



DURHAM COUNTY HEALTH DEPARTMENT
Environmental Health Division

TEMPORARY FOOD EVENT COORDINATORS'S APPLICATION
(TO BE COMPLETED FOR EVENTS WITH SEVERAL TEMPORARY FOOD VENDORS)

1. Name of event: _____
2. Event location: _____
3. Dates and times of event: _____
4. Name(s) of event coordinator(s): _____

Name	Address	Phone
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Name	Address	Phone
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5. Name(s) of the on-site coordinator(s) and contact information during the event:

Name	Address	Phone
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Name	Address	Phone
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6. Number of TFE vendors: _____
7. Number of set up locations: _____
8. Dates and times for food service operations: _____
9. Will electricity be provided to the TFE vendors?: Yes _____ No _____
10. Describe water supply: _____

NOTE: *If a non-public water supply is to be used, the results of a recent bacteriological water analysis must be submitted with this application.*

11. Describe toilet and hand washing 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? _____

12. Describe the waste water disposal system: _____

TEMPORARY FOOD EVENT COORDINATORS'S APPLICATION continued

13. Describe the solid waste disposal:

14. Provide copies of the food vendor applications to Environmental Health at least seven (7) days prior to the event.

15. Attach a map of the event indicating the location of food booths, event boundaries, streets, toilet facilities, and locations of waste disposal facilities (liquid wastes, garbage, and grease).

Approval of this application by the Durham County Health Department does **not** indicate compliance with any other code, law or regulation that may be required (i.e., Federal, State, or Local)

A pre-opening inspection of the TFE with equipment in place will be necessary to determine compliance with the rules and regulations governing temporary food service establishments.

Coordinator's signature: _____ Date: _____

Return application and documentation to Durham County Environmental Health seven days before the event.

Durham County Environmental Health: _____

Received date: _____

Approval: _____

Durham County Health Department
Environmental Health Division
414 E. Main St.
Durham, NC 27701

If you have any questions, please contact this office at (919) 560-7800, FAX (919) 560-7830
Monday – Friday, 8:30 a.m. to 5 p.m.



DURHAM COUNTY HEALTH DEPARTMENT
Environmental Health Division

September 12, 2007

MEMORANDUM

TO: FOODSERVICE VENDORS

FROM: DURHAM COUNTY ENVIRONMENTAL HEALTH

SUBJECT: TEMPORARY FOOD ESTABLISHMENTS

Food vendors operating in conjunction with a fair, carnival, or festival must obtain a Temporary Food Establishment permit from the local health department. Your name has been provided to this office by the coordinator for _____. Enclosed is a vendor application which must be completed and returned to this office by _____.

Vendors will be responsible for meeting the requirements regarding the proper handling, storage and preparation of food. A copy of the TFE Guidelines and Check list is enclosed for your information. Please review the guide lines and check list carefully to see which items that are not being supplied by the coordinator and those you will need to provide in order to obtain a permit for the event.

Permitting of Temporary Food Establishments will begin on _____.

Please return your completed vendor application to:

Durham County Environmental Health
414 E. Main St.
Durham, NC 27701

If you have any questions, please contact this office at (919) 560-7800, Monday – Friday, 8:30 a.m. to 5 p.m.



DURHAM COUNTY ENVIRONMENTAL HEALTH

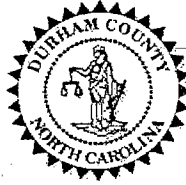
Temporary Food Establishment Guidelines and Check list

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. All foods must be obtained from approved sources. 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 unapproved food shall be discarded. Foods such as cream filled pastries and pies; salads such as potato, chicken, ham and crab cannot be served in a temporary food establishment. Hamburger shall be prepared in an approved facility in patties separated by clean paper, or other wrapping material and ready to cook. Poultry shall be prepared for cooking in an approved market or plant (cutting or preparing of any raw meat product in the stand is prohibited).
2. The temporary food establishment must be thoroughly cleaned and sanitized prior to visit by a representative of the Health Department. The following checklist must be completed in order to receive a permit.

- ___ Sanitizer made with regular bleach (no scented bleach) mixed with water to make a 50-ppm solution or other approved sanitizer.
- ___ Sanitizer test strips provided for the sanitizer in use.
- ___ Provide food thermometers ranging from 0°F-220°F for monitoring food temperatures.
(see example picture #1 in information package)
- ___ Protection against flies and other insects shall be provided. (effective fans or screening)
- ___ Utensil sink and counter space/drain boards for the air-drying of utensils provided.
(see example picture #2 in information package)
- ___ Hand washing facility set up with antibacterial soap and paper towels.
(see example picture #3 in information package)
- ___ Hair restraints used (baseball hat 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 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 over head coverage.) (see example picture #4 in information package)
- ___ 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 (Bottled or approved municipal water supply) and food grade hose.
- ___ Garbage shall be collected and stored in waterproof containers with tight-fitting lids.
- ___ Wastewater disposed of properly. Wastewater shall not be disposed of on the ground or in storm drains.
Catch buckets must be disposed of in a can wash area, toilet, portable toilets, or holding tank.

414 E. Main Street, Durham, NC 27701 Main (919) 560-7800 Fax (919) 560-7830



DURHAM COUNTY ENVIRONMENTAL HEALTH
Temporary Food Establishment
VENDOR APPLICATION

(Please print legibly)

Vendor Name: _____

Address: _____

Phone: _____ Fax: _____

Name and Date of Event: _____

Event Location: _____

Are you:

- A permitted mobile food unit? Yes / No
County _____ Permit # _____
- If your organization is a non-profit or tax exempt, a tax-exempt vendor application must be provided to Environmental Health.

Menu items: _____

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 check list and as detailed in the requirements for temporary food establishments provided to me.

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

Vendor signature _____ Date _____

Return application to Durham County Environmental Health at least seven days before the event.

Durham County Environmental Health: _____

Received date: _____

Approval: _____

Additional information on the requirements for temporary food establishment permits can be obtained from the Durham County Environmental Health Division.

Phone (919)-560-7800 Fax (919)-560-7830