

**VIRGINIA DEPARTMENT OF HEALTH**  
**Rappahannock Area Health District**  
**Application for Temporary Food Establishment (TFE) Permit**

- **The application must be received by 4:30 pm 10 days prior to the event.**
- **A \$40 permit fee or proof of payment must accompany the application.**  
**(Nonprofit organizations should contact our office.)**
- **Failure to provide the necessary information on this application may delay the processing of your application.**
- **A Certified Food Protection Manager is required if serving raw/undercooked foods; cooking from raw; or cooking, cooling, & reheating foods (Effective July 1, 2018).**

**Please Print Clearly or Type**

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

Business/Vendor Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Telephone Numbers: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Do you already have a valid VDH permit (Circle one)? NO YES \_\_\_\_\_ Expiration date **(attach copy of permit)**

**\*\*Certified Food Protection Manager's Name (attach copy of certificate):** \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Address: \_\_\_\_\_

Name of Event Coordinator: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Dates of Operation: \_\_\_\_\_ Operating Hours: \_\_\_\_\_ To \_\_\_\_\_

Time you will be ready for inspection: \_\_\_\_\_

Type of Food Facility: (Circle one) Booth Tent Mobile Unit Kitchen Other: \_\_\_\_\_

Water Source: (Circle One) On-site connection (using a food grade hose) to county/city water *or* commercially bottled water

How will you dispose of: Liquid Waste/Grease \_\_\_\_\_ Trash \_\_\_\_\_

List all food suppliers: \_\_\_\_\_

List all equipment used to maintain hot foods at or above 135°F: \_\_\_\_\_

List all equipment used to maintain cold foods at or below 41°F: \_\_\_\_\_

Describe the equipment you will provide for hand washing: \_\_\_\_\_

How will condiments be served? \_\_\_\_\_

Describe the procedures you will use to wash, rinse, and sanitize equipment: \_\_\_\_\_

What method/methods will you use to avoid bare hand contact with ready to eat foods? \_\_\_\_\_

**LIST ALL FOOD & BEVERAGE ITEMS BELOW (LIST ITEMS SEPARATELY)**

<b>FOOD/BEVERAGE</b>	<b>WHERE PREPARED</b>	<b>PREPARATION METHOD</b>	<b>EQUIPMENT USED</b>
<i>Example: Hamburgers</i>	<i>On-site</i>	<i>Frozen patties placed on grill and cooked to an internal temperature of 155°F.</i>	<i>Gas grill</i>

Use the attached sheet should you have more food items than is provided in the space above.

You will be permitted to serve only the items you have listed on this application. Final approval will be determined by the inspector at the time of the inspection. **You may not operate the facility until a permit is received.**

I understand that failure to comply with the *Commonwealth of Virginia Board of Health Food Regulations* may result in a permit not being issued or permit suspension, as per 12 VAC 5-421-3870, *Commonwealth of Virginia Board of Health Food Regulations*, adopted 2016.

Operator \_\_\_\_\_ Date \_\_\_\_\_

**Please mail application and fee to:**

Fredericksburg Health Department  
Attn: Environmental Health  
608 Jackson Street, Suite 200  
Fredericksburg, VA 22401

**Rappahannock Area Health District**  
**Serving Fredericksburg City and the counties of Caroline, King George, Spotsylvania, and Stafford.**  
**Questions? Call Jennifer Davies, EH Supervisor @ 540-507-7393**





**FACILITY EVALUATION:**

No temporary restaurant shall open for business until a field evaluation has been completed, the \$40 permit fee is paid, and temporary restaurant permit has been issued.

**CERTIFIED FOOD PROTECTION MANAGER (CFPM): \*\*NEW\*\***

Operations that exceed food handling that includes reheating, cold holding, and hot holding commercially packaged ready-to-eat foods require someone with supervisory and management responsibility to be a CFPM. For example, vendors that cook foods from raw, or cook, cool, and reheat foods, require a CFPM (Effective 7/1/2018). Acceptable CFPM certifications include: ServSafe, 360 Training (Learn2Serve), NRFSP, and Prometric, Inc.

**ENFORCEMENT:**

1. When the evaluation reveals the presence of substantial or imminent health hazards, including, but not limited to, inadequate facilities to maintain required temperatures of food, the presence of home-prepared food, contaminated or adulterated food, ill employees, or continuing or flagrant sanitary violations, the Temporary Restaurant shall immediately cease operation.
2. All violations shall be corrected within twenty-four (24) hours or the permit shall be cancelled. The establishment shall immediately cease food service operation until authorized to resume by the Health Director.
3. Any person affected by Health Department notice can appeal the notice provided they do so within ten (10) days.

**FOOD AND BEVERAGES:***Source and Condition*

- All food shall be in sound condition, free from spoilage, filth, or other contamination.
- All food products, including beverages, ice, and water, shall come from an approved source. **HOME CANNED, HOME COOKED, AND HOME PREPARED FOODS ARE NOT ALLOWED.**
- A sufficient quantity of approved water shall be provided. Either commercially bottled water in an unopened container or direct connection to a public water supply shall be provided for drinking, cooking, hand washing, and equipment washing purposes. **HOME FILLED CONTAINERS OF WATER ARE NOT ALLOWED.**
- Ice shall be made from approved water.
- Ice shall be obtained only in chipped, crushed, or cube form and in single-use safe plastic or wet-strength paper bags that are filled and sealed at the place of the manufacture. The ice shall be held in these bags until it is dispensed in a way that protects it from contamination.
- All shellfish, such as oysters, clams, and mussels, shall be identified by the Interstate Shellfish Shipper's Certification Number.

*Preparation and Handling*

- Only foods that require very limited preparation, such as hamburgers that are cooked from commercially frozen individual patties and hot dogs, should be prepared and served. Foods other than hamburgers and hot dogs may be approved for service on an individual basis if it can be demonstrated that they can be safely handled, prepared, served, and stored on-site.
- All food products must be prepared either **on-site at the event** or at an **approved, permitted, permanently established, food service facility**. This includes cutting up ingredients, washing fruits and vegetables, etc. Food that is prepared at a permitted facility shall be properly transported to the site in a sanitary manner so that it is protected from contamination and maintains required temperatures.
- Raw animal foods requiring cooking shall be cooked to heat all parts of the food to a temperature of at least 145 for 15 seconds, except as follows:
- Poultry, approved live-caught game animals, stuffed fish, stuffed meats, stuffed pasta, stuffed poultry, stuffed ratites, and stuffing containing fish, meat, or poultry shall be cooked to heat all parts of food to at least 165 for 15 seconds with no interruption of the cooking process;
- Ground beef, raw eggs held for service, ratites and injected meats, commercially raised and inspected game animals, and comminuted fish and meat shall be cooked to heat all parts of the food at least 155 for 15 seconds.
- Beef roasts and corned beef roasts, pork roasts, and cured pork roasts such as ham shall be cooked in an oven preheated to at least 250F or 350F based on weight.
- Potentially hazardous foods, such as meat, fish, shellfish, poultry, dairy products, eggs, heat-treated foods of plant origin, raw sprouts, cut melons, and unmodified garlic-in-oil mixtures, shall be maintained at 41 F or below or at 135F or above.
- Food that has been cooked and refrigerated, if reheated, shall be reheated within 2 hours to an internal temperature of 165F before service.
- Metal stemmed thermometers with a range of 0-220F, accurate to plus or minus 2 F shall be provided to test for proper temperature of foods. Thermometers shall be sanitized prior to each use.



- Precautions shall be taken to minimize food contamination from coughing, sneezing, etc by patrons. All cooking and food preparation shall be separated from public access.

#### *Storage*

- All food products, storage containers, single service items, kitchenware and equipment and utensils shall be stored a minimum of 6 inches above the ground level or floor surface, except as provided in the regulations. Pallets and empty boxes may serve as storage racks.
- Containers of food shall be clearly labels to identify the food in the container by its common name.
- Commercially packaged foods, canned foods, and bottled containers may be stored on drained ice. **Beverage containers are not to be submerged in ice.** Wrapped foods (such as sandwiches) shall not be stored in direct contact with ice. Water draining from ice shall not be discharged on the ground surface of in any other way that creates a nuisance. Containers of ice should be drained into a catch basin.
- Sufficient refrigeration facilities or effectively insulated facilities shall be provided to assure maintenance of potentially hazardous food at required temperatures. The use of cold packs, instead of ice, in these facilities may be used to keep food cold.
- All refrigeration units shall have approved thermometers.
- The use of plastic garbage bags and/or plastic grocery bags as food-contact storage containers is prohibited. Only plastic bags intended for food storage may be used as food storage containers. Bags shall be discarded after single use.
- Ice for human consumption shall be obtained and held in single-use safe plastic or wet-strength paper bags that are filled and sealed at the place of manufacture. Bags of ice shall be stored in cleanable, covered, self-draining containers.
- Single service items (knives, forks, spoons, cups, plates, bowls, etc) shall be stored inverted (upside down) or in a way that precludes contamination.
- Chemicals necessary for cleaning and maintenance shall be labeled and stored separate from food and food utensils.

#### *Service*

- Foods on display shall be wrapped or have sneeze shield protection or otherwise be protected from contamination.
- Self service condiments (catsup, mustard, relish, etc) shall be served in individual packets, squeeze bottles, or pump type dispensers. Open bowls or jars of condiments for customer self service are prohibited.
- Ice shall be served using handled scoops, tongs, or other approved methods.
- Single service cups, bowls, plates, etc. shall be served from the original container, an approved dispenser, or in such a way that prevents contamination.
- Single service knives, forks, and spoons shall be dispensed properly (handles up) from the original containers, individually wrapped, or otherwise protected.

#### PERSONAL HYGIENE

- A handwashing station with free flowing water, hand soap, paper towels, and a catch basin is required for all Temporary Food Establishments. Food handling employees shall wash hands before handling food, during work, and as often as necessary to keep them clean.
- Employees' clothing shall be clean.
- Plastic gloves may be worn, provided extreme care is taken in their use and an adequate supply is available for frequent changing. Once gloves are removed, they should not be reused. Gloves should not take the place of hand washing, and hands must be washed each time that gloves are changed.
- Effective hair restraints shall be worn. Effective hair restraint can be accomplished by using hats or nets that completely cover the hair, or hair can be pulled back in a bun, ponytail, or with barrettes. Beards must be covered by a beard guard.
- No person who is infected with a communicable disease, such as vomiting, diarrhea, or respiratory infection, or who has open sores or infected cuts on his/her hand(s), shall work in any temporary restaurant operation.  
Employees shall not eat food or use tobacco while preparing or serving food or while in areas where food is being prepared or dishes are being washed. Employees may drink beverages while in food preparation or ware washing areas only if the beverage is in a clean, closed container with a straw.

#### WATER

- A sufficient quantity of approved water shall be provided. *Either commercially bottled water in unopened containers or direct connection to an approved public water supply shall be provided for water that is used for drinking, cooking, hand washing, and equipment washing purposes. **HOME FILLED CONTAINERS OF WATER ARE NOT ALLOWED.***
- Only approved food-grade hose shall be used for connection to the water supply. Hoses used to carry water shall be of approved material. Garden hoses are not acceptable.
- Hoses shall be provided with adequate backflow protection.

- A water heating facility capable of producing enough hot water for food preparation, for cleaning and sanitizing utensils and equipment, and for hand washing shall be provided on the premises. Water can be heated in a pan on a grill or in a coffee urn so long as an adequate supply of hot water is provided.
- Bulk water tankers or “water buffaloes” may be allowed. Use of this equipment must be evaluated on an individual case-by-case basis.
- All filling parts and drain cocks should be equipped with locks such that no contamination can be introduced to the drinking water supply.

#### EQUIPMENT AND UTENSILS

- Refrigeration facilities or effectively insulated facilities that will maintain food at proper holding or storage temperatures shall be provided.
- A properly plumbed three compartment sink with hot and cold running water or three containers of adequate size shall be provided for washing, rinsing, and sanitizing food contact surfaces of utensils and equipment. A water- heating facility capable of producing enough hot water for these purposes shall be provided. Appropriate test kits shall be provided for testing concentration of the sanitizing agent.
- Food contact surfaces shall be cleaned and sanitized after each period of use. Only equipment that can be properly cleaned and sanitized at the site should be used. Off-site cleaning and sanitizing of equipment at a central facility may be approved on an individual basis.
- Where there is no effective way of cleaning and sanitizing tableware, only single-service articles for use by the consumer shall be provided.

#### PHYSICAL FACILITIES

- Overhead protection such as a roof, tent, canopy, or other effective covering is required over all food/beverage operations.
- Facilities shall be designed to prevent contamination by dust, flies, insects, etc.
- Food service facilities shall be located on grass, turf, or some other effective no-dust/dirt surface.
- Lighting shall be shielded over the food preparation area.
- Sneeze shielding shall be provided where necessary to protect food on display from consumer contamination.
- Cooking and preparation, especially cooking equipment, grills, etc., shall be completely separated from public access by an effective barrier such as ropes or tables.
- Adequate toilet facilities for foodservice workers shall be provided. Toilet facilities shall be located to allow convenient access by employees.
- Facilities for hand washing shall be provided. These facilities shall include provision of one of the following:
  1. Soap, hot and cold running water, and dispenser towels
  2. Soap, warm water in a completely enclosed container with a spigot, a catch basin for waste water, and dispenser towels.
- Animals should be prohibited within 50 feet of any temporary restaurant.
- Solid waste:
  1. All garbage and refuse shall be stored in containers so that it is inaccessible to insects and rodents. Garbage and refuse shall be properly disposed of during and after the event.
  - 2.-Containers with tight fitting lids shall be provided for liquid waste. Drainage onto the ground is prohibited.

#### SEWAGE DISPOSAL

An approved method of wastewater and sewage disposal shall be provided.

#### DUST CONTROL

Provision shall be made for adequate dust control.



# TEMPORARY FOODSERVICE ESTABLISHMENT CHECKLIST

**IMPORTANT NOTE: DO NOT RETURN THIS FORM TO THE HEALTH DEPARTMENT. CHECK THIS LIST CAREFULLY: FAILURE TO HAVE ANY OF THE ITEMS LISTED BELOW COULD RESULT IN A PERMIT NOT BEING ISSUED. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE HEALTH DEPARTMENT.**

	Yes	No
<b>FOOD PREPARED ON SITE OR IN A PERMITTED FACILITY. NO FOOD PREPARED AT HOME.</b>		
Person with supervisory and management responsibility available who is a <b>Certified Food Protection Manager</b> . (Does not apply to vendors that do not exceed reheating, cold holding, and hot holding of commercially processed and packaged Ready-to-Eat foods) -effective July 1, 2018 <b>***NEW***</b>		
<b>Handwashing station.</b> A five (5) gallon covered container with free flowing spigot and catch basin for handwashing, hand soap, and paper towels. Water from an approved source-bottled water or direct connection to public water supply using a food grade hose.		
Food handlers are not ill with diarrhea, vomiting, and/ or sore throat with fever. Household members not ill.		
Ice chest(s) in good condition. Refrigerators or other adequate equipment for holding foods cold. (<41°F).		
Adequate supply of ice from an approved source.		
Chafing dishes, sterno, insulated hot holding boxes or other equipment for holding foods hot.(>135°F).		
Small Diameter Probe Thermometer (0°F-220°F.)		
<b>A three-basin dishwashing station</b> (i.e. sinks, dishpans, 5-gallon buckets) must be provided, supplied and maintained for washing, rinsing, and sanitizing all food equipment and utensils.		
Liquid dish soap for cleaning. A chemical sanitizer, such as non-scented chlorine bleach, in the sanitizer solution. Wiping cloths must be stored in a separate container with chemical sanitizer.		
A test kit must be available and used to verify proper concentration of the sanitizing solution		
Plastic wrap, aluminum foil, sneeze guards or other approved materials for covering and protecting food items.		
Platform, table or storage racks for elevating food and supplies a minimum of 6 inches off the floor.		
Adequate number of smooth/cleanable tables and counters.		
Serving spoons, spatulas, tongs, gloves, deli papers and scoops as needed.		
Condiments in single-use packets, squeeze or pump dispenses.		
Hair restraints such as caps, visors, hair nets, <b>beard guards</b> .		
Trash bags and cans		
Overhead protections (tent, booth, mobile unit)		
Ground covering—plywood, tarp, non-slip flooring for grass and dirt areas.		
Dual Check Valve with Intermediate Atmospheric Vent installed on the water supply line to prevent contamination of the water supply <b>***NEW***</b>		

