsed by a transitory fair, carnival, circus, festival or public exhibition. Domestic yard sales, auctions, flea markets or farmers' markets are not eligible for a TFE permit. **This application must be submitted no less than 15 days prior to the event.** For more information call 336-570-6367.

Please Print

Event Information

Event name: _____

Location of event: _____

Street

City

Zip Code

Dates/time of operation: Begin date: _____ Begin time: _____

End date: _____ End time: _____

Organization/business name: _____

Applicant's name: _____

Applicant's mailing address: _____

Street

City

State

Zip Code

Applicant's phone number: _____

Applicant's email: _____

All food and beverages must be prepared on-site. Foods may be prepared in advance of the event in an approved and permitted kitchen (not a domestic kitchen). If you would like to prepare foods in advance, please provide the name and address of the facility that you propose to use and incuse the dates and times that the kitchen will be used. Be sure to list all food items, including those that require advance preparation on the menu page.

Facility name: _____

Address: _____

Contact person: _____ Phone number: _____

Date and time of advance preparation: _____

Distance and time for transporting food or beverages from this food site to the event

Distance _____ Time _____

How will food temperatures be maintained during transportation? _____

Describe equipment to be used at the event for:

Cold holding: _____

Hot holding: _____

Please check if applicable:

I am a permitted [] mobile food unit [] pushcart in _____ County. Permit number _____. Please attach a copy of you mobile food unit/pushcart permit.

SUBMISSION OF APPLICATION:

I have read and understand the requirements for permitting and operation of a temporary food establishment provided in this application. I understand that a permit cannot be issued unless all of the requirements are met.

Vendor signature: _____ Date: _____

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

<p>Make check payable to: Alamance County Health Department 209 N. Graham Hopedale Road. Burlington, NC 27217 Credit cards accepted (Visa, MasterCard) Email applications to: EH.admin@alamance-nc.com</p>	<p>NO REFUNDS</p>
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Non-profit organizations (No more than two consecutive days a month in North Carolina)

Nonprofit temporary food establishments are not charged a fee for the application process. A permission letter must be submitted with application if Non-Profit Organization allows another operator to use its Non-profit Tax ID number. The Non-profit organizations are the responsible party for that event therefore approval for use of their Non-profit tax number must be verified. All proceeds must go to the benevolent organization.

Non-profit tax ID # _____ **(A photocopy of 501c3 is required)**

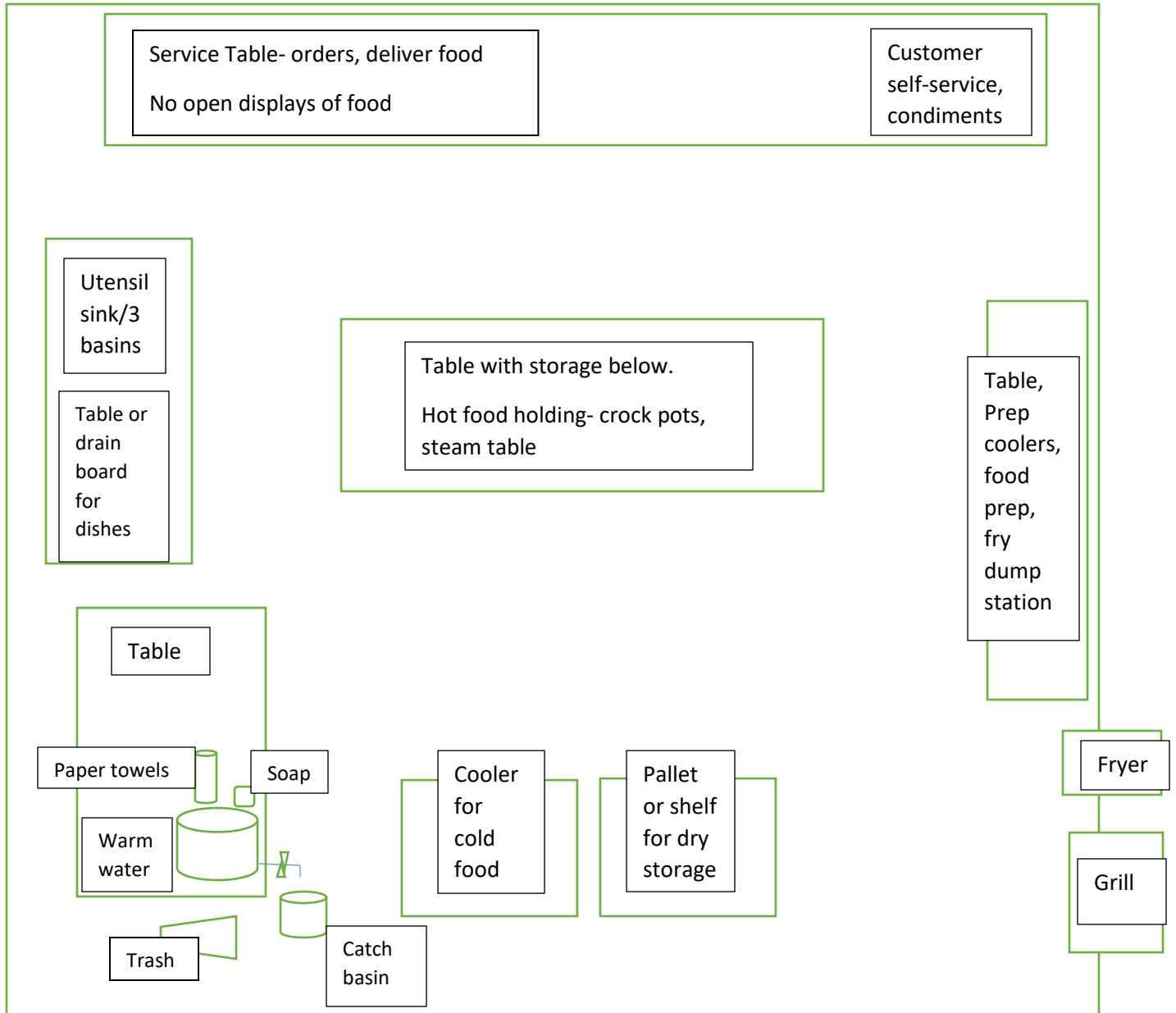
Inspection(s) of your temporary restaurant may occur at any time, whether or not workers are present, from the point of setting up to the point of closing down your food service operation. All temporary foodstand permits are issued for each single event for the location, operator, and dates posted on each permit. **Please call 570-6367 to schedule an inspection time to have your temporary food establishment permitted before the start of the event.**

INCOMPLETE TEMPORARY FOODSTAND PERMIT APPLICATIONS WILL NOT BE PROCESSED

Example of a Temporary Food Establishment Layout

10' x 10' Tent

Front (Customer Service Area)



15A NCAC 18A .2600 REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS

Any advance food preparation shall be done in a kitchen that has been approved by a local regulatory agency.

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. Developing an employee health policy that requires staff to let managers know about their illness is an essential step to preventing outbreaks.

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 a wastewater receptacle. Warm water (at least 100 degrees) shall be available. An example of a hand wash station is shown on page 11.

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 the 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.

A) 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. An entry flap should be provided for employees.

B) Open areas for serving food should be kept to a minimum.

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

D) The public is not allowed in the booth/stand.

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

F) Fans are recommended in the food prep area to reduce flying insect problems. Fans should blow outward.

FOOD PREPARATION AND HANDLING

All food shall be obtained from an approved source and shall be clean, wholesome, and unadulterated. Food shall be secured 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 when used with beverages 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 45 F or below. If held hot, the temperature of the 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.

I) A food preparation sink must be provided for washing produce.

EQUIPMENT REQUIREMENTS AND SANITIZING

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.

A) Serving lines must have sneeze guard protection. Sneeze guard protection must be on front, top and sides of the serving line. Serving lines are where food items are kept hot or cold and prepared or plated to serve customers.

B) 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. All griddles, warmers, spatulas, refrigerators, and other utensils and equipment shall be cleaned routinely and maintained in a sanitary manner.

A) All equipment shall be clean and sanitized before permitting.

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

C) 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.

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

E) 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.

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

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. Gravity water systems, such as a (5) five gallon container with a spout, will not meet this requirement.

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

C) 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.

D) Water must be heated to at least 110° F. for utensil washing.

E) 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.

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

B) 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.

C) The waste water collection container must be emptied and not allowed to over flow. Any over flow of waste water onto the ground will result in the immediate revocation of the food service permit.

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.

A) Garbage cans shall be furnished for each booth/stand.

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

C) Plastic liners are recommended for garbage cans.

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

E) Garbage cans shall be located inside the booth/stand.

Temporary Food Establishment Checklist:

IMPORTANT: A permit cannot 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 Alamance 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 temporary food establishment must be thoroughly cleaned and sanitized prior to visit by a representative of the Health Department. The following items on this checklist must be complete in order to receive a permit.

___ Person-in-charge present; knowledgeable of employee health.

___ Sanitizer made with regular bleach (no scented bleach) mixed with 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.

___ Protection against flies and other insects shall be provided. (Screening and effective fans)

___ Basins (3) and counter space/drain boards for the washing and air-drying of utensils

___ Hot water (110 degrees) available.

___ Hand washing facility set up with antibacterial soap and paper towels. hot water (100 degrees) 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)

___ Gloves and/or utensils for handling ready-to-eat 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!**

Contents of catch buckets must be poured into a can wash area, toilet, portable toilets, or holding tank.