



## ***Union County Environmental Health***

*Division of Union County Health Department*

*Phone: (704) 283-3553 Fax: (704) 283-3825*

*www.co.union.nc.us*

### **MEMORANDUM**

TO: Special Event Coordinators

FROM: Christy K. Ford, R.S., Environmental Health Specialist  
Special Events Coordinator

DATE: March 19, 2009

RE: Special Events

The purpose of this memo is to provide clear information and guidance for event organizers to follow when planning an event that will provide food for sale to the public. The event organizer is responsible for completing the event organizer application (A), collecting vendor applications (B) and the required fees. The completed packet must be submitted to our office at least two weeks prior to the event.

#### **Document A:**

- The event organizer is responsible for completing this form. Please include a list of all food vendors with contact information and a map of the event area showing the location where food vendors will setup.

#### **Document B:**

- This document explains important information food vendors must follow to successfully obtain a permit to sell food to the public.

#### **Document C:**

- The food vendor is responsible for completing this form.
- Please include a check for \$75.00 from each food vendor made payable to Union County Health Department Please feel free to contact me at (704) 283-3824 with any questions.

/ckf



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### **Temporary Event Organizer Application**

This application must be completed and submitted to the Union County Health Department to provide information about all food preparation and sales to the public at any public event or exhibition within Union County. In addition to this organizer application, a separate **Temporary Food Establishment Application** must be submitted by each food service vendor participating in the event or exhibition.

**Please Note: A fee of \$75.00 will be required for each food service permit and must be paid with the submission of each Temporary Food Establishment Application.**

1. Event Name: \_\_\_\_\_
2. Event Address: \_\_\_\_\_
3. Event Date(s) and Time(s): \_\_\_\_\_
4. Organizer Name: \_\_\_\_\_
5. Organizer Phone: (8-5): \_\_\_\_\_ (Evening) : \_\_\_\_\_ ( Email) \_\_\_\_\_
6. Organizer Address: \_\_\_\_\_
7. Additional Organizer Contacts: \_\_\_\_\_  
Phone: \_\_\_\_\_
8. Number of Anticipated Food Booths: \_\_\_\_\_
9. Date/Time of Food Booth Set-Up: \_\_\_\_\_
10. Source of Water for Food Booths: Check the box which applies for all food vendors:  
 Public Water Supplied by Organizer       Water Supplied by Food Vendor  
 On-Site Private Well       Bottled Water
11. Check the following items supplied for the food booths by the organizer:  
 Electricity    Refrigeration    Toilet Facilities    Drinking Water Hose(s)  
 Recycling    Garbage Pick-up    Grease Disposal    Waste Water Disposal  
 Hand Wash Facilities
12. Will the event include a petting zoo or pony rides?  
 Yes       No  
 If "yes", how many hand wash facilities will be available: \_\_\_\_\_

Please submit a list of food vendors with contact information and event map indicating the location of food booths and parking location for the Environmental Health Specialist.

Submit this application, all Temporary Food Establishment Applications and fee payment(s) to:  
 Union County Health Department  
 500 North Main St., Suite 36, Monroe, NC 28112

Organizer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### REQUIREMENTS FOR FOOD SERVICE AT FESTIVALS AND SPECIAL EVENTS IN UNION COUNTY

The North Carolina “Rules Governing the Sanitation of Food Service Establishments” (15A NCAC 18A, section .2600) require that certain food service operations located at festivals and special events obtain a **Permit to Operate** from the local health department before starting operation. The information in this document is intended to help you understand what is needed and what will be expected of an operator while the festival or event is in progress. The rules and an application for a permit may be accessed from the Union County website at <http://www.co.union.nc.us> select “Environmental Health” from the options in the “Select a County office”.

**Permit to Operate:** Each vendor must complete the “Application for Temporary Food Establishment Permit”. **Also, as of February 15, 2010, a \$75.00 fee must be submitted with the application.** Before the event starts, an Environmental Health Specialist will visit your site, to evaluate your stand for compliance with the requirements. **It is the responsibility of each food vendor to meet these requirements.** If all requirements are of the Rules have been met, a permit to operate will be issued. No food service or food preparation is allowed on site until you have received this permit. Your acceptance of this permit constitutes agreement to keep the site as originally permitted throughout the duration of the event and to operate in accordance with all statues, rules, regulations in 15A NCAC 18A Section .2600 and any specific conditions which may be included on the permit. During operation you may be requested to remedy problems observed by the Environmental Health Specialist; prompt compliance is required.

Completed applications are to be submitted to the Event Organizer, not the Health Department. Any Temporary Food Service Application received prior to the Event Organizer Application will not be accepted.

**Source of Water:** Running water under pressure must be provided in each stand. The preferred method is a direct connection to a source approved by the department with a potable water hose. Holding tanks are acceptable if approved by the department after an inspection. All water used in stands regardless of method of delivery must be from an **on site** source approved by the department. Sealed, bottled water is acceptable.

**Tent:** Temporary food establishments are to conduct their business inside a trailer, tent, or other approved enclosure possessing a roof which is capable of retarding rain, dust, dirt, insects, and other contaminants. All cooking, and storage items must be kept under the tent at all times.

**Screening:** Pest control measures that are approved and appropriate must be provided at all times by screening or **effective** use of fans.

**Sneeze Guards:** Food and food contact surfaces near the customer must be properly protected from customer exposure. Sneeze guards may be required if separation between customer exposure and food is not acceptable.

**Cleaning:** All equipment must be cleaned thoroughly and maintained in a sanitary condition throughout the event. At least a single vat sink which is capable of holding the largest utensil that will be used during operation must be provided. Washtubs or vats **are not an acceptable substitute**. You must have one drain board or some specific counter space to use along with the washing operation positioned adjacent to the sink. An approved equipment washing setup may be a laundry type sink from a hardware store, with a table placed beside the sink for drainboard space.

**Hot water:** Heated water must be provided for the hand-washing basin and utensil sink. The minimum equipment acceptable for this provision would be a pot of water on a stove.

**Hand-washing:** Employees must be provided with a convenient way to wash their hands. This can consist of a hand-washing lavatory with warm water equipped with a combination supply faucet or a wash pan. You must provide soap and disposable towels for the proper washing of hands.

**Toilets:** Convenient and approved toilets shall be provided for employees. Temporary public toilet facilities provided on the grounds are acceptable if they are reasonably convenient, adequate, and kept clean.

**Refrigeration:** Mechanical refrigeration units should be used for the storage of potentially hazardous foods. They must have thermometers and be able to maintain a temperature of 45 degrees or below. Temperatures must be monitored throughout the event by a stem-type thermometer. A cooler of approved material and construction may be accepted if the food is kept properly iced to maintain 45 degrees or below at all times. The coolers shall be drained as often as necessary to prevent foods from being submerged in ice water. Styrofoam coolers and coolers of similar construction **WILL NOT** be accepted.

**Stem Thermometers:** All stands must provide a stem-type thermometer (0-220 degree scale). Workers should monitor food temperatures frequently. Use the thermometer to be sure that all hot and cold foods are held at approved temperatures.

**Garbage:** Watertight garbage cans with tight-fitting lids must be provided by each stand. Garbage and refuse must be removed daily and disposed of in an approved, sanitary manner.

**Wastewater and Sewage:** Wastewater from the stand must be emptied into a sanitary sewer. Do not empty storage tanks or catch buckets into storm drains. An approved holding tank, such as a blue holding tank for RV trailers or enclosed storage container, must be provided for holding wastewater until it may be properly discarded.

**Transport of Foods:** All foods must be protected while in transit to the permitted temporary foodservice establishment. **Precooked foods prepared off site shall only be prepared in a kitchen approved and permitted by the local health department or Department of Agriculture. Those vendors who prepare foods in such offsite locations shall present verification to the Environmental Health Specialist of compliance with this rule.** Transport containers must be able to maintain proper temperatures for a reasonable amount of time, keep out potential contamination, be non-absorbent, and easy to clean.

**Source of Foods:** All foods shall be clean, wholesome, free from adulteration, and obtained from an approved source. Wrapped sandwiches shall be obtained from an approved source. **Partial cooking or marinating of foods prior to arrival at the temporary foodservice facility is not permitted.** Foods prepared by local groups shall be prepared in an approved kitchen permitted by the local health department, and such groups shall maintain a record of the type and origin of such foods. These foods shall be prepared, transported, and stored in a sanitary manner protected from contamination and spoilage.

**Hamburgers and Poultry:** Hamburgers shall be obtained from an approved market or plant in patties separated by clean paper, or other wrapping material, and ready to cook. Additionally, poultry must be prepared for cooking in an approved market or plant. In other words, you can not make hamburger patties or cut up chicken within the stand.

**Prohibited Foods:** Potentially hazardous foods such as cream-filled pastries and pies, and salads such as potato, chicken, ham, crab, etc. shall not be served in a temporary food establishment.

**Hot Foods:** Holding units (e.g. steam tables) must keep foods at or above 135 degrees until served.

**Drinks:** Drinks served shall be limited to bottled or canned drinks, single-portion containers of milk, coffee, or carbonated beverages from approved dispensing devices, and other non-potentially hazardous drinks. Non-potentially hazardous beverages include but may not be limited to tea, lemonade, orangeade and smoothies prepared from commercially processed fruits or vegetables.

**Diseases:** No person who has a communicable or infectious disease that can be transmitted by foods, or who is a carrier of organisms that cause such disease, or who has a boil, infected wound, or an acute respiratory infection with cough and nasal discharge, shall work in a temporary food establishment in any capacity in which there is a likelihood of such person contaminating food or food-contact surfaces, with disease-causing organisms or transmitting the illness to other persons.

**Worker Information:** Hair nets or caps should be worn at all times by employees or workers preparing or serving food or drink, and no tobacco should be used in any form while in the foodservice area.

**Mobile Food Units and Pushcarts:** These units already have permits to operate, but they must comply with all the requirements of their permit when operating at the event. This means that the mobile food unit permit must be posted so that it can be read by customers, and the mobile food unit must return daily to its commissary for supplies, cleaning, and servicing.

If the Mobile Food Unit or Push Cart does not comply with permit requirements for the the permit which it holds, the vendor will not be allowed to operate at the event unless the temporary foodservice establishment requirements are met and a temporary foodservice establishment permit is obtained.

**Questions:** Please contact the Union County Environmental Health Department office at (704) 283-3553 between the hours of 7:30 am and 5:30 pm Monday through Friday if you have questions on these requirements.



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**TEMPORARY FOOD ESTABLISHMENT APPLICATION**

**(Each Food Booth Operator Must Provide the Following Information)**

Event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Dates/time of operation: Begin date: \_\_\_\_\_ Begin time: \_\_\_\_\_

End date: \_\_\_\_\_ End time: \_\_\_\_\_

Your organization/business name: \_\_\_\_\_

Operators name: \_\_\_\_\_

Operators address: \_\_\_\_\_  
Address City State Zip

Operators telephone: \_\_\_\_\_  
8 AM – 5 PM Night/Other

Operators Email \_\_\_\_\_

Are You:

- a) incorporated as a nonprofit corporation in accordance with chapter 55A of the North Carolina General Statutes **or,**
- b) exempt from federal income tax under the Internal Revenue Service as defined in General Statute 105-228.90 (have 501 (c) (3) status) **or,**
- c) a political committee as defined in General Statute 163-278.6 (14).

YES A permit will not be required for your operation. A facility meeting one of the above conditions may sell food without a permit, but is limited to selling no more than two consecutive days, one time per month.

The department will require written proof of the organization’s tax-exempt status, (either a federally issued 501(c) (3) document or state issued tax-exempt status) or a letter from a nationally recognized political party’s candidate written on official letterhead. There are restrictions that apply if the organization hires someone to prepare, cook, and/or serve food.

Nutrition for the Elderly programs also qualify to sell food without a permit, but are limited to one day per month.

Facilities where only items such as: popcorn, funnel cakes, candy, fried apple pies, cotton candy, soft pretzels or dip ice cream do not require a permit.

NO A permit will be required for your operation. Continue with the application.

All food and beverage must be prepared on-site or in an approved kitchen (not a domestic kitchen). Provide the name and address of the advance preparation facility, the dates and times it will be used, and the name and telephone number of the person who authorized you to use the facility.

Facility name: \_\_\_\_\_

Address: \_\_\_\_\_

Date and time of advance preparation: \_\_\_\_\_

Approval to use granted by: \_\_\_\_\_ Telephone: \_\_\_\_\_

Indicate the distance and time for transporting food or beverage to the food service site.

Distance: \_\_\_\_\_ Time: \_\_\_\_\_

How will food temperatures be maintained during transportation? \_\_\_\_\_

Describe equipment to be used at the event for:

a.) Cold holding \_\_\_\_\_

b.) Hot holding \_\_\_\_\_

c.) Cooking \_\_\_\_\_

d.) Reheating \_\_\_\_\_

Water source:  Municipal water supply  Well  
 Sealed bottled water

How will you dispose of wastewater: \_\_\_\_\_

Means for handwashing:  Plumbed sink  Gravity flow  
 Other \_\_\_\_\_

Means of garbage disposal:  Dumpster  Trash cans collected on-site  
 Other \_\_\_\_\_

Toilet facilities:  Chemical toilet  Public building  
 Other \_\_\_\_\_

Statement from Applicant: I certify the information in this application is complete and accurate. I understand the UCHD (Union County Health Department) does not provide verbal approval of plans or for deviation from approved plans, and that any deviation from the plans and procedures in this application without prior written permission from the UCHD may nullify final approval and result in my not obtaining a permit, or having the permit suspended or revoked after it is issued.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS SECTION IS FOR USE BY UNION COUNTY HEALTH DEPARTMENT STAFF**

Approval of these plans and specifications by the Union County Health Department does not indicate compliance with any other code, law or regulation that may be required — federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the local and state rules governing food service establishments.

PLAN APPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 TFE No.: \_\_\_\_\_

EHS Comments:

PerDate: \_\_\_\_\_ Time: \_\_\_\_\_ EHS: \_\_\_\_\_

### EQUIPMENT LAYOUT

Draw in the location and identify all equipment including handwashing facilities, dishwashing facilities, ranges, refrigerator, hot and cold holding equipment, worktables, food/single service storage, grills, etc. Indicate how you will protect food and utensils from flies, dust, dirt, etc.

A large rectangular area filled with a grid of dashed lines, intended for drawing an equipment layout. The grid consists of 12 columns and 20 rows of squares.





**TEMPORARY FOOD ESTABLISHMENT APPLICATION – Foods Being Served and Methods of Preparation**

<b>POTENTIALLY HAZARDOUS FOOD ITEMS</b> (i.e. meat, fish, shellfish, poultry, eggs, milk, and dairy products) (List potentially hazardous foods to be served)	<b>ADVANCE PREPARATION</b> Yes/No	<b>COOKING PROCEDURES</b> PLEASE CHECK ALL THAT APPLY						
		THAW	PREP	COOK	HOLD	COOL	REHEAT	OTHER
Example: Beef loin bought from Smith’s Grocery, 123 A Street, Monroe, NC on 6-1-07	Yes, preseasoned in church kitchen	In kitchen cooler	Cube and season	Grill onsite	On grill until served	n/a	n/a	n/a

\*List ingredients and methods of preparation on a separate sheet and attach to this application.

Explain the thawing method/process to be used at the event: \_\_\_\_\_  
 \_\_\_\_\_

List remaining food and beverages to be served.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_