



Directions:

The operator of each Temporary Food Establishment (TFE) must complete this application and submit it to the appropriate New Mexico Environment Department (NMED) Field Office at least 10 days prior to operation.

Please complete each section, if the section does not apply please indicate N/A. Incomplete applications will be denied.

1. Name of TFE/booth:

2. Name of Applicant/Operator:

3. Mailing Address:

City: _____ State: _____ Zip: _____

4. Contact Information:
Telephone Number: (____) _____ Fax:(____) _____
E-mail: _____

5. Name of Event:

6. Physical Location of Event:

7. Date(s) and Time(s) of Event:
_____ Day _____ Date _____ Times (Opening and Closing)
First: _____
Last: _____

8. Date and Time TFE will be set up and ready for inspection:

9. Event Organizer: _____ Phone: _____

10. Menu Items: List all foods and beverages given, served, or provided for sampling to the general public.

Main Dishes	Side Dishes	Beverages/ Dressings	Desserts/ Condiments

(Additional menu items may be attached to this application)

11. Identify the source (place of purchase) for each of the following:
Meat(s) _____ Source(s): _____
Dairy items: _____ Source(s): _____
Fruits: _____ Source(s): _____
Vegetables: _____ Source(s): _____
Ice: _____ Source(s): _____

12. Will all foods and beverages be prepared at the TFE site?
_____ **Yes**>> If **YES**, please complete **Attachment A**
_____ **No**>> If **NO**, please complete **Attachment A** and #12(a) below:

12(a). Food Establishment Information (For foods prepared off-site):
Name of Establishment: _____
Type of Establishment: _____
Permit Holders Name: _____
Establishment Phone: _____

13. Describe (be specific) how frozen, cold, and hot foods will be transported to and held at the TFE: _____

14. How will food temperatures be monitored during the event:



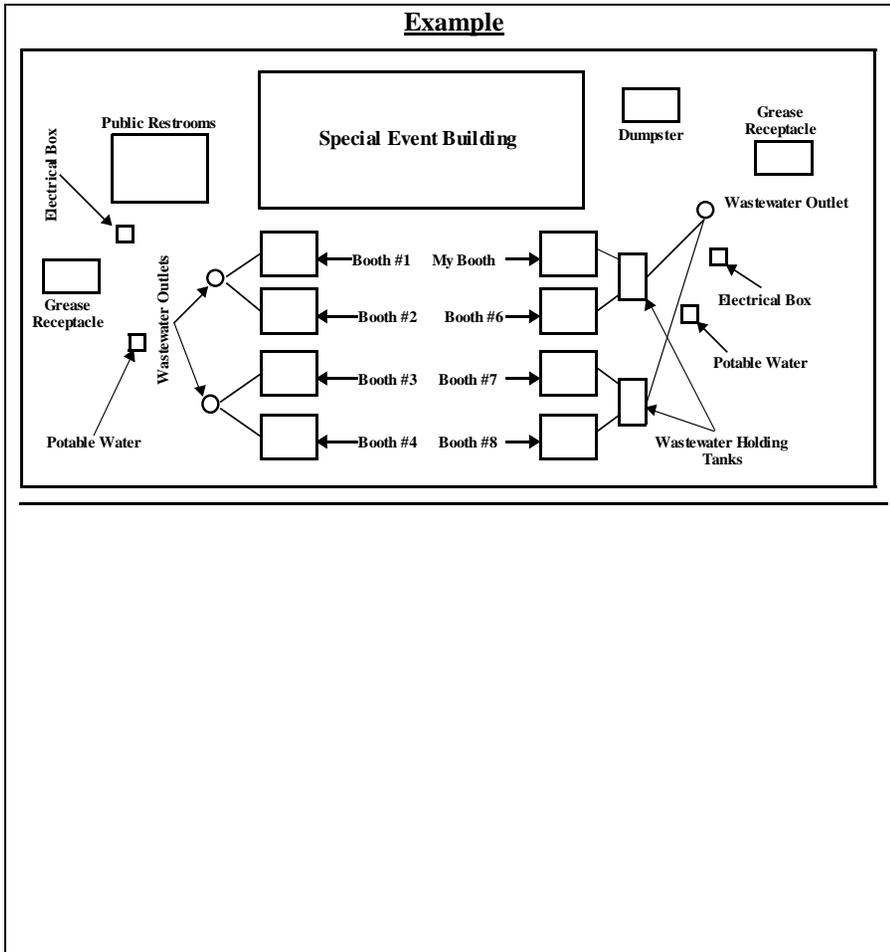
Attachment A-Food Preparation at TFE

Food	Thaw How? Where?	Cut/Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?
EXAMPLE: Hamburgers	Take frozen ground beef out of freezer and place in NSF refrigerator on site 1 day prior to use	Ground beef is pressed into patties at table next to 3-comp sink (see sketch 1)	Patties are returned to refrigerator until removed for use	Patties are cooked on grill to 165°F	Burgers are placed in beef broth and held on steam table until needed	Burgers that fall below 140°F for less than 1 hr are reheated on grill, anything over 1 hr is thrown away



Sketch Sheet 2

In the following space provide a drawing of the entire Temporary Event Area including locations of the toilet facilities, garbage facilities, potable water supply, electrical sources, wastewater and solid waste disposal areas, and all food preparation and service areas on the grounds/site of the TFE.



Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior approval from NMED may nullify final approval.

Signature (s) _____ Date: _____

Approval of these plans and specifications by NMED does **not** indicate compliance with any other code, law or regulation that may be required (i.e., federal, state, or local). Furthermore, it does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with state regulations governing food service establishments.

Please return to: Local NMED Field Office

To locate the correct NMED Field Office please visit our website:
www.nmenv.state.nm.us/NMED/field_op.html
or call: (505) 222-9515

NMED USE ONLY

Approval: _____ (sign) Date: _____

Restrictions: _____

Denial: _____ (sign) Date: _____

Reason(s) for Denial: _____

Permit Effective Dates: _____

Fee Required: YES / NO (circle) Fee Received: YES / NO (circle)

Check/MO#: _____ Permit # _____