



Temporary Food Establishment (TFE) Application

- **Incomplete applications will not be accepted. If an item is not applicable enter N/A.**
- Submit completed application with the appropriate fee to our WCCHD office at 303 Main, Georgetown, or 211 Commerce Blvd, Ste. 111, Round Rock, two (2) weeks prior to the event to allow time to mail your permit prior to the event. After that time you will be required to deliver the application and fee in person to obtain your permit.
- Operating a food establishment without a valid permit is a violation of City and County regulations.
- Failure to meet the minimum requirements for food safety as defined in the Texas Food Establishment Rules (TFER) will result in our refusal to issue a permit or void an existing permit.
- Permit applications must be submitted by noon of the last business day prior to the event.

NAME OF EVENT: _____

Date(s) of event: _____

Time of event: _____

Event Location/Address: _____

City: _____

Date and time TFE will be set up and ready for inspection: _____

Event Coordinator / Phone: _____

NAME OF BOOTH: _____

Owner name: _____

Owner phone: _____

Contact name: _____

Contact phone: _____

Contact e-mail: _____

Mailing address: _____

City: _____

If a Central Preparation Facility (CPF) is used for any part of the preparation of food for the event provide the following information:

CPF Name: _____

Permit #: _____

Address: _____

If any food product is prepared or cooked at a CPF in another jurisdiction you must provide a copy of the current permit of that facility and their last inspection report.

If the food being sold and/or sampled is produced under a Manufactured Foods Permit issued by the Texas Department of State Health Services, a copy of that permit must be on site at each event.

List ALL food and drinks to be prepared, cooked, held under temperature control, and/or served

***Temporary Food Establishment (preparation takes place on site)**

Food to be Prepared, Cooked, or Sold (indicate whether prepared at CPF or TFE*)	Thaw (How and Where)	Cut/Wash Assemble (Where)	Cold Holding (How and Where)	Cook (How and Where)	Hot Holding (How and Where)	Reheating (How and Where)	Commercial Pre-portioned Package

TCS foods requiring hot or cold hold will be transported to ensure proper temperature control

_____ in ice chest(s) with cold packs and thermometer (41°F)

_____ in ice chest(s) with hot pack and thermometer (135°F)

_____ if other, describe: _____

The following foods will be purchased at an approved facility for preparation on site (circle all that apply):

_____ Beef Raw Precooked Frozen

_____ Chicken Raw Precooked Frozen

_____ Fish Raw Precooked Frozen

If baked goods are to be sold, where were they prepared or purchased? _____

Will drinks be served (circle one): in cups with ice in original containers

An approved water source will be available for use during the event: Yes No

If no, what is your source for water? _____

The **handwashing station** must consist of minimum 2 gallon

Describe the location and set-up for **washing/rinsing/sanitizing of utensils**: _____

How will you collect, store, and dispose of waste water and/or grease? _____

Applicant / Representative Signature

Date

-----OFFICE USE ONLY BELOW THIS LINE-----

Amount Due - \$50

Permit # - TF - _____

Date Paid _____

Receipt Number _____

Check _____ Money Order _____

Cash _____ Credit Card _____

_____ Paid in person, permit issued

_____ Paid in person, permit mailed (date): _____

_____ Received in mail, permit mailed (date): _____

_____ Paid in person to be picked up later

Permit picked up at office by _____ on _____
Name Date



Temporary Food Establishment (TFE) Requirements

Williamson County and Cities Health District (WCCHD) requires food vendors that are participating in temporary events to obtain a temporary food establishment permit. These permits may remain in effect for up to two weeks for the same event. Separate events occurring on consecutive weekends require separate permits.

The following requirements are for temporary food service operations in Williamson County, not in the City Limits of Austin. These requirements are based on the Texas Food Establishment Rules.

- All food must be from an approved source.
- No food items or ingredients may be prepared or cooked in a home kitchen. This includes home canned products. Canned food products must be produced in a permitted facility.
- Potentially hazardous foods that require time and temperature control for safety (TCS) may not be produced in a home kitchen.
- Prepackaged foods not requiring time and temperature control for safety produced in a legally permitted facility sold in original packaging do not require permitting. A permit will be required if samples are to be served to the public, unless the samples are pre-packaged at a permitted, inspected facility.

The temporary food booth vendor is responsible for meeting the following requirements:

1. Handwashing –
 - The vendor must provide hand soap, paper towels, a container to dispense warm water for handwashing (plastic container with spigot) and a wastewater catch bucket or holding tank.

Note: When handling ready-to-eat foods, you must first wash your hands (20 seconds), then use disposable gloves.
2. Temperature Control - The vendor must provide a method of maintaining TCS foods at:
 - 41°F or below prior to cooking (refrigerators, ice chests, etc.).
 - 135°F after food is thoroughly cooked and is ready to be served to the public (closed grill, hot holding unit, crock pot, etc.).
 - The vendor must have a stem thermometer on site that measures between 0° F and 220° F in order to monitor food temperatures. This thermometer must be cleaned and sanitized between uses or remain in a container with only one product for continuous temperature tracking.

***Foods heated and/or prepared on-site must be served the same day. Food left at the end of the day must be discarded.

3. Cleaning and sanitizing of equipment and utensils - The vendor must provide three (3) containers to wash, rinse, and sanitize all utensils and equipment. The containers must be large enough to immerse the largest equipment used during the event. Following is the procedure to properly clean and sanitize all equipment:
 - First scrape off all loose food particles

- Basin #1 - Dish soap solution to wash
 - Basin #2 - Clear water to rinse (replace often)
 - Basin #3 - Bleach water solution to sanitize (2 tsp. bleach to 1 gal. water)
 - The vendor must also provide a spray bottle of sanitizing solution (1 Tbsp. bleach to 1 gal. water) and paper towels to wipe counters and to spot clean equipment as needed. The vendor must have access to clean water for replacement in the basins (public water supply, bottled water). All water must be disposed of in an approved location, not on the ground.
4. Covered food prep area –
- All food and drink must be dispensed from a covered or "roofed" concession stand (existing 8 foot ceiling, tent, netting, tarp, etc.). All equipment used for heating foods must remain covered and opened only as required for service.
 - Grills or other cooking equipment, placed outside of the covered food prep area, must have a lid or other durable cover. No food prep or service can be conducted on an uncovered surface or cooking unit.
5. Food protection and storage –
- All food shall be protected from customer handling, coughing, sneezing or other contamination by use of barriers such as sneeze guards, wrapping, closed containers, etc.
 - Condiments shall be dispensed in single service type packaging, in pump style dispensers, or in protected squeeze bottles.
 - All food must be served to customers in single service containers and the containers cannot be reused.
 - All food must be placed in water proof containers with lids if being placed in ice. Food may not sit directly in ice. Ice used to cool foods may not be served in drinks.
6. Trash facilities - The vendor must provide a covered trash container with a plastic liner for all waste.

If you require further information, please contact Kay Kelley (kkelley@wcchd.org) at (512) 943-3620.



Temporary Food Event Vendor Checklist

Permit

- All food vendors/samplers** should check with WCCHD about the requirement for a permit or inspection.
- Temporary Food Event (TFE) Permit Application:** submitted; paid for; approved; and received permit.
- TFE Applications** must be submitted by noon, of the last business day, prior to the event
- All TFE vendors are responsible for meeting the **TFE Requirements** of WCCHD.

Personnel

- Handwashing-** Provide a two-gallon or larger insulated container with a faucet type (**not push button**) spigot for warm water, along with a catch basin, soap, and dispensed paper towels for convenient handwashing. *See Picture
- Health-** Make sure that anyone working your booth has no open cuts or sores or vomiting, diarrhea or intestinal illness.
- Hygiene-** Assure that all workers are wearing clean clothes and hair restraints.

Cleaning

- Dishwashing-**A minimum of three basins are required to wash, rinse, and sanitize dishes/utensils. Basin size must accommodate largest item. Utensils/Equipment used continuously must be washed, rinsed and sanitized every 4 hours.
- Bleach-**Household bleach or other approved sanitizer must be provided for dishwashing sanitization and wiping cloths in lukewarm water. Recommend that test strips be available to test the strength of the sanitizer.
- Wiping Cloths-**Wiping cloths must be rinsed frequently and stored in a clean 50-100 ppm chlorine solution anytime they are not in use.

Food & Utensil Storage & Handling

- Food Preparation-**Cooking and serving areas must be protected from contamination by covering or segregation. Utensils such as tongs, tissues, ladles or **gloves** must be used. **No bare hand contact with ready to eat foods.**
- Food Transport-**Foods, food contact surfaces, and food equipment must be protected from contamination during transport. Foods transported to events must maintain cold/hot holding temperatures.
- Dry Storage-**Store all food, equipment, utensils and single-service items above the floor on pallets or shelving.
- Cold Storage-**All cold holding equipment must keep potentially hazardous foods at **41°F or lower.**
- Hot Storage-**Hot food storage units must keep potentially hazardous foods at **135°F or higher.**
- Thermometers-** All cold holding equipment must have a thermometer. A metal stem thermometer must be provided where necessary to check the internal temperatures of both hot and cold food.
- Food Display-**All food must be protected from customers by lids, wrapping, sneeze guards or other effective barriers.
- Food Source-**All food must come from approved, inspected sources, no home-prepared or home-canned food.

Water Supply

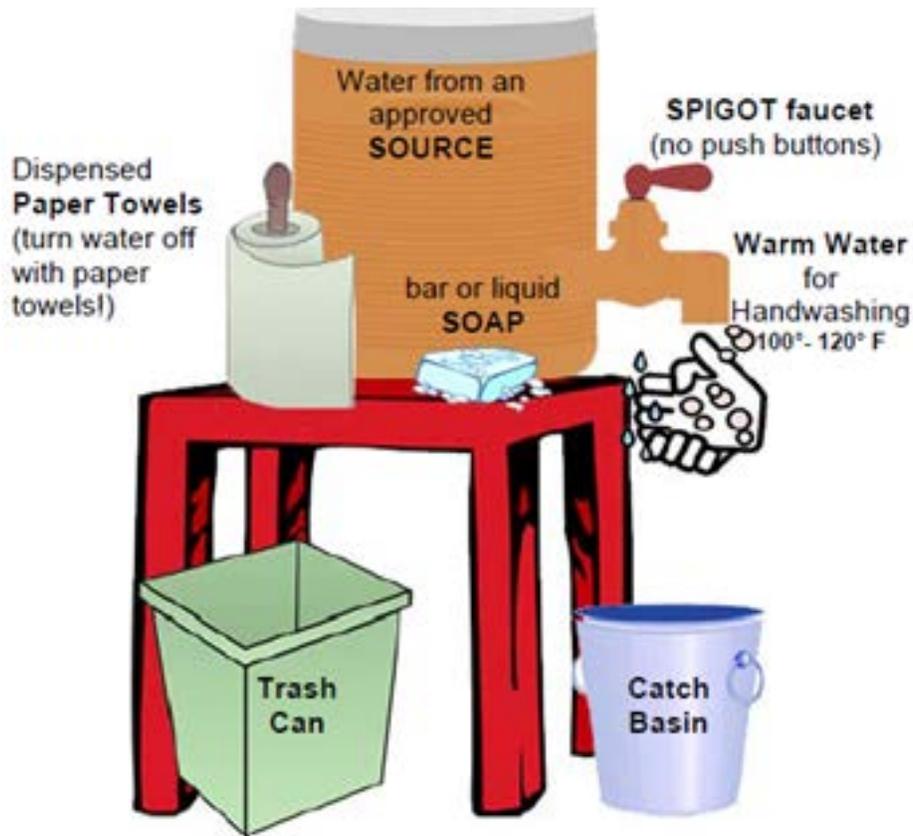
- Water Supply-**An adequate supply of **potable** water shall be on site and obtained from an approved source. Hoses must be Food-Grade.
- Wastewater Disposal-**Wastewater must be disposed in an approved wastewater disposal system.

Booth

- Overhead Protection-** Booth should have overhead protection to protect food from the environment.
- Counter/Shelving-** All food preparation surfaces must be smooth, easily cleanable, durable, and non-porous.
- Garbage-**An adequate number of cleanable containers must be provided inside and outside (covered) the booth.
- Personal Items-**Personal items shall be stored away from food preparation areas, food service, & dishwashing areas.

Handwashing Set-up

2 gallon minimum thermal container filled with warm water, from an approved source. Must have spigot faucet, (no push button) for hands-free flowing water. Soap and paper towels available. Catch bucket for wastewater.



Dishwashing set-up

3 basins for Wash/Rinse/Sanitize procedures.
Chlorine Bleach for Sanitizing.
Test Strips for testing sanitizer levels recommended.
(50-100ppm Chlorine).

