

Temporary Food Establishment Checklist

This form is meant to serve as a reference for the requirements for hosting a Temporary Food Establishment on the TXST campus. This document is purely a guidance document and does not need to be submitted. Please be advised that depending on the type of operation, requirements may be subject to change.

All Temporary Food Establishments

- ☐ Valid TFE Permit approved by EHSREM
- ☐ Hard copy of Texas Food Handler Certificate(s) should be displayed
- ☐ Food (including water and ice) received from an approved source
- ☐ Food handlers free of infections and practicing good hygiene (restrained hair)
- ☐ Temporary Handwash Station (**Figure 1.**) should be set up and must include:
 - ☐ Water jug container with a gravity spigot (no push spigots)
 - ☐ Waste bucket to catch water
 - ☐ Warm water
 - ☐ Soap
 - ☐ Paper towels
 - ☐ Hand sanitizer for after washing hands
 - ☐ Trash receptacle with lid
 - ☐ **Note: If serving only prepackaged foods (including individually wrapped cottage foods), only hand sanitizer is needed*
- ☐ Single use gloves and utensils to prevent bare hand contact with food
- ☐ Equipment installed so that it is easily cleanable, and is in clean, sound condition
- ☐ Calibrated food thermometer if serving Time/Temperature Control for Safety (TCS) foods
- ☐ Equipment to maintain proper cold/hot holding temperature
 - ☐ If using time as a public health control for TCS foods, the time that the food was removed from cooking or hot/cold holding must be recorded (**See ***Time as a Public Health Control***)
- ☐ Three compartment sink is only needed for ware washing (pots, pans, utensils) if the equipment will need to be reused

Outdoor Establishments Only

- ☐ Overhead protection (i.e., canvas tent) to protect against falling debris
- ☐ Floor protection (i.e., concrete, tarp, mats) to protect against mud and dust
- ☐ Means to protect food from pests (i.e., lids, covers, packaging)

Open Flame Permitted Establishments Only

- ☐ Valid Open Flame Permit approved by EHSREM
- ☐ UL-listed fire extinguisher should be available on site

*****Time as a Public Health Control*** If hot or cold holding equipment is not being used, the TFE must monitor the time duration that food has been removed from cooking or hot/cold holding. Hot foods must be served within 4 hours and/or be discarded once the 4-hour mark has been exceeded. Cold foods must be served within 6 hours and/or be discarded once the 6-hour mark has been exceeded or the food has exceeded 70°F, whichever comes first.

Reference Figures



Figure 1. Example of temporary handwash station set up.