

Temporary Food Establishment (TFE) Permit Request Application

Applications for Temporary Food Establishment (TFE) Permits at Texas State University should be submitted to Environmental Health, Safety, Risk, & Emergency Management (EHSREM) (ehsrem@txstate.edu) at least 10 business days prior to the event to ensure ample time for processing. Any event that will be serving/selling non-prepackaged food/beverages to the general campus community is required to have an approved TFE Permit (UPPS 04.05.18). Please note: A TFE permit does not confirm a space reservation. You must fill out the required forms with the appropriate department (e.g, Student Involvement, Campus Recreation, etc.).

Note: This application is valid only for events at Texas State University hosted by departments or student organizations where food/beverages will be sold or given away to the general public. Per [UPPS 07.04.03 Section 04.02B](#), solicitation booths may not operate for 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 Date: _____ ☐ Check for Multi-Day Event Hours of Operation: _____

Contact Person Name: _____

Contact Person NetID/Email: _____ Contact Person Phone Number: _____

Food Handler Information

☐ Contact Person Listed Above has Texas 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 copy of your Texas Food Handler Certificate while operating your Temporary Food Establishment.*

Please attach a copy of the current Texas Food Handler Certificate(s) for the names listed above.

Vendor and Catering Information

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

If you intend to use a licensed vendor to provide food/beverages at this event, please provide a copy of **ONE** of the following documents:

- ☐ Environmental Health Permit (or Retail/Fixed Food Establishment Permit); or
- ☐ Certificate of liability insurance with Texas State University listed as an additional insured party (must be submitted if the vendor will be coming on to campus)

Please attach a copy of ONE of the two documents listed above if using a vendor.

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.

- Texas Food Handler Certificate (on file with EHSREM and hard copy available on-site).
- All foods/beverages must be prepared and cooked on-site. Advanced preparation of any kind, including chopping, slicing, or serving foods/beverages cooked at home, is **prohibited**. Only certain Not Time or Temperature Controlled for Safety (NTCS) baked goods may be prepared at home as stated under the Cottage Food Law.
- Foods/beverages not prepared on-site must be prepared at a licensed food establishment and require prior approval.
- All foods/beverages (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 operators must submit an Open Flame Permit Application and have UL-listed fire extinguisher in booth.
- All food/beverages must be stored at least six (6) inches off the ground to prevent contamination.
- Calibrated food thermometer must be kept on site when serving Time/Temperature Control for Safety (TCS) foods/beverages. 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/beverages 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/beverages are held in the Temperature Danger Zone (41° - 135°). Temperatures must either be:
 - Maintained at appropriate temperature (Cold foods = $\leq 41^\circ$ and Hot foods = $\geq 135^\circ$) using proper equipment; or
 - *Monitored for compliance with Texas Food Establishment Rules when using time as a public health control***
 - **If a food/beverage 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/beverage preparation/serving if sick, etc.
 - Temporary handwashing sink set-ups should be employed, unless only pre-packaged foods/beverages 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.
- Discharge of wastewater to storm drains (outside drains) is **prohibited** (UPPS 04.05.16). If wastewater will be generated from handwashing only (soap and water), the wastewater may be dumped down the toilet or sink of a nearby campus building. If the wastewater will be from cookware washing, cooking, or any other activity, email chsrem@txstate.edu to submit a sanitary sewer discharge request.
- Food scraps, grease, and other waste may not be left behind at the site of the TFE. A tarp may be used to protect the ground from grease stains.
- 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.
 - Floor protection to protect against dust and mud (i.e., concrete, tarp)
 - Means to protect food/beverages from pests (i.e., covers, lids)

****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/beverages in which appropriate temperatures are not maintained through hot holding ($\geq 135^\circ\text{F}$) or cold holding ($\leq 41^\circ\text{F}$).

_____ TFE will document the time food/beverages were removed from cooking **or** from hot/cold holding.

_____ Hot foods/beverages: TFE will serve all food/beverages within 4 hours of removing from hot hold and/or discard foods/beverages that have exceeded the 4-hour mark.

_____ Cold foods/beverages: TFE will serve all food/beverages within 6 hours of removing from cold hold and/or discard foods/beverages that have exceeded the 6-hour mark OR have exceeded 70°F.

Temporary Food Establishment Requirements – List of Foods/Beverages Served

Please provide a list of all foods/beverages (including food, seasonings, sauces, ice, etc.) the TFE plans to serve at the event.

Type of Food/Beverage(s)	Purchased from Approved Source (i.e. store-bought)	Provided by Vendor/ Restaurant	Cooked and/or Prepared on Site	Homemade (only permitted for certain baked goods)

*Power is unavailable for use in the Quad. If you require power, please reserve a space in the LBJ Mall and request power access.

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/beverages served at the TFE should be cooked and prepared on-site (with the exception of foods from an approved vendor and cottage foods) and that serving home-prepared foods/beverages 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 EHSREM may make additional requirements beyond those listed above.

_____ I understand that EHSREM has the right to conduct a random inspection of my TFE.

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