



Environmental Services

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Environmental Health & Safety Division
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TO: **2020 Got To Be NC – Homegrown Marketplace Festival Food Vendors**

FROM: Laura Lerch, REHS
Temporary Food Establishment Program Coordinator
Wake County Environmental Services

REFERENCE: **Temporary Food Establishment Application and Payment**

Applications should be submitted to Wake County Environmental Services on later than April 17th, 2020.

NOTICE: Effective January 1, 2019, cold foods in refrigerators, ice pans or insulated containers must be kept at 41°F or below. Please plan accordingly or contact Laura.Lerch@wakegov.com with questions.

The following items need to be incorporated into the TFE operation to obtain and maintain a permit:

WATER AND SEWER

- Food vendors **are required to be permanently connected to the onsite potable water supply during the entirety of the event.** Trailers and mobile food units must be connected to the on-site potable water supply if they have the ability to obtain a direct connection. Many of the on-site water connections are located below the ground and must be brought above grade on an approved water tree. Contact the Fairgrounds Office at 919-821-7400 if your on-site potable water supply has not been brought above grade by the time you start setting up. **If more than one hose is attached on one water tree connection then each hose must have its own backflow preventer. Failure to be properly connected can cause a delay in permitting. It is recommended that each vendor bring several backflow preventers in the case they are needed.**
- Each food vendor must bring enough "potable" (designed for drinking water) water hose to make a connection from the on-site potable water supply to *both* the utensil wash basin and produce sink (when operating under a tent) or to the inlet water connection (when operating from a trailer/mobile food unit).
- The utensil wash basin and produce sink must be plumbed to the onsite sanitary sewer for the entirety of the event and not have any leaks in the connection. The main sewer outlet of a trailer/mobile food unit must be plumbed to the onsite sanitary sewer. **The use of holding tanks (blue boys) is not allowed.** It is strongly recommended that you contact the Fairgrounds Office at 919-821-7400 prior to set up if you suspect any problems with obtaining gravity flow to the sanitary sewer.

UTENSIL WASHING FACILITIES

- **Three (3) basins/sinks of sufficient size to submerge, wash, rinse, and sanitize utensils is required. At least one of these basins (preferably the wash basin) must be plumbed to water and sewer. Water of 110 °F is required in the wash basin.** At least one drain board,

Ground meats, pooled eggs	155 ° F
Stuffed meats, poultry	165 ° F

- Food must be kept at 135°F or above when being held hot on steam tables, grills, hot boxes, or insulated containers.
- **Cold foods in refrigerators, ice pans or insulated containers must be kept at 41°F or below.**
- Perishable frozen foods should be thawed in refrigerators whenever possible.

DATE MARKING

- All ready-to-eat, potentially hazardous foods prepared on site and held in refrigeration for more than 24 hours must be marked with the date of preparation or with the date that indicates when the food shall be consumed, sold or discarded.
- If stored at 41°F or below, products may be held for 7 days; if stored between 41°F - 45°F, only 4 day storage is allowed. This also includes commercially processed foods (such as deli meat) once they are opened.

BARE HAND CONTACT WITH READY-TO-EAT (RTE) FOODS

- Food handlers are not allowed to touch RTE foods with their bare hands. *The use of utensils such as deli tissue, spatulas, tongs, single use gloves, or dispensing equipment is required.*

LEFTOVER POTENTIALLY HAZARDOUS FOODS*

- Foods such as heat treated animal products (meats, poultry, fish, pork) heat treated vegetables, heated canned foods, garlic and oil mixtures, etc., cannot be served or re heated.

PERSONAL HYGIENE

- Food handlers must not wear fingernail polish or artificial nails when working with exposed food unless single-use gloves are worn.
- Food handlers may not wear jewelry on their arms and hands except for a plain ring, such as a wedding band during food preparation.
- Food handlers must only eat, drink or use tobacco products in designated areas to prevent the contamination of exposed food, clean linens equipment, utensils, and other items needing protection.

THERMOMETER REQUIREMENTS

- A properly calibrated food thermometer, (metal stem type that measures 0° to 220° F) is required for checking the internal temperature of food. Candy thermometers or oven thermometers are not acceptable.
- Indicating thermometers are required in mechanical refrigerators for checking air temperatures.

SANITIZER AND TEST STRIPS

- A bleach and water solution is required for routine sanitizing of food preparation surfaces. This solution can be kept in a spray bottle or bucket labeled "Sanitizer" or "Bleach Water". Sanitizer can be made by pouring approximately 1 capful (cap from the bleach bottle) of household chlorine bleach into 1 gallon of water. This solution must be checked with chlorine test strips to ensure a mixture of 50-100 parts per million. Sanitizer kills germs that may not be fully removed with normal soap and water cleaning. Sanitizer should be wiped or sprayed on to utensils and food-contact surfaces after cleaning and allowed to remain on the surface for two minutes. Examples for use would be on cutting boards, preparation tables, food containers, spoons, and spatulas.
- Test strips with color charts must be provided to test the strength of the sanitizer. Chlorine test strips are used for sanitizer made with bleach.

LIGHTING REQUIREMENTS

- Light bulbs in food preparation, storage, and display areas must be shatter-proof or shielded so to prevent the possibility of broken bulbs or lamps falling into the food.

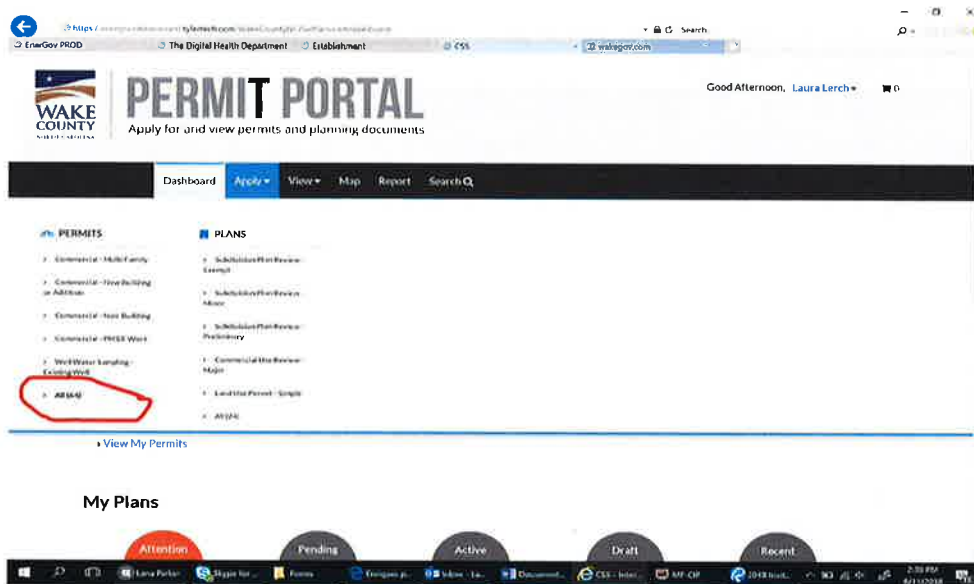
How to Apply for a Temporary Food Establishment Permit at the NC State Fairgrounds:

A separate online application is needed for EACH booth location. Once you upload a copy of your menu and a copy of your booth layout to the system, you will not have to do to this for any future permits (as long as the menu and layout stay the same).

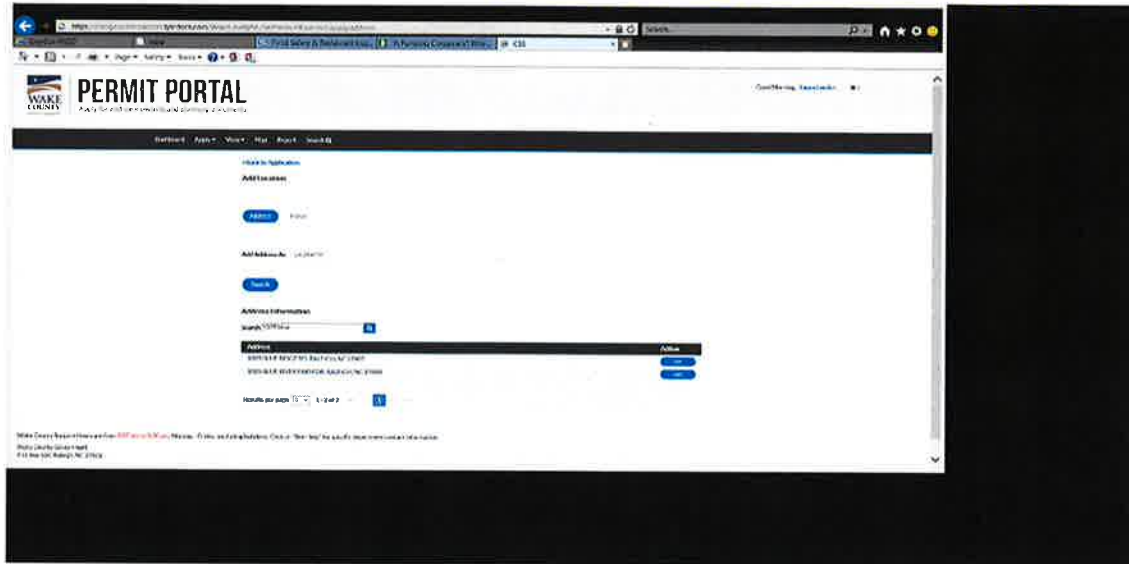
1. Log onto wakegov.com/PermitPortal – For instructions on creating an account see this page: <http://www.wakegov.com/permitportal/Documents/How%20to%20Register%20Guide.pdf>

The email address you use to create the account, is the email address that the system will send updates to.

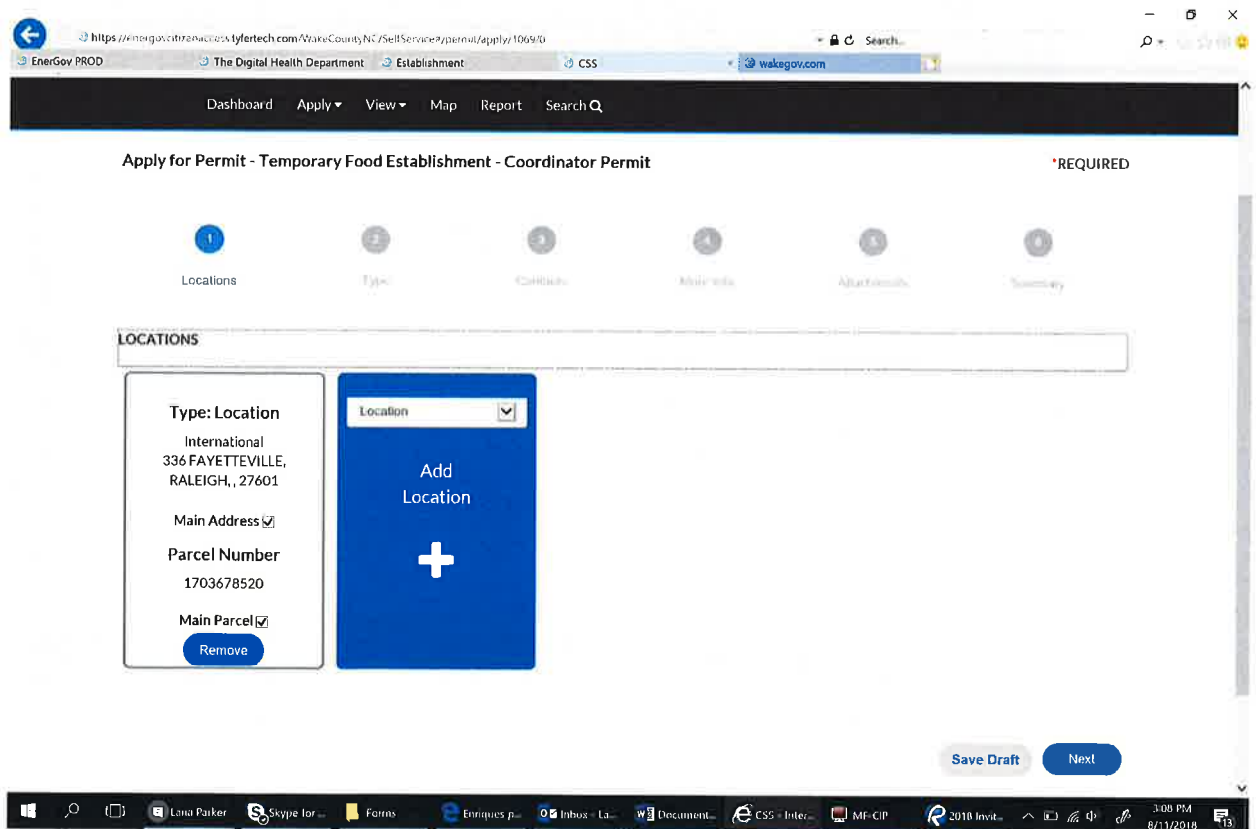
2. Once logged in, go the apply tab and click on all.



- Search for the location of your event. When searching for the address, use the street numbers and just the first few letters of the street name. The address to search for the Fairgrounds is 1025 Blue. The first address that comes up is 1025 Blue Ridge Road is the correct address.



- Check the correct address and hit the next button



9. Fill in the information about the event and your operation at the event. Questions include information about food handling and preparation. Water supply and waste water disposal is available onsite. **Be as detailed as possible.**

The screenshot shows a web browser displaying a form for a Temporary Food Establishment (TFE). The form includes the following fields:

- TFE** (Temporary Food Establishment)
- Type of Food Service:** Temporary Food Establishment
- Emergency Phone Number:** 9193883669
- Individual** (Event Name: Laura's Test Event)
- Approved Event Case Number:** HSTF6-00XXXX-2016
- Event Location:** 306 Fayetteville St
- Event Date(s):** November 1
- Hours:** 12-5pm

10. ***Menu can be added here or attached as a separate document (see next step). Menu items with the same prep can be done on the same row. Menu items with different prep steps must be added on separate rows. Click on add row to add each menu item separately. Sign the document electronically.

The screenshot shows the 'TFE Menu' section of the web application. It includes a table for 'TFE Menu Chart Details' and a disclaimer.

Food/Menu Item	Food Supplier/Source	Thawing	Cut, Washed, Assembled?	Where?	How is food cooked?	Where?	Where is item held?	Notes (Instructions)

A red circle highlights the '+ Add Row' button in the top right corner of the table.

Disclaimer: Please read and sign the following statement to finish the application. I understand and agree that I am using an electronic signature, application process which requires me to provide my electronic signature. I understand that my application will be signed electronically when I click the check box below and by signing in this manner, I am legally bound to the representations, terms and conditions herein. The undersigned applicant hereby authorizes the filing of this application and any subsequent revisions thereto. If the applicant is not the property owner (e.g., a prospective buyer), they have obtained the owner/occupant's permission for the application and the County's entry onto the property. The undersigned also authorizes Wake County representatives to enter the site for the purpose of conducting inspections or evaluations to determine compliance with applicable laws and rules. The undersigned also understands, acknowledges, and certifies that: To the best of his or her knowledge and belief, all information specified with this application and on any attached documents is true, accurate, and complete. Any false information may be grounds for rejection of this application or revocation of the permit or plan. DSH is solely responsible for the proper identification and labeling of all property lines and corners and ensuring site accessibility. The undersigned applicant also understands the application and any communication and/or permits issued as a result of this application are public records subject to disclosure pursuant to the North Carolina Public Records Act (North Carolina General Statutes Chapter 187). By clicking the box below, I am agreeing to the Terms and Conditions permitted electronically. I certify that I was technically able to open, read, print, or download this section of the application, and I have had a reasonable opportunity to read and understand the application. I agree that my electronic signature has the same effect as if I signed in ink.

I agree with the following: **Signature Approval**