Placer County
Health and Human Services Department

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Perspective, Hope, and Opportunity

Non-Profit Charitable Organization Annual Fundraising Event

- SUMMARY -

A. Program Description

Charitable non-profit charitable organizations holding annual fundraisers have reduced requirements. The non-profit charitable organization is required only to submit a *Non-Profit Annual Fundraising Event Application* and to provide each vendor with a copy of the application's *Part Three: Requirement Checklist*.

These reduced requirements do not apply to:

- Non-profit charitable organizations selling food at community sponsored events, such as county fairs or festivals. At these events, the non-profit charitable organization needs to contact the Community Event Organizer and complete a *Food Vendor Application* provided by the Community Event Organizer.
- Non-profit charitable organization fund raising events incorporating for-profit vendors that do not contribute their entire sales revenue to the non-profit organization. At these events, obtain a *Temporary Food Facilities at Community Events* application packet from Placer County Environmental Health or the Community Event Organizer.

B. Fees

None! There are no fees for either the non-profit event sponsor, or the participating food vendors if all profits go to the non-profit charitable organization. Non-profit entities, however, are required to obtain a permit for their event but are not charged a permit fee. The event application is to be submitted to our office at least two weeks prior to the event.

C. Attachments

The following attachments further describe the program and provide user-friendly information for the community and food vendors:

- Non-Profit Annual Fundraising Event Application
- Temporary Food Facilities Food Booth Enclosure and Washing Information

Community Development and Resource Agency Building, 3091 County Center Drive, Suite 180, Auburn, CA 95603
530.745-2300 ● www.placer.ca.gov ● fax 530.745-2370
Tahoe 530.581-6240 Fax 530.581-6242

Application for Non-Profit Organization Annual Fundraising Event

- Instructions -

A. Introduction

The purpose of this application is to assist Placer County non-profit charitable organizations plan safe and sanitary food service as part of their own annual fundraising events. Non-profit charitable organizations serving food as part of their own annual fundraisers are required to obtain a permit from Placer County Environmental Health, but are not charged a fee and have fewer facility-related requirements. Up to four fundraising events are allowed annually under these reduced requirements. (The four events are limited to a maximum of 72 hours each event.)

These instructions do not apply to non-profit charitable organizations selling food at community sponsored events, such as a county fairs or festivals. At those events, the non-profit organization should complete a *Food Vendor Application* as provided by the Event Organizer.

B. Responsibilities

Non-profit charitable organizations serving food as part of their annual fundraisers need to complete and submit the *Non-Profit Annual Fundraising Event Application* at least two weeks prior to the event. This application has two purposes: (1) To help Environmental Health assess the risks associated with the menu items and food preparation methods that will be used, and (2) To inform and involve the non-profit organization in assuring safe food handling practices will be followed by all the food workers involved. The person overseeing the food service operation needs to assure that the requirements outlined in the application are followed.

Placer County Environmental Health staff are available to assist non-profit charitable organizations plan their food service operation and can answer questions that arise concerning best food handling practices. Based on an assessment of the proposal, Environmental Health staff may provide additional technical assistance by making one or more on-site inspections.

Each year, special training is offered by Placer County Environmental Health on food safety and best management practices for special types of food service operations such as annual fundraising events. Your organization is encouraged to take advantage of these free training opportunities.

C. Additional Information

For additional information, contact Placer County Environmental Health, Consumer Protection Programs, Auburn office at (530) 745-2300, or the Tahoe office at (530) 581-6240.

Application for Non-Profit Annual Fundraising Event

This permit application is designed to help the non-profit charitable organization planning their annual fundraiser event to meet state food safety requirements. The application is required to be turned in two weeks before the event, and has four parts: (1) Risk Assessment Checklist, (2) Food Preparation Planner, (3) Planning Checklist (to submit with application), and (4) Requirement Checklist (to keep on-site as a reference).

Note: This form does not apply to non-profit charitable organizations participating in fairs, festivals, or other community events. At those events, the non-profit charitable organization should complete a *Application for Food Vendor* that can be obtained from the Community Event Organizer.

Event Name _____ Organization Name/Contact Name _____

Event Location _____ Coordinator Mailing Address _____

Starting Date _____ Ending Date _____ City _____ State _____ Zip _____

Hours _____ # Food Vendors _____ Anticipated Attendance _____ Contact Telephone Number _____

Part One: Risk Assessment Checklist (Check the appropriate boxes)

Menu Items	Food Source	
	Approved[1]	Other[2]
❑ Ground beef/poultry patties (burgers)	☐	☐
❑ Other ground/chopped/shredded meat	☐	☐
❑ Beef steaks, roasts, trip tip, etc.	☐	☐
❑ Fried or roasted chicken	☐	☐
❑ Roasted turkey	☐	☐
❑ Lamb, duck, pheasant	☐	☐
❑ Variety meats (liver, cold cuts, etc)	☐	☐
❑ Fish fillets/steaks	☐	☐
❑ Shellfish (e.g. lobster, shrimp, crab)	☐	☐
❑ Sushi	☐	☐
❑ Cooked egg dishes (e.g. quiche)	☐	☐
❑ Custards, cream deserts	☐	☐
❑ Dairy products	☐	☐
❑ Pasta dishes	☐	☐
❑ Potato, macaroni, other cold salads	☐	☐
❑ Refried beans, backed beans, rice	☐	☐
❑ Gravies, soups	☐	☐
❑ Berries or cut melons	☐	☐
❑ Dips/Sauces	☐	☐
❑ Canned/Packaged items	☐	☐
❑ Other (please specify):	☐	☐

1 Food from permitted retail/wholesale facility

2 Food from other source – Attach explanation

Processes Planned
❑ Cold holding
❑ Hot holding more than 30 minutes
❑ Cooking
❑ ≥ 1 day between preparing & serving
❑ Direct hand contact with ready to eat food
❑ Fruit and vegetable washing
❑ Cooling hot food
❑ Re-heating food
❑ Raw meat or poultry preparation
❑ Sampling of food

Other

If food will be served more than a single day:

Where will utensils be washed (e.g. community kitchen, restaurant, on-site)?:

Where will extra food be stored at the end of the day?:

Application for Non-Profit Annual Fundraising Event

Part Two: Food Preparation Planner

Complete the following table for each food item you plan to serve.

Food or beverage item (e.g. taco, ribs, lemonade, etc.)	If food is prepared off site: Location name: _____ Location address: _____ Contact telephone number: _____ Type of transport container and method used to transport food: ___ _____ _____ _____
How will food be cooked (e.g. BBQ, deep-fry, grill, steam, etc.)	
Type of temperature holding units in booth (e.g. ice chest, freezer, crock pot, chaffing dishes, etc.)	
Type of equipment used to reheat prepared foods (e.g. microwave, grill gas burner, etc.)	
Food or beverage item (e.g. taco, ribs, lemonade, etc.)	If food is prepared off site: Location name: _____ Location address: _____ Contact telephone number: _____ Type of transport container and method used to transport food: ___ _____ _____ _____
How will food be cooked (e.g. BBQ, deep-fry, grill, steam, etc.)	
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How will food be cooked (e.g. BBQ, deep-fry, grill, steam, etc.)	
Type of temperature holding units in booth (e.g. ice chest, freezer, crock pot, chaffing dishes, etc.)	
Type of equipment used to reheat prepared foods (e.g. microwave, grill gas burner, etc.)	

I certify that I am familiar with the requirements pertaining to temporary food facilities (as listed in the attached checklists, taken from the California Health & Safety Code) and agree to operate in a manner consistent with those requirements.

I also understand that depending on risk assessment and staff assignments, an initial phone interview and/or event inspection may be conducted by this office.

_____ _____

Applicant's Signature Date

Application for Non-Profit Annual Fundraising Event

Part Three: Planning Checklist (Return to Environmental Health)

Event Name: _____ Date(s): _____

3A: Basic Requirements

All non-profits need to complete this portion of the checklist. If you are only serving prepackaged, non-potentially hazardous food, you do not need to complete Parts 2B-2D of the checklist.

Yes	No	N/A	
☐	☐		Approved source: Food is purchased from an approved source. No potentially hazardous food offered that has been prepared or stored in a private home. If potentially hazardous food was been prepared off site, it was at a facility under permit from a health department.
☐	☐		Approved floor material: cement, asphalt, or covered with tarp, plywood, linoleum, or other smooth, cleanable material
☐	☐		All foods stored off the floor a minimum of 6 inches and no food stored outside of booth
☐	☐		Adequate trash and garbage disposal receptacles available in booth
☐	☐		At least one toilet facility for each 15 employees within 200 feet of food preparation and service area
☐	☐		No pets or smoking in food preparation, utensil washing, or food service/dining area

3B: Protection of Food from Contamination

All vendors serving food that will be unwrapped prior to sale need to complete this portion of the checklist. If you are only serving non-potentially hazardous food, you do not need to complete Parts 2C-2D of the checklist.

☐	☐		Hand washing facilities provided within booth and used prior to bare hand contact with food. (OK to use a 5-gallon container with valve, waste container, soap, and disposable towels.)
☐	☐		All non-packaged food covered or otherwise protected from contamination and condiments served from approved dispensing units
☐	☐	☐	Ice kept free from contamination and scoop used and refrigeration ice not used for beverage service
☐	☐	☐	Three step utensil washing within the booth (OK to use three, clean 5 gallon buckets in this order: (1) soapy, hot water to wash utensils, (2) clear, hot water to rinse utensils, (3) warm, sanitizing solution to sanitize utensils
☐	☐	☐	Wastewater from sinks and other equipment disposed in the sanitary sewer. (Do not dispose of wastewater in storm drains.)

3C: Temperature Control

All non-profits serving potentially hazardous food, regardless of the packaging, need to complete this portion the checklist. If you are preparing all potentially hazardous food on-site in your booth, you do not need to complete Part 2D of the checklist.

☐	☐		Potentially hazardous food holding: (a) held hot at or above 135^0 F, or (b) held cold at or below 45^0 F
☐	☐		Adequate and appropriate equipment for meeting temperature control requirements
☐	☐		Thermometers provided to monitor potentially hazardous food refrigeration and metal stem thermometer provided to measure potentially hazardous food temperature
☐	☐	☐	Potentially hazardous, previously held hot, not re-served to the public
☐	☐	☐	Potentially hazardous food, previously cooked and then refrigerated, rapidly re-heated to 165^0 F prior to hot holding
☐	☐	☐	Frozen potentially hazardous foods properly thawed (no thawing at ambient air temperature)
☐	☐	☐	Outdoor BBQ: (a) adjacent to booth, (b) free from dust

3D: Protection of Transported Food

All non-profits preparing potentially hazardous food off site need to complete this portion of the checklist.

☐	☐		Food transported and stored in tightly covered, washable containers
☐	☐		Transport containers adequately insulated to maintain potentially hazardous food either: (a) hot $\geq 135^0$ F, or (b) cold $\leq 45^0$ F

Office Use Only	Event PE#:	Single Event	Food Prep	No Food Prep
Date Rec:	Approved	Denied	Conditions	
Complete: yes no	REHS Signature:			Date:

Application for Non-Profit Annual Fundraising Event

TEMPORARY FOOD FACILITY OPERATING AGREEMENT FOR FOOD VENDORS

I agree that neither I nor any of my representatives will begin operation and food preparation at our temporary food facility until all of the following items are in compliance:

- The food facility is fully enclosed with proper overhead protection, flooring, and 4 sides with windows no larger than 216 square inches (food facilities with products individually
- pre-packaged in an approved food facility do not require enclosure)
- An approved hand washing system is in place on a table, inside the facility. This includes a water container that allows for hands-free washing, hand soap in a pump dispenser, single use towels in a dispenser, and a catch basin for the waste water. (Not required for
- pre-packaged foods)
- 3-containers large enough to handle the largest utensil, containing respectively, soapy wash water, a clear water rinse, and a sanitizing rinse are in place, on a table, inside the facility.

Approved cold holding equipment is available for all cold potentially hazardous foods – foods are held at or below 45˚

Approved hot holding equipment is available for all hot potentially hazardous foods – foods are held at or above 135˚

- Outdoor cooking equipment is separated from public access to prevent food contamination or injury to the public. (This can be done using a rope, fence, caution tape, etc.)

I acknowledge the fact that any food that cannot be determined to be from an approved source through product labeling, receipts, or commissary letter will be subject to impound by authority of the California Retail Food Code Section 114393.

I understand that any person who violates of the California Retail Food Code is guilty of a misdemeanor. Each offense is punishable by a fine not less than $25 or greater than $1000 or by imprisonment in the county jail for a term not exceeding six months, or by both fine and imprisonment. If I am found operating without the above items in place, I will be required to cease operations until all food safety requirements have been met.

I _____, am legally authorized to execute this agreement and acknowledge that the county is relying upon this authority.

Event Name _____ Date(s) of Operation _____

Business Name _____ Date _____

Signed by _____ Print Name _____

Title/Position _____

Part Four: Requirement Checklist (Post at the Food Facility)

Event Name: _____ Date(s): _____

4A: Basic Requirements

All non-profits need to complete this portion of the checklist. If you are only serving prepackaged, non-potentially hazardous food, you do not need to complete Parts 2B-2D of the checklist.

Yes	No	N/A	
☐	☐		Approved source: Food is purchased from an approved source. No potentially hazardous food offered that has been prepared or stored in a private home. If potentially hazardous food was been prepared off site, it was at a facility under permit from a health department.
☐	☐		Approved floor material: cement, asphalt, or covered with tarp, plywood, linoleum, or other smooth, cleanable material
☐	☐		All foods stored off the floor a minimum of 6 inches and no food stored outside of booth
☐	☐		Adequate trash and garbage disposal receptacles available in booth
☐	☐		At least one toilet facility for each 15 employees within 200 feet of food preparation and service area
☐	☐		No pets or smoking in food preparation, utensil washing, or food service/dining area

4B: Protection of Food from Contamination

All vendors serving food that will be unwrapped prior to sale need to complete this portion of the checklist. If you are only serving non-potentially hazardous food, you do not need to complete Parts 2C-2D of the checklist.

☐	☐		Hand washing facilities provided within booth and used prior to bare hand contact with food. (OK to use a 5-gallon container with valve, waste container, soap, and disposable towels.)
☐	☐		All non-packaged food covered or otherwise protected from contamination and condiments served from approved dispensing units
☐	☐	☐	Ice kept free from contamination and scoop used and refrigeration ice not used for beverage service
☐	☐	☐	Three step utensil washing within the booth (OK to use three, clean 5 gallon buckets in this order: (1) soapy, hot water to wash utensils, (2) clear, hot water to rinse utensils, (3) warm, sanitizing solution to sanitize utensils
☐	☐	☐	Wastewater from sinks and other equipment disposed in the sanitary sewer. (Do not dispose of wastewater in storm drains.)

4C: Temperature Control

All non-profits serving potentially hazardous food, regardless of the packaging, need to complete this portion the checklist. If you are preparing all potentially hazardous food on-site in your booth, you do not need to complete Part 2D of the checklist.

☐	☐		Potentially hazardous food holding: (a) held hot at or above 135^0 F, or (b) held cold at or below 45^0 F
☐	☐		Adequate and appropriate equipment for meeting temperature control requirements
☐	☐		Thermometers provided to monitor potentially hazardous food refrigeration and metal stem thermometer provided to measure potentially hazardous food temperature
☐	☐	☐	Potentially hazardous, previously held hot, not re-served to the public
☐	☐	☐	Potentially hazardous food, previously cooked and then refrigerated, rapidly re-heated to 165^0 F prior to hot holding
☐	☐	☐	Frozen potentially hazardous foods properly thawed (no thawing at ambient air temperature)
☐	☐	☐	Outdoor BBQ: (a) adjacent to booth, (b) free from dust

4D: Protection of Transported Food

All non-profits preparing potentially hazardous food off site need to complete this portion of the checklist.

☐	☐		Food transported and stored in tightly covered, washable containers
☐	☐		Transport containers adequately insulated to maintain potentially hazardous food either: (a) hot $\geq 135^0$ F, or (b) cold $\leq 45^0$ F

Site Map - Temporary Food Facilities at Community Events

Site Map Checklist

- ❑ **North arrow**
- ❑ **Cross street for reference**
- ❑ **Vendor location**
- ❑ **Toilet and hand washing facility location**

  Notes:

  A. There needs to be at least one toilet and hand washing facility for every 15 food workers within 200 ft of each food service facility.

  B. Hand washing facilities must have hot and cold running water, soap, and single use towels in permanently installed dispensers and receptacle for paper towel waste.
- ❑ **Janitorial facilities**

  The event needs adequate janitorial services for cleaning facilities and rest rooms.
- ❑ **Location where vendors will dispose of their waste water**
- ❑ **Garbage collection and storage locations**
- ❑ **Potable water supply (if on-site well is utilized)**
- ❑ **Power supply**

Temporary Food Facilities

Food Booth Enclosure and Washing Information

This informational sheet is designed to assist community event organizers and food vendors meet state enclosure and washing requirements for food booths.

A. Enclosure Requirements

The following table summarizes enclosure requirements applicable to food booths:

Component of Booth	Requirement	Application
Floor	Smooth and easily cleanable	Pavement, plywood, and canvas are acceptable as flooring, but lawn, dirt, and sawdust are not acceptable.
Walls & Ceilings Full enclosure requirements do not apply: (1) If the vendor only sells pre-packaged food, or (2) If the vendor is a non-profit charitable organization holding an annual fundraiser that is not part of a larger community event.	Completely enclose the booth to minimize the entrance of flies.	Walls and ceilings constructed of wood, canvas, plastic, or fly screening. Food service openings need to be equipped with tight-fitting closures.
Signage Signage requirements do not apply to non-profit organizations holding their annual fundraiser event.	Clearly identify the name, city, state, and zip code of the vendor.	Lettering 1-3 inches high, at least 3/8 inches wide, in contrasting color to background.

Public Health Importance of Enclosures

Enclosure of food booths is intended to prevent the spread of disease by flying insects, primarily flies. Flies are a concern because of their feeding habits. A brief description of this is presented in the shaded box. Beware, the description is graphic!

When flies land on your food, remember that they have an even greater attraction for feces and rotting flesh. They cannot eat solids, so before feeding they vomit a bit of their previous meal on their current meal. The acidic saliva in their vomit dissolves their current meal so they can eat it. Besides feeding on filthy material, they also collect and spread germs by rubbing their bodies, legs, and wings on the material they are eating. As a result of their feeding preferences and practices, flies are known to be an important agent for the spread of many foodborne diseases, such as salmonella infections, dysentery, etc.

Helpful Hints and Tips

- Shade Pop-Ups are commonly used for ceilings in food booths and are available at garden supply stores or larger retailers.
- Insect or sun screening materials are acceptable for enclosure walls or ceilings and may be purchased at hardware stores in pre-cut rolls.
- Screening can be kept closed using Velcro or ties.
- For additional information, contact Placer County Environmental Health Placer County Environmental Health, Consumer Protection Programs, Auburn office at (530) 745-2300, or the Tahoe office at (530) 581-6240.

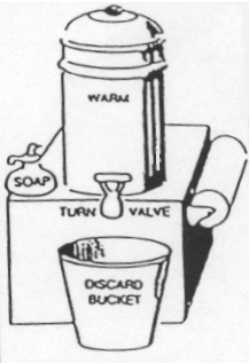
NEXT PAGE FOR WASHING INFORMATION

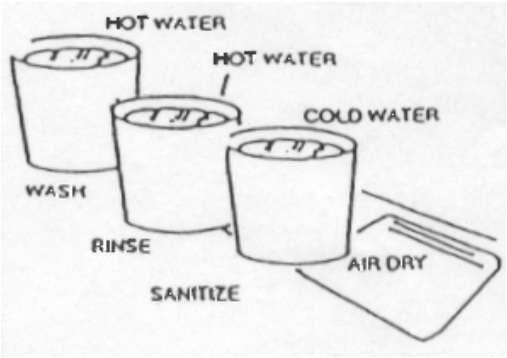
B. Washing Requirements

The law requires, as an ideal, separate hand washing facilities, within a temporary food facility, with hot and cold running water for unpackaged, high risk (potentially hazardous food) food service. These hand washing facilities must be separate from a required three (3) compartment stainless steel sink with dual drainboards. However, the law provides for local enforcement agencies to allow other hand and utensil washing facilities when it deems alternate methods are adequate. While we allow alternatives, we still encourage vendors to provide the ideal hand and utensil washing facilities.
Placer County allows the following in lieu of ideal requirements:

Hand Washing Facilities -- Provide a five-gallon water container with warm water and a dispensing valve, which will leave hands free for washing. Also provide a wastewater container, soap dispenser, and paper towels for hand washing within the food booth. Thorough hand washing (with soap and warm water) is required:

a) Upon entering food booth prior to any food preparation
b) After using the restroom
c) After breaks
d) After sneezing or coughing
e) After handling raw meats
f) After handling garbage or chemicals

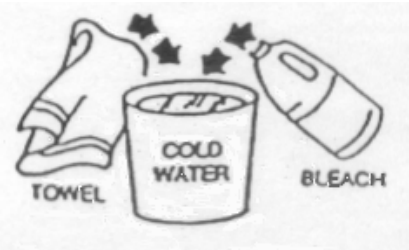




Utensil Washing Facility -- Booths with food preparation require three five-gallon containers for the cleaning of equipment, utensils and for general cleaning purposes. One shall contain soapy water, one with clear water, and the other a bleach/water solution (use 1 tablespoon of 5.25% household bleach or 2 teaspoons of 6% household bleach per gallon of water).

Step 1: Wash in soapy water
Step 2: Rinse in clear water
Step 3: Rinse in sanitizing solution
Step 4: Air dry

Wiping Cloths -- Well sanitized tables, counter tops, cutting boards, and other food contact surfaces prevent cross-contamination of food and have been shown to discourage flies. Cloths reused to clean and sanitize food contact surfaces must be kept in a bucket of sanitizing solution. A common sanitizing solution is about 1 tablespoon of household bleach per gallon of water.



Wastewater -- Water and other liquid wastes, including waste from ice bins and beverage dispensing units, must be contained in or drained into a leak proof container. Liquid waste must be disposed of into an approved sewage system or holding tank and **must not** be discharged onto the ground.

PLACER COUNTY HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH SERVICES

VENDOR BOOTH FLOOR PLAN

FACILITY/ VENDOR NAME: _____ EVENT NAME: _____

Per CAL CODE section 114381.2 floor plan (top view) of the facility must include the following:

1. Proposed lay-out of equipment
   Examples: cooking equipment, refrigerators/ice chest, sternos, steamer, etc…
2. Food Preparation Tables
3. Food and Utensil Storage (all food and utensils must be stored at least 6" off the floor)
4. Personal items storage
5. Hand washing facilities
6. Trash Receptacle
7. Ware washing facilities
   Circle sanitizer type: Quaternary Ammonia, Bleach, or Iodine
8. Details of the materials and methods use to construct the temporary food facility
   Circle all that applies: pop up tents, tarps, permanent food booth, and mobile food facility