



# standards for Temporary Food Facilities Operating at Community Events

## *Operator's Guide*



Imperial County Public Health Department  
Division of Environmental Health  
[www.icphd.org](http://www.icphd.org)

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# *Special Thanks*

*The Imperial County Public Health Department - Division of Environmental Health would like to thank everyone who provided direction, ideas, and suggestions in the development of this guide.*

*A special thanks to the following agencies who participated in the formative evaluation and review processes during 2008-2009. This guide is a result of their guidance, assistance, and support.*

*Your commitment to and involvement with the community is much appreciated.*

- ❖ Imperial Valley Regional Occupational Program (IVROP)*
- ❖ El Centro Police Athletics' League (El Centro PAL)*
- ❖ Calexico Neighborhood House*
- ❖ American Legion - Post 60 (Brawley)*
- ❖ Brawley Chamber of Commerce*
- ❖ The Home Depot*



Dear temporary food facility operator,

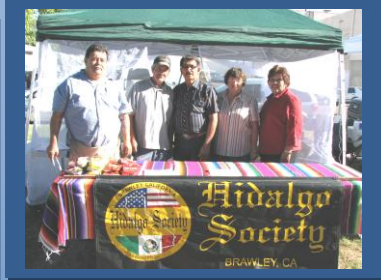
The Imperial County Public Health Department, Division of Environmental Health, proudly acknowledges your commitment to provide safe and healthy foods during community events.

This guide has been prepared to assist temporary food facility operators and food workers to comply with the California Retail Food Code July 1, 2007, *Article 13.5: Nonprofit Charitable Temporary Food Facilities and Chapter 11: Temporary Food Facilities* (CalCode 2007) and local standards, during the operation of a temporary food facility. The information contained in this guide highlights safe food handling practices to minimize the potential risk for a food borne illness. This guide is to be used in conjunction with state and local standards. Food operators are responsible for understanding the permitting process and ensuring that all food workers are informed of the pertinent information.

It is our hope that you will find this guide to be helpful so that each and every food operation is a safe and healthy success.

Sincerely,

Environmental Health



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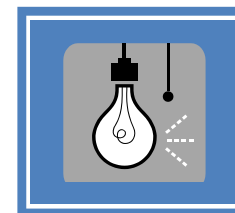
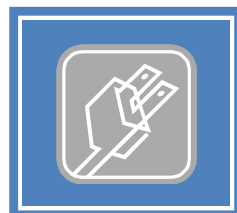
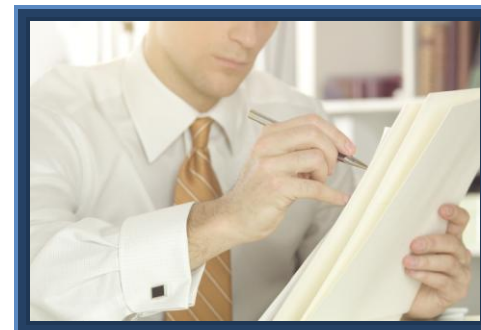
## ***BEFORE THE EVENT: APPLYING FOR A TEMPORARY FOOD FACILITY PERMIT***

**Temporary Food Facilities Permit Applications:** Temporary food facility operators (food booth operators) planning to sell or give away food or beverages (packaged or prepackaged) to the public at community events are required to apply for and obtain a temporary food facility permit before the event.

Food booth operators are required to contact the event organizer who will explain the requirements and standards applicable for the intended type of food operation. Permit applications and literature on food safety standards are to be provided and explained by the event organizer. Non-profit temporary food facility operators must submit their permit applications directly to the event organizer two (2) weeks prior the event, and for-profit temporary food facility operators must submit permit applications to Division of Environmental Health, located at 797 Main Street, Suite B, El Centro, CA 92243 two (2) weeks prior the event.

**Permits:** Once permit applications are approved and permits issued, event organizers are to distribute permits to food operators before providing food to the public. Permits must be posted on the front side of the booth, so that the information is visible to the public.

**Information provided by the Event Organizer:** Before the event, event organizers should inform food booth operators of available services such as, electricity, lighting, potable water, waste water disposal points or receptacles, and/or trash receptacles that will be made available for the use during the event. Food booth operators also need to be notified about flooring conditions of assigned booth area (refer to *Approved Flooring*, page 9). If services are not made available by the event organizer, food booth operators are responsible to ensure these are provided for the intended food operation.



## ***BEFORE THE EVENT: IMPORTANT STANDARDS AND REQUIREMENTS***

**Food Sources and Preparation:** Food must be obtained from an approved source. It is recommended to purchase food the day of the event and retain purchase receipts. Also, food must be prepared at an approved kitchen facility. An approved kitchen facility is a commercial kitchen that has an annual permit from Environmental Health; such kitchens are designed and equipped for retail food preparation. When food preparation is done at an approved restaurant or kitchen facility, the attached ***“Food Facility Authorization to Use an Approved Kitchen for a Temporary Food Event”*** form is to be completed and attached to the ***“Application for a Temporary Food Facility Permit”*** form and submitted two (2) weeks before the event.

When transporting perishable food from the place of purchase or permitted kitchen facility to the event, all food must be covered and within approved temperature holding units in order to prevent contamination and bacteria growth. For more information about approved temperature holding equipment, please refer to *Approved Temperature Holding Equipment* on page 13.



**Please Note:** Food cooked at home cannot be sold or given away to the public. The only exception is when non-profit operators prepare or serve non-potential hazardous foods, such as baked goods (for example, cupcakes, cookies, or brownies).



**When Prepackaged Foods are to be Labeled:** Food booth operators offering prepackaged foods (for example burritos, and sandwiches) that were not prepared by their organization or business need to ensure that each food item is properly labeled (with the exception of baked goods). The prepackaged food items need to be labeled with the following information:

- The common name of food
- The name and place of business, manufacturer, packer, or distributor



## Temporary Food Facility Set-Up:

***Non-profit operators*** handling non-prepackaged foods or beverages are required to use the following within a food facility:

- Smooth, non-absorbent, easy cleanable food contact surfaces
- Approved flooring
- Approved temperature holding equipment
- An approved hand-washing station
- An approved utensil washing facility or an approved *alternative* method
- Adequate potable water supply
- Trash receptacles
- Pallets or shelves for food storage



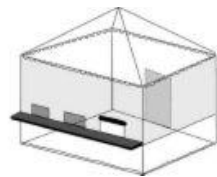
Non-profit organizations handling non-prepackaged foods or beverages and operating more than four (4) times in a calendar year are required to meet for-profit operator requirements, including the use of a *fully enclosed* booth.

Environmental Health strongly encourages all non-profit food operators to use an enclosed booth while handling non-prepackaged foods to prevent contamination from debris, dust, flying insects, and bird droppings.

***For-profit operators*** handling non-prepackaged foods are required to use a fully enclosed booth consisting of:

- **Four (4) walls** and **overhead protection**, constructed from a variety of materials such as:

- ✓ Mesh
- ✓ Tarp
- ✓ Canvas
- ✓ Wood (plywood)
- ✓ Plastic



- A minimum of **one (1) service window**
  - ✓ Service windows must be approximately one (1') foot by one (1') foot and designed to prevent flies from entering the booth.



In addition to providing a fully enclosed booth, for-profit food operators handling non-prepackaged foods or beverages must meet the following criteria within the booth:

- Smooth, non-absorbent, and easy cleanable food contact surfaces
- Approved flooring
- Approved temperature holding equipment
- An approved hand-washing station
- An approved utensil washing facility or an approved *alternative* method
- Potable water supply
- Trash receptacles
- Pallets or shelves for food storage

**Approved Flooring:** Food booths are required to have some type of approved flooring during every event. ***Setting up on dirt surfaces is prohibited.*** Approved flooring can include:

- Asphalt
  - Plywood
  - Concrete
  - Grass
  - Tarps
  - Foam boards
- Foam boards and tarps must be properly installed to prevent tripping



**Use of BBQ Grills and Griddles:** Grills and griddles may be operated adjacent to a temporary food facility. ***Serving and/or dispensing of food from the grill or griddle is allowed when no additional preparation are required.*** If additional preparation or processing is required, fully cooked food items must be taken to the food booth (for example, chopping of *carne asada* for tacos).

Grills need to be located in an area that is protected from dust and not accessible to the public (usually behind a food booth). The use of cords and cones around the grill area are recommended to limit public accessibility.



**Prior to the event, consult with your local fire department about any applicable standards regarding construction materials, use of open flame, cooking equipment, and/or electrical supplies.**



**Identification of Booth:** Food operators shall identify their food booth by providing the name of the agency/club/business, city, state, zip code, and the name of the operator. Identifying information can be placed on a board, banners, or fabrics at the front side of the booth.

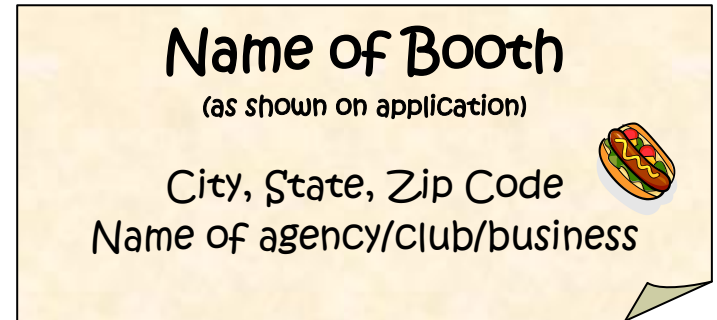
- Identification of the booth, as well as the permit issued by Environmental Health, needs to be visible by the public.

**Potable Water Supply:** The supply of potable **warm** & **cold** water must be available for hand-washing, utensil washing and cleaning purposes. Food booth operators handling non-prepackaged foods or beverages are required to have potable water available at their booth during the event.

- Warm water shall be at a temperature of at least 100°F.
- A **minimum** of 20 gallons of potable water is required to be available for food preparation purposes, hand-washing, utensil washing and general cleaning needs. A reasonable amount of water supply needs to be provided based on the length of event, amount of food prepared, and number of food workers operating.



**Five-gallon water jugs can be provided to meet the potable water supply required.**



**Trash & Garbage:** Containers with leak-proof plastic bags inside are required to be located in each food booth for trash/garbage generated from food operation. Plastic bags are required to be removed as frequently as necessary to prevent insect attraction, odors, and food contamination.



**Wastewater Disposal:** A method for wastewater disposal must be available at the event. ***Disposing wastewater on the ground is prohibited.*** If water is to be disposed of at the event, it is

to be disposed of through an appropriate plumbing system. Water tight receptacles for the holding of waste water must be used, if no other method is available. Such receptacles shall have a storage capacity of at least 50% greater than the amount of water provided. For example, using a minimum of 20 gallons of water requires a receptacle that holds a minimum capacity of 30 gallons of waste water.



**A water-tight trash container may be utilized as a wastewater receptacle**



**Lighting:** Adequate lighting must be provided all times of operation.

**Food Contact Surfaces:** Surfaces, such as countertops, tables, and cutting boards need to be smooth, easily cleanable, and nonabsorbent. **Wood cutting boards are prohibited; plastic cutting boards are approved.** Food contact surfaces, such as tables and countertops are to be kept clean at all times. A container with warm soapy water, bleach, and a cloth is acceptable to take care of food spills throughout the time of the event, as long as the food operator replace sanitizing solution when cloudy.



**Utensil Washing Facility:** Unless strictly prepackaged foods or beverages are made available to the public, the provision of a utensil washing facility or an approved alternative method is required.

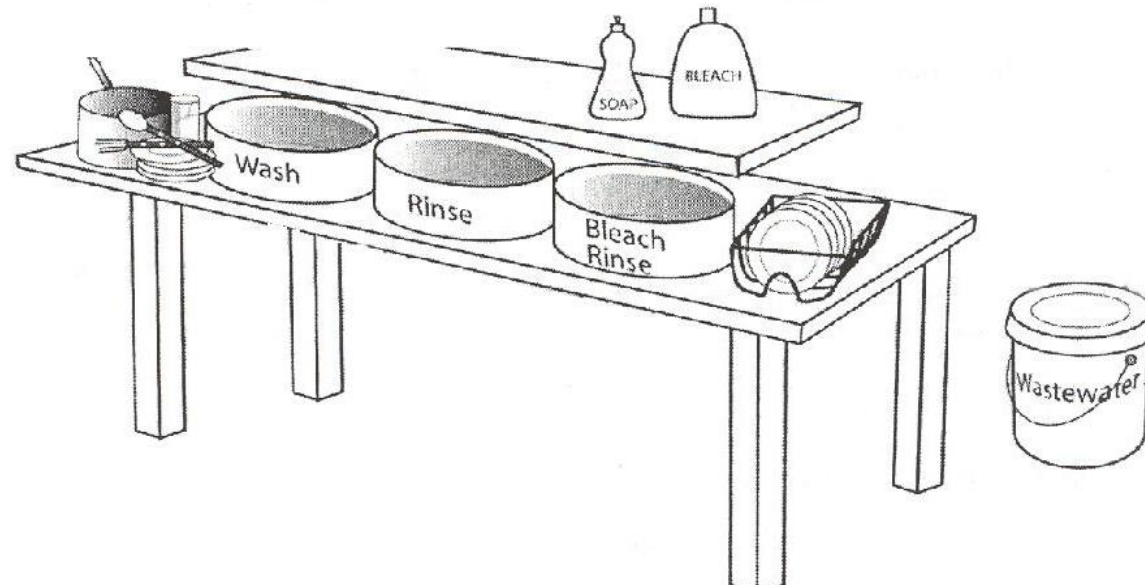


- Kitchen utensils such as, pots, pans, plastic containers, cutting boards, or kitchenware s are required to be washed and sanitized in a three (3) step process, using a stainless steel three (3) compartment sink with two (2) drain boards or by using the following **alternative utensil washing facility:**

- Three (3) water-tight containers must be provided. Container #1 shall be labeled as "wash water" (using warm water), container#2 shall be labeled as "rinse water" (using clean water), and container #3 shall be labeled as "bleach rinse" (using potable water and household bleach). Kitchen utensils shall be washed in container #1,

rinsed in container #2, sanitized in container #3, and finally utensils shall be **air dried** on an assigned smooth, easy cleanable and non-absorbable surface.

- The three (3) containers must have capacity to fit the biggest kitchen utensil utilized for food preparation.
- When using household bleach, apply one (1) table spoon of bleach per every gallon of water used.
- Sharing a centrally located utensil washing facility by up to four (4) temporary food facilities may be allowed.



**Alternative Method for Utensil Washing:** Extra kitchen utensils can be used as an *alternative* to a utensil washing station. In place of a utensil washing station, food booth operators are to provide a) two (2) leak-proof containers with lids, or b) plastic trash bags, one for storage of clean and one for storage of dirty utensils. The containers and/or bags are to closed/covered at all times to protect clean utensils from contamination and to minimize the presence of flies and insects on dirty utensils. For identification purposes, containers may be labeled for their use.



**Approved Temperature Holding Equipment:** Perishable foods and beverages (such as, poultry, eggs, produce, meats, dairy, multi-item foods, sea food, or “aguas frescas”) are required to be held at approved temperatures to prevent bacteria growth. Exposing perishable foods or beverages to room temperature promotes bacteria growth, increasing the risks of a potential food borne illness.

**Cold holding equipment:** Cold perishable foods or beverages shall be maintained at or below 41°F in approved cold holding equipment in order to prevent bacteria growth.



**Hot holding equipment:** Hot perishable foods or beverages shall be maintained at or above 135 °F in approved hot holding equipment as to prevent bacteria growth.



**Temperature Holding During Transportation:** An ice chest may be used to transport perishable foods to ensure approved temperature control.

**Transporting cold foods** in an ice chest is allowed. Ensure the level of ice is equal to the level of food. Ice should be placed on the top and bottom of food to ensure appropriate temperature. Ice placed on top of foods only, does not provide equal distribution of cold temperatures.

**Transporting hot foods** in an ice chest is an approved method; it is only to be utilized for food transportation. ***Ice chests are not be used as hot holding equipment within the food booth.***



The following procedures must be followed when transporting hot foods:

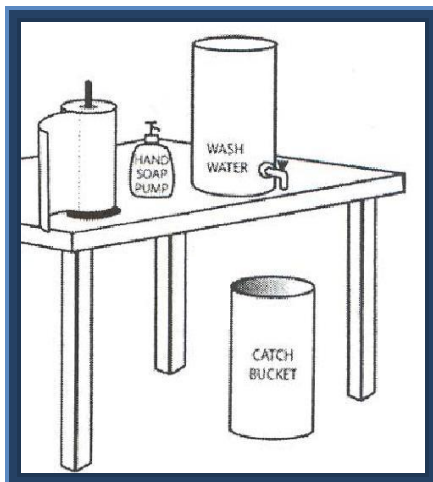
1. Pre-heat the ice chest by filling with hot water
2. Let it stand for five (5) to ten (10) minutes
3. Discard the hot water
4. Place the hot food into the ice chest and cover immediately
5. Transport quickly to the event site

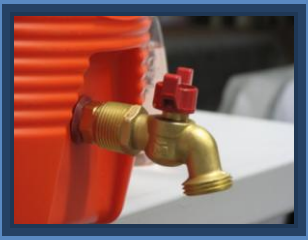
**Hand Washing Facility:** Unless strictly prepackaged foods are provided, a hand-washing facility is required *in* each food facility. ***Applying hand sanitizers do not replace hand-washing.*** Hand sanitizers can be used after washing hands with warm running water and liquid hand washing soap.



The following examples are acceptable hand washing alternatives:

1. Five (5) gallon warm water container with a valve type that can remain open
2. Waste water container
3. Liquid soap in a pump container
4. Paper towels on a roller



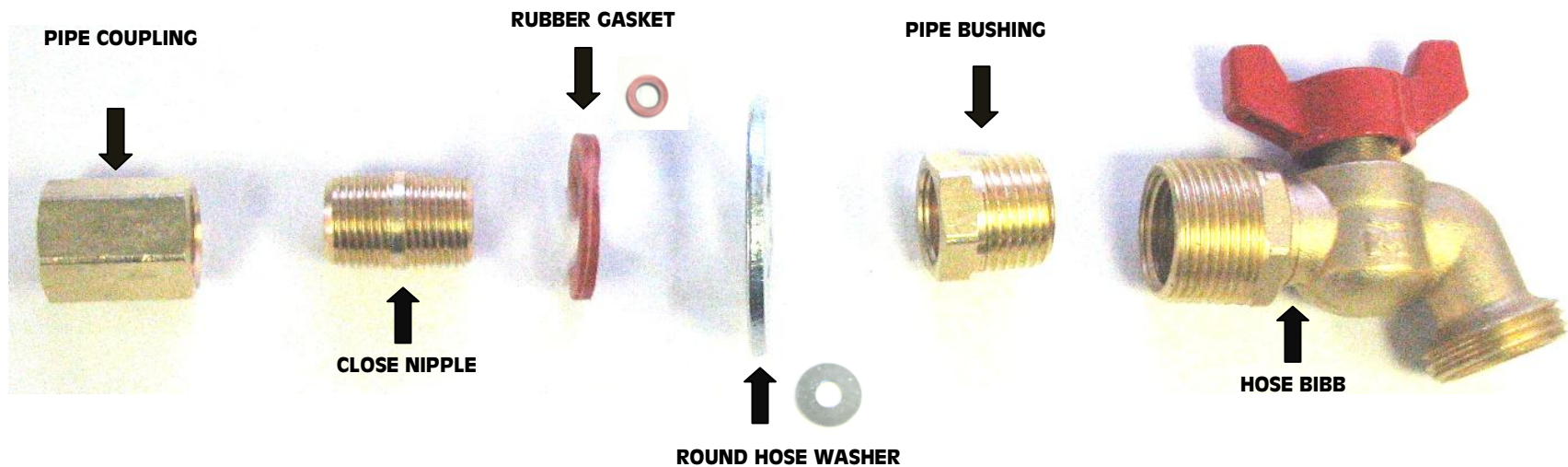


A **five (5) gallon water cooler** may be utilized to hold warm water for hand-washing, yet the container shall provide a valve type to allow the free flow of water; this will permit both hands to be washed simultaneously.

**Installing/assembling a free flow water valve to a water cooler:** The following instructions are suggested to assemble and install a free flow water valve to a five (5) gallon water cooler:

**Items needed:**

1.  $\frac{3}{4}$ " hose bibb
2.  $\frac{1}{2}$  x  $\frac{3}{8}$  pipe bushing
3.  $\frac{5}{8}$  round hose washer
4. rubber gasket
5.  $\frac{3}{8}$  close nipple
6.  $\frac{3}{8}$  pipe coupling
7. 5 gallon water cooler



## *Instructions to install a free flow water valve*



Remove push button spout from 5 gallon water cooler

### **STEP 1**



Screw-in close nipple into pipe coupling and insert rubber gasket into close nipple

### **STEP 2**



Screw-in pipe bushing into hose bibb thread

### **STEP 3**



Insert close nipple through the inside of water cooler

### **STEP 4**



Place round metal washer over nipple on the outside of water cooler

### **STEP 5**



Screw-in close nipple to pipe bushing

### **STEP 6**

**Use of Gloves:** Gloves are to be worn when handling non-prepackaged food and when hands present one of the following:

- Nails that are not neatly trimmed
- Fake nails
- Nail polish
- Rings (other than a plain band ring)
- Cuts
- Sores
- Orthopedic support devices



- The use of gloves does not substitute hand-washing. Hand-washing shall be practiced before wearing a new pair of gloves.



- ***The use of gloves while grilling is not required*** when utensils are used to limit direct contact with foods.

## ***DURING THE EVENT: APPLYING EFFECTIVE SAFE FOOD AND HYGIENIC PRACTICES***

**Hand-washing:** In order to prevent contamination, food workers who prepare, serve, and/or handle non-prepackaged food must maintain clean hands at all times.

### **Food workers shall wash their hands:**

- Before food preparation
- Before putting on gloves
- Before dispensing or serving food
- During food preparation and often as necessary
- When changing gloves
- After touching body skin, hair, eyes, nose, and mouth
- After using the restroom
- After coughing and sneezing
- After using tobacco
- After eating or drinking
- After handling dirty equipment
- After handling money



- All food operators must wash their hands and exposed arms with soap and warm running water by vigorously rubbing them together for at least ten (10) to fifteen (15) seconds and rinsing them with clean running water, followed by drying of the hands with single use paper towels.

**Food Protection from Insects and Sources of Contamination:** Approved food protection methods and procedures.

- High perishable food and beverages must be thoroughly cooked and shall maintain at a holding temperature of:
  - ✓ **41°F or below**
  - ✓ **135°F or above**
- Items such as food, food contact surfaces, and kitchen utensils must be protected from sources of contamination during transportation and food operation.
- Minimize unnecessary direct contact with food by the use of utensils.

- It is recommended to assign a worker to handle money only, as to prevent food contamination. If the food worker will handle food occasionally while handling money, a hand-washing facility can be set-up next to the worker for easy reach.
- Adequate and suitable space must be provided for the storage of food, utensils, and related items.
- **Packaged and prepackaged food shall be stored off the floor by a minimum height of six (6") inches.**
- Food shall be covered at all times; the use of foil paper, plastic wrap, or lids are approved options.
- **Perishable leftovers shall be discarded at the end of the event.**
- Ice used for consumption must be protected from contamination and must be kept separate from ice used for refrigeration purposes. Ice used for refrigeration purposes shall not be used for consumption.
- Smoking is prohibited inside a temporary food facility. Any smoking activity shall be conducted at least twenty (20') feet away from the booth. Hands are to be washed before returning back to food operation.
- **Eating or drinking beverages is prohibited inside a temporary food facility.**
- No pets or animals other than signal, service, or guide dogs, are allowed in temporary food facilities.
- Food condiments shall be protected; if condiments are made available to the public, they shall be prepackaged or dispensed through approved self-service bulk dispensing devices. If condiments are perishable, they shall be held at approved temperatures.



**Clean Clothing:** Food worker's clothing need to remain clean at all times during food operation. If non-prepackaged food is handled, an extra set of clothes is recommended. Aprons may be worn to protect clothing. If a food worker leaves the food booth area, the apron is to be removed and worn once the food worker returns to food booth area. Aprons are to be replaced when necessary.



**Hair Restraints:** Food workers preparing, serving, or handling food, utensils, or food related equipment must wear hair restraints such as hats or hair nets to prevent hair from contacting food, utensils, and equipment.



**Storage of Personal Items:** Any clothing and/or personal items must be stored away food preparation from areas of food preparation, food storage, utensils, and equipment. An assigned area away from food preparation and food storage (located within the booth) might be designated for storage of personal belongings.



## ***AFTER THE EVENT: STANDARDS AND PROCEDURES***

**Facility Pick-Up and Clean-Up:** After the event, food booth operators should collect and gather all equipment utilized during the event, not limited to waste and liquid waste generated.

**Disposal of Trash/Garbage and Waste Water:** Once food operation is concluded, food booth operators are to dispose generated waste properly. Liquid waste, usually obtained from hand washing, utensil washing, ice bins, and other cleaning purposes, must be disposed properly by accessing an appropriate plumbing system, drains, or street gutters. Trash/garbage must be disposed of properly within garbage receptacles.



**Disposal of food:** Any leftover perishable food or beverages must be thrown away after the event.

**Questions:** Please contact our office for any questions.



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## ***GLOSARRY OF COMMONLY USED TERMS***

**Approved food sources:** Sources of food that comply will all applicable laws, being commercially and legally processed.

**Community event:** An event of civic, political , public, or educational nature, including state and county fairs, city festivals, circuses, and other public gatherings events.

**Easy cleanable:** A characteristic of a surface that allows effective removal of soil, food residue, or other organic or inorganic materials by normal cleaning methods.

**Event organizer:** Person or organization responsible for food booths at a community event.

**Food:** Raw, cooked, or processed edible substance, ice, beverage, an ingredient used or intended for use or sale in whole or in part for human consumption.

**Food borne illness:** An illness characterized by one of the following simptoms or groups of symptoms, which are known to be associated with agents transmitted from infected food workers through contamination of food:

- Diarrehea, either alone or in conjuction with gastroinstestinal symptoms such as vomiting, fever, or abdominal cramps.
- Vomiting in conjunction with either diarrhea or two other gastroinstestinal sumptoms, such as fever or abdominal cramps.

**Food preparation/handling:** Packing, processing, assembling, portioning, or any operation that changes the form, flavor, or consistency of food.

**Food worker:** A person, not limited to family members and/or volunteers, working with food, food equipment, utensils, or food contact surfaces in a food booth.

**For-profit food operators:** Food booth operators that do not meet the non-profit food operators criteria.

**Non-profit food operators:** Food booth operators that meet one of the following:

- Exempt from taxation pursuant to paragraphs one (1) to ten (10) and nineteen (19) of Section 501C of the Internal Revenue Code and Section 23701D of the Revenue and Taxation Code.

- An organization that was organized and is in operation for charitable purposes and meets the requirements of Section 214 of the Revenue and Taxation Code.
- An established club or organization of students that operate under the authorization of a school or other educational facility.

**Perishable foods and beverages:** Food and beverages that is in natural or synthetic and that requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic micro-organisms.

**Prepackaged food:** Properly labeled processed food, prepackaged to prevent any direct human contact with food products upon distribution from the manufacturer and prepared at an approved source.

**Plumbing system:** A water supply and distribution pipes, plumbing fixtures and traps, soil, waste, and vent pipes, sanitary and storm sewers and building drains, including their respective connections, devices and appurtenances within the premises, and water-treating equipment.

**Smooth:** A food contact surface that is free of pits, pinholes, cracks, crevices, inclusions, rough edges, and other surface imperfections.

**Temporary food facility:** A non-permanent food facility that may be disassembled for storage or for transportation, and readily assembled to its original state at a different location and operates at a fixed location for the duration of a community event.

**Utensil:** A food contact implement or container use in the preparation, storage, transportation, sale, or service of food.

**Utensil washing:** Cleaning and sanitizing of utensils and food contact surfaces.

**Wastewater:** Used water generated from hand-washing, utensil washing, and general cleaning purposes.





