



Moore County Environmental Health

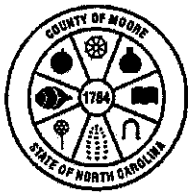
Memorandum

To: Event Coordinator
From: Environmental Health Specialist
Re: Request for Contact and Event Information

The Moore County Environmental Health Section is glad you have decided to be involved with county events and we are looking forward to working with you. To help us better serve you and make the permitting process run as smoothly as possible, we need the following information:

- A letter stating the name of the event and whether water and sewer will be provided
- Provide the following packet to all the food vendors you will be allowing to set up at the event.
- A list of food vendors with contact information and food items to be sold (provided at least 2 weeks prior to the event). The vendors are required to turn in their paperwork to us atleast 2 weeks prior to the event.
- Map showing the location of food vendors at the event

We look forward to working with you. Contact our office to see who will be working with you on the event at 910-947-6283.



MOORE COUNTY

Temporary Food Establishment Vendor Application

Date Submitted
To Moore County

Contact Name

Best Contact
Number

THE TFE APPLICATION(S) AND THE REQUIRED FEE(S) MUST BE RECEIVED BY MCEH AT LEAST FIFTEEN (15) CALENDAR DAYS PRIOR TO THE EVENT, OR THE APPLICATION SHALL BE DENIED.

SUBMIT TO:

MOORE COUNTY CENTRAL PERMITTING
ATTENTION: ENVIRONMENTAL HEALTH
PO BOX 905, CARTHAGE, NC 28327
FOR QUESTIONS PLEASE CALL ENVIRONMENTAL HEALTH AT 910-947-6283

Event:

Event Location: (Street)		(City)		(Zip)	
Event Dates:	To:	Hours:	To:		
Event Coordinator:	(Name)			(Number)	
Coordinator Address:					
Booth Name:			Owner/Operator/Corp Name:		
Owner/Operator Address: (Street#)					
(City)		(State)		(Zip)	
Phone Number:			Email:		

Name/Location of event worked immediately prior to this event:

1) Do you have an employee health policy <i>as required</i> ?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> Copies are available with this packet
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2) Will any food and/or drink be prepared at a food service establishment (FSE) prior to the event? This includes washing vegetables, marinating meat, or cooking completed at FSE.	No: <input type="checkbox"/> Yes: <input type="checkbox"/> All food must be prepared in a permitted FSE, or a Temporary Food Establishment Commissary application must be submitted to obtain a permit. <u>If the permitted FSE is out of state, please call MCEH before completing this application.</u>
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3) List any foods that are cooked and then placed in the refrigerator/freezer? Examples: Chili, nacho cheese, BBQ.		
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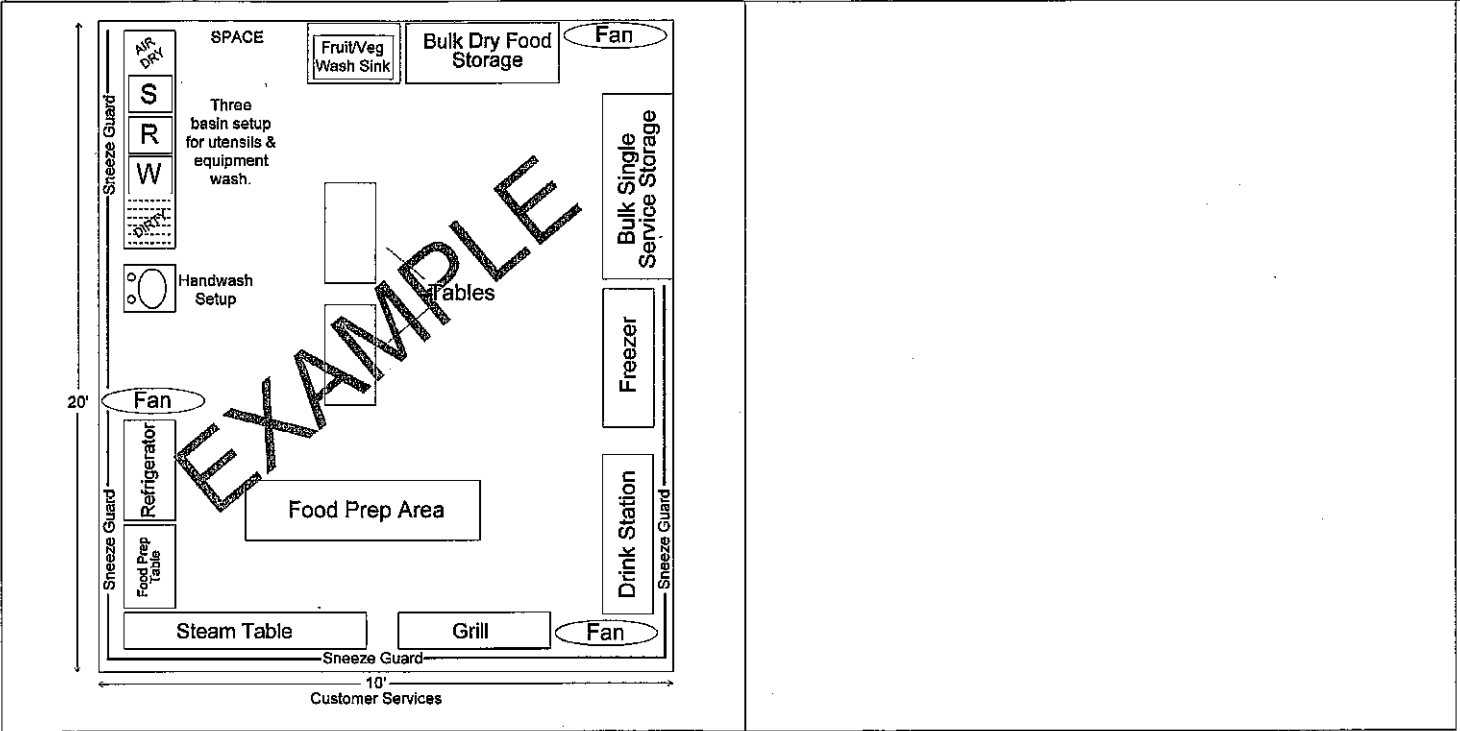
4) If the event is longer than 24 hours, what is done with leftover product?		
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5) If fresh produce is used how will it be handled? Produce includes potatoes, tomatoes, lemons, onions, etc.	<input type="checkbox"/> Purchase prewashed vegetables.	<input type="checkbox"/> Vendor will provide a produce sink.	<input type="checkbox"/> Washed at approved FSE (see question 2)
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6) Will any animal food items such as beef, eggs, fish, shellfish, and poultry be offered raw or <i>under cooked</i> ? ***Consumer Advisory must be posted	<input type="checkbox"/> Yes – list items:	<input type="checkbox"/> No
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14) Lighting in food service/storage areas: Shielded bulbs Shatterproof bulbs

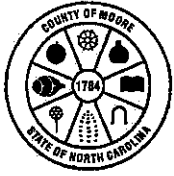
15) Equipment Layout: Draw or attach a diagram showing the food booth set up. Drawing must show front service area, sneeze guards, handwashing station, utensil wash set up with air drying space, produce washing (if applicable), cooking equipment, refrigeration, hot/cold holding equipment, preparation areas, fan placement (if applicable), etc. Applications submitted without completed drawing will be **denied**.



Statement: I hereby certify that the above information is complete and accurate. I fully understand that:

- A pre-opening inspection (with electricity and equipment in place) of my temporary food establishment will be required before a permit will be issued.
- Food/drink that is prepared before permitting (without prior approval from MCEH) may result in disposal or embargo of the food/drink.
- Failure to maintain approved temperatures for potentially hazardous foods may result in disposal or embargo of the food.

Owner/Manager/Designee _____ Date _____



MOORE COUNTY ENVIRONMENTAL HEALTH

CHECKLIST FOR TEMPORARY FOOD ESTABLISHMENT VENDORS

The following is a checklist to assist vendors in obtaining and maintaining a permit for a Temporary Food Establishment. All items are required to obtain a permit, however, additional requirements may be applicable. Both the TFE Application(s) and required fee(s) *must be received by MCEH at least fifteen (15) calendar days prior to the event*, or the application shall be denied.

<p>Employee Requirements:</p> <ul style="list-style-type: none"> No bare hand contact with ready to eat foods Employee health policy Hat, hair or other hair restraint No jewelry on arms and hands except plain ring 	<p>Utensil Washing:</p> <ul style="list-style-type: none"> 3 compartment sink, 3 utility sinks or 3 basins. Must be large enough to submerge the largest utensil Drain board or counter space for air drying Soapy water, rinse water and sanitizer Sanitizer test strips
<p>Tent/Overhead protection:</p> <ul style="list-style-type: none"> All items of food operation must be under tent or approved cover 	<p>Handwash Station:</p> <ul style="list-style-type: none"> At least a 2 gallon container under pressure Free-flowing faucet/stopcock/turn spout Soap and disposable towels Waste water catch bucket
<p>Food Protected and Secured:</p> <ul style="list-style-type: none"> Food secured at all times to prevent tampering and contamination All food stored and transported in food grade containers No food exposed to customers (side guards or sneeze guards if needed) Approved self-service condiments 	<p>Food From Approved Source, Protected and Secured:</p> <ul style="list-style-type: none"> Approved food sources with invoices Food stored off ground No food or drink preparation is allowed prior to issuance of TFE permit.
<p>Water Supply:</p> <ul style="list-style-type: none"> Approved water source Hoses must be for potable water and labeled with booth name. Backflow preventer required if directly connected to water supply Must have means to heat water for utensil and hand washing 	<p>Fresh Fruit/Vegetable:</p> <ul style="list-style-type: none"> Produce must come in prewashed or a separate produce sink is required Produce sink is for produce washing only
<p>Waste Water Disposal:</p> <ul style="list-style-type: none"> Disposal in an approved sewage system Lines, buckets and tanks must be labeled 	<p>Lighting:</p> <ul style="list-style-type: none"> Heat lamps protected against breakage All lights shatterproof or shielded above food prep or storage
<p>Food Temperatures:</p> <ul style="list-style-type: none"> Provide calibrated metal stem thermometer (reads 0-220F) Consumer advisory required for foods cooked to order Cold holding at 41F and below Hot holding at 135F and above 	<p>Permitting Times:</p> <ul style="list-style-type: none"> Vendor is expected to be ready at permitting time given
<p>Insect and Dust Protection:</p> <ul style="list-style-type: none"> Fly fans Ground cover in absence of asphalt, concrete, or grass 	

Application(s) can be faxed to Moore County Central Permitting at 910-947-1303 and payment can be called in at 910-947-2221
 Application(s) and fee(s) can also be mailed to Moore County Central Permitting, Attn. Environmental Health, at
 PO Box 905, Carthage NC 28327. They also may be hand delivered to
 1048 Carriage Oak Drive Carthage NC.

Regardless of method of delivery, both the TFE Application(s) and required fee(s) *must be received by MCEH at least fifteen (15) calendar days prior to the event*, or the application(s) shall be denied. For more information call 910-947-6283
 A copy of the North Carolina Rules Governing the Protection and Sanitation of Food Establishments 15A NCAC 18A .2600 and the North Carolina Food Code Manual can be obtained at <http://ehs.ncpublichealth.com/faf/docs/foodprot/NC-FoodCodeManual-2009-FINAL.pdf>

Employee Health Policy Agreement

Reporting: Symptoms of Illness

I agree to report to the manager when I have:

1. Diarrhea
2. Vomiting
3. Jaundice (yellowing of the skin and/or eyes)
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part (such as boils and infected wounds, however small).

Reporting: Diagnosed Illnesses

I agree to report to the manager when I have:

1. Norovirus
2. Salmonella Typhi (typhoid fever)
3. Shigella spp. infection
4. E. coli infection (Escherichia coli O157:H7 or other EHEC/STEC infection)
5. Hepatitis A

Note: The manager must report to the Health Department when an employee has one of these illnesses.

Reporting: Exposure of Illness

I agree to report to the manager when I have been exposed to any of the illnesses listed above through:

1. An outbreak of Norovirus, typhoid fever, Shigella spp. infection, E. coli infection, or Hepatitis A.
2. A household member with Norovirus, typhoid fever, Shigella spp. infection, E. coli infection, or hepatitis A.
3. A household member attending or working in a setting with an outbreak of Norovirus, typhoid fever, Shigella spp. infection, E. coli infection, or Hepatitis A.

Exclusion and Restriction from Work

If you have any of the symptoms or illnesses listed above, you may be excluded* or restricted** from work.

*If you are excluded from work you are not allowed to come to work.

**If you are restricted from work you are allowed to come to work, but your duties may be limited.

Returning to Work

If you are excluded from work for having diarrhea and/or vomiting, you will not be able to return to work until more than 24 hours have passed since your last symptoms of diarrhea and/or vomiting.

If you are excluded from work for exhibiting symptoms of a sore throat with fever or for having jaundice (yellowing of the skin and/or eyes), Norovirus, Salmonella Typhi (typhoid fever), Shigella spp. infection, E. coli infection, and/or Hepatitis A, you will not be able to return to work until Health Department approval is granted.

Agreement

I understand that I must:

1. Report when I have or have been exposed to any of the symptoms or illnesses listed above; and
2. Comply with work restrictions and/or exclusions that are given to me.

I understand that if I do not comply with this agreement, it may put my job at risk.

Food Employee Name (please print) _____

Signature of Employee _____ Date _____

Manager (Person-in-Charge) Name (please print) _____

Signature of Manager (Person-in-Charge) _____ Date _____



MOORE COUNTY

Temporary Food Establishment Commissary Application

1) Name of Event: _____ Dates of Event: _____

2) Address of Event: _____

3) Vendor Name: _____ Vendor Phone: _____

4) Commissary Name: _____

5) Commissary Address: _____

6) Commissary Contact Information: _____

Day Time Phone: _____ Email: _____

7) Date(s) of Advanced Preparation: _____

8) Source of Water for Commissary:

- Public Water
 On-site Private Well (Requires Testing by Moore County)

9) Waste Water System for Commissary:

- Public Sewage
 On-site Septic System

10) List of Food Items to be prepared at Commissary:

11) Method of Maintaining Proper Temperature during Transport to Event:

- Cooler with ice
 Refrigerated Truck
 Hot Holding Box
 Other: _____

I certify that the information on this application is complete and accurate. I understand that any changes to my operation must be submitted to Moore County Environmental Health for review and approval prior to the day of the event:

Vendor Signature: _____ Date: _____

*I agree to allow _____ (vendor name) to use
_____ (commissary name) to prepare the food items,
listed above. I grant access to this facility to an authorized representative from Moore County Environmental Health for purposes of
issuing a TFE Commissary Permit and/ or collecting water samples when necessary. I certify that the information on this application
is complete and accurate:

Commissary Representative: _____ Date: _____

This application must be submitted with the corresponding Food Vendor Application to:

Moore County Central Permitting, Attn: Environmental Health at PO Box 905, Carthage NC 28327. They also may be hand delivered to 1048 Carriage Oak Drive Carthage NC. For questions please call Environmental Health at 910-947-6283.



Moore County

Temporary Food Establishment Permit Exemption

Name : _____
(Name of Non-Profit (501c-3) or Vendor)

Location: _____
(if multiple locations, please complete separate applications)

Contact person: _____

Work Phone: _____ Cell Phone: _____

Address: _____

Menu Items	Date/Time of Operation	Date/Time of Operation

If using a non-profit status, please include the following with this application:

Letter from the IRS verification of non-profit status (501c-3)

On non-profit letterhead include:

Name, address and contact person

The purpose of this fundraiser

A statement that all of the proceeds are to be returned to the non-profit.

Dates, times and locations of fundraiser

Date and location of last exempted function

North Carolina General Statute 130A-250 provides an exemption that allows non-profit organizations 501©(3) to conduct a fundraiser once a month for a period not to exceed two consecutive days. Only a single exemption is allowed per month for the entire state of North Carolina, and the exemption cannot be transferred to another organization. This exemption must be renewed for each event.

By signing below, I certify that the information provided on this application is accurate and complete to the best of my knowledge.

Signature & Title: _____ Date: _____

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