

# MOORE COUNTY

## Temporary Food Establishment Vendor Application

Date Submitted  
To Moore County

Contact Name

Best Contact  
Number

**THE TFE APPLICATION(S) AND THE REQUIRED FEE(S) MUST BE RECEIVED BY MCEH AT LEAST FIFTEEN (15) CALENDAR DAYS PRIOR TO THE EVENT, OR THE APPLICATION SHALL BE DENIED.**

**SUBMIT TO:**

MOORE COUNTY CENTRAL PERMITTING  
ATTENTION: ENVIRONMENTAL HEALTH  
PO BOX 905, CARTHAGE, NC 28327

FOR QUESTIONS PLEASE CALL ENVIRONMENTAL HEALTH AT 910-947-6283

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:  Copies are available with this packet

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 a permitted FSE, or a Temporary Food Establishment Commissary application must be submitted to obtain a permit. **If the permitted FSE is out of state, please call MCEH 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.

Purchase prewashed vegetables.  Vendor will provide a produce sink.  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

Yes – list items:  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			
		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"/> 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"/> freezer	<input type="checkbox"/> Electric hot box	<input type="checkbox"/> 3 basins	
<input type="checkbox"/> Cooler on ice with drainage port	<input type="checkbox"/> Chafing dish	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:		

13) Check the box that describes the food booth set up:

tent with sneeze guards and fans     Building/Indoor Event

Trailer/Self Contained Unit

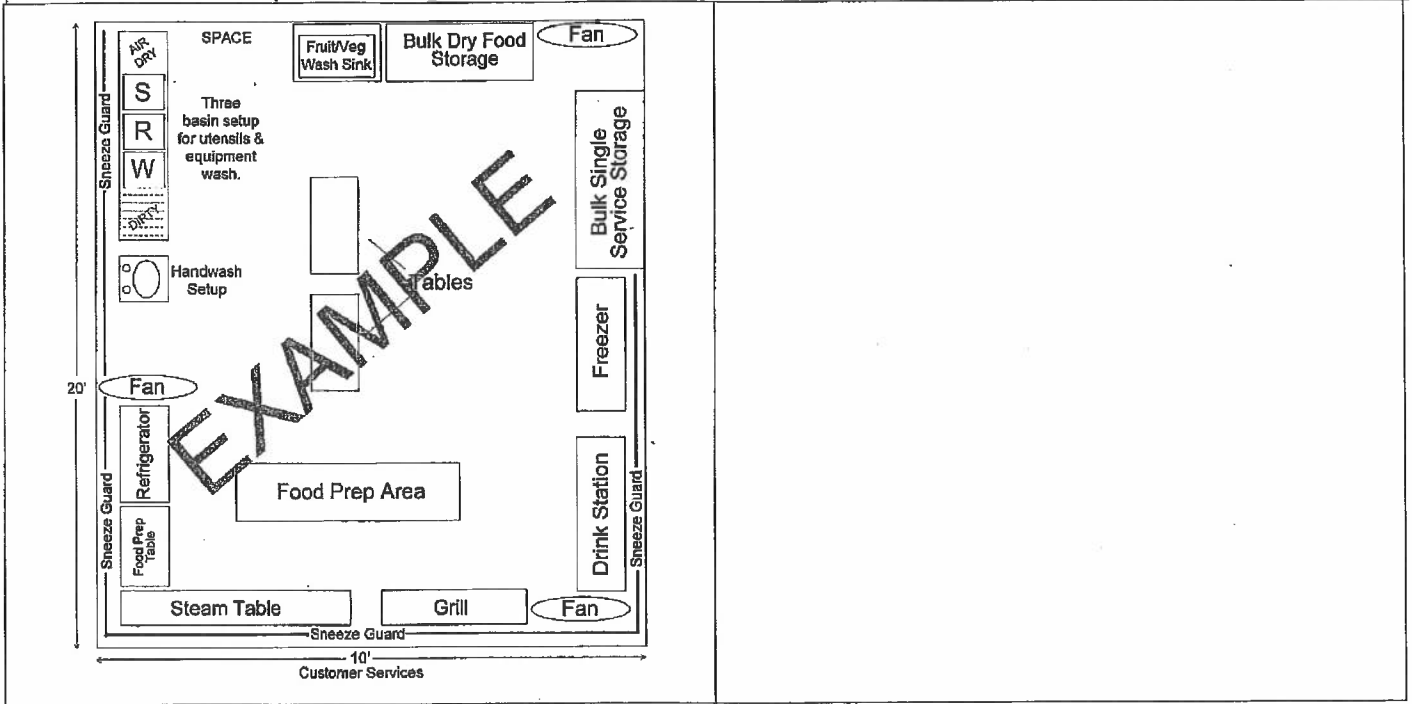
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14) Lighting in food service/storage areas:

Shielded bulbs

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:

- 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 MCEH) 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.

Owner/Manager/Designee \_\_\_\_\_ Date \_\_\_\_\_



## MOORE COUNTY ENVIRONMENTAL HEALTH 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 MCEH at least fifteen (15) calendar days prior to the event*, or the application shall be denied.

<b>Employee Requirements:</b> <ul style="list-style-type: none"> <li>• No bare hand contact with ready to eat foods</li> <li>• Employee health policy</li> <li>• Hat, hair or other hair restraint</li> <li>• No jewelry on arms and hands except plain ring</li> </ul>	<b>Utensil Washing:</b> <ul style="list-style-type: none"> <li>• 3 compartment sink, 3 utility sinks or 3 basins. Must be large enough to submerge the largest utensil</li> <li>• Drain board or counter space for air drying</li> <li>• Soapy water, rinse water and sanitizer</li> <li>• Sanitizer test strips</li> </ul>
<b>Tent/Overhead protection:</b> <ul style="list-style-type: none"> <li>• All items of food operation must be under tent or approved cover</li> </ul>	<b>Handwash Station:</b> <ul style="list-style-type: none"> <li>• At least a 2 gallon container under pressure</li> <li>• Free-flowing faucet/stopcock/turn spout</li> <li>• Soap and disposable towels</li> <li>• Waste water catch bucket</li> </ul>
<b>Food Protected and Secured:</b> <ul style="list-style-type: none"> <li>• Food secured at all times to prevent tampering and contamination</li> <li>• All food stored and transported in food grade containers</li> <li>• No food exposed to customers (side guards or sneeze guards if needed)</li> <li>• Approved self-service condiments</li> </ul>	<b>Food From Approved Source, Protected and Secured:</b> <ul style="list-style-type: none"> <li>• Approved food sources with invoices</li> <li>• Food stored off ground</li> <li>• No food or drink preparation is allowed prior to issuance of TFE permit.</li> </ul>
<b>Water Supply:</b> <ul style="list-style-type: none"> <li>• Approved water source</li> <li>• Hoses must be for potable water and labeled with booth name. Backflow preventer required if directly connected to water supply</li> <li>• Must have means to heat water for utensil and hand washing</li> </ul>	<b>Fresh Fruit/Vegetable:</b> <ul style="list-style-type: none"> <li>• Produce must come in prewashed or a separate produce sink is required</li> <li>• Produce sink is for produce washing only</li> </ul>
<b>Waste Water Disposal:</b> <ul style="list-style-type: none"> <li>• Disposal in an approved sewage system</li> <li>• Lines, buckets and tanks must be labeled</li> </ul>	<b>Lighting:</b> <ul style="list-style-type: none"> <li>• Heat lamps protected against breakage</li> <li>• All lights shatterproof or shielded above food prep or storage</li> </ul>
<b>Food Temperatures:</b> <ul style="list-style-type: none"> <li>• Provide calibrated metal stem thermometer (reads 0-220F)</li> <li>• Consumer advisory required for foods cooked to order</li> <li>• Cold holding at 41F and below</li> <li>• Hold holding at 135F and above</li> </ul>	<b>Permitting Times:</b> <ul style="list-style-type: none"> <li>• Vendor is expected to be ready at permitting time given</li> </ul>
<b>Insect and Dust Protection:</b> <ul style="list-style-type: none"> <li>• Fly fans</li> <li>• Ground cover in absence of asphalt, concrete, or grass</li> </ul>	

Application(s) can be faxed to Moore County Central Permitting at 910-947-1303 and payment can be called in at 910-947-2221  
Application(s) and fee(s) can also be mailed to Moore County Central Permitting, Attn. Environmental Health, at  
PO Box 905, Carthage NC 28327. They also may be hand delivered to  
1048 Carriage Oak Drive Carthage NC.

Regardless of method of delivery, both the TFE Application(s) and required fee(s) *must be received by MCEH at least fifteen (15) calendar days prior to the event*, or the application(s) shall be denied. For more information call 910-947-6283  
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/faf/docs/foodprot/NC-FoodCodeManual-2009-FINAL.pdf>

# 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 (please print) \_\_\_\_\_ Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

PIC Name (please print) \_\_\_\_\_ Signature of PIC \_\_\_\_\_ 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.

## 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.

### Prevention of Contamination by Hands



#### **1. 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 re-contaminate your hands

#### **2. Don't go to work when you are sick**

#### **3. No bare hand contact with ready-to-eat foods.**