

To : Vendors

From : Pitt County Environmental Health Division

Subject: Temporary Food Permits

In order to protect, promote and assure the health of the people of Pitt County, Pitt County Environmental Health requires that all vendors and organizers apply for a temporary food stand permit. Vendors must contact Pitt County Environmental Health and submit a ***completed application*** along with a ***\$75 permit fee*** at least ***15*** days prior to an event. Vendors must be permitted by Pitt County Environmental Health prior to the event and before the sale of food to the public can occur. Vendors for non-profit organizations such as churches must provide their tax exempt number or other documentation that shows their organizational status in order to be exempt from the \$75 permit fee.

Please read the items in the temporary food permit packet carefully. Included are requests for menus, food sources, equipment to be used, and layout of vendor space. If food is not prepared onsite, it shall have been prepared at a facility approved by our office. Documentation must be provided for all sources of food. Also included is a vendor checklist. It is the responsibility of the vendor to make sure that the checklist is complete and his/her facility is ready to be permitted.

Permits will be issued to vendors at a time arranged between the organizer and the Environmental Health Specialist. Denial of a permit means that no food (except packaged goods) can be sold to the public by that vendor.

Again, all vendors are responsible for submitting their two-page application and permit fee to our office 15 days prior to an event. Applications along with a check or money order made payable to County of Pitt can be mailed to Pitt County Environmental Health at 1717 W. 5th Street, Greenville North Carolina 27834. Applicants paying in person can pay by cash, check or credit card (MasterCard or Visa).

Thank you in advance for your cooperation and good luck with your event!

Pitt County Environmental Health

Temporary Food Service Vendor Application

This application is required to be completed by all food vendors who intend to sell food to the public at an event where a permit is required. This application must be submitted with the requested information **at least 15 calendar days prior to the event.** The Division of Environmental Health does reserve the right to deny any permit request and to limit the menu specified on the vendor application. **** There is a \$75 vendor permit fee that must be paid at the time application is made.**

Event Information

Name of the Event: Town of Farmville 31st Annual Dogwood Festival

Event Coordinator: Cindy Thomas – Food Vendor Chair

Location of Event: 3672 North Main Street - Farmville, NC 27828

Date and estimated time of set up: April 27, 2018 (7:00 a.m. – 10:00 a.m.)

Date that food sales will begin: April 29, 2018 – 12:00 noon

Length of Event: 3 days

Vendor Information

Organization/Business Name: _____

Contact Person: _____

Person In Charge at Event: _____

Contact Number: _____ Alt #: _____

Address: _____ City: _____ State: _____ Zip: _____

Mailing Address if Different: _____

Email Address: _____



Menu must be attached with application. Please indicate the source of food, how it will be transported, prepared, and maintained hot/ cold. All food shall be prepared onsite. Menu items are subject to approval and may be restricted.

1) Please list the equipment that will be used: (deep fryers, woks, stove, flat top grill).

2) Please list how food will be held at 45°F or below and or 135°F and above (i.e. coolers, refrigerators, hot holding equipment).

3) Please provide layout of vendor space in box below. Indicate locations and descriptions for handwashing, dishwashing, food preparation and storage areas. Describe source of water and methods for wastewater disposal. Please check one of the following you will be using:

_____ tent (please indicate size and quantity) _____ enclosed trailer.

Review the vendor check sheet and employee health policy form. Attach all necessary documentation. If you are a permitted Mobile Food Unit or Pushcart, please include a copy of your permit. A full copy of the NC regulations and NC Food Code Manual can be assessed at the following website: <http://www.deh.enr.state.nc.us/rules.htm>

Please make checks payable to County of Pitt. Applications submitted without fees will not be processed.

Signature: _____ Date: _____



Temporary Food Stand Rules

These conditions must be met to obtain a food-handling permit:

- Food from approved sources and identified
- Raw foods shall be in pre-portioned ready to cook form
- Clean location and equipment
- Food covered and protected
- Utensils and equipment protected (clean and covered)
- Effective measures taken for fly control (example, fly fans, screens)
- Potable running water under pressure
- Ability to heat water (Hand washing and cleaning of utensils)
- Three basins large enough for utensil washing with at least one drainboard (table or counter space)
- Approved employee hand-washing facility w/soap and sanitary towels (Minimum-2 gallon container with free flowing faucet)
- Refrigeration capable of holding food at 45° F or below. Hot holding units capable of holding food 135° F (Non-mechanical coolers must be provided with a drainage port)
- One compartment vegetable prep sink for any vegetable or produce
- Properly mixed sanitizer (50ppm) in a labeled spray bottle
- Sanitizer test strips
- Metal stem thermometer (0° F- 220° F)
- Approved garbage, grease, and gray water disposal
- Only single service is to be used
- Clean food-grade hose for approved drinking and water connections
- Approved ground covering for control of dust and mud
- Adequate lighting for night operation is required and shall be shielded over food prep and serving areas
- Utility connections shall remain connected at all times food is prepared, served or stored
- No smoking, eating or drinking by any employee in the temporary food establishment
- Employees shall have clean outer clothing and exhibit good hygienic practices

Temporary Food Establishments
Summary of Rules
15 A NCAC 18A .2651, .2665 -.2669
Effective September 1, 2012

Definitions (.2651)

- Temporary Food Establishment (TFE) means 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.
- Temporary Food Establishment Commissary (TFEC) means a FOOD ESTABLISHMENT affiliated with a TEMPORARY FOOD ESTABLISHMENT that prepares food in advance or off-site. The TFEC can only operate within seven days of the commencement of the affiliated TFE and no more than 21 consecutive days as clarified in .2665. Must comply with TFE rules.

TFE and TFEC Commissary Permit Requirements (.2665)

- The TFE may operate consecutive or non-consecutive days on one permit as long as the days of operation do not exceed 21 days.
- Applications shall be submitted at least 15 days prior to the commencement of the event.
- Substitute vendor applications at will be accepted at least three days prior to the event.
- The regulatory authority has the right to require documentation and contractual agreements as necessary to ensure compliance with the rules.

TFE Food Handling Requirements (.2666)

- All sources of food shall comply with Chapter 3 of the 2009 Food Code as amended by Rule .2653. This includes practices such as no-bare hand contact, date-marking, time as a public health control and consumer advisory.
- All raw meat, poultry, and fish shall be purchased in ready-to-cook portions, except that cutting and skewering of food products is allowed if adequate preparation areas and equipment are provided.
- Salads using ingredients that are cooked and properly cooled are allowed to be served but not prepared on site. (potato salad, chicken salad, pasta salads)
- All food preparation and storage shall be maintained onsite or at a permitted temporary food establishment commissary or other permitted food establishment approved by our department.
- Food must be secured to protect from tampering and contamination at all times.
- Drainage ports are required on insulated coolers used to store refrigerated foods.
- Cooling and reheating of PHF/TCS will be allowed ONLY when it can be accomplished in accordance with parameters contained in the food protection rules.
- Our office may include additional restrictions based on the adequacy of facilities, equipment, utensils, and utilities.
- Food prepared at a prior event may not be served at a subsequent event.

TFE Employee Requirements (.2667)

- Food employees must comply with good hygienic practices under Part 2-4 of the Code, including food contamination prevention, hair restraints, and animals.
- Employee health policy required in accordance with Subpart 2-201 as amended by Rule .2652. (Form 1-B)

TFE Equipment and Utensil Requirements (.2668)

- Multi-use utensils must be washed in a cleaning solution at a water temperature of at least 110°F, rinsed, and sanitized. • Multi-use utensils shall be submerged, washed, rinsed, and sanitized in three basins of sufficient size. Drainboard, table or counter space is required for air-drying. Equivalent products and procedures as specified in Part 4-7 of the Code may be used.
- Multi-use eating and drinking utensils, if provided, shall be washed, rinsed, and sanitized in an approved three compartment sink. Drainboards shall be provided.
- A food preparation sink must be provided when washing produce.
- Food shields or other effective barriers are required to protect food and food-contact surfaces from contamination.

TFE Physical Requirements, Miscellaneous (.2669)

- Public access shall be restricted to the food establishment except dining areas.
- Overhead protection is required to protect all food, utensils, and equipment, with the exception of cookers with attached lids being used to cook bulk food such as roasts, shoulders, and briskets.
- Effective measures such as fans, screens, walls, or combination thereof, and ground covering to improve protection from sources of contamination such as dust, mud, insects, and animals shall be provided.
- Handwashing facilities must be at least a two-gallon minimum container with unassisted free-flowing faucet, wastewater receptacle, and warm water.
- All potable water holding tanks, containers, and hoses used to transport or store water shall be washed, rinsed, and sanitized. Containers used to store, haul, or convey potable water shall be approved for potable water use, and shall not be used for any other purpose, and shall be protected from contamination. Potable water hoses and containers shall be labeled. Warm water shall be available and used for cleaning.
- An evaluation for adequacy of portable wastewater containers based on potable water volume is now required. Wastewater containers and hoses shall be labeled and not used for any other purpose. Wastewater containers shall not be emptied into waterways, storm drains, or on the ground. Employees shall have access to toilet facilities that are kept clean and in good repair.
- Shielded or shatterproof lighting fixtures are required.
- Necessary utility provisions required at all times food is prepared, served, or stored in the TFE.
- Toxic materials must be handled in a manner to prevent contamination of food, equipment, and utensils.