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State Fair Food Vendors
2019 State Fair
Albuquerque, New Mexico

Dear Food Vendor,

To help you better prepare for the 2019 NM State Fair, the *New Mexico Environment Department* (NMED) would like to offer the following information and reminders pertaining to the issuance of a Temporary Food Establishment (TFE) permit. TFE permits are required for all vendors that serve food (including those who only provide food samples). All completed TFE permit applications must be submitted to the Expo NM office no later than August 17, 2019. Applications may be submitted via hand delivery, mail, fax or may be emailed to raina.bailey@state.nm.us. **Please also note the following:**

Food Handler Cards:

- **A Person in Charge (PIC), is required to be in the booth at all times during operational hours. The PIC must have at a minimum, a Food Handler Card or certificate from an ANSI approved training program. Copies of the Food Handler Card or Certified Manager Certificate must be submitted along with the Temporary Food Permit Application. Permits will not be approved unless this documentation is provided with the application.**

Equipment

- Equipment used in food preparation and service must comply with the standards of an ANSI accredited certification program. Examples of such an accredited program include: NSF, ETL and UL Sanitation. If there are questions regarding the validity of equipment please contact the NMED.
- Beverage coolers shall be used for canned/bottled beverages and prepackaged items only. Beverage coolers may not be used to store *Time/Temperature Control for Safety Foods (TCS)* which was formerly "potentially hazardous foods" (PHF).
- Ice chests will not be permitted for cold storage of foods
- Vendors serving or preparing TCS foods must have an accessible hand wash sink and a 3-compartment sink with hot and cold water under pressure in the food prep/service area.

Booth compliance

- Floors shall be smooth, durable and easily cleanable material such as concrete, asphalt, sealed wood, tile or impermeable tarp. It must be constructed in a manner to prevent flooding, ponding of liquids in walking and working areas. Constructed floors must be built of fire retardant material if heat producing equipment is placed on top of them

- Walls for Type 1 establishments shall be screened on 3.5 sides with the ability to cover solid (i.e. tarps). Type 2 and 3 establishments with an approved service window shall completely enclose the establishment with constructed solid walls or screening from ground to ceiling with the ability to cover solid (i.e. tarps).
- High velocity fans may be used in lieu of screening at service windows or in front of the booth to prevent insect access to the food prep areas. Fans **may not** be used to replace screening on the other three (3) sides. **Use of fans must receive prior written approval from the NMED.**
- **If, during inspections, it is determined that the fans are not effectively preventing insects from entering the booth, the operator may be required to shut down and completely screen the booth and utilize serving windows that can be closed when not in use.**

Note:

Effective April 1st, 2019, all food facilities shall have at least one person in charge, during hours of operation, that has a valid Food Handler Card or Food Protection Manager Certification.

Training

The New Mexico Environment Department has adopted new regulations that became effective January 1st, 2019 that directly impact temporary food service establishments. Therefore, it is mandatory that the owner/manager and a person in charge attend one of the food safety training classes which will be held on **Wednesday, August 28th, 2019 from 6-8 p.m. and Wednesday, September 4th, 2019 from 3-5 p.m. in the African American Performing Arts Center Auditorium.**

If you have any questions regarding this matter please contact the NMED District 1 Food Specialist, Hiromi Martinez, at (505)771-5977 or via e-mail hiromi.martinez@state.nm.us.

Person in Charge Fact Sheet

Each food establishment is required to have one **Person in Charge (PIC)** present during all hours of operation. The Person in Charge is an employee that has the responsibility to oversee operations of a food establishment and its employees.

The Person in Charge is responsible to ensure that:

- Food operations are not conducted in a private home or in sleeping quarters
- Unnecessary persons are not allowed in food preparation areas
- Visitors comply with regulations (example: delivery drivers and maintenance personnel)
- Employees are properly washing hands
- Food received is from approved source and unadulterated (during operating and non-operating hours)
- Food is properly cooked
- Food is properly cooled
- Food held hot and cold at proper temperatures and monitored
- Consumer advisory is posted
- Dishes and utensils are properly sanitized
- Only clean tableware is used

- Cross-contamination is prevented
- Employees understand food allergens
- Employees report foodborne illnesses
- Food safety procedures are written and followed, if required

A Person in Charge must have knowledge of food safety relating to their food operations by:

- Describing foodborne illness, foodborne illness symptoms and personal hygiene
- Explaining duties of the Person in Charge
- Explaining time/temperature control for safety of food
- Explaining hazards of raw or undercooked meats
- Stating temperatures for cooking, cold holding, hot holding, cooling and reheating
- Describing cross contamination, bare hand contact, handwashing, food allergens and symptoms
- Explaining the link between food safety and facility equipment
- Explaining cleaning and sanitizing
- Identifying water sources, toxic materials and contamination protection
- Identifying critical control points and HACCP components
- Explaining duties of employees and the regulatory authority
- Explaining illness exclusion, restriction and reporting requirements
- **Must have a valid Food Handler Card or Certified Food Protection Manager certificate.**



Application Date: _____

Section 1 - Operator Information

Name of owner/operator:			
Phone:		Cell:	
Mailing address:		City:	State: Zip:
Email:			
Name of on-site person-in-charge:		Phone:	
(Provide copy of food handler card or certified manager certificate)			

Section 2 - Temporary Food Event Information

Name of booth:		Address/Location:	
Name of event:		City:	State: Zip:
Date(s) of event		Time(s) of event	
Start date:	End date:	Set-up time:	Open time: Close time:
Event organizer:		Organizer phone:	
Event location		Facility type	
Indoor event <input type="checkbox"/>	Outdoor event <input type="checkbox"/>	Booth <input type="checkbox"/>	Permanent building <input type="checkbox"/> Mobile <input type="checkbox"/> Push cart <input type="checkbox"/>

For sections 3-10 (below) please refer to attached Chart 10-1 for TFE requirements

Section 3 - Menu

Menu item	Place of purchase	Prepared
		Prepared on-site at TFE <input type="checkbox"/> Prepared at other location** <input type="checkbox"/> Sold commercially prepackaged <input type="checkbox"/>
		Prepared on-site at TFE <input type="checkbox"/> Prepared at other location** <input type="checkbox"/> Sold commercially prepackaged <input type="checkbox"/>
		Prepared on-site at TFE <input type="checkbox"/> Prepared at other location** <input type="checkbox"/> Sold commercially prepackaged <input type="checkbox"/>
		Prepared on-site at TFE <input type="checkbox"/> Prepared at other location** <input type="checkbox"/> Sold commercially prepackaged <input type="checkbox"/>
		Prepared on-site at TFE <input type="checkbox"/> Prepared at other location** <input type="checkbox"/> Sold commercially prepackaged <input type="checkbox"/>
		Prepared on-site at TFE <input type="checkbox"/> Prepared at other location** <input type="checkbox"/> Sold commercially prepackaged <input type="checkbox"/>

(Additional menu items may be attached to this application)

** Food menu item prepared at other locations complete the following

Name of establishment:	Type of establishment:
Permit holder name:	Establishment phone:
Permit #:	

(Additional locations for preparation of food items may be attached to this application)

Section 4 - Booth Construction

Overhead covering:	Floor:	Walls:
<i>Example: Canopy</i>	<i>Asphalt</i>	<i>Screens with ability to cover solid</i>



Section 5 - Handwashing Set-up (Hand soap, paper towels and trashcan must be provided at all set-ups)			
Type of handwashing:	How will water be heated:	Bare hand contact eliminated by:	
Container with on/off spigot and catch bucket <input type="checkbox"/>	Auxiliary heating source (i.e. burner) <input type="checkbox"/>	(check all that apply)	
Portable handwashing sink <input type="checkbox"/>	Water heater <input type="checkbox"/>	Dispensing units <input type="checkbox"/>	Deli tissue <input type="checkbox"/>
Handwashing sink w/ hot & cold running water under pressure <input type="checkbox"/>	Other <input type="checkbox"/>	Utensils <input type="checkbox"/>	Gloves <input type="checkbox"/>
		Other:	

Section 6 - Utensil Washing Set-up (Must wash with soap, rinse with water and sanitize all utensils/dishes)		
Method of utensil washing:	How will water be heated:	Type of sanitizer:
3 Basins (i.e. bus tub) <input type="checkbox"/>	Auxiliary heating source (i.e. burner) <input type="checkbox"/>	(select) (Concentration)
3 Compartment sink <input type="checkbox"/>	Water heater <input type="checkbox"/>	Chlorine (bleach) <input type="checkbox"/> ___ PPM
3 Compartment sink w/ hot & cold running water under pressure <input type="checkbox"/>	Other:	Quaternary ammonia <input type="checkbox"/> ___ PPM
		Iodine <input type="checkbox"/> ___ PPM
(Appropriate test-strips required)		

Section 7 - Utility Supply and Disposal			
Water source	Waste water disposal	Power Supply	Trash disposal
<i>Example: City water</i>	<i>Wastewater containers provided by organizer</i>	<i>Generator</i>	<i>Dumpsters available</i>

Section 8 - Equipment (Use additional sheets if needed)		
Use:	Type:	Certification: (examples include: NSF, ETL)
Transportation to event hot/cold foods (Example: Insulated container, cooler, etc.)		
Cold holding (Example: Refrigeration, prep table, etc.)		
Hot holding (Example: Steam table, grill etc.)		
Cooking/ Re-heating (Example: Grill, stove, burners etc.)		
Food thermometers (Example: Metal Stem 0-220°F)		
Other		



Section 9 - Food Preparation (Use additional sheets if needed)						
Food (List all menu items)	Thaw How? Where?	Cut/Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?
EXAMPLE: Hamburgers	No thawing, cooked from frozen	None, using preformed patties	In cooler with ice below 41 °F	Patties are cooked on covered grill to 165°F	Burgers are placed in beef broth and held on covered grill at 135°F	Burgers that fall below 135°F reheated on grill to 165°F



Section 10 - TFE Floor Plan

In the following space, provide a drawing of the TFE. Identify and describe all equipment including cooking and hot/cold holding equipment, handwashing facilities, worktables, dishwashing facilities, food and utensil storage, garbage containers, and customer service areas.

Example Floor Plan (view from top)	Draw your sketch here

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the State of New Mexico Environment Department may nullify final approval. I agree to comply with **7.6.2 NMAC -- Food Service And Food Processing Regulations** and allow the regulatory authority access to the establishment and records.

Applicant or responsible representative(s) Signature/Title

Date

Applicant or responsible representative(s) Signature/Title

Date

NMED use only

Approved ☐

Approved with conditions* ☐

Denied** ☐

TFE category:

Type 1 ☐ Type 2 ☐ Type 3 ☐

Date:

Permit #:

Permit fee required: Yes ☐ No ☐

Permit fee received: Yes ☐ No ☐

Signature/Title:

Date:

*Conditions of approval:

**Reasons for denial:



Chart 10-1

	Type 1	Type 2	Type 3
Menu	-unpackaged non-TCS*** -commercially processed packaged TCS*** in original package (receive-store-hold)	-no cook (receive-store-minimum prep*-hold-serve) -same day prep (receive-store-minimum prep*-cook-hold-serve) -reheat commercially processed (receive-store-reheat-hold-serve)	-complex food prep (receive-store-prep-cook-cool-reheat-hot hold-serve) OR serving highly susceptible population
Handwashing	gravity fed <= 4 hrs. - insulated container or auxiliary heating source > 4 hrs. - auxiliary heating source	same as Type 1	hot & cold running water under pressure
3-Compartment Sink	unpackaged non-TCS <= 4 hrs. - 3-comp or extra utensils > 4 hrs. - 3-comp required packaged TCS: not required	same as Type 1 unpackaged non-TCS	3-comp required w/ hot & cold running water under pressure
Refrigeration	unpackaged non-TCS: not required packaged TCS: <= 1 day - insulated ice chest w/drainage ice 2-3 days - mechanical equipment > 3 days - mechanical ANSI equipment only	same as Type 1 packaged TCS	mechanical ANSI equipment only
Cold holding (e.g., prep table, display case)	unpackaged non-TCS: not required packaged TCS: -ice bath -2-3 days - mechanical equipment recommended - > 3 days - mechanical ANSI equipment recommended	same as Type 1 packaged TCS	same as Type 1 packaged TCS
Hot holding	not allowed	covered non-ANSI equipment allowed**	covered ANSI equipment only
Cooking/reheating	not allowed	covered non-ANSI equipment allowed**	covered ANSI equipment only
Flooring	grass; smooth, durable, easily cleanable such as: concrete, machine-laid asphalt, Sealed wood, tile, impermeable tarp	<= 2 days - same as Type 1 > 2 days - same as Type 1, no grass	<= 3 days - same as Type 1, no grass > 3 days - constructed flooring
Walls	unpackaged non-TCS <= 3 days - no sides, ability to cover solid > 3 days - 3.5 side screening, ability to cover solid packaged TCS: not required	<= 1 day - no sides, ability to cover solid 1 to 3 days - 3.5 side screening, ability to cover solid > 3 days - complete enclosure w/approved opening	complete enclosure w/approved opening
Training	as required by regulatory authority	as required by regulatory authority	Certified food protection manager required

*Minimum preparation includes activities such as: slicing/cutting fruits and vegetables, opening commercially PACKAGED TIME/TEMPERATURE CONTROL FOR SAFETY FOOD, and seasoning TIME/TEMPERATURE CONTROL FOR SAFETY FOOD. Minimum preparation does not include activities such as: cutting, slicing, or forming raw MEAT, POULTRY, or FISH; assembly of complex menu items.

**Chafing dishes may be allowed for events of 4 hours or less. Insulated ice chests and slow cookers are not allowed for hot holding. Slow cookers are not allowed for heating, cooking, or reheating.

*** "TCS" means "Time/Temperature Control for Safety Food". See definition on page 21 of the Retail Food Field Guide for details.