



Richmond County Temporary Food Establishment Vendor Application

Date Submitted
To Richmond
County

Contact Name

Best Contact
Number

2016 PROCESS UPDATE: STARTING JULY 1, 2016 ALL TEMPORARY FOOD ESTABLISHMENT (TFE) VENDOR APPLICATIONS MUST BE SUBMITTED BY THE EVENT COORDINATOR. EACH FOOD VENDOR MUST MAKE APPLICATION WITH RICHMOND COUNTY ENVIRONMENTAL HEALTH SECTION AT LEAST FIFTEEN (15) CALENDAR DAYS PRIOR TO THE EVENT. AN APPLICATION INCLUDES A TEMPORARY FOOD ESTABLISHMENT (TFE) APPLICATION(S) AND A \$75 FEE FOR EACH PROPOSED TFE PERMIT. BOTH THE TFE APPLICATION(S) AND THE REQUIRED FEE(S) MUST BE RECEIVED BY RICHMOND COUNTY ENVIRONMENTAL HEALTH AT LEAST FIFTEEN (15) CALENDAR DAYS PRIOR TO THE EVENT, OR THE APPLICATION SHALL BE DENIED. 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 PERMIT DEADLINE SHALL BE DENIED. FOOD VENDORS WHO SERVE ICE CREAM, FUNNEL CAKE, FUDGE, COTTON CANDY, CANDIED APPLES, AND DONUTS DO NOT NEED THIS PERMIT. PLEASE CALL THIS DEPARTMENT AT 910-997-8320 IF YOU ARE UNCERTAIN A PERMIT IS NEEDED.

Event:

Event Location: (Street) (City) (Zip)

Event Dates: To: Hours: To:

Event Coordinator: (Name) (Number)

Coordinator Address:

Booth Name: Owner/Operator/Corp Name:

Owner/Operator Address: (Street#)
(City) (State) (Zip)

Phone Number: Email:

Name/Location of event worked immediately prior to this event:

1) Do you have an employee health policy *as required*? Yes: No:

2) Will any food and/or drink be prepared at a food service establishment (FSE) prior to the event? This includes washing vegetables, marinating meat, or cooking completed at FSE.
No:
Yes: All food must be prepared in an approved FSE, not a home kitchen. Must include a letter from the FSE owner/operator listing what they will prepare for you, contact information, and a copy the of last inspection by the local health authority. If this FSE is out of state please call Richmond County Environmental Health Section before completing this application.

3) List any foods that are cooked and then placed in the refrigerator/freezer? Examples: Chili, nacho cheese, BBQ.

4) If the event is longer than 24 hours, what is done with leftover product?				
5) If fresh produce is used how will it be handled? Produce includes potatoes, tomatoes, lemons, onions, etc.	<input type="checkbox"/> Purchase prewashed vegetables.	<input type="checkbox"/> Vendor will provide a produce sink.	<input type="checkbox"/> Washed at approved FSE (see question 2)	
6) Will any animal food items such as beef, eggs, fish, shellfish, and poultry be offered raw or under cooked? ***Consumer Advisory must be posted	<input type="checkbox"/> Yes – list items:			<input type="checkbox"/> No

7) **Menu Chart:** Provide a complete list of a food/menu items. A produce sink will be required if produce is not purchased prewashed. Produce includes lemons, potatoes, lettuce, onions etc. Please include all add-on items such as lettuce, tomato, onion, chili, etc. Attach additional sheets if needed.

Food/Menu Items	Food Supplier/Food Source	Thawing		Cut, Washed, Assembled? Where?	How is food handled? Cooked? Where?	Where is item hot/cold held?
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			

8) Indicate how food temperatures will be maintained during transport to the event: (check all that apply)

Cooler with ice Refrigerated truck Cambro Insulated heat bags Other:

9) Source of ice: (check all that apply) Commercial bagged ice From approved FSE

10) Source of water: Public water supplied by organizer (food grade hose needed)

Sealed bottled water Water from permitted FSE

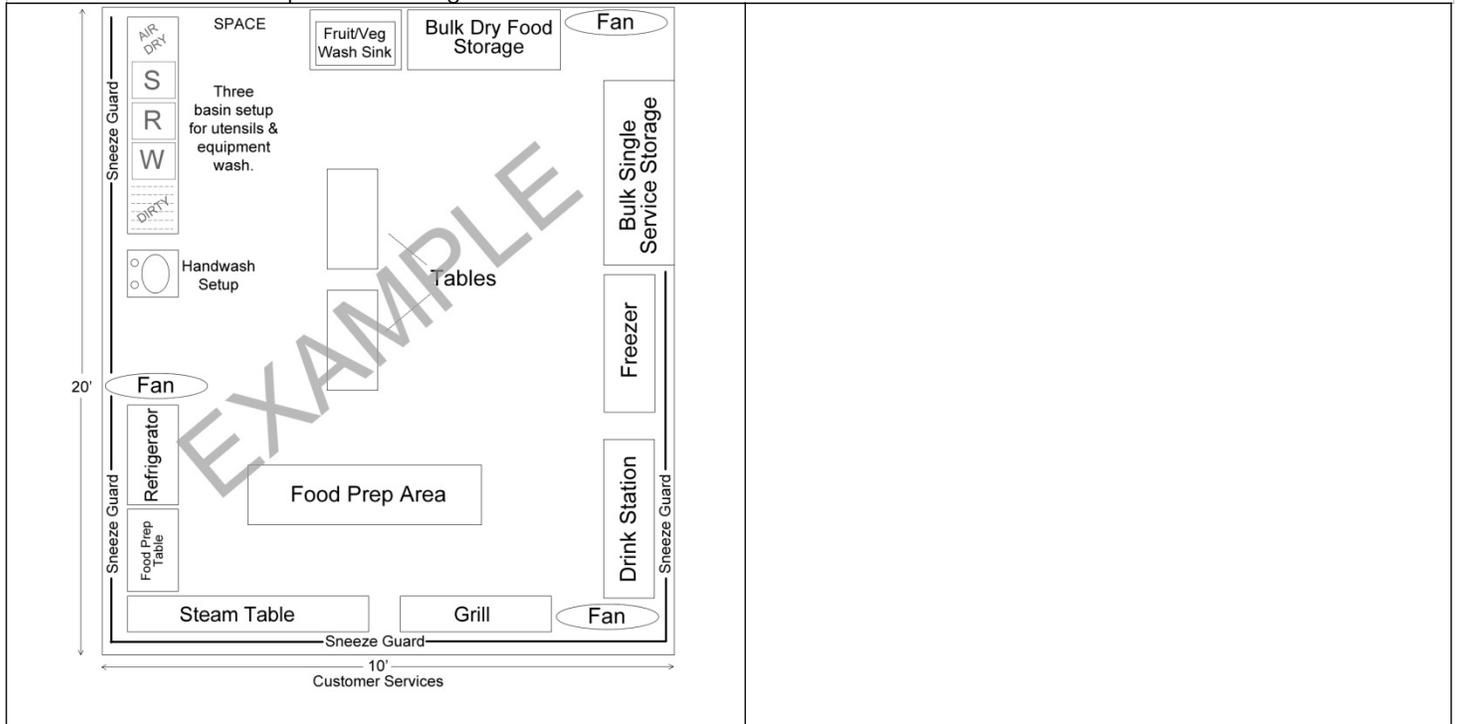
11) Check the boxes that best describes the disposal methods for the following:

Wastewater:	Garbage:
<input type="checkbox"/> Event providing grey water disposal bin	<input type="checkbox"/> Event providing dumpsters/pick up
<input type="checkbox"/> Event has onsite sewer available to use	<input type="checkbox"/> Other:
<input type="checkbox"/> Taking back to approved FSE	

12) Check the boxes that best describe equipment in your booth: *utensil washing and handwash set up is required*

Cold holding:	Hot Holding:	Utensil Washing:	Handwashing Set Up:
<input type="checkbox"/> Refrigerated truck	<input type="checkbox"/> Steam table	<input type="checkbox"/> Plumbed 3-compartment sink	<input type="checkbox"/> Plumbed sink
<input type="checkbox"/> Household refrigerator	<input type="checkbox"/> Grill	<input type="checkbox"/> Plumbed 3 utility sinks	<input type="checkbox"/> Makeshift station with unassisted gravity flowing faucet
<input type="checkbox"/> Commercial refrigerator	<input type="checkbox"/> Electric hot box	<input type="checkbox"/> 3 basins	
<input type="checkbox"/> Household freezer	<input type="checkbox"/> Chafing dish	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
<input type="checkbox"/> Commercial freezer	<input type="checkbox"/> Other:		
<input type="checkbox"/> Cooler with drainage port			

<input type="checkbox"/> Other:			
13) Check the box that describes the food booth set up: **10x10 tent set up is only allowed with a very limited menu			
<input type="checkbox"/> 3 sided tent (____) x (____) with front sneeze guards and fans	<input type="checkbox"/> Tent (____) x (____) fans, sneeze guards on front, sides, and back		
<input type="checkbox"/> Trailer/Self Contained Unit (____) x (____)	<input type="checkbox"/> Building/Indoor Event		
14) Lighting in food service/storage areas:		<input type="checkbox"/> Shielded bulbs	<input type="checkbox"/> Shatterproof bulbs
15) Equipment Layout: Draw or attach a diagram showing the food booth set up. Drawing must show front service area, sneeze guards, handwashing station, utensil wash set up with air drying space, produce washing (if applicable), cooking equipment, refrigeration, hot/cold holding equipment, preparation areas, fan placement (if applicable), etc. Applications submitted without completed drawing will be denied .			



Statement: I hereby certify that the above information is complete and accurate. I fully understand that:

- Any deviation from the above without prior written permission from Richmond County Environmental Health Section may nullify final approval and prevent issuance of a temporary food establishment permit.
- A pre-opening inspection (with electricity and equipment in place) of my temporary food establishment will be required before a permit will be issued.
- Food/drink that is prepared before permitting (without prior approval from Richmond County Environmental Health Section) 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 the food.
- Approval of this application does not indicate compliance with any other code, law or regulation that may be required. (ie: Fire Marshall, federal, state, and local authorities).
- Incomplete applications will be denied and returned.
- Both the TFE Application(s) and required fee(s) *must be received* by Richmond County Environmental Health Section *at least fifteen (15) calendar days prior to the event*, and the application shall be denied.

Owner/Manager/Designee _____ Date _____



RICHMOND COUNTY ENVIRONMENTAL HEALTH SECTION

CHECKLIST FOR TEMPORARY FOOD ESTABLISHMENT VENDORS

The following is a checklist to assist vendors in obtaining and maintaining a permit for a Temporary Food Establishment. All items are required to obtain a permit, however, additional requirements may be applicable. Both the TFE Application(s) and required fee(s) *must be received* by Richmond County Environmental Health Section *at least fifteen (15) calendar days prior to the event*, or the application shall be denied.

<p>Employee Requirements:</p> <ul style="list-style-type: none"> • No bare hand contact with ready to eat foods • Employee health policy • Hat, hair or other hair restraint • No jewelry on arms and hands except plain ring 	<p>Utensil Washing:</p> <ul style="list-style-type: none"> • Plumbed 3 compartment sink, 3 utility sinks or 3 basins. Must be large enough to submerge the largest utensil • Drain board or counter space for air drying • Soapy water, rinse water and sanitizer • Sanitizer test strips
<p>Tent/Overhead protection:</p> <ul style="list-style-type: none"> • All items of food operation must be under tent or cover • Smokers used to cook large whole cuts of meat are not required under cover – the lid to unit acts as cover 	<p>Handwash Station:</p> <ul style="list-style-type: none"> • At least a 2 gallon container under pressure • Free-flowing faucet/stopcock/turn spout • Soap and disposable towels • Waste water catch bucket must be labeled
<p>Food Protected and Secured:</p> <ul style="list-style-type: none"> • Food secured at all times to prevent tampering and contamination • All food stored and transported in food grade containers • No food exposed to customers (side guards or sneeze guards if needed) • Approved self-service condiments 	<p>Food From Approved Source, Protected and Secured:</p> <ul style="list-style-type: none"> • Approved food sources with invoices • Food stored off ground • No food or drink preparation is allowed prior to issuance of TFE permit. • All raw meat and poultry must be purchased ready to cook.
<p>Water Supply:</p> <ul style="list-style-type: none"> • Approved water source • Hoses must be for potable water and labeled with booth name. Backflow preventer required if directly connected to water supply • Must have means to heat water for utensil and hand washing 	<p>Fresh Fruit/Vegetable:</p> <ul style="list-style-type: none"> • Produce must come in prewashed or a separate produce sink is required • Produce sink is for produce washing only
<p>Waste Water Disposal:</p> <ul style="list-style-type: none"> • Disposal in an approved sewage system • Lines, buckets and tanks must be labeled 	<p>Lighting:</p> <ul style="list-style-type: none"> • Heat lamps protected against breakage • All lights shatterproof or shielded above food prep or storage
<p>Food Temperatures:</p> <ul style="list-style-type: none"> • Provide calibrated metal stem thermometer (reads 0-220F) • Consumer advisory required for foods cooked to order • Cold holding at 41F and below • Hold holding at 135F and above 	<p>Permitting Times:</p> <ul style="list-style-type: none"> • Vendor is expected to be ready at permitting time given • Vendor has 30 minutes to be ready for re-inspection or permit will be denied
<p>Insect and Dust Protection:</p> <ul style="list-style-type: none"> • 3 sided tent or mesh sides • Fly fans • Ground cover in absence of asphalt, concrete, or grass 	

Owner/Manager/Designee _____ Date _____

Application(s) can be faxed to Richmond County Environmental Health Section at 910-997-8372 and payment can be called in at 910-997-8320 (leave message if voicemail). Application(s) and fee(s) can also be mailed to Richmond County Environmental Health, at
127 Caroline Street, Rockingham NC, 28379. They also may be hand delivered to
127 Caroline Street, Rockingham NC, 28379

Regardless of method of delivery, both the TFE Application(s) and required fee(s) *must be received by* Richmond County Environmental Health Section *at least fifteen (15) calendar days prior to the event*, or the application(s) shall be denied.

A copy of the North Carolina Rules Governing the Protection and Sanitation of Food Establishments 15A NCAC 18A .2600 and the North Carolina Food Code Manual can be obtained at:

<http://ehs.ncpublichealth.com/docs/rules/294306-26-2600.pdf>