

### Temporary Food Establishment (TFE) Permit Request Application

Applications for Temporary Food Establishment (TFE) Permits at Texas State University should be submitted to the Environmental Health, Safety, and Risk Management (EHSRM) Department ([ehs@txstate.edu](mailto:ehs@txstate.edu)) at least 10 business days prior to the event to ensure ample time for processing.

Note: This application is valid only for events at Texas State University hosted by departments or student organizations where food will be sold or given away to the general public. Per [UPPS 07.04.03 Section 04.02B](#), solicitation booths may be approved no more than 10 university days per month. If this event will take place off campus, please contact the City of San Marcos Environmental Health Department (512-393-8440).

#### Event Information

Name of Organization or Department: \_\_\_\_\_

Event Name/Title: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_ Contact Person Phone Number: \_\_\_\_\_

#### Food Handler Information

Contact Person Listed Above has Food Handler Certificate

Name of Certified Food Handler(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

*Note: At least one (1) person with a current Texas Food Handler Certification is required to be present at your Temporary Food Establishment **at all times**. You are required to retain a physical copy of your Texas Food Handler Certificate while operating your Temporary Food Establishment.*

**Please attach a copy of your current Texas Food Handler Certificate(s) with this application.**

#### Vendor and Catering Information

I acknowledge that my organization/department will **NOT** use a licensed vendor (i.e. caterer) to provide food for this event.

If you intend to use a licensed vendor to provide food at this event, please provide one of the following documents:

- City of San Marcos Environmental Health Permit
- Business license
- Certificate of liability insurance with Texas State University listed as an additional insured party

**Please attach a copy of one of the above documents with this application.**

## Temporary Food Establishment Requirements

Below are requirements for food handling and operating a Temporary Food Establishment (TFE) in the State of Texas as per the Texas Food Establishment Rules (TFER) 25 TAC §§228. Please review each line item below and sign the end of the document (next page).

- Texas Food Handler Certificate (on file with EHSRM and hard copy available on-site).
- All foods must be prepared and cooked on-site. Advanced preparation of any kind, including chopping, slicing, or serving foods cooked at home, is **prohibited**.
- Foods not prepared on-site must be prepared at a licensed food establishment and require prior approval.
- All foods (including ice) must be purchased from an approved vendor (grocery store, convenience store, etc.). Using ice from home is not protected from contamination and is **prohibited**.
- Use of portable charcoal grills is **prohibited** on campus for compliance with fire code. Gas grills are permitted, but TFE operator must have UL-listed fire extinguisher in booth.
- All food must be stored at least six (6) inches off the ground to prevent contamination.
- Keep calibrated food thermometer on site. Proper food cooking temperatures include:
  - Poultry – 165°F
  - Ground meats (sausage, hamburgers) – 155°F
  - Fish, egg dishes, whole meats – 145°F
  - Hot holding foods (chili, hotdogs) – 135°F
- Self-service operations for certain foods are permitted, but TFE should utilize methods of preventing cross-contamination. Self-service operations are still required to be monitored regularly by staff.
- Limit the time that foods are held in the Temperature Danger Zone (41° - 135°). Temperatures must either be:
  - Maintained at appropriate temperature (Cold foods = ≤ 41° and Hot foods = ≥ 135°) using proper equipment; or
  - *Monitored for compliance with Texas Food Establishment Rules when using time as a public health control\*\**
  - **If a food has been in the Temperature Danger Zone for more than 4 hours, THROW IT OUT!**
- Proper hygiene practices must be employed by staff, including but not limited to: regular handwashing, regular use and change-out of gloves, use of hair restraints, avoiding food preparation/serving if sick, etc.
  - Temporary handwashing sink set-ups should be employed for all TFEs, unless only pre-packaged foods are sold.
  - Tobacco use or food consumption by TFE staff in preparation and serving areas is **prohibited**.
- Manual warewashing (i.e. pots, pans, serving utensils, etc.) may be incorporated if equipment must be cleaned in order to be reused on-site. Temporary three-compartment sink set-ups may be utilized at the TFE.
- All wastewater generated from handwashing or warewashing activities should be disposed of to the sanitary sewer system (indoor drains). Discharge of wastewater to storm drains (outside drains) is **prohibited**. Contact EHSRM for sanitary sewer discharge request.
- For outdoor TFEs, servicing areas must have:
  - Ceilings/overhead protection made of wood, canvas, or other material (i.e. canopy tent) to protect from weather, dust, birds, and debris.
  - Walls/side protection to protect against entry of insects and rodents using mesh screens, air curtains, or other effective means.
  - Floor protection to protect against dust and mud.

**\*\*If hot or cold holding methods will not be utilized, please acknowledge the following (initial on each line):**

- \_\_\_\_\_ TFE is responsible for monitoring temperatures for foods in which appropriate temperatures are not maintained through hot holding (≥ 135°F) or cold holding (≤ 41°F).
- \_\_\_\_\_ TFE will document the time food was removed from cooking or from hot/cold holding.
- \_\_\_\_\_ Hot foods: TFE will serve all food within 4 hours of removing from hot hold and/or discard foods that have exceeded the 4 hour mark.
- \_\_\_\_\_ Cold foods: TFE will serve all food within 4 hours of removing from cold hold and/or discard foods that have exceeded the 6 hour mark OR have exceeded 70°F.

**Temporary Food Establishment Requirements – List of Foods Served**

Please provide a list of all foods (including food, beverage, and ice) the TFE plans to serve at the event.

Type of Food(s)	Catered (Check if Applicable)	Prepared on Site (Check if Applicable)

**Responsibilities and Acknowledgements**

I, \_\_\_\_\_, acknowledge the following (initial each line):

- \_\_\_\_\_ I certify that all information provided on this application is true and correct to my knowledge and will adhere to the requirements of the Texas Food Establishment Rules (TFER) 25 TAC §§228 while operating a Temporary Food Establishment (TFE).
- \_\_\_\_\_ I will ensure my staff are informed on appropriate food handling practices.
- \_\_\_\_\_ I understand that all food served at the TFE should be cooked and prepared on-site (with the exception of catering operations) and that serving home-prepared foods is prohibited.
- \_\_\_\_\_ I understand that completion of this application does not guarantee a permit will be issued and only after receiving approval should I proceed forward with setting up TFE operations.
- \_\_\_\_\_ I understand that approval of this permit application is only valid for the days listed on this application. The permit is non-transferrable and if the dates are extended or changed, a new application should be submitted.
- \_\_\_\_\_ I understand that, as a condition of approval, I am responsible for ensuring these requirements are strictly adhered to at all times. Failure to do so may result in the immediate suspension of my operation at this event.
- \_\_\_\_\_ I understand that this application does not exclude the need for submitting appropriate paperwork for reserving space on campus, including but not limited to the Quad, the Mall, Bobcat Trail, or Sewell Park.
- \_\_\_\_\_ I understand that EHSRM may make additional requirements beyond those listed above. Please be advised that your TFE is subject to inspection at any time.

<p>Applicant Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>EHSRM Approval</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No      Date: _____</p>
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