



# JOHNSTON COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

309 East Market Street, Smithfield, NC 27577

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## APPLICATION FOR A TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT

Name of set-up (ex: Dana's Concession): \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Festival: \_\_\_\_\_ Set-up Location: \_\_\_\_\_

What days will you operate? \_\_\_\_\_ What hours of operation? \_\_\_\_\_

What foods will you prepare or serve? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you have screening or siding on the TFE? YES NO

If no, how will you protect against flies, insects, dust, rain and other contamination? \_\_\_\_\_

\_\_\_\_\_

How will handwashing be addressed in the TFE? \_\_\_\_\_

Will you have a water hook-up? YES NO (If yes, must have a backflow preventer)

If no, how will the TFE supply running water under pressure? \_\_\_\_\_

How will cooking utensils, pots and pans be cleaned and sanitized at the TFE? \_\_\_\_\_

\_\_\_\_\_

Size of wastewater storage container: \_\_\_\_\_

How will you dispose of wastewater from the TFE? \_\_\_\_\_

What are your means of refrigeration? \_\_\_\_\_

The TFE must be inspected prior to operation, how will you make yourself available? \_\_\_\_\_

\_\_\_\_\_

If you have a mobile unit what county are you permitted in? \_\_\_\_\_

If you are a Mobile Food Unit, what is your License Plate Number? \_\_\_\_\_

\*STATEMENT: I hereby certify that the above information is correct, and I fully understand that ANY deviation from the above without prior approval from the Local Health Department may nullify the application.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

A **\$75.00 fee** is required with this Application. Payment and Application must be received at a minimum of 15 Days prior to the event. Money will NOT be taken at the event.

The Application can be submitted:

- By Mail using the USPS, FedEx, UPS or other mail carrier service
- Submitted Electronically to [ehapplications@johnstonnc.com](mailto:ehapplications@johnstonnc.com)
- Hand delivered to our office at the address listed above

The Fee can be submitted:

- Mailed in or hand delivered with the application to our office
- Via the Phone with a credit or bank card at (919) 989-5180

## Requirements for a Temporary Food Service Establishment Operation:

**Application:** The application must be completed and submitted to this Department at a minimum of 15 days prior to the start of the event. This will give time for review and to make any changes as needed.

**Permit to Operate:** Before the event starts, an Environmental Health Specialist will visit your site compare the application to the TFE setup, and if all requirements are met a PERMIT TO OPERATE will be issued. No food service or food preparation is allowed on the site until you have received this permit. Your acceptance of this permit implies that you agree to keep the site as originally permitted throughout the event and that you agree to operate in accordance with all statutes, rules, regulations, and any specific conditions which may be included on the permit. Health Department personnel will be on duty during the event to monitor food service operations and to provide guidance where applicable. During operation you may be asked to remedy problems observed by the Environmental Health Specialist.

**TFE Structure:** Temporary food establishment operations must be conducted in a tent or other approved enclosure (trailer) with a roof that will keep out rain, dust, dirt, insects, and other contamination. Any canopy or tent structure under which cooking operations are being conducted must be flame resistant and have a tag permanently affixed to the canopy indicating that it is flame resistance. The food vendor should check with the local fire department for verification of the correct type of tent.

A TFE shall be located in clean surroundings and kept in a clean and sanitary condition. Protection against flies and other insects shall be provided by screening or by effective use of fans.

**Floor:** Start with a clean space and keep it clean. Concrete, asphalt, and such street surfaces are accepted. If the flooring of the TFE consist of grass, dirt or gravel this area must have indoor/outdoor carpeting, matting, tarps, or similar nonabsorbent material. This material must be maintained at all times. If grease is spilled onto any flooring clean up must take place immediately.

**Hand washing:** TFE workers shall be provided with a convenient way to wash their hands. This must consist of a hand sink with hot and cold water from a faucet, or a two-gallon container with an unassisted free flowing faucet such as a stopcock or tum spout, soap, single-use towels and a waste-water receptacle.

**Sneeze guards:** Food and food contact surfaces exposed to the public, dust, or to insects shall be protected by glass, or otherwise, on the front, top, and ends.

**Cleaning of Equipment and Utensils:** All equipment and utensils must be cleaned thoroughly and maintained in a sanitary condition throughout the event. In order to achieve sanitary conditions at least a single vat sink, equipped with running water under pressure capable of holding the largest utensil used during the operation shall be provided. Water shall be from an approved source, safe for consumption, and of sanitary quality. This means water cannot be used from an unapproved well or community water supply not regulated by the State of North Carolina. "Running water" may be achieved by positioning a cooler or beverage urn with a stop cock nozzle above the sink basin. You must have at least one drain board or adequate countertop space to use along with the washing operation. Three basins of sufficient size to submerge, wash, rinse, and sanitize utensils shall be provided along with drainboards or counter space for air drying.

**Sources of Food:** All foods must be clean, wholesome, free from adulteration, and obtained from an approved source. If food is brought in from out-of-state it must be purchased or prepared in a facility inspected by the Department of Agriculture. ALL FOOD must be kept in original packaging until permit has been issued. Receipts will be helpful if food is not in boxes.

**Storage:** Nothing is allowed on the floor or ground except equipment with legs or nonabsorbent, empty crates. Stored items wrapped or not, must be off the floor and under roof at all times.

**Transport of Foods:** All foods must be protected while in transit between the source and the TFE. Transport containers must be able to maintain proper temperatures, keep out contamination, and be non-absorbent and cleanable.

**Hamburgers and Poultry:** Hamburger and poultry must be provided in a ready to cook form from the supplier. Hamburger must come in preformed in patties separated by clean paper or other wrapping material. Poultry must come from the processor precut into individual portions that are ready to cook. In other words, you cannot make patties or cut chicken at the TFE. All food must come in a ready to cook form.

**Prohibited foods:** Potentially hazardous foods, such as cream-filled pastries and pies, or salads that contain potato, chicken, ham, and crab, cannot be prepared or served from a TFE. Garden vegetable salads can be prepared if the vegetables are bought pre-washed from the supplier or washed on site in a vegetable prep sink only, not a utensil sink.

**Food Cooking Temperatures:** Cook poultry to 165°F, pork to 145° F, steak to 145° F, fish to 150° F, hamburgers or sausage to 155° F (all internal temperatures).

**Hot Holding Foods:** Holding units must be able to keep foods at or above 135° F until served.

**Cold Food Temperatures:** All potentially hazardous foods shall be held at 41 degrees or less. Refrigerators must have properly working thermometers. Temperatures must be monitored all during the event. If chest coolers are used for cold food storage ice shall be provided to maintain proper temperatures. The ice shall not directly touch the food. The food or ice shall be in a leak proof container. Only thaw potentially hazardous foods by refrigeration, microwave, or cooking. Do not leave out in the open air.

**Metal Stem Thermometer:** All TFE'S must provide an accurate thermometer (0-220 scale) or digital. Workers must monitor food temperatures frequently. Use the thermometer to be sure that all are cooked internally to the proper temperatures and cold foods are held 135 degrees.

**Drinks:** Drinks served shall be limited to packaged, canned, or bottled drinks, packaged milk, coffee, or carbonated beverages from approved dispensing devices. Lemonade Orangeade, fresh fruit smoothies, tea, or any other drink not mentioned cannot be made in the TFE but can be brought already prepared from an approved source (approved by the Health Department) and served from an approved dispensing device.

**Sanitizing:** After cleaning of equipment and utensils they must be properly sanitized. The most common sanitizer is bleach water. Once the equipment and utensils are washed and rinsed at the sink submerge or spray on 100 ppm of sanitizer solution and let air dry. If basins are used the third basin should be sanitizer. To make sure the sanitizing solution is of proper strength test strips will be needed for checking the solution.

**Hot Water:** Heated water must be provided for hand wash basin and utensil sink. The minimum equipment acceptable for the provision would be a pot of water on a stove, hot hold unit, or a separate coffee maker.

**Communicable Diseases:** All employees working in the TFE stand must sign an employee health policy agreement. Any person who has a communicable or infectious disease that can be transmitted by food or drinks, or who is a carrier, or who has a boil, infected wound, or an acute respiratory infection with cough and nasal discharge shall not be allowed to work in the TFE. If a worker has a cut it must be bandaged and the worker must wear a disposable glove.

**Hair restraints:** Hair nets, wrap around visors, caps should be worn by food service employees at all times.

**Tobacco:** No tobacco is to be used in any form while handling, preparing, or serving food or while in the food service area.

**Self-service:** Customer self-service of food and condiments is not allowed. This applies to any unpackaged condiments such as lettuce, tomatoes, pickles, onions, etc. Packaged condiments such as relish, ketchup and mustard are allowed. Mustard and ketchup can also be dispensed by the customer from approved pump type dispenser.

**Wastewater and Sewage:** TFE waste water and sewage must be emptied into a sanitary sewer. Do not empty storage tanks or catch buckets into storm drains. If the event has a contract with a portable toilet agency the waste water and sewage may be emptied into these units. A collection bucket or other basin can be used to hold waste water prior to disposal.

**Garbage and Refuse:** Garbage and refuse shall be collected and stored in garbage containers with properly fitted lids. Garbage and refuse shall be removed daily and disposed of in an approved, sanitary manner.

**Toilets:** Convenient and approved toilet facilities shall be provided at a TFE. Public toilet facilities provided on the grounds are acceptable if reasonably convenient, adequate and kept clean.

**Water Source:** Water must come from an approved source (public or private). All private wells must be tested a few weeks prior to the event. A backflow preventer will be required at the main source before leading off to food vendors. Then each food vendor will need a backflow preventer when attaching their food grade hose to the main source. A food grade hose is usually white with a blue stripe, if your hose does not resemble this then documentation is needed for proof of a food grade hose.

**Other Permitting Conditions:** A Temporary Food Establishment (TFE) must operate in conjunction with public event such as a fair, festival, or carnival. Mobile Food Units and Pushcarts These units already have permits to operate, but they must comply with all the requirements of their permit when operating at the event. This means that: The permit shall be posted so that it can be read by customers. Food must come for the commissary identified on the permit. The whole unit must return daily to its commissary for supplies, cleaning and servicing. If it is impossible for the Mobile Food Unit or Push Cart permit requirements to be met, the permit will be invalid for that event. The vendor will not be allowed to operate at the event unless they can meet the TFE requirements detailed in this document and a permit obtained.

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| <p><b>Questions:</b> Please contact our office at (919)989-5180 if you have questions or want to discuss any of these requirements.</p> |
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# Food Employee Reporting Agreement

## Reporting: Symptoms of Illness

I agree to report to the Person in Charge (PIC) 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).

**Note: The PIC must report to the Health Department when an employee is jaundiced.**

## Reporting: Diagnosed Illnesses

I agree to report to the Person in Charge (PIC) when I have been diagnosed with:

1. Norovirus
2. Hepatitis A virus
3. *Shigella* spp. infection (shigellosis)
4. Shiga Toxin-Producing *Escherichia coli* (O157:H7 or other STEC infection)
5. Typhoid fever (caused by *Salmonella* Typhi)
6. *Salmonella* (nontyphoidal)

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

## Reporting: Exposure of Illness

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

1. An outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or Hepatitis A.
2. A household member with Norovirus, typhoid fever, shigellosis, illness due to STEC, or Hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC 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: 1) more than 24 hours have passed since your last symptoms of diarrhea and/or vomiting, or 2) provide written medical documentation from a health practitioner indicating that the symptoms are from a noninfectious condition.

If you are excluded from work for exhibiting symptoms of Norovirus, *Salmonella* Typhi, nontyphoidal *Salmonella*, *Shigella* spp. infection, *E. coli* O157:H7 or other STEC infection, and/or Hepatitis A, you will not be able to return to work until approval from the Health Department is granted.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Food Code and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

**I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food Regulatory Authority that may jeopardize my employment and may involve legal action against me.**

Employee Name (please print) \_\_\_\_\_ Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

PIC Name (please print) \_\_\_\_\_ Signature of PIC \_\_\_\_\_ Date \_\_\_\_\_

# Common Foodborne Illnesses

## E. Coli

**Overview:** A bacterium that can produce a deadly toxin and causes an estimated 70,000 cases of foodborne illnesses each year in the U.S.

**Sources:** Meat, especially undercooked or raw hamburger, produce and raw milk.

**Incubation period:** 2-10 days

**Symptoms:** Severe diarrhea, cramping, dehydration

**Prevention:** Cook implicated food to 155F, wash hands properly and frequently, correctly wash rinse and sanitize food contact surfaces.

## Shigella

**Overview:** Shigella is a bacterium that causes an estimated 450,000 cases of diarrhea illnesses each year. Poor hygiene causes Shigella to be easily passed from person to person.

**Sources:** Salad, milk, dairy products, and unclean water.

**Incubation period:** 1-7 days

**Symptoms:** Diarrhea, stomach cramps, fever, chills and dehydration

**Prevention:** Wash hands properly and frequently, especially after using the restroom, wash vegetables thoroughly.

## Salmonella (nontyphoidal)

**Overview:** Salmonella is a bacterium responsible for millions of cases of foodborne illnesses a year. The elderly, infants, and individuals with impaired immune systems are at risk for severe illness. Death can occur if the person is not treated promptly with antibiotics.

**Sources:** Raw and undercooked eggs, undercooked poultry and meat, dairy products, seafood, fruits and vegetables

**Incubation period:** 5-72 hours (up to 16 days has been documented for low doses)

**Symptoms:** Nausea, vomiting, cramps, and fever

**Prevention:** Cook all food to proper temperatures, chill food rapidly, and eliminate sources of cross-contamination (i.e. proper meat storage, proper washing, rinsing, and sanitizing procedures)

## Salmonella Typhi (Typhoid fever)

**Overview:** Salmonella Typhi is the bacterium that causes Typhoid fever and is responsible for an estimated 430 cases each year. This illness is caused by eating or drinking food or water contaminated with feces from an infected person.

**Incubation period:** Generally 1 to 3 weeks, but may be as long as 2 months after exposure.

**Sources:** Ready to eat food, water, and beverages.

**Symptoms:** High fever, from 103 °F to 104 °F; lethargy; gastrointestinal symptoms, including abdominal pains and diarrhea or constipation; headache; achiness; loss of appetite. A rash of flat, rose-colored spots sometimes occurs. Symptoms typically last 2 to 4 weeks.

**Prevention:** Excluding sick food workers, practicing good personal hygiene, preventing cross-contamination, and cooking food to the required final cook temperatures.

## Hepatitis A

**Overview:** Hepatitis A is a liver disease caused by the Hepatitis A virus. Hepatitis A can affect anyone. In the United States, Hepatitis A can occur in situations ranging from isolated cases of disease to widespread epidemics.

**Incubation period:** 15-50 days

**Symptoms:** Jaundice, nausea, diarrhea, fever, fatigue, loss of appetite, cramps

**Prevention:** Wash hands properly and frequently, especially after using the restroom.

## Norovirus

**Overview:** This virus is the leading cause of diarrhea in the United States. Any food can be contaminated with norovirus if handled by someone who is infected with the virus. This virus is highly infectious.

**Incubation period:** 6-48 hours

**Symptoms:** Nausea, vomiting, diarrhea, and cramps

**Prevention:** Wash hands properly and frequently, especially after using the restroom: obtain food from a reputable food source: and wash vegetables thoroughly.

### Prevention of Contamination by Hands



#### **1. Handwashing is the MOST CRITICAL control step in prevention of disease**

Invest 20 seconds to follow these 6 simple steps:

1. Wet your hands and arms with warm running water.
2. Apply soap and bring to a good lather.
3. Scrub hands and arms vigorously for 10 to 15 seconds (clean under nails and between fingers).
4. Rinse hands and arms thoroughly under running water.
5. Dry hands and arms with a single-use paper towel or warm-air hand dryer.
6. Use the towel to turn off faucets and open door handles so you don't re-contaminate your hands

#### **2. Don't go to work when you are sick**

#### **3. No bare hand contact with ready-to-eat foods.**

# Vomit & Diarrhea Clean-up Plan

## PURPOSE

In accordance with 2-501.11 of the FDA Food Code, “A food establishment must have written procedures to implement a plan for employees to follow when responding to vomiting or diarrheal events that involve the discharge of vomitus or fecal matter onto surfaces in the food establishment”.

## ASSEMBLE A CLEAN-UP KIT

You can buy a kit from a supplier or assemble your own. Clean-up kits should contain personal protective equipment and cleaning supplies.

### Basic Personal Protective Equipment

- Single-use gloves
- 1 disposable mask or other effective face covering

### Basic Cleaning Supplies

- Plastic garbage bags with seal or twist tie
- Paper towels
- Absorbent powder/solidifier (such as kitty litter or baking soda)
- Disinfectant\*\*

### \*\*Disinfectant:

- If using concentrated bleach (shown as 8.25% on the label), add 3/4 cups of bleach to 1 gallon of water.
- If using regular bleach, (shown as 5.25% on the label), add 1 cup of bleach to 1 gallon of water.
- Commercially prepared disinfectants effective against Norovirus can be used. The U.S. Environmental Protection Agency has a list of approved commercial disinfectants for reference.

### Recommended Personal Protective Equipment

- 1 pair of goggles
- 1 disposable gown with sleeves
- 1 disposable hair cover
- 1 pair of disposable shoe covers

### Recommended Cleaning Supplies

- 1 scoop/scrapper
- Drop cloth
- Caution tape (for marking contaminated area)
- Dedicated mop and bucket (disposable mop heads recommended)

## BEFORE CLEAN UP BEGINS

- Promptly remove ill customers, workers, and others from areas of food preparation, service, and storage.
- Contain a 25-30 feet area from the epicenter of the event to keep anyone not involved in clean up out of the area.
- Put on personal protective equipment. Anyone cleaning up vomit or diarrhea should at a minimum wear single-use gloves and a face mask or other effective covering.

## **CLEANING UP SURFACES**

Many types of surfaces can become contaminated when someone vomits or experiences diarrhea in the establishment. It is important to use the correct clean up procedure for the surfaces that are contaminated. Three types of surfaces common in food service establishments are:

- Hard surfaces (floors, tables, utensils)
  - Soft surfaces that cannot be laundered (carpet and upholstered furniture)
  - Soft surfaces that can be laundered (linens, towels, and clothing)
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### **HARD SURFACES**

#### **STEP 1: Cover**

- Cover the vomit or diarrhea with paper towels or an absorbent powder (such as cat litter) to soak up liquids.

#### **STEP 2: Remove**

- Remove the soaked paper towels or hardened powder with a scoop/scrapper and carefully place them in a plastic bag.

#### **STEP 3: Wash**

- Prepare a solution of soapy water.
- Wash all surfaces contaminated with vomit or diarrhea with this solution. Include all nearby surfaces possibly splashed by vomit or diarrhea, such as chair legs, tables, walls, shelves, or counters within the containment area.
- Rinse the soapy water from all surfaces with clean water.

#### **STEP 4: Disinfect**

- Using paper towels or a mop with a washable or disposable mop head, saturate all washed surfaces with disinfectant. The disinfectant can be an approved commercially prepared solution, or a solution prepared in-house (see “Assemble a Clean-Up Kit”).
  - If using a disinfectant prepared in house, allow a minimum 10 minute contact time. If using a commercially prepared disinfectant, follow the manufacturer’s instructions.
  - Rinse all food-contact surfaces with clean water after they have been disinfected. Wash, rinse, and sanitize these surfaces prior to using for food preparation.
  - Non-food contact surfaces do not need to be rinsed.
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### **CARPET AND UPHOLSTERED FURNITURE**

#### **STEP 1: Cover**

- Cover the vomit or diarrhea with paper towels or an absorbent powder (such as cat litter) to soak up liquids.



## **STEP 2: Remove**

- Carefully remove the saturated paper towels or hardened powder with the scoop/scrapper and place in a plastic bag.
- Never vacuum.

## **STEP 3: Wash**

- Prepare a solution of soapy water.
- Wash all surfaces contaminated with vomit or diarrhea with this solution. Include all nearby surfaces possibly splashed by vomit or diarrhea, such as chair legs, tables, walls, shelves, or counters within the containment area.
- Rinse the soapy water from all surfaces with clean water.

## **STEP 4: Disinfect**

- Steam clean the area for 5 minutes at a temperature of 170°F (76.7°C) (Not all steam cleaners can reach a temperature of 170°F (76.7°C), so check the manufacturer’s specifications).
- Upholstered furniture that is soiled with vomit or diarrhea can also be disinfected with a bleach solution (described in “Assemble a Clean-Up Kit”), however the bleach will discolor the material.

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## **LINENS, TOWELS, AND CLOTHING**

### **STEP 1: Contain**

- Carefully place all washable contaminated items in a disposable bag to transport them to be laundered.

### **STEP 2: Wash**

- Machine wash soiled items in a washing machine using hot water, laundry detergent and disinfectant.
- Wash with an effective disinfectant, bleach or other chemical, in accordance with manufacturer’s instructions.

### **STEP 3: Dry**

- Dry the freshly-washed items in a dryer on the high-heat setting.

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## **AFTER CLEAN UP**

### **STEP 1: Remove**

- Remove all personal protective equipment and place in the plastic bag. Do not touch any of the surfaces that were just cleaned as they can be re-contaminated. All personal protective equipment must be taken off before leaving the area that has just been cleaned.
- Place all used cleaning supplies, such as paper towels and disposable mop heads, in the plastic bag. Seal the bag with a twist tie or other effective method.
- Throw away all uncovered food in the contained area, as well as any food handled by the person who was sick.
- Remove all waste from the facility immediately following local, state, or federal rules.

## **STEP 2: Cleaning Mops and Scoops**

- Wash and disinfect mop handles and other reusable cleaning supplies, such as scoops/ scrapers, using the same steps used for hard surfaces.

## **STEP 3: Wash hands**

- Wash hands thoroughly before performing any other duties (food-handlers double-wash hands).

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## **TRAINING WORKERS ON CLEAN-UP PROCEDURES**

- Identify who will be in charge of cleaning up after vomit and diarrhea events.
- Train selected workers on how to use personal protective equipment, wash and disinfect surfaces, and dispose of vomit and diarrhea.
- Training should take place when:
  - the vomit and diarrhea clean-up procedures are first written and put in place;
  - new workers are hired;
  - periodically as a review;
  - and as vomit and diarrhea procedures are changed.
- Monitor clean-up employees for illness at least 48 hours after the incident. Exclude clean-up employees if they become symptomatic.

**Please keep this document in the facility where it can be readily available for employees and the Regulatory Authority to reference.**