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Temporary Food Facility (TFF) Operator's Packet

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COMMUNITY EVENT ORGANIZER TO DISTRIBUTE ONE PACKET TO EACH TFF (FOOD BOOTH) OPERATOR FOR COMPLETION. ORGANIZER MUST SUBMIT REQUIRED PAPERWORK AT LEAST TWO WEEKS PRIOR TO THE EVENT TO AVOID LATE FEES.

TFF Operator Checklist:

- Complete Temporary Food Facility Information Sheet, then return it to your Event Organizer at least three weeks prior to the event.
- Complete TFF Menu Sheet, then return it to your Event Organizer at least three weeks prior to the event.
- Read and comply with the attached Temporary Food Facility Operating Requirements.
- Complete the attached Self-Inspection Checklist the day of the event, and maintain it in your booth during your event.

California has a new law regulating TFFs starting July, 2007. All NEW REQUIREMENTS effective July 1, 2007 will be in italics.

***Note:** For TFF operators who participate in several community events a year, annual permits (Multi-Event permit) for temporary food facility operators are available. For more information please request an application packet.

TEMPORARY FOOD FACILITY (TFF) INFORMATION SHEET

Name of Event _____

Location of Event _____ Date(s) of Event _____

Name of Food Booth (TFF) _____

TFF Person in Charge (PIC) _____ Phone (work) _____ (home) _____

Contact Phone for day of event _____

Event Organizer _____ Phone _____

Approximate number of meals to be served _____ Number of workers _____

If event extends more than one day:

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

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

IMPORTANT NOTES:

1. **NO HOME PREPARATION OR STORAGE OF FOOD IS ALLOWED.**
2. All utensils and unpackaged foods must be covered or wrapped to protect from dust during transportation and storage to the site.
3. Barbecuing is the only food preparation which is allowed outside of the booth, **except** as otherwise approved by Environmental Health Division prior to the event.
4. Contact your local fire jurisdiction regarding applicable fire code requirements for use of cooking equipment. A list of phone numbers has been provided on page 14 of this packet.

Initials I have received a copy of the "Temporary Food Facility Operating Requirements" and Self-Inspection Checklist, and agree to follow these requirements.

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

Initials I have attached a completed TFF menu sheet.

SIGNED: _____ TITLE OR POSITION: _____

DATE: _____

TFF MENU SHEET

List all food and beverage items (e.g., tacos, tortillas, shredded chicken, salsa, lemonade, etc.).	If food is prepared off site, give the location name, address, & phone number of place (foods may not be stored or prepared at home).	How will food be prepared (e.g., 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 (e.g., ice chest, freezer, chafing dishes, crock pot, etc.). Note: Use of BBQ grill to hold food is strictly prohibited.	How will the food be handled and dispensed? (tongs, ladle, etc.)
1.					
2.					
3.					
4.					
5.					

OFFICIAL USE ONLY

TEMPORARY FOOD FACILITY (TFF) OPERATING REQUIREMENTS

Please Note: All food vendors, food booth operators, employees and volunteers MUST comply with the following requirements during preparation and all hours of operation. All TFF's are subject to inspection by the Environmental Health Division (EHD). Failure to comply with operating requirements may result in temporary food facility closure until deficiencies are corrected.

I Food Handling – Sanitary Requirements:

A. Food Preparation

1. 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 EHD (e.g., restaurants, delicatessens, church or school kitchens).
2. **Food prepared or stored at home is prohibited from use.**
3. Open flame BBQ's (cooking only) outside of the booth may be allowed. Other cooking equipment may be approved by EHD for use outside the booth. Approved equipment outside the booth must be sectioned off from the public by rope to ensure public safety and prevent food adulteration. Only two coolers to hold raw meats for barbecuing are allowed. All other coolers must be inside the fully-enclosed booth unless otherwise approved by EHD.
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 or below** may be used the next day. Food items held between **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	All items must reach these temperature for a minimum of 15 seconds
ground beef	155°F	
eggs, single pieces of meat	145°F	
pork	145°F	

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

NOTE: This will require sufficient equipment necessary to cook and maintain required temperatures for all perishable food (e.g. steam tables, chafing dishes, refrigerators, coolers with ice).

- C. Warewashing Facility** – TFFs 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 the last shall contain a bleach/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 (4) adjacent Temporary Food Facilities.

NOTE: FOR EVENTS LASTING MORE THAN 3 DAYS, ADDITIONAL REQUIREMENTS MAY BE REQUIRED. CONTACT EHD REGARDING THESE REQUIREMENTS.

- D. Handwashing Facilities** – Temporary food facilities that handle unpackaged or *prepackaged 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 3 DAYS REQUIRE A HANDSINK WITH WARM WATER IN EACH TFF.**

NOTE: FOR EVENTS LASTING MORE THAN 3 DAYS, ADDITIONAL REQUIREMENTS MAY BE REQUIRED. CONTACT EHD REGARDING THESE REQUIREMENTS

E. Wastewater

1. Liquid waste must be disposed of 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. No sneezing or coughing allowed by food handler. Sick food handlers must not work in TFF.
2. Food Handlers shall wash their hands and arms with soap and warm water prior to the start of food preparation activities and at other times as necessary to prevent food contamination, and especially after visiting the restroom.
3. Clean aprons or outer garments must be worn and hair must be restrained.

4. Sanitary food handling techniques must be used at all times. Whenever practical, food handlers shall use tongs or disposable plastic gloves or single use tissue when handling food.

G. Ice – Ice used for refrigeration **CANNOT** be used for consumption.

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

I. Toilet Facilities

1. 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.

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:

(a) Within a fully-enclosed TFF

(b) In lockable food storage compartments or containers meeting both of the following conditions:

(1) The food is adequately protected at all times from contamination, exposure to the elements, entrance of rodents and other vermin, and temperature abuse.

(2) The storage compartments or containers have been approved by EHD.

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

(c) Within a permitted food facility or other facility approved by EHD.

3. A separate area for the storage of employee clothing or other personal effects shall be provided.

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 Environmental Health Division.

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

N. Lighting – Adequate lighting shall be provided.

O. Open-air BBQ Facilities – Open-air BBQ facilities may be operated in conjunction with a permitted, fully enclosed booth. The BBQ must be used for cooking, roasting or broiling over live coals (wood, charcoal or gas heated). **The BBQ may not be used for warming foods or maintaining 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 EHD.

II. Food Booth Structure:

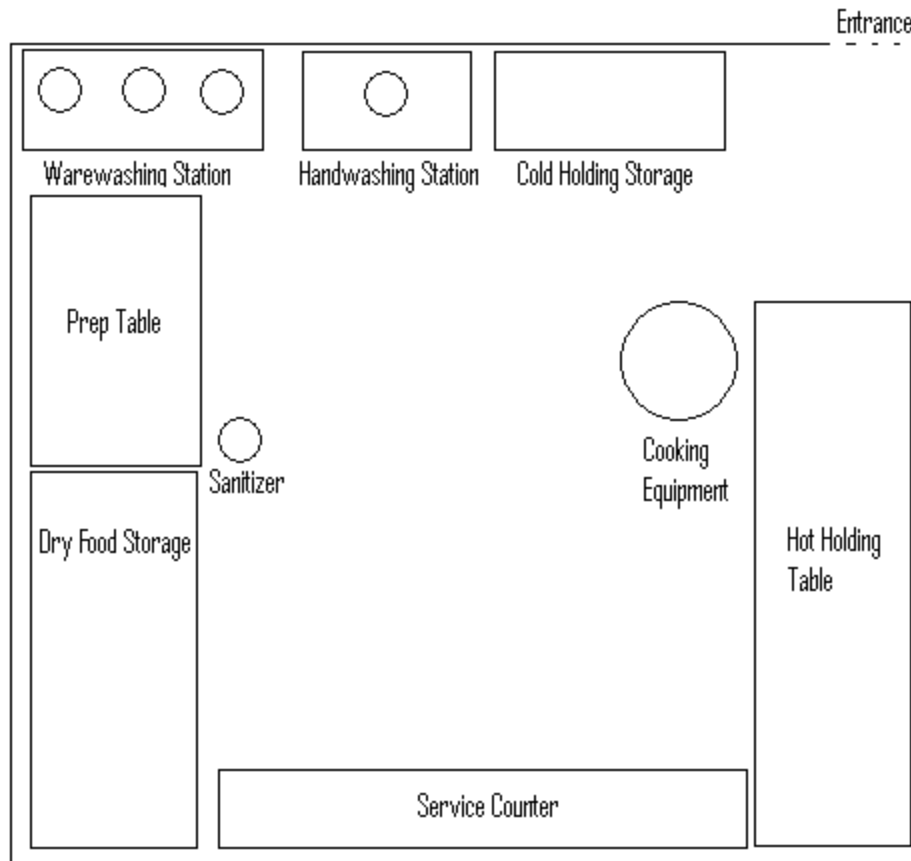
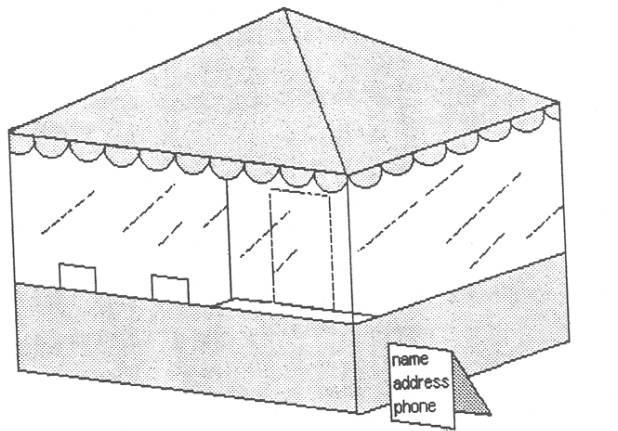
Except as noted below, the booth must be entirely enclosed with four complete sides, a top and a cleanable floor (pavement is acceptable).

1. Booths operating on grass or dirt must use plywood, tarp or other materials approved by EHD, for floor surfaces.
2. Ceilings shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a ceiling material above cooking equipment when necessary for ventilation purposes.
3. Doors and food service openings shall be equipped with tight-fitting closures to minimize the entrance of insects.
4. Food operations that have adjoining BBQ facilities should have a pass-through window or door at the rear or side of the booth.
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 EHD.
6. The use of more than two pieces of ancillary equipment (coolers, refrigerators, etc.) may require a separate enclosure and/or permit.

NOTE: The only operations not requiring fully-enclosed booths are those which sell non-PHF beverages from approved dispensers, or prepackaged food items. These items must be sold in the original packaging. Mobile food facilities (carts) must prepare food in a food compartment or be in a fully-enclosed TFF. If environmental conditions poses a threat to food contamination (dust, flies, etc.), TFFs may be subject to full enclosure in spite of operating in food compartments. If screening cannot be provided, the TFF will be subject to closure until such protection can be provided.

7. The name of the facility, city, state, ZIP code, and name of the operator shall be legible and clearly visible to patrons. The facility name shall be in letters at least three inches high, and shall be of a color contrasting with the surface on which it is posted. Letters and numbers for the city, state, and ZIP code, may not be less than one inch in height.

These requirements have been established to be consistent with state and local health code requirements and are intended to assist you in providing safe and wholesome food to the public. We welcome your cooperation.



Example of 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 or 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.

NOTE: Sneeze guards are not required for sampling operations that sample food items which are dispensed from a shake can, or similarly fully enclosed device which prevents direct hand contact with the food item.

2. Potentially hazardous samples must be kept at approved hot and cold holding temperatures throughout the duration of the sampling period. (Hot foods=135°F or above, 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. (example: 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.

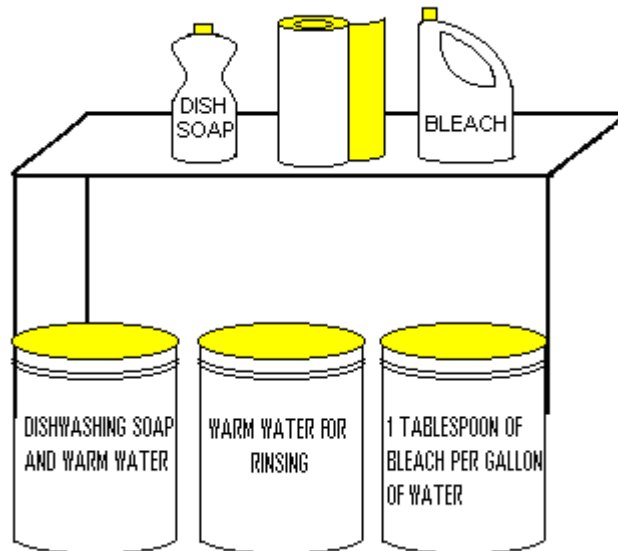
B. Employee-Distributed Sampling Operation Requirements

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.

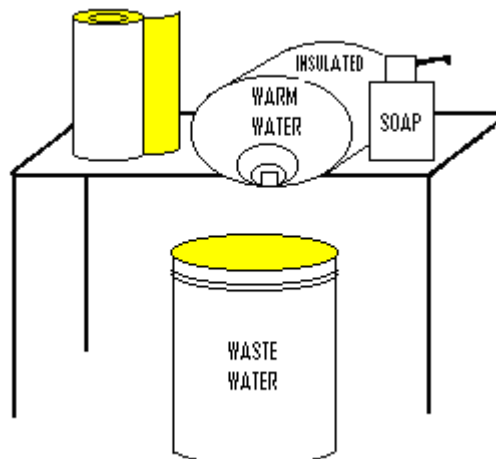
1. Samples must be individually portioned for distribution using single service wrappers or utensils. (example: toothpicks)
2. Samples must be given to each customer individually by a facility employee.
3. Potentially hazardous food samples may be kept at ambient temperatures for the purposes of serving 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 must be provided, one shall contain soap and warm water, one shall contain warm water for rinsing, and the last shall contain a bleach/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.



- B. Handwashing Facilities** – 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, 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 enforcement agency.

TEMPORARY FOOD FACILITY SELF-INSPECTION CHECKLIST (TO BE COMPLETED WHEN SETTING UP TFF THE DAY OF THE EVENT)

CHECK LIST REQUIREMENTS		COMPLIES		REMARKS
		YES	NO	
1.	WALLS/CEILING			
	Constructed of wood, canvas, plastic or similar material.			
2.	FLOOR MATERIALS			
	Floors smooth and cleanable (No rice hull, shavings, sawdust, grass, or gravel allowed.)			
3.	BUSINESS IDENTIFIER (SIGNS)			
	A. To be posted on or adjacent to booth.			
	B. To include name of facility, city, state and zip code.			
4.	FLY CONTROL (FOOD PREPARATION FACILITY ONLY)			
	A. All doors and openings flyproof – closable or screened.			
	B. If pass out window used, maximum 216 square inch opening and closable with tight fitting closure.			
5.	FOOD STORAGE			
	All foods stored off floor.			
6.	FOOD PROTECTION			
	A. Displayed foods covered or protected with a sneeze guard.			
	B. Equipment in good repair – free of corrosion, cracks, chips, etc.			
	C. Food storage/dispensing methods approved.			
7.	FOOD CONTACT SURFACES			
	A. Non-toxic, smooth, easily cleanable, non-absorbent.			
	B. Sanitizer bucket for wiping cloths available			
8.	HANDWASHING/WAREWASHING FACILITIES			
	A. Handwashing <u>within the facility</u> : minimum 5-gallon insulated water container with <i>hands free</i> valve, waste water catch basin, pump soap/paper towels.			
	B. Warewashing <u>within the facility</u> – minimum three 5 gallon containers for cleaning.			
	(1) Wash with clean, soapy warm water.			
	(2) Rinse with warm water			
	(3) Sanitize at proper concentration.			
	(4) Provide sanitizer test strips.			
	(5) For TFF events lasting longer than 3 days, additional requirements may be required. Contact EHD regarding these requirements.			
9.	EMPLOYEE HYGIENE			
	A. Employees in good health.			
	B. Clean hands and clothing. Hair restrained			
	C. Smoking prohibited in facility.			

	CHECK LIST REQUIREMENTS	COMPLIES		REMARKS
		YES	NO	
10.	FOOD TEMPERATURE CONTROL			
	A. Hot foods held at 135° F or above.			
	B. Cold foods held at 41° F or below.			
	C. Adequate amount of equipment provided to hold 'hot' and 'cold' foods.			
	D. Thermometer provided for perishable food refrigerators.			
	E. Metal probe thermometer for checking temperature of foods.			
11.	ICE AND ICE CONTAINERS			
	A. Ice kept clean and free of contamination.			
	B. Water proof container used; kept covered.			
	C. Refrigeration ice not used for consumption.			
12.	FOODS PREPARED AT OTHER FACILITIES			
	A. Facility approved by EHD.			
	B. No foods may be prepared or brought from home to be used in the TFF.			
13.	TRANSPORTATION OF PREPARED FOODS			
	A. Containers dustproof.			
	B. Containers keep hot foods 135° F or above.			
	C. Containers keep cold foods 41° F or below.			
14.	LIQUID WASTE			
	Waste water from sinks & other equipment drained to sewer, or other method approved by EHD.			
15.	TYPE WATER SUPPLY			
	A. Public water supply.			
	B. Approved private water supply.			
16.	TOILET AND HANDWASHING FACILITIES			
	A. Provided with warm-(where available) & cold running water, pump soap, paper towels & toilet paper.			
	B. Facilities located within 200 feet (one toilet per 15 employees.).			
17.	REFUSE STORAGE AND REMOVAL			
	A. Garbage cans or refuse bins provided.			
	B. Adequate refuse removal.			
18.	MISCELLANEOUS			
	No live animals permitted in or within 20 feet of TFF.			
19.	OPEN AIR BARBECUE			
	A. Adjacent to approved TFF.			
	C. Separated from public access by rope or other approved methods to prevent contamination and injury to the public			
	D. Protected from dust and debris			
	E. Barbecue not used as hot holding unit for cooked foods.			
	F. No other foods prepared outdoors, except food barbecued on BBQ. (i.e. No flat grill or pots on barbecue)			

Inspection conducted by: _____ Date: _____

IMPORTANT

Inspection	Be ready for inspection by scheduled set up time: _____
Ice*	Have coolers filled with enough ice to keep cold foods at 41° or below
Thermometer	Have probe thermometer (0-220°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 <ul style="list-style-type: none">• An insulated 5-gallon container of water with spigot that allows hands to be free for washing• Pump soap (germicidal for prepackaged foods)• Paper towels• Waste water bucket
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.)
Reinspection	All reinspections will be charged a fee and will be collected by the organizer the same day

*Subject to reinspection and/or closure if not available at time of inspection
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Local Fire Departments Phone Numbers

- Sacramento City Fire Department: (916) 433-1300
- Sacramento Metro Fire Department: (916) 566-4400
 - (Rio Linda, Fair Oaks, Florin, Fruitridge, Rancho Cordova, Citrus Heights, Carmichael, & Sloughhouse.)
- Cosumnes Fire Department: (916) 405-7100
 - (Cosumnes Area, Elk Grove & Galt)
- City of Folsom Fire Department: (916) 984-2280
- City of West Sacramento: (916) 375-6474