



COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH

Environmental Health

CENTRAL VIRGINIA HEALTH DISTRICT
307 ALLEGHANY AVENUE
LYNCHBURG, VIRGINIA 24501

PHONE (434) 477-5921

SERVING THE COUNTIES OF
AMHERST (434) 946-9408
APPOMATTOX (434) 352-2313
BEDFORD (540) 586-7952
CAMPBELL (434)592-9550

Guidelines for Temporary Event Food Stands

VDH Temporary Event Food Stand Permits are issued to food vendors operating in conjunction with a single event or celebration and who are in compliance with the following guidelines.



Temporary Food Vendor Application: Submit an application to the local Health Department at least two (2) weeks prior to the event. A new application must be submitted for each event. An annual fee of \$40.00 or a copy of your receipt and/or current yearly permit from a previous event within Virginia is required. The fee is good for one year. VDH Temporary Food Vendor Applications may be obtained from your local Health Department or the event coordinator. This application is separate from any paperwork required by the event coordinator (proof of insurance, business license, etc.)

Inspection: Your food stand will be inspected prior to the event opening. If the stand is in compliance a permit will be issued if you do not already have one. The permit is not transferable to anyone else.

TEMPORARY FOOD STAND SET UP

- ✓ **Location:** Stands shall be located in clean surroundings. They must be constructed and arranged so that food, drinks, utensils and equipment will not be exposed to insects, dust & dirt.
- ✓ **Overhead covering:** Tent, canopy, or umbrella, or other approved structure (pavilion or building) is required.
- ✓ **Fire Prevention:** Depending on local fire codes, your overhead protection may be required to be constructed of fire-resistant materials. Contact the local county or city building/fire official for information regarding this and other fire safety issues. It is possible to not place cooking equipment under the overhead covering as long as the equipment has an attached cover like on a gas grill.
- ✓ **Floor covering:** Stands should be located on asphalt, concrete, established grass, etc., to control dust & mud. Check with your local Health Department regarding if any other floor covering is required. Be careful of slip & trip hazards in the food prep & cooking area.
- ✓ **Public safety:** Stands should be set up so that the public does not have access to food prep or cooking areas. If cooking areas are at the front of the stand then some type of buffer (tables, shields, etc.) should be set up to keep the public a safe distance away from the area.



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- ✓ **Hand washing station:** A hand washing station should be located within the food stand. The hand washing station should consist of a container with a free flowing spigot to hold warm water, a catch bucket so water does not go onto the ground and soap and paper towels. (See diagram provided.)
- ✓ **Equipment washing & sanitizing station:** The station should consist of 3 basins. One for washing with detergent, one is for rinsing with clear water and one for sanitizing. One tablespoon of regular bleach (do not use scented or extra strength bleach) provides the proper concentration of 50 to 100 ppm chlorine for sanitizing. (see diagram provided.)
- ✓ **Wiping cloths:** Should be keep in a bucket of sanitizer (50-100 ppm chlorine) when not in use. Change as needed to provide proper concentration.
- ✓ **Test Strips:** Test strips should be provided to check the concentration of the sanitizer.
- ✓ **Water:** Any water used in the stand should be from an approved source such as a public utility, monitored non-community water supply, or State Certified Laboratory tested private supply. If hooked up to a supply at the event a RV or food grade hose should be used. If the vendor supplies their own water then it must be from an approved source and carried in a food grade container.
- ✓ **Waste water:** Any water that is no longer drinkable is considered waste water and must be disposed of properly and not on the ground surface. Waste water may be retained and disposed of in an approved sewage dump station or public sewer system.
- ✓ **Trash:** Garbage & solid waste must be stored properly, removed at least daily and disposed of in a sanitary manner. Adequate trash receptacles must be provided in the vicinity of the food stand.
- ✓ **Restrooms:** Convenient and approved toilet facilities must be provided for use by food handlers. Public toilet facilities provided on the grounds are acceptable if reasonably convenient, adequate and clean.



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FOOD HANDLERS

Certified Food Protection Manager Requirement

By **July 1, 2018** at least one employee with supervisory & management responsibility & the authority to direct & control food preparation & service shall be a **Certified Food Protection Manager**, demonstrating proficiency of required knowledge & information through passing a test that is part of an accredited program. The **Certificate** should be posted with the **Permit**.

- ✓ **Person in Charge:** It is recommended that there be someone designated as the “Person in Charge” that knows basic food safety and can supervise the employees regarding personal hygiene habits/illness and food handling.
- ✓ **Personal hygiene:** The outer garments of all food handlers should be clean and effective hair restraint such as caps, hats, visors, etc., should be worn. No eating, drinking or smoking while engaged in food preparation, service or equipment washing.
- ✓ **Sickness:** Any person that has symptoms of nausea, vomiting, diarrhea, sore throat with fever, jaundice, discharges from the eyes, nose & mouth (upper respiratory), infected wounds or pus filled lesions or has been diagnosed with Salmonella typhi, Shigellosis, E.Coli O157:H7, Hepatitis A or Norovirus can not handle food or work in the food stand area.
- ✓ **Hand washing:** Food handlers must wash their hands thoroughly with soap and water before starting work, after each trip to the restroom and as often as necessary to remove soil and contamination. A back up method of hand washing is also necessary. Instant hand sanitizers, sanitized wipes and disposable gloves can be used in addition to but are not a replacement for hand washing.

FOOD & FOOD PREPARATION

- ✓ **Food:** All foods must come from an approved source. **Do not** use damaged food packages, dented or rusted cans. Local meats & wild game have to come from approved sources & be USDA inspected. Local or home grown produce is acceptable. **No home canned foods are allowed.** Check with your local Health Department if you have any questions regarding what is approved.
- ✓ **Preparation:** All food must be prepared on-site or in a VDH approved kitchen. **No foods can be prepared at home.**



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- ✓ **Temperature requirements:** Keep all PHF's (potentially hazardous foods) or TCS (temperature controlled for safety foods) such as meats, milk, eggs, cheese, poultry, fish & other high protein foods at the required temperature. Maintain cold foods at at 41 degrees F. or below and hot foods at 135 degrees F and above.
- ✓ Cold foods can be kept in coolers with drained ice, hot foods can be kept on grills or other hot holding equipment. If any of these type foods are out of temperature control for 4 hours they must be discarded.
- ✓ **Food Thermometer:** A bi-metallic stem food thermometer is required to assure foods are kept at the required temperatures.
- ✓ **Handling:** Convenient and suitable utensils such as forks, knives, tongs, spoons, scoops, spatulas must be provided. **No Bare Hand Contact with Ready to Eat or Cooked Foods...**use suitable utensil, gloves, deli tissue, etc.
- ✓ **Storage:** Food & single service items should be stored off the ground.
- ✓ **Condiments:** Items such as sugar, ketchup, mustard, etc. provided for self-service use must be kept in individual packets or pour-type dispensers and kept covered.
- ✓ **Equipment:** All equipment and utensils must be easily cleanable, routinely cleaned & sanitized and maintained in a sanitary manner and in good repair. **No wooden utensils such as canoe paddles or homemade devices can be used.**



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SANITATION REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS

Each temporary establishment shall have:

- Three (3) dish pans or buckets for cleaning and sanitizing utensils and cooking implements.

CORRECT SANITIZATION SETUP



- 1. WASH**
HOT WATER & DETERGENT
- 2. RINSE**
HOT WATER
- 3. SANITIZE**
WARM WATER & BLEACH



Sanitizing solution – It is recommended to use at least 50 ppm of chlorine, which is **approximately** one (1) tablespoon (capful) of regular chlorine bleach, per gallon of water (any brand is acceptable, no scented varieties). As it is not an exact science, vendors should purchase and use chlorine test strips to ensure the proper concentration levels. Do not add soap or detergent to the bleach water because soap makes the bleach ineffective as a sanitizing agent.

Paper towels – For drying hands after washing.

Large Bucket with tight-fitting lid – For holding used wash-water and transporting it to the designated disposal site. **NEVER DISPOSE OF WASTE-WATER ONTO THE GROUND.**

Insulated container with a dispensing spout for hot water to be used for hand and equipment washing.



CORRECT HANDWASHING SETUP





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TEMPORARY FOOD ESTABLISHMENTS

What is a Temporary Food Establishment?

A **Temporary Food Establishment (TFE)** is a type of food establishment that operates for a period of **no more** than 14 consecutive days in conjunction with a single event or celebration, including carnivals, fairs, festivals, and other events. These establishments are distinguished from other classes of food establishments in the [Food Regulations](#), such as mobile food establishments, caterers, and traditional restaurants.



How is a TFE different from other types of food establishments?

TFEs typically operate with limited resources (water, electricity, wastewater disposal) and for a short duration. Unlike permanent facilities, TFEs operate with equipment staged beneath a tent or similar open-air cover. TFEs are often seasonal in nature and may operate at a fixed location such as a farmers market, or at an event or celebration including but not limited to: festivals, community fairs, music venues, sporting events, and other public gatherings.

Food Vendors – When do I need a permit?

If you are planning on operating at a temporary event, you are required to obtain the applicable permit from the Local Health Department prior to operation. The permit must be posted where it can easily be seen by the public. A TFE permit is valid only for the specified permit period (up to 12 months) and is not transferable from person to person. Please refer to 'Application Approval' below for further information on how to apply for a Temporary Food Establishment Permit.

If you hold a valid permanent VDH Food Establishment Permit (restaurant, caterer, mobile food establishment, etc.) and are interested in also operating at a temporary event, you **do not** need to obtain an additional permit so long as all food is prepared in accordance with the [Board of Health Food Regulations](#). The local health department in which you operate your permanent establishment needs to be aware that you also plan to operate at a temporary event. A copy of the VDH Food Establishment Permit must be posted during the event.

If you propose to operate at an event in a manner that is not consistent with approved plans and specifications, you are required to obtain a Temporary Food Establishment Permit.



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Application Approval

To apply for a Temporary Food Establishment Permit, submit a completed application and fee of \$40 to the local health department in which the TFE will be located. The application and fee must be submitted at least ten business days prior to the day in which the TFE will operate. Any TFE applicants that are not approved will be notified in writing of the reasons for denial and be provided with appeal rights.

Inspections

Prior to issuing the TFE permit, an environmental health specialist will conduct an on-site pre-operational inspection to determine compliance with the [Food Regulations](#). The Code of Virginia ([§35.1-22](#)) requires that all restaurants (e.g. food establishments) be inspected at least annually, with no more than 12 months elapsing between each such inspection.

Additional inspections of TFEs are determined using a risk categorization with emphasis on those:

That engage in significant preparation and holding of [TCS \(Time/Temperature Control for Safety\) foods](#) onsite, and/or whose performance history shows repeated non-conformance with the [Food Regulations](#).

Temporary Event Coordinators

Event coordinators often provide temporary infrastructure that includes portable toilets and hand wash stations for temporary food establishments. An [Event Coordinator Application](#) may be used to alert the local health department as to the dates and times of a proposed event, the number of food vendors, and important resources such as the provision of potable water and wastewater disposal. Event coordinators should submit the application at least 10 calendar days before the event in order to assist in the review of the individual temporary food establishment applications.



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APPLICATION FOR A TEMPORARY FOOD VENDOR PERMIT

YOU MUST SUBMIT YOUR COMPLETED APPLICATION & FEES TO THE HEALTH DEPARTMENT TWO (2) WEEKS PRIOR TO THE EVENT OR THE TEMPORARY FOOD VENDORS PERMIT WILL NOT BE ISSUED.

Please provide the following information. Failure to provide the necessary information may delay the processing of your application.

Today's Date: _____

Name of Business (DBA): _____ FIN/Tax Id _____

Owner/Vendor: _____

Address: _____

Vendor Representative: _____

Contact/Telephone Number: _____ Email: _____

Event: _____

Event Location: _____

Date/Time of Event: _____

Type of Food Facility: _____

(Push Cart, Trailer, Tent/Canopy, Building, Booth, Other)

Water Service: _____ Sewage Disposal: _____

Solid Waste (Trash) Disposal: _____ Liquid Waste Disposal: _____

Do you have a Commonwealth of VA Food Service Operations Permit? YES or NO
If yes, is it a **RESTAURANT PERMIT** or **MOBILE UNIT PERMIT**?

What city or county is it issued in? _____

Please provide a copy of the permit with your application.

FEES ARE NON-REFUNDABLE



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LIST ALL FOOD & BEVERAGE ITEMS BELOW

Food/Beverage	Source/ Address	Where Prepared	Method of Prep/ Equipment Used
<i>Example: Hot Dogs</i>	<i>Supermarket</i>	<i>On-Site</i>	<i>Boiled in large pot on Grill using tongs</i>

Hand Washing Methods	Condiments How Served	List All Utensils How Cleaned	Refrigeration Type	List all Cooking Equip.

PLEASE CALL THIS OFFICE PRIOR TO THE EVENT TO VERIFY THE STATUS OF YOUR APPLICATION.
PLEASE NOTIFY THIS OFFICE OF ANY CHANGES IN YOUR APPLICATION. (i.e., additional menu items etc.)

CERTIFICATION

I have read the attached instructions, understand them and will comply with their requirements. I understand that failure to comply may result in a permit not being issued or permit suspension.

Signature

Date