



Guilford County Dept. of Health & Human Services
 Division of Public Health
 Environmental Health Section
 1203 Maple Street
 Greensboro, NC 27405

Date Received: *(office use only);*

Contact Name:

Best Contact Number:

Temporary Food Establishment (TFE) Application

NC Rules Governing the Food Protection and Sanitation of Food Establishments 15A NCAC 18A .2600 defines a temporary food establishment as "a food establishment that operates 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."

By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. **This application must be submitted at least 30 days prior to the event.** Vendors must fill out and return all pages, including a diagram depicting the layout of the food service area, along with the non-refundable fee of \$75 to the health department for review/pre-approval. Mobile Food Units and Push Carts that hold a valid NC Permit may qualify to operate without paying the fee for a single day event if approved; however, application is still required for all food vendors participating at the event. Be sure to consult with Fire Marshal and other entities about other requirements for your food booth.

Event Information

Name of Special Event:			
Location:			
Dates/Times of Event:	Begin Date:		End Date:
	Begin Time:	am / pm	End Time:
Estimated Date and Time of Set-Up:	Date:		Time:
			am / pm

Food Vendor Information

Concession Name:			
Applicant Name:			
Address:			
City:		State:	Zip:
Daytime Number:		Cell Number:	
Email Address:			
Check the box that best describes your food vending set-up:			
<input type="radio"/> 3-sided (tent walls) tent	<input type="radio"/> trailer/self-contained unit	<input type="radio"/> building/indoor event	

Food Handling Information

Will any items be stored offsite?	<input type="radio"/> Yes <input type="radio"/> No	If yes, what/where
Describe equipment to be used at the event for:	Cooking:	
	Reheating:	
Indicate time and distance to travel with food product:	(hrs:min) /	(miles)
Indicate how food temperatures will be maintained during transport to the event <i>(check all that apply)</i>		
<input type="radio"/> cooler w/ice	<input type="radio"/> refrigerated truck	<input type="radio"/> Cambro <input type="radio"/> insulated heat bags <input type="radio"/> other <i>(describe):</i>

Food Handling Information continued

Source of ice (<i>check all that apply</i>): <input type="radio"/> commercially bagged ice <input type="radio"/> from approved food service establishment (FSE)			
Source of water: <input type="radio"/> public water provided by organizer <input type="radio"/> sealed bottled water <input type="radio"/> water from permitted FSE			
Select the options below that best describe the disposal methods for the following:			
Wastewater		Garbage	
<input type="radio"/> event providing grey water disposal bin <input type="radio"/> event has onsite sewer available to use <input type="radio"/> taking back to approved FSE		<input type="radio"/> event providing dumpsters/pick up <input type="radio"/> other (<i>describe</i>):	
Select the options below that best describe the equipment in your set-up: (<i>utensil washing and hand wash set up is required</i>)			
Cold Holding	Hot Holding	Utensil Washing	Handwashing
<input type="radio"/> refrigerated truck <input type="radio"/> household refrigerator <input type="radio"/> commercial refrigerator <input type="radio"/> household freezer <input type="radio"/> commercial freezer <input type="radio"/> cooler w/ drain port <input type="radio"/> other (<i>describe</i>):	<input type="radio"/> steam table <input type="radio"/> grill <input type="radio"/> electric hot box <input type="radio"/> chafing dish <input type="radio"/> other (<i>describe</i>):	<input type="radio"/> plumbed 3-compartment sink <input type="radio"/> plumbed 3-utility sink <input type="radio"/> 3 basins <input type="radio"/> other (<i>describe</i>):	<input type="radio"/> plumbed sink <input type="radio"/> makeshift station w/flowing faucet (i.e., igloo cooler w/ turn spout <input type="radio"/> other (<i>describe</i>):

By signing below, I hereby certify that the above information is complete and accurate. I fully understand the following:

- A method must be available to provide hot water
- All potentially hazardous foods will be discarded at the end of the day unless a pre-approved cooling system and commercial refrigeration/freezer is in place.
- Any deviation from the above without prior written permission from Guilford County Environmental Health (GCEH) may nullify final approval and prevent issuance of a TFE permit.
- A pre-opening inspection (with electricity and equipment in place) of the TFE will be required before a permit will be issued.
- Food/drink that is prepared before permitting (without prior approval from GCEH) 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 food.
- Approval of this application does not indicate compliance with any other code, law, or regulation that may be required. (i.e., Fire Marshall, federal, state, and local authorities)
- Pre-approval of this application does not guarantee acceptance into the event and no refunds are given.
- TFE application with menu and layout and required fee must be received by GCEH at least 30 calendar days prior to the event or the application may be denied.
- Incomplete applications will be denied and returned.

Print Name

Signature

Date

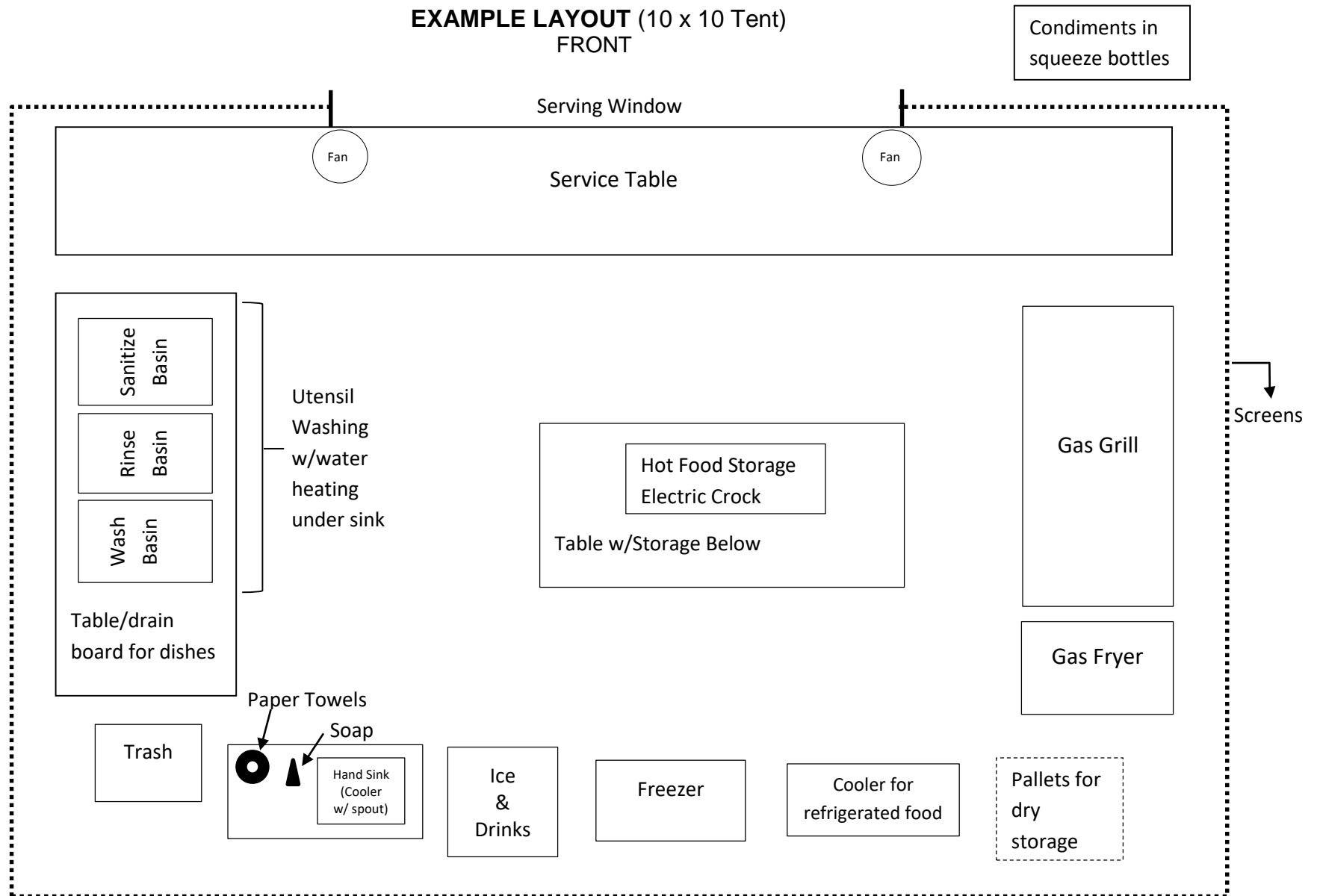
Attachment 1: Menu

FOOD ITEM	FOOD SUPPLIER OR SOURCE	THAWING HOW? WHERE?	CUT/WASH/ ASSEMBLE WHERE?	COOKING HOW? WHERE?	COLD/HOT HOLDING HOW/WHER?	REHEATING HOW
hamburger	IQF from Sam's Club	no thawing needed	no advance prep needed	on grill at the event	hold in crockpot with beef broth	no reheating needed

ANY ITEM NOT INCLUDED ON THIS LIST WILL NOT BE APPROVED AND IS SUBJECT TO DISPOSAL ON SITE.

Attachment 2: 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 sneeze guards must be provided. The diagram below is an EXAMPLE only. Please indicate ALL equipment that you will be using including what will be used to store cold foods and hot foods. For cooking equipment, indicate if gas, electricity or charcoal will be used. **PLEASE USE REVERSE SIDE FOR YOUR LAYOUT**



Draw your layout in this space.

Temporary Food Establishment Permit Checklist

***No food preparation (processing, cutting, marinating, cooking, etc) is to be done prior to receiving a permit.** All food must be in the original packaging with labeling which includes the identity of the product and the source. All meat packaging must include the appropriate USDA inspection mark. Any food that has been prepared or removed from the original package prior to receiving a permit will be **immediately discarded.**

*\$75.00 permit fee and application must be received at the Guilford County Health Department prior to obtaining a permit.
*No disposing of grease or wastewater on the ground or in storm drains. Grease receptacles will be on site. Sewer connections must be used.

- ___ Water properly connected. Drinking water safe food grade hoses are required for water connections. Hoses must be sanitized prior to use. Hoses must be labeled.
- ___ Ice makers including those in trailers/trucks, must be emptied, cleaned, sanitized, and inspected prior to use.
- ___ Wastewater properly disposed. Sewer connections are available on site. No holding tanks or blue-boys are allowed. Hoses used for wastewater must be labeled.
- ___ Hot water at a minimum of 120°F at utensil sinks (minimum 100°F-110°F at hand sinks). Wash water in the utensil sink must be maintained at 110°F.
- ___ Separate hand sink or cooler with pour spout with soap and paper towels at all food handling areas.
- ___ 3 vat sink or 3 basins of sufficient size to completely submerge utensils and counter space/drain board for the air drying of utensils.
- ___ Sanitizer available. Mix water and bleach (no scented bleaches) to make a 50ppm chlorine solution or other approved sanitizer.
- ___ Sanitizer test strips must be available.
- ___ Thermometers in refrigerators. Air temperature 35°F-40°F (Food 45°F or below). By 2019, air temperature should be 31°F-36°F (Food 41°F or below).
- ___ Thermometers for checking food temperatures. Metal stem food thermometers should read 0°F-220°F. Cold foods must be kept 45°F or below (41°F or below by 2019).
- ___ Foods from approved sources. Any food requiring preparation prior to the event must be approved in advance by this Guilford County Environmental Health.
- ___ Food stored off the floor/ground and covered. Corn, potatoes, onions, etc. must be stored on a pallet or other approved means and must be kept covered.
- ___ All food handling and cooking must be done in a protected area. This area shall have overhead coverage. Any separate food preparation areas must be provided with hand sinks.
- ___ Means to prevent bare hand contact with ready-to-eat food (food grade gloves, utensils, or deli paper).
- ___ Outside storage (supplies, refrigerators, freezers) must be protected. Any supplies or equipment not inside a building or trailer or under a tent must be covered.
- ___ Open food displays must be protected from contamination by sneeze guards or other barriers.
- ___ Fans, screens, or other effective means to keep out insects, flies, and dust.
- ___ Ice scoops and a separate bin for ice used in beverages must be provided.
- ___ Consumer Advisory must be posted for raw or undercooked animal products.
- ___ Lighting must be shielded or shatterproof.
- ___ Effective hair restraints (ball cap or hairnet).
- ___ Employee health policy in place.

Guilford County Health Department will be on-site prior to the commencement of the event.

Questions may be addressed to:
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