



# Calaveras County Environmental Management Agency

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## **Temporary Food Facility (TFF) Operating Requirements**

All food vendors, food booth operators, employees and volunteers MUST comply with the following requirements during all hours of operation. All TFF's are subject to inspection by the Environmental Health Department (Department). The Department, based on local environmental conditions, location or other similar factors, may establish additional structural or operational requirements, or both, as necessary to ensure that foods are of safe and sanitary quality. Failure to comply with operating requirements can result in TFF closure.

### **I. Food Handling – Sanitary Requirements**

#### **A. Food preparation**

1. TFF's that operate at swap meets are subject to limited food service. Operators can provide only pre-packaged, non-potentially hazardous food and whole uncut produce.
2. All food handling and preparation shall take place **within** a fully enclosed food booth unless prior approval of a different preparation site has been obtained from the Department (i.e. restaurants, delicatessens, church or school kitchens).
3. **Preparation or storage of food at home is PROHIBITED (unless permitted/registered as a CFO)**
4. Open flame BBQ's (cooking only) outside of the booth may be allowed. Other cooking equipment may be approved by the Department for use outside the booth. Approved equipment outside the booth must be sectioned off from the public by a barrier to ensure public safety and prevent food adulteration. All coolers must be inside the fully-enclosed booth unless otherwise approved by the Department.
5. Food preparation surfaces must be smooth, easily cleanable and non-absorbent.

#### **B. Temperature Control**

Adequate temperature control shall be provided for all perishable (potentially hazardous) foods. **Provide a metal probe thermometer that reads 0° F - 220° F** to check temperatures.

1. **Cold Foods** – Foods maintained at a temperature of **41° F- 45° F** must be destroyed at the end of the operating day.
2. **Hot Foods** – Maintain food temperatures of **135° F** or above. All hot foods must be destroyed at the end of the operating day.
3. **Cooking Temperatures** – Minimum internal final cooking temperatures of potentially hazardous food (PHF) are as follows:

Poultry, stuffed food	165°F
Ground beef	155°F
Eggs, single pieces of meat	145°F
Pork	145°F

*(All items must reach these temperatures for a minimum of 15 seconds)*

4. Food in transit must be protected from contamination and must meet the temperature requirements noted above.

**Note:** This will require the operator to acquire sufficient equipment to cook and maintain required temperatures for all perishable food (i.e. steam tables, chafing dishes, refrigerators and coolers with ice)

- C. Warewashing Facility** – TFF's that handle unpackaged or opened foods and beverages must provide warewashing facilities. Three 5-gallon containers must be provided, one shall contain soap and warm water, one shall contain warm water for rinsing, and one shall contain a bleach and water solution (use one tablespoon of household bleach per gallon of water, see **Appendix A**). Provide sanitizer test strips to monitor sanitizer levels. Warewashing area shall be located within each fully-enclosed TFF. A centrally located warewashing facility may be shared by no more than four adjacent TFF's.

**Note:** For events lasting more than three days, additional requirements may be required. Contact the Department regarding these requirements.

- D. Handwashing Facilities** – TFF's that handle *unpackaged foods and beverages must provide handwashing facilities*, separate from the warewashing facilities. The handwashing facilities shall be located within each fully-enclosed TFF. Handwashing facilities may not be located outside of the enclosed area. Provide an *insulated 5-gallon container* of warm water with a dispensing valve, which will leave hands-free for washing, a liquid soap dispenser, paper towels and a receptacle for towel waste (see **Appendix A**).

**Note:** Any temporary event lasting more than three days require a hand sink with warm water in each TFF.

**Note:** For events lasting more than three days, additional requirements may be required. Contact the Department regarding these requirements.

- E. Wastewater** - Liquid waste must be disposed into an approved sewage system or holding tank and must not be discharged onto the ground or a storm drain. Any observed mixing of potable water and wastewater shall result in the immediate closure of the TFF.

**F. Food Handlers**

1. Food handlers must be in good health. Sick food handlers cannot work in the TFF.
2. Food handlers shall wash their hands and arms with soap and warm water prior to the start of food preparation activities and as necessary to prevent food contamination, especially after visiting the restroom.
3. Clean aprons or outer garments must be worn and their hair must be restrained.
4. Sanitary food handling techniques must be used at all times. Minimize food handling. Whenever practical, food handlers shall use tongs, disposable plastic gloves or single use tissue when handling food.

- G. Ice** - Ice used for refrigeration (i.e. salad bars) **CANNOT** be used for consumption.

- H. Condiments** – Condiments shall be contained in the pump type containers, squeeze containers, or have self-closing covers or lids for food protection. Single service packets are recommended.

- I. Toilet Facilities** - At least one toilet facility for each 15 employees shall be provided within 200 feet of each TFF.

- J. Smoking** – Smoking is prohibited in TFF's (this includes during set-up).

**K. Storage / Service**

1. All food, beverage, utensils and equipment shall be stored, displayed and served so as to be protected from contamination and shall be stored at least 6 inches off the floor. Unopened (factory sealed) containers of non-potentially hazardous food may be stored outside or adjacent to the TFF.
2. When the TFF is not operating, food shall be stored in one of the following methods:
  - Within a fully-enclosed TFF;

- In lockable food storage compartments or containers meeting both of the following conditions:
  - The food is adequately protected at all times from contamination, exposure to the elements, entrance of rodents and other vermin and temperature abuse.
  - The storage compartments or containers have been approved by the Department.

**Note:** Reuse of containers that were previously used for storage of toxic materials is prohibited.

- Within a permitted food facility approved by the Department.

3. A separate area for the storage of employee clothing or other personal effects shall be provided.
4. TFF's that operate for more than one day shall be cleaned and serviced by methods approved the Department.

#### L. Garbage and Refuse

1. Garbage and refuse must be stored in leak-proof and fly-proof containers and serviced as needed. Plastic garbage bags are recommended in each TFF.
2. Arrangements for cleanup and final disposal of all solid waste must be approved by the Department.

**M. Animals** – Live animals are not permitted in or within 20 feet of TFF.

**N. Lighting** – Adequate lighting shall be provided (shielded or coated light bulbs).

**O. Open-air BBQ Facilities** – Open-air BBQ facilities may be operated in conjunction with a permitted, fully enclosed TFF booth. The BBQ must be used for cooking, roasting or broiling over live coals (wood, charcoal or gas heat). **The BBQ may not be used for warming foods or maintain food temperatures in pots, flat grills, or other containers.** All other food preparation and storage and equipment storage shall be inside the fully enclosed booth, unless otherwise approved by the Department.

## II. Food Booth Structure

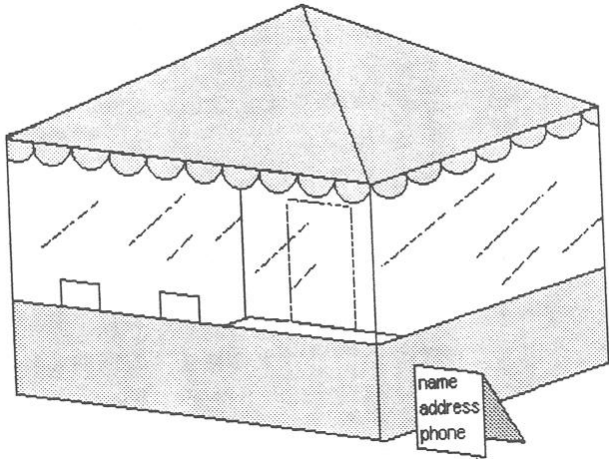
Except as noted below, the booth must be entirely enclosed with four complete sides, a top and cleanable floor (pavement is acceptable).

1. The facility name, city, state, zip code and the name of the operator must be legible and clearly visible to patrons. The facility name must be in letters at least three inches high and contrast with the background. Letters and numbers of the address may not be less than one inch in height.
2. TFF's may include a staffed counter that serves non-potentially hazardous, hot and cold beverages and ice that are dispensed from an approved bulk dispensing unit.
3. A TFF that handles non-prepackaged food must have a floor of concrete, asphalt, tight wood or other similar, cleanable material that is kept in good repair. Food must be protected from contamination by enclosure of the TFF with 16 mesh (per square inch) screens; by limiting the display and handling of non-prepackaged, foods in food compartments, and by other effective means approved by the Department.
4. TFF's shall have overhead protection for all food preparation, food storage and warewashing areas and shall consist of materials (wood or canvas) that protect from precipitation, dust, bird and insect droppings and other contaminants.
5. All food and equipment shall be stored inside the fully-enclosed booth with the exception of outdoor BBQ facilities. Construction materials such as plywood, canvas, plastic, and fine-mesh fly screening (at least 16 mesh) may be used. Rental booths constructed, as noted above, may be used when approved by the Department.

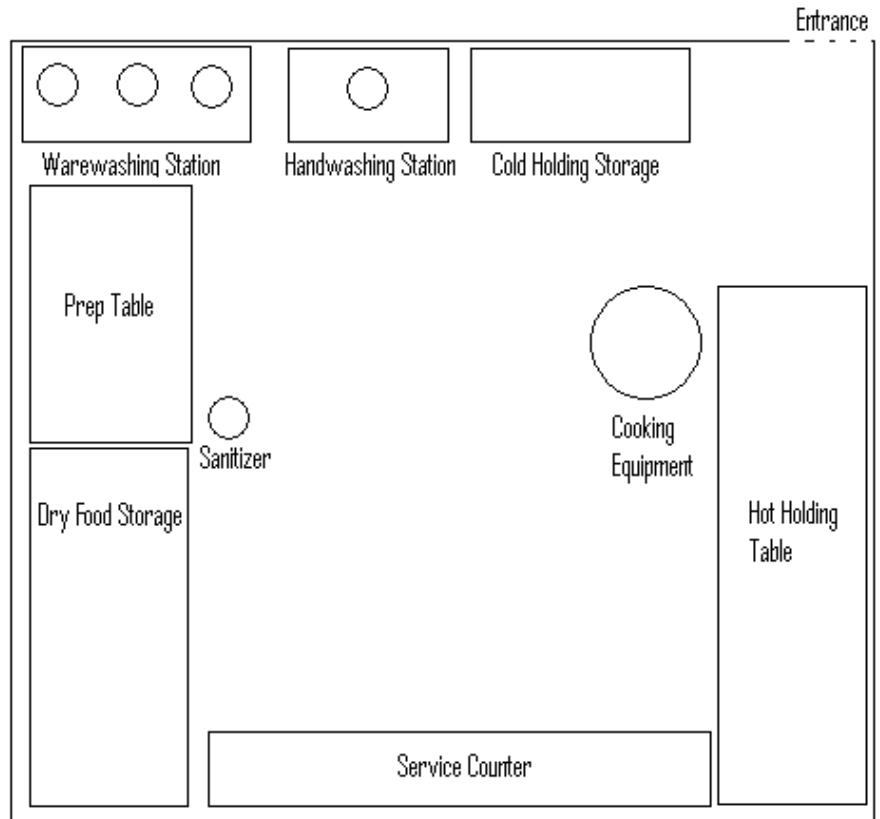
**Note:** The only operations not requiring fully-enclosed booths are those which sell non-PHF beverages from approved dispensers, prepackaged food items, or TFF's that have been approved for limited food prep, or if flying insects, vermin, birds and other pests are absent due to the location of the facility or other limiting conditions. Prepackaged food items must be sold in original packaging. These items must be sold in the original packaging.

If environmental conditions pose a threat to food contamination (dust, flies, etc.), TFF's may be subject to full enclosure in spite of operating in food compartments.

### Example of a Fully Enclosed Food Booth



### Example of a Site Plan



### III. Sampling

The following requirements apply to the sampling of unpackaged foods from a TFF.

**Note:** Any sampling operations that require onsite portioning or handling of unpackaged or opened foods require adequate handwash and warewash facilities as described in **Appendix A** and may be required to be fully-enclosed.

#### A. Customer Self-Service Sampling Operation Requirements

1. Sneeze guards are required to shield uncovered self-service sampling displays. The direct line between the customer's mouth and the food must be intercepted.
2. PHF samples must be kept at approved hot and cold holding temperatures throughout the duration of the sampling period. (Hot foods - 135° F, Cold foods - 41° F or below)
3. Food displayed for customer self-service shall be individually portioned into single service wrappers or utensils. Use of communal service bowls is not approved. (i.e. open bowl of pretzels or chips)
4. There shall be constant supervision by a food establishment employee of all food displayed for customer self-service.

**Note:** TFF operators are responsible for preventing and discouraging "double-dipping" by consumers.

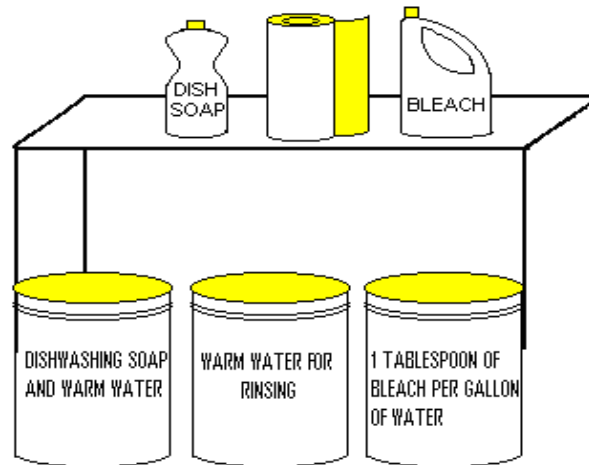
#### B. Employee-Distributed Sampling Operation Requirements

As an alternative to self-service sampling, samples may be distributed individually by a facility employee. This shall eliminate all self-service by the customer.

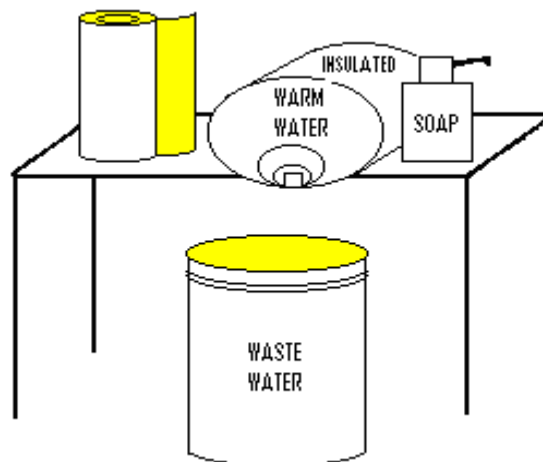
1. Samples must be individually portioned for distribution using single service wrappers or utensils, (i.e. toothpick or small paper or plastic cups)
2. Samples must be given to each customer individually by a facility employee.
3. PHF samples may be kept at ambient temperatures for the purposes of serving ONLY. The time that food may be held at ambient temperatures must not exceed 4 hours.

## Appendix A

- A. Warewashing Facility** – Booths that handle unpackaged or open foods and beverages require three 5-gallon containers for the cleaning of equipment and utensils. Of the three 5-gallon containers that must be provided, one shall contain soap and warm water, one shall contain warm water for rinsing and one shall contain a bleach and water solution (use one tablespoon of household bleach per gallon of water). Use sanitizer test strips to monitor sanitizer levels throughout the duration of the event. Warewashing facilities should be located **inside** each booth. Keep sanitizer level at 100 ppm.



- B. Handwashing Facility** – Provide an *insulated* 5-gallon container of warm water with a dispensing valve, which will leave hands free for washing. Provide a waste water catch basin, soap dispenser, and paper towels for handwashing. Handwashing facilities must be located **inside** each booth.



- C. Water** - An adequate supply of potable drinking water shall be provided for warewashing and handwashing. The water supply shall be from a source approved by the Department.

## Helpful Hints

Inspection	Be ready for inspection by scheduled set-up time of:
Ice*	Have coolers filled with enough ice to keep cold foods at 41° F or below.
Thermometer	Have a probe thermometer (that reads 0° F - 220° F) readily available.
Hot Holding	Have hot holding units set up. Hold hot food at or above 135° F.
Handwash Station	Have handwash station ready. <ol style="list-style-type: none"> <li>1. An insulated 5-gallon container of water with spigot that allows hands to be free for washing.</li> <li>2. Pump soap (germicidal for prepackaged foods)</li> <li>3. Paper Towels</li> <li>4. Wastewater Bucket</li> </ol>
Warewash Station*	Have warewash station set up with warm water and soap in one bucket, warm water for rinse in second bucket and warm water and bleach in the third bucket.
Wastewater	Dump the wastewater at:
Screening*	Screening required if conducting food preparation or due to environmental conditions (dust, flies, etc.)
Re-Inspection	A fee will be charged for all re-inspections.

**\*Subject to re-inspection and / or closure if not available at time of inspection.**

**Please complete the following four pages and return to the Department prior to event.  
 Questions? Please contact the Calaveras County Environmental Health Department at (209) 754-6399.**

**CALAVERAS COUNTY**  
**ENVIRONMENTAL HEALTH DEPARTMENT**

891 Mountain Ranch Road  
San Andreas, CA 95249  
Phone: 209-754-6399 Fax: 209-754-6722

**Temporary Food Facility (TFF) Permit Application**

Name of Event(s) \_\_\_\_\_

Location of Event(s) \_\_\_\_\_ Date(s) of Event(s) \_\_\_\_\_

Food Booth Name \_\_\_\_\_ Operator Name \_\_\_\_\_

Phone (home) \_\_\_\_\_ Phone (work) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Phone for Day of Event \_\_\_\_\_

Event Organizer \_\_\_\_\_ Phone \_\_\_\_\_

**IMPORTANT NOTES**

1. **NO HOME PREPARATION OR STORAGE OF POTENTIALLY HAZARDOUS FOODS (PHF) IS ALLOWED.**
2. **All utensils and unpackaged foods must be covered or wrapped to protect from dust during storage and transportation to the site.**
3. **Barbecuing is the only food preparation which is allowed outside of the booth, *except* as otherwise approved by the Environmental Health Department (Department) prior to the event.**
4. **Contact your local fire jurisdiction regarding applicable fire code requirements for use of cooking equipment.**

I have received a copy of the "Temporary Food Facility Operating Requirements" and agree to follow these requirements.

I have attached the completed Permit Requirements for TFF.

I have attached the completed TFF Menu Sheet.

I have attached a site plan that indicates the proposed layout of equipment, food preparation tables, food storage, warewashing and handwashing in my TFF.

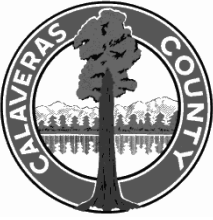
Signature: \_\_\_\_\_ Title or Position: \_\_\_\_\_ Date: \_\_\_\_\_

**Below For Office Use Only**

Amount Due: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

Date Permit Application, Site Plan & Menu Sheet Received: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**Temporary Food Facility (TFF) Description**

The following requirements pertain to Section 114381.2, Chapter 13, Part 7, California Retail Food Code. A permit application must be submitted to the Calaveras County Environmental Health Department by each temporary food facility operator at least **two weeks** prior to the event. Operators must comply with the attached Temporary Food Facility Operating Requirements.

a. Provide a site plan (on a separate sheet of paper) that indicates the proposed layout of equipment, food preparation tables, food storage, warewashing, and hand washing.

**(Please see page 8 for specific site plan requirements & a sample plan)**

b. Provide details of the materials and methods used to construct the temporary food facility:

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c. Provide a description of proposed procedures & methods of food preparation & handling:

**(Complete TFF Menu Sheet)**

d. Provide the procedures, methods, and schedules for cleaning utensils, equipment, and structures, and for the disposal of refuse.

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e. Describe how food will be transported to and from a permanent food facility or other approved food facility to the temporary food facility, and include steps taken to prevent contamination of foods & where extra food will be stored at the end of the day:

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f. Describe how potentially hazardous foods will be maintained at or below 41 degrees Fahrenheit or at or above 135 degrees Fahrenheit:

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*Please attach additional pages if more space is needed.*



**Temporary Food Facility Menu Sheet**

**Name of Food Booth:** \_\_\_\_\_

List all food and beverage items (tacos, tortillas, shredded chicken, salsa, lemonade, etc.).	If food is prepared off site, give the name of permitted Commissary (foods may not be stored or prepared at home, <i>UNLESS permitted/registered as a CFO</i> )	How will food be prepared (BBQ, deep-fry, grill, etc.)?	What type of insulated container will be used to transport potentially hazardous foods to keep them above 135°F or below 41°F?	Type of food holding units in booth (ice chest, freezer, chafing dishes, crock pot, etc.). <b>Note: Use of BBQ grill to hold food is prohibited.</b>	How will the food be handled and dispensed? (tongs, ladle, etc.)
1.					
2.					
3.					
4.					
5.					

**OFFICE USE ONLY**

SITE PLAN: