



Wilson County Health Department

1801 Glendale Drive SW • Wilson, NC 27893-4401 • Phone 252.237.3141

TFE CHECKLIST

The following is a checklist to assist a vendor in setting up a Temporary Food Establishment (TFE). All items on the checklist are necessary to obtain a TFE permit; however, additional requirements may be applicable. All applications must be submitted to Wilson County Environmental Health **at least 15 days prior** to the date of the event.

Person In Charge

- Available during all hours of food preparation

Employee Requirements

- Disposable gloves
- Employee Health Policy Agreement in place
- Hat, hair net, or visor
- Clean outer clothing, hands, and nails

Tent/Weather Proof Structure/Canopy

- Canopy over entire operation (smokers are not required to be under a canopy)

Ground Covering

- Protection from dust/mud/insects (in the absence of asphalt, concrete, or grass)

Water Supply

- Approved water source
- Backflow prevention device
- Drinking water hose(s) - must be labeled
- A means to heat water

Waste Water Disposal

- Buckets/grey water containers - labeled
- Disposal in approved sewage system or Port-a-johns

Lighting and Miscellaneous

- Shielded above food/preparation
- Toxic materials must be labeled
- Garbage collected and stored in containers with tight fitting lids and liners
- Fly Protection (fly fans, screens, solid or mesh sides)

Utensil Washing

- 3 basins large enough to fit equipment
- Soapy water, rinse water, sanitizer
- Drain board or counter space for air drying
- Sanitizer test strips
- Properly mixed sanitizer in labeled spray bottle

Hand Washing Station

- Water under pressure
- Unassisted free-flowing faucet/stopcock
- Soap and disposable towels
- Wastewater catch bucket - must be labeled

Approved/Protected/Secured Food

- Approved source/food invoice
- Food storage off the ground
- Ability to secure food against tampering and/or contamination (locked storage)
- Separate vegetable washing sink (when preparing/serving ready-to-eat vegetables)
- Serving utensils must be properly stored

Food Temperatures

- Accurate metal-stem food thermometer
- Cold holding: refrigeration/freezer/coolers with ice (41F or less with drainage port(s))
- Hot holding equipment (135F or above)

Food Shields/Customer Barriers

- No food exposed to customers
- No heat source is exposed to customers
- Approved self-service condiments

**\$75.00 Fee

Please Note: NO food preparation can be done until you receive a permit. Foods, especially meats, must be in their original packaging. Any food that has been prepared or removed from the original packing before receiving a permit, will be THROWN AWAY IMMEDIATELY.