

Business Name: _____

TFE Self-Inspection Checklist

Event: _____ Date: _____

Completed by: _____

This form must be completed on the first day of each event and available in your TFE booth during the event.

Mark next to each item to indicate it has been completed or is being performed.

1	PERMITS	Check Box Below
a	Permit Posted: TFE permit is posted in public view	<input type="checkbox"/>
B	Food Handler Permit: A person is present with a valid food handler permit or certified manager certificate. Individual must be able to present permit upon request.	<input type="checkbox"/>
2	HANDWASHING STATION (Immediate closure if out of compliance)	Check box below
a	Minimum Water: Minimum five (5) gallon water supply with hands-free spigot is provided.	<input type="checkbox"/>
b	Waste Water Container: Minimum five (5) gallon waste water container is provided.	<input type="checkbox"/>
c	Paper Towels and Soap: Paper towels and liquid soap are provided.	<input type="checkbox"/>
3	CLEANING	Check box below
a	Sanitizer Available: Bleach (Chlorine) or Quaternary Ammonia (Quat) is available.	<input type="checkbox"/>
b	Sanitizer Test Strips: Appropriate test strips are available for use.	<input type="checkbox"/>
c	Sanitizer Concentration: Bleach concentration = 50-100 ppm or Quat concentration = 150-400 ppm.	<input type="checkbox"/>
d	Dishwashing: A dishwashing setup, consisting of three (3) containers, is available for washing (soap and water), rinsing (clean water), and sanitizing (bleach or quaternary ammonia solution) utensils and equipment OR sufficient replacement utensils are provided. Sanitizer must be available for cleaning food preparation surfaces if applicable. Area must be provided for utensils to air dry after sanitizing.	<input type="checkbox"/>
e	Wiping Cloths: Wet wiping cloths must be stored in a container with sanitizing solution.	<input type="checkbox"/>
f	Utensils: Wash, rinse, and sanitize all utensils before use.	<input type="checkbox"/>
4	FOOD SOURCE/MENU	Check box below
a	Approved Source: All food must be obtained from a permitted commercial or retail food establishment (restaurant or store). All food shall be prepared on-site at the event or at a permitted facility.	<input type="checkbox"/>
b	Commissary Agreement: Completed commissary agreement must be available for foods prepared off-site.	<input type="checkbox"/>
c	Potable Water: Water for cooking, cleaning, sanitizing, handwashing, and drinking must be potable. Potable water includes bottled water and water from an approved public water supply. Hoses used for obtaining water must be food grade quality. Containers used to transport water must be sanitized before use. Contact event organizer for information about approved water on-site.	<input type="checkbox"/>
d	Menu: Food items on-site are limited to menu items listed in TFE application.	<input type="checkbox"/>
5	PERSONNEL	Check box below
a	Handwashing: Employees must wash hands before food preparation, when changing tasks, and as often as necessary to keep hands clean.	<input type="checkbox"/>
b	Employee Health: Employees must be restricted from working with food if they are sick or exhibiting any signs or symptoms of illness.	<input type="checkbox"/>
c	Personal Hygiene: Employees shall maintain personal cleanliness, wear clean clothing, and wear hair restraints or hats.	<input type="checkbox"/>
d	Eating, Drinking, Smoking: No eating or smoking is allowed in the booth. Employee food and drinks must be stored to prevent contamination of TFE foods.	<input type="checkbox"/>
e	Approved Personnel: Individuals not involved in food operations are not allowed in the booth.	<input type="checkbox"/>

6	STORAGE	Check box below
a	Food Storage: All food must be stored at least six (6) inches off the ground or inside a closed, waterproof container. Food must not be stored in standing water inside ice chests.	<input type="checkbox"/>
b	Utensil Storage: All plates, cups, utensils, and equipment must be stored at least six (6) inches off the ground or inside a closed, waterproof container. Single-service utensils provided to customers must be protected from contamination.	<input type="checkbox"/>
c	Cross-Contamination: Food must be protected from cross-contamination by separating raw animal foods from ready-to-eat foods during storage, preparation, holding, and display.	<input type="checkbox"/>
7	TEMPERATURE CONTROL	Check box below
a	Holding Temperatures: Temperature control for safety (TCS) foods must be maintained hot above 135° F or cold below 41° F.	<input type="checkbox"/>
b	Cooking Temperatures: Food must be cooked to the following minimum internal temperatures and times: 165° F for 15 seconds for poultry, stuffed meats or reheated foods 155° F for 15 seconds for ground beef or pork and pooled eggs 145° F for 15 seconds for fish, cook-to-order eggs, and intact muscle beef or pork	<input type="checkbox"/>
c	Thermometers: Stem thermometer must be provided to measure food holding and cooking temperatures. Thermometer must be calibrated and accurate.	<input type="checkbox"/>
d	Temperature Maintenance: Adequate equipment and ice must be provided to keep foods hot or cold.	<input type="checkbox"/>
8	FOOD PROTECTION	Check box below
a	No Bare Hand Contact: Use gloves or utensils when handling ready-to-eat foods; bare hand contact is prohibited.	<input type="checkbox"/>
b	Sanitize Equipment Between Tasks: Utensils, cutting boards, and other equipment must be washed, rinsed, and sanitized between tasks (i.e. switching from preparing raw meats to preparing ready-to-eat foods).	<input type="checkbox"/>
c	Sanitize Equipment Every Four (4) Hours: Utensils and cutting boards must be washed, rinsed, and sanitized at least every four (4) hours unless extra sanitized replacements are provided. If replacements are provided, utensils and cutting boards must be replaced at least every four (4) hours.	<input type="checkbox"/>
d	In-Use Utensils: In-use utensils must be stored so that foods and utensils are not contaminated. Utensils stored in the food must be stored with their handles out of the food and above the rim of the container. Utensils used for serving dry foods can be stored on a clean, dry surface or in the food with the handle out of the food.	<input type="checkbox"/>
e	Food Display: All food must be protected from customer handling, coughing, sneezing or other contamination. Food sampling must be done in a sanitary manner.	<input type="checkbox"/>
f	Self-Serve Condiments: Condiments must be protected from contamination.	<input type="checkbox"/>
g	Food Contact Surfaces: All food contact surfaces must be smooth, easily cleanable, and non-absorbent.	<input type="checkbox"/>
h	Remaining Hot Food: Any leftover hot food may not be re-served to the public.	<input type="checkbox"/>
9	WASTE DISPOSAL	Check box below
a	Garbage: Leak-proof and insect-proof garbage containers with plastic liners must be provided. Waste must be disposed of at an approved location.	<input type="checkbox"/>
b	Waste Water: Wastewater must be disposed of at an approved location. Dumping of wastewater onto ground or into storm drains is prohibited.	<input type="checkbox"/>
10	PREMISES	Check box below
a	Lighting: Adequate lighting must be provided. Bulbs must be shielded or shatterproof.	<input type="checkbox"/>
b	Food Equipment: All food equipment and utensils must be in good repair (no corrosion, cracks, or chips).	<input type="checkbox"/>

(Keep the following pages seven (7) thru ten (10) for your records)

Please read through the following pages of regulations

Employees Must	Employees Must Not	Food handlers must wash their hands:
<ul style="list-style-type: none"> ✓ Wash hands ✓ Use gloves/tongs/spatulas when touching food ✓ Maintain personal cleanliness ✓ Wear clean clothes ✓ Use a hair restraint (hat, hair net, etc.) 	<ul style="list-style-type: none"> x Work while sick x Smoke or eat in the food preparation/serving area x Allow any non-employees inside the booth x Touch ready-to-eat food with bare hands 	<ul style="list-style-type: none"> • Before beginning their shift • Any time they leave and re-enter the food prep area • After using the restroom, eating, or smoking • After touching their clothing, hair, face or any part of their body • After handling money or chemicals • After sneezing, coughing, or using a tissue • After taking out the garbage • Any other time hands may become soiled or contaminated
Food workers may not work if they are experiencing: <ul style="list-style-type: none"> • Fever & Sore Throat • Jaundice • Diarrhea • Vomiting 		

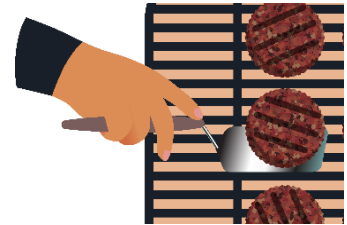
Ways to Avoid Touching Food with Bare Hands



Use Gloves



Use Tongs



Use a Spatula

Handwash Sink Requirements



A handwash station is required for all Temporary Food Establishments. **A handwash station that is not properly set up prior to operating may result in the immediate closure of the establishment.**

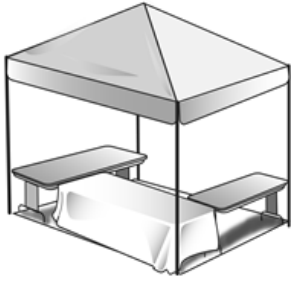
Handwash Setup



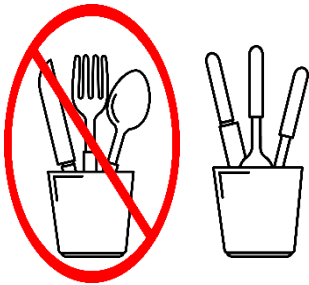
Required items for a Handwash Station

- ☐ Liquid Soap
- ☐ Paper Towels
- ☐ Five (5) Gallon Clean Water minimum With Continuous Flow Spigot
- ☐ Five (5) Gallon Discard Bucket

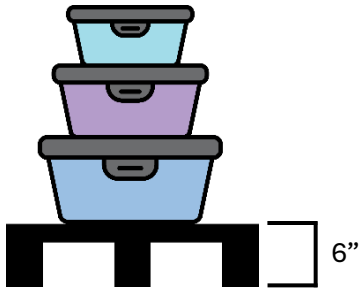
Food Protection & Storage



- Overhead protection is required on all Temporary Food Establishments
 - If establishment is not set on a hard surface or grass, ground cover is also required.



- All food, utensils, self-serve condiments, and equipment must be adequately covered to protect from possible contamination.
 - Single-use utensils should be stored with the handles facing the customer or should be wrapped.
 - Food sampling should be done in a sanitary manner.



- All food, utensils, and equipment must be stored at least 6 (six) inches off the booth floor on clean surfaces such as tables, shelves or pallets.



- All equipment and utensils must be clean and in good repair. Food contact surfaces should be smooth, easily cleanable, and non-absorbent.



- Raw meats (beef or pork) and poultry should be stored separately to avoid cross-contamination.

Cleaning & Sanitizing



All food contact surfaces must be properly washed, rinsed, sanitized, and air dried before being put into use

Dishwashing Sink Setup



Dishwashing Steps

Step 1: Wash dishes and utensils in hot, soapy water.

Step 2: Rinse with water until detergent is no longer present.

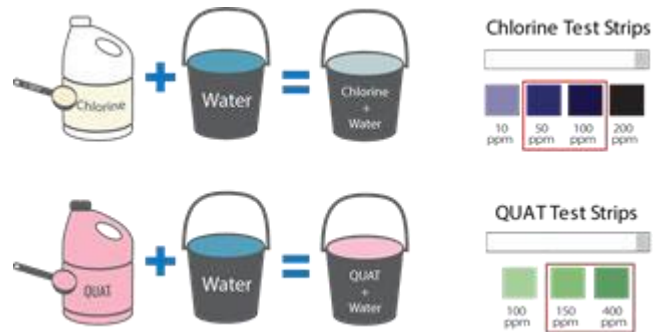
Step 3: Sanitize by soaking in sanitizer at least one minute. (Test strips are used to ensure the correct concentration.)

Step 4: Air dry on a clean rack.

Remember

- All utensils must be washed and sanitized before use.
- Wastewater must be properly contained.
- All equipment and food contact surfaces used with TCS foods must be sanitized between tasks or every four (4) hours.

Sanitizing Equipment



* All chemicals need to be properly stored, labeled, and used as recommended.

Chlorine Sanitizer

- Add 1 teaspoon of chlorine (7% strength) to 1 gallon of water.
- Test strips should read between 50-100 ppm.

Quaternary Ammonia Sanitizer

- Follow manufacturer instructions.
- Test strips should read between 150-400 ppm.

Wiping Cloths

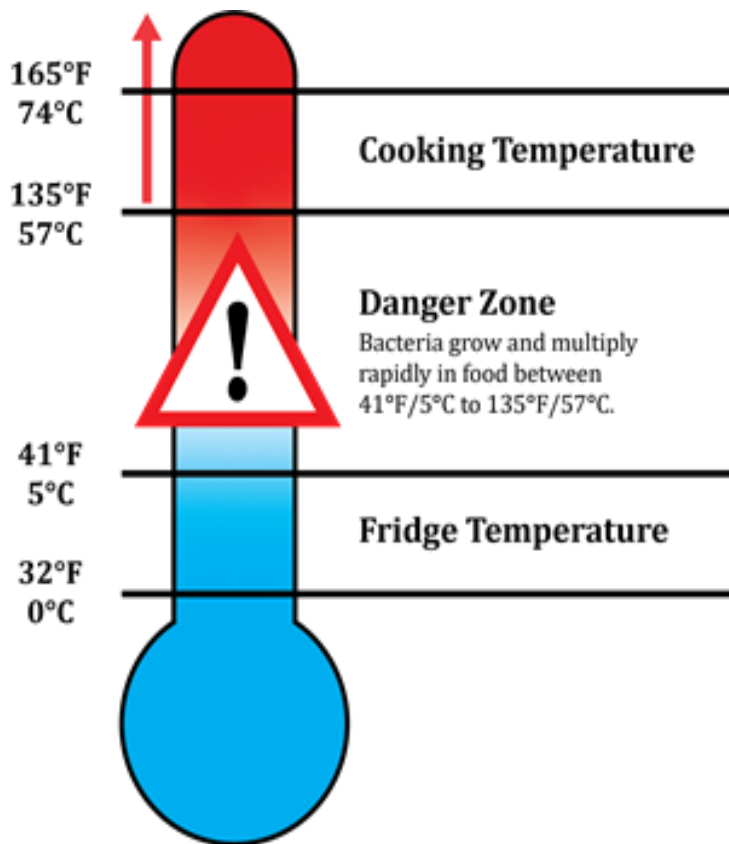
- Wet wiping cloths should be stored in a bucket with sanitizing solution.

Temperature Control



Any food requiring temperature control must remain above 135°F or below 41°F. Foods in the temperature danger zone must be discarded. Any leftover hot food may not be saved to re-serve to the public.

Temperature Danger Zone



Cooking Temperatures



Poultry 165°F



Ground Meat 155°F

**Fish
Pork**



Steak 145°F

Cooking Temperatures

- A metal stem thermometer must be used to measure the internal temperature of cooked meats and poultry.
- Any reheated foods must be heated to 165°F.