

PENDER COUNTY HEALTH DEPARTMENT CHECKLIST FOR TEMPORARY FOOD ESTABLISHMENTS

FESTIVAL COMMITTEE RESPONSIBILITIES

Make sure that all potential food vendors receive an application and checklist provided by the health department. **These applications must be submitted to the Pender County Health Department 14 working days prior to the event along with a nonrefundable \$75 check made out to Pender County Health Department, a sketch drawing of their temporary food stand, and a proposed menu. If they are non-profit, they must submit an application along with a copy of their non-profit exemption paper work but are not required to pay the \$75 fee.** *The food vendors are to keep the checklist so they will be informed as to what is required to operate a temporary food service establishment.*

Running water under pressure from an approved, safe source must be provided for all vendors that require a permit from the Health Department. The health department will make the determination as to which vendors will require a permit. **If the festival will be utilizing well water, then a water sample for bacteria must be obtained at least 3 weeks prior to the event.**

All pipes and hoses must be labeled for potable water. All pipe connections must be elevated above the ground.

A back flow prevention device must be installed at the approved water supply source.

An approved method of wastewater storage and disposal **must be provided for all food vendors.** Some options are:

- a. If available, vendors may use the town municipal sewage system as a means of wastewater disposal if permission is given by town officials. **Permission to use the municipal wastewater system must be submitted in writing to the health department. OR:**
- b. Obtain a written contract with waste management or another similar agency that will provide approved wastewater storage containers and an approved wastewater disposal area. **This contract agreement must be submitted to the health department with the application.**

Make sure that food vendors are set up in a clean surrounding and the surroundings are **kept** clean. Convenient and approved toilet facilities must be provided for vendors.

Make sure all food vendors are set up and ready for an inspection from the Health Department the night before the scheduled festival day. For example: If the festival starts on Saturday morning, all vendors must be set up by 6:30 p.m. on Friday night.

APPLICATION FOR A PERMIT
TO OPERATE A
SPECIAL EVENT FOOD STAND

PENDER COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
PO BOX 682
HAMPSTEAD, NC 28443
PHONE 910-270-5000 FAX 910-270-2526

APPLICANT'S NAME: _____

TITLE: _____

APPLICANT'S ADDRESS: _____

APPLICANT'S PHONE NUMBER: _____

NAME OF FOOD STAND: _____

NAME OF SPECIAL EVENT: _____

DATE OF SPECIAL EVENT: _____

SPONSORS OF SPECIAL EVENT: _____

LOCATION OF SPECIAL EVENT: _____

MENU OF ALL FOOD AND DRINKS TO BE SOLD: _____

FOOD SUPPLIERS NAME AND ADDRESS: _____

DRAW A DETAILED DIAGRAM OF YOUR FOODSTAND AND EQUIPMENT ON THE REVERSE SIDE OF THIS APPLICATION.

IF REQUESTING NON PROFIT STATUS INCLUDE NC DEPT. OF REVENUE TAX EXEMPT NUMBER OR A LETTER FROM CANDIDATE IF ASSOCIATED WITH POLITICAL FUNDRAISING COMMITTEE. THERE IS NO FEE FOR NON PROFIT VENDORS.

THIS APPLICATION ALONG WITH A \$75 NON REFUNDABLE TEMPORARY FOOD VENDOR FEE MUST BE SUBMITTED TO THE PENDER COUNTY HEALTH DEPARTMENT AT LEAST (14) WORKING DAYS PRIOR TO THE DATE OF THE EVENT.

SIGNATURE: _____ DATE: _____

Pender County Health Department Check List for Temporary Food Establishments

Food Vendor Responsibilities

- Submit application, \$75 nonrefundable fee, menu, plot plan of food stand within 14 days to Pender County Health Department.
- Temporary food establishments must have an approved enclosure for all food handling operations. This can be a “mobile food unit, or a large canvas tent.”
- Temporary food establishments must be constructed and arranged in a manner that protects food, utensils, and equipment, from potential contamination sources such as, the general public, dust, and insects.
- Effective measures must be taken to prevent the gathering of flies and other insects. Screens or electric fans will be accepted as an effective measure.
- Where food and griddles are exposed to the public, dust, insects, or other contamination sources, they shall be protected by glass, screens, or otherwise, on the front, top, and ends, and exposed only as much as necessary to permit handling and serving of the food.
- Provide a single vat sink of adequate size for washing, rinsing, and sanitizing equipment, surfaces, and utensils. **This sink must be large enough to submerge the vendor’s largest cooking pots, pans, and utensils.** The sink **must** have a catch basin underneath used to catch the wastewater of the sink will not be tapped into the town’s municipal sewage system.
- **A food grade/approved hose must be provided to connect to the festival water supply.**
- One drain board or counter top space must be provided for air drying. A table next to the sink will be sufficient.
- Hand washing facilities must be provided. This should consist of a 2 gallon closed container of approved potable water. The container must have a cut-off valve and a catch basin under the hand wash station for catching the wastewater.
- Must have antibacterial soap, and paper towels at all hand wash stations.
- Provisions **must** be made for the heating of water for washing multi-use utensils. A large hot plate or burner may be sufficient if it is capable of heating a large pot of water to 130°F.
- Provide adequate coolers or refrigeration storage space for all perishable foods. Foods must be kept cold maintaining 45°F or below.
- Air temperature thermometers must be provided in all coolers and refrigerator units.
- **A 50 parts per million mixture of bleach and water must be provided in spray bottles or in containers.** This mixture is for sanitizing utensils and food contact surfaces that can not be submerged in the sink.
- Chlorine test strips must be provided and shall be available, convenient, and regularly used to test the strength of the bleach/water sanitizing solution.
- Garbage cans shall be provided. Garbage shall be stored in garbage cans with tight-fitting lids or other approved containers.

- Employees can not work at a temporary food establishment if they have a communicable or infectious disease that can be transmitted by food, or who is a carrier of organisms that cause such a disease, or who has a boil, infected wound, or an acute respiratory infection with cough and nasal discharge.
- Employees shall be clean and wear clean outer clothing including effective hair restraints.
- All employees must wash their hands with antibacterial soap and running water from a minimum of 2 gallon container with a cut-off valve and then dry their hands with a clean single use paper towel. Employees must wash their hands before starting work, after use of the toilet, after touching skin and clothes, etc... and in between different tasks, prior to any direct contact of the hands with food or food contact surfaces.
- **All food must be from approved sources, such as an approved market, plant, or permitted establishment. All foods must be kept in their original packages or containers so that the Health Department can verify the source. Foods not stored in their original containers/packages will not be allowed for a temporary food establishment. Foods left over from previous festivals will not be allowed for use.**
- Hamburgers must be in patties separated by clean paper, or other wrapping material and ready to cook.
- Poultry, beef, and seafood must be ready to cook.
- Drinks must be packaged, canned, or bottled.
- Milk, coffee, and carbonated beverages must be from an approved dispensing device.
- All foods must be clean, wholesome, free from adulteration and properly stored.
- **No cream filled pastries or cold salads such as potato, chicken, tuna, ham, crab, etc... are allowed for a temporary food service establishment.**
- Potentially hazardous foods shall be maintained at 45°F or below, or 140°F or above. This temperature requirement must be maintained at all times. Potentially hazardous foods requiring cooking shall be cooked to heat all parts of the food to a temperature of at least 140°F except as follows: Poultry-165°F, Pork- 150°F, Ground Beef – 155°F, rare roast beef-130°f.
- A dial top thermometer that read 0-220°F must be provided and must be calibrated to accuracy to check the temperatures of the hot foods.

If you have any questions concerning these requirements, please feel free to contact the Pender County Health Department (Hampstead Annex) at (910) 270-5011.