Temporary Food Permit Checklist and Requirements

Anyone who plans to do a food event must submit a temporary permit application to the New Mexico Environmental Health Division at least 10 days prior to the event.

Contact:
To locate the correct NMED field office please visit our website:
www.nmenv.state.nm.us/foodprogram
or call: 505-827-1080

Figure 1

Booth and Equipment Checklist:

(Temporary Food Establishments that have limited menus, such as cold sandwiches or kettle corn, may not be required to have all items listed below. Please contact your local NMED Office for details)

1. "Roof" covering the operation (tent or canopy)
2. Handwashing Station: consisting of a container with a spigot (that will stay open), a 5 gallon catch bucket, soap, and paper towels **(Figure 1)**
3. Sanitizer, bucket, and towels to wipe surfaces **(Figure 2)**
4. Sanitizer test strips **(Figure 3)**
5. Food thermometer (0-220º)
6. Alcohol swabs to sanitize food thermometer
7. Cooking equipment
8. Hot holding equipment (including transport)
9. Cold holding equipment (including transport)
10. Hair restraints
11. Food service gloves
12. Utensils
13. "3-compartment sink" set-up for dishwashing **(Figure 4)** (extra utensils may be used as a substitute for events less than 4 hours in length)

Figure 2

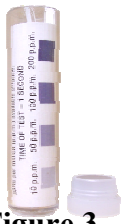
Figure 3

Figure 4

Booth and Equipment Requirements:

*Term to know: Potentially Hazardous Food-food that is moist and/or high in protein that may support rapid bacterial growth. Examples include: meat and poultry, dairy items, melons, sliced tomatoes, and heated foods of plant origin.

1. The preparation of potentially hazardous food shall be restricted to food that, prior to service, requires only limited preparation such as seasoning and cooking (examples include hamburgers and frankfurters).

2. All potentially hazardous foods to be prepared and/or served shall be noted on the permit application, and be approved by the New Mexico Environment Department at the time the permit is issued. Potentially hazardous foods that are not listed on the application may not be served.

Home-Prepared Foods Are Prohibited And Will Not Be Allowed Under Any Circumstances.

3. Potentially hazardous foods prepared at a permitted food service facility may be served by a temporary food service facility, provided proper temperatures are maintained during transportation, storage, and serving.

4. Potentially hazardous foods that are obtained in individual servings, stored in approved facilities maintained at safe temperatures, are served directly in the individual, original container in which it was packaged at a commercial food establishment may also be used.

5. All potentially hazardous foods will be stored at 41 degrees F. or below, or at 140 degrees F. or above. Adequate facilities to maintain proper temperatures are required.

6. POTENTIALLY HAZARDOUS FOODS MUST BE COOLED FROM 140 DEGREES F. TO 41 DEGREES F. WITHIN FOUR (4) HOURS.

7. **Cooked food shall not be held over for sale from one day to the next.**

8. If potentially hazardous foods are served, stem-type thermometers must be used to check hot/cold temperatures.

9. All food and food service items will be covered/protected at all times, except during the cooking process and while being served.

10. Ice for serving and/or refrigeration storage compartments shall be from approved sources, in single-service, closed packaging until used. Ice used for refrigeration shall be kept clean, and adequate drainage systems for storage compartments shall be present.

11. Only canned or bottled drinks may be stored in ice water. The water must contain 50ppm of available chlorine bleach. The iced water must remain clean. The top of the cans (or bottles) must NOT be submerged in the iced water. Ice used to maintain cold temperatures shall NOT also be served in drinks.

12. An adequate supply of water shall be available for hand washing and for cleaning utensils and equipment used in food preparation and serving. Auxiliary heating facilities capable of producing an ample supply of hot water for such purpose(s) shall also be provided. The following shall be available for use in cleaning:

    (A) A hand washing facility shall be provided for employees, that shall not be used for any other purpose. Such facilities shall consist of at least a catch bucket, a pressurized or gravity fed supply of warm water, soap, and individual paper towels.

    (B) Containers for washing, rinsing, and sanitizing pots, pans and utensils shall be of a size which will allow immersion of all pots, pans, utensils, and other non-stationary equipment to be cleaned. Containers, which allow immersion for rinsing and sanitizing, shall also be available. It may be permissible to rinse and then sanitize the equipment in the same container, providing proper procedure is followed.

    (C) Chlorine bleach must be available and must be used at a rate, which will maintain a 50 ppm concentration in the sanitization rinse. Chlorine test strips must be used to ensure that the proper chlorine concentration is maintained in the sanitization rinse.

    (D) Wastewater shall be disposed of in a manner approved by the Environment Department, so as not to create an environmental hazard or nuisance.

    (E) A cloth container with the proper concentration of sanitizer (chlorine bleach 50-100ppm). Cloths shall be stored in container when not in use.

13. The booth shall be constructed and operated in such a manner as to minimize the entrance of dust, flies and other foreign material. COUNTER SERVICE OPENINGS SHALL BE 1 ½ BY 2 ½ FEET IN SIZE, or other size as approved by the Environment Department for the particular operation. These openings shall be provided with tight-fitting, solid or screened doors, or windows, or shall be protected with fans operated to restrict entrance of flying insects. **These requirements may be waived for establishments which operate for no more than two consecutive calendar days, do not hold prepared food from one day to the next, and where food is kept covered.**

14. Solid waste will be disposed of in containers provided by the operator and in a manner approved by the Environment Department so as not to create an environmental hazard or nuisance. **Garbage and other solid waste will not be allowed to accumulate in the booth area.**

15. Any food spillage in the immediate area of the food booth shall be immediately cleaned up by the food service personnel.

16. All food shall be served in single service containers and only single service utensils shall be provided for the customers. **Single service items shall not be reused**.

17. All food and non-food contact surfaces and food items shall be protected from contamination. Where necessary, effective shields shall be provided.

18. All raw materials used for cooking or serving shall be from an approved source and shall be subject to inspection be the New Mexico Environment or other designated environmental health personnel at any time.

19. All persons involved in the cooking, cleaning, or selling of foods shall be free of illness and have no cuts or sores on the hands or face. Employee clothing shall be clean and sanitary.

20. Eating and tobacco use are **prohibited** in the food preparation area. Food employees may drink in the food preparation area if the container has a lid and a straw.

21. The food booth shall display it's **TEMPORARARY FOOD OR DRINK SERVICE PERMIT** in a conspicuous place where the general public can readily see it.

22. No insecticide shall be used unless its label contains a statement that it is **"Approved for use in food service establishments"**. The insecticide must be used according to the directions on the label and must be stored away from cleaning materials, foods, and food service items.

New Mexico Environment Department
Environmental Health Division-Food Program

Temporary Food Service Application

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 type and 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): _____
Other: _____ Source(s): _____

12. Will all foods and beverages be prepared at the TFE site?
_____**Yes** _____ **No;** If **NO**, please complete #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:
_____

(Continued on next page)

Temporary Food Service Application

15. Describe the set-up, number, and location of handwashing stations:
_____
_____

16. Identify the source of the potable water supply and describe how water will be stored and distributed at the TFE:
_____
_____

17. Describe where utensils and food equipment will be washed:
_____
_____

18. Sanitizer to be used: _____Concentration: _____ppm

19. Describe how and where wastewater and garbage/trash will be collected, stored, and disposed:
_____
_____

20. Describe the floors, walls and ceiling surfaces, and lighting within the TFE:_____
_____
_____

21. Describe how electricity will be provided to the TFE:
_____

22. List all major equipment used for food transportation, storage preparation, cooking, hot/cold holding, and reheating:

Type:	Use:	Certification:

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.

Was a list of rules and requirements received? YES / NO (circle)

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. 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 temporary 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/foodprogram
or call: (505) 827-1080

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 # _____