

Application for Temporary Food Establishment

Directions: The Person in Charge (PIC) of each Temporary Food Establishment (TFE) must complete this application. This application must be completed and submitted to Public Health NLT 14 days prior the event and NLT 30 days prior to an event involving more than one food booth. If granted approval for operation, the Public Health Guidelines for temporary food booth operations must be read and signed by all personnel (pg. 5-7) that will work in the food booth. The approved TFE application AND Public Health's Guidelines with personnel signature MUST be in the food booth at all times.

Date of Submission: _____

Name of Event: _____

Name of Temporary Food Establishment: _____

Name of Operator/Owner: _____

Telephone Number: _____

Email: _____

Date and Time of Event: _____

Food handlers Training Completed: _____

(The PIC of the TFE must attend training)

1. List **all** food and beverage items to be prepared and served. Attach a separate sheet if necessary. NOTE: Any changes to the menu must be submitted to Public Health and approved NLT 14 days prior to the event.

2. Describe how and where all food items will be prepared. (All food items must be prepared from an approved kitchen or on site unless otherwise approved by Public Health).

3. Describe (be specific) how frozen, refrigerated, or hot foods will be transported to the TFE. If non-local (i.e. Costco in Lubbock), how are foods transported and stored after procurement?

4. Describe how food temperatures will be monitored during the event.

5. Identify the sources of **all** food products, including ice and beverages. (All items must be purchased from an approved source. If you are interested in purchasing items other than the Exchange or Commissary, please contact Public Health for approval.)

6. Describe the location, set-up, and procedure for hand washing/sanitizing.

7. Describe how and where utensil washing will take place (or state single-use utensils only).

8. Describe how and where wastewater from hand washing and utensil washing will be collected, stored, and disposed.

9. Describe the types of garbage disposal containers that will be used and where garbage will be disposed.

Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from Public Health will nullify final approval.

Signature(s): _____ Date: _____

APPROVAL SHEET

Final approval for the temporary food establishment requires complying with all statements written above as well as the guidelines for temporary food booth operations and the guidelines given by Public Health. A pre-opening inspection of the establishment with equipment in place and operational may be conducted to determine if it complies with Public Health and Tri-Service Food Code. Public Health may also conduct periodic inspections to ensure all standards are met.

APPROVAL: Date: _____

Restrictions:

DISAPPROVAL: Date: _____

Reason(s) for Disapproval:

Public Health Signature

Date

Temporary food facilities must comply with AFMAN 48-147, *Tri-Service Food Code* and AFI 48-116, *Food Safety Program*. The application of food safety, personal hygiene, and proper sanitation are essential to prevent foodborne illness from occurring throughout the event. Listed below are a few excerpts from the AFMAN 48-147, *Tri-Service Food Code*. If you have any questions, please contact the Public Health Flight at 904-4235.

SGXM
Public Health Flight

TEMPORARY FOOD SERVICE OPERATION GUIDELINES

1. All food, beverages, and other consumable items **MUST BE OBTAINED** from approved sources. Sources include but are not limited to Military Commissaries, Exchange Services (AAFES) activities, 27th Services clubs, and base procurement sources. Or sources listed in the Directory of approved sources. The Public Health Flight must approve items purchased from other sources prior to delivery/sale.

2. Food Items **MUST** be in excellent condition and **maintained at proper temperatures until used or sold:**

- **Frozen Foods:** **MUST** be purchased frozen and be completely wrapped or packaged to protect them from possible contamination by dust, dirt, insects, etc. Once obtained, items must be maintained frozen or placed under refrigeration (to thaw) and used within 7 days.
- **Chilled foods:** **MUST** be completely wrapped or packaged to protect from possible contamination by dust, dirt, insects, etc. **Items must be maintained at 41°F or less until prepared and should be purchased as close as possible to the time of use (1 to 3 days).**
- **Dry Products:** This includes canned or bottled, bakery items, etc., which do not require refrigeration. These items must be properly packaged and protected from becoming damaged, soiled, or contaminated. This also applies to single use dishes, utensils, napkins and cups.

COOKING FOODS: Foods that contain poultry (chicken), fish, pork, beef (no medium rare), or commercially processed food **MUST** have an internal temperature of 165°F for immediate sale to the consumer. **Items/Products that are cooked in quantities (Chili, soup, etc.) MUST always be maintained at a hot holding temp of 135°F or above.** Cooked products that are not sold during an intended serving period (lunch, dinner) **CANNOT** be reheated and served at a later time.

Note: **ONLY** disposable single use cups, dishes, and utensils will be served to patrons.

- **Chilled Prepared Items:** Foods should be prepared in small quantities from refrigerated ingredients and maintained under refrigeration/chilled condition until used.

- Refrigerators or ice chests must be available to maintain products at prescribed temperatures. If ice chests are used, ensure products do not come in direct contact with ice/water. Recommend drain plugs on ice chests be left open to drain excess water. All potentially hazardous foods must be maintained chilled (41°F or below). Refrigeration units/ice chests should have thermometers in them to help monitor unit temperatures. **If ice is used as cold storage, then it can NOT be used for beverages or in other foods.**

3. Handwashing facilities **MUST** be available for booth operators. The type of facilities can be determined on an individual basis, but must be determined **PRIOR** to food operations. Soap and water facilities, “wet naps” or bleach water solutions and paper towels are some examples. Hands must be washed after taking breaks, smoking or using the restroom.

4. Each booth operator must have a trash receptacle, which is lined with a plastic trash bag **and has a lid**. Trashcans should be covered when not in use to avoid attracting insects or rodents.

5. Booth operators **MUST** be in good health, properly attired in clean outer garments (e.g. no tank tops, closed toe shoes, opened shirts, ragged clothes, etc.) and practice good personal hygiene while in the booths. All personnel preparing food must remove all jewelry and watches (except plain wedding bands), have hair restraints (i.e. hats/hairnets) and nails trimmed.

* Booths should have screens/windows to help prevent number of flies inside food booth.

***6. Food handlers MUST avoid direct hand contact with ready-to-eat foods. Use of gloves and hats/hairnets, frequent hand washing is a MUST!**

7. All utensils that are used must be cleaned and sanitized **every four hours**.

- Cleaning and sanitizing is a four step process;
 - Remove any remaining food particles (scrape)
 - Clean using hot and soapy water
 - Rinse in clean hot water
 - Sanitize in a chlorine solution of 100 ppm/approved sanitizer

Note: Do not dry with a towel. Let air dry or use after adequate draining.

I HAVE READ AND UNDERSTAND THE TEMPORARY FOOD SERVICE OPERATION GUIDELINES. (Please print name and initial)

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PLEASE HAVE THIS FORM WITH YOU DURING OPERATION