

## Recommendations for Exempt Events

1. Wastewater & grease must be disposed of properly. A food grade hose and backflow protection is required for water connections under pressure. **No disposing of grease and wastewater into storm drains or on ground.** Grease receptacles should be provided at central sites. Be sure to check with all other inspection entities (such as Fire Marshals) to ensure compliance with all necessary rules and regulations.
2. All foods must be obtained from approved sources. Foods such as cream filled pastries and pies, salads such as potato, chicken, ham and crab should not be served at a temporary food event because of the increased risk of foodborne illness.
3. The following items are required for food vendors that must obtain a permit for temporary events. It is strongly recommended that non-profit groups and exempt organizations also follow these guidelines in order to reduce the risk of causing illness in the consumers and to demonstrate that your organization has taken reasonable care to not cause harm to the public.
  - Submit **Temporary Food Service Permit Application for Vendors** at least **30 days** prior to the event. (Check with coordinator to make sure your application has been sent)
  - Sanitizer made with regular bleach (not scented bleach) mixed with water to make a 50 ppm solution or other approved sanitizer (quaternary ammonium, iodine).
  - Test strips must be provided.(chlorine strips for bleach, etc, depends on sanitizer used)
  - A metal stem food thermometer (for taking food temperatures) is needed. The scale of the thermometer should indicate the range of 0-220°F. Also refrigerators/ freezers used must have accurate thermometers.
  - Water under pressure and a means of heating water is required (hot water heater, etc.) Hot water temperature should be around 130°F. Food grade hoses and proper backflow protection are needed on water connections.
  - A one compartment utensil sink with drainboard/counter space for air drying utensils and proper sewer hookup is required or must be provided by organizer/ sponsor, etc.
  - A separate hand washing sink with antibacterial soap/ paper towels and proper sewer hookup is needed. (cooler with dispensing valve filled with warm water and catch basin/ bucket **may** be used at **certain events** for hand washing).
  - Hair restraints for all participants in food booth. (baseball hat, hairnet, etc.)
  - Approved & adequate supply of ice. Consumption ice (for drinks) should be kept in separate cooler/ bin from raw foods, etc. Ice scoops are required when dispensing ice to customers, etc.
  - Food stored off the ground. Foods must be kept protected from insects, dust, etc.
  - All food handling and cooking must be done in a protected area (approved overhead coverage is required).
  - Open displays of food must be protected from contamination by sneeze guards, or other barriers. (grilles, fryers, hot holding areas, ice bins, etc. are examples of such areas)
  - Dispensers for condiments (squeeze bottles, pre-packed, etc.)
  - Equipment and utensils cleaned and sanitized before use at temporary event

**This checklist is for your information and not required to be returned to Health Department**

## **Temporary Food Establishments Vendor Information**

### **Food Protection**

1. All foods must be obtained from approved sources. Hamburgers, hot dogs, sausages, etc., must be obtained from an approved/permitted commercial source, in its final form, ready to be cooked.
2. Once food is received by a vendor, the food must be kept protected from any type of contamination. These foods must be maintained hot (above 140°F) or cold (below 45°F) at all times. This includes during transportation to the site, and before and/or after cooking. Participants must have refrigeration and heating equipment capable of maintaining these temperature requirements. Pre-cooked foods that have been cooled, which require re-heating, must be heated rapidly to 165°F and then maintained at 140°F.
3. All food handling/cooking should be covered overhead with at least a tent like roof (check with Fire Marshal about overhead coverage approval, etc.). At no time is any item of food to be placed on the ground.
4. Foods that require preparation prior to an event, must be done in a kitchen approved by the Forsyth County Environmental Health Department. **Please call (336) 703-3225 for approval info.**

### **Personal Hygiene**

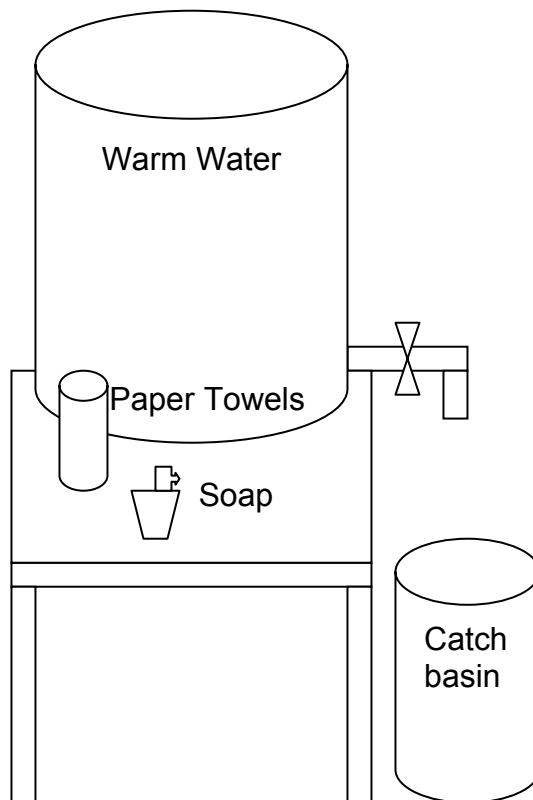
1. Participants must wear clean clothing, hair restraints.( jewelry should be kept to a minimum)
2. No person who has a contagious or infectious disease, wound or boil will be allowed to work in a food booth.
3. Persons involved in food sales, handling money and customer contact duties should not be involved in food preparation unless they first wash their hands.
4. Proper hand washing must be completed after smoking, eating, visiting toilet facilities, sneezing, etc., before returning to food preparation.
5. No smoking or tobacco use will be allowed inside food booths.

### **Clean Up**

1. All utensils, warmers, griddles, etc., must be cleaned routinely and maintained in a sanitary manner.
2. Participants will need to bring sufficient numbers of clean & sanitized cooking utensils so that soiled utensils can be replaced as needed during the day.
3. **NO DUMPING** of liquid waste or grease into storm drains or on ground. Wastewater must be disposed of in a sanitary sewer or other approved means. The organizer/ sponsor should provide dumpsters & grease receptacles for the disposal or recycling of these products.
4. General cleaning must be maintained in all booths. This includes the premises (grounds) surrounding your establishment. All garbage and refuse shall be removed at least daily and disposed of in a sanitary manner.
5. Utensils and food prep surfaces must be washed, rinsed, and sanitized. (Sanitizing solutions that can be used: Chlorine 50ppm, Quaternary Ammonium 200 ppm or Iodine 12.5 ppm, contact time should be at least 2 minutes)

## Temporary Handwash Station

In order to provide for handwashing at a temporary food establishment that is operating for less than a period of 48 hours a temporary hand wash station may be set up following the diagram below if a standard sink is not available.



1. Fill a container that has a spout or dispensing valve with warm water that is at a comfortable temperature for washing your hands. An insulated container will help to maintain the water temperature. **The dispensing valve should be able to remain open during the handwashing procedure.**
2. Provide a pump dispenser of antimicrobial soap. Hand sanitizers can not be substituted for soap but can be used in addition to soap.
3. Provide single use paper towels for drying hands.
4. Provide a bucket or other receptacle for collecting the water as hands are washed. This waste water is to be disposed of in a public sewer or septic system. Do **NOT** pour this water into a storm drain or side ditch.

**Application for Exempt Temporary Events**  
**Submit 30 days prior to Event**

G.S. 130-250 (7) Allows establishments that are incorporated as nonprofit corporations in accordance with Chapter 55 of the General Statutes or are exempt from federal income tax under the Internal Revenue Code as defined in G.S.105-228.90 or that are political committees as defined in G.S. 163-278.6(14) to prepare or serve food, drink for pay no more than once a month for a period of two consecutive days. **You will need to provide documentation along with this application.** (Example: 501(c)(3)(4), Secretary of State documentation, IRS letter of determination) **to be eligible for an exemption.** Even though your event may be exempted from being regulated you should use “best practice” during an event to insure the safety of your patrons. Please provide us with the following information at least **30 days prior to the event** and contact us at (336) 703-3225 if there are any questions or concerns.

**Event name** HISPANIC LEAGUE FIESTA 2014 **Exempt organization name**  
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**Location of event** DOWNTOWN WINSTON SALEM **Date and time of event** SEPTEMBER 13, 2014, NOON TO 7 PM

**Person or persons in charge of event** MARI JO TURNER - HISPANIC LEAGUE EXECUTIVE DIRECTOR

**Address** 690 COLISEUM DR. WINSTON SALEM, NC 27106

**Phone/ cell numbers** (336) 770-1228

**Number of food vendors/booths** 11 TO 12 BOOTHS

**Estimated attendance** 20,000 to 25,000 PEOPLE

List type and source of foods that will be served at your event along with where the food will be prepared (Feel free to use the back of this form)

Type of food	Source (where food was purchased?)	Where prepared ? (on site, at restaurant,etc.)