



## 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

(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 How? Where?	Cut/Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?
<b>EXAMPLE:</b> 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

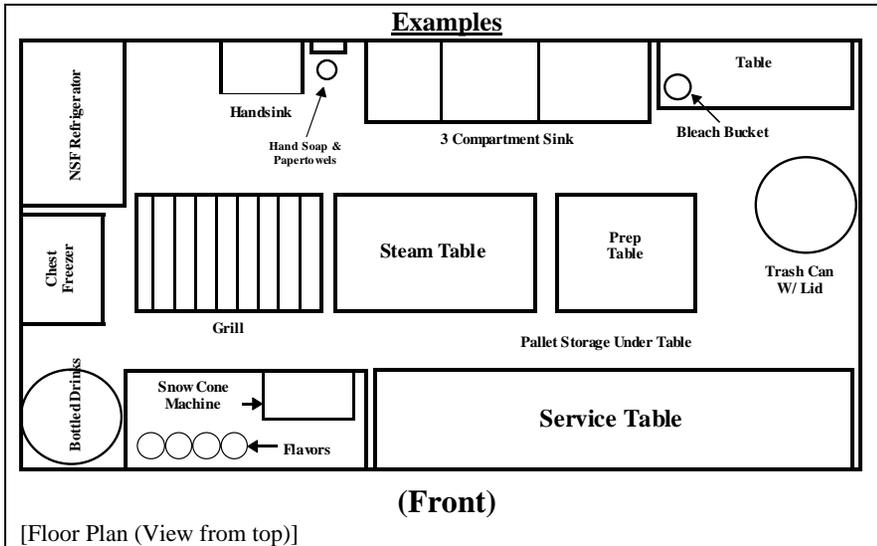
Food	Thaw How? Where?	Cut/Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?
<b>EXAMPLE:</b> Breakfast Burritos	No frozen items used-all items are refrigerated prior to use	Potatoes are washed in food prep sink then peeled and diced at food prep table, 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



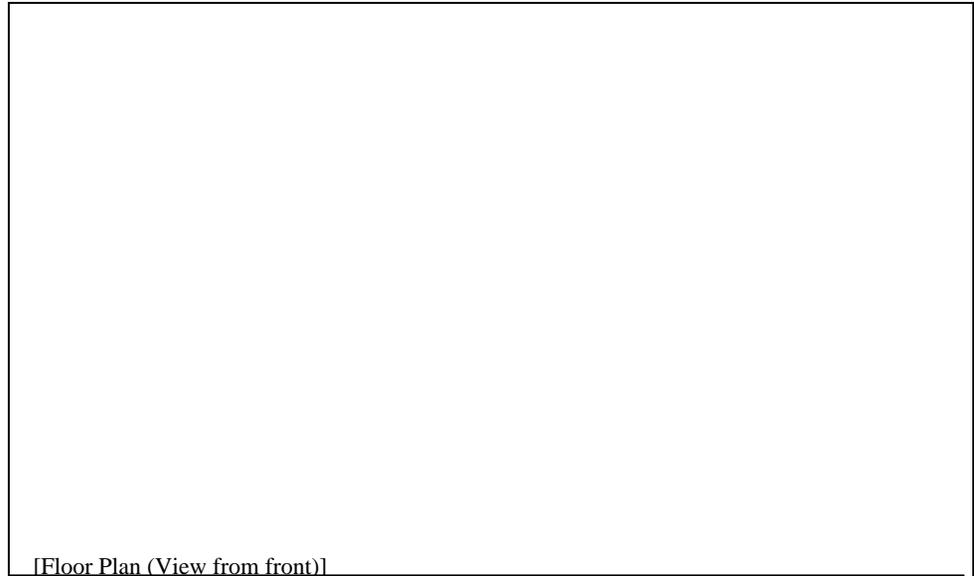
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## Sketch Sheet 1

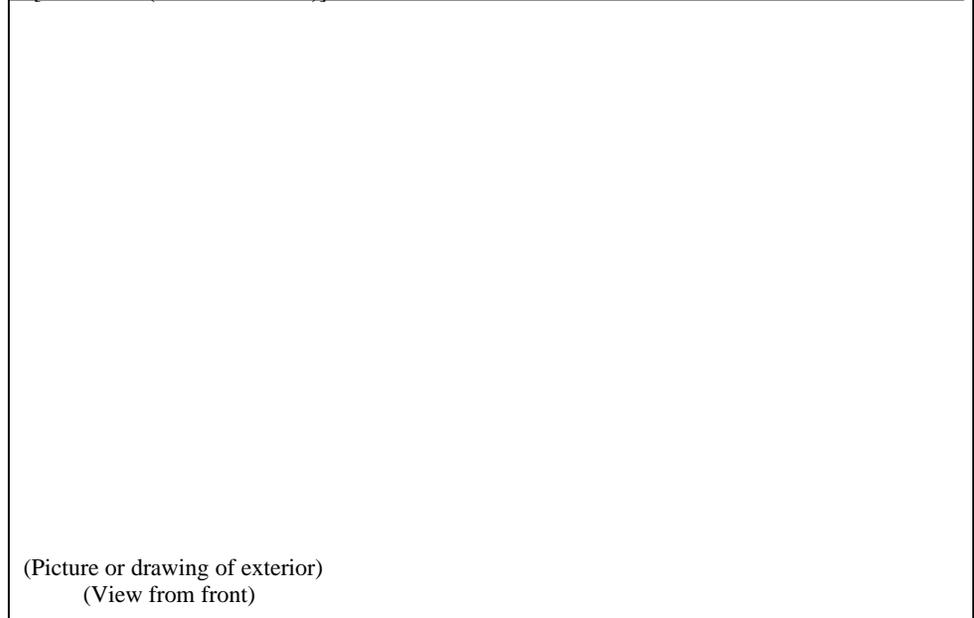
In the following space, provide a drawing of the TFE. Identify and describe all equipment including cooking and hot/cold holding equipment, handwashing facilities, worktables, dishwashing facilities, food and utensil storage, garbage containers, and customer service areas.



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



[Floor Plan (View from front)]



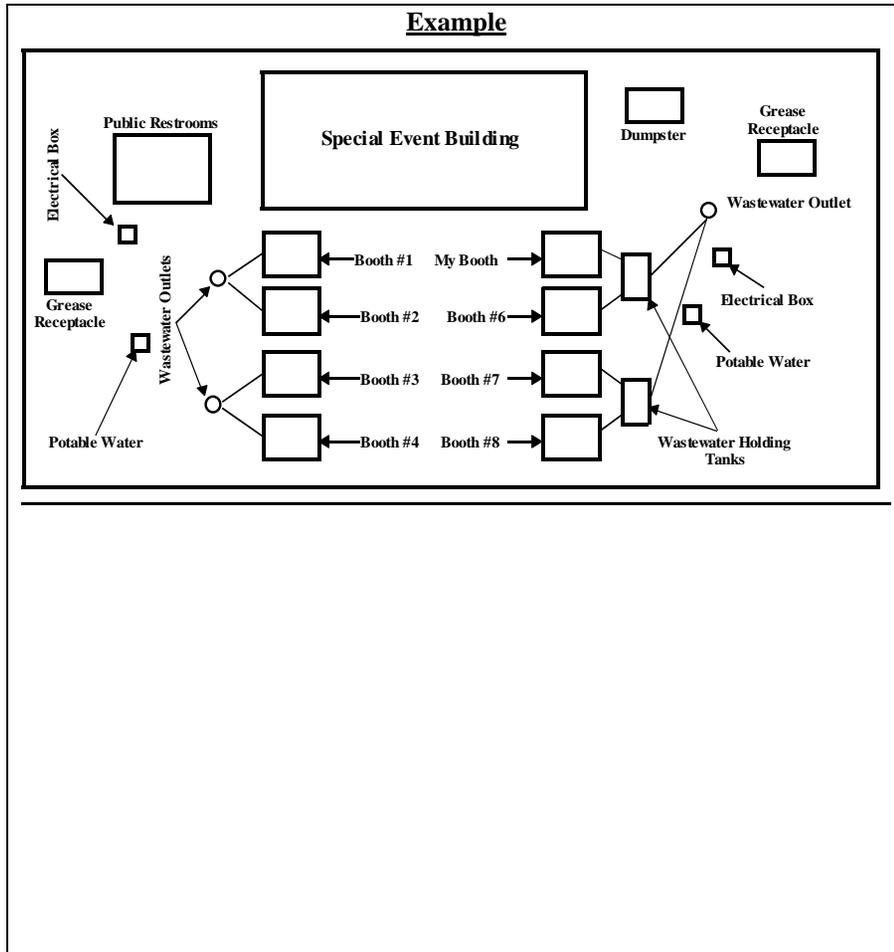
(Picture or drawing of exterior)  
(View from front)



# 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.



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](http://www.nmenv.state.nm.us/foodprogram)  
or call: (505) 476-8600

**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 # \_\_\_\_\_