

CRAVEN COUNTY HEALTH DEPARTMENT

Division of Environmental Health & Food and Lodging Section

August 15, 2009



Dear Event Coordinator:

A lot of time and effort is going into planning your event to make it successful. If your upcoming event will include food vendors, it is important to ensure that foods are prepared and handled safely. While keeping food safe is always important, food preparation during an event can present its own set of challenges. Many things, including water supply, wastewater disposal, trash disposal, traffic and dust, must be planned and controlled to allow for a safe food service environment.

Changes In Permitting Process Effective August 15, 2009:

Temporary foodservice vendors wishing to set up operation in Craven County must pay a **\$75.00 fee** when submitting the required Temporary Foodservice Establishment (TFE) application. Temporary foodservice establishment applications and fees must be submitted to the Craven County Health Department office **no less than 14 calendar days** prior to the date of the event. **Applications and fees will NOT be collected at the festival site.**

A temporary foodservice establishment is defined as a food or drink establishment which operates for a period of 15 days or less in connection with a fair, carnival, circus, public exhibition or other similar gathering. In Craven County temporary foodservice establishments have operated at events such as MumFest, local carnivals and the traveling circus.

A fee will not be required for those food vendors that are exempt from obtaining a TFE permit, for example, non-profit organizations that operate no longer than two consecutive days and no more than one time each month and mobile food units able to operate under their current permit. This department may require proof of the organization's non-profit status, such as a letter or form from the Internal Revenue Service, which certifies the group as being a non-profit organization (these forms are sometimes referred to as 501-C Non-profit Status forms). The Health Department does not regulate food vendors that only prepare and sell items such as funnel cakes, cotton candy, candy apples, popcorn or ice cream. We do request that you provide a list of all food vendors with their contact information to allow our office to have a complete record for each event.

Please complete the attached Event Coordinator Application and return it to our office prior to the event to provide the following necessary details:

1. Approved sewage disposal (example: Port-a-Potty Pumper) with a signed contract, to include facilities for food service wastewater,
2. Potable water source,
3. Toilet facilities accessible to the workers,
4. Trash disposal,
5. Electrical hook-ups, if needed, and
6. List of all food vendors with contact information.

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Craven County Health Department ☎ 2818 Neuse Blvd ☎ PO Drawer 12610 ☎ New Bern, NC 28561 ☎ (252) 636-4936 ☎ fax 636-1474

Your cooperation in this matter is greatly appreciated. These requirements help ensure that vendors are able to provide safe food to patrons of your event. Providing all of the necessary information in a timely manner helps prevent confusion and possible delay of permitting. Please contact our office at (252) 636-4936 if you have questions or need assistance with this process.

The Event Coordinator Application must be received by this office at least 30 (thirty) days prior to the first day of the event.

Sincerely,

Keith Jernigan, R.S.
Environmental Health Supervisor

Important planning points

1. Potable water source
 - a. *Running water under pressure shall be provided to each food vendor.* Although direct connection to a regulated water system is first choice, holding tanks are allowed.
 - b. State on the application the *source* of water; will it come from a public water supply (e.g., the City of New Bern or Havelock), a local well, or a different source (e.g., commercially sealed and packaged water)? The water system for your event may need to be tested for contamination before your food vendors arrive.
 - c. If holding tanks are used by the food vendors, they must be filled up with the event water after the holding tanks are emptied, washed, rinsed, and sanitized. Evaluate what kind of holding tanks your food vendors will use and determine if you need to provide a location that can be driven to or if walk-up access is adequate. You should provide a food-grade hose from the hose bib with an appropriate back-flow preventer. The other end of the food-grade hose must be protected from contamination, e.g. not able to be dropped on the ground.
2. Approved sewage disposal (example: Port-a Potty pumper) with a signed contract, to include facilities for food service wastewater
 - a. All wastewater from the food vendor is considered sewage and must be disposed of appropriately.
 - i. If the food vendor is directly connected to a water system, a direct connection to a wastewater system is required.
 - ii. If the food vendor is using holding tanks, the sewage may be sent to a central sewage holding tank provided in your pumper contract.
 - iii. If the food vendor is too far from the central sewage holding tank, it must be collected in a watertight, bin that can be sealed and is bigger than the water tank(s). The food vendor must empty the sewage into the central sewage holding tank as needed throughout the event.
 - b. The central sewage holding tank(s) shall be emptied throughout the event as needed.
 - c. Port-a Potty used for human waste shall not be approved for food vendor wastewater.
3. Workers must have convenient access to approved toilet facilities.
4. Garbage and refuse must be stored in watertight bags or cans with tight fitting lids. Frequent pick-up and/or a conveniently located dumpster needs to be provided.
5. Plan the Electrical hook-ups so that no hazards are created through close proximity with water, wastewater, and/or foot traffic.

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EVENT COORDINATOR APPLICATION

Name of Event: _____

Location of Event: _____

Date(s)/Time(s) of Event: _____

Event Coordinator(s):

Name: _____ Phone: _____ Email: _____

On-Site Coordinator(s) and contact information for the entire event:

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Describe the source and how the potable water will be provided to food vendors:

() Well; () Public Water; () Other

(Note: If a non-public water supply is to be used, the water must be tested within 30 days of the event and the results must be submitted to this office.)

Describe the restroom and hand washing facilities (type, number and location):

If portable toilets will be used, how often will they be serviced (emptied) during the event?

Attach contract. _____

Who will be responsible for maintenance of restroom and hand washing facilities during the event? _____

Describe how/where food vendors may dispose of wastewater during the event:

Describe how/where garbage will be disposed of during the event: _____

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- Will electricity be provided to food vendors during the event? Yes No

If yes, describe how/where electrical hookups will be provided:

Provide a map of the event set-up including food vendor placement, water supply site(s), wastewater disposal site(s), restroom and hand washing facilities, garbage disposal site(s) and electrical hook-ups. Use this space if necessary.

Applicant Signature _____ **Date** _____

An application for a temporary food establishment permit is included.

Please make copies as needed to provide to your vendors.