INFORMATION FOR A TEMPORARY FOOD ESTABLISHMENT PERMIT

Please submit temporary event permits a <u>minimum</u> of 48 hours before the start of the event.
Applications that are not submitted a full 24 hours in advance will not be accepted.

A temporary food establishment means any food establishment which operates at a fixed location for a temporary period of time, not to exceed 2 weeks, in connection with a fair, carnival, circus, public exhibition, celebration or similar transitory gathering

Temporary food establishment permits may be obtained, for the health division website or at one of these local offices:

OFFICE LOCATION	ADDRESS	PHONE	FAX
☐ EHS – (Main) Carson City, Virginia City	4150 Technology Way, Suite 101 Carson City, NV 89706	(775) 687-7533	(775) 687-7551
☐ EHS – Winnemucca, Lovelock, McDermitt	475 W. Haskell Street, Suite 38 Winnemucca, NV 8944	(775) 623-6588	(775) 623-6528
☐ EHS – Elko, Battle Mountain, Crescent Val., W. Wendover	1020 Ruby Vista Dr., Suite 103 Elko NV 89803	(775) 753-1138	(775) 753-1140
☐ EHS – Fallon, Hawthorne, Austin, Tonopah	485 West B Street, Suite 103 Fallon, NV 89406	(775) 423-2281	(775) 423-3865
☐ EHS – Ely, Eureka, Pioche, Caliente	725 Avenue "K" P.O. Box Ely, NV 89315	(775) 289-3325	(775) 289-6935
☐ EHS – Las Vegas, Pahrump & Beatty	2080 E. Flamingo, Suite 319 Las Vegas, NV 89119	(702) 486-5068	(702) 486-5024

A Temporary Food Establishment Application shall be submitted by applicants that are sampling, selling, serving or giving away food that requires temperature control and processing to the public.

TEMPORARY FOOD ESTABLISHMENT FEE SCHEDULE	
Temporary Food Establishment-Per Unit	$50.00
For A Temporary Food Establishment, Which Is Operated By A Religious, Charitable Or Other Non-Profit Organization, If The Sale Of Food From The Establishment Occurs Off The Premises Of The Organization	$25.00
Event Coordinator Application for Special Event	No Fee

What food products will need a Temporary Food Establishment Permit?

Permits are required for all potentially hazardous foods (TCS) prepared at the special event. Potentially hazardous food includes an animal food (a food of animal origin) that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic-in-oil mixtures that are not modified in a way that prevents bacterial growth. Some examples of potentially hazardous food include, meat, poultry, fish, shell fish and crustaceans, milk and dairy products, cooked rice, and cooked beans, baked potatoes, tofu and soy protein foods, eggs (except those treated to eliminate Salmonella), raw sprouts, and sliced melons. Other food items deemed unsafe for public consumption may be prohibited at the discretion of the health authority. The definition of Potentially Hazardous Food)(Time/temperature control for safety food) can be found in NAC 446.025.

What food products WILL NOT need a Temporary Food Establishment Permit?

Food and beverage items that are exempt from these permit requirements include:
1. Bottled water and canned soft drinks.
2. Coffee or tea, or both, with powdered nondairy creamer or ultra-pasteurized dairy creamer packaged in individual servings. This subsection does not include beverages such as lattes and espresso that are mixed with a dairy product by the vendor during preparation.
3. Commercially prepared acidic beverages, including, without limitation, orange juice, lemonade and other similar beverages that are served from the original, properly labeled container without the addition of ice or other regulated food products.
4. Draft beer and other alcoholic beverages that are served without the addition of ice or potentially hazardous food (time/temperature control for safety food).
5. Foods from an approved source prepared for a "cook-off" or judging contest in which food is not provided to the general public.
6. Hermetically sealed and unopened containers of non-potentially hazardous beverages which do not require refrigeration.

7. Hot chocolate prepared without the use of potentially hazardous food (time/temperature control for safety food) or reconstituted dairy products.

8. Nonpotentially hazardous prepackaged baked goods, with proper labeling, from an approved source and requiring no on-site preparation.

9. Nonpotentially hazardous and unopened prepackaged food from an approved source with proper labeling, including, without limitation, honey, jerked meats, potato chips, popcorn and other similar foods.

10. Produce sold from a produce stand at which no food preparation, breaching of produce or product sampling is performed.

11. Commercially prepared, prepackaged and unopened individual ice cream containers and ice cream bars that are appropriately labeled as to ingredients and manufacturer.

12. Shelled or unshelled nuts, including flavored nuts for sample or sale, unless the nuts are processed at the event site.

13. Food supplements that are offered for sample or sale without the addition of regulated food items. Such food supplements include, but are not limited to, vitamins, minerals, protein powder mixes, energy drinks and herbal mixtures, provided that they are from an approved source.

Event Coordinator Application
Event Coordinator Applications are required for a temporary event that includes more than one temporary food establishment or mobile vendor requires a dedicated event coordinator and event coordinator permit.

Event Coordinator Responsibilities
The Event Coordinator (EC) or designated responsible person shall be available on site at all times during the special event. The EC is responsible for sanitation support services and coordination of food operations. The EC is responsible for listing all food vendors, including temporary food establishments, and mobile vendors and tasting booths on the application and providing updates to the health authority as needed.

Event Coordinator Application
The Event Coordinator must submit an application at least 7 days before the event. Incomplete applications will be refused.

Event Coordinator Checklist
The Event Coordinator should review the following information and download the applicable checklist to ensure proper event support services and coordination of the special event, trade show or tasting event. Refer to the Event Coordinator Checklist for additional assistance with support service responsibilities.

Event Checklist and Planning Guide - Tastings and Cook-Offs
The Event Coordinator bears more responsibility with a Tasting or Cook-Off Event since all non-point of sale tasting booths will be inspected under the Event Coordinator Permit. A tasting event may be a simple wine tasting event, a chili cook-off with all food preparation done at the event, or an epicurean affair where food is prepared in an offsite, permitted kitchen, then transported to the event location and served. Pre-event planning is crucial to any successful special event. Effective communication and planning before the event between the EC and the booth operators, as well as between the EC and the health division will ensure safe food for the patrons attending the tasting event.

The EC should provide a complete list of food booth participants and a map of the event, which includes accurate numbers and locations of the tasting booths and all support services. The map should be provided at the time of application or at least 2 business days before the event. Updates and changes must be reported to the health division before the event. In addition to EC responsibilities at special events with individually permitted food vendors, an EC for a tasting event must ensure the tasting booths are properly equipped and set up before workers handle open food/beverage samples. Failure of the booth operator to provide sanitation controls and handle food safely can result in the food booth being closed.

Thank you for your effort in helping the Division of Public and Behavioral Health keep food service safe during your event!