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.

In addition, using the attached Sketch Sheets, each operator must provide:

- A photograph or drawing of the TFE; **(Sketch Sheet 1)**
- A drawing of the entire event area. **(Sketch Sheet 2)**

**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 |
|---|---|---|---|
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(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): _____
Fish: _____ 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**>>Complete **Attachment A**
_____ **No**>>Complete **Attachment A and B**
If **NO**, please complete #12(a) below:

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

**Applicant MUST provide a copy of the current permit for the permanent food establishment where the food will be prepared.**

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

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

15. Describe the set-up, number, and location of handwashing facilities to be used by the TFE workers:
_____
_____
_____

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

**If a non-public water supply is to be used, provide the results of the most recent water tests.**

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:_____
_____
_____

**Applicant MUST complete Sketch Sheet 1 & 2**

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: (examples include NSF, UL Sanitation or ETL) |
|---|---|---|
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## Attachment A-Food Preparation at TFE

| Food | Thaw<br>How?<br>Where? | Cut/Wash Assemble<br>Where? | Cold Holding<br>How?<br>Where? | Cook<br>How?<br>Where? | Hot Holding<br>How?<br>Where? | Reheating<br>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 |
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**Attachment B-Food Preparation at Permitted Food Establishment**

| Food | Thaw<br>How?<br>Where? | Cut/Wash Assemble<br>Where? | Cold Holding<br>How?<br>Where? | Cook<br>How?<br>Where? | Hot Holding<br>How?<br>Where? | Reheating<br>How? |
|---|---|---|---|---|---|---|
| **EXAMPLE:**<br>Breakfast Burritos | No frozen items used-all items are refrigerated prior to use | Potatoes are washed in food prep sink then peeled and diced at food prep table, precooked bacon also diced at table | Tortillas, liquid eggs, precooked bacon, and green chile are stored in refrigerator at 41°F prior to use | Potatoes are cooked on grill to soften and then all ingredients are combined on grill and cooked to 165°F | Burritos are then assembled at prep table and placed in a preheated Cambro for transport | If burritos fall below 140°F they are put in microwave and reheated to 165°F before being served |
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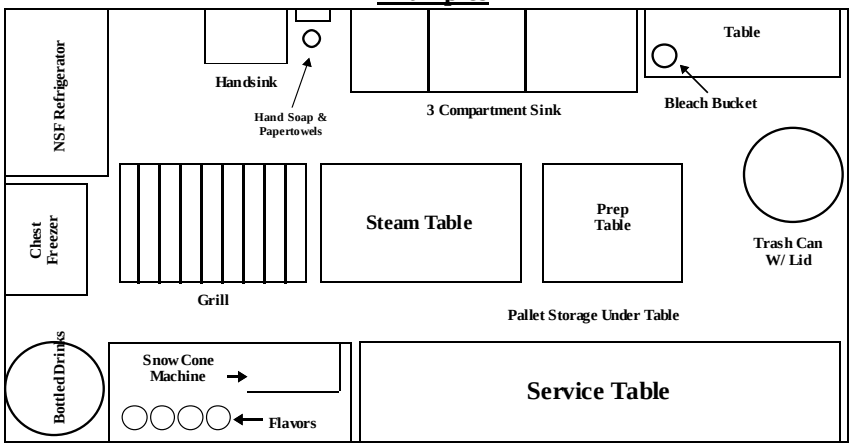
# Temporary Food Service Application

## Sketch Sheet 1

In the following space, provide a drawing of the TFE. Identify and describe all equipment including cooking and hot/cold holding equipment, handwashing facilities, worktables, dishwashing facilities, food and utensil storage, garbage containers, and customer service areas.

**Examples**




**(Front)**

[Floor Plan (View from top)]

(Picture or drawing of exterior)
(View from front)

[Floor Plan (View from front)]

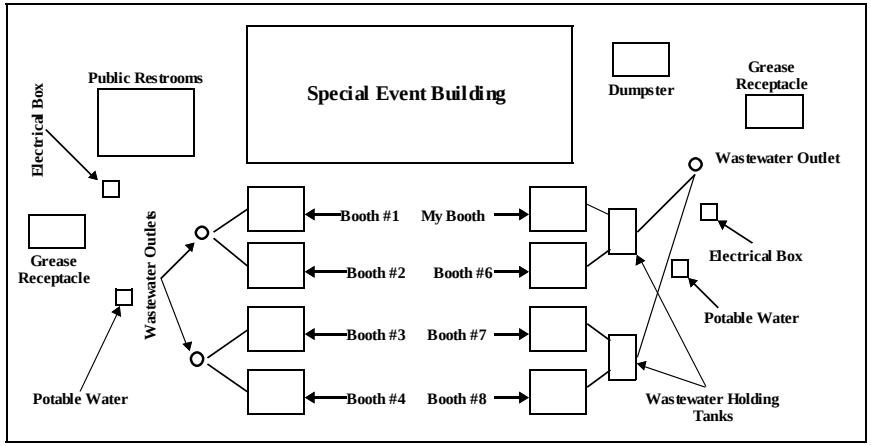
(Picture or drawing of exterior)
(View from front)

# Temporary Food Service Application

**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.

**Example**




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/foodprogram

**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 # _____