

**MOUNT ROGERS HEALTH DISTRICT  
TEMPORARY FOOD EVENT PACKET**

**Packet Includes ---**

- **Coordinator and event information form (this page)**
- **Application for a temporary event food permit**
- **VDH Requirements for temporary event food facilities**
- **Temporary event food facility checklist**

**Coordinator/Event Information Form**

**An event coordinator is required for all temporary food events. The following information is to be completed by the COORDINATOR:**

Name of Event: \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Location of Event \_\_\_\_\_

Set-up time: \_\_\_\_\_ Actual operation time \_\_\_\_\_

**COORDINATOR**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Email \_\_\_\_\_

Number of anticipated food booths \_\_\_\_ Estimate number of patrons \_\_\_\_\_

Will electricity be provided to the food booths? Yes  No  If Yes, describe \_\_\_\_\_

Describe water source :

Describe wastewater disposal (ex. dump station, public sewer, temporary holding tanks, etc.) :

Describe garbage disposal method:

**\*\*\*Please attach a map showing the location of all food booths, grounds, restroom facilities, etc.\*\*\***

**INSTRUCTIONS FOR COORDINATOR:**

1. COMPLETE THE INFORMATION REQUESTED ABOVE AND ON FOLLOWING PAGE.
2. PROVIDE EACH VENDOR WITH APPLICATION AND GUIDELINES.
3. RETURN ALL TO THE HEALTH DEPARTMENT AT LEAST **10 CALENDAR DAYS** PRIOR TO THE EVENT.



**MOUNT ROGERS HEALTH DISTRICT**  
*APPLICATION FOR A TEMPORARY FOOD HEALTH PERMIT*

PERMIT FEE: \$40

<b>Health Department Use</b>	Date Application received _____
Fee submitted with application? <input type="checkbox"/> Yes <input type="checkbox"/> No	Cash _____ Check number _____
Receipt submitted with application? <input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt number _____

NAME OF EVENT \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_ (GIVE A 911 PHYSICAL ADDRESS)

DATES OF OPERATION: \_\_\_\_\_ TIMES: \_\_\_\_\_ TO \_\_\_\_\_

NAME OF VENDOR/ORGANIZATION \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE: HOME \_\_\_\_\_ CELL \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL: \_\_\_\_\_

FACILITY TYPE:  Building on site  Mobile unit  Push cart  Stand  
 Tent  Trailer  Other \_\_\_\_\_

*Note: If set up is on dirt or gravel, it must be covered with mats, duckboards, platforms or other approved materials to control dust and mud. All food preparation, service, display and storage areas must have an approved overhead covering.*

RUNNING WATER AVAILABLE?  Hot  Cold  None

<b>DESCRIBE HAND WASHING METHODS</b>  [EX. SOAP, WATER, TOWELS, BASIN]	
<b>DESCRIBE METHOD OF CLEANING AND SANITIZING UTENSILS</b>  [SANITIZER TO BE USED]	
<b>LIST ALL COOKING EQUIPMENT</b> [GRILL, DEEP FAT FRYER, HOTPLATE, ETC. INCLUDE GAS, ELECTRIC 110 OR 220 VOLTS]	
<b>LIST HOT AND COLD HOLDING METHODS</b> [EX. COOLERS, STEAM TABLE, ICE]	

*Continued on back of form*



# Commonwealth of Virginia

Serving the people of:  
Bland County  
Bristol City  
Carroll County  
Galax City



Grayson County  
Smyth County  
Washington County  
Wythe County

## Mount Rogers Health District Environmental Health Division

### Requirements for Temporary Event Food Facilities

(A "TEMPORARY FOOD ESTABLISHMENT (TFE)" IS ANY FOOD FACILITY THAT OPERATES AT A FIXED LOCATION FOR A PERIOD OF TIME OF NOT MORE THAN 14 CONSECUTIVE DAYS IN CONJUNCTION WITH A SINGLE EVENT OR CELEBRATION.)

**\*Note that these requirements are based upon the Food Regulations from the Virginia Department of Health and must be followed by any person or vendor who is offering food to the public. In addition, localities may have temporary food vendor ordinances that may apply additional regulations to events held in their jurisdiction. Please contact your local health department or Event Coordinator for additional local regulations that may apply.**

#### PERMIT APPLICATION

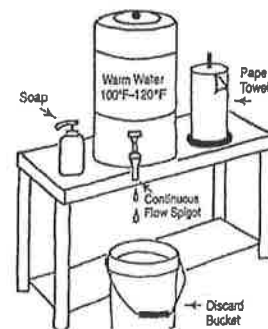
1. A temporary food permit application made to the Virginia Department of Health is required for each event the vendor attends. This applies even to vendors already holding a valid TFE permit in Virginia.
2. To obtain a temporary food permit, a temporary food establishment permit application must be completed and submitted along with the appropriate fee to local health department 10 days prior to the event. If you are attending a large event with multiple food vendors, you may be required to submit your application and fee to the Event Coordinator 30 days prior to the event. Check with the Event Coordinator, if applicable, for proper procedures. If you have them, please provide copies of Food Safety Training Certificates, proof of annual fee payment in Virginia in this calendar year, and a copy of a Virginia Temporary Food Establishment permit issued in this calendar year.
3. There must be a person in charge (PIC) for each application submitted who can demonstrate appropriate food safety knowledge. Most types of food vendors will be required to present a Food Protection Manager certificate in good standing. See attached guidance for food safety training requirements.
4. Food to be served or sold will be approved by the health department prior to the event and only those items approved and listed on the application may be served or sold.

#### INSPECTIONS

1. An inspection will be conducted by a representative of the local health department. All violations are expected to be corrected immediately. All areas are open to inspection, including support vehicles.
2. Upon a satisfactory inspection, a permit will be issued to the vendor for the event. The permit/inspection is to be posted in a clearly visible location for the duration of the event.

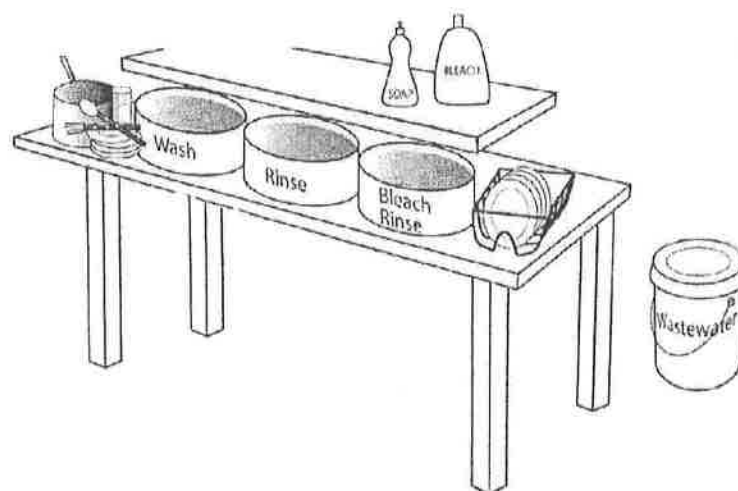
#### TEMPORARY EVENT FACILITY SET UP

1. Facilities for handwashing must be located at each vendor site and set up prior to preparing or serving food. These facilities shall include one of the following:
  - A. Soap, hot and cold running water, and disposable towels at a plumbed hand sink.
  - B. Soap, warm water in a completely enclosed container with a spigot, catch basin, and disposable towels, see diagram:



Sample Handwash Station

2. The food facility must be provided with an approved water supply. Enough water must be available for food preparation, cleaning and sanitizing of utensils and equipment, and hand washing. Use **food grade** hose and adequate backflow preventer when connecting to a water supply (if applicable).
  3. All sewage, including liquid waste from sinks, hand washing, ice storage, equipment drains, or other sources, are to be disposed of in an approved manner. Sewage shall be disposed into an approved sanitary sewage system or a waste retention tank at the event site - **NOT DUMPED ON THE GROUND.**
  4. All garbage shall be in lined containers and removed from the location frequently during the event.
  5. Lighting(if applicable) shall be shielded (light covers, sleeves, mylar coating) over the food preparation areas.
  6. **For outdoor events, all foods on display must be protected by sneeze guards.** All cooking, food preparation, service, display, and storage areas are to have an approved overhead covering. **Mesh ceilings are not approved.** A floor may be concrete, asphalt, dirt, grass or gravel. If it is **dirt** or **gravel** it must be covered with mats, removable platforms, duckboards, or other suitable approved materials that are effectively treated to control dust and mud. Fans are allowed to help control flying insects. **Pesticides are NOT allowed on site or in support vehicles.**
  7. All cooking, food preparation, service, display, and storage areas are to be completely separated from public access by an effective barrier such as ropes or tables.
  8. Adequate cleaning supplies and equipment are to be provided.
    - A. Adequate cleaning supplies and equipment are to be provided for sanitizing utensils, equipment, and wiping cloths. **Examples: buckets, cloths, detergents, sanitizer, and sanitizer test kit.** Two options for approved sanitizers are: **Chlorine(bleach):** 50-100 PPM for 7 seconds; **Quaternary Ammonia Compound(Quats):** 200-400 PPM for 30 seconds. **Do not store chemicals near, on, or above food or food contact surfaces.**
- \*\*An approved Chlorine or QAC Test Kit will be required to be onsite to monitor strength of sanitizer used.**
- B. Wiping cloths must be stored in a clean sanitizer solution of correct concentration between uses. Do not store cloths on counters, in pockets, or any other location besides in the sanitizer solution.
  - C. A properly plumbed three-compartment sink with hot and cold running water **or** three containers of adequate size (**see diagram below**) shall be provided for washing, rinsing, and sanitizing of food contact surfaces of utensils and equipment. Enough hot water for these purposes shall be provided. **All utensils and equipment must be air dried; do not use towels!**



**Sample Temporary 3 Compartment Sink**

## FOOD AND BEVERAGE

1. All food and beverages to be served must be purchased from approved sources. **No home cooked or home canned foods are allowed.** All food preparation shall be done on site or properly transported from an approved or permitted food facility. The health department may request receipts or records to verify food source and to be present during preparation. All TCS Foods (foods that are hazardous and need time & temperature control for safety) brought to the event must be transported and arrive at acceptable temperatures (cold foods must be 41°F or below, hot foods must be 135°F or above). A TCS food item is any food which consists in whole or in part of milk, eggs, meat, poultry, fish, shellfish, cooked vegetables, cut tomatoes, cut melons, baked potatoes.
2. Adequate facilities/equipment shall be provided to maintain temperatures at all times during the event. The following applies to all TCS food items:
  - A. **Cold food must be held at 41°F or below.**
  - B. **Hot food must be held at 135°F or above.**
  - C. Stored frozen food must be maintained frozen solid.
  - D. Foods that are commercially cooked (Ready-to-Eat) and only need to be heated should be heated to a minimum of 135°F before hot holding or serving. **~~No cooked food can be held over from one day to the next to be reheated and served.~~ [NO LEFTOVERS ALLOWED].**
  - E. TCS foods must be cooked to the appropriate minimum internal cook temperatures. Internal cooking temperatures for TCS foods vary depending on the type of food. General guidelines are: whole pork - 145F, ground beef 155F, poultry 165F, seafood and eggs 145F.
  - F. Thawing of frozen food must be done under refrigeration, cold running water that is 70°F or lower, or as part of the cooking process.
  - G. Beverages are to be served in individual containers or from an approved fountain. Individual beverage containers can be chilled in drained ice.
3. **An approved food thermometer (digital or bi-metallic) must be provided and on site at all times for checking food temperatures. Hanging thermometers shall also be placed in all refrigeration units to verify proper cold holding temperatures. If cooking thin foods, you must have a thin-tip, shallow immersion thermometer. Most digital thermometers meet this requirement.**
4. All cooked or prepared food shall be served on or in single-service paper or plastic utensils. **Single-service articles** are cups, containers, lids, closures, plates, knives, forks, spoons, stirrers, straws, napkins, wrapping materials, wooden chopsticks, toothpicks, and similar articles intended for one-time, one-person use and then discarded.
5. Ice used in foods and beverages must come from an approved source and not used for any other purpose. Ice scoops are to be used for ice dispensing; **cups, glasses, or hands are not to be used for scooping ice.**
6. Food grade, non-powdered plastic **disposable gloves** or appropriate utensils are to be used for preparing or serving ready to eat foods.
7. Condiments are to be in dispensers or individual packets.
8. Food, beverages, utensils, food contact equipment and single use service items are to be stored 6 inches off the ground and kept covered.
9. Foods on display are to have a sneeze or dust guard or be individually wrapped.
10. All food contact surfaces and equipment must be cleaned, rinsed, and sanitized after each use, after working with raw food and then changing to a ready to eat food, anytime contamination may have occurred, and at least every 4 hours during continual use.

## FOOD WORKERS

1. Food handlers are to follow approved procedures in preparing and serving food:
  - A. Wash hands frequently, especially after using the restroom, smoking, eating, performing any cleaning activity, or handling money.
  - B. Except when washing fruits and vegetables, food employees should not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves or dispensing equipment.
  - C. Food employees shall minimize bare hand and arm contact with exposed food that is not in a ready-to-eat form.
  - D. Food employees are to wear clean clothing and/or apron.
  - E. Hair restraints to be worn by any person preparing or serving food. Examples: hats, hair covering, or nets that effectively keep hair from contacting exposed food and food contact surfaces. Hair flowing over the shoulder, swinging across the back, or blowing in the wind should be further restrained.
  - F. No eating, drinking, or smoking in food preparation or service areas.
  - G. No person with diarrhea, sore throat with fever, vomiting, jaundice, or having an open sore is to be a food handler. No worker diagnosed or exposed to someone diagnosed with Salmonella, E-Coli, Norovirus, Hepatitis A, or Shigella may work in food service establishments.

***\*\*\*There may be additional requirements for multi-day events or local ordinances that apply(such as a food safety training requirement). Contact the event coordinator or your local health department for more information.\*\*\****

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**If you have questions concerning these guidelines or need further assistance, please contact the local Health Department where the event will be held.**

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**Bland County Health Department**

209 Jackson St, P.O. Box 176  
Bland, Virginia 24315  
Phone: (276) 688-4651  
Fax: (276) 688-4514

**Bristol City Health Department**

205 Piedmont Avenue  
Bristol, Virginia 24201  
Phone: (276) 642-7335  
Fax: (276) 642-7347

**Carroll County Health Department**

605-15 Pine St.  
Hillsville, Virginia 24343  
Phone: (276) 730-3180  
Fax: (276) 730-3185  
Email: micah.cowley@vdh.virginia.gov

**Galax City Health Department**

502 S. Main St, P.O. Box 926  
Galax, Virginia 24333  
Phone: (276) 236-6127  
Fax: (276) 236-5517  
Email: sara.price@vdh.virginia.gov

**Grayson County Health Department**

186 W. Main St, P.O. Box 650  
Independence, Virginia 24348  
Phone: (276) 773-2961  
Fax: (276) 773-2240

**Smyth County Health Department**

201 Francis Marion Lane  
Marion, Virginia 24354  
Phone: (276) 781-7460  
Fax: (276) 781-7465

**Washington County Health Department**

15068 Lee Highway  
Bristol, Virginia 24202  
Phone: (276) 676-5604  
Fax: (276) 645-1994

**Wythe County Health Department**

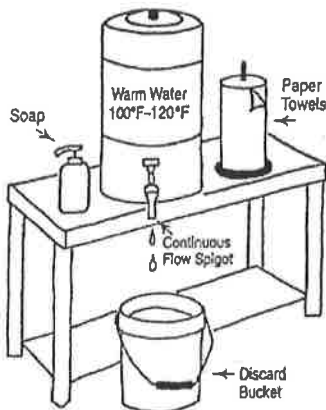
290 S. 6<sup>th</sup> St, Ste. 300  
Wytheville, Virginia 24382  
Phone: (276) 228-5507  
Fax: (276) 228-3392



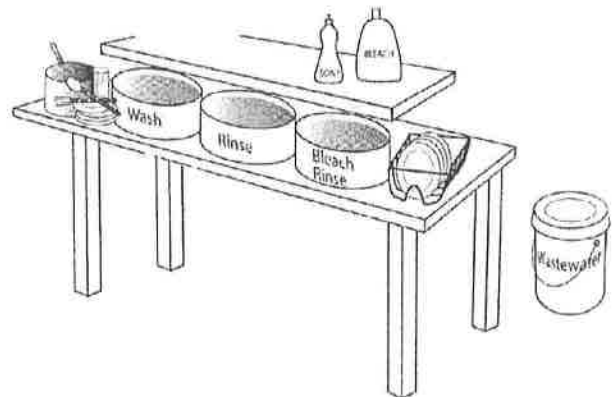
**\*Food Vendors: Take this checklist to the event to ensure you are ready for HD inspection\***

**TEMPORARY EVENT FOOD FACILITY CHECKLIST / SELF INSPECTION**

- Inspection/Permit** 1. This checklist reviewed with all individuals working at the food booth.
- Site Location & Construction:** 1. Convenient to toilets. 2. Covered trash containers. 3. Facility (booth) to be arranged or constructed to protect foods, utensils & equipment from flies, dust and other contamination (screens, roof or tarp covering and no exposed dirt or gravel floors.) 4. Approved water source. 5. Placement of grills and fryers in accordance with fire codes.
- Food Workers:** 1. No ill workers. 2. No handling of ready-to-eat foods with bare hands - disposable gloves, spatulas, tongs, etc. provided. 3. No eating, drinking or smoking inside food booth. 4. Clean clothing/aprons and hair adequately held back. 5. **HANDS WASHED FREQUENTLY**
- Hand Washing Station Set Up:** 1. Soap dispenser, paper towels and waste bucket provided. 2. Access to sink with running hot and cold water **OR** hand wash station detailed below. 3. Five gallon container filled with warm water that has continuous flow spigot so that both hands can be washed at the same time.



**SAMPLE HAND WASH STATION**



**SAMPLE DISHWASHING SET-UP**

- Dishwashing :** Three compartment sink with **hot and cold** running water **OR** 3 large containers. Each container pre-set to: wash, rinse, then sanitize (for bleach sanitizing rinse, use approximately one teaspoon of bleach for every gallon of water) – Remember to **air dry all items**; Do **NOT** towel dry! **WASTE WATER MUST BE DUMPED INTO AN APPROVED SEWER SYSTEM OR WASTE RETENTION TANK- NOT ON THE GROUND.**
- Wiping cloths:** Clean and stored between uses in a bucket of sanitizer such as bleach. **Test kit provided for monitoring sanitizer strength for wiping cloths and sanitizing rinse described above.** For bleach, 50-100 PPM.
- Food Source :** 1. No foods prepared at home. 2. Foods from an approved source and prepared fresh on site **OR** foods prepared at a health department approved food facility, then covered and transported to the site while maintaining temperature control.
- Foods Subject to Spoilage:** 1. **Cold** perishable foods held at or below **41°F**. **Hot** perishable foods held at or above **135°F**. 2. **Thermometers available to monitor food and refrigerator/cooler temperatures.** 3. Minimum cook temperatures: pork-145°F, hamburgers-155°F, chicken-165°F. 4. Adequate coolers, refrigerators, etc. to maintain product temperatures during purchase, transportation, service. 5. Frozen foods thawed in refrigerator or cold ice chest, not at room temperature.
- Food Protection & Service:** 1. Self-serve condiments in dispensers or individual packets. 2. Foods on display covered or protected behind sneeze shields or individually wrapped. 2. Ice dispensed using scoop with handle. 3. Foods covered and protected from flies, dust, animals, etc. 4. Foods, beverages, utensils and single service items stored up off the ground at least six (6) inches.