



## HEALTH DEPARTMENT

### TEMPORARY FOOD ESTABLISHMENT GUIDELINES

Each temporary food establishment (TFE) must operate in accordance with the "single event or celebration" regulations per the City of Woodville Ordinance and the Texas Food Establishment Rules. Please fill out the *Temporary Food Establishment Application Form* and submit a \$10 administrative application fee at City Hall two business days prior to the event. An application and fee must be submitted for each event, with a maximum of 14 days per event. Total yearly maximum of all events is 14 days. As a guideline to the regulations, the *Temporary Food Establishment Checklist* must be filled-out and kept on-site during the event.

Regulatory highlights are below (please fill out the TFE Checklist):

- ✓ Each temporary food establishment shall register with the City of Woodville Health Department.
- ✓ Each temporary food establishment shall designate a person in charge.
- ✓ All food preparation must be conducted on-site or prepared at a food service establishment permitted by the City of Woodville Health Department or the Texas Department of State Health Services.
- ✓ Hot foods must be kept hot (over 135°F) and cold foods kept cold (less than 41°F).
- ✓ Water, fit for human consumption, shall be provided.
- ✓ Handwashing regulations must be followed, including a portable handwash station in the TFE.
- ✓ Food contact surfaces must be sanitary through the use of an approved sanitizer.
- ✓ Temporary food establishments shall control access.

A health inspection of your TFE will occur at the discretion of the City Health Inspector. Failure to properly address all items listed in the *Temporary Food Establishment Checklist* will result in the immediate cessation of your TFE. If you have any questions, please contact the City Health Inspector.