



HEALTH CARE AGENCY/PUBLIC HEALTH ENVIRONMENTAL HEALTH

Unpackaged Food Booths at Community Events

WHY THIS INFORMATION IS IMPORTANT

A temporary food booth, or how it is termed in law, a Temporary Food Facility (TFF) may operate at a community event, Certified Farmers Market or a swap meet. Because structurally they can look very different and be set up in all sorts of different locations it is sometimes confusing just what we, as the “Health Department” require. Environmental Health wants to make the process less complicated and confusing. The purpose of this informational bulletin is to highlight some of the basics that you as a food vendor need to know so you can operate not only easily, but safely as well.



WHAT THIS PACKET CONTAINS- EASY AS 1-2-3!

1. **Booth Structure Basics-Safety & Setup Diagrams (page 2)** It just makes good business sense to run a safe operation. We diagrammed the basics for you based upon our experience to assist you. It protects your customers, reduces your liability and ensures your customers will come back for more without filing a complaint with us.
2. **Permit Application (page 3)** If you haven't already done so, please complete the application for health permit and submit it. You need an approved permit to operate.
3. **Operations Specifications (pages 4 & 5)** Tell us a little bit about your operation. We can then help guide you better through the requirements.

ADDITIONAL INFORMATION

- **What permit do I need?** If you plan to prepare and serve food onsite, you will be considered open food. If you are an open food booth, **complete the attached application.**
 - **Other permits available:**
 - If all your food is prepared prior to the event and individually packaged, you will be considered a “prepackaged” food booth. No opening of packages or preparation is allowed at the event. If this is your booth, **STOP** here and refer to the **Prepackaged TFF Information Bulletin.**
 - If all your food is prepared prior to the event and you will be dispensing or offering food and beverages from prefilled containers, your booth will be considered “prepackaged with open sampling.” If this is your booth, **STOP** here and refer to the **Sampling and Dispensing TFF Informational Bulletin.**
- **Submit this Completed Packet** At least two weeks before the event to allow enough time for evaluation.
- **A Self-inspection Checklist** will be provided to you once your packet has been submitted. Remember to bring your copy to the event. This checklist will be part of your inspection.
- **Designate a Person-In-Charge of Your Booth** It is a requirement of law to have a Person-In-Charge.
- **Give Us a Call** Contact us by phone at **(714) 433-6000** or by email at ehhealth@ochca.com or find more comprehensive details regarding booth and event requirements at: <http://ocfoodinfo.com/tff>

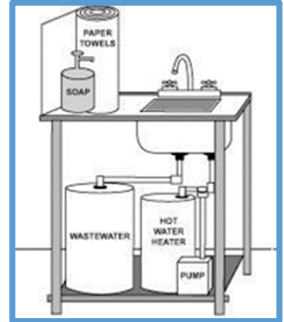
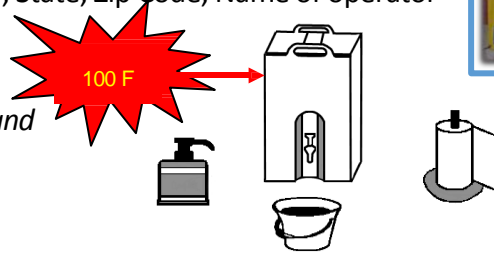
UNPACKAGED FOOD BOOTH STRUCTURE BASICS



- **Person in Charge identified**
- **Identify "**
 - In 3 inch letters list: Facility name, City, State, Zip Code, Name of operator

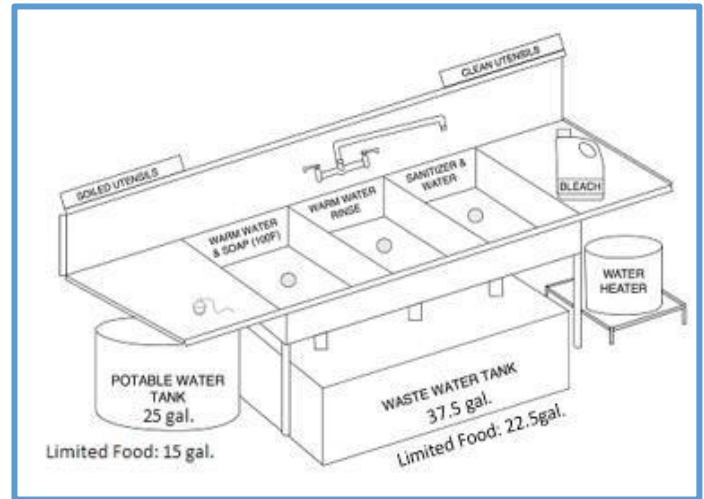
- **Hand Wash Station in EACH Booth**

- Events up to 3 days
 - Warm (at least 100F) Water On Demand
 - Soap
 - Paper Towels
 - Bucket to Catch Waste Water
- Events up to 4+ days
 - Handwash sink under pressure and able to supply a continuous stream of warm water.
 - Catch basin or enclosed waste system
 - Soap
 - Paper towels



- **3 Compartment Sink**

- May be supplied by the Event Coordinator (check)
- Necessary for cleaning/sanitizing multi-use utensils
- May not be required if duration of event is less than 4 hours and 4 sets of back up utensils are provided

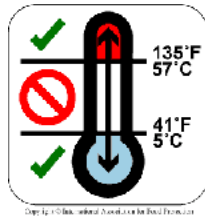


- **Enclosure To Protect Food**

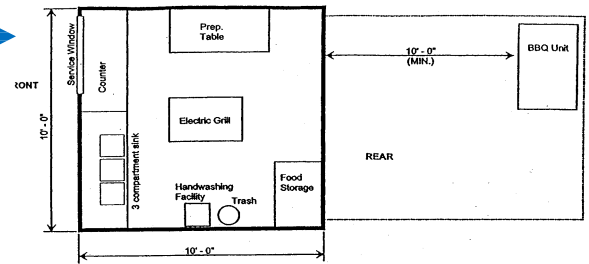
- Mesh Screening or
- Adequate Food Compartments With Tight-Fitting Lids or
- Inside a building and has sneeze guard protection
- Proper Flooring

- **Adequate Temperature Control**

- Refrigeration for cold foods at or below 41F
 - Ice chests



- Hot holding for hot foods at or
- Approved TPHC
- Ice chests
- Steam tables
- Must not violate fire code
- Probe thermometer available



Finish Schedule	Materials
Floor	Plywood
Walls	Plywood and Metal Mesh Screening
Ceiling	Flame proof canvas

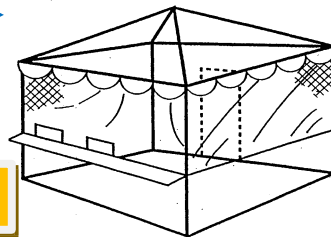
- **Restrooms within 200 Feet**

- **Food Maintained off the Ground**

- No cross contamination

- **Examples of Food Sold**

- Hamburgers, Tacos, Mixed Drinks, any open food sampling



TFF Lay-out

DRAWING NOT TO SCALE





Orange County Health Care Agency
 Environmental Health Division
 1241 E. Dyer Road, Suite 120, Santa Ana, CA 92705
 Telephone: (714) 433-6000
 Fax: (714) 433-6423
 Web Site: www.ochealthinfo.com

APPLICATION FOR HEALTH PERMIT

TEMPORARY FOOD FACILITY

This Section To Be Completed By Applicant- Please Print – Do Not Detach Operator Copy - Health Permits Are NOT Transferable

Name of Event:		Name of Event Coordinator:	Phone:
Event Location:		City:	Zip:
Business Name:		Owner's Name (Authorized Representative):	Phone:
Business Address:		City:	Zip:
Cell Phone:	E-Mail Address:	Fax:	
Owner's Mailing Address:		City:	Zip:
Emergency Contact:		Emergency Phone:	
Nature of Business/Type of Food:			
Operation Date(S):	Operation Days: S M T W T F S	<input checked="" type="checkbox"/> All Days	Operation Hours: ____Am/Pm To ____Am/Pm
Any Food Prepared/ Stored Before The Event: <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Provide Name and Address of the Approved Facility:	
Name: _____		Address: _____	
Is the Facility located in the County of Orange: <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, Attach a copy of the Facility Health Permit .	
Are you Preparing/Storing Food at a Shared Food Facility: <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Provide the completed Shared Food Facility Agreement.	
If No: I certify that all food will be prepared / purchased the day of the event and no food will be stored at home. All receipts will be available for review during the inspection of my booth. Initial Here: _____			

I Hereby Make Application For A Health Permit And/Or Environmental Health Services

Signature:		Date:
Print Name:		Title:
Date of Birth:	Driver's License No:	Federal Tax ID:

For Office Use Only

SPECIALIST	Permit Approved By (PRINT):	Date:	
	Permit Valid Only For A Specific Time Period And Location		
FEE	Operational Limitation(S): _____		
	Permit Number:	Type of Establishment/PE:	HSO Receipt Number:
	This Application Is For: <input checked="" type="checkbox"/> Category IA (Prepackaged Food and/or Produce) <input type="checkbox"/> Category IB (Poured Beverages and Unpackaged Samples, No Food Preparation) <input type="checkbox"/> Category II (Food preparation onsite, All Other Foods)		
	Event Frequency: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Recurring	Fee Amount:	<input type="checkbox"/> Fee Amount Paid <input type="checkbox"/> Fee Amount Unpaid
This Permit Is Valid For: _____			
SPECIFICATIONS	Sampling: <input type="checkbox"/> Yes <input type="checkbox"/> No	Cooking: <input type="checkbox"/> Yes <input type="checkbox"/> No	Cooking Limitation:
	Operation Specifications Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, date to be submitted:
	Remarks: _____ _____ _____		



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Unpackaged Food

TEMPORARY FOOD FACILITY

OPERATION SPECIFICATIONS

Event Name: _____ Event Location: _____

Business Name: _____

Owner Name: _____

Phone Number: _____ Email: _____

Check the box(s) that explains your operation. More than one answer may apply.

1. Who will be the Person-In-Charge of the booth on the day (s) of the Event?

Name _____ Contact # _____

2. Which one of the following best describes your operation during this event?

- No cooking; assembly only (Example: Sandwiches, Drinks)
- Single cooking step and assembly (Example: Burgers)
- Cooking, cooling, reheating, etc
- Other _____

3. What Describes How Your Foods Will be Prepared?

- All foods are made, packaged and stored at an approved facility or Approved Cottage Food Operation prior to the Event.

Name and address: _____

- | | | | | | |
|---|---------------------------|----------------------------------|--|-----|----|
| <input type="checkbox"/> Owner Operated | Shared Food Facility: | Agreement submitted | | YES | NO |
| <input type="checkbox"/> In Orange County | Outside of Orange County, | Facility health permit submitted | | YES | NO |

- Food is obtained from approved sources the day of the event. Receipts must be provided at the time of the inspection

4. What type of material and methods are being used to construct the temporary food facility?

- A durable and readily cleanable floor surface such as concrete, asphalt, wood, or tarp is provided
- The booth is fully enclosed
- Pass-through openings are a minimum of 432 square inches
- Minimum screening size of 16 mesh is used
- A canopy is provided over the common three-compartment sink
- Other _____

5. What are the procedures for cleaning structure and disposal of waste?

- Inside the booth is cleaned as needed during the event or at the end of each day
- Rubbish is picked up by the event staff or booth operators
- Approved and adequate trash dumpster is provided
- Waste water is properly disposed of

6. How will food be transported and steps taken to ensure safety of foods?

- Food is properly covered during transportation
- Cold/frozen food is maintained at or below 45°F during transportation
- Hot food is maintained at or above 135°F during transportation
- All food preparation takes place in an approved facility or inside the booth
- Food is obtained from approved sources and not obtained, prepared, and/or stored in private home
- Outdoor cooking equipment are protected from public access
- Only approved equipment and containers are used

7. Which one of the following describes your handwashing practices?

- One handwash sink with 100°F running water under pressure is provided inside the booth with soap and paper towels (Events 4 days or more)
- Warm water in an insulated container with catch bucket is provided with soap and paper towels (Events less than 3 days)

8. How will cold potentially hazardous food be maintained at or below 41°F?

- No Refrigerated Foods being offered for sale
- Stored on ice, inside ice chest
- Displayed on top of ice
- Inside a refrigerated cart/truck/trailer separate from the TFF booth area. **A separate pre-package permit will need to be obtained from this Agency.**
 - Location at event (i.e inside booth or in parking lot of event): _____
- Inside insulated bag
- Inside an approved electrical refrigeration unit

Reminder: Potentially hazardous foods shall be temperature controlled at or below 41°F. Foods may be held at or below 45°F for up to 12 hours in any 24-hour period. At the end of the operating day, these foods held at 45°F shall be destroyed in a manner approved by Environmental Health.

9. How will hot potentially hazardous food be maintained at or above 135°F?

NOTE: Check with local Fire Department for restrictions on cooking/hot holding equipment.

- No Hot Foods being offered for Sale
- Inside steam table
- Inside hot holding cabinet/unit/bag
- On top of cooking equipment
- Chafing dishes
- Time as Public Health Control Plan (TPHC), Must be approved before the event.
- Other _____

Reminder: All hot potentially hazardous foods under temperature control must be held at or above 135°F. At the end of the operating day, these foods shall be destroyed in a manner approved by Environmental Health.

10. Where will food be stored when the facility is not in operation?

- Stored inside the booth protected from any type of contamination
- Returned to an approved food facility
- Leftovers discarded at the end of the day
- Inside a refrigerated cart/truck/trailer separate from the TFF booth area. **A separate pre-package permit will need to be obtained from this Agency.**
 - Location at event (i.e inside booth or in parking lot of event): _____
- Other _____

11. What are the procedures for cleaning utensils and equipment?

- An approved three-compartment sink with dual drain boards located inside the booth
- An approved three-compartment sink with dual drain boards located within 100 feet of the booth (shared by no more than eight (8) booths)
- A centrally located three-compartment sink is not required for the open food service provided because:
 - Adequate single service utensils are provided.
 - Operation is limited to 4 hours at the event AND replacement utensils are provided (minimum of 4 multi-use utensils are provided)
- Alternate Location where the utensils will washed, rinsed and sanitized:

Name and address: _____

- Owner Operated | Shared Food Facility: Agreement Submitted YES NO
- In Orange County Outside of Orange County, facility health permit submitted YES N

Important Reminder

All food needs to be from an approved source: We need to know where you get your food. All the food that you are going to sell needs to come from a commercial food facility. No cooking or storage of food is allowed at home before the event. You cannot bring home cooked products to the event unless you are an approved Cottage Food Vendor. If you want to share a kitchen that has a permit already, ask us how.

THANK YOU!