

# RECIPROCITY INFORMATION FORM

North Carolina Rules Governing the Food Protection and Sanitation of Food Establishments

The North Carolina Food Code Manual states in paragraph 3-201.11(A) Food shall be obtained from sources that comply with LAW. Food from FOOD ESTABLISHMENTS in states adjacent to North Carolina may be sold within North Carolina if the FOOD ESTABLISHMENTS are under jurisdiction of the local or state enforcement body in that state and approved by the REGULATORY AUTHORITY in North Carolina. To determine the extent of compliance with this code, the REGULATORY AUTHORITY shall obtain reports regarding compliance and compliance history from responsible authorities in other jurisdictions where the FOOD ESTABLISHMENTS are located.

**Please note: Information gathered on this form will be used to determine compliance with the above stated Rule.**

Business Name		Identification Number	
Owner (Corporation, Partnership, Individual, etc.)			
Street Address of Business			
City	State	Zip Code	E-Mail Address
Contact Person Name / Title			
Phone No. (include area code)		Alternate (cell) Phone No. (include area code)	
Web Site		Fax No. (include area code)	

**Information may be provided on this form or on attached pages.**

<b>1. Establishment Information:</b>
1) List the food establishment(s) that will be providing food to locations in North Carolina. Include physical address and contact information. (Include all facilities whether owned, leased or sub-contracted.)
2) Will you be using any temporary food establishments to <u>prepare</u> or <u>store</u> food? If so, where will they be physically located during operation? (Street address and/or floor location/space number if known)
3) List the location(s) and date(s) you intend to operate.

4) What are your anticipated hours of operation? Including hours of operation for multiple locations if applicable (permanent or temporary) where food will be prepared or stored.

**Food Transportation:**

How many vehicles will be used to transport food to North Carolina?

What hot or cold holding equipment will be used to transport food (if a temperature-controlled food delivery vehicle is not used)?

When will the food be transported to the location(s) in North Carolina (prior to a temporary event, 5 **AM** every day, just before service, etc.)? Please be as specific as possible.

List the make, model, color, and state license plate number of the vehicle(s)?

**Operations:**

List your menu items and identify which location(s), date(s) and time(s) these items will be provided as well as the number of meals. (You may simply attach your proposed menu(s) if you choose.)

Do you intend to serve any raw or undercooked animal food (rare prime rib, oysters on the half-shell, Caesar dressing made with raw eggs, etc.)? If so, identify the menu item and describe how the required consumer advisory will be displayed at the serving site.

Do you intend to serve any raw or undercooked fish (e.g., sushi, ceviche)? If so, provide proof of parasite destruction or appropriate records of aquaculture for each species. (The following tuna species do not require parasite destruction or aquaculture records -Albacore, Yellowfin, Blackfin, Southern Bluefin, Northern Bluefin, and Bigeye.)

Describe what food preparation will be done at your location(s) in North Carolina?

Do you plan to do any advance preparation of food? Please provide a list of food item(s) and date(s) of preparation.

Do you intend to partially prepare or cook any menu items at the permanent location and complete the preparation process at the operation(s) in North Carolina? Describe how this will be done.

Do you intend to reheat any menu items at the operation(s) in North Carolina? Describe how foods will be reheated and hot held.

Do you intend to cool any menu items at the operation(s) in North Carolina? Describe the cooling method(s) you will use.

Do you intend to save unused food items for use at a later time? If so, what food(s) will be saved? Describe how and where each item will be stored.

**Suppliers:**

Provide a list of all food suppliers (including names and addresses) for food you plan to provide for location(s) in North Carolina.

**Inspection Information:**

Does your company hold a current food service permit? Provide the name and telephone number of the local or state enforcement agency. Attach a copy of the food service permit and copies of current inspection reports. (Inspections within the past year.)

**Information submitted by:**

Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_