



Division of Environmental Health

100 H Street - Suite 100 - Eureka, CA 95501

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TEMPORARY FOOD FACILITY POLICY

Please note the following:

- **A Temporary Food Facility (TFF) may only operate as part of an approved community event.**
- It is prohibited to prepare or store food at a private home, with the exception of approved cottage food products from a permitted and regulated Cottage Food Operator (CFO).
- A TFF permit is required for each TFF operating at the same time in Humboldt County. For example, a kettle corn vendor who sets up a TFF at two community events held on the same day, at the same time, would require two permits.
- Any food facility found to be operating without a valid food facility permit is subject to immediate closure and a penalty which may be up to three times the amount of the permit fee.

A Temporary Food Facility, sometimes called a "Food Booth," is a food facility that operates out of temporary facilities approved by the Division of Environmental Health (DEH) for a period of time not to exceed 25 days in a 90-day period in conjunction with a single, weekly, or monthly community event.

A "**community event**" means an event of civic, political, public, or educational nature to which the public is invited, including state and county fairs, city festivals, and circuses. Examples include Redwood Acres Fair, Fourth of July Festivals, North Country Fair, Apple Harvest Festival, and other large-scale events. Non-profit organizations that offer food to members and guests at occasional events not associated with a community event (pancake breakfasts, church dinners, ice cream socials, and other fund-raisers) are not considered community events. Community events with more than one booth are required to obtain a Temporary Food Facility Coordinator permit, and each booth operator must be approved by the coordinator in order to participate.

The California Retail Food Code regulates Temporary Food Facilities and specifies operational standards. DEH has a free informational brochure that describes the requirements for construction and operation of a food booth.

Operators of Temporary Food Facilities must obtain a permit to operate issued by DEH. In accordance with Section 16102 of the Business and Professions Code, veterans can apply for a Veteran Exempt Permit if they do not serve alcohol.

DEH does not require permits for food booths that offer only commercially pre-packaged foods that are not potentially hazardous, dispense only beverages that are not potentially hazardous, or permitted Cottage Food Operations (CFO) vending only their approved products in its approved CFO packaging. Examples include canned beverages, packaged snacks (chips, crackers, nuts, etc.), and candy bars. In order to qualify, food items must be offered in the original manufacturer's packaging, to be opened only by the consumer. Beer and other non-potentially hazardous beverages dispensed from a bulk dispensing unit will be considered and approved by DEH on a case-by-case basis. Mixed drinks (i.e. bar service) and / or serving ice does require a permit.

Applications for Temporary Food Facility permits must be received at DEH by 5:00 p.m. no later than fourteen (14) days before event. Applications received or postmarked after the deadline will be accepted, provided that the application is accompanied with an additional late fee.

The person in charge of the food booth will be contacted by an inspector and interviewed on the information provided including safe food-handling practices. A 1-7-day permit when signed and stamped by DEH is valid only for the date(s), location, operation described, and event listed on the application. This permit must be displayed at the event. Any person who operates a food facility shall obtain all necessary permits to conduct business, including but not limited to, this permit issued by DEH. A person in charge must be present at the Temporary Food Facility at all times.

If you need more information on Temporary Food Facilities, please call DEH at 707-445-6215.

I, _____, certify that I have reviewed and understand this Temporary Food Facility policy and the terms and conditions of a Temporary Food Facility Permit. I understand that my Temporary Food Facility Permit does not allow me to operate outside of community events or operate out of a retail food facility. I understand that non-compliance with this policy may result in suspension or revocation of my Temporary Food Facility Permit as well as financial penalties, jail time, or both.

Name of Person in Charge: _____

Signature of Person in Charge: _____ **Date:** _____

TEMPORARY FOOD FACILITY PERMIT TYPES

Annual vs. 1-7 Day Permits

If you are operating at only one event for 7 consecutive days or less, you would apply for the **1–7-day** permit at your appropriate preparation level (see below).

If you are operating at more than one community event, you may apply for the **Annual** permit at your appropriate preparation level (see below).

- A TFF may only operate as part of an approved community event.

Preparation Level

FULL PREPARATION

Full preparation permits are issued to temporary food facilities that engage in sampling, cooking, packaging, portioning, assembling, processing, or hot holding of PHF. Full Preparation would include the following activities:

- Hot holding of potentially hazardous foods
- Serving raw animal protein
- Thawing food
- Cooling of cooked potentially hazardous foods
- Reheating previously cooked potentially hazardous foods

Full Preparation temporary food facilities may include barbeque operations, serving previously prepared potentially hazardous foods, pasta, tacos, paella, stir fry, cooked rice dishes, meat and/or vegetable pot pies, kebabs, pizza, sushi, poke, oysters, etc.

LIMITED PREPARATION

Limited Preparation permits are issued for temporary food facilities that sell or give away unpackaged potentially hazardous foods, conduct low-risk food preparation (such as coffee, snow cones, kettle corn, and lemonade). Limited Preparation would include the following activities:

- Heating, frying, baking, roasting food for immediate service
- Chopping or slicing of potentially hazardous foods
- Steaming or boiling of hot dogs
- Cooking and seasoning to order
- Cold holding of unpackaged potentially hazardous foods
- Scooping of ice cream
- Blending of potentially hazardous foods

Limited Preparation temporary food facilities may include heating and holding hot dogs or tamales, preparing corn dogs, preparing cold deli sandwiches, ice cream sundaes, funnel cakes, espresso drinks, smoothies, snow cones, kettle corn, and lemonade.

Definitions

HOT DOG means a whole, cured, cooked sausage that is skinless or stuffed in a casing, that may be known as a frankfurter, frank, furter, wiener, red hot, vienna, bologna, garlic bologna, or knockwurst, and that may be served in a bun or roll.

POTENTIALLY HAZARDOUS FOOD means a food that requires time or temperature control to limit pathogenic micro-organism growth or toxin formation. Potentially hazardous food includes a food of animal origin that is raw or heat-treated, a food of plant origin that is heat-treated or consists of raw seed sprouts, cut melons, cut tomatoes or mixtures of cut tomatoes that are not modified to render them unable to support pathogenic micro-organism growth or toxin formation, and garlic-in-oil mixtures that are not acidified or otherwise modified at a food processing plant in a way that results in mixtures that do not support growth or toxin formation.



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TEMPORARY FOOD FACILITY (TFF) PERMIT APPLICATION

Duration: <input type="checkbox"/> 1 – 7 days (Single) <input type="checkbox"/> Annual (requires "Supplemental List of Community Events")	Type: (see reverse) <input type="checkbox"/> Full-prep <input type="checkbox"/> Limited-prep
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Applications submitted less than 14 calendar days prior to the event are subject to an additional late fee.
 A **penalty** of up to **three times** the permit fee may be assessed for operating without a permit at **any** event.
 Fee will be assessed based on risk level and duration of permit. No refunds. No transfers. No credits.
Incomplete applications will be returned unaccepted.

BOOTH INFORMATION

Name of Booth:	
Name of Person in Charge:	
Mailing Address: Street _____	City & Zip _____
E-mail Address: _____	Phone Number: _____

SINGLE DAY EVENT

Name of Event:	
Event Coordinator:	Business Phone:
Date(s) of Operation:	Food will be served from: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM to: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
Event Location: Street _____	City & Zip _____
Location(s) of Food Prep:	Date(s) of Prep:
<input type="checkbox"/> I have been approved by the Coordinator of this Event for this event.	<input type="checkbox"/> Veteran Exempt (must be present and in charge of booth)

Preferred method of permit delivery (Choose one): E-mail Call for Pick-Up Other: _____

Please read the following statement, then sign and date below.

I AM FAMILIAR WITH OPERATIONAL REQUIREMENTS FOR TEMPORARY FOOD FACILITIES AND WILL COMPLY WITH ALL LEGAL REQUIREMENTS. I UNDERSTAND THAT ANY PERSON WHO OPERATES A FOOD FACILITY SHALL OBTAIN ALL NECESSARY PERMITS TO CONDUCT BUSINESS, INCLUDING BUT NOT LIMITED TO THIS PERMIT ISSUED BY HUMBOLDT COUNTY DIVISION OF ENVIRONMENTAL HEALTH (DEH). I UNDERSTAND THAT FAILURE TO COMPLY WITH THE LEGAL REQUIREMENTS MAY CONSTITUTE A MISDEMEANOR UNDER SECTION 114395 OF THE CALIFORNIA HEALTH AND SAFETY CODE, PUNISHABLE BY A FINE OF NOT LESS THAN TWENTY-FIVE (\$25) OR MORE THAN ONE THOUSAND (\$1,000) DOLLARS OR BY IMPRISONMENT IN THE COUNTY JAIL FOR A TERM NOT EXCEEDING SIX MONTHS, OR BY BOTH FINE AND IMPRISONMENT.

Signature of Operator _____ Date _____

When signed and stamped by DEH, this is a valid permit to operate a food facility only for the event(s), date(s), and menu listed. Permit must be displayed at event. Any person who operates a food facility shall obtain all necessary permits to conduct business, including but not limited to, the permit issued by DEH and approval by the event coordinator to participate. Booths may be subject to re-inspection fees.

*** FOR OFFICE USE ONLY ***

Permit fee: <input type="checkbox"/> Cash # _____ \$ <input type="checkbox"/> Check # _____ Payment Date: _____ <input type="checkbox"/> Conf. # _____	Application #: _____ Permit #: _____	OA Permit sent date: _____ OA Initials: _____ <input type="checkbox"/> Event Coordinator Approval verified by DEH
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Approving REHS/EHS Signature: _____	Signature Date: _____
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TFF TYPE CLASSIFICATION

ALL QUESTIONS MUST BE ANSWERED BY APPLICANT FOR APPLICATION TO BE ACCEPTED

I will be pre-cooking potentially hazardous foods for later use.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I will be cooling cooked potentially hazardous foods.**	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I will be reheating previously cooked and cooled foods for hot holding. (Foods other than steamed or boiled hot dogs and tamales in the original inedible wrapper).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I will be hot holding foods such as grilled meats, chili, soup or other potentially hazardous foods (Excludes steamed or boiled hot dogs*, tamales in the original inedible wrapper and roasted corn on the cob).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I will be slicing and chopping foods before or after cooking.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I will be thawing foods.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I will be serving raw animal protein (e.g. oysters).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I will be grinding raw ingredients or potentially hazardous food.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I will be handling, manufacturing, freezing, processing, or packaging milk, milk products, or products resembling milk products. (Requires licensing under the Food and Agricultural Code. E.g. making ice cream or soft serve, kefir, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered **YES** to any of the above statements, you classify as a **Full-prep TFF**.

If you answered **NO** to all of the statements, you classify as a **Limited-prep TFF**.

* "Hot dog" means a whole, cured, cooked sausage that is skinless or stuffed in a casing, that may be known as a frankfurter, frank, furter, wiener, red hot, vienna, bologna, garlic bologna, or knockwurst, and that may be served in a bun or roll.

** "Potentially hazardous food" means a food that requires time or temperature control to limit pathogenic micro-organism growth or toxin formation. Potentially hazardous food includes a food of animal origin that is raw or heat-treated, a food of plant origin that is heat-treated or consists of raw seed sprouts, cut melons, cut tomatoes or mixtures of cut tomatoes that are not modified to render them unable to support pathogenic micro-organism growth or toxin formation, and garlic-in-oil mixtures that are not acidified or otherwise modified at a food processing plant in a way that results in mixtures that do not support growth or toxin formation.

For our review, the following supplemental information is required at the time of permit application. An inspector will call the person-in-charge to review the permit application.

- 1) **HOME-PREPARED FOODS ARE NOT ALLOWED** unless from a permitted/registered Cottage Food Operation (CFO).
- 2) **MENU:** Please list all food, beverages, condiments, and samples that will be offered at the event. Attach an additional page if necessary. Note: once approved, changes to the menu must be submitted to DEH for prior approval.

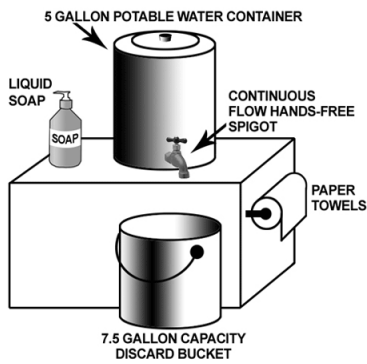
Menu items(s) Include all food, beverages, samples, & condiments	How food is served at event						Preparation methods at event					List food equipment used at event (e.g. cold-holding and hot holding devices, rapid reheating equipment, etc.) and any additional preparation methods
	Prepared in advance	Prepared at event	Pre-packaged	Hot	Cold	Cooked to order	Thaw	Cut/assemble/portion	Cook/bake/grill	BBQ/deep fry	Reheat/hot hold	
example: Hamburger		x				x				x		cooked to order on propane fueled BBQ
example: Chili	x			x							x	rethermalizer for reheating, hot held in crock pot

- 3) **FOOD PREPARATION.**
 - All food prep shall be conducted at an approved food facility.
 - Barbecues and grills used for outdoor cooking may be located adjacent to the food booth and shall be separated from public access by using ropes or other approved methods to prevent contamination of food and injury to the public.

4) **FOOD SOURCES:** Please list where you will obtain your food supplies.

5) **FOOD STORAGE:** Please explain how and where food will be stored **prior** to transport to temporary food facility. *Potentially hazardous food must be stored at or below 41°F.*

- 6) **HANDWASHING FACILITIES** *must* be provided in each food booth. Use of disposable gloves is not a substitute for handwashing. LACK OF APPROPRIATE HANDWASH FACILITIES WILL RESULT IN IMMEDIATE CLOSURE.

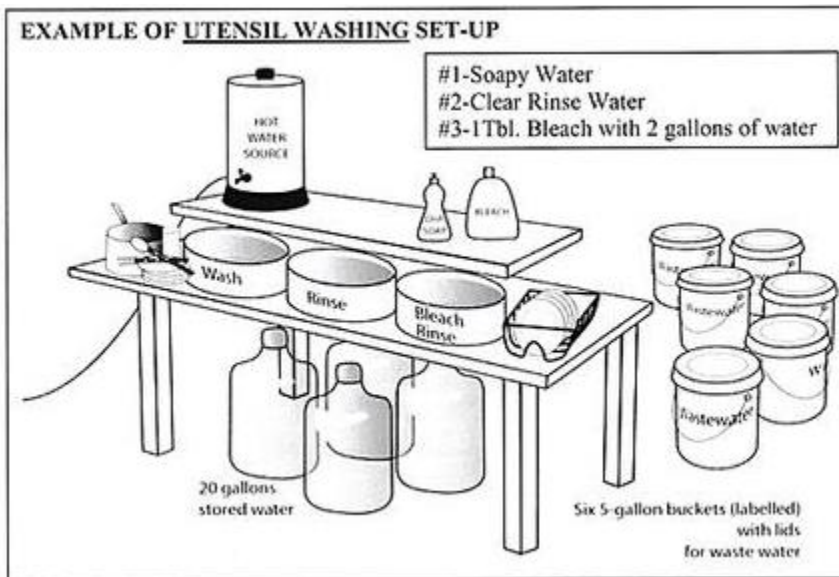


- If the booth operates for 3 consecutive days or less:
 - Provide water in a portable container that provides a continuous stream, leaving both hands free to allow vigorous rubbing, with soap and warm water, for 10-15 seconds.
 - Provide a catch basin to collect wastewater. Properly dispose of the wastewater (not on the ground).
 - Provide handwash soap and single-use sanitary towels.
- If the booth operates for more than 3 days, a full handwash sink is required with hot/cold water.
- Depending on the size/work flow of your booth, additional handwash facilities may be required.

Describe your handwash station:

7) **UTENSIL WASHING PROCEDURES**

- Three-compartment sink method: (**NOTE – each basin must be large enough to accommodate largest utensil**)
 1. Wash basin filled with warm, soapy water.
 2. Rinse basin filled with warm, clean water.
 3. Sanitize basin filled with water and sanitizing agent.
 - 100 ppm available chlorine solution for at least 30 seconds, or
 - 200 ppm quaternary ammonium solution for at least 1 minute.
- Provide appropriate test strips to monitor sanitizer concentration.



Describe how you will clean and sanitize utensils:

8) **TEMPERATURE CONTROL OF POTENTIALLY HAZARDOUS FOODS (PHFs):** How will you provide hot and cold food temperature control during transport and in the booth?

- Cold-holding devices (i.e., refrigerator, freezer, ice chest) must be capable of holding food 41°F or below. **PHFs may be held at 45°F for up to 12 hours in any 24-hour period, but if held above 41°F must be discarded at end of the day.**

Describe temperature control during transport: _____

Describe temperature control in the booth: _____

- Rapid reheating/cooking devices (i.e., oven, BBQ, grill, microwave) must be capable of reheating food to 165°F rapidly. **Steam tables, heat lamps, chafing dishes, and crock pots cannot be used as rapid-reheating units.**

Describe: _____

- Hot-holding devices (i.e., steam table, heat lamp) must be capable of holding food above 135°F.

Describe: _____

- A metal stem-probe food thermometer must be available for checking internal food temperatures.

- **Hot held food must be discarded at the end of the day.**

9) **FOOD SAFETY KNOWLEDGE**

*A person-in-charge **must** be able to demonstrate adequate knowledge of food safety principles as they relate to the specific food facility operation.*

10) **How/where will you dispose of your GARBAGE?**

Describe: _____

11) **What will be the source of your POTABLE WATER?**

Describe: _____

12) **How/where will you dispose of your WASTE WATER?**

Describe: _____

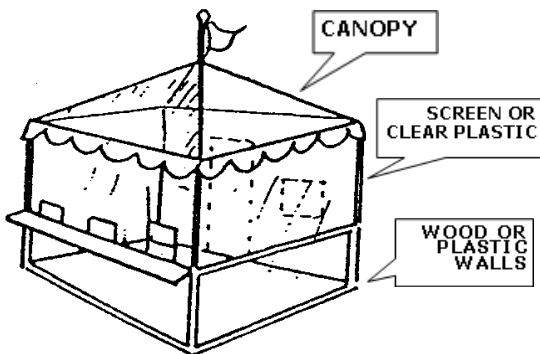
13) **Describe the RESTROOM FACILITIES** (ex.: permanent facilities, B&B, etc.)

Describe: _____

14) **Where are the RESTROOMS LOCATED?**

Describe: _____

At least one toilet facility for each 15 employees shall be provided within 200 feet of each food facility. Each toilet facility shall be provided with approved handwashing facilities.



15) **Temporary food facilities must be operated within a fully enclosed booth. A fully enclosed booth has a roof (such as a canopy) with 4 walls, fine mesh screening over windows and other openings. If the booth is set up on dirt, plywood or a tarp must be used for the flooring. Openings should close tightly to exclude insects.**

SUPPLEMENTAL LIST OF COMMUNITY EVENTS

Booth Name: _____

Please list the community events that you propose to operate at in the next 12 months in Humboldt County (note: this does not include tribal land).

If you decide **to add events** later, please resubmit this page with the new events listed. Changes must be submitted 14 days prior to the event. Any changes made fewer than 14 days may not receive approval.

Please attach additional sheets if you need to list more events, **be sure to include the name of your booth at the top.**

Name of Event: _____ Event Coordinator: _____ Phone: _____ Dates of Operation: _____ Food will be served from: _____ <input type="checkbox"/> am <input type="checkbox"/> pm to: _____ <input type="checkbox"/> am <input type="checkbox"/> pm Event Location: _____ Location(s) of food preparation: _____ Date(s) of prep: _____
FOR OFFICE USE ONLY <input type="checkbox"/> Approved by Coordinator
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