



TEMPORARY FOOD EVENT (TFE) VENDOR INFORMATION AND APPLICATION

INSTRUCTIONS AND INFORMATION FOR TFE VENDORS

- TFE vendor obtains **TFE vendor information and application** from event coordinator or from the Health Department webpage: <http://dcopublichealth.org/services/environmental-health/forms-applications> .
- **TFE Coordinator application** must be submitted before vendor applications can be accepted.
- **Vendor application will only be accepted if listed as an approved vendor on the Coordinator Application.**
- Vendor reviews **TFE FAQ** and completes **TFE vendor application**.
- A **commissary agreement form** must be completed for approval if food will be prepared in advance.
- No food shall be prepared in a home kitchen.
- No food preparation or food sales shall occur at the booth before the permit is issued.
- The completed **TFE vendor application** and commissary agreement (if applicable) must be submitted to the event coordinator who will submit all vendor applications to the Environmental Health Office **at least fifteen (15) calendar days before the event. State law does not allow late applications to be accepted for processing.**
- The \$75.00 permit fee may be submitted to coordinator or may be paid directly to our office by the vendor.
- The TFE will receive an inspection prior to any food handling or preparation at the event from an Environmental Health Specialist.
- Vendors who meet the requirements will be issued a permit.

*Coordinator must collect and submit completed vendor applications
pages 2 through 7 and fees to:*

- Human Services Building
- Environmental Health Division second floor
- 414 East Main Street
- Durham, North Carolina 27701
- Email: TFEpermits@dconc.gov
- Fax (919) 560-7830
- Call (919) 560-7800
- **Payment must be either in person or online**
- **No counter checks will be accepted**





Public Health

Date Received: *(office use only)*:

Contact Name:

Best Contact Number:

Durham County Temporary Food Establishment (TFE) Vendor Application

Submit the completed Temporary Food Establishment (TFE) Vendor Applications to the event coordinator for the event for which they are applying for. Individual applications will not be accepted unless previous arrangements have been made with Durham County Environmental Health. **Both the TFE application(s) and the required fee (\$75 for each proposed permit) must be received by our office at least fifteen (15) calendar days prior to the event, or the application shall be denied.** Contact the event coordinator for specific deadlines required to meet the fifteen (15) calendar day deadline.

This application process is required by the North Carolina Rules Governing the Food Protection and Sanitation of Food Establishments 15A NCAC 18A .2600; therefore, any application and/or fee received after the application deadline shall be denied. Food vendors who serve ice cream, funnel cake, fudge, cotton candy, candied apples, and/or donuts may not need a permit. Please call the department at 919-560-7800 if you are uncertain if a permit is required.

*****All signature boxes must be signed for the application to be complete.*****

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. This application is 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 Event:				
Location:				
Dates / Times of Event:	Begin Date:		End Date:	
	Begin Time:	am pm	End Time:	am pm
Estimated Time of Completed Set-up and ready for permitting:	Date:			am pm
Once Durham County Environmental Health has reviewed the vendor and coordinator application, a permitting inspection time will be set. Failure to be ready 30 minutes past set inspection time may result in permit not being issued.	Signature required:			

Food Vendor Information

Business Name:				
Applicant Name:				
Address:				
City:		State:		Zip:
Daytime Number:		Cell Number:		
Email Address:				
Email Address for Invoicing:				

Food Handling Information

Will any items be stored offsite?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what/where	
Equipment to be used <u>at the event</u> for:	Cooking:	
	Reheating:	
Indicate time and distance to travel with food product from place of purchase or commissary location:	(hours : minutes) /	(miles)
Indicate how food temperatures will be maintained during transport <u>to the event</u> (<i>check all that apply</i>)		
<input type="checkbox"/> > Cooler w/ice <input type="checkbox"/> > Refrigerated truck <input type="checkbox"/> > Cambro <input type="checkbox"/> > Insulated heat bags <input type="checkbox"/> > Other (<i>describe</i>):		

Approval, prior to the event, from DCoPH is required for any time/temperature control for safety (TCS) foods that are heated, cooled and re-served on subsequent days. This includes foods like turkey legs, chili, nacho cheese, BBQ, etc.
 Holding over product? Contact TFEpermits@DCONC.GOV about approving a cooling procedure. Must have commercial refrigeration/freezer and submit detailed cooling plans.

All TCS food will be discarded at the end of each day. **Signature required:** _____

If fresh produce is used, how will it be handled? Produce includes potatoes, tomatoes, lemons, onions, pineapples, etc.	<input type="checkbox"/> Purchase prewashed produce.	<input type="checkbox"/> Vendor will provide a produce sink.	<input type="checkbox"/> Washed at approved TFE commissary
---	--	--	--

Will any animal foods such as beef, eggs, fish, shellfish, or poultry be offered raw or <i>under cooked</i> ?	<input type="checkbox"/> Yes ** Consumer advisory required– list items:	<input type="checkbox"/> No
---	---	-----------------------------

Source of ice (<i>check all that apply</i>):	<input type="checkbox"/> Commercially bagged ice	<input type="checkbox"/> From permitted TFE commissary
--	--	--

Source of water:	<input type="checkbox"/> Public water provided by organizer with backflow preventers	<input type="checkbox"/> Sealed bottled water	<input type="checkbox"/> Water from permitted TFE commissary
------------------	--	---	--

Select the options below that best describe the disposal methods for the following:	
Wastewater	Garbage
<input type="checkbox"/> Event providing grey water disposal bin <input type="checkbox"/> Onsite sewer system approved for use <input type="checkbox"/> Taking back to approved TFE commissary	<input type="checkbox"/> Event providing dumpsters/pick up <input type="checkbox"/> Other (<i>describe</i>):

Select the options below that best describe the equipment in your set-up: (utensil washing, and hand wash set up is required)			
Cold Holding	Hot Holding	Utensil Washing	Handwashing
<input type="checkbox"/> Refrigerated truck <input type="checkbox"/> Household refrigerator <input type="checkbox"/> Commercial refrigerator <input type="checkbox"/> Household freezer <input type="checkbox"/> Commercial freezer <input type="checkbox"/> Cooler w/ drain port <input type="checkbox"/> Other ():	<input type="checkbox"/> Steam table <input type="checkbox"/> Grill <input type="checkbox"/> Electric hot box <input type="checkbox"/> Chafing dish <input type="checkbox"/> Other ():	<input type="checkbox"/> Plumbed 3-compartment sink <input type="checkbox"/> Plumbed 3-utility sink <input type="checkbox"/> 3 basins <input type="checkbox"/> Means of heating water <input type="checkbox"/> Other ():	<input type="checkbox"/> Plumbed sink <input type="checkbox"/> Makeshift station w/flowing faucet (i.e., igloo cooler w/ turn spout) Able to maintain water warm. <input type="checkbox"/> Other ():

Check the box which describes your food booth set up:		
<input type="checkbox"/> 3-sided (tent walls) tent () x () with front sneeze guards and fans. To protect food from contamination, tent access must be restricted from the public.		
<input type="checkbox"/> Trailer/Self Contained Unit		
<input type="checkbox"/> Building/Indoor Event		
Will any food and/or drink be prepared prior to event? This includes washing vegetables, cutting or marinating meat, or cooking at a permitted temporary food establishment commissary (TFE).		
<input type="checkbox"/> No; Foods will be packaged		
<input type="checkbox"/> Yes; All foods prepared must be prepared in a permitted food establishment ; not a home kitchen. Application must include letter from permitted food establishment owner/operator.		
Check the type of lighting that will be at food service/storage areas:	<input type="checkbox"/> Shielded/Sleeved bulbs	<input type="checkbox"/> Shatterproof bulbs

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

I fully understand the following:

- All TCS foods will be discarded at the end of the day unless a pre-approved cooling procedures and commercial refrigeration/freezer is used.
- Any deviation from the above without prior written permission from Durham County Public Health may nullify final approval and prevent issuance of a TFE permit.
- A pre-opening inspection (with electricity and All 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 Durham County Public Health) will result in disposal or embargo of the food/drink.**
- Failure to maintain approved temperatures for TCS foods will 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 Durham County Public Health from the coordinator at least 15 calendar days prior to the event or the application shall be denied.
- Incomplete applications will be denied and returned.
- Any deviations from approved set-up or food safety hazards may result in denial/revocation of permit and possible removal from event.
- TFE Coordinator application must be submitted, by person(s)-in-charge of event, to the office (30 days prior to event) for vendor applications to be reviewed.

Owner/Manager or

Designee

Print Name _____ Date _____

Signature _____ Date _____

Food Employee Reporting Agreement

Reporting: Symptoms of Illness

I agree to report to the Person in Charge (PIC) when I have:

1. Diarrhea
2. Vomiting
3. Jaundice (yellowing of the skin and/or eyes)
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part (such as boils and infected wounds, however small).

Note: The PIC must report to the Health Department when an employee is jaundiced.

Reporting: Diagnosed Illnesses

I agree to report to the Person in Charge (PIC) when I have been diagnosed with:

1. Norovirus
2. Hepatitis A virus
3. *Shigella* spp. infection (shigellosis)
4. Shiga Toxin-Producing *Escherichia coli* (O157:H7 or other STEC infection)
5. Typhoid fever (caused by *Salmonella* Typhi)
6. *Salmonella* (nontyphoidal)

Note: The PIC must report to the Health Department when an employee has one of these illnesses.

Reporting: Exposure of Illness

I agree to report to the PIC when I have been exposed to any of the illnesses listed above through:

1. An outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or Hepatitis A.
2. A household member with Norovirus, typhoid fever, shigellosis, illness due to STEC, or Hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or Hepatitis A.

Exclusion and Restriction from Work

If you have any of the symptoms or illnesses listed above, you may be excluded* or restricted** from work.

*If you are excluded from work, you are not allowed to come to work.

**If you are restricted from work you are allowed to come to work, but your duties may be limited.

Returning to Work

If you are excluded from work for having diarrhea and/or vomiting, you will not be able to return to work until: 1) more than 24 hours have passed since your last symptoms of diarrhea and/or vomiting, or 2) provide written medical documentation from a health practitioner indicating that the symptoms are from a noninfectious condition.

If you are excluded from work for exhibiting symptoms of Norovirus, *Salmonella* Typhi, nontyphoidal *Salmonella*, *Shigella* spp. infection, *E. coli* O157:H7 or other STEC infection, and/or Hepatitis A, you will not be able to return to work until approval from the Health Department is granted.

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:

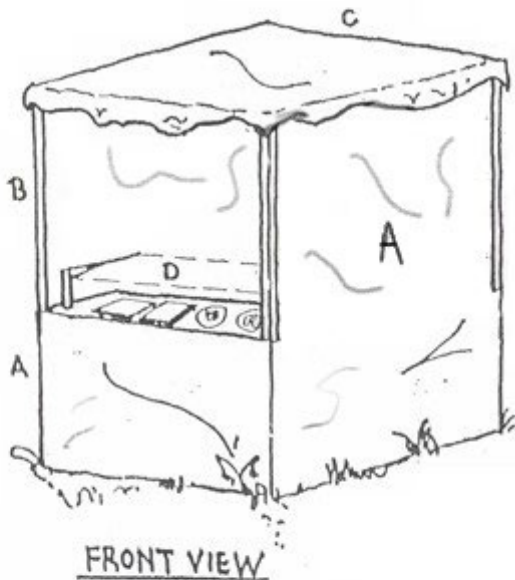
1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

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.

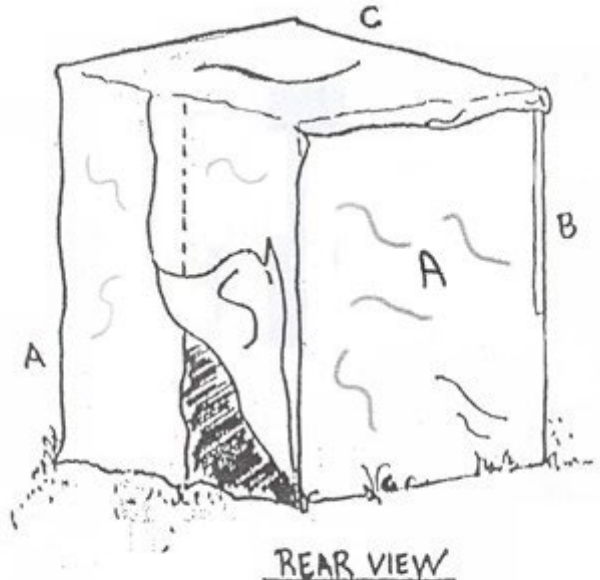
Employee Name (please print) _____ Signature _____ Date _____

Person In Charge Name (please print) _____ Signature _____ Date _____

TEMPORARY FOOD STAND



FRONT VIEW



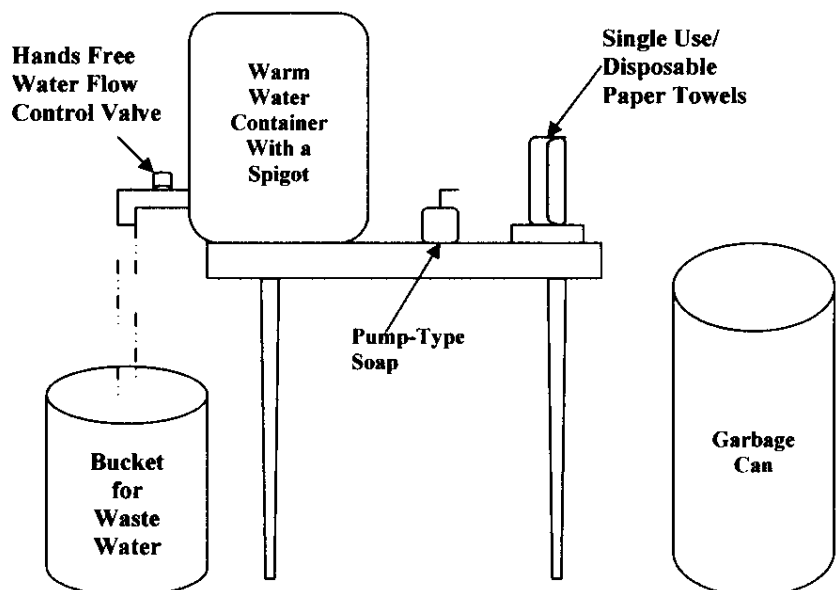
REAR VIEW

- A- SOLID MATERIAL
- B- Open Front
- C- SOLID ROOF
- D- SNEEZE GUARD

PROPER BOOTH CONSTRUCTION

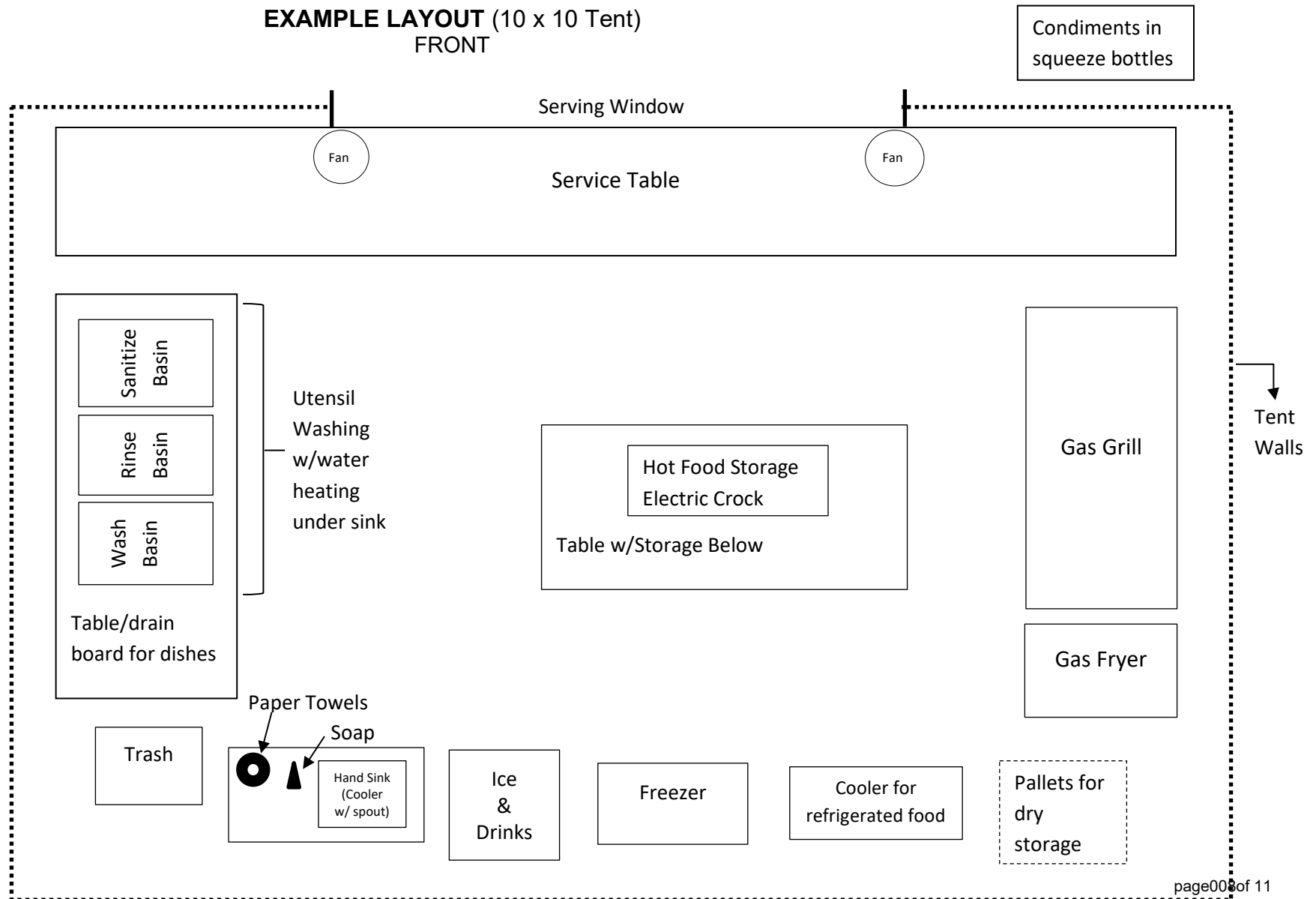
TEMPORARY HANDWASHING DIAGRAM

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.



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. Applications submitted without completed drawing will be **denied**.



Draw your layout in this space.

Temporary Food Establishment Evaluation Checklist

***Unless written documentation is provided, 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.**

*No disposing of grease or wastewater on the ground or in storm drains. If grease receptacles are on site, they must be used. Sewer connections must also 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 as potable water and for each vendor. A backflow preventer is required at each point of use.
- ___ Ice makers including those in trailers/trucks, must be emptied, cleaned, sanitized prior to use.
- ___ Wastewater properly disposed. Sewer connections, if available on site. Hoses used for wastewater must be labeled.
- ___ Must have the ability to heat water for utensil washing and handwashing. Must be able maintain warm water at handwashing station.
- ___ Separate hand sink or cooler with pour spout, 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/splashless bleaches**) to make a 50-200ppm chlorine solution or other approved sanitizer; quaternary ammonia 200-400ppm.
- ___ Sanitizer test strips must be available; Chlorine or Quaternary Ammonium.
- ___ Thermometers in refrigerators. Air temperature 31°F-36°F (Food 41°F or below).
- ___ Thermometers for checking food temperatures. Metal stem food thermometers should range 0°F-220°F or be digital. Cold foods must be kept 41°F or below.
- ___ Foods from approved sources. Any food requiring advanced preparation prior to the event must be prepared in a permitted TFE commissary.
- ___ 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.
- ___ Food grade gloves, utensils, or deli paper to prevent bare hand contact with ready-to-eat food.
- ___ 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.
- ___ If ice used in beverages, ice scoops and a separate ice bin must be provided.
- ___ Consumer Advisory must be posted for raw or undercooked animal products being offered.
- ___ Lighting must be shielded or shatterproof.
- ___ Effective hair restraints (ball cap, hairnet, or headscarf).
- ___ Employee health policy in place.

Questions may be addressed to (919) 560-7800 or TFEpermits@dconc.gov



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: _____

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

The permittee or owner of the restaurant facility noted below agrees to serve as a commissary for the Temporary Food Event vendor named above.

Restaurant Name Serving as Commissary: _____

Restaurant Address: _____

Restaurant Phone Number: _____

Email: _____

_____ Date: _____

Printed Name of Restaurant Owner / Permittee:

_____ Date: _____

Signature of Restaurant Owner / Permittee:

