



Placer County Health and Human Services Department

Temporary Food Facilities at Community Events Application and Instructions for **Food Vendor**

A. Introduction

The purpose of this application is to assist Placer County temporary food facility vendors in working effectively with the community event coordinator to plan safe and sanitary food service. This application applies to all food vendors participating in community events such as fairs and festivals.

This application is intended only for public community events, not private parties.

B. Responsibilities

Temporary food facility **vendors** participating in a community event have two primary responsibilities:

- ❖ Obtain a vendor authorization. Complete the *Food Vendor Application* and submit it along with the appropriate fee to Environmental Health at least **2 weeks** in advance of the event. After evaluation is complete, Environmental Health will issue the vendor authorization. Provide the Event Organizer with a photocopy of your authorization. Vendor Authorization must be posted in the booth.
- ❖ At the beginning of the event, perform a self-inspection using the *Food Vendor Self Inspection* form. **Do not send this form to the event coordinator. Please post it in your booth.**

Food vendors need to meet all applicable facility, equipment, and food handling requirements listed on the self-inspection form. Placer County Environmental Health staff are available to help vendors 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.

C. Fees

- 1) Single Event fee: \$89 for events through June 30, 2017 / **\$91 for events starting July 1, 2017**
- 2) Multi Event fee: \$178 for events through June 30, 2017 / **\$182 for events starting July 1, 2017**
- 3) Food Facilities/Caterers with current Placer County Health permit are eligible for a fee reduction.
- 4) Veterans seeking fee reduction must submit DD214 paperwork.
- 5) Qualifying Non-profit Organizations are eligible for a fee reduction.

Additional Information

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

Temporary Food Facilities at Community Events

FOOD VENDOR Application

Applicant Name

Applicant Address City State Zip

Telephone Home Cell Business

E-mail address

Name of Concession/Booth

Type of Authorization: Multi Event (Valid July 1st – June 30th)

Single Event:

 Event Name: _____

 Event Date(s): _____ Location: _____

Operational Requirements for TFF Vendors:

- 1) The TFF Vendor Authorization shall be posted inside the booth in a visible location at all times during operation.
- 2) The vendor shall self-inspect their booth using the EHD self-inspection checklist after set-up and prior to operation and post the self-inspection checklist inside the booth. Multi-event vendor authorization holders shall complete and post a new self-inspection checklist at each event attended.
- 3) EHD will conduct facility inspections, as appropriate, to determine compliance with all of the above requirements including all applicable requirements in the California Retail Food Code.
- 4) Screening around food tents is required if conducting food preparation, food assembly and cooking. Screening may be required on all booths if environmental conditions pose a risk of contamination (dust, flies, etc.)

PLEASE NOTE: If the facility is found to be out of compliance with the California Retail Food Code at the time of inspection a re-inspection will be conducted and a fee will be assessed to the operator and/or the authorization to operate will be suspended and the TFF closed.

Office Use Only	
Paid: \$ _____ Check #: _____ Receipt #: _____ Invoice #: _____ Date: _____	
PE: _____ SR #: _____ AR #: _____ Authorization Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Food Prep <input type="checkbox"/> No Food Prep <input type="checkbox"/> Pre-Packaged Only <input type="checkbox"/> Sampling	Approved <input type="checkbox"/> DD214 <input type="checkbox"/> 501c3
REHS Signature: _____ Date: _____	

Temporary Food Facilities at Community Events

FOOD VENDOR Application (continued)

Risk Assessment for Booth Requirements (Check **ONLY ONE** of the following categories)

Category 1: Full Prep

Examples: BBQing, deep frying, grilling, slicing and chopping for foods such as tacos, burritos, burgers, pizza, and various ethnic foods.

Requirements: Full enclosure (floors, walls, ceilings), hand wash station, dish wash station

Category 2: Limited Prep of Potentially Hazardous Foods (PHF)

Examples: Hot dogs and tamales in the original inedible wrapper**, heating, hot and/or cold holding (chafing dishes, cambros, etc), popping, baking, roasting of corn, nachos, espresso/coffee making and other PHF beverages (such as smoothies).

Requirements: Full enclosure (floors, walls, ceilings), hand wash station, dish wash station.

***Hot Dog and Tamale vendors do not require full enclosure.*

Category 3: Limited Prep of NON-Potentially Hazardous Foods (PHF)

Examples: Shaved ice, kettle corn, scooping ice cream, cotton candy, donuts, churros, pretzels, baked goods, dispensing beverages (i.e. beer/lemonade)**.

Requirements: Full enclosure (floors, walls, ceilings), hand wash station, dish wash station unless an adequate supply of clean utensils is provided.

***Dispensing non-PHF beverages does not require full enclosure*

Category 4: Pre-packaged Foods

Examples: BBQ sauce, olive oil, jams, jellies, salsa, cookies, bread, candy, bottled beverages, Ice cream bars, pastries.

Requirements: Overhead protection, flooring.

All food **MUST** be from an approved source and shall be properly labeled **(ATTACH COPY OF CFO PERMIT OR STATE PROCESSED FOOD REGISTRATION / CANNERY LICENSE).**

Sampling:

Food displayed for customer self-service shall be individually portioned into single service containers or utensils. Use of communal service bowls is not approved.

There shall be constant supervision by a TFF employee of all food displayed for customer self-service.

As an alternative to customer self-service sampling, samples may be distributed individually by a TFF employee. Samples must be individually portioned using single service wrappers or utensils and dispensed directly to the customer.

PHF samples shall be kept at approved hot (>135°F) or cold (<45°F) holding temperatures throughout the duration of the sampling period.

Temporary Food Facilities at Community Events **FOOD VENDOR Application** (continued)

Menu Sheet (Please break down foods into specific ingredients, EXAMPLE: Hamburgers = patties, lettuce, tomatoes, onions, etc.)

Food Item	How Served		Made to Order		Off-Site Prep		Describe Preparation Method (e.g. BBQ, frying, grill, slicer)
	Hot	Cold	Yes	No	Yes	No	

For Off-Site Prep, please complete the following:

Name of Facility: _____
(ATTACH COPY OF FACILITY HEALTH PERMIT IF OUT OF COUNTY)

Address (city/state/zip): _____ Phone: _____

Vendor Agreement

I certify that I am familiar with the requirements pertaining to TFF (CAL CODE section 113947.1c) 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.

I understand that if I change menu from what is listed in this application I will notify Environmental Health of those changes prior to attending next event.

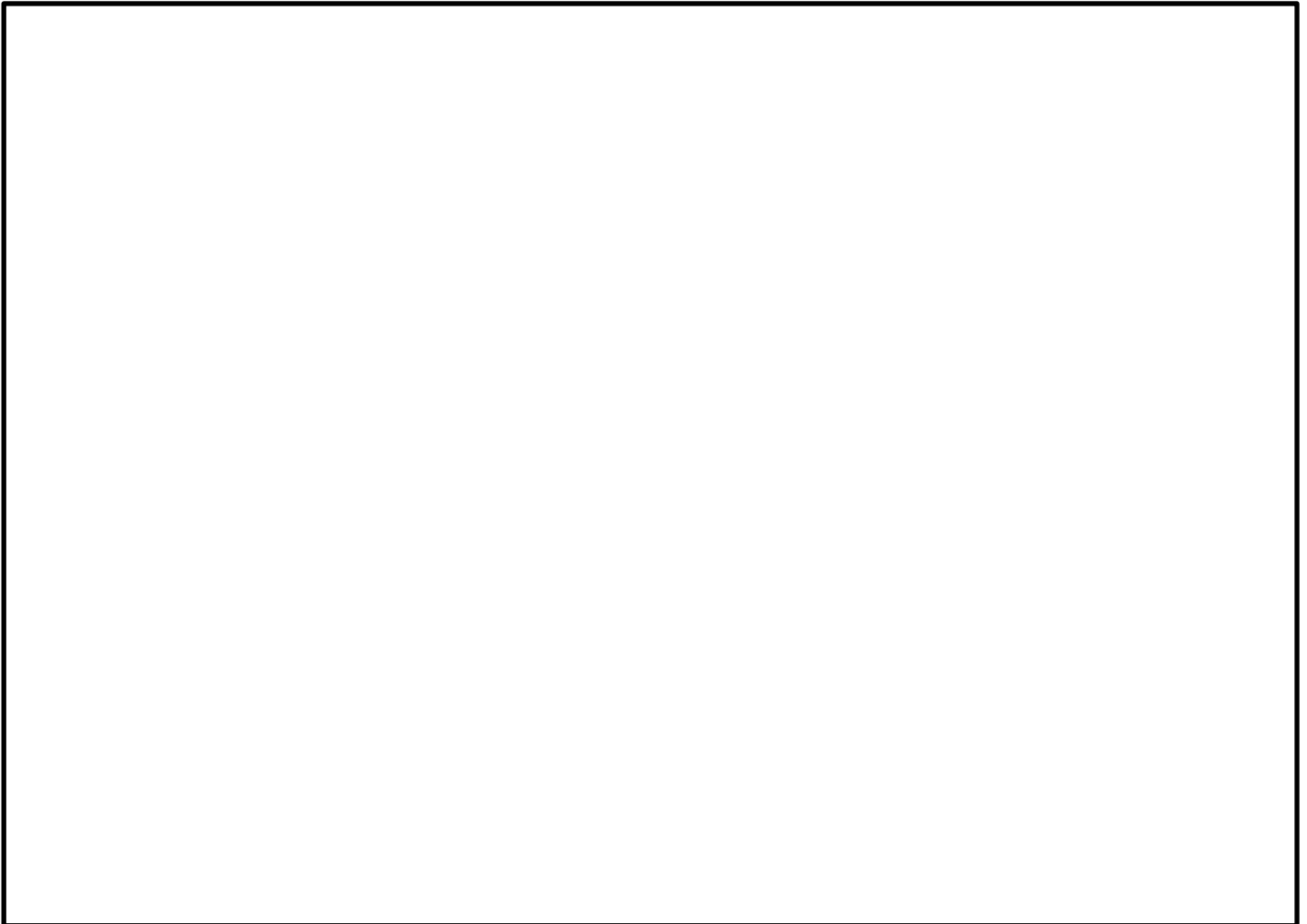
Signed by: _____ Date: _____

Print Name: _____

Temporary Food Facilities at Community Events
FOOD VENDOR Application (continued)

Facility / Vendor Name _____

Draw an overhead layout of your Booth in the space provided:



Materials used to construct the TFF booth (Check all that apply):

- Permanent food booth at event site Mobile food facility Pop up tent*

* If setting up a pop up tent, please describe method of booth enclosure and proposed booth flooring:

Sanitizer used: (check one): 100ppm Chlorine (bleach) 200ppm Quaternary Ammonia 25ppm iodine
Always provide correct test strips during operation.

Per CalCode section 114381.2, floor plan of the booth must include the following:

1. Proposed layout of equipment (cooking equipment, refrigerators/ice chests, 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 item storage.
5. Hand washing facilities.
6. Trash receptacle.
7. Ware washing facilities.

Food Vendor Self-Inspection (PLEASE POST INSIDE BOOTH)
DO NOT RETURN THIS PAGE WITH APPLICATION

Event Name _____ Vendor Name _____

Inspection Date _____

Item	Yes	No	N/A
Part One: Basic Requirements			
Self- inspection completed and posted in booth, and vendor name, address, telephone number posted on or adjacent to booth			
Approved source: Food is purchased from an approved source and, if prepared off site, the facility is permitted by a health department.			
Approved booth construction, including floors, walls & ceilings.			
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			
Part Two: Protection of Food from Contamination.			
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			
Hand washing facilities provided within the booth.			
Three step utensil washing provided within the booth			
Wastewater from sinks and other equipment disposed in the sanitary sewer. (Do not dispose of wastewater in storm drains, on grass or in planters.)			
Part Three: Temperature Control			
Potentially hazardous food holding: (a) held hot at or above 135 ⁰ F (shall be discarded at the end of the day), or (b) held cold at or below 45 ⁰ F (shall be discarded at the end of the day).			
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 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, (c) roped off from public access			
Part Four: Protection of Transported Food			
Food transported and stored in tightly covered, washable containers			
Transport containers adequately insulated to maintain potentially hazardous food either: (a) hot $\geq 135^{\circ}$ F, or (b) cold $\leq 45^{\circ}$ F			

Vendor Signature _____ Date _____

DO NOT RETURN WITH APPLICATION! POST IN BOOTH ON DAY OF EVENT
 (Multi-Event Vendors shall post a **new** self-inspection checklist at each event attended)

Temporary Food Facilities

Food Booth Enclosure and Washing Information

Food Vendor

This informational sheet is designed to assist 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 <u>not</u> apply: (1) If the vendor only sells pre-packaged food (overhead protection is still required).	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 <u>not</u> apply to non-profit organizations holding their annual fundraiser event.	Clearly identify the name, city, state, and zip code of the vendor.	Facility name shall be in letters at least 3 inches high, and shall be of a color contrasting with the surface on which it is posted. City, state, and zip code may not be less than one inch in height

Public Health Importance of Enclosures



Enclosure of food booths is intended to prevent the spread of disease by flying insects, primarily flies. Flies collect and spread germs by rubbing their bodies, legs, and wings on the material they are eating, which includes feces and rotting animal carcasses. As a result flies are known to be a common agent of foodborne illness.

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, Consumer Protection Programs, Auburn office at (530) 745-2300, or the Tahoe office at (530) 581-6240.

Temporary Food Facilities

Food Booth Enclosure and Washing Information

Food Vendor

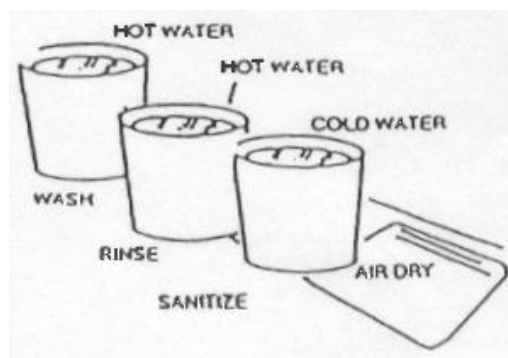
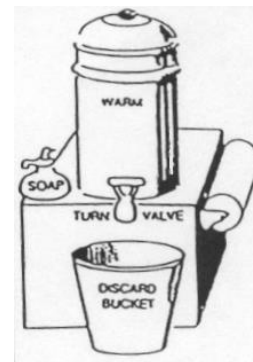
B. Washing Requirements

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 drain boards. However, the law provides for local enforcement agencies to allow other hand and utensil washing facilities when it deems alternate methods are adequate.

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, paper towels and receptacle for waste paper towels **within the food booth**. Thorough hand washing (with soap and warm water) is required:

- Upon entering food booth prior to any food preparation
- After using the restroom
- After breaks
- After sneezing or coughing
- After handling raw meats
- After handling garbage or chemicals or money etc....



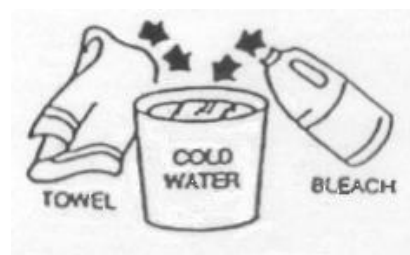
Utensil Washing Facility -- Booths with food preparation require three five gallon containers for the cleaning of equipment, utensils and for general cleaning purposes. **These shall be set up inside the booth.** One shall contain soapy water, one with clear water, and the other a bleach/water solution (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: Sanitize minimum 1 minute in sanitizer

Note: Do not rinse utensil after dipping in sanitizer

- 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 1 tablespoon of 5.25% household bleach or 2 teaspoons of 6% household bleach per gallon of water. Sanitizer in a **labeled** spray bottle is allowed in conjunction with single service paper towels.



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.