

## **Brunswick County Environmental Health** **Guidelines for Temporary Food Establishments**

**What is a temporary Food Establishment (TFE)?** TFEs prepare and sell food or drink for a period of 30 days (total) or less in one location and are affiliated with and endorsed by a transitory fair, carnival, circus, festival or public exhibition.

**How do I obtain a TFE permit from the health department?** In addition to any vendor registration requirements from the event coordinator, submit a completed TFE food vendor application and \$75.00 permit fee to Brunswick County Health Services, Environmental Health Division at least 15 calendar days prior to the start of the event. You will be contacted by an Environmental Health Specialist (EHS) prior to the event to review your menu and discuss any questions regarding your proposed operation. An EHS will be on site during the event set up to evaluate and permit those vendors who submitted an application to prepare and sell food. Permits may be conditioned and must be posted in a conspicuous place throughout the event. Applications and fees cannot be accepted at the event.

**What if I want to prepare some of my food before the event starts?** There are two approved ways food items may be prepared prior to the event:

1. Food may be prepared (Ex. chopped, cleaned, cooked/cooled, frozen, etc.) before the event in a permitted food service establishment if approved by the EHS and facility owner. The location and a description of the proposed food handling procedures must be included with the application. A site visit and written approval from the owner may also be required. Approval may be granted for vendors who wish to prepare food prior to the event in a permitted facility in a state which borders North Carolina.
2. When affiliated with a TFE for an event where food will be served, a TFE Commissary may be permitted for advance or off-site food preparation. The commissary may be permitted no more than seven days prior to the event any may operate for a maximum of 21 consecutive days. Food may not be sold directly from a TFE Commissary. A separate application and permit is required for a TFE Commissary. A home kitchen cannot be permitted as a TFE Commissary.  
\*All food must be prepared and handled in an approved, permitted facility. Food prepared in a private home or in a TFE or TFE Commissary that has not received a permit may not be sold at the event and may be subject to embargo.

**Does a non-profit organization need a permit?** Maybe. Non-profit organizations can prepare and sell food for up to two consecutive days per month without a permit from the health department. An application and documentation of non-profit status must still be submitted but no fee is required.

**Do I need a permit to sell all types of food?** No. Vendors who only wish to prepare and sell non-potentially hazardous food or drink (Ex. snow cones, candy apples, cotton candy, popcorn, coffee, etc.) in single service packaging will not require a permit. Please contact our office if you have permitting questions for specific menu items.

## Food Handling Requirements

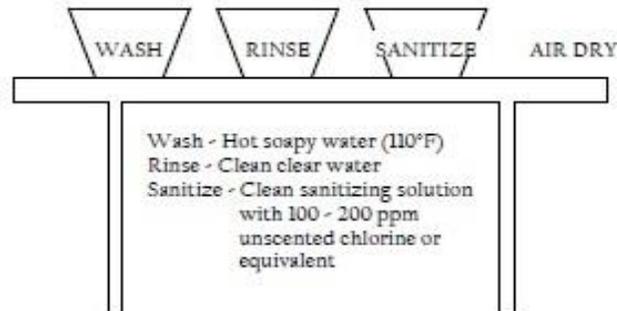
1. All food must be from an approved source, clean wholesome, free from contamination and spoilage and properly labeled. Raw meat, poultry and fish must be purchased in ready-to-cook portions. Cutting and skewering may be allowed if evaluation from the health department determines adequate facilities will be provided. This must be reviewed and approved prior to the event. Receipts, invoices, boxes and labeling may be provided and used to determine approved source. Food may not be repackaged prior to the event.
2. Live shellfish must be reasonably free of mud and held under mechanical refrigeration at 45°F or below in original containers bearing legible source identification tags. Dead shellfish and shellfish with badly broken shells must be discarded. Shucked shellfish must be in original containers which include the name, address and certification number of the shucker, packer or repacker and the expiration date (< ½ gallon) or shuck date (>½ gallon).
3. Meat, poultry, eggs and seafood must be cooked to minimum required temperatures or an approved Consumer Advisory must be posted. (See the Minimum Required Cooking Temperatures Guide in the back of this packet.)
4. Cold, potentially hazardous food items (including cut tomato and cut leafy greens) must be maintained at 41°F or below. Hot food items must be maintained at 135°F or above and frozen foods must be maintained in a frozen state until use.
5. Salads containing ingredients that are cooked and cooled may not be prepared in the TFE but may be sold. (Ex. Fresh chicken salad, tuna salad, egg salad may not be prepared at the event.)
6. Food heated at the TFE may not be sold or held for use on subsequent days without prior approval from the health department. Food prepared at a previous event may not be sold at this event.
7. Food must be stored in a manner to prevent possible contamination and may not be stored on the ground. Raw foods must be stored separately from ready to eat foods.
8. Food must be secured in a manner to prevent tampering and contamination at all times. This includes unsecured coolers, trailers and dry storage tables which are left unattended during the event and in the evening.
9. Non-mechanical coolers must be provided with a drainage port. Ready-to-eat food may not be stored in direct contact with ice.

## Equipment and Utensil Requirements

1. An accurate metal-stemmed food thermometer must be provided and used for monitoring hot and cold holding and cooking temperatures. The range of the thermometer must be at least 0°F - 220°F.
2. A food preparation sink must be provided if produce will be washed in the TFE. This includes, but is not limited to, potatoes, tomatoes, lettuce and onions. Pre-cleaned produce items will be required if approved cleaning facilities are not available.
3. Food shields (sneezeguards) or other effective barriers must be installed in a manner to protect food and food contact surfaces from contamination.

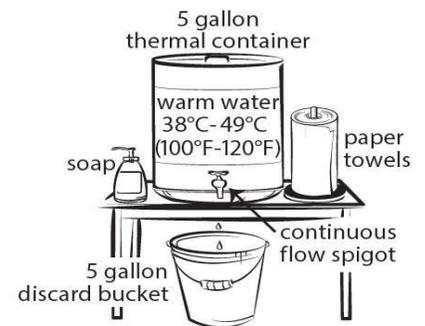


- Equipment and utensils must be presented and maintained clean and in good repair throughout the event. Clean equipment must be stored to prevent contamination. Three basins of sufficient size to submerge, wash, rinse and sanitize utensils must be provided. At least one drainboard, table or counter space shall be provided for air drying.



### **Physical Set-up Requirements**

- Food preparation and service areas must be constructed and arranged to restrict public access and to protect food, food contact surfaces, utensils, paper products and equipment from possible contamination. This may be accomplished with the use of tables, sneezeguards, screens and other barriers.
- Food, utensils and equipment must be protected by an overhead covering. Cooking equipment with attached lids such as smokers, roasters and other cooking devices provide approved cover for bulk foods such as roasts, shoulders and briskets. Food in individual servings such as hot dogs, hamburgers and kabobs must have additional overhead cover.
- Effective measures such as fans, screens or walls shall be provided to keep dust, insects, rodents, animals and other sources of contamination out of the TFE area.
- Approved ground covering is required in the absence of surfaces that control dust or mud such as asphalt, concrete or grass. Please note: The event coordinator/or fire department may have additional requirements for ground and overhead cover materials.
- An employee handwashing facility that is equipped with at least two gallons of free flowing warm water, soap, single use towels and a wastewater receptacle must be provided. Please note: A spigot which must be held continuously for water to flow for handwashing cannot be approved.
- The premises must be kept clean. Garbage must be stored in an approved, covered container, removed frequently and disposed of properly.
- Lighting is required for nighttime operations and must be shatterproof or shielded to protect food, utensils and equipment.
- Toxic materials must be properly labeled and stored.
- Employees must have access to toilet facilities that are kept clean and in good repair.
- Water under pressure shall be provided. Containers and hoses used to store or convey potable water shall be approved for potable water use (food-grade), labeled, protected from contamination and may not be used for any other purpose.
- Wastewater must be disposed of in an approved manner and may not be emptied into waterways, storm drains or on the ground. Containers and hoses used to store or convey wastewater shall be labeled and may not be used for any other purpose.



### **Employee Requirements**

1. Employees must wear effective hair restraints, clean outer clothing and maintain good hygiene practices. Except for a plain wedding band, employees may not wear jewelry on their arms and hands while preparing food.
2. Employees must wash their hands in a handwashing facility before starting work, after each visit to the toilet and as often as necessary to remove soil and contamination.
3. Employees may not contact ready to eat food items with their bare hands. Gloves, deli paper, tongs or other dispensing equipment may be used.
4. Unless wearing intact gloves in good repair, a food employee may not wear fingernail polish or artificial nails when working with exposed food.
5. Employees shall not use tobacco in any form or consume food in food preparation, storage or serving areas, utensil washing or utensil storage areas.
6. Employees may consume beverages in the food establishment only if covered and consumed in a manner to prevent contamination of food and food-contact surfaces.
7. The permit holder shall require food employees to report information about their health and activities as they relate to diseases that are transmissible through food. All employees shall comply with an approved employee health policy. Please ask each employee to review and sign the Employee Health Policy located in the back of this packet and keep a copy of this document on sight during the event. Symptomatic employees or those diagnosed with reportable illness must be excluded from working in the TFE. Those reporting exposure to reportable illness, as stated on the employee health policy, may not work with exposed food, clean equipment, utensils, linens or unwrapped single service items.

A complete listing of the regulations for Temporary Food Establishments is available in the *Rules Governing the Food Protection and Sanitation of Food Establishments 15A NCAC 18A .2600* and the *NC Food Code Manual*.

## Brunswick County Environmental Health Checklist for Temporary Food Establishment Vendors

The following is a checklist to assist vendors setting up a Temporary Food Establishment (TFE). All items on the checklist are necessary to obtain a permit for a TFE; however, additional requirements may be applicable. All applications must be submitted to Brunswick County Environmental Health at least 15 days prior to the date of the event.

### Employee requirements

- Gloves
- Employee Health Policy Agreement
- Hat, hair net or visor

### Tent/weather proof structure/canopy

- Canopy over entire operation (Lids adequate for cooking equipment used for bulk food items only)

### Fly/dust protection

- Screens
- Fly fans
- Ground covering
- Protection from dust/mud (in the absence of asphalt, concrete or grass)

### Water supply

- Water under pressure, approved source, backflow prevention
- Food-grade water hose (labeled)
- A means to heat water

### Waste disposal

- Gray water container (labeled & water disposed of in approved sewage system or designated bin)
- Covered trash cans (not boxes)

### Food shields/customer barriers

- No food exposed to customers
- Approved self-service condiments
- Adequate barriers/sneeze guards

### Utensil washing

- 3-comp sink or 3 basins (Large enough to fit equipment)
- Drain board or counter space for air drying
- Soapy water, rinse water, sanitizer
- Sanitizer test strips

### Handwashing station

- At least 2 gallons of warm water under pressure
- Free-flowing faucet/stopcock
- Soap and disposable towels
- Wastewater catch bucket (Must be labeled)

### Approved/protected/secured food

- Approved source (Invoices, Receipts)
- Food storage above ground
- Separate vegetable washing sink (If preparing vegetables at event)
- No food prepared at previous event

### Food temperatures

- Accurate food thermometer
- Adequate cold holding equipment: refrigeration, freezer, coolers with ice (Cooler must have drainage port)
- Adequate hot holding equipment

### Lighting (Evening operations)

- Shielded above exposed food, utensils, single-service items

# 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 (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

PIC Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Common Foodborne Illnesses

### E. Coli

Overview: A bacterium that can produce a deadly toxin and causes an estimated 70,000 cases of foodborne illnesses each year in the U.S.

Sources: Meat, especially undercooked or raw hamburger, produce and raw milk.

Incubation period: 2-10 days

Symptoms: Severe diarrhea, cramping, dehydration

Prevention: Cook implicated food to 155F, wash hands properly and frequently, correctly wash rinse and sanitize food contact surfaces.

### Prevention of Contamination by Hands



Handwashing is the MOST CRITICAL control step in prevention of disease. Invest 20 seconds to follow these 6 simple steps:

1. Wet your hands and arms with warm running water.
2. Apply soap and bring to a good lather.
3. Scrub hands and arms vigorously for 10 to 15 seconds (clean under nails and between fingers).
4. Rinse hands and arms thoroughly under running water.
5. Dry hands and arms with a single-use paper towel or warm-air hand dryer.
6. Use the towel to turn off faucets and open door handles so you don't recontaminate your hands

Don't go to work when you are sick

No bare hand contact with ready-to-eat foods.

### Shigella

Overview: Shigella is a bacterium that causes an estimated 450,000 cases of diarrhea illnesses each year. Poor hygiene causes Shigella to be easily passed from person to person.

Sources: Salad, milk, dairy products, and unclean water.

Incubation period: 1-7 days

Symptoms: Diarrhea, stomach cramps, fever, chills and dehydration

Prevention: Wash hands properly and frequently, especially after using the restroom, wash vegetables thoroughly.

### Salmonella (nontyphoidal)

Overview: Salmonella is a bacterium responsible for millions of cases of foodborne illnesses a year. The elderly, infants, and individuals with impaired immune systems are at risk for severe illness. Death can occur if the person is not treated promptly with antibiotics.

Sources: Raw and undercooked eggs, undercooked poultry and meat, dairy products, seafood, fruits and vegetables

Incubation period: 5-72 hours (up to 16 days has been documented for low doses)

Symptoms: Nausea, vomiting, cramps, and fever

Prevention: Cook all food to proper temperatures, chill food rapidly, and eliminate sources of cross-contamination (i.e. proper meat storage, proper washing, rinsing, and sanitizing procedures)

### Salmonella Typhi (Typhoid fever)

Overview: Salmonella Typhi is the bacterium that causes Typhoid fever and is responsible for an estimated 430 cases each year. This illness is caused by eating or drinking food or water contaminated with feces from an infected person.

Incubation period: Generally 1 to 3 weeks, but may be as long as 2 months after exposure.

Sources: Ready to eat food, water, and beverages.

Symptoms: High fever, from 103° F to 104° F; lethargy; gastrointestinal symptoms, including abdominal pains and diarrhea or constipation; headache; achiness; loss of appetite. A rash of flat, rose-colored spots sometimes occurs. Symptoms typically last 2 to 4 weeks.

Prevention: Excluding sick food workers, practicing good personal hygiene, preventing cross-contamination, and cooking food to the required final cook temperatures.

### Hepatitis A

Overview: Hepatitis A is a liver disease caused by the Hepatitis A virus. Hepatitis A can affect anyone. In the United States, Hepatitis A can occur in situations ranging from isolated cases of disease to widespread epidemics.

Incubation period: 15-50 days

Symptoms: Jaundice, nausea, diarrhea, fever, fatigue, loss of appetite, cramps

Prevention: Wash hands properly and frequently, especially after using the restroom.

### Norovirus

Overview: This virus is the leading cause of diarrhea in the United States. Any food can be contaminated with norovirus if handled by someone who is infected with the virus. This virus is highly infectious.

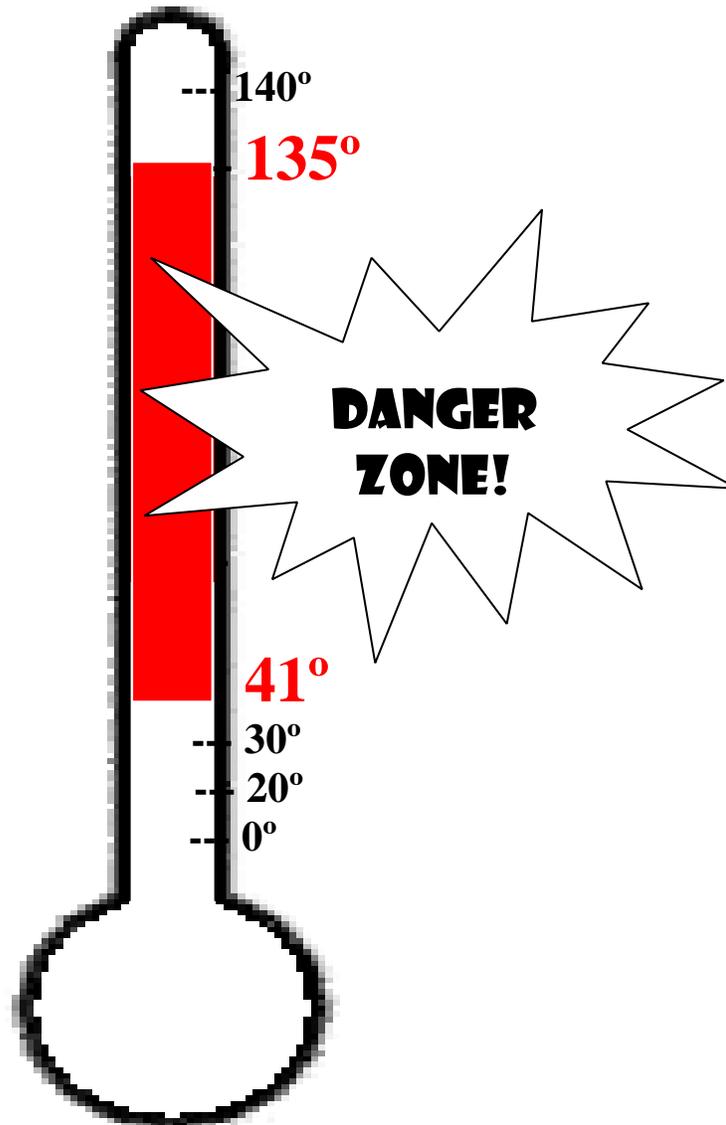
Incubation period: 6-48 hours

Symptoms: Nausea, vomiting, diarrhea, and cramps

Prevention: Wash hands properly and frequently, especially after using the restroom: obtain food from a reputable food source: and wash vegetables thoroughly.

# Temperature Danger Zone

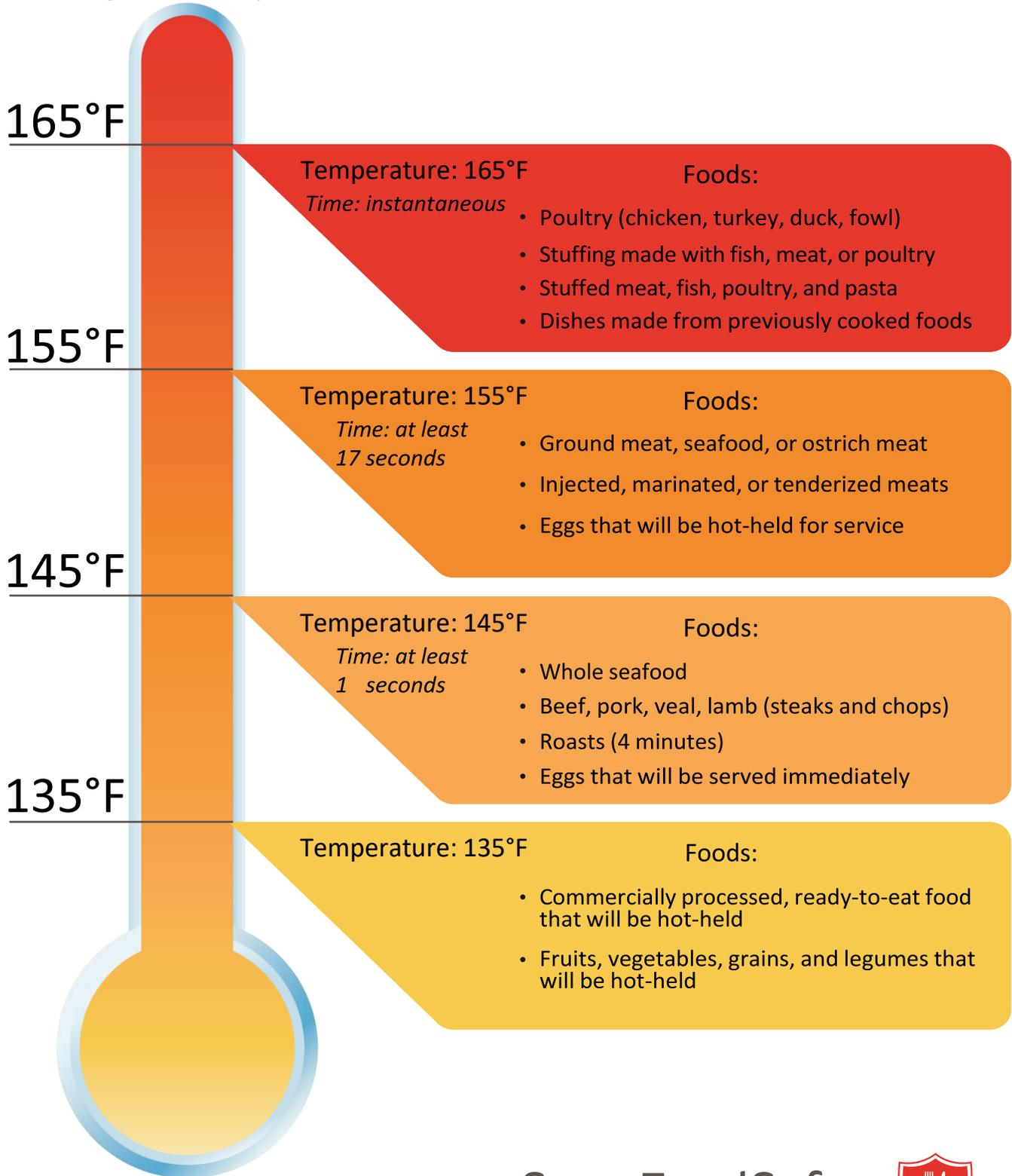
**Bacteria can multiply quickly when food spends time in the Temperature Danger Zone.**



**The “Danger Zone” includes temperatures between 41°F and 135°F. Use an accurate metal-stemmed food thermometer to ensure foods are cooked thoroughly and held at safe temperatures. Clean and sanitize your thermometer after each use.**

**REMEMBER: Keep cold foods COLD, 41°F or below  
Keep hot foods HOT, 135°F or above**

## Cooking Times and Temperatures



Note: Temperatures are based on the 2017 FDA Food Code.

Brunswick County Environmental Health  
Temporary Food Establishment Guidelines

StateFoodSafety

Food Safety Training & Certification™



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