

# Temporary Food Establishments 2011 Final Document

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Prepared by the Plan Review Committee  
Conference for Food Protection 2010-2012

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## PREFACE

This document is intended to assist local health regulatory authorities and the food industry in understanding the review, approval and operation of Temporary Food Establishments. However, it does not establish regulatory requirements and the recommendations contained herein are not intended to supplant, or otherwise serve as, the rules and regulations applicable to food establishments in a given Federal, State, local or tribal jurisdiction.

This document:

- Describes effective processes for reviewing plans and applications for safe operation of a Temporary Food Establishment (TFE).
- Is intended as a training tool for individuals responsible for conducting plan reviews and is used in Food and Drug Administration (FDA) -sponsored training courses on Temporary Food Establishments. It may also help event sponsors better understand the expectations of local regulatory inspectors.
- Was developed by the Conference for Food Protection's Plan Review Committee. It is intended to be consistent with the recommendations of the FDA as contained in the FDA Model Food Code. The FDA Model Food Code contains requirements for safeguarding public health and ensuring food is unadulterated and honestly presented when offered to the consumer.

## DEFINITIONS

The following definitions are excerpts from the FDA 2009 Model Food Code.

**"Food establishment"** includes "an operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the PREMISES; and regardless of whether there is a charge for the FOOD."

**"Food establishment"** does not include:

- (a) *An establishment that offers only prePACKAGED FOODS that are not POTENTIALLY HAZARDOUS (TIME/TEMPERATURE CONTROL FOR SAFETY) FOODS;*
- (b) *A produce stand that only offers whole, uncut fresh fruits and vegetables;*
- (c) *A FOOD PROCESSING PLANT; including those that are located on the PREMISES of a FOOD ESTABLISHMENT*
- (d) *A kitchen in a private home if only FOOD that is not POTENTIALLY HAZARDOUS (TIME/TEMPERATURE CONTROL FOR SAFETY) FOOD, is prepared for sale or service at a function such as a religious or charitable organization's bake sale if allowed by LAW and if the CONSUMER is informed by a clearly visible placard at the sales or service location that the FOOD is prepared in a kitchen that is not subject to regulation and inspection by the REGULATORY AUTHORITY;*

**"Temporary food establishment"** means a FOOD ESTABLISHMENT that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

## **INTRODUCTION**

Temporary food events, such as traveling fairs and carnivals, circuses, multicultural celebrations, special interest fundraisers, restaurant food shows, and other transitory gatherings, have become extremely popular and are held at an increasing frequency.

Many of these temporary food events have temporary food establishments with high risk food operations engaging in extensive preparation of raw ingredients; processes that include the cooking, cooling, and reheating of potentially hazardous foods; and advanced preparation of food several days prior to service.

The TFEs operate either indoors or outdoors and often have limited physical and sanitary facilities available. As such, TFEs present special challenges to regulatory authorities that have the responsibility to license/permit and inspect them.

## **TEMPORARY FOOD EVENT COORDINATION**

Food preparation practices at temporary food events are to be in compliance with the regulatory authority. Because temporary events present particular concerns that are unique to nonpermanent food establishments, the following information should be provided along with information about the food items to be prepared and served, as required on the application:

- The number of expected patrons/day;
- Information on the number and type of toilet and handwashing facilities to be provided;
- Information on the equipment that will be utilized to ensure compliance with the Model Food Code;
- The exact location of the event identifying the availability of potable water, wastewater, solid waste facilities and services, and methods of dust control;
- Description of the water supply and wastewater and solid waste storage and removal provisions to assess if adequate facilities are provided on site or if additional supplies/services are needed;
- The location and source of electricity to be provided; and
- A list of names, telephone numbers, and addresses of the TFE operators, including the name of the designated staff person who will be on site during all hours of the operation of the event and who is responsible for compliance with food code requirements.

## **PLAN REVIEW AND APPLICATION PROCESS**

No person, firm, or corporation is allowed to operate a food establishment (permanent or temporary) where food or beverages are served to the public without permits, licenses, or permission from the local regulatory authority. Licensing/permitting of Temporary Food Establishments may vary due to local regulatory requirements.

The plans and application for a TFE should include all the information necessary to assure that the physical and sanitary facilities are adequate to ensure safe food, in the same manner a permanent food establishment goes through plan review. It is recommended that a pre-event meeting be held between the regulatory authority and the applicant(s) and/or the primary food vendor(s) for the event to discuss the requirements that must be adhered to for safe operation of the TFE.

Prior to issuing a permit or license to a food establishment, either permanent or temporary, the local regulatory authority is responsible for performing a pre-operational plan review. The pre-operational review provides the opportunity to discuss areas of concern and should be conducted prior to the issuance of a permit/license. The regulatory authority may impose restrictions on the types of food to be prepared and served based upon the preparation and/or sanitary facilities available.

For large temporary events there is often an event organizer that is responsible for coordinating the temporary food establishments. In this situation, if the event organizer provides any of the required facilities (i.e., toilet and handwashing facilities, warewashing facilities, refuse or waste water services) that are to be utilized by a temporary food establishment, a separate application and permit may be required by the regulatory authority.

To obtain a permit/license for a Temporary Food Establishment, the permit applicant shall complete and submit an Application to Operate a Temporary Food Establishment (Attachment I) at least 30 calendar days before the event (§8-302.11).

Event coordinators providing infrastructure to multiple TFE are required to complete and submit an Event Organizer Application to Operate Temporary Food Establishments (Attachment II) at least 30 calendar days before the event (§8-302.11).

## **TEMPORARY FOOD ESTABLISHMENT CLASSIFICATIONS**

*Food establishment does not include an establishment that offers only prepackaged foods that are not potentially hazardous (Time/Temperature Control for Safety Foods).*

TFE requirements should be risk based according to the food service operations that will occur.

### Food Service (FS) Type 1

- Unpackaged nonpotentially hazardous food (Time/Temperature Control for Safety Food)
- Commercially processed packaged potentially hazardous food (Time/Temperature Control for Safety Food) in its original package (Receive-Store-Hold)

### Food Service (FS) Type 2

- Food Preparation with no cook step (Receive-Store-Prepare-Hold-Serve)
- Preparation for same day service (Receive-Store-Prepare-Cook-Hold-Serve)
- Reheating of a commercially processed food item (Receive-Store-Reheat-Hold-Serve)

### Food Service (FS) Type 3

- Complex food preparation (Receive-Store-Prepare-Cook-Cool-Reheat-Hot Hold-Serve)
- Large quantities of food being prepared (e.g., Olympics, Academy Awards, State Fairs)
- Using Time as a Public Health Control
- Serving a Highly Susceptible Population

An applicant may be required to complete and submit the Temporary Food Establishment Expanded Process Flow (Attachment III) based on the menu identified on the TFE application.

## **MONITORING AND PLANNING FOR TEMPORARY FOOD EVENTS**

Due to the complexities of temporary food events, the local regulatory authority should develop a method to monitor and plan for these events so that the necessary resources are available to assist with the review and inspection of the temporary food establishments.

- Many events are scheduled on an annual basis and can be monitored by keeping a calendar of these events.
- Information on temporary events can be obtained from fliers, banners, newspaper and radio announcements, and local TV ads.
- A working relationship should be established with local visitor's associations or Chambers of Commerce as these organizations often maintains schedules of events.
- A working relationship should be established with managers/owners of fairgrounds, parks and other locations where temporary events are often held.

## TEMPORARY FOOD ESTABLISHMENT OPERATIONS CHECKLIST

The following checklist provides an overview of the general requirements that should be considered when reviewing applications and conducting on-site inspections. The local regulatory authority may impose additional requirements based upon the type of food preparation and/or sanitary facilities available.

The applicable 2009 Model Food Code Sections have been italicized.

### PERSONNEL

- ❑ **PERSON-IN-CHARGE (PIC):** A designated person must be on site during all hours of operations of the temporary food establishment. The PIC is responsible for ensuring compliance with health code requirements. (*§2-101.11, 2-103.11*)
- ❑ **CERTIFIED FOOD PROTECTION MANAGER:** At least one employee that has supervisory and management responsibility and authority to direct and control food preparation and service shall be a Certified Food Protection Manager for those temporary food establishments that are classified as Food Service Type 2 or Food Service Type 3. (*§2-102.12*)
- ❑ **EMPLOYEE HEALTH:** Employees with communicable diseases which can be transmitted through food shall be excluded and/or restricted from food activities. (*§2-201.11, 2-201.12, 2-201.13, 2-401.12*)

There must be employee practices and behaviors established that can help prevent the spreading of viruses and bacteria to food. The Centers for Disease Control and Prevention (CDC) and FDA cite five highly infective pathogens that can be easily transmitted by food employees and cause severe illness. These five pathogens known as the Big Five are Norovirus, the Hepatitis A virus, Salmonella Typhi, Shigella spp., and Escherichia coli (E. coli) 0157:H7 or other Enterohemorrhagic or Shiga toxin-producing E. coli.

Interventions must be used to prevent the transmission of foodborne illness. These interventions include (a) restricting or excluding ill food employees from working with food; (b) using proper handwashing procedures; and (c) eliminating bare hand contact with foods that are ready-to-eat (RTE).

Proper management involves ensuring that food employees do not work when they are ill and having procedures for identifying employees who may transmit foodborne pathogens to food, other employees, and consumers. Symptoms that the person in charge (PIC) should be concerned with include: vomiting, diarrhea, jaundice (yellow skin or eyes), sore throat with fever, infected cuts and burns with pus on hands and wrists.

Information and forms to aid in complying with Employee Health can be found in

the 2009 FDA Model Food Code and the Employee Health and Personal Hygiene Handbook.

(<http://www.fda.gov/Food/FoodSafety/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucm113827.htm>)

- ❑ **HANDWASHING:** Food employees shall wash their hands upon entering the TFE or food preparation and service areas, immediately before engaging in food preparation, after using the toilet room, and as often as necessary to remove soil and contamination and to prevent cross contamination. (§2-301.11, 2-301.12, 2-301.14, 2-301.15)
- ❑ **HANDWASHING FACILITIES:** Handwashing facilities shall be located to allow convenient use by food employees in food preparation, food dispensing and warewashing areas. Handwashing sinks are to only be used for handwashing. A handwashing sign shall be posted at each handwashing sink. (§5-204.11, 5-205.11, 5-202.12, 5-203.11, 6-301.11, 6-301.12, 6-301.14, 6-301.20)

### **FS Type 1**

- Packaged food only – Hand wash stations are not required if only commercially pre-packaged foods kept in their original containers will be provided to consumers.
- Unpackaged food that is not potentially hazardous (Time/Temperature Control for Safety) Food – Hand wash station that provides gravity feed tempered water. For example – A five gallon insulated container with a spigot which can be turned on to allow potable warm water to flow over one’s hands into a waste receiving bucket of equal or larger volume. Hand soap, single-use dispensed towels, and a waste receptacle shall be provided. (See Below)

**FS Type 2** – Self-contained portable unit with holding tanks for potable tempered water and waste water. Hand soap, single-use dispensed towels, and a waste receptacle shall be provided. (See Below)

**FS Type 3** – Potable hot and cold running water under pressure to provide water at a temperature of at least 100°F. Hand soap, single-use dispensed towels, and a waste receptacle shall be provided.



**Sample for Type 1**



**Sample for Type 2**



- ❑ **HYGIENE:** Food employees shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods. (§2-302.11)
  - Food employees shall have clean outer garments, aprons and effective hair restraints. (§2-304.11, 2-402.11)
  - Food employees are not allowed to smoke or eat (including chewing gum) in the food preparation and service areas. A food employee may drink from a closed beverage container if the container is handled to prevent contamination of the employee's hands; the container; and exposed food, clean equipment, utensils and single-service/single-use articles. (§2-401.11)
  - All non-working, unauthorized persons should be restricted from food preparation and service areas. (§2-103.11)
- ❑ **NO BARE HAND CONTACT:** Employees preparing food may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli paper, spatulas, tongs, single-use gloves or dispensing equipment. (§3-301.11)

## FOOD SOURCE

- ❑ **SOURCE:** All food shall be obtained from sources that comply with law. All meat and poultry shall come from USDA or other acceptable government regulated approved sources. (§3-201.11)
  - Home canned foods are not allowed nor shall there be any home cooked or prepared foods offered at temporary food events. (§3-201.11)
  - Ice for use as a food or a cooling medium shall be made from potable water. (§3-202.16)
  - All Potentially Hazardous Food (Time/Temperature Control for Safety Food) (PHF/TCS) which is pre-cooked and pre-cooled off site for service at the temporary food establishment shall be prepared at an approved, permanent food establishment. (§3-201.11)
- ❑ **TRANSPORTATION:** Food shall be transported in a manner that protects the food from contamination and if a PHF/TCS food item shall be maintained at 135°F or above or 41°F or below. (§3-202.15, 3-501.16)

## FOOD PREPARATION

- ❑ **FOOD CONTAMINATION:** All cooking and serving areas shall be protected from contamination. Consumers shall be prevented from accessing areas of the TFE where food, food-contact surfaces, and equipment are located. (§2-103.11(B), 3-307.11)
- ❑ **CROSS CONTAMINATION:** Food shall be protected from cross contamination by separating raw animal foods from ready-to-eat foods and separating types of raw animal foods from each other during storage, preparation, holding, and display. (§3-302.11, 3-307.11)

- Equipment and utensils (including knives, cutting boards, and food storage containers) shall be thoroughly cleaned and sanitized after being used for raw animal foods and before being used for ready-to-eat food. (§3-304.11, 4-602.11)

***The following practices are only permitted with Food Service Type 1 classification***

- ❑ **HANDLING OF UNPACKAGED NONPHF/TCS FOOD**  
During preparation, unpackaged food shall be protected from contamination. (§3-305.14, 3-307.11)
- ❑ **HOLDING OF COMMERCIALY PROCESSED PACKAGED PHF/TCS FOOD:**  
PHF/TCS food shall be maintained at 135°F or higher or 41°F or below. (§3-501.16)

***The following practices are only permitted with Food Service Type 2 classification***

- ❑ **HOLDING OF PHF/TCS FOOD:** Potentially Hazardous Food (Time/Temperature Control for Safety Food) shall be maintained at 135°F or higher or 41°F or below. (§3-501.16)
- ❑ **COOKING:** Food shall be cooked to the minimum temperatures and times specified below\*\*: (§3-401.11, 3-603.11)
  - **165°F for 15 seconds** - poultry; wild game animals; stuffing containing fish, meat, poultry or ratites; stuffed fish, meat, pasta, poultry or ratites.
  - **155°F for 15 seconds** - mechanically tenderized and injected meats; the following if they are comminuted: fish, meat (hamburgers), game animals commercially raised for food; pooled raw eggs; ratites.
  - **145°F for 15 seconds** - raw eggs that are broken and prepared in response to a consumer's order and for immediate service; fish and meat.
 \*\*TFE operators should consult with the local regulatory authority if considering cooking roasts (whole beef, pork, cured pork (ham) and corned beef) or if serving or selling undercooked foods to ensure compliance with the provisions of the Model Food Code.
- ❑ **THAWING:** PHF/TCS food shall be thawed either under refrigeration that maintains the food temperature at 41°F or less, or as part of a cooking process. (§3-501.13)
- ❑ **REHEATING FOR HOT HOLDING OF COMMERCIALY PROCESSED FOOD**
  - Food from a commercially processed, hermetically sealed container of food or from an intact package from a food processing plant shall be reheated to 135°F for hot holding. (§3-403.11)

***The following two practices are only permitted at a Food Service Type 3 classification***

- ❑ **COOLING:** PHF/TCS shall be cooled by an approved method in accordance with the following time and temperature criteria: (§3-501.14 3-501.15)

- Cooked PHF/TCS food shall be cooled within 2 hours from 135°F to 70°F and within a total of 6 hours from 135°F to 41°F or less.
  - PHF/TCS food prepared from ingredients at ambient temperature shall be cooled within 4 hours to 41°F or less.
- **REHEATING FOR HOT HOLDING:** PHF/TCS food that is cooked and cooled at a permanent food establishment prior to delivery to the temporary food establishment shall be reheated so that all parts of the food reach a temperature of at least **165°F for 15 seconds if hot held.** (§3-403.11)
- Reheating shall be done rapidly so that the food is between 41°F and 165°F for no more than 2 hours.
  - Cooked and refrigerated food that is prepared in response to an individual consumer order may be served at any temperature.

## EQUIPMENT

Equipment used for cooking or for holding of PHF/TCS food shall be evaluated for approval based on a menu review, food service operations that will occur, and the length of the event. (§4-301.11)

- **COOKING DEVICES:** The local fire safety authority shall approve all cooking devices along with any additional safety considerations.
- For safety reasons, cooking equipment, such as BBQs, propane stoves, and grills, should be roped off or otherwise segregated from the public (§3-307.11).
  - When barbecuing or using a grill, the cooking equipment should be separated from the public for a distance of at least 4 feet by roping off or by other means to protect patrons from burns or splashes of hot grease.
  - Charcoal and wood cooking devices are not recommended.
  - Propane stoves or grills may be approved as cooking devices.
  - All cooking of foods should be done towards the rear of the food booth.
- **COLD STORAGE:**
- Packaged food may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, or container or its positioning in the ice or water. (§3-303.12)
  - Each refrigeration unit should have a numerically scaled thermometer accurate to ±3°F if scaled only in Fahrenheit or accurate to +/- 1.5°C if dually scaled in Celsius and Fahrenheit to measure the air temperature of the unit. (§4-203.12, 4-204.112)
  - **FS Type 1 and FS Type 2** - An effectively insulated, hard sided, cleanable container with sufficient ice or other means to maintain PHF/TCS food at 41°F or below may be approved for the storage of small quantities of PHF/TCS food. (§3-501.16, 4-301.11)
  - **FS Type 2 and FS Type 3** - Mechanical refrigeration units may be required to keep PHF/TCS food at 41°F or below. (§3-501.16, 4-301.11)

- ❑ **HOT STORAGE:** Hot food storage units shall be used to keep PHF/TCS food at 135°F or above. Electrical equipment, propane stoves, grills, etc. shall be capable of holding foods at 135°F or above. (§3-501.16, 4-301.11)
- ❑ **THERMOMETERS:** A thermocouple or metal stem thermometer shall be provided to check the internal temperatures of PHF/TCS hot and cold food items. Food temperature measuring devices that are scaled only in Celsius or dually scaled in Celsius and Fahrenheit shall be accurate to +/-1°C or if scaled only in Fahrenheit shall be accurate to +/-2°F in the intended use of range. Temperature measuring devices shall be equipped with a small diameter probe if thin foods are served. (§4-302.12, 4-502.11)
- ❑ **COUNTERS/SHELVES:** All food contact surfaces shall be non-toxic, smooth, easily cleanable, durable, nonabsorbent, and free of seams and difficult to clean areas. All other surfaces shall be finished so that they are easily cleanable. (§4-101.11)

## FOOD AND UTENSIL STORAGE

- ❑ **DRY STORAGE:** All food, equipment, utensils, and single service items shall be stored at least 6" off the ground or floor on pallets, tables, or shelving. Food shall be protected from contamination and shall have effective overhead protection. (§3-305.11, 3-305.12)
- ❑ **FOOD DISPLAY:** All food and food contact surfaces shall be protected from consumer handling, coughing, sneezing or other contamination. (§3-306.11, 3-306.12, 3-306.13)
  - Use sneeze guards or other effective barriers for food on display.
  - Keep food covered, except for working containers of food.
  - Condiments shall be dispensed in single service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers, or similar dispensers which prevent contamination of the food items by food employees, patrons, insects, or other sources.
  - Knives, forks, and spoons that are not pre-wrapped shall be presented so that only the handles are touched.
- ❑ **IN-USE UTENSILS:** Food dispensing utensils shall be stored in the food with their handles above the top of the food and container; on a clean portion of the food preparation table or cooking equipment; or in a container of water if the water is maintained at a temperature of at least 135°F and the utensil and container is cleaned as necessary to preclude accumulation of soil residues. (§3-304.12)

## CLEANING AND SANITIZING

Equipment food-contact surfaces and utensils shall be cleaned and sanitized when changing from working with raw foods to working with ready-to-eat foods; between uses

with raw fruits and vegetables and with PHF/TCS food; before using or storing a food temperature measuring device; and if used with PHF/TCS food shall be cleaned throughout the day at least every 4 hours; and at any time during the operation when contamination may have occurred. (§4-602.11)

- ❑ **WAREWASHING:** A commercial dishwasher or manual warewashing method should be utilized to wash, rinse, and sanitize equipment and utensils coming into contact with food. (*applicable sections in Chapter 4 Model Food Code*)

**FS Type 1** - The minimum requirements for a utensil washing set-up to wash/rinse/sanitize should consist of 3 basins, large enough for complete immersion of utensils, a potable hot water supply, and an adequate disposal system for the wastewater.

**FS Type 2** - A centralized three compartment sink that is supplied with hot and cold running water and approved wastewater disposal system for use by multiple food vendors may be permitted by the regulatory authority.

**FS Type 3** - A three compartment sink that is supplied with hot and cold running water and approved wastewater disposal system within the food establishment.

- ❑ **SANITIZING:** Chlorine bleach or other approved sanitizers should be provided for sanitizing food contact surfaces, equipment, and wiping cloths. Sanitizers shall be used in accordance with the EPA-registered label use instructions. An approved test kit shall be available to accurately measure the concentration of sanitizing solutions. (§4-501.116, 4-703.11)
- ❑ **WIPING CLOTHS:** Wiping cloths that are in use for wiping food spills shall be used for no other purpose and shall be stored clean and dry or in a clean sanitizing solution at the approved sanitizer concentration. (§3-304.14)

## **WATER SUPPLY AND WASTEWATER DISPOSAL**

- ❑ **WATER:** An adequate supply of potable water shall be available on site for cooking and drinking purposes; for cleaning and sanitizing equipment, utensils, and food contact surfaces; and for handwashing. (*applicable sections in Chapter 5 Model Food Code*)
  - Water shall come from an approved public water supply or an approved well water supply. The water supply system and hoses carrying water shall be constructed with approved food contact materials. *Recommend labeling potable water hose.*
  - The water supply shall be protected with backflow devices to preclude the backflow of contaminants into the potable water supply. (§5-202.13, 5-202.14, 5-203.14, 5-203.15)
  - All hose and other connections to the potable water supply shall be maintained a minimum of 6" above the ground or top plane surface.

- A supply of commercially bottled drinking water or sanitary potable water storage tanks may be allowed if approved by the regulatory authority.
- ❑ **WASTEWATER DISPOSAL:** Wastewater shall be disposed in an approved waste water disposal system. Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains; but shall be collected and disposed through an approved sewage disposal system. (§5-402.13)

## PREMISES

- ❑ **FLOORS:** If graded to drain, a floor may be concrete, machine-laid asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other approved materials that are effectively treated to control dust and mud. (§6-101.11)
- ❑ **WALLS AND CEILINGS:** The TFE shall be covered with a canopy or other type of overhead protection, unless the food items offered are commercially prepackaged food items and dispensed in their original containers.
  - Walls and ceilings, when required, are to be of tight and sound construction to protect against the elements, windblown dust and debris, insects, or other sources that may contaminate food, food contact surfaces, equipment, utensils, or employees. (§6-101.11)
  - Window and door openings shall be protected from insects and rodents by 16 mesh to 1 inch screen, properly designed air curtain, or other effective means. (§6-202.15)
- ❑ **LIGHTING:** Adequate lighting by natural or artificial means shall be provided. Light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment and utensils; or unwrapped single-service and single-use articles. (§6-202.11)
- ❑ **REFUSE:** An adequate number of non-absorbent, easily cleanable refuse containers shall be provided both inside and outside of each TFE site. Refuse containers shall be removed at a frequency that will minimize the development of objectionable odors and other conditions that attract or harbor insects and rodents. Dumpsters shall be covered, rodent-proof, and non-absorbent. Grease shall be disposed of properly and shall not be dumped onto the ground surface. (§5-501.13, 5-502.11, 5-502.12)
- ❑ **TOILET FACILITIES:** An adequate number of approved toilet and handwashing facilities shall be provided for food employees at each event. The toilet facilities, preferably permanently established, should be conveniently located to the food preparation areas (within 500 feet of the food preparation areas) and be supplied with toilet tissue. An adequate number of toilet and handwashing facilities shall be provided for patrons at gatherings lasting longer than 2-3 hours. Toilets may consist of properly designed, operated, and maintained portable toilets. (§5-203.12, 5-204.11, 6-302.11)

- ❑ **CLOTHING STORAGE:** Personal clothing and belongings should be stored at a designated place in the TFE away from food preparation, food service and warewashing areas. (*§6-305.11, 6-403.11*)
  
- ❑ **TOXIC MATERIALS:** Poisonous or toxic materials shall be properly labeled and stored so they cannot contaminate food, equipment, utensils, and single-service and single-use articles. Only those chemicals necessary for the food service operation shall be provided. (*§7-202.11, 7-202.12*)
  
- ❑ **PESTS:** The TFE shall be maintained free of insects, rodents, and other pests. (*§6-202.15*)

## APPLICATION TO OPERATE A TEMPORARY FOOD ESTABLISHMENT

**TYPE or PRINT IN INK. Enter N/A where requested information does not apply. Leave NO BLANK SPACES.**

TFE OPERATOR INFORMATION	EVENT INFORMATION
<b>Name of Owner and DBA:</b>	<b>Event Name:</b>
<b>Mailing Address:</b>	<b>Location:</b>
<b>City/State/Zip Code:</b>	<b>Address:</b>
<b>Contact Information:</b>	<b>City:</b>
<b>Type of Organization:</b> <input type="checkbox"/> For Profit <input type="checkbox"/> Charitable – Not for Profit	<b>Hours of TFE Operation (include time set-up will begin):</b>
<b>Event Organizer's Name:</b>	<b>Date(s) of Event:</b> <b>Anticipated Maximum Attendance at Peak Time: _____</b>
<b>On-site (Person-in-Charge) Contact:</b>	<b>Event Location:</b> <input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event* * Event will occur regardless of the weather conditions: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>On-site Contact Cell Phone:</b>	<b>Facility Type:</b> <input type="checkbox"/> Booth <input type="checkbox"/> Mobile Food Establishment <input type="checkbox"/> Permanent Building <input type="checkbox"/> Food Cart

FOOD INFORMATION: LIST ALL FOOD/BEVERAGE PRODUCTS THAT WILL BE PREPARED, SOLD OR GIVEN AWAY.			
List Menu Item	Prepackaged	Prepared on site	Prepared at Other Location**

**\*\*For food items that will be prepared at other location provide the following information and obtain required signature from approved food establishment:**

Food Establishment Name	Name of Permit Holder
Address and City	Permit #
Signature of Permit Holder	Contact #



## TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

### Booth Construction

Overhead Covering  Canvas  Wood  Other: \_\_\_\_\_  
 Floor  Asphalt  Concrete  Wood  Other: \_\_\_\_\_  
 Walls  Screens  Concrete  Wood  Other: \_\_\_\_\_  
 Booth supplied by:  TFE Operator  Event Organizer  Rent from: \_\_\_\_\_

**Sketch the general layout of the Temporary Food Establishment on page 3 of this application.**

### Utensils and Equipment

Single-serve eating and drinking utensils  
 Multi-use kitchen utensils  
 Type of Utensil Washing Set Up:  
 Three basin set-up  
 Shared three compartment sink  
 Three compartment sink within a food establishment  
 Sanitizer to be used:  
 Chlorine  Quaternary Ammonia  Iodine

### Handwashing Facilities

Provided by :  Event Coordinator  FE Operator  
 Type of handwashing facility:  
 Gravity-fed water with spigot/bucket  
 Self-contained portable unit (with potable water and waste water holding tanks)  
 Plumbed with hot and cold water under pressure  
***Hand Soap, single-use towels, and trash receptacle must be provided at all handwashing sinks.***

### Food Storage or Display Equipment

Identify all holding equipment that will be used:

### Toilet Facilities for Food Employees

Provided by :  Event Coordinator  FE Operator

### Cooking Equipment

Identify all cooking equipment that will be used:

### Electrical Supply:

Refrigerator or Freezer available  
 Lighting available

### Food Transportation

Identify how food will be transported to event:

### Refuse Removal

Identify responsible party for waste removal:

### Food Employees

Certified Food Manager available  Yes  No  
 Name: \_\_\_\_\_

### Liquid Waste Removal

Identify responsible party for liquid waste removal:

# of food employees: \_\_\_\_\_

Frequency of liquid waste removal: \_\_\_\_\_ per day

A temporary food establishment permit will not be issued unless this application meets all local applicable requirements and those found in the FDA Model Food Code as summarized in the Temporary Food Establishment 2011 Final Document and the permit has been signed and approved by the regulatory authority. Additionally, the undersigned is aware that non-compliance may result in closure of the temporary food establishment.

Applicants Name (Print): \_\_\_\_\_ Applicants Signature: \_\_\_\_\_

### DO NOT COMPLETE INFORMATION BELOW – FOR OFFICE USE ONLY

Application Approved <input type="checkbox"/> Yes <input type="checkbox"/> No* See reason below	Risk Category <input type="checkbox"/> Food Service Type 1 <input type="checkbox"/> Food Service Type 2 <input type="checkbox"/> Food Service Type 3	Reviewer Signature/Title: _____ / _____  Date: _____
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\*Reason(s) for Disapproval:

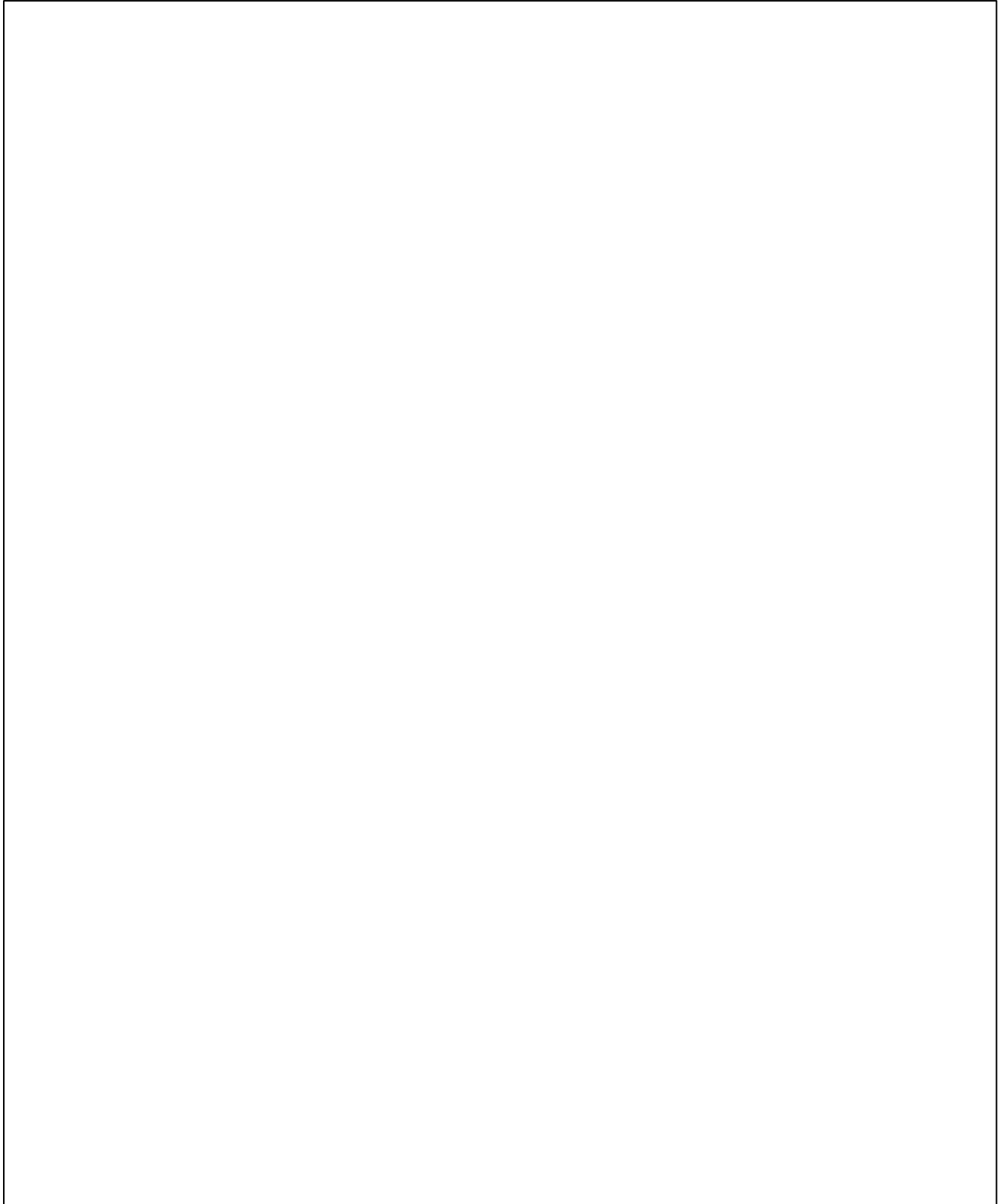
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sketch below the general layout of the Temporary Food Establishment indicating the location of the following:

1. Location of cooking and holding equipment
2. Location of handwashing and utensil washing facilities (if not using shared facilities)
3. Location of trash disposal containers
4. Location of work tables, food and single-service storage

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of a temporary food establishment layout. The box is currently blank.



## EVENT ORGANIZER APPLICATION TO OPERATE TEMPORARY FOOD ESTABLISHMENTS

An event organizer/coordinator is required to complete an application if they are responsible for providing any shared facilities (e.g., handwashing, utensil washing, refuse collection) for temporary food establishments as part of a temporary event.

**TYPE or PRINT IN INK. Enter N/A where requested information does not apply. Leave NO BLANK SPACES.**

ORGANIZER INFORMATION	EVENT INFORMATION
<b>Organizer/Coordinator DBA</b>	<b>Event Name:</b>
<b>Mailing Address:</b>	<b>Location:</b>
<b>City/State/Zip Code:</b>	<b>Address:</b>
<b>Event Organizer's Name:</b>	<b>City:</b>
<b>Event Organizer Contact Number:</b>	<b>Hours of Event (include time set-up will begin):</b>
<b>Type of Organization:</b> <input type="checkbox"/> For Profit <input type="checkbox"/> Charitable – Not for Profit	<b>Date(s) of Event:</b>
<b>On-site Contact Person:</b>	<b>Event Location:</b> <input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event* * Event will occur regardless of the weather conditions: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>On-site Contact Cell Phone:</b>	<b>Anticipated Maximum Attendance at Peak Time: _____</b>

**Sketch the general layout of the event indicating the location of the following on page 3 of this application.**

1. Temporary Food Establishments locations (if DBA is available, include on application)
2. Water supply
3. Toilet and handwashing facilities
4. Refuse disposal containers
5. Location of shared utensil-washing facilities
6. Refrigerated trailer, if provided
7. Location of animals, rides, attractions (include distance of TFE from all other facilities on plot plan).

An event organizer permit will not be issued unless this application meets all applicable requirements found in the Model Food Code as summarized in the Temporary Food Establishment document and the permit has been signed and approved by the regulatory authority. Additionally, the undersigned is aware that non-compliance may result in closure of the event and/or temporary food establishments.

\_\_\_\_\_  
Applicants Name (Please Print)

\_\_\_\_\_  
Applicants Signature:

\_\_\_\_\_  
Date

<b>Number of temporary food establishments that will be participating in event:</b> _____	
<p align="center"><b>Utensil Washing</b></p> D Provided by Event Organizer D Provided by Food Booths Type of sink: _____	<p align="center"><b>Food Storage</b></p> Refrigerated trailer provided for temporary food establishments DYes DNo Indicate location of refrigerated trailer on sketch.
<p align="center"><b>Toilet Facilities</b></p> <b># of Toilet Facilities that will be provided based on local building codes:</b> _____ D Portable D Existing restrooms available # of toilets and handwashing facilities to be provided for food employees: _____ <b><i>Hand Soap, single-use towels, and trash receptacle must be provided at all handwashing sinks.</i></b>	<p align="center"><b>Refuse Disposal</b></p> Identify company responsible for refuse disposal: _____  Is there a central refuse collection site? Indicate on plot plan DYes DNo
<p align="center"><b>Potable Water Supply</b></p> D Public Water System D Non-public water supply (Results of most recent water test must be submitted).	<p align="center"><b>Liquid Waste Removal</b></p> Identify responsible party for liquid waste removal: _____  Frequency of liquid waste removal: _____ per day
<p><b>Electrical Supply</b></p> How will electricity be provided to TFE?  Contact local building department for applicable requirements.	

Approval of this application 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). Additionally, the undersigned is aware that non-compliance may result in closure of the temporary food establishments.

**DO NOT COMPLETE INFORMATION BELOW – FOR OFFICE USE ONLY**

Application Approved DYes DNo* See reason below	Date	Reviewer Signature/Title
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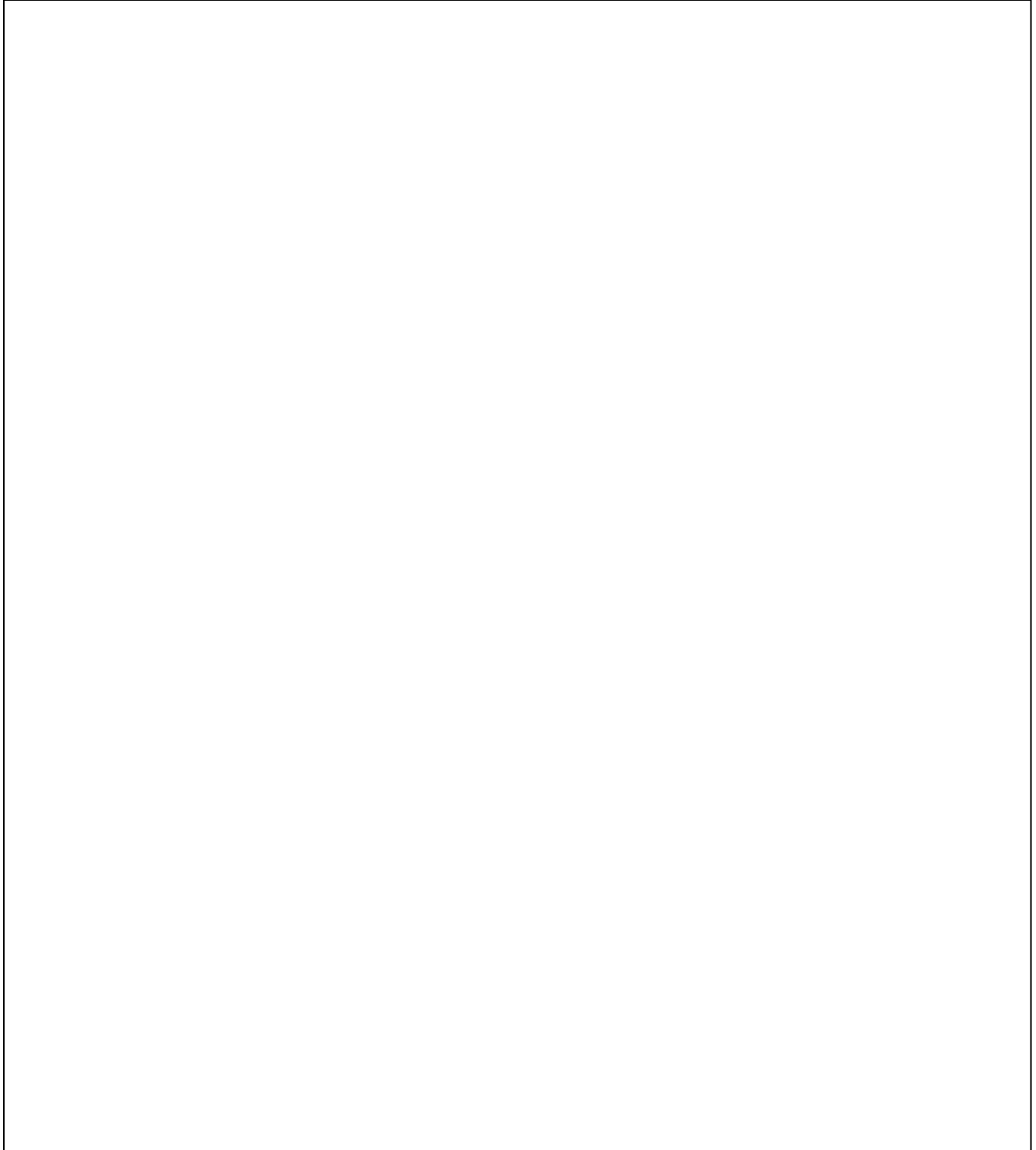
Permit Restrictions: \_\_\_\_\_

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

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

Sketch below the general layout of the Temporary Event indicating the location of the following:

1. Temporary Food Establishments
2. Water supply
3. Toilet and handwashing facilities
4. Trash disposal containers
5. Location of shared utensil-washing facilities
6. Refrigerated trailer, if provided
7. Location of animals, rides, attractions (include distance of TFE from all other facilities on plot plan.

A large, empty rectangular box with a thin black border, intended for the user to sketch the general layout of the Temporary Event. The box is currently blank.

