

**Temporary Food Facility
(TFF)
Operator's Packet**

TEMPORARY FOOD FACILITY (TFF) SELF-INSPECTION CHECKLIST (TO BE COMPLETED WHEN SETTING UP ON 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 fly proof – 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 at least 6 inches off floor.			
6.	FOOD PROTECTION			
	A. Displayed foods covered or protected with a sneeze guard, condiments in approved containers.			
	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. Ice used for refrigeration 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 unless CFO.			
13.	TRANSPORTATION OF PREPARED FOODS			
	A. Containers dustproof, protected from potential contaminants.			
	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. Potable 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 the scheduled set up time: <hr/>
Ice*	If you are using ice for cold holding, have coolers filled with enough ice to keep cold foods at 41° 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/>
Handwash* station	Have handwash station ready <ul style="list-style-type: none">• An insulated 5-gallon container of warm water with spigot that allows hands to be free for washing• Pump soap• Paper towels• Waste water bucket <hr/>
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 <hr/>
Wastewater	Dump the wastewater at _____ <hr/>
Screening*	Screening around food tents is required if conducting food preparation. Screening may be required on <u>all</u> booths if environmental conditions pose risk of contamination (dust, flies, etc.) <hr/>
Reinspection	All reinspections will be charged a fee and may be collected by the organizer the same day <hr/>

*Subject to reinspection and/or closure if not available at time of inspection

TEMPORARY FOOD FACILITY (TFF) OPERATING REQUIREMENTS

Please Note: 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 and preventing foodborne illnesses.

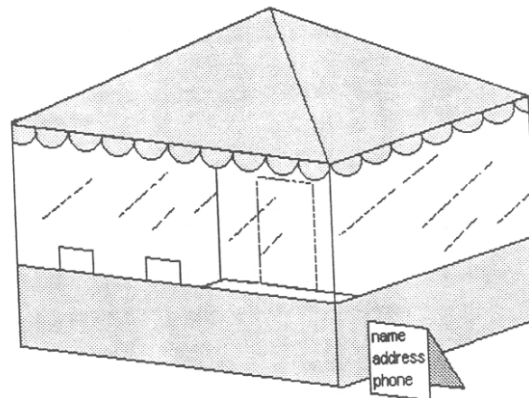
All food vendors, TFF operators, employees, and volunteers **MUST** comply with the following requirements during preparation and during all hours of operation. All TFF's are subject to inspection by the Colusa County Environmental Health (CCEH). Failure to comply with these operating requirements may result in TFF closure until violations are corrected.

1. BOOTH/TENT REQUIREMENTS

Booth Must be Fully Enclosed – If the TFF is handling any open foods (non-prepackaged foods), a fully-enclosed booth with an overhead canopy and screened sides is required. All open food items must be handled inside the fully enclosed booth. If operating after dusk, lighting is required.

Exception #1: *If the TFF is selling only prepackaged food items or whole produce, a fully-enclosed booth is not required, but an overhead canopy is required. (Examples: bottled water/sodas, prepackaged cookies, candies etc.)*

Exception #2: *A food compartment can be used instead of a fully-enclosed booth if the facility does only limited food preparation. (Examples: Hot dogs, popcorn, churros, espresso drinks, snowcones, wrapped tamales, etc.)*



Food Booth Structure - The TFF booth shall be designed to protect the food and beverages from contamination. The booth must be entirely enclosed with four complete sides, a top, and a cleanable floor. Construction materials such as plywood, canvas, plastic, and fine-mesh fly screening (at least 16 mesh/sq. inch) may be used. Rental booths constructed, as noted below, may be used when approved by CCEH.

- A floor is required for a booth operating on grass or dirt. The floor must be plywood, tarp or other materials approved by CCEH. (Pavement is acceptable).
- Ceiling shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a ceiling material above cooking equipment when necessary for ventilation purposes.
- Doors and food service openings shall be equipped with tight-fitting closures to minimize the entrance of insects.

- The use of more than two pieces of ancillary equipment (coolers, refrigerators, etc.) may require a separate enclosure and/or permit.

PLEASE NOTE: TFFs may be SUBJECT TO CLOSURE if the food is not protected and/or if environmental conditions pose a threat to food (example: dust, flies, etc.). If screening cannot be provided, the TFF may be subject to closure until such protection can be provided.

IF THE TFF HANDLES OPEN FOOD WITHOUT A FULLY-ENCLOSED BOOTH, THE TFF MAY BE SUBJECT TO CLOSURE

Location of Equipment

Equipment allowed outside fully-enclosed booth:

- Open flame BBQ grill
- Deep fryer
- Covered pot on top of open flame burner

Equipment allowed outside fully-enclosed booth under overhead protection:

- Flat grill
- Wok

No hot holding of foods is allowed on equipment outside the enclosed booth.

Additional Requirements:

- Food operations that have adjoining BBQ facilities and cooking equipment set up outside the enclosed booth should have a pass-through window to allow for foods to be brought inside the booth.
- One ice chest for each kind of meat/food item approved to cook outside, is allowed outside booth next to the cooking equipment. All other ice chests with food items must be stored inside the booth.
- All approved equipment outside of the booth must be sectioned off from the public by using ropes or other approved methods (e.g. caution tape) to prevent contamination of the food and injury to the public.

Handwashing Station

A handwashing station is required if any non-prepackaged foods will be handled (including samples).

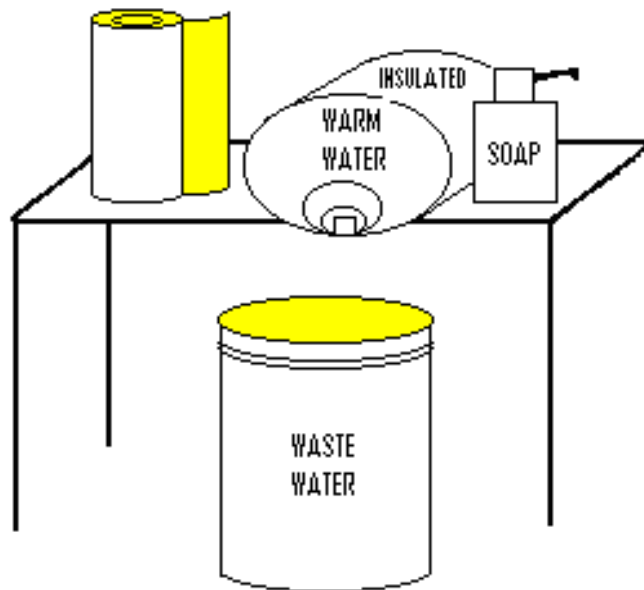
Where to set up:

The hand wash station should be placed inside the booth in an unobstructed area that is easy to access and use at all times.

How to set up:

- 5 gallon insulated container of warm water (100-108°F)
- Soap in a pump dispenser
- Paper towels
- Catch basin for waste water
- Garbage bag or bin for waste paper towels

Community events lasting for more than 3 days require a handwashing sink with warm water in each TFF. Contact CCEH with any questions regarding these requirements at (530) 458-0395.



IF THE TFF IS HANDLING OPEN FOOD AND LACKS A HANDWASHING STATION, THE TFF IS SUBJECT TO CLOSURE

No Bare Hand Contact with Ready-to-Eat Foods

Section 113961 of California Retail Food Code (CalCode) will prohibit bare hand contact with ready-to-eat foods. This requirement will make the use of gloves or utensils mandatory whenever ready-to-eat foods are handled.

Ready to Eat Food means food that is edible and does not require additional preparation to be safe to eat. These foods include, but are not limited to:

- Any food that will not be thoroughly cooked or reheated(165F) before it is served
- Any food item that has already been cooked
- Prepared fresh fruits and vegetables served raw or cooked
- Salad and salad ingredients
- Fruit or vegetables for mixed drinks
- Garnishes; lettuce, parsley, lemon wedges, pickles
- Cold meats and sandwiches
- Raw sushi fish and sushi rice
- Bread, toast, rolls, baked goods

How Do I Comply?

Food service workers must wear disposable gloves or use utensils to handle ready-to eat foods.

Handling Ready-to-Eat foods

Food employees can handle ready-to-eat foods by using any of the following utensils: tongs, forks, spins, bakery, deli wraps, wax paper, scoops, spatulas, dispensing equipment, or single use disposable gloves.

Single Use to Disposable Gloves

Gloves may be used to handle ready to eat foods; however, gloves must be changed often. One pair of gloves may only be used for one task, used for no other purpose, and shall be discarded when damaged/soiled, when interruptions in food handling occur, or when changing form one type to another. Gloves shall also be changed every time hands are washed.

Handwashing

Food service workers are required to thoroughly wash hands using soap and warm water and single-use paper towels whenever hands or gloves are contaminated.



Warewashing/Utensil Washing Station

A warewashing station is required if any open food is prepared and/or served using multi-service utensils (examples: knives, scoops, chafing dishes, tongs, ladles, cutting boards etc).

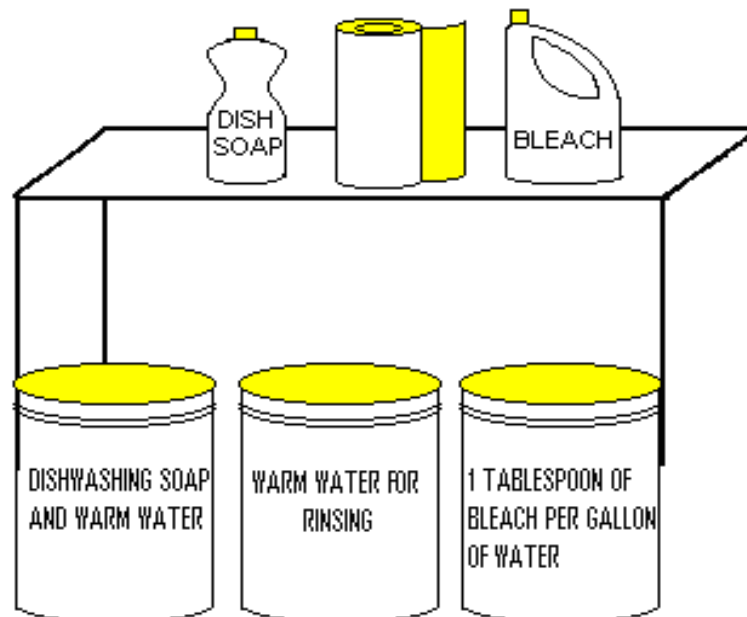
Where to set up:

The warewash station must be set up under overhead protection so that it is protected from physical contamination.

How to set up:

Provide three 5 gallon buckets:

- 1st bucket: Fill with soap and water
- 2nd bucket: Fill with clean water
- 3rd bucket: Fill with sanitizer solution (100 ppm chlorine)
How to make sanitizer solution: Add 1 tablespoon of bleach per gallon of water. (Quaternary ammonia at 200 ppm is also acceptable)
- Provide Test Strips: Test strips to measure sanitizer (chlorine or quaternary ammonia) concentration must be available. (A list of places where strips can be purchased is attached at the end of the packet).



IF THE TFF IS HANDLING OPEN FOOD AND USING MULTISERVICE UTENSILS AND IS LACKING A WAREWASHING STATION, THE TFF MAY BE SUBJECT TO CLOSURE.

2. APPROVED FOOD SOURCE

- All the food items shall be obtained from approved sources and be kept free from adulteration and spoilage.
- **Food prepared or stored at home is prohibited from use, except approved cottage food products from Sacramento County.**
- All water shall come from an approved source and must be potable (drinkable).
- Ice used for refrigeration of food shall not be used for consumption.

IF THE TFF HAS FOOD FROM AN UNAPPROVED SOURCE, THE TFF IS SUBJECT TO CLOSURE

3. FOOD TEMPERATURES

Adequate temperature control shall be provided for all potentially hazardous foods. Potentially hazardous foods (including, but not limited to, meat, dairy products, cooked vegetables, batter with eggs for food items such as funnel cakes etc.) must be kept either:

- **below 41°F**
or
- **above 135°F**

Sufficient cold and hot holding equipment must be provided to keep the food items cold (at or below 41°F) or hot (at or above 135°F).

Holding of hot foods:

- Hot PHFs must be maintained at 135°F or above.

Examples of approved hot holding equipment:

Steam table, chafing dishes with sternos, cambro etc. **NOTE:** *The above-mentioned equipment may not be used to reheat food items. Reheating must be done on a stove, grill, or microwave so food can reach 165°F.*

- All food hot held during the day must be discarded at the end of the operating day.

Holding of cold foods:

- All Potentially Hazardous Foods (PHF) shall be maintained at 41°F or below.
- **Examples of approved cold holding equipment:**
Refrigerator, freezer, or ice chests with a sufficient amount of ice to surround the food.
- PHFs maintained at a temperature of 41°F or below may be used the next day whereas food items held between 41°F- 45°F must be discarded at the end of the operating day.

Final cooking temperatures:

The following foods must reach the indicated internal final cooking temperature for a minimum of 15 seconds:

- Poultry or stuffed meats: 165°F
- Ground Beef: 155°F
- Eggs: 145°F
- Beef or Pork: 145°F

Reheating of PHFs:

Reheat all food items rapidly to 165°F on an open flame burner, stove, oven or microwave.

Cooling:

Cooling hot foods is not allowed in TFFs unless approved by EMD before the event. For more information contact EMD.

Probe Thermometer:

Provide a metal probe thermometer that reads 0°F- 220°F to check holding and final cooking temperatures.



IF THE TFF LACKS SUFFICIENT EQUIPMENT FOR PROPER TEMPERATURE CONTROL, IT MAY BE SUBJECT TO CLOSURE.

4. FOOD HANDLING

Where to prepare food

- All food handling and preparation shall take place within a fully-enclosed food booth unless a different preparation site has been approved by CCEH (examples: restaurant, delicatessen, church, or school kitchen).
- Mobile food facilities (food carts) must prepare food in a food compartment or be in a fully-enclosed TFF.
- Food preparation surfaces must be smooth, easily cleanable, and non-absorbent.

Food Preparation

Keep all food items covered and conduct open food handling/preparation inside the TFF.

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

To prevent cross contamination of foods, employees/workers should be assigned different tasks such as: handling money, preparing ready to eat foods, or preparing raw meats.

Utensil/Equipment Washing:

- All utensils must be washed, rinsed, and sanitized using the three bucket system.

- All food contact surfaces (cutting boards, tongs, knives, etc.) must be washed, rinsed, and sanitized at least once every 4 hours.

Wiping towels:

- Wiping towels used to clean food spills shall not be used for any other purpose.
- Wiping towels used for cleaning food spills must be held in sanitizing solution (100ppm chlorine or 200 ppm quaternary ammonium solution). NOTE: the sanitizer solution for utensil washing may not be used for storing wiping towels.

Food transportation:

PHFs must be protected from temperature abuse and contamination. Keep all food items covered and maintain proper food holding temperatures. Use insulated or warming containers to keep hot food items at or above 135°F. Use ice chests or refrigerated trucks to maintain cold food items at or below 41°F.

Food storage:

All food, beverage, utensils and equipment shall be stored, displayed and served so it is 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.

When the TFF is not operating, food shall be stored using one of the following methods:

- Within a fully-enclosed TFF
- Within a permitted food facility or other facility approved by CCEH.
- 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 are approved to be used for food storage.

Bottled and canned beverages **shall not** be placed in ice water within a customer self-service area. These beverages can be placed in ice and handed out by a TFF employee.

Condiments:

Condiment containers shall be pump style, squeeze containers, or have self-closing covers or lids for food protection. Single service packets are recommended.

Insect Control:

Food should be protected from flies and insects as they carry and transmit bacteria that may cause a foodborne illness.

Sampling:

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

NOTE: Any sampling operations that involve onsite portioning or handling of unpackaged or opened foods requires handwash and warewash facilities as described earlier and may also be required to be fully-enclosed. Contact CCEH for more information.

Customer Self-Service Sampling Operation Requirements:

- 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 shaker, or similarly enclosed device which prevents direct hand contact with the food.
- PHF samples must be kept at approved hot and cold holding temperatures throughout the duration of the sampling period. (hot foods at 135°F or above, cold foods at 45° F or below).
- 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).
- There shall be constant supervision by a TFF employee of all food displayed for customer self-service. **NOTE:** TFF operators are responsible for preventing and discouraging "double-dipping" by consumers.

Employee-Distributed Sampling Operation Requirements:

As an alternative to customer self-service sampling, samples may be distributed individually by a TFF employee.

- Samples must be individually portioned for distribution using single service wrappers or utensils. (example: toothpicks).
- Samples must be given to each customer individually by a TFF employee.
- 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.

5. PERSONAL HYGIENE REQUIREMENTS

Worker Health/Hygiene:

No sick employees may work in a TFF. All employees/workers who prepare and/or serve food must be in good health. Any person with symptoms of: abdominal cramps, nausea, fever, vomiting, diarrhea, jaundice, sneezing, coughing, or a person who has open sores or infected cuts on their hands, is not allowed to work in the TFF.

All employees/workers shall wear clean outer garments and must restrain hair.

Smoking is not allowed in the TFF or any other cooking areas.

Handwashing

Poor personal hygiene is the leading cause of foodborne illness outbreaks at Community Events. Lack of proper handwashing can contaminate food.

All workers shall wash their hands prior to starting food preparation activities, after touching the face, handling money, using the restroom, smoking, removing garbage, and/or whenever switching between handling different types of food items, or at other times as necessary to prevent cross contamination.

Restrooms

At least one toilet and hand washing facility for every 15 employees shall be provided within 200 feet of each TFF.

6. Person in Charge

A person in charge (PIC) must always be present at all times. This person is responsible for all operations of the TFF and ensures all employees/workers are following correct food safety procedures.

7. Waste Disposal

Liquid waste - 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.

Solid Waste - 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. All wastes at the end of the event or as necessary shall be disposed of in a proper manner (example: garbage dumpster or receptacles).

8. Animals

No Live animals, birds, or fowl are permitted in or within 20 feet of a TFF.



COUNTY OF COLUSA
COMMUNITY DEVELOPMENT DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
 146 7th Street, Colusa, CA 95932
 (530)458-0395

APPLICATION FOR A COLUSA COUNTY TEMPORARY FOOD FACILITY (TFF) PERMIT

The completed application must be submitted to this office at least 14 days before an event. If applications are submitted within five days of the scheduled event date, a delay in permit approval may occur.

Name of Food Facility _____ Name of Event _____ Location of Event _____

Mailing Address _____ City _____ Zip _____ Name of Contact Person _____

Phone Number _____ Fax Number _____ Event Coordinator _____

Name of Kitchen Facility being used: _____

Please list all food and beverage to be served including all condiments or toppings:

List all food/beverage items	Food/Bev source	Transport Container	Cooking Procedures (Deep Fry, Grill, BBQ)	Cold/Hot Holding

Describe:
Number, location and setup of hand washing facilities to be used by the TFF workers _____

The location and setup of utensil washing _____

Cold and hot holding equipment _____

The source of potable water supply and describe how water will be stored and distributed _____

Where wastewater from hand washing /utensil washing will be collected, stored and disposed _____

The location and status of the nearest employee restrooms and the janitorial area _____

The floors, walls, and ceiling surfaces and lighting within the TFF/Food Booth _____

If the event is 2 or more days, where will food be stored _____

****** NO HOME FOOD PREPARATION OR STORAGE IS ALLOWED ******

The following facilities/equipment will be provided as required and described in the Colusa County Environmental Health Department Temporary Food Facility Requirements: **Check all that apply.**

- | | | |
|---|--|---|
| <input type="checkbox"/> Approved Food Dispensers(s) | <input type="checkbox"/> Sanitizing solution and test strips | <input type="checkbox"/> Toilets w/ Handwash Facility |
| <input type="checkbox"/> Hot & Cold Food Holding Units | <input type="checkbox"/> Hand washing Facility w/ warm (100°F) water | <input type="checkbox"/> Garbage Container |
| <input type="checkbox"/> Metal Food Probe Thermometer (0°-220°) | <input type="checkbox"/> Potable Water | <input type="checkbox"/> Utensil Sinks w/hot water |
| <input type="checkbox"/> Disposable Food Service Gloves | <input type="checkbox"/> Fully Screened Fly Proof Booth | <input type="checkbox"/> Overhead Cover |
| <input type="checkbox"/> Sanitary Commercial Cutting Boards | <input type="checkbox"/> Floor Covering Material | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Utensil Washing Dishpans | <input type="checkbox"/> Liquid Waste Containers | <input type="checkbox"/> Other: _____ |

Please add any additional information about your TFF/Food Booth that should be considered (e.g. non-commercial equipment to be used, etc.) on the back of this page. Additionally, please complete the table on the previous page - list all food and beverage items (including ice) to be prepared and served. Attach a separate sheet if necessary. (Note: Any changes to the menu must be submitted to and approved by this office at least 10 days prior to the event).

****For complete food facility requirements, refer to the text of the California Retail food Code (CalCode).****

I have read and understand the attached information and will comply with the requirements of CalCode.

Applicant Signature

Date

Approved by REHS

Date

___ FOR OFFICE USE ONLY ___

- | | | |
|---|-------------------|--|
| <input type="checkbox"/> Pre-Packaged Foods | Receipt # _____ | Service Request # _____ |
| <input type="checkbox"/> High Risk/Potentially Hazardous Foods | Account # _____ | <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ |
| <input type="checkbox"/> Approved Colusa County Fixed Food Facility (with Food Facility + Caterer Permit) | Amount \$ _____ | |
| <input type="checkbox"/> Colusa County Caterer (with permit) | Received by _____ | Date _____ |
| <input type="checkbox"/> Non-Profit or Veteran's Exemption (Documentation Required) | | |