A temporary food establishment (TFE) prepares food for the public, for free or for a cost, and operates for no more than 14 consecutive days in conjunction with a single event. Submitting an application less than 10 business days before the event start date may result in permit denial.

**SUBMIT APPLICATION TO AG DAY COORDINATOR BY APRIL 5th:**

2018 AG DAY COORDINATOR BY EMAIL to GWISER@UDEL.EDU OR MAIL
Grace Wisser
University of Delaware
531 S College Avenue
113 Townsend Hall
Newark, DE 19716

Name of Event: _________________ Date(s) of Event: ______________________
Location of Event: ______________________

TFE Business Name: ______________________
TFE Contact Person: ______________________
Prior to Event Phone: ______________________ During Event Cell Phone: ______________________

Preferred method(s) to receive permit (print clearly):
- [ ] Email: ______________________
- [ ] Fax: ______________________
- [ ] Mailing Address: ______________________
  City: ______________________ State: ______________________ Code: ______________________

TFE source of water: ______________________ TFE source of ice: ______________________
TFE hand washing station: ______________________
TFE method of sanitizing: ______________________

Are you individually packaging any items on-site? [ ] Yes [ ] No

By signing this Temporary Food Establishment application, I understand that the following (check all):
- [ ] My TFE could be inspected at any time during the setup or event.
- [ ] Failure to comply with the minimum requirements for operating a temporary food establishment may result in suspension of my operating permit, at which time I must cease all food establishment operations immediately.

X

**Signature TFE Applicant**

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>FM TFE DDA-sanctioned: [ ] Yes [ ] No</th>
<th>Additional required documents received:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TFE Application Approved: [ ] Yes [ ] No</td>
<td>[ ] Out-of State Permit and Inspection Report</td>
</tr>
<tr>
<td></td>
<td>Reason for Denial: ______________________</td>
<td>[ ] Servicing Area Agreement</td>
</tr>
<tr>
<td></td>
<td>Applicant notified by: [ ] Email [ ] Fax [ ] Mail [ ] Phone</td>
<td>[ ] Consumer Advisory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[ ] Juice Documents</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reviewer: ______________________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Signature ______________________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Title ______________________</td>
</tr>
</tbody>
</table>

Temporary Food Establishment Application  Revised 1/31/18  Page 1 of 4
MINIMUM REQUIREMENTS FOR OPERATING A TEMPORARY FOOD ESTABLISHMENT (TFE)

Initial each item and sign below to indicate that you have read and understand each requirement.

__PERMIT__ – This application must be submitted a minimum of 10 business days prior to the start of the event.
The approved permit must be posted during the entire event for conspicuous public view.

__DEMONSTRATION OF KNOWLEDGE__ – The Person-In-Charge (PIC) must be able to answer questions about basic food safety knowledge to reduce the risk of foodborne illness.

__APPROVED FOOD SOURCES__
All food must be obtained from an approved source, including ice and water for food preparation, cooking, cooling, cold holding, and cleaning.
- All shell stock (clams, mussels, oysters) must have National Shellfish Sanitation Program (NSSP) tags on site.
- Proof of purchase is required for crab meat, soft-shell crabs, and hard-shell crabs.
- Food may not be stored at a private residence. Food should never be prepared in a private residence.
- All food must be prepared on-site or at a permitted food establishment.
- Food preparation locations not owned by applicant require a signed commissary agreement.
- Out-of-state food prep locations require health department permit and most recent inspection report.

__COOKING AND HOLDING__
Food thermometers must be available to monitor cooking and holding temperatures.
Hot holding units, like steam tables or insulated containers, must be available to keep food at 135 degrees F or above.
Cold holding and storage equipment, such as refrigeration units or coolers with drained ice, must be available to keep food at 41 degrees F or below.
- Animal products served raw or undercooked (examples: sunny-side up eggs, raw oysters, sushi, rare tuna, cooked-to-order hamburgers or steaks, carpaccio, or raw eggs as an ingredient in mousse, Caesar salad dressing mayonnaise) require a consumer advisory to be posted which states the following: “Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.” A description or photo of how this advisory will be displayed must be submitted with this application.
- Juice squeezed on-site requires approval of (1) description of food prep sink location, (2) commercial juicing equipment specification sheets, and (3) placard or table tent with the following statement: “WARNING: This product has not been pasteurized and, therefore, may contain harmful bacterial that can cause serious illness in children, the elderly, and persons with weakened immune systems.”

__PREVENTING CONTAMINATION__
Food must be stored off the ground.
Only single-service (disposable) containers may be given to consumers.
A labeled three basin Wash-Rinse-Sanitize station must be ready for use on-site, with an approved sanitizer and applicable test kit (example: quat-based sanitizer test strips or bleach water with chlorine test strips).

__EMPLOYEE HEALTH AND HYGIENIC PRACTICES__
A handwashing station must be set up with an ample supply of warm water, soap, and paper towels.
Persons with infections or illnesses must be restricted from handling food.
Bare hand contact with ready-to-eat food is prohibited. Use a barrier like tongs, wax paper, or gloves.

__WATER SUPPLY AND WASTE DISPOSAL__
Drinking water must be obtained from an approved source utilizing food grade hoses.
Liquid waste must be disposed by an approved method.
Keep refuse in easily cleanable containers and promptly remove from preparation and service areas.

__FACILITIES__
A tent, tarp, or canopy large enough to cover food preparation, storage, and service areas must be provided.
If graded to drain, a floor may be concrete, machine-laid asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other approved materials that are effectively treated to control dust and mud.
Toilet facilities for employees must be conveniently located and easily accessible.

__SPECIALIZED PROCESSES NOT PERMITTED DURING TEMPORARY FOOD ESTABLISHMENT OPERATION__
Food at a temporary food establishment processed on-site with any of the following methods is not permissible: reduced oxygen packaging including sous vide and cook-chill methods, juicing for wholesale packaging, curing, smoking, or drying fish for preservation; curing or smoking meat or poultry for preservation; fermenting sausages; acidification, fermenting, or additives to render a product to be shelf-stable; and sprouting.

X

<table>
<thead>
<tr>
<th>Signature TFE Applicant</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Food Establishment Application</td>
<td>Revised 1/31/18</td>
<td>Page 2 of 4</td>
</tr>
</tbody>
</table>
# Temporary Food Establishment (TFE) Menu Review

Describe all food and drink on menu that will be served at TFE. Attach additional sheets as necessary.

<table>
<thead>
<tr>
<th>Menu Items (Estimated number to be made)</th>
<th>Where will food be obtained or purchased?</th>
<th>Food prep conducted at TFE</th>
<th>Describe food preparation and locations.</th>
<th>What equipment is available to transport, hold, and prepare food?</th>
</tr>
</thead>
</table>
| Example: Hamburger with toppings        | Example: Regular Distributor, Inc. Produce Co. | X Wash  
  X Chop  
  □ Thaw  
  X Cook  
  □ Cool  
  □ Reheat  
  □ None/Off-site | Example: Lettuce and tomatoes washed and cut on-site, patties made in advance at restaurant (MD Permit attached) and cooked to order (advisory attached). | Example: Coolers, prep sink, cutting boards, knives, Bain Marie, freezer, grill, spatula, and gloves to assemble |

- □ Wash
- □ Chop
- □ Thaw
- □ Cook
- □ Cool
- □ Reheat
- □ None/Off-site

- □ Wash
- □ Chop
- □ Thaw
- □ Cook
- □ Cool
- □ Reheat
- □ None/Off-site

- □ Wash
- □ Chop
- □ Thaw
- □ Cook
- □ Cool
- □ Reheat
- □ None/Off-site

- □ Wash
- □ Chop
- □ Thaw
- □ Cook
- □ Cool
- □ Reheat
- □ None/Off-site

- □ Wash
- □ Chop
- □ Thaw
- □ Cook
- □ Cool
- □ Reheat
- □ None/Off-site

- □ Wash
- □ Chop
- □ Thaw
- □ Cook
- □ Cool
- □ Reheat
- □ None/Off-site

- □ Wash
- □ Chop
- □ Thaw
- □ Cook
- □ Cool
- □ Reheat
- □ None/Off-site

- □ Wash
- □ Chop
- □ Thaw
- □ Cook
- □ Cool
- □ Reheat
- □ None/Off-site

- □ Wash
- □ Chop
- □ Thaw
- □ Cook
- □ Cool
- □ Reheat
- □ None/Off-site
Temporary Food Establishment (TFE) Floor Plan
Sketch below the layout of your TFE and identify the location of the following:

☐ Cooking and holding equipment
☐ Handwashing and utensil washing facilities (if not using shared facilities)
☐ Trash disposal containers
☐ Work tables, food, and single-service storage
☐ Customer service area

If the layout of the TFE is event-specific and/or unknown, please sketch a typical layout to the best of your ability.

For questions about TFE applications, please contact the Health Program Coordinator at the EHFS office in the county where the event is being held.