

Virginia Department of Health  
Thomas Jefferson Health District

# Temporary Event Process: Regulations, Applications and Permitting

Community Informational Session  
February 22, 2017



# Definitions and Roles

Thomas Jefferson Health Department – includes the counties of Fluvanna, Louisa, Nelson, Albemarle and Greene and the city of Charlottesville.

- Role: Protect public health by preventing the transmission of disease through food

Event Coordinator – responsible for organizing the event

- Role: Ensures all food vendors are permitted to serve food to the public

Temporary Food Vendor – operates for a period of no more than 14 consecutive days in conjunction with a fair, festival, or community event.

- Role: Serves food to the public in a legal and safe manner

# Who Needs to Apply for At Permit?



**Any individual or entity serving food to the public at the event**

Exemptions:

- Selling pre-packaged foods that do not require time or temperature control for safety (non-TCS foods) and there is no food handling

Examples: Sodas, pre-packaged chips, pre-packaged candy bars

- VDH permitted mobile units and restaurants who are not doing in food preparation outside of their permitted facility\*

\*These entities will function under their current permits and do not require an additional temporary food permit. They are not exempt from the regulations and are subject to inspection by the Health Department at the event.

# Who Needs to Apply for A Permit?



## Exemptions Continued:

- All of the following are met:
  1. Churches; fraternal or school organizations; organizations that are exempt from taxation under 501(c)(3) of the Internal Revenue Code; or volunteer fire departments and rescue squads
  2. Dinner, bazaar, or other fundraisers of one or two day duration
  3. Food is (i) prepared in the homes of members or the kitchen of the church, school, or organization, or (ii) purchased or donated from a licensed restaurant

# Application Process

- Two applications are required



**Coordinator**



**Food Vendor**

- Both due to our office at least 10 calendar days prior to the start of the event (12VAC5-421-3670)
- **TJHD will not approve any application received after the deadline.**

# Rationale for Deadline

- Public health work is about prevention
- Adequate time is required to review, screen, and approve proposed temporary food establishments
- Adequate time is required to coordinate staffing and schedules for inspections at events that often fall outside of normal business hours and occur simultaneously

**TJHD had over 200 events with over 650 temporary vendors in 2016**

*Water-borne outbreak  
1999 ,Washington Co. NY  
Fair*

***Ecoli 0157: H7***

- \***source:** contaminated well water
- \*781 persons identified as ill
- \*71 persons hospitalized
- \*14 experienced HUS
- \*2 deaths



# Food safety @ 90 F + environment

- Food from approved sources? (screening apps.)
- Proper hot and cold holding food temperatures (screening through field verification- 41 F or less for cold holding, 135 F+ for hot holding)?
- Correct final cooking temperatures (calibrated thermometers available?)
- Appropriate washing, rinsing and sanitizing of food contact surfaces (adequate equipment?)
- Good employee / food handler hygiene

adequate equipment, location and potable h2o?



# Coordinator Application



- Submitted by the coordinator
- No fee
- Provides critical information on water, sewage, and food vendors as well as provides permission for listed vendors and health department staff to be on the property to conduct official business
- Required to permit food vendors

# Water and Sewage Regulations



If the event is on a private well and vendors/public will have access to the water, a copy of a water test report conducted within the last year for **both coliforms and nitrates** must be submitted with the coordinator application (12VAC5-421-2100).



When public restrooms are not available at the event, portable toilets must be provided at a minimum of one toilet per 100 persons expected to attend the event (12VAC5-610-980).

# Temporary Food Vendor Application



- Submitted by the vendor
- Provides critical information on the menu and food operation
- Required for every event the vendor is participating in
- \$40 annual fee
  - Keep a copy of your receipt. Attach a copy with your application. This is the only documentation to prove you have paid the fee for the year.
- Attach a copy of your last inspection with the application or at least note the location, date, and name of the event you were inspected in.

# Certified Food Protection Manager Regulation



- By July 2018 each food establishment, including temporary events, needs to employ at least one Certified Food Protection Manager who has supervisory and management responsibility
- Exemption:
  - Food establishments that serve only non-TCS foods
  - Food establishments where food handling does not exceed reheating, cold holding, and hot holding of commercially processed packaged ready-to-eat foods.

# Permitting Process and Inspection

- Vendor can expect a phone/email screen with the Health Department to discuss the set-up, menu and food operation
- Based on the menu and inspection history, a permit may be issued:
  - Without inspection (via email or in-person pick up)
  - Onsite after the completion of a successful inspection
- Health Department will inform the coordinator at least one business day before the start of the event of the permitting status of the vendors listed on the coordinator application.





# Safe Food Handling Class

- Two Classes Offered in March:
  - March 13: 5:30PM – 8:00PM
  - March 27: 5:30PM – 8:00PM
- Offered at the Charlottesville Health Department



# References and Points of Contact

- Applications and guidance documents can be found on our website at:  
<http://www.vdh.virginia.gov/thomas-jefferson/food-service-operation-permits/>
- Stephanie Yard, District Temporary Event Coordinator
  - 434-972-4318
  - [Stephanie.Yard@vdh.virginia.gov](mailto:Stephanie.Yard@vdh.virginia.gov)
- Eric Myers, Environmental Health Supervisor
  - 434-972-6276
  - [Eric.Myers@vdh.virginia.gov](mailto:Eric.Myers@vdh.virginia.gov)