



Scotland County Health Department

Checklist for Temporary Food Establishment Vendors

The following is a checklist to assist a vendor in setting up a Temporary Food Establishment (TFE). All items on the checklist are necessary to obtain a permit for a TFE; however, additional requirements may be applicable. All applications must be submitted to Scotland County Health Department at least 15 days prior to the date of the event with the exception of the vendor application that must be submitted at least 3 days prior to the event.

Person in charge

- Available during all hours of food preparation

Employee requirements

- Disposable gloves for food handling
- Employee Health Agreement
- Hat, hair net or visor

Tent/weather proof structure/canopy

- Canopy over entire operation (smokers are not required to be under a canopy)

Fly protection

- 3 solid or mesh sides
- Fly fans, screens

Ground covering

- Protection from dust/mud/insects (in the absence of asphalt, concrete, or grass)

Water supply

- Approved water source (requires testing by SCHD if private well)
- Approved drinking water hose(s) – must be labeled
- A means to heat water

Waste water disposal

- Buckets/grey water containers – must be labeled
- Disposal in approved sewage system or port-a-johns

- Drain board or counter space for air drying
- 3 basins (soapy water, rinse water, sanitizer) - large enough to fit equipment
- Sanitizer test strips
- Properly mixed sanitizer (50 ppm) in labeled spray bottle

Hand washing station

- At least 2 gallons of hot water under pressure
- Unassisted free-flowing faucet/stopcock
- Soap and disposable towels
- Wastewater catch bucket – must be labeled

Approved/protected/secured food

- Approved source/food invoices
- Food storage above ground
- Separate vegetable washing sink (when preparing/serving ready-to-eat vegetables)

Food temperatures

- Accurate food thermometer (0°F - 220°F)
- Cold holding: refrigeration/freezer/coolers with ice (41°F or less w/drainage ports)
- Hot holding equipment

Food shields/customer barriers

- No food exposed to customers
- Approved self-service condiments
- Serving utensils (forks, spoons, cups must be properly stored)

Lighting (for night-time operations)

- Shielded above food/preparation

I certify that I will comply with the requirements listed above and any other requirements as described by SCHD while operating my Temporary Food Establishment:

Vendor Signature: _____ **Date:** _____