



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

A. Introduction

The purpose of this application is to assist temporary food facility vendors to plan safe and sanitary food service at Community Events in Placer County. This application applies to all food vendors participating in community events such as fairs, festivals, and concerts.

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:

1. PRIOR TO EVENT – Obtain a Temporary Food Vendor Authorization & Submit Fees\*

Submit a completed Food Vendor Application and the appropriate fee\* to Environmental Health at least 10 business days prior to the event.\*\* Environmental Health staff will review the application to ensure it meets requirements and then issue a Temporary Food Vendor Authorization prior to the event.

2. DAY OF EVENT – Construct the Approved Temporary Food Booth

After set-up but prior to the beginning of the event, perform a self-inspection using the Food Vendor Self-Inspection Form. Post the completed Self-Inspection Form inside booth and the Food Vendor Authorization in your booth.

\*Fees

- Single Event fee: \$97 events prior to June 30, 2020
Multi Event fee: \$194 valid from date of issuance, expires June 30, 2020
Applicants eligible for fee reduction (must include required documentation with application):
Veterans (copy of DD Form 214 and driver's license)
Food Facilities/Caterers with current Placer County Health permit (list permit number)
Qualifying Non-profit Organizations (copy of 501(c)(3) determination letter from the IRS)

C. Application Submittal

Auburn Environmental Health 3091 County Center Drive, #180 Auburn, CA 95603 Phone 530.745.2300 Fax 530.745.2370 Email tempfoods@placer.ca.gov

Tahoe City Environmental Health 775 North Lake Blvd, Suite 203 PO Box 1909 Tahoe City, CA 96145 Phone 530.581.6240 Fax 530.581.6242 Email envhealthtahoe@placer.ca.gov

\*\*Applications must be submitted at least 10 business days prior to the event. Late and/or incomplete applications will delay the permitting process.

## Temporary Food Facilities at Community Events

### FOOD VENDOR Application

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Applicant Name

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Applicant Address City State Zip

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Phone Email

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Name of Concession/Booth

Type of Authorization:     Multi Event (Valid July 1<sup>st</sup> – June 30<sup>th</sup>)  
     Single Event  
    Event Name: \_\_\_\_\_ Location: \_\_\_\_\_  
    Date(s): \_\_\_\_\_ Time: \_\_\_\_\_  
    Event Organizer: \_\_\_\_\_ Phone: \_\_\_\_\_

**Operational Requirements for Temporary Food Facility Vendors:**

- 1) The Food Vendor Authorization letter and required vendor identification shall be posted inside the booth in a location that is visible to the public at all times during operation.
- 2) Vendors shall construct and operate the temporary food facility as approved by Environmental Health and complete the *Food Vendor Self-Inspection Form* prior to operation each day.
- 3) Cooperate with inspectors during inspections.
- 4) Properly dispose all trash and waste water after the event.

**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. Failure to correct violations may result in permit/authorization suspension or closure of the temporary food facility.

<b>Office Use Only</b>			
Paid: \$ _____	Check #: _____	Receipt #: _____	Invoice #: _____ Date: _____
PE: _____	SR #: _____	FA #: _____	Approved [ ] DD214 [ ] 501c3
Invoice emailed: [ ] Date: _____		Technician: _____	Authorization Issued: [ ] Yes [ ] No
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 Preparation of Potentially Hazardous Foods (PHF)**

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 Preparation 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 Preparation 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.

Temporary Food Facility (TFF) employees shall provide constant supervision of all food displayed for customer self-service.

As an alternative to customer self-service sampling, samples may be individually distributed 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 ( $\geq 135^{\circ}\text{F}$ ) or cold ( $\leq 45^{\circ}\text{F}$ ) holding temperatures throughout the duration of the sampling period.

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

**Menu** – List ALL proposed food items or attach complete menu

**NOTE:** Potentially Hazardous Foods must be held at  $\geq 135^{\circ}\text{F}$  or  $\leq 45^{\circ}\text{F}$ .

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 NOT PLACER COUNTY)**

Address (city/state/zip): \_\_\_\_\_ Phone: \_\_\_\_\_

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### Vendor Agreement

*I certify that I am familiar with the requirements to operate a Temporary Food Facility as a vendor (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 or event inspection may be conducted by this office.*

*I agree to obtain approval from Environmental Health for any menu or set-up changes prior to the event.*

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

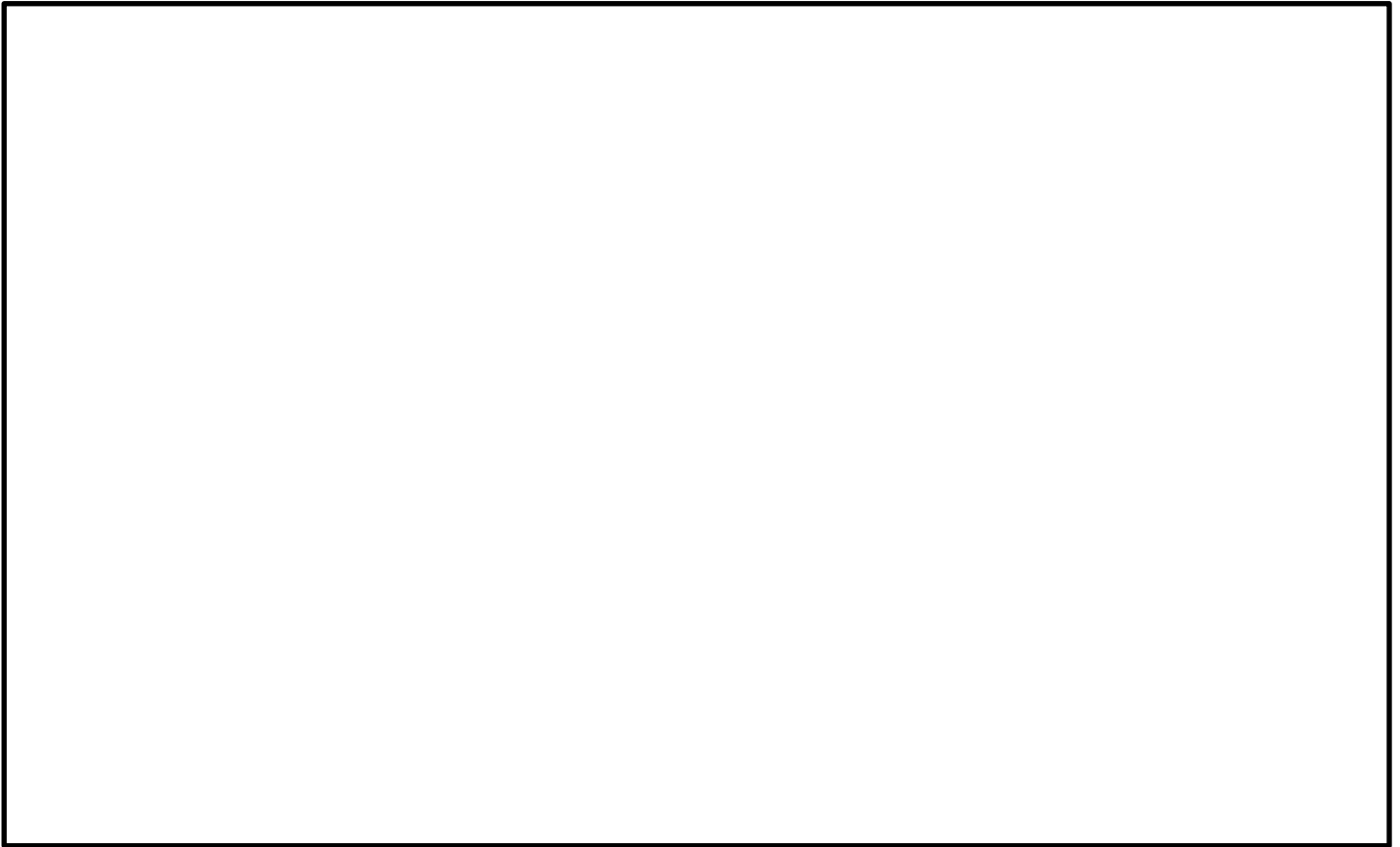
Temporary Food Facilities at Community Events  
**FOOD VENDOR Application** (continued)

Required vendor identification (must be clearly visible to customers):

Vendor Name (minimum 3 inch lettering): \_\_\_\_\_  
City, State and Zip (minimum 1 inch lettering): \_\_\_\_\_

Draw an overhead layout of your food booth that includes the following:

1. Equipment (cooking equipment, grill, 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



Materials used to construct the Temporary Food Facility booth (Check all that apply):

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

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

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Sanitizer used: (check one):    100ppm Chlorine (bleach)    200ppm Quaternary Ammonia    25ppm iodine  
*Sanitizer test strips shall be provided during operation.*

**Food Vendor Self-Inspection**  
**COMPLETE DAILY & POST INSIDE BOOTH**  
**DO NOT RETURN THIS PAGE WITH APPLICATION**

Event Name \_\_\_\_\_

Item	Yes	No	N/A
<b><u>Part One: Basic Requirements</u></b>			
Vendor name, city, state and zip posted on or adjacent to booth.			
Food is purchased from an approved source and, if prepared off site, the facility is permitted by a health department.			
Booth construction is consistent with the layout approved by Environmental Health.			
All foods stored a minimum of 6 inches above the floor and no food stored outside of booth.			
Adequate trash and garbage disposal receptacles available in booth.			
<b><u>Part Two: Protection of Food from Contamination.</u></b>			
All non-packaged food is protected from contamination. Condiments are served from approved dispensing units.			
Ice is protected from contamination, scoop used, and refrigeration ice not used for beverage service.			
Hand washing facilities provided <b>within the booth</b> .			
Three step utensil washing provided <b>within the booth</b> .			
Wastewater from sinks and other equipment disposed in the sanitary sewer.			
<b><u>Part Three: Temperature Control</u></b>			
Potentially hazardous foods held hot at $\geq 135^{\circ}\text{F}$ or held cold at $\leq 45^{\circ}\text{F}$ and discarded at the end of the day.			
Adequate equipment for meeting temperature control requirements.			
Thermometers provided to monitor food holding and final cook temperatures.			
Potentially hazardous food, previously cooked and then refrigerated, rapidly re-heated to $165^{\circ}\text{F}$ prior to hot holding at $135^{\circ}\text{F}$ .			
Frozen potentially hazardous foods properly thawed.			
Outdoor BBQs are (1) adjacent to booth, (2) free from dust, & (3) separated from public access.			
<b><u>Part Four: Protection of Transported Food</u></b>			
Food transported and stored in tightly covered, washable containers.			
Transport containers adequately insulated to maintain potentially hazardous food hot $\geq 135^{\circ}\text{F}$ , or cold $\leq 45^{\circ}\text{F}$ .			

Vendor Signature \_\_\_\_\_

Date \_\_\_\_\_

# Temporary Food Facilities

## Food Booth Enclosure and Washing Information

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
<b>Floor</b>	Smooth and easily cleanable	Pavement, plywood, and canvas are acceptable as flooring, <b>but lawn, dirt, and sawdust are not acceptable.</b>
<b>Walls &amp; Ceilings</b> Full enclosure requirements do <u>not</u> apply 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.
<b>Signage</b> 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 shall be at least one inch high.

### 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. 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 Team:  
Auburn office at (530) 745-2300, or the Tahoe office at (530) 581-6240.

# Temporary Food Facilities

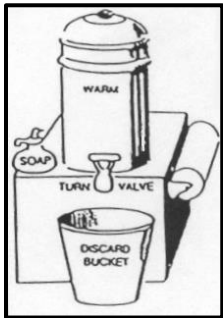
## Food Booth Enclosure and Washing Information

### 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 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 – Must be set-up **within the food booth**



Provide a five gallon water container with a dispensing valve that can provide continuous flow, soap, single-use towels, and a container to catch wastewater.

Hand washing (with soap and 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, chemicals, money, etc....

#### Dish Washing Facility – Must be set-up **within the food booth**

Booths with food preparation are required to have a three-step dish washing system for the cleaning of equipment and utensils. Provide three five gallon containers. The first container is for soapy water, the second container is for with clear (rinse) water, and the third container is for sanitizer. Sanitizer can be made using *1 tablespoon of household bleach per gallon of water*.

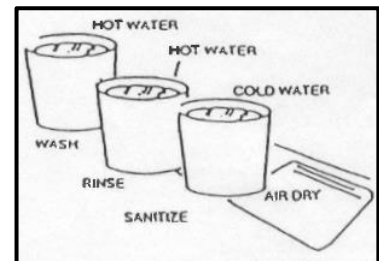
Proper dish washing includes the following steps:

Step 1 - Wash in soapy water

Step 2 - Rinse in clear water

Step 3 - Sanitize – soak for a minimum of 1 minute in sanitizer

Step 4 - Air dry



#### Wiping Cloths – Store in bucket of sanitizer

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 that will be 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 household bleach per gallon of water. Sanitizer in a **labeled** spray bottle is allowed in conjunction with single service paper towels.

#### Wastewater – Do not dump on the ground or in a storm drain

Water and other liquid wastes, including waste from ice bins and beverage dispensing units, must be contained or drained into a leak proof container. Liquid waste must be disposed of into an approved sewage system or holding tank.