



**Utilities** - It is your responsibility to verify the availability of water, electrical hookups and wastewater disposal with the event organizer or sponsor. TFEs must remain connected to necessary utilities at all times food is prepared, served or stored. Wastewater may not be disposed of in storm drains, waterways or on the ground. Portable wastewater containers may be used when the volume of potable water use can be determined and portable wastewater containers are sized to contain the volume generated. Wastewater containers and hoses must be labeled and not used for any other purpose. Employees must have access to toilet facilities that are kept clean and in good repair.



**Employee Health** - TFE employees are required to report information about their health and activities as they relate to diseases that are transmissible through food to the person in charge. The person in charge must exclude or restrict TFE employees, as required, to reduce the risk of foodborne disease transmission.

Food prep employees must wear effective hair restraints and clean outer clothing and maintain good hygienic practices. Employees must wash their hands before starting work, after each visit to the toilet and as often as necessary to remove soil and contamination. Employees may not use tobacco in any form or consume food in food preparation, storage or serving areas or in utensil washing or utensil storage areas. Employee beverages must be in a covered container and consumed to prevent contamination of food and food contact surfaces. TFE employees may not contact exposed ready-to-eat foods with their bare hands.



**\*Avoid cross-contamination!** Keep raw foods and cooked foods separate. Wash, rinse and sanitize all utensils and surfaces between preparation and handling of raw and cooked or ready-to-eat foods.



Vendors selling only snow cones, ice cream, pretzels, dry nuts, candy apples, cotton candy, popcorn, baked goods or other similar type foods are not required to receive a permit.

Certain non-profit organizations may be exempt from permitting requirements.

Please contact our office with specific questions about your menu or organization.

**Craven County Health  
Department  
Division of  
Environmental Health**

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**Guidelines for the  
Permitting and  
Operation of  
Temporary Food  
Establishments**  
**September 1, 2012**



**Craven County Health  
Department**

**WORKING  
TOGETHER FOR  
YOUR HEALTH.**

## What is a Temporary Food Establishment?

Temporary Food Establishments (TFEs) prepare and sell food or drink for a period of 21 days or less in one location affiliated with and endorsed by a transitory fair, carnival, circus, festival or public exhibition. Certain events, such as domestic yard sales and businesses such as auctions, flea markets or farmers' markets are not eligible for TFE permits. Please contact our office with questions regarding permitting requirements for your specific event.

## How Do I Obtain a Temporary Food Establishment Permit?

Submit a completed application and \$75.00 permit fee to the Craven County Health Department, Division of Environmental Health at least 15 calendar days prior to commencing operation. Health department representatives will be on-site during the event set-up and will evaluate those establishments requesting permits. If all requirements are met, permits to prepare and sell food during that event will be issued. Permits may be conditioned and must be posted in a conspicuous place. Applications and fees cannot be accepted at the event.

When affiliated with a TFE for an event where food will be served, a TFE commissary may be permitted for advance or off-site food preparation. The commissary may be permitted no more than seven days prior to the event and may operate for a maximum of 21 consecutive days. Food may not be sold from the TFE commissary.

All food must be prepared in an approved facility. Do not prepare food in a private home or in a TFE or TFE commissary that has not received a permit.

Please have all equipment thoroughly cleaned and sanitized prior to the permitting visit from the Health Department. Permit requirements include, but are not limited to, the following items:

- All food must be from an approved source and properly labeled. Raw meat, poultry and fish must be purchased in ready-to-cook portions. Cutting and skewering *may* be allowed if evaluation from the health department determines adequate facilities are provided.
- Salads containing ingredients that are cooked and cooled may not be prepared in the TFE but may be sold.
- A food preparation sink must be provided if produce will be washed in the TFE. (The health department may limit the food prepared or served based on methods of preparation and adequacy of facilities.)
- Food heated at the TFE or TFE commissary may not be sold or held for use on subsequent days without prior approval from the health department.
- Food prepared at a previous event and potentially hazardous food items removed from original packaging may not be served at a subsequent event.
- An accurate metal-stemmed thermometer must be provided to monitor food temperatures.
- Food prep and service areas must be constructed and arranged to restrict public access and to protect food, food contact surfaces, utensils, and equipment from possible contamination.
- Food must be secured in a manner to prevent tampering and contamination at all times.
- Food and utensils, including paper goods, must be stored in a manner to prevent possible contamination and may not be stored on the ground.

- Non-mechanical coolers must be provided with a drainage port. Ready-to-eat food may not be stored in direct contact with ice.
- Equipment and utensils must be kept clean and in good repair. Three basins of sufficient size to submerge, wash, rinse and sanitize utensils must be provided. Warm water must be used for cleaning and adequate air drying space must be provided.
- Potable water under pressure must be provided from clean, sanitized and labeled containers and hoses that are protected from contamination and not used for any other purpose.
- Food, utensils and equipment must be protected by an overhead covering. Approved ground covering is required in the absence of surfaces that control dust or mud such as asphalt, concrete or grass.
- The premises must be kept clean. Garbage must be stored in an approved, covered container, removed frequently and disposed of properly.
- Lighting is required for nighttime operations and must be shatterproof or shielded to protect food, utensils and equipment.
- Toxic materials must be properly labeled and stored.
- An employee handwashing facility that is equipped with at least two gallons of free flowing warm water, soap, single use towels and a wastewater receptacle must be provided.

