

Temporary Food Establishment/ Farmers Market Application Checklist



TARRANT COUNTY PUBLIC HEALTH
ENVIRONMENTAL HEALTH

5001 N. RIVERSIDE DR., STE. 105 • FORT WORTH, TX • 76137

Phone: 817-248-6299 • Fax: 817-321-4961

ph_information@tarrantcountytx.gov

REQUIRED DOCUMENTATION FOR ALL VENDORS

- **Complete and return this form with fee for each stand at least 10 DAYS before the start of the event.**
 - Permits issued by Tarrant County Public Health are for the purposes of providing approval of meeting health food code requirements allowing your business to offer food for public consumption. This approval is not to be mistaken for authorization to operate in any one city jurisdiction within Tarrant County. Contact the specific city your business is operating within for any additional requirements prior to operation.
 - Incomplete applications will not be accepted.
 - Tarrant County Public Health Environmental Health Fee schedule can be found online at Environmental Health Fee Schedule (tarrantcountytx.gov).
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- Completed Temporary Food Establishment Application Form
 - Commissary Application and/or Food Establishment Permit
 - If food is made off site
 - Copy of 501C-3 letter if applicable

EVENT COORDINATORS ONLY

For events with multiple vendors:

- Event Coordinator Application Form
- Complete Vendor List

Temporary Food Establishment/ Farmers Market Permit Application



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PLEASE COMPLETE AND RETURN THIS FORM WITH FEE FOR EACH STAND
AT LEAST 10 DAY BEFORE THE START OF THE EVENT.

Fee Information *(submit one of the following)*

1. See fee schedule. *Payment are accepted in person, by phone or online. Contact TCPH for more details*
2. IRS 501(c)(3) official recognition documentation for tax exempt charitable organizations.

General Event Information

3. Name of Event: _____
4. Date(s) of Event: _____
5. Hours of Operation: _____
6. Location of Event: _____
7. Event Coordinator:
Name: _____ Phone: _____
Address: _____ Email: _____

Applicant Information

8. Your Organization/Business Name: _____
9. Applicant's Name: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
Business Phone: _____ Home Phone: _____
Mobile Phone: _____ Fax: _____
Email: _____

10. Does this business have a current mobile food unit or pushcart permit from Tarrant County Public Health? Yes No

If yes, what is the permit type and site number: _____

NOTE: Vendors with these types of health permits are not required to pay the permit fee for a temporary food service establishment.

Menu Information

11. List full menu to be served at the event:

12. Where will the food be purchased/obtained from:

13. Will any foods be prepared prior to the start of the event? Yes No

If yes, where will the food be prepared:

If answering yes to question 13, all foods prepared prior to the event are required to be made in an approved and permitted facility. A copy of the Food Establishment Permit and signed Commissary Agreement (attached) are required for approval of this application. Applications submitted without this information will be returned.

Has a copy of the Food Establishment Permit and signed Commissary Agreement been included with this application? Yes No N/A

14. Will frozen foods be thawed at the event? Yes No

15. How will any leftovers of cooked food be handled at the end of the day?

Equipment Information

16. How will food be temperatures be checked during the event? _____

17. Describe equipment used at the event for:

a. Cold holding: _____

b. Hot holding: _____

c. Cooking/Reheating: _____

18. Describe hand washing facilities inside your temporary food establishment:

Plumbed Sink

Gravity Flow Set-up

19. Description utensil washing facilities inside your temporary food establishment:

3-Compartment Sink

3 Basin Set-up

20. How will hot water be made available for the hand wash and utensil washing station?

21. What type of sanitizer will be used at the event? _____

22. How will potable water obtained at the event? _____

23. How will waste water from hand & utensil washing be disposed? _____

Form completed by: _____

Name/Title

Date

FOOD HANDLERS

Avoid food handling when you have any of the following symptoms:

- Diarrhea
- Vomiting
- Sore throat with fever
- Persistent coughing, sneezing or nasal discharge
- Wound containing pus on your fingers, hands or wrists
- Yellowish eyes or skin with dark colored urine

Report any of these symptoms to your manager immediately.



Personnel that handle food must wash their hands as frequently as necessary. Disposable gloves may be used but their use does not substitute for hand washing.

The use of tobacco in all forms is prohibited in the food preparation or service areas.

Personnel shall not eat or drink in the food preparation or service area.

Hair restraints and clean clothing are required of personnel doing the food preparation. Food handlers are not permitted to wear ornate hand jewelry.

Unauthorized personnel such as small children are not permitted in booths.

BARE HAND CONTACT

Bare hand contact of ready to eat food by workers is not allowed.

Ready-to-eat food includes any food, fruit or vegetable product that is edible without washing, cooking or additional preparation by workers, and is reasonably expected to be consumed in that form.

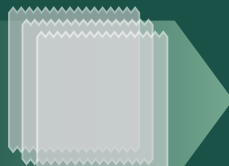
Avoid touching food with bare hands by using utensils, disposable gloves, deli tissue or other suitable methods.



GLOVES



TONGS

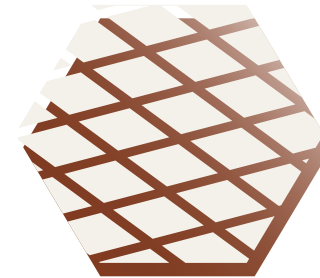


DELI PAPER

CHECKLIST

- Valid temporary or mobile food unit permit issued by Tarrant County Public Health.
- Food from approved source. No food prepared in a private home. Food invoices/receipts must be available at booth for inspector's audit.
- Adequate supply of potable water at booth.
- Waste water containers and proper disposal site.
- Booths with cleanable floor (*grass and dirt covered with approved material*) and overhead protection.
- BBQ and deep-frying cooking areas fenced off from public access.
- Adequate containers, covers, wrappings or other means to effectively protect food from insects and other environmental contamination.
- Hand wash station setup and ready to use:
 - 5 gallon container with non-self-closing spigot
 - Liquid soap in pump dispenser
 - Paper towels
 - Wastewater catch bucket
- Utensil cleaning station setup and ready to use:
 - 3 containers (*sized to immerse all items*)
 - Soapy water in first container
 - Clean rise water in second container
 - Sanitizing solution in 3rd container
 - Sanitizer concentrate (*bleach*) and test strips
- Enough equipment provided to hold ALL:
 - Cold food at 41° F or below
 - Hot food at 135° F or above
- Probe-type, metal stem food thermometer with proper range (*0° F to 220° F*).
- Utensils and disposable gloves provided to minimize hand contact with food.
- Workers are wearing clean clothing and hair is effectively restrained.
- Workers have no open sores and are free of illness symptoms listed in brochure.
- Workers keep hands clean and wash hands frequently.
- No bare hand contact with ready to eat food.
- Condiments provided in single-service, pump-type or squeeze containers.
- Sneeze guards and barriers to protect exposed food and food work surfaces from customers.

TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS



Public Health

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817-248-6299

TEMPORARY FOOD ESTABLISHMENT

The term temporary food establishment applies to an establishment that operates in a fixed location for a period of time not more than 14 consecutive days in conjunction with a single event or celebration.

PERMIT REQUIRED

Persons vending or offering samples of food or beverage products must secure a valid Tarrant County Public Health permit prior to operation. Permits issued by other health authorities are not acceptable.

Vendors handling only commercial pre-packaged food, shelf-stable, non-potentially hazardous foods do not need a permit.

CONSTRUCTION OF STAND

All stands must have a suitable tight-fitting, water repellent roof or ceiling to provide for overhead protection of food preparation, cooking and serving areas.

All stands must have approved flooring which includes concrete, asphalt or tight-fitting plywood or other similar approved materials.

If full walls and screen **are** provided, other suitable methods of protecting food from contamination, such as containers, covers or wrappings, must be used.

Adequate covered receptacles for disposal of solid waste must be provided.

Adequate toilet facilities must be accessible for workers.

WATER SUPPLY & WASTE WATER DISPOSAL

Potable water must be from an approved source and kept on-site in sufficient quantities for each day's use.

All waste water generated from temporary food establishment (from beverage dispensers, sinks, steam tables, ice melts, etc.) must be disposed of into the sanitary sewer system or approved septic system.

UTENSIL WASHING

Those stands that do not have 3-compartment sinks with hot and cold running water must provide the following:

Three (3) sturdy plastic or stainless steel buckets or tubs of adequate size to be used for utensils cleaning and sanitizing.

One bucket or tub shall be used to wash (soapy water).

One bucket or tub shall be used to rinse (clean, clear water).

One bucket or tub shall be used to sanitize (liquid chlorine bleach/water solution with 2 teaspoons of bleach per gallon water). Use chlorine test strip to verify proper strength of 50 to 100 ppm.

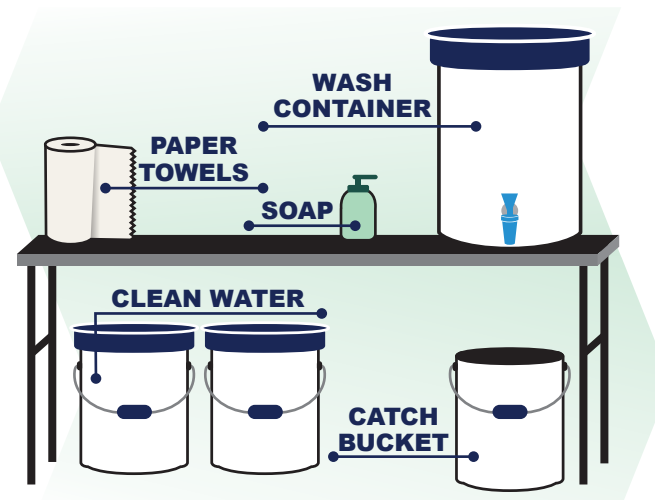


HAND WASHING

Soap, paper towels and a container (5 gallon minimum) with a spigot that remains open to wash both hands shall be provided for hand washing.

Containers with self-closing spouts are not acceptable.

In addition, a bucket to catch waste water shall be provided.



FOOD PREPARATION

All foods must be from an approved source and/or licensed facility or prepared in the temporary booth.

An approved source is an establishment that is under inspection and/or licensed by a health authority.

NO foods prepared in a private home may be sold or served to the public.

Only single-service, disposable items are to be provided for customer use.

All foods, food containers, utensils, napkins, beverage cups, straws and other single service items must be stored at least six inches above the floor and protected from splash, dust, insects, weather or other contamination.

All potentially hazardous food products must be stored at 41°F or lower or at 135°F or above. A metal stem style food thermometer (0°F to 220°F) must be available at the stands that sell potentially hazardous foods.

Self-service of ice by patrons is not permitted. Ice scoops must be used by workers to dispense ice. Ice for human consumption must be stored separately from ice used to chill other foods or beverages.

Foods and beverages chilled in ice must not be submerged in water. The ice storage unit must have open drains and covers. Styrofoam ice chests are not acceptable for the storage of ice or other food products.

All condiments, including onions, relish, ketchup, mustard, mayonnaise, etc., available for customer self-service must be available in single self-service packets or properly dispensed from sanitary dispensers.

Customers self-service of open condiments from containers, even if provided with lids, is not allowed.

