



MEMORANDUM

To: Onslow County Special Event Organizers

From: August Nelson, REHS
Environmental Health Services Section Supervisor

Date: January 6, 2020

Subject: Event Organizer Application & TFE Application

Enclosed, please find an event organizer application which will be required of each event organizer, coordinator, or sponsor for the upcoming 2020 year. This application must be completed by you and submitted to the Environmental Health Services Section of the Onslow County Health Department at least **20** days prior to the event. By providing the requested information, you will assist in identifying and preventing potential public health concerns that may occur during your event. In addition to this organizer application, a separate updated Temporary Food Establishment Application (TFE) for all food vendors (profit/non-profit) must also be submitted to the Environmental Health Services Section of the Onslow County Health Department at least 15 calendar days before the event. Event Organizer applications must be received by the Environmental Health Services Section of the Onslow County Health Department prior to the submission and acceptance of any vendor applications.

The adoption of the 2009 FDA model Food Code requires our agency to enforce rule *15A NCAC 18A .2665(d)* which states in part,

Temporary food establishments and temporary food establishment commissaries shall make application to the regulatory authority no fewer than 15 calendar days prior to commencing operation.

Any applications that do not fall under the § 130A-250. Exemptions that are received less than 15 days prior to the event will not be accepted by the Environmental Health Services Section of the Onslow County Health Department.

Please notify all TFE vendors, including Non-Profit organizations, associated with your event that the 15-day application submission requirement is strictly enforced in Onslow County. Failure to adhere to this rule may result in fewer than expected vendors participating in your event.

Non-profit organizations selling food continue to be exempt from the \$75.00 fee provided proper nonprofit documentation is provided and submitted with the application. Please note that a current 501 c 3 is limited to selling food regulated by our office to no more than one time per month not to exceed 2 consecutive days for pay as set forth in North Carolina General Statute § 130A-250 Exemptions.

Additionally, Environmental Health Specialists cannot be delayed by late vendor arrivals. Vendors must arrive and be set up for inspection no later than the appointment time agreed upon by you, the organizer, and the Environmental Health Specialist. **Please notify vendors that late arrivals will not be permitted to sell food requiring a Health Department permit.** Failure to adhere to this rule may result in fewer than expected vendors providing food at your event Thank you for your assistance in this matter.

If you have any questions or need more information concerning this matter, call 910-938-5851 or email me at Environmental_Health@onslowcountync.gov .

Sincerely,



August Nelson-Graves, REHS
Environmental Health Services Section Supervisor

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