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Temporary Food Facility (TFF) Operator's Packet

XXXXXXXXXX

COMMUNITY EVENT COORDINATOR TO DISTRIBUTE ONE PACKET TO EACH TFF (FOOD BOOTH) OPERATOR FOR COMPLETION. COORDINATOR 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 Coordinator at least three weeks prior to the event.**
- Complete TFF Menu Sheet, then return it to your Event Coordinator 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.**

TEMPORARY FOOD FACILITY (TFF) INFORMATION SHEET

Name of Event _____

Location of Event _____ Date(s) of Event _____

Name of Food Booth (TFF) _____

TFF Contact Person _____ Phone (work) _____ (home) _____

Contact Phone for day of event _____

Event Coordinator _____ 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 POTENTIALLY HAZARDOUS 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.

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

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 cooked (e.g., BBQ, deep-fry, grill, steam, etc.).	What type of insulated container will be used to transport potentially hazardous foods to keep them above 135°F or below 45°F?	Type of food holding units in booth (e.g., ice chest, freezer, chafing dishes, crock pot, etc.).	Equipment used to reheat prepared foods (e.g., microwave, grill gas burner).
1.					
2.					
3.					
4.					
5.					
6.					

DOC TYPE: CORRESPONDENCE

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. 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 food booth unless approval of a different preparation site has been obtained from the Environmental Health Division (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.
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, cold food shall be placed in refrigeration units that maintain the food at or below 41° Fahrenheit or the food shall be destroyed in a manner approved by the local enforcement agency.
2. **Hot foods** – maintain food temperatures of **135° Fahrenheit** or above. At the end of the operating day food that is held at or above 135° Fahrenheit shall be either destroyed or donated to a Food Bank or other Non-profit charitable organization, but may not be re-served the next day.

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

- C. **Utensil Washing Facility** – Booths that handle unpackaged or opened foods and beverages require two 5-gallon containers (see Appendix A). One shall contain soap and water and the other a bleach/water solution (use one tablespoon of household bleach per gallon of water).

NOTE: Extensive food preparation may require additional washing facilities as approved by the Environmental Health Division.

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

NOTE: Where all food and beverage is 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.
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 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. Smoking – 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
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 temporary food facilities.

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 or other containers. All other food preparation and storage and equipment storage shall be inside the fully enclosed booth.

II. Food Booth Structure:

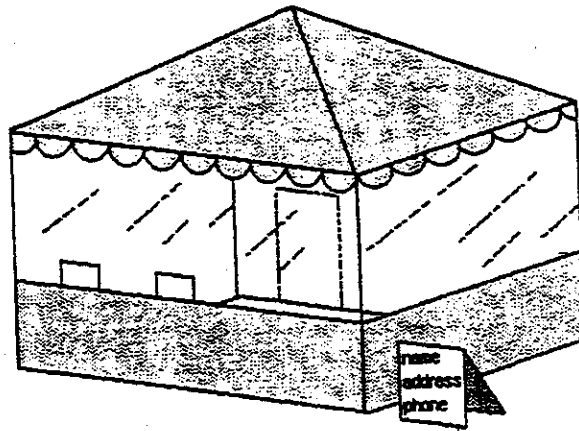
Except as noted below, the booth must be entirely enclosed with four complete sides, a top and cleanable floor (pavement is acceptable).

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 prepackaged by a wholesaler or at an approved off-site kitchen. These items must be sold in the original packaging.

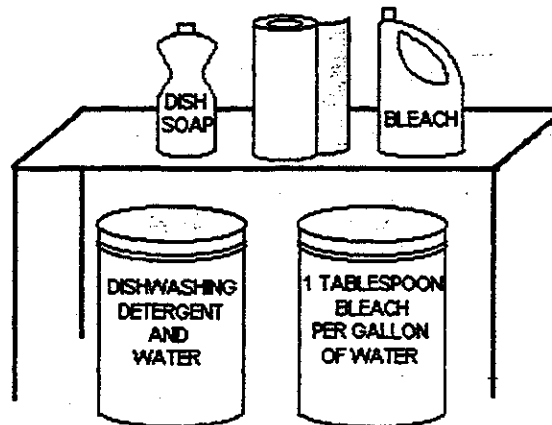
6. The name of the facility, city, state, zip code, and name of the permittee, if different from the name of the facility, shall be permanently affixed to both sides of the facility during all periods of operations so as to be legible and clearly visible to patrons. The name shall be in letters at least 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.

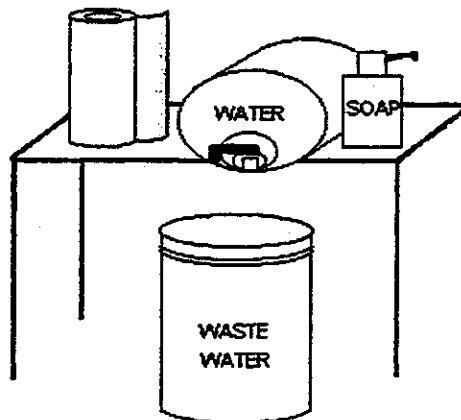


Appendix A

- C. **Utensil Washing Facility** – Booths that handle unpackaged or open foods and beverages require two 5-gallon containers for the cleaning of equipment and utensils. A third container may be required for general cleaning purposes. One shall contain soap and water and the other a bleach/water solution (use one tablespoon of household bleach per one gallon of water).



- 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.

III. Sampling

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

NOTE: Any sampling 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, 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=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. The time that food may be held at ambient temperatures must not exceed 4 hours.

**COUNTY OF SACRAMENTO
 ENVIRONMENTAL MANAGEMENT DEPARTMENT
 ENVIRONMENTAL HEALTH DIVISION
 8475 JACKSON ROAD, SUITE 240, SACRAMENTO, CA 95826-3904 PHONE (916) 875-8440 FAX: (916) 875-8513**

**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.	SIGNS			
	A. To be posted on or adjacent to booth.			
	B. To include name of facility, city, state and zip code.			
	C. Inspection report to be posted in public view.			
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. Other			
7.	FOOD CONTACT SURFACES			
	Non-toxic, smooth, easily cleanable, non-absorbent.			
8.	HANDWASHING/UTENSIL WASHING FACILITIES (FOOD PREPARATION FACILITY ONLY)			
	A. Handwashing within facility: minimum 5-gallon warm water container with <i>hands free</i> valve, waste container, pump soap/paper towels.			
	B. Utensil washing within facility – minimum two 5 gallon containers for cleaning.			
	(1) Wash with clean, soapy water.			
	(2) Rinse with approved sanitizing solution.			
9.	EMPLOYEE HYGIENE			
	A. Clean hands and clothing.			
	B. Hair restraint.			
	C. Smoking prohibited in facility.			
10.	FOOD TEMPERATURE CONTROL			
	A. Hot foods held at 135° F or above.			
	B. Cold foods held at 45° 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 temp. of hot foods.			

CHECK LIST REQUIREMENTS		COMPLIES		REMARKS
		YES	NO	
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. Approved by Environmental Health Division.			
	B. No foods may be prepared from home or prepped in food booth.			
13.	TRANSPORTATION OF PREPARED FOODS			
	A. Containers dustproof.			
	B. Containers keep hot foods 135° F or above.			
	C. Containers keep cold foods 45° F or below.			
14.	LIQUID WASTE			
	Waste water from sinks & other equipment drained to sewer, or other method approved by Environmental Health Division.			
15.	TYPE WATER SUPPLY			
	A. Public water supply.			
	B. Approved private water supply.			
16.	TOILET AND HANDWASHING FACILITIES			
	A. Provided with hot (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			
	A. No live animals permitted.			
	B. Other.			
19.	OPEN AIR BARBECUE			
	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 prepared outdoors, except food barbecued on grill.			

Inspection conducted by: _____ Date: _____

IMPORTANT

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