



**Application for Permit to Operate
a Temporary Food Establishment**

A temporary food establishment (TFE) prepares food for the public, for free or for a cost, and operates for no more than 14 consecutive days in conjunction with a single event. Submitting an application less than 10 business days before the event start date may result in permit denial.

| SUBMIT APPLICATION TO COUNTY IN WHICH TEMPORARY FOOD ESTABLISHMENT WILL OPERATE: | | |
|---|--|--|
| New Castle County EHFS Division of Public Health Chopin Bldg., Suite 105 258 Chapman Road Newark, DE 19702 Phone: 302-283-7110 Fax: 302-283-7111 | Kent County EHFS Division of Public Health Thomas Collins Bldg., Suite 5 540 S. DuPont Hwy. Dover, DE 19901 Phone: 302-744-1220 Fax: 302-739-1957 | Sussex County EHFS Division of Public Health Georgetown State Svc. Center 544 S. Bedford St. Georgetown, DE 19947 Phone: 302-515-3302 Fax: 302-515-3301 |

Name of Event: _____ Date(s) of Event: _____

Location of Event: _____

TFE Business Name: _____

TFE Contact Person: _____

Prior to Event Phone: _____ During Event Cell Phone: _____

Methods to receive permit (print clearly, complete all fields):

Email: _____

Fax: _____

Mailing Address: _____

City: _____ State: _____ Code: _____

TFE source of water: _____ TFE source of ice: _____

TFE hand washing station: _____

TFE method of sanitizing: _____

Are you individually packaging any items on-site? Yes No

By signing this Temporary Food Establishment application, I understand that the following (check all):

- My TFE could be inspected at any time during the setup or event.
- Failure to comply with the minimum requirements for operating a temporary food establishment may result in suspension of my operating permit, at which time I must cease all food establishment operations immediately.

X _____

Signature TFE Applicant **Title** **Date**

| | | | |
|------------------------------|---|--|--|
| FOR OFFICIAL USE ONLY | Date Received: _____ | Additional required documents received: <input type="checkbox"/> Out-of State Permit and Inspection Report <input type="checkbox"/> Servicing Area Agreement <input type="checkbox"/> Consumer Advisory <input type="checkbox"/> Juice Documents | Permit #: _____ |
| | FM TFE DDA-sanctioned: <input type="checkbox"/> Yes <input type="checkbox"/> No TFE Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for Denial: _____ _____ Applicant notified by: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Phone | | Reviewer: _____ Signature _____ Title _____ Date _____ |

MINIMUM REQUIREMENTS FOR OPERATING A TEMPORARY FOOD ESTABLISHMENT (TFE)

Initial each item and sign below to indicate that you have read and understand each requirement.

___ **PERMIT** – This application must be submitted a minimum of 10 business days prior to the start of the event. The approved permit must be posted during the entire event for conspicuous public view.

___ **DEMONSTRATION OF KNOWLEDGE** – The Person-In-Charge (PIC) must be able to answer questions about basic food safety knowledge to reduce the risk of foodborne illness.

___ **APPROVED FOOD SOURCES**

All food must be obtained from an approved source, including ice and water for food preparation, cooking, cooling, cold holding, and cleaning.

- All shell stock (clams, mussels, oysters) must have National Shellfish Sanitation Program (NSSP) tags on site.
- Proof of purchase is required for crab meat, soft-shell crabs, and hard-shell crabs.
- Food may not be stored at a private residence. Food should never be prepared in a private residence.
- All food must be prepared on-site or at a permitted food establishment.
- Food preparation locations not owned by applicant require a signed commissary agreement.
- Out-of-state food prep locations require health department permit and most recent inspection report.

___ **COOKING AND HOLDING**

Food thermometers must be available to monitor cooking and holding temperatures.

Hot holding units, like steam tables or insulated containers, must be available to keep food at 135 degrees F or above.

Cold holding and storage equipment, such as refrigeration units or coolers with drained ice, must be available to keep food at 41 degrees F or below.

- Animal products served raw or undercooked (examples: sunny-side up eggs, raw oysters, sushi, rare tuna, cooked-to-order hamburgers or steaks, carpaccio, or raw eggs as an ingredient in mousse, Caesar salad dressing mayonnaise) require a consumer advisory to be posted which states the following: “Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.” A description or photo of how this advisory will be displayed must be submitted with this application.
- Juice squeezed on-site requires approval of (1) description of food prep sink location, (2) commercial juicing equipment specification sheets, and (3) placard or table tent with the following statement: “WARNING: This product has not been pasteurized and, therefore, may contain harmful bacterial that can cause serious illness in children, the elderly, and persons with weakened immune systems.”

___ **PREVENTING CONTAMINATION**

Food must be stored off the ground.

Only single-service (disposable) containers may be given to consumers.

A labeled three basin Wash-Rinse-Sanitize station must be ready for use on-site, with an approved sanitizer and applicable test kit (example: quaternary ammonium based with quat sanitizer test strips or bleach water with chlorine test strips).

Wash, Rinse, and Sanitize

Proper Set-Up



___ **EMPLOYEE HEALTH AND HYGIENIC PRACTICES**

A handwashing station must be set up with an ample supply of warm water, soap, and paper towels.

Persons with infections or illnesses must be restricted from handling food.

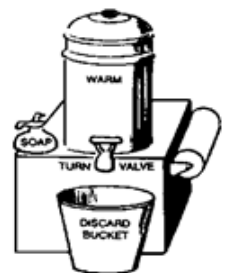
Bare hand contact with ready-to-eat food is prohibited. Use a barrier like tongs, wax paper, or gloves.

___ **WATER SUPPLY AND WASTE DISPOSAL**

Drinking water must be obtained from an approved source utilizing food grade hoses.

Liquid waste must be disposed by an approved method.

Keep refuse in easily cleanable containers and promptly remove from preparation and service areas.



___ **FACILITIES**

A tent, tarp, or canopy large enough to cover food preparation, storage, and service areas must be provided.

If graded to drain, a floor may be concrete, machine-laid asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other approved materials that are effectively treated to control dust and mud.

Toilet facilities for employees must be conveniently located and easily accessible.

___ **SPECIALIZED PROCESSES NOT PERMITTED DURING TEMPORARY FOOD ESTABLISHMENT OPERATION**

Food at a temporary food establishment processed on-site with any of the following methods is not permissible: reduced oxygen packaging including sous vide and cook-chill methods, juicing for wholesale packaging, curing, smoking, or drying fish for preservation; curing or smoking meat or poultry for preservation; fermenting sausages; acidification, fermenting, or additives to render a product to be shelf-stable; and sprouting.

X

Signature TFE Applicant

Title

Date

Temporary Food Establishment Application

Revised 1/31/18

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Temporary Food Establishment (TFE) Menu Review

Describe all food and drink on menu that will be served at TFE. Attach additional sheets as necessary.

| Menu Items (Estimated number to be made) | Where will food be obtained or purchased? | Food prep conducted at TFE | Describe food preparation and locations. | What equipment is available to transport, hold, and prepare food? |
|---|---|---|--|---|
| <i>Example: Hamburger with toppings</i> | <i>Example: Regular Distributor, Inc. Produce Co.</i> | <input checked="" type="checkbox"/> Wash <input checked="" type="checkbox"/> Chop <input type="checkbox"/> Thaw <input checked="" type="checkbox"/> Cook <input type="checkbox"/> Cool <input type="checkbox"/> Reheat <input type="checkbox"/> None/Off-site | <i>Example: Lettuce and tomatoes washed and cut on-site, patties made in advance at restaurant (MD Permit attached) and cooked to order (advisory attached).</i> | <i>Example: Coolers, prep sink, cutting boards, knives, Bain Marie, freezer, grill, spatula, and gloves to assemble</i> |
| | | <input type="checkbox"/> Wash <input type="checkbox"/> Chop <input type="checkbox"/> Thaw <input type="checkbox"/> Cook <input type="checkbox"/> Cool <input type="checkbox"/> Reheat <input type="checkbox"/> None/Off-site | | |
| | | <input type="checkbox"/> Wash <input type="checkbox"/> Chop <input type="checkbox"/> Thaw <input type="checkbox"/> Cook <input type="checkbox"/> Cool <input type="checkbox"/> Reheat <input type="checkbox"/> None/Off-site | | |
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Temporary Food Establishment (TFE) Floor Plan

Sketch below the layout of your TFE and identify the location of the following:

- Cooking and holding equipment
- Handwashing and utensil washing facilities (if not using shared facilities)
- Trash disposal containers
- Work tables, food, and single-service storage
- Customer service area

If the layout of the TFE is event-specific and/or unknown, please sketch a typical layout to the best of your ability.



For questions about TFE applications, please contact the Health Program Coordinator at the EHFS office in the county where the event is being held.