

Guidelines for Temporary Food Establishments (TFEs)

VDH Temporary Event Food Permits are issued to food vendors operating in conjunction with a single event or celebration and who are in compliance with the following guidelines.

Temporary Food Vendor Application: A complete application must be submitted to the local Health Department at least ten days (10) prior to the event. A new application must be submitted for each event. An annual fee of \$40.00 or a copy of your receipt and/or current yearly permit from a previous event within Virginia is required. VDH Temporary Food Vendor Applications may be obtained from your local Health Department or the event coordinator. This application is separate from any paperwork required by the event coordinator (proof of insurance, business license, etc.).

Inspection: Your food stand will be inspected prior to the event opening. If the stand complies with the regulations, a permit will be issued if you do not already have one. This permit is not transferable to anyone else.

SET UP:

- ✓ **Location:** TFEs shall be located in clean surroundings and constructed so that food, drinks, utensils and equipment will not be exposed to insects, dust, dirt and other sources of contamination.
- ✓ **Overhead covering:** A tent, canopy, or umbrella, or other approved structure (pavilion or building) is required.
- ✓ **Fire Prevention:** Depending on local fire codes, overhead protection may be required to be constructed of fire-resistant materials. Contact the local county or city building/fire official for information regarding this and other fire safety issues. It is possible to not place cooking equipment under the overhead covering as long as the equipment has an attached cover (for example: a gas grill).
- ✓ **Floor covering:** The temporary food establishment should be located on asphalt, concrete, established grass, etc., to control dust & mud. Check with your local health department regarding if any other floor covering is required. Be careful of slip & trip hazards in the food preparation and cooking area.
- ✓ **Public safety:** TFEs should be set up so that the public does not have access to food prep or cooking areas. If cooking areas are at the front of the TFE then some type of buffer (tables, shields, etc.) should be set up to keep the public a safe distance away.
- ✓ **Hand washing station:** A hand washing station must be located within the food stand. The hand washing station should consist of a container with a free flowing spigot to hold warm

water, a catch bucket so water does not go onto the ground and soap and paper towels (see diagram provided).

- ✓ **Equipment washing & sanitizing station:** The station should consist of 3 basins. One for washing with detergent, one for rinsing with clean water and one for sanitizing. One tablespoon of regular bleach (do not use scented or extra strength bleach) provides the proper concentration of 50 to 100 ppm chlorine for sanitizing (see diagram provided). Change as needed to provide proper concentration.
- ✓ **Wiping cloths:** Wiping cloths should be kept in a bucket of sanitizer (50-100 ppm chlorine) when not in use. Change as needed to provide proper concentration.
- ✓ **Test Strips:** Test strips must be provided to check the concentration of the sanitizer.
- ✓ **Water:** Any water used in the stand should be from an approved source such as a public utility, monitored non-community water supply, or State Certified Laboratory tested private supply. If hooked up to a supply at the event, a RV or food grade hose must be used. If the vendor supplies their own water, it must be from an approved source and carried in a food grade container.
- ✓ **Waste water:** Any water that is no longer drinkable is considered waste water and must be disposed of properly and not on the ground surface. Waste water may be retained and disposed of in an approved sewage dump station or public sewer system.
- ✓ **Trash:** Garbage & solid waste must be stored properly, removed at least daily and disposed of in a sanitary manner. Adequate trash receptacles must be provided within the vicinity of the food stand.
- ✓ **Restrooms:** Convenient and approved toilet facilities must be provided for use by food handlers. Public toilet facilities provided on the grounds are acceptable if reasonably convenient, adequate and clean.

FOOD HANDLERS:

Certified Food Protection Manager Requirement

By **July 1, 2018**, at least one employee with supervisory & management responsibility & the authority to direct & control food preparation & service shall be a Certified Food Protection Manager, demonstrating proficiency of required knowledge & information through passing a test that is part of an accredited program. A copy of the certificate should be submitted with the application and posted with the permit.

- ✓ **Person in Charge:** It is required that there be someone designated as the “Person in Charge” that knows basic food safety and can supervise the employees regarding personal hygiene habits/illness and food handling.
- ✓ **Personal hygiene:** The outer garments of all food handlers should be clean and effective hair restraint such as caps, hats, visors, etc., should be worn. No eating, drinking or smoking while engaged in food preparation, service or equipment washing.
- ✓ **Sickness:** Any person experiencing symptoms of nausea, vomiting, diarrhea, sore throat with fever, jaundice, discharges from the eyes, nose & mouth (upper respiratory), infected wounds or pus filled lesions or has been diagnosed with Salmonella typhi, Shigellosis, E.coli 0157:H7, Hepatitis A or Norovirus **cannot** handle food or work in the food stand area.
- ✓ **Hand washing:** Food handlers must wash their hands thoroughly with soap and water before starting work, after each trip to the restroom and as often as necessary to remove soil and

contamination. A back up method of hand washing is also necessary. Instant hand sanitizers, sanitized wipes and disposable gloves can be used in addition to but are not a replacement for hand washing.

FOOD & FOOD PREPARATION:

- ✓ **Food:** All foods must come from an approved source. Do not use damaged food packages, dented or rusted cans. Local meats and wild game must come from approved sources and be USDA inspected. Local or home grown produce is acceptable. No home canned foods are allowed.
- ✓ **Preparation:** All food must be prepared on-site or in a VDH approved kitchen. No foods can be prepared at home.
- ✓ **Temperature requirements:** Keep all temperature controlled for safety (TCS) foods such as meats, milk, eggs, cheese, poultry, fish & other high protein foods at the required temperature. Maintain cold foods at 41 degrees F or below and hot foods at 135 degrees F and above. Cold foods can be kept in coolers with drained ice, hot foods can be kept on grills or other hot holding equipment. If any of these type foods are out of temperature control for 4 hours, they must be discarded.
- ✓ **Food Thermometer:** A bi-metallic stem food thermometer is required to assure foods are kept at the required temperatures.
- ✓ **Handling:** Convenient and suitable utensils such as forks, knives, tongs, spoons, scoops, spatulas must be provided. No bare hand contact with ready-to-eat (RTE) or cooked foods is allowed. Use suitable utensils, gloves, deli tissue, etc.
- ✓ **Storage:** Food and single service items should be stored six (6) inches off the ground.
- ✓ **Condiments:** Items such as sugar, ketchup, mustard, etc. provided for self-service use must be kept in individual packets or pour-type dispensers and kept covered.
- ✓ **Equipment:** All equipment and utensils must be easily cleanable, routinely cleaned & sanitized and maintained in a sanitary manner and in good repair. No wooden utensils such as canoe paddles or homemade devices can be used.

SANITATION REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS

Each temporary establishment shall have:

- Three (3) dish pans or buckets for cleaning and sanitizing utensils and cooking implements.

CORRECT SANITIZATION SETUP

1. **WASH** – Hot water & detergent
2. **RINSE** – Hot water
3. **SANITIZE** – Warm water & bleach

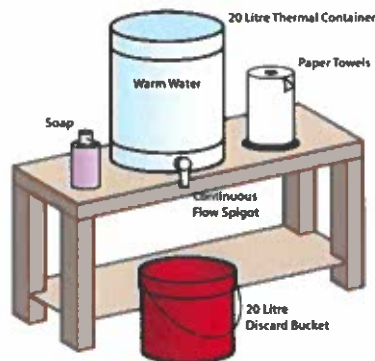


Sanitizing solution – It is recommended to use at least 50 ppm of chlorine, which is approximately one (1) tablespoon (capful) of regular chlorine bleach, per gallon of water (any brand is acceptable, no scented varieties). Vendors should purchase and use chlorine test strips to ensure the proper concentration levels. Do not add soap or detergent to the bleach water because soap makes the bleach ineffective as a sanitizing agent.

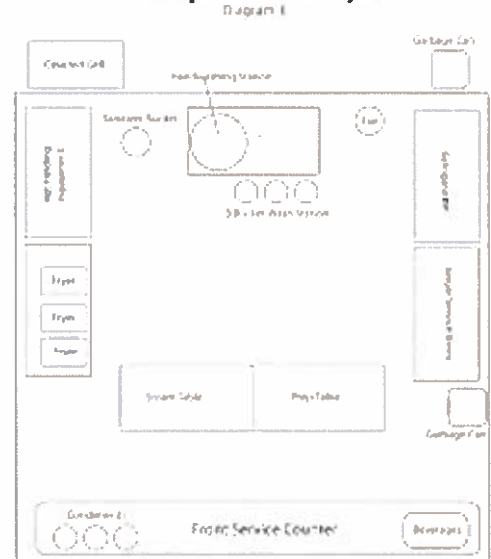
Paper towels – For drying hands after washing

Large Bucket with tight-fitting lid – For holding used wash-water and transporting it to the designated disposal site. **NEVER DISPOSE OF WASTE-WATER ONTO THE GROUND.**

Insulated container with a dispensing spout for hot water to be used for hand and equipment washing. Below are examples of a correct handwashing set up and TFE layout.



Example of Booth Layout



TEMPORARY FOOD ESTABLISHMENTS FAQs



What is a Temporary Food Establishment?

A **Temporary Food Establishment (TFE)** is a type of food establishment that operates for a period of **no more** than 14 consecutive days in conjunction with a single event or celebration, including carnivals, fairs, festivals, and other events. These establishments are distinguished from other classes of food establishments in the [Food Regulations](#), such as mobile food establishments, caterers, and traditional restaurants.

How is a TFE different from other types of food establishments?

TFEs typically operate with limited resources (water, electricity, wastewater disposal) and for a short duration. Unlike permanent facilities, TFEs operate with equipment staged beneath a tent or similar open-air cover. TFEs are often seasonal in nature and may operate at a fixed location such as a farmers market, or at an event or celebration including but not limited to: festivals, community fairs, music venues, sporting events, and other public gatherings.

Food Vendors- When do I need a permit?

If you are planning on operating at a temporary event, you are required to obtain the applicable permit from the local health department prior to operation. The permit must be posted where it can easily be seen by the public. A TFE permit is valid only for the specified permit period (up to 12 months) and is not transferable from person to person.

What do I do if I already hold a valid permanent VDH Food Establishment Permit (restaurant, caterer, mobile food establishment, etc.)?

If you already hold a valid VDH food establishment permit and are interested in also operating at a temporary event, you **do not** need to obtain an additional permit so long as all food is prepared in accordance with the Board of Health [Food Regulations](#). However, the local health department in which you operate your permanent establishment needs to be aware that you also plan to operate at a temporary event. A copy of the VDH Food Establishment Permit must be posted during the event. If you propose to operate at an event in a manner that is not consistent with approved plans and specifications, you are required to obtain a Temporary Food Establishment Permit.

What is the application process?

To apply for a Temporary Food Establishment Permit, submit a completed application and fee of \$40 to the local health department in which the TFE will be located. The application and fee must be submitted at least ten (10) days prior to the day in which the TFE will operate. Any TFE applicants that are not approved will be notified in writing of the reasons for denial and be provided with appeal rights.

When will my Temporary Food Establishment be inspected?

Prior to issuing the TFE permit, an environmental health specialist will conduct an on-site preoperational inspection to determine compliance with the [Food Regulations](#). The Code of Virginia (§35.1-22) requires that all restaurants (e.g. food establishments) be inspected at least annually, with no more than 12 months elapsing between each such inspection.



Additional inspections of TFEs are determined using a risk categorization with emphasis on those: That engage in significant preparation and holding of TCS (Time/Temperature Control for Safety) foods onsite, and/or whose performance history shows repeated non-conformance with the Food Regulations.

I am the Temporary Event Coordinator – what do I need to do?

Event coordinators often provide temporary infrastructure that includes portable toilets and hand wash stations for temporary food establishments. An [Event Coordinator Application](#) may be used to alert the local health department as to the dates and times of a proposed event, the number of food vendors, and important resources such as the provision of potable water and wastewater disposal. Event coordinators should submit the application at least 30 days before the event in order to assist in the review of the individual temporary food establishment applications.

Date Application Received _____
 Received By _____
 Invoice # _____

Temporary Food Establishment Application

 <p>VDH VIRGINIA DEPARTMENT OF HEALTH <i>Protecting You and Your Environment</i></p>	<p>A COMPLETED APPLICATION AND ANY APPLICABLE APPLICATION FEE(S) MUST BE RECEIVED BY THE HEALTH DEPARTMENT AT LEAST TEN (10) DAYS PRIOR TO THE EVENT. **LATE APPLICATIONS MAY BE SUBJECT TO DENIAL ***FEES ARE NONREFUNDABLE</p>	
<input type="checkbox"/> \$40.00	Temporary Food Establishment Application Fee	
<input type="checkbox"/> \$0.00	Temporary Food Establishment application fee for churches, fraternal, school and social organizations, and volunteer fire departments and rescue squads that are exempt under §35.1-25 and §35.1-26 of the <i>Code of Virginia</i> .	
<input type="checkbox"/> \$0.00	Applicant with documentation of paying a Temporary Food Establishment Fee in the current calendar year.	
<input type="checkbox"/> \$0.00	Individual resident _____ locality participating in only one (1) temporary event per calendar year which is located in _____.	
<u>Event Information</u>		
Event Name:		
Event Coordinator/Phone Number/Email Address:		
Event Location Address & Phone Number:		
Dates of Event: To Rain Dates: To		
<u>Vendor Information</u>		
Vendor Business Name (include any trade, fictitious or "doing business as" names):		
Name of Owner:		
Booth Name (if different from vendor name):		
Vendor Address:		
Vendor Phone Number/Email Address:		
Onsite Person Name and Contact Email and Cell Phone:		
Set-up Date and Time:		
Dates of Operation:		
For Office Use Only	Approved by:	
Signature:	Date:	

Food Preparation and Menu

Only the food items listed below will be approved to serve. Any changes must be approved by the local health department prior to the event. List all foods that will be served. Attach additional pages as needed.

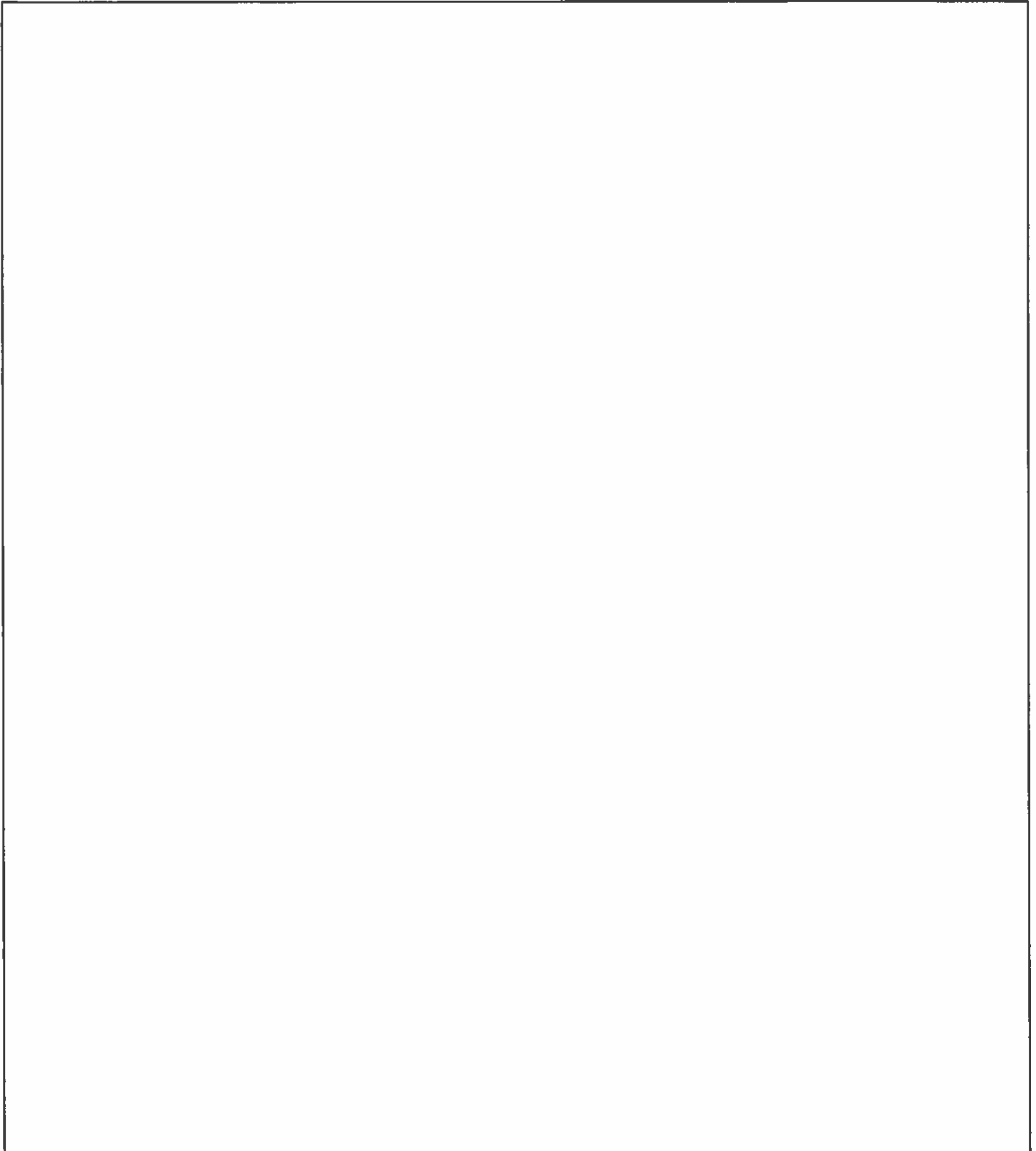
Food Item	Purchased Raw or Cooked? On-site or Off-site prep?	Transported hot or cold? What type of equipment used to transport?	Type of cold holding equipment used at event? (41°F or below)	Cooking and/or reheating equipment used? Final cook temp?	Hot holding equipment used at event? (135°F or above)
Sausage	Raw, On-site	Cold/on ice	Ice Chest	Grill, 175°F	Steam Table

For food items that will be prepared at a different location than the event location include the name and location of the permitted food establishment.

Permitted Food Establishment Name:	Name of Owner/Operator:
Food Establishment's Physical Address:	Owner/Operator Phone Number:
Signature of Permit Holder:	Permit Number: _____ Date: _____

Sketch below the general layout of the Temporary Food Establishment indicating the location of the following:

1. Location of cooking, cold holding, and hot holding equipment
2. Location of handwashing station and utensil washing facilities
3. Location of trash disposal containers
4. Location of worktables, food and single-service storage

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of a temporary food establishment layout. The box occupies the majority of the lower half of the page.

Temporary Food Establishment Construction				
Overhead Covering	<input type="checkbox"/> Canvas	<input type="checkbox"/> Wood	<input type="checkbox"/> Plastic	<input type="checkbox"/> Other:
Floor:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
Walls(if applicable):	<input type="checkbox"/> Screens	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
Water Source <input type="checkbox"/> Permitted Waterworks/ Municipal Supply <input type="checkbox"/> Private Well		Wastewater Disposal (provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator		
Food Grade Hose Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No		Disposal Method:		
Utensils and Equipment (check all that apply): <input type="checkbox"/> Single-Serve eating and drinking utensils <input type="checkbox"/> Multi use kitchen utensils		Handwashing Facilities(provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator		
Type of Utensil Washing Setup: <input type="checkbox"/> Three basin setup <input type="checkbox"/> Shared three compartment sink(if pre-approved) <input type="checkbox"/> Three compartment sink within a food establishment		Type of Handwashing Facilities <input type="checkbox"/> Self-contained portable unit(with potable water and wastewater holding tanks) <input type="checkbox"/> Plumbed with hot and cold water under pressure <input type="checkbox"/> Gravity-fed water with spigot/bucket		
Utensil sanitizer to be used: <input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary Ammonia <input type="checkbox"/> Other:		<i>Hand soap, single-use towels, and trash receptacle shall be provided at all handwashing sinks.</i>		
Food Storage or Display Equipment: Identify all holding equipment (hot/cold) that will be used:		Cooking Equipment: Identify all cooking equipment that will be used:		
Toilet Facilities for Food Employees: <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method(if not provided by the event):		Electrical Supply: <input type="checkbox"/> Refrigeration or Freezer available <input type="checkbox"/> Lighting available		
Food Transportation: Identify how food will be transported to events:		Refuse Removal(provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method(if not provided by the event):		

Certified Food Protection Manager Certification Number: _____ Name On Certification: _____
 Licensed Authority: _____ Date of Expiration: _____

***A PAPER COPY OF YOUR CERTIFICATION MUST BE INCLUDED AT TIME OF SUBMISSION (unless exempt by 12VAC5-421-55B).

I understand that a temporary food establishment permit will not be issued until it is verified that the application and information contain herein meets the Board of Health Food Regulations (Food Regulations) under 12 VAC5-421 et seq., any other pertinent local laws or ordinances, and has been signed and approved by the local health department. I attest to the accuracy of the information provided and agree to comply with the Food Regulations as it pertains to the operation of a temporary food establishment. I agree to allow access to the establishment during hours of operation and other reasonable times.

Applicant
 Name: _____ Signature: _____