



# **TEMPORARY FOOD FACILITY (TFF) APPLICATION PACKET**

**AMADOR COUNTY ENVIRONMENTAL HEALTH, 810 COURT STREET,  
JACKSON, CA 95642**

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AMADOR COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

810 COURT STREET JACKSON CALIFORNIA 95642

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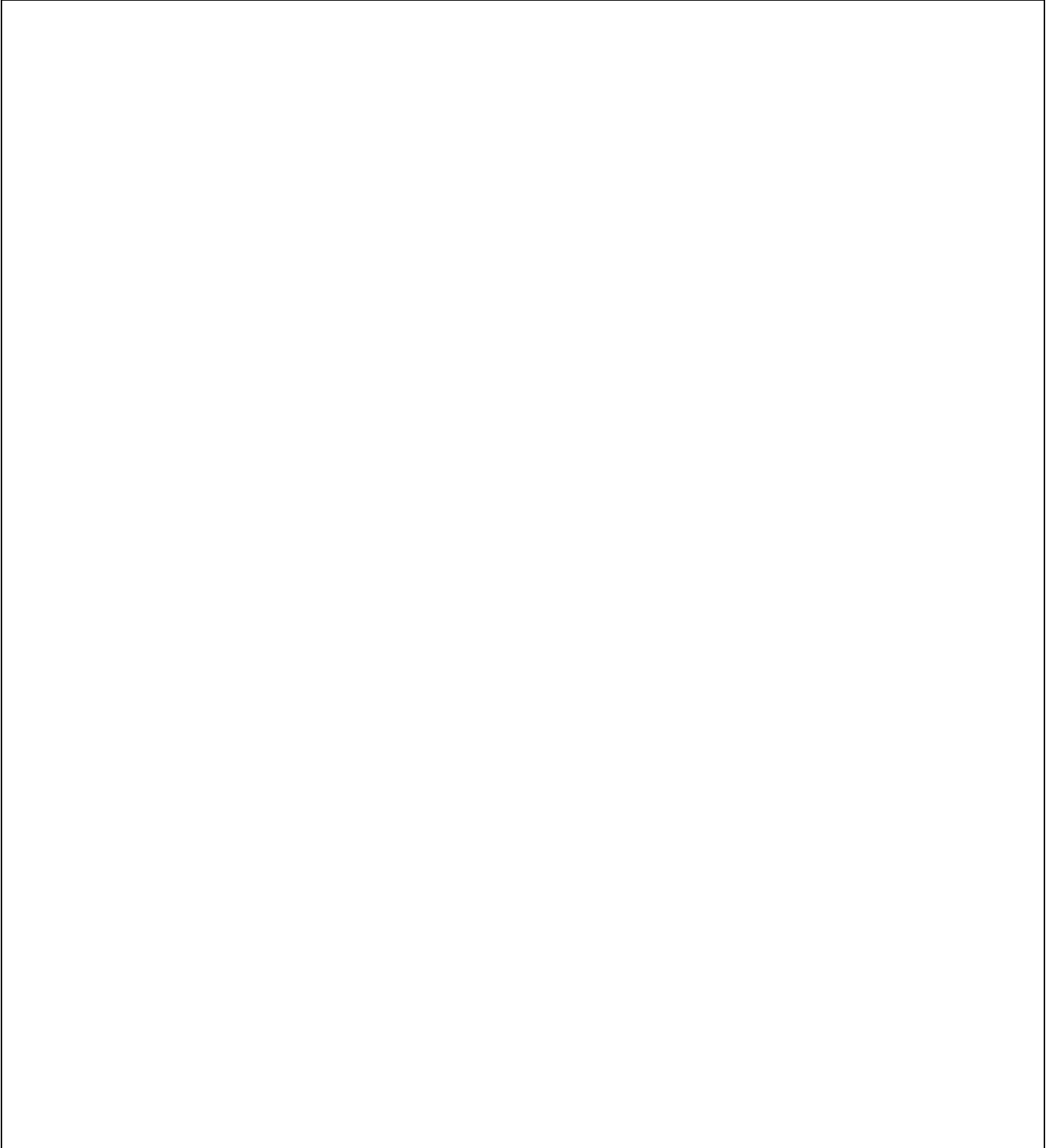
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TEMPORARY FOOD FACILITY (TFF) APPLICATION

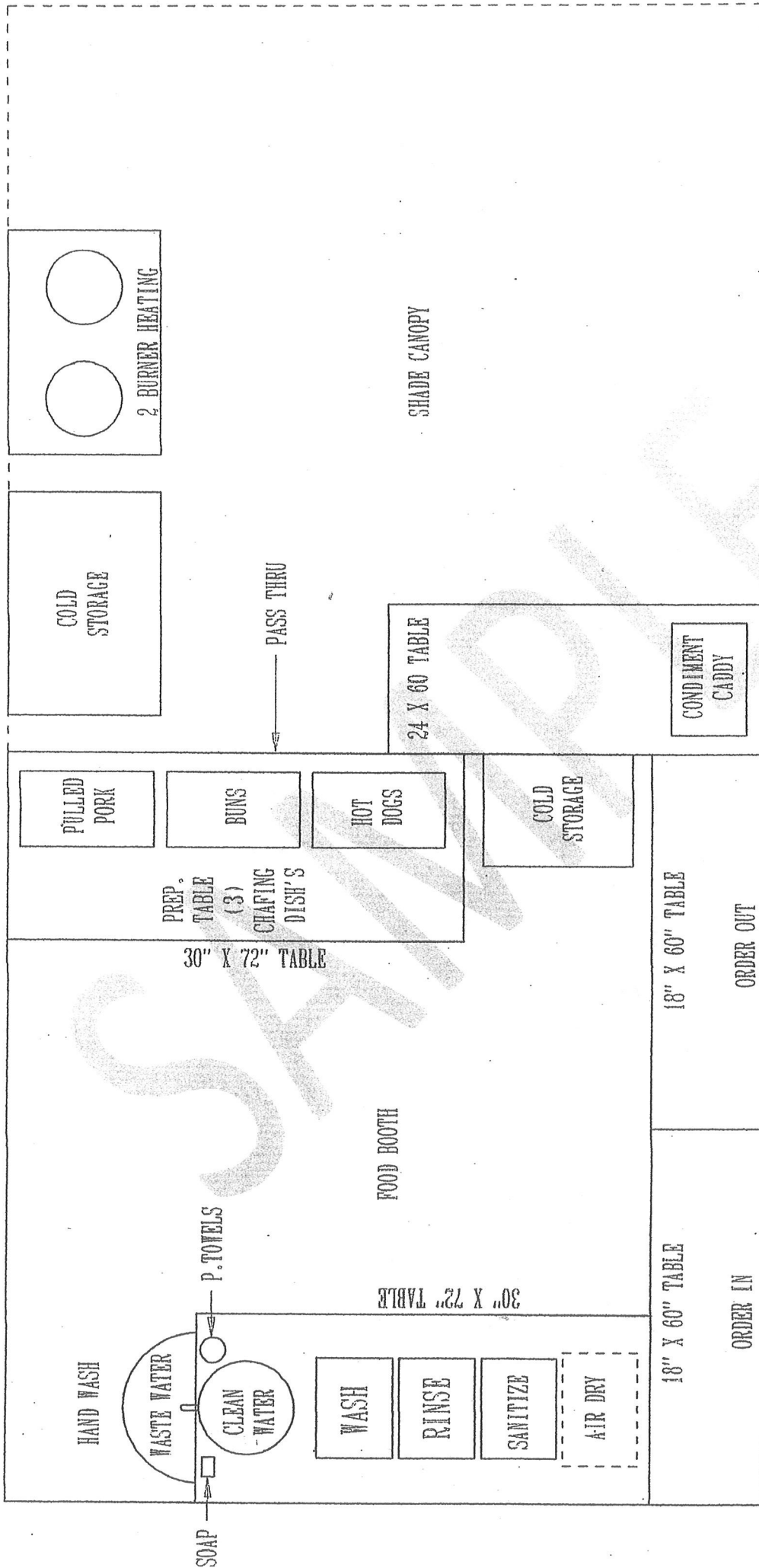
<b>NAME OF EVENT</b>		<b>DATE(S) OF EVENT</b>	
<b>LOCATION OF EVENT</b>			
<b>NAME OF TFF (FOOD BOOTH)</b>			
<b>CONTACT PERSON FOR FOOD OPERATIONS</b>			
<b>MOBILE PHONE</b>		<b>EMAIL</b>	
<b>MAILING ADDRESS</b>			
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	
<b>EVENT ORGANIZER</b>		<b>PHONE</b>	
<b>Must attach copy of the operating permit or documentation for any selected:</b>			
Non Profit <input type="checkbox"/> Veteran <input type="checkbox"/> Cottage Food <input type="checkbox"/> Mobile Food Facility <input type="checkbox"/> Annual Temporary Food Permit <input type="checkbox"/>			
<b>Please select any that apply:</b>			
Potentially Hazardous Foods (PHF) <input type="checkbox"/> Non-PHF <input type="checkbox"/> Samples Only <input type="checkbox"/> Prepackaged <input type="checkbox"/>			
<i>TFFs that handle PHF must obtain a Food Handler's Card</i>			
<b>Place where food and ingredients will be purchased? (Name and address)</b>			
<b>If food is prepared OFF SITE – Name, address and phone of location. (Must attach copy of operating permit).</b>			
<b>Describe how food will be kept at safe temperature during transport.</b>			
<b>Describe in detail how hands will be washed.</b>			
<b>Describe how food contact surfaces and utensils will be sanitized.</b>			
<b>Describe how food will be protected from contamination.</b>			
<b>I have received a copy of the "Operating Requirements for TFFs" and Self-Inspection Checklist, and agree to follow these guidelines. I understand an incomplete or illegible application that requires additional research or staff time to review will be assessed an additional fee of \$120 per hour.</b>			
<b>SIGNED</b>		<b>DATE</b>	



**FOOD BOOTH FLOOR PLAN** – Draw and describe hand washing station, hot and cold holding equipment, prep tables, storage units, utensil washing station, all other food equipment.



BACK ENTER/EXIT



FRONT (2) PASS THRU WINDOWS

10' X 10' BOOTH, SCREENED ON 4 SIDES  
EVENT & SETUP DATE 7/4/2018

# TEMPORARY FOOD FACILITY SELF-INSPECTION CHECKLIST

(DO NOT SUBMIT – RETAIN AND COMPLETE WHEN SETTING UP DAY OF THE EVENT)

CHECK LIST REQUIREMENTS		COMPLIES		REMARKS
		YES	NO	
<b>1</b>	<b>EMPLOYEE HEALTH</b>			
	Have no symptoms of vomiting, diarrhea or nausea in last 2 weeks			
	Have no open sores, or wounds on hands or arms.			
<b>2</b>	<b>EMPLOYEE HYGIENE</b>			
	There is no eating, drinking or smoking in booth.			
	Hair is restrained back, clean aprons are worn.			
<b>3</b>	<b>HAND WASHING</b>			
	A 5-gallon warm water container with hands free valve			
	B Pump soap dispenser			
	C Paper towels			
	D Waste water container			
<b>4</b>	<b>FOOD TEMPERATURE CONTROL</b>			
	A Metal stem thermometer(s) with extra batteries 0-220F degrees			
	B Hot foods held at 135F degrees or above at all times.			
	C Cold foods held at 41F degrees or below at all times.			
	D Ice to keep foods submerged in ice and below 41F degrees.			
	E Reheating of foods to 165F for hot holding			
<b>5</b>	<b>FOOD PROTECTION</b>			
	A. Displayed foods covered or protected with a sneeze guard.			
	B. Equipment in good repair – free of corrosion, cracks, chips, etc.			
	C. All foods stored off floor.			
<b>6</b>	<b>FOOD CONTACT SURFACES</b>			
	Non-toxic, smooth, easily cleanable, non-absorbent.			
<b>7</b>	<b>UTENSIL WASHING FACILITIES</b>			
	(1) Wash with soapy water.			
	(2) Rinse with clean water.			
	(3) Sanitize with 100 ppm of chlorine			
	(4) Air Dry – do no use cloth towels			
	(5) Test strips for checking sanitizer concentration			
<b>8</b>	<b>SIGNS</b>			
	A Name of facility on booth, city, state and zip code.			
<b>9</b>	<b>FLOORS, WALLS, CEILINGS</b>			
	A Floors are smooth and cleanable, no grass, sawdust allowed.			
	B Walls & ceilings made of wood, canvas, plastic or similar material. (check with FIRE for approved materials)			

CHECK LIST REQUIREMENTS		COMPLIES		REMARKS
		YES	NO	
<b>10</b>	<b>ICE AND ICE CONTAINERS</b>			
	A. Ice kept clean and free of contamination.			
	B. Water proof container used; kept covered.			
	C. Refrigeration ice not used for consumption.			
<b>11</b>	<b>LIQUID WASTE</b>			
	Waste water from sinks & other equipment drained to sewer, or other method approved by Environmental Health Division.			
<b>12</b>	<b>TYPE WATER SUPPLY</b>			
	A. Public water supply – use approved faucets only.			
	B. Approved private water supply through Environmental Health			
<b>13</b>	<b>REFUSE STORAGE AND REMOVAL</b>			
	A. Garbage cans have been provided.			
	B. Removal of garbage when cans are full.			
<b>14</b>	<b>ANIMALS</b>			
	No live animals permitted.			
<b>15</b>	<b>OPEN AIR BARBECUE</b>			
	A. Adjacent to approved temporary facility.			
	B. Food storage/dispensing methods approved.			
	C. No live animals within 20 feet.			
	D. Protected from dust.			
	E. In area that does not constitute a fire hazard.			
	F. No other foods can be prepared outdoors, except food barbecued on grill.			

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## IMPORTANT

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<b>Inspection</b>	Be ready for <b>inspection</b> by scheduled set up time: _____
<b>Ice</b>	Have coolers filled with enough <b>ice</b> to keep cold foods at 45° or below
<b>Thermometer</b>	Have <b>probe thermometer</b> (0-220°f) readily available
<b>Hot holding</b>	Have <b>hot holding units</b> set up – hold hot food at or above 135°F
<b>Hand wash station</b>	Have <b>hand wash station</b> ready <ul style="list-style-type: none"><li>• warm water in insulated container with spigot that allows hands to be free for washing</li><li>• pump soap</li><li>• paper towels</li><li>• waste water bucket</li></ul>
<b>Utensil wash station</b>	Have <b>utensil wash station (three containers)</b> set up with soap, rinse water and bleach/water solution and testing strips.
<b>Wastewater</b>	Dump the <b>wastewater</b> at _____
<b>Screening</b>	<b>Screening</b> required if conducting food preparation
<b>Reinspection</b>	All <b>reinspections</b> will be charged a fee and will be collected by the event organizer the same day

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## OPERATING REQUIREMENTS FOR FOOD BOOTHS (TFFS)

Please note: All food employees and volunteers **MUST** comply with the following requirements. All food booths (temporary food facilities) are subject to inspection by Amador County Environmental Health Department. Failure to comply with operating requirements may result in closure until violations are corrected.

### I. FOOD SAFETY REQUIREMENTS

#### A. Food Preparation

1. All food handling and preparation shall take place **inside** a food booth, OR a food establishment that has a food operating permit through the state or county.
2. **Food prepared or stored at home is prohibited for use.**
3. Open flame BBQ's (cooking only) outside of the booth may be allowed.
4. Deep fat fryers, grills, etc., may require separated screened areas in accordance with local fire codes.
5. Food preparation surfaces must be smooth, easily cleanable and non-absorbent (commercial cutting boards are recommended).

#### B. Temperature Control – Adequate temperature control shall be provided for all perishable (potentially hazardous) foods. **Provide a metal probe thermometer** to check temperatures.

1. **Cold foods** – maintain a temperature of **45° Fahrenheit** or below for up to 12 hours in any 24-hour period. At the end of the operating day the food shall be destroyed.
2. **Hot foods** – maintain food temperatures of **135° Fahrenheit** or above. At the end of the operating day hot foods shall be destroyed.
3. **Cooking Temperatures** – Minimum internal cooking temperatures of potentially hazardous food (PHF) are as follows:

ground beef	157°F
poultry, stuffed food	165°F
eggs	145°F
pork	145°F

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

**NOTE:** Must supply sufficient equipment to cook and maintain required temperatures for all potentially hazardous food (e.g. steam tables, chafing dishes, refrigerators, coolers).

**C. Utensil Washing Facility** – Booths that handle unpackaged or opened foods and beverages require three LARGE containers (see Appendix A). One shall contain soap, one rinse water, and the third a sanitizer solution (approx. one tablespoon of household bleach per gallon of water or 100 ppm of chlorine - checked with testing strips).

**D. Hand Washing Facilities** – The hand washing facilities shall be located INSIDE each temporary food facility. Provide a 5-gallon container with a dispensing valve, which will leave hands free for washing. Also provide a liquid soap PUMP dispenser and paper towels for hand washing within the food booth (see Appendix A).

**NOTE:** Where all food, food samples and beverage is COMPLETELY prepackaged, hand washing and utensil washing facilities within the booth are not required.

**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.

**F. Food Handlers**

1. Food Handlers must be in good health. No symptoms of diarrhea, nausea, vomiting, fever within two weeks of event.
2. Food Handlers shall wash their hands with soap and warm water, rubbing hands with lather for 10-15 seconds 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.
4. Minimum bare hand contact must be used when handling ready-to-eat foods such as cutting up fruits, salads, sandwiches etc. Whenever practical, food handlers shall use tongs or disposable plastic gloves or single use tissue when handling ready-to-eat foods.

**G. Ice** – Ice used for cooling cannot be used for consumption.

**H. Condiments** – Condiment containers shall be the pump type, squeeze containers, or have self-closing covers or lids for content 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 temporary food facility.

**J. Personal Hygiene** – Eating, drinking and smoking is prohibited in food booths.

**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.
2. During periods of in-operation, food shall be stored in one of the following methods:
  - (a) Within a fully-enclosed temporary food facility
  - (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, ingress of rodents and other vermin, and temperature abuse.
    - (2) The storage compartments or containers have been approved by the local enforcement agency.  
*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 the local enforcement agency.
3. An area separate from food preparation, utensil washing, and food storage areas shall be provided for the storage of employee clothing or other personal effects.

**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 booth.

**M. Animals** – Live animals are not permitted in temporary food facilities.

**N. Open-air BBQ Facilities** – Open-air BBQ facilities may be operated in conjunction with a permitted, fully enclosed booth. The BBQ can be used for cooking, roasting or broiling over live coals (wood, charcoal or gas heated). Food preparation, food assembly and food service shall be inside the food booth.

## II. FOOD BOOTH STRUCTURE:

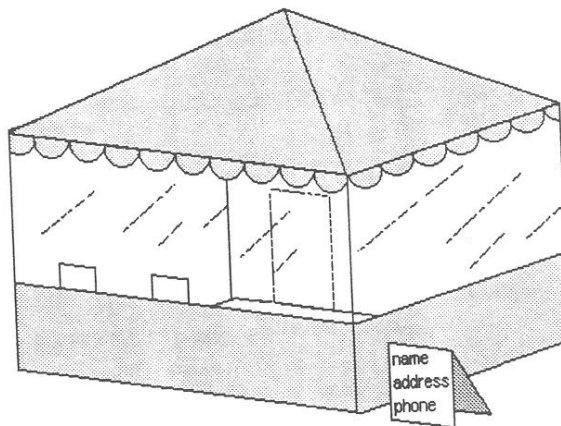
Except as noted below, the booth must be entirely enclosed with four complete sides, a top and cleanable floor (pavement is acceptable).

1. Booths operating on grass or dirt must use plywood, tarp or similar material, 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 the local Environmental Health Division.

NOTE: The only operations not requiring fully enclosed booths are those which sell beverages from approved dispensers, or food items that are COMPLETELY PREPACKAGE by a wholesaler or at an approved off-site kitchen. These items must be sold in the original packaging.

6. The name of the facility, city, state, zip code, and name of the permittee, if different from the name of the facility, shall be permanently affixed to both sides of the facility during all periods of operations so as to be legible and clearly visible to patrons. The name shall be in letters at least 8 centimeters (3 inches) high and shall be of a color contrasting with the temporary food facility. Letters and numbers for the address and telephone numbers may not be less than 2.5 centimeters (1 inch) in height.
7. Inspection Report must be posted in public view upon receipt.

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.



### III. FOOD SAMPLES

The following requirements apply to the sampling of unpackaged foods from a Temporary Food Facility.

NOTE: Any food sample operations that require onsite portioning or handling of unpackaged or opened foods require adequate hand wash and utensil wash facilities as described in Appendix A.

#### 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, squeeze bottle or similarly fully enclosed container 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=45°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.

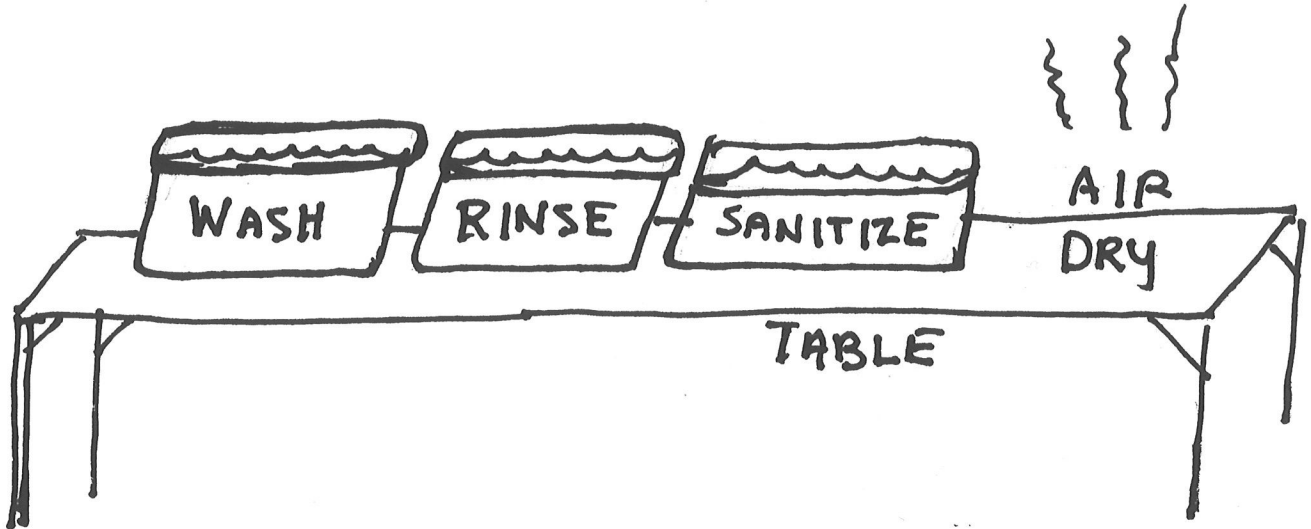
#### B. Employee-Distributed Sampling Operation Requirements

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.

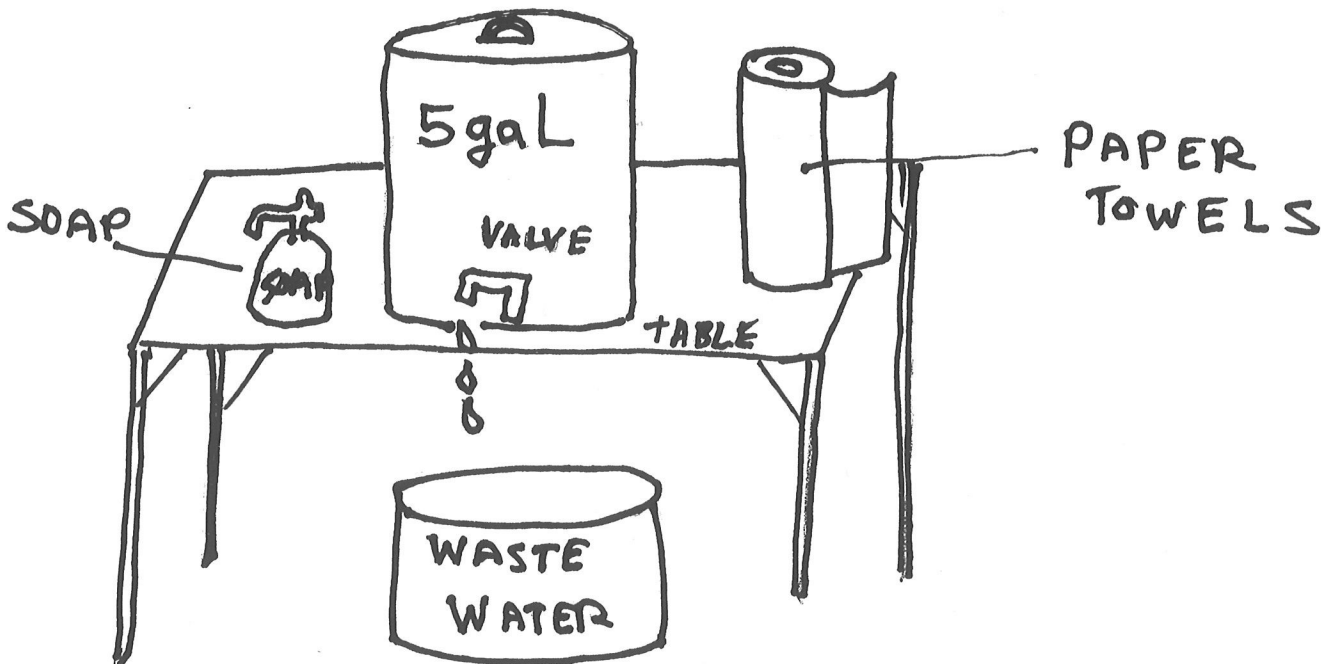
1. Samples must be individually portioned for distribution using single service wrappers or utensils. (example: toothpicks)
2. Samples must be given to each customer individually by a facility employee.
3. Potentially hazardous food samples may be kept at ambient temperatures for the purposes of serving ONLY.

## Appendix A

- C. **Utensil Washing Facility** – Booths that handle unpackaged or open foods and beverages require three LARGE containers for the cleaning of equipment and utensils. One shall contain soap, one rinse water, and the other a bleach/water solution (use one tablespoon of household bleach per one gallon of water or 100 ppm of chlorine).



- D. **Hand Washing Facilities** – Provide a 5-gallon container of warm water with a dispensing valve, which will leave hands free for washing. Provide a waste water container, soap dispenser and paper towels for hand washing within the food booth.



- E. **Water** – An adequate supply of potable drinking water shall be provided for utensil washing and hand washing. The water supply shall be from a source approved by the enforcement agency.