COUNTY OF SAN LUIS OBISPO HEALTH AGENCY
ENVIRONMENTAL HEALTH SERVICES DIVISION
2156 Sierra Way STE. B, San Luis Obispo, CA 93401
PO Box 1489, San Luis Obispo, CA 93406
Phone: (805) 781-5544 Fax: (805)781-4211
Email: ehs@co.slo.ca.us

SINGLE EVENT TEMPORARY FOOD FACILITY SINGLE EVENT

CHECKLIST

ITEMS NECESSARY TO OPERATE AN APPROVED TEMPORARY FOOD FACILITY:

(Keep this page as your event preparation checklist)

[ ] **Health permit** (obtain from office)

- [ ] **Application complete, submitted to health department TWO WEEKS PRIOR**
- [ ] **Health Permit Fees paid, submitted with application** (fee exemption for nonprofit organizations and veterans, proof of nonprofit and/or VA form required)
- [ ] **Approval by the Event Organizer**

[ ] **Demonstration of knowledge** (knowledge of food safety principles, see the "Temporary Food Facility Guidelines" handout on the web at: http://www.slocounty.ca.gov/TemporaryFoodFacilityOperationalRequirements)

[ ] **Food from an approved source** (shellfish tags provided)

[ ] **Proper booth enclosure, floor covering; identification** (full/partial enclosure dependent on operation)

[ ] **Food, equipment, utensils: Approved; Protected from contamination**

- [ ] sneeze guards
- [ ] customer self service (condiments, single service utensils)
- [ ] foods covered and off floor
- [ ] BBQ equipment barricaded from public access (risk and contamination prevention)

[ ] **Appropriate cold and hot holding temperatures** (cold food below 45° F, hot food above 135° F)

[ ] **Foods cooked to the minimum required temperatures**

[ ] **A probe thermometer provided to verify proper holding and cooking temperatures**

[ ] **Hand washing facilities** (water supplied under pressure, soap, paper towels, trash receptacle)

[ ] **Utensil washing facilities** (3 compartment sink to wash, rinse, and sanitize)

[ ] **A container(s) of sanitizing solution with wiping cloths** (100 ppm bleach or 200 ppm quart)

[ ] **Trash and waste water disposal** (waste water disposed of into sewer only)

[ ] **Toilet facilities** (available within 200 ft.)

PLEASE FILL OUT AND SUBMIT THE SINGLE EVENT APPLICATION ON THE NEXT PAGE:

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Print Form

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SINGLE EVENT **TEMPORARY FOOD FACILITY APPLICATION** **SINGLE EVENT**

COMMUNITY EVENT INFORMATION

EVENT NAME_____

EVENT LOCATION _____

EVENT DATE(S)_____ EVENT HOURS _____

TEMPORARY FOOD FACILITY INFORMATION

BUSINESS NAME/ BOOTH NAME _____

BUSINESS MAILING ADDRESS _____

BUSINESS TELEPHONE NUMBER _____

BUSINESS EMAIL ADDRESS_____

CONTACT DURING BOOTH OPERATION

RESPONSIBLE PERSON(S) NAME(S) _____

RESPONSIBLE PERSON(S) TELEPHONE NUMBER(S)_____

RESPONSIBLE PERSON(S) EMAIL ADDRESS _____

PERMIT INFORMATION

PLEASE CHECK ANY OF THE FOLLOWING THAT PERTAIN TO YOUR BUSINESS:

☐ SERVING **PREPACKAGED FOOD/PREPACKAGED SAMPLES** (NO OPEN FOOD / NO OPEN FOOD SAMPLES)

☐ REPRESENTS A **NONPROFIT**/ CHARITABLE ORGANIZATION

ORGANIZATION NAME_____

TAX ID NUMBER_____ PLEASE ATTACH A COPY OF YOUR 501C FORM

☐ QUALIFIES FOR **VETERAN'S EXEMPTION** : PLEASE PROVIDE ENVIRONMENTAL HEALTH AFFIDAVIT AND SUPPORTING DOCUMENTS.

☐ NONE OF THE ABOVE (FEE REQUIRED)

PLEASE FILL OUT THE FOLLOWING PAGES TO COMPLETE YOUR APPLICATION FOR A TEMPORARY FOOD FACILITY SINGLE EVENT PERMIT

REQUIREMENTS ARE BASED ON THE CALIFORNIA RETAIL FOOD CODE, CALIFORNIA HEALTH AND SAFETY CODE §113700-114437. §114381.2 STATES THAT A PERMIT APPLICATION MUST BE SUBMITTED TO THE ENFORCEMENT AGENCY BY EACH TEMPORARY FOOD FACILITY OPERATOR.

FOR OFFICE USE ONLY

DATE RECEIVED_____RECEIVED BY_____ ASSIGNED TO_____ ENTERED BY_____ ENTERED DATE_____

PE#_____ AMOUNT DUE_____ AMOUNT PAID_____ CHECK OR CC AUTH #_____ CASH

NONPROFIT: 501C FORM ATTACHED YES NO VETERAN EXEMPT PAPERWORK ATTACHED YES NO

PR# _____SR#_____FA#_____ INVOICE NUMBER _____

INSPECTOR APPROVED _____ DATE _____

1. Describe the proposed menu/food items to be sold or given away to the public:_____

_____

_____

_____

2. All foods must be prepared on-site or in an approved commercial food facility (facility must possess a valid health department permit or applicable state registration or certification). **Check as applicable:**

☐ I am serving only commercially prepackaged food items.

☐ I am serving non-prepackaged items and preparing my food on-site only.

☐ I am serving non-prepackaged items and preparing some or all of my food off-site. Submit a **Shared Permanent Food Facility Review** form and **Shared Permanent Food Facility Use Agreement** along with this application.

Name of off-site food facility: _____

Indicate where foods will be purchased/obtained (market/wholesaler name): _____

3. **REQUIRED**: Facility enclosures are required to protect food, utensils, plates, cups, napkins etc. from flies, dust, public contamination, bird droppings, etc.

☐ **Fully enclosed** temporary food booth with facility identification: Required for all facilities handling and serving **non-prepackaged foods**.
Overhead protection, 4 walls of mesh or tarp, 12" X 18" pass through windows, washable flooring (washable flooring is not required when operating on concrete or asphalt)

OR

☐ **Open-air** temporary food booth with facility identification: **Prepackaged foods only**.
Overhead protection, 0-3 walls of mesh or tarp, and washable flooring (flooring is not required over concrete or asphalt).

4. Describe the materials used to construct the temporary food facility: _____

_____

5. **REQUIRED*:** Handwashing station (Required only for facilities serving unpackaged foods): warm water (100°F) supplies through a hands-free spigot, a waste water catch basin, pump soap, paper towels, and a trash receptacle . NOTE: Glove use does not substitute hand washing; Hand Sanitizer may be used in conjunction with handwashing, but not in place of.
Handwashing facilities will be provided by one of the following method(s):

☐ A container capable of providing a continuous stream of water that leaves both hands free to allow for vigorous rubbing with soap and water for 10-15 seconds (for events lasting three days or less).

☐ Handwashing sink (9"x9"x5" min.) separated from warewashing sink by 24" or 6" high splashguard for events lasting more than three days).

6. Describe how food temperatures will be maintained during transport from an approved food facility to the event: _____

_____

Indicate where food will be purchased/obtained: _____

_____

7. Describe the proposed procedures and methods of food preparation and handling for all menu items: _____

_____

_____

☐ A barbeque will be used as part or all of the cooking process. The barbeque will be sufficiently separated from public access to prevent contamination of the food and injury to the public. (5 feet of separation is recommended.)

☐ A sneeze guard, cover, compartment or other approved method will be provided to protect my food, utensils and equipment from public contamination for customer self-service items and for food cooked or held on equipment positioned near the front of a temporary food facility, within range of the customers.

☐ Food samples will be provided. (Describe method of sample distribution below. Indicate what utensils will be used:

_____

_____

_____

8. The following cold temperature control will be provided for the cold holding of potentially hazardous food to ensure storage below 45 °F:

- ☐ Ice chests (food fully submerged in ice)
- ☐ Ice bath and tubs
- ☐ Refrigerated truck
- ☐ Freezer
- ☐ Refrigerator
- ☐ Other (specify): _____

9. The following hot temperature control will be provided for the hot holding of potentially hazardous foods to ensure storage above 135 °F (unserved food must be thrown away at the end of each operating day):

- ☐ Camp stove
- ☐ Steamtable and lids
- ☐ Sterno and hotel trays
- ☐ Electric stove top
- ☐ Double steamer
- ☐ Other (specify): _____

10. ☐ I am aware of the required hot and cold holding temperatures and minimum cooking temperatures for the menu items.

☐ An accurate probe thermometer will be provided and I will ensure that the proper temperatures of potentially hazardous foods are met and maintained.

☐ All unserved hot held potentially hazardous foods will be discarded at the end of each operating day.

11. ☐ Food will be stored 6 inches off the floor and inside or adjacent to my temporary food facility.

☐ During periods of non-operation, food will be stored inside my fully enclosed temporary food facility or other approved location. **(*Food may not be stored inside a private home.)**

12. **REQUIRED***: Utensil washing station (***Required only for facilities serving unpackaged foods.**) Warewashing facilities will be provided by one of the following method(s):

☐ Utensil washing station consisting of three tubs: one with hot soapy water, one with hot rinse water, and one with sanitizer [i.e. bleach-water solution (2 Tsp bleach per gallon of water)].

☐ Three compartment sink with two integral metal drain boards (required for events over three days).

☐ A centrally located warewashing sink shared by no more than four facilities.

13. The following sanitizing solution(s) (with corresponding test strips to verify concentration) will be used for surface wiping cloths and utensil sanitization. Separate containers of sanitizer and wiping cloths are required for use with raw meat products:

- ☐ 100 ppm chlorine solution (bleach-water)
- ☐ 200 ppm solution of quaternary ammonium
- ☐ 25 ppm iodine solution
- ☐ Other (specify):_____

14. Describe the procedures, methods, and schedules for cleaning utensils, equipment, and structures: _____

_____

15. Describe the procedures, methods, and schedules for removal of trash and waste water (dumping into a storm drain is prohibited: _____

_____

16.Electricity is provided for my booth's use: Yes ☐ No ☐

17. ☐ A site plan is drawn on the next page that indicates the proposed layout of equipment, food preparation tables, food storage, ware washing, and handwashing equipment.

18 ☐ I have read, understand and will comply with the "Temporary Food Facility Guidelines" handout.

IMPORTANT: All food vendor booths are subject to inspection. Violation of any of the above may result in closure of your temporary food facility. **Please make a copy of this checklist for review in preparation for this event and for your records**. A valid health permit or copy of this application showing the permit fee has been paid must be present in the booth at all hours of preparation and operation. Return the application **with fee payment** for a permit **TWO WEEKS PRIOR** to the event to Environmental Health Services, P.O. Box 1489, San Luis Obispo, CA, 93406. Checks may be made **payable to SLO County Environmental Health.** The approved permit will be mailed to you or provided following the booth inspection.

THIS IS NOT A PERMIT TO OPERATE. YOU MUST OBTAIN WRITTEN APPROVAL FROM ENVIRONMENTAL HEALTH SERVICES BEFORE OPERATING.
APPLICATIONS SUBMITTED WITHOUT PAYMENT WILL BE REJECTED.

Signature of Applicant _____ Date_____

FOOD FACILITY DIAGRAM

Indicate the proposed layout of equipment, food preparation tables, food storage, warewashing and handwashing equipment.

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SHARED PERMANENT FOOD FACILITY REVIEW FORM

To initiate the review of your request for a health permit to operate a food business from a shared food facility (**Permanent** food facility); **complete and submit this form**, along with **all additional relevant documents** indicated below, and **a health permit application** as a **Food Service/Caterer permit** with the **applicable fee** to the Environmental Health Services Division.

SUPPLEMENTAL FORMS AND DOCUMENTS

Indicate below all provided items included along with this form for review (check all that apply):

☐ ***Health Permit Application**	☐ ***Shared Food Facility Use Agreement**	☐ ***Sample menu and/or product label(s)**	☐ **Business License No.**
☐ **Written Operational Procedures** (Catering operations only)	☐ **CDPH Processed Food Registration or Cannery Lic.**	☐ **CDFA License**	

DEPENDENT FOOD FACILITY OPERATOR INFORMATION

Name of Business:			
Owner's Name:	**Operator Name (if different from owner):**		
Owner's Address:	**City:**	**State:**	**ZIP:**
Billing Address:	**City:**	**State:**	**ZIP:**
Owner Phone Number:	**Operator Phone Number (if different):**		
Email(s):			

PERMANENT FOOD FACILITY OPERATOR INFORMATION

Facility Name:	**Contact Person & Title:**		**PR#**
Facility Address:	**City:**	**State:**	**ZIP:**
Email:	**Phone Numbers:**		

PROPOSED DEPENDENT OPERATION

1. Days/Hours of Operation:

☐**Sun:** _____ ☐**Mon:** _____ ☐**Tue:** _____ ☐**Wed:** _____ ☐**Thu:** _____ ☐**Fri:** _____ ☐**Sat:** _____

2. Type of Business:

☐ **Catering Operation** ☐ **Retail Food Service (check all that apply):** ☐ On-site service ☐ Off-site service ☐ Delivery service

☐ **Mixed:** _____% Catering Op _____% Retail _____% Wholesale

☐ Other (**describe**):

3. Type of Food Preparation and Service

☐ Prepare/prepackage only nonpotentially hazardous (*non*-PHF[†]) foods.

☐ Involves the preparation of potentially hazardous food (PHF[†]), and the PHF travels through the temperature danger zone (41-135°F) more than once.

☐ Food preparation is limited to same-day service only; prepared foods that are not sold or served the same day are discarded.

[†]Non-PHF are similar to shelf-stable foods and do not need temperature control to prevent foodborne illness.

[†]PHF foods require temperature control to prevent growth of organisms that cause foodborne illness.

4. Where will food products be sold or provided to the consumer?

☐ Off-site Catered Event	☐ At a Catering Host Facility	☐ Customer Pick-up	☐ Delivery to Customer	☐ Third-party Delivery
☐ Local Businesses or Market (CDPH/CDFA licenses req'd)		☐ Community Event (Temporary food facility permit required)		
☐ Mail Delivery (CDPH/CDFA licenses req'd)	☐ Other **(describe)**:			

5. How will the food be transported to and from the shared food facility and the location where the food will be sold or provided to the consumer? _____

_____

PERMANENT FOOD FACILITY - EQUIPMENT OVERVIEW

1. Do you require the use of equipment not currently available in the permanent food facility? ☐Yes ☐No

1a. If yes, identify the type of equipment (attach Equipment Specification Sheet): _____

2. Indicate the equipment/utensils at the permanent food facility you plan to use:**

☐Handwashing sinks	☐Food prep sink	☐Three-compartment sink	☐Commercial dishwashing machine	☐Mixers
☐Cooking equipment	☐Prep tables	☐Hot holding equipment	☐Rapid cooling blast chiller	
☐Refrigerator (☐walk-in)	☐Freezer (☐walk-in)	☐Barbeque (permitted use only at commissary or community events)		
☐Other (**describe**):				

3. If food is prepared or multi-use utensils and equipment are used, is washing and sanitizing equipment provided? ☐Yes ☐No

3a. If no, how will these items be washed and sanitized? ☐clean-in-place protocols ☐Other (**describe**):

4. Type of sanitizer to be used (test strips must be provided for confirmation):

☐Chlorine (100 ppm/30 sec)	☐Quaternary Ammonium (200 ppm/1 min)	☐Iodine (25 ppm/1 min)

FOOD PRODUCT & PROCESSING / PACKAGING / SOURCE / FOOD & SUPPLIES STORAGE

FOOD PRODUCT(S):

1. Generally speaking, what food products or types of food products will you produce? _____

2. List typical ingredients used for production. Indicate if ingredients are refrigerated or frozen, purchased raw or precooked:

3. Describe the process for making your product, or general procedures used when making numerous foods at one time. In brief terms, go from start to finish, including what types of equipment will be used and if additional food preparation will occur at any off-site locations. Use reverse or additional pages if necessary:** _____

4. Is cooling a part of your food process? If so, please describe what foods are cooled and how you do it: _____

5. Indicate below the final product sold or provided to the consumer (check all that apply):

☐Prepared from refrigerated and served cold	☐Cooked, cooled, then reheated and served hot (at or above 135oF)	
☐Cooked then held hot (at or above 135°F)	☐Served at ambient temperature	☐Served prepackaged
☐Other (**describe**):		

6. Describe what you will do with leftovers (note - potentially hazardous foods hot held at or above 135oF must be discarded at the end of each operating day): _____

FOOD PACKAGING

7. Indicate the type of food packaging that will be utilized:

☐Cook-chill packaging	☐Reduced Oxygen Packaging	☐Vacuum Packaging	☐Canning/bottling foods
☐Sous Vide	☐Prepackaged Juice	☐Other (**describe**):	

FOOD SOURCE (All food ingredients must be obtained from an approved source. Maintain receipts)

8. Indicate where food will be obtained:	☐Retail store	**Store Name(s):**
	☐Delivery service	**Company Name(s):**

9. How often will refrigerated or frozen foods be obtained/delivered?	☐Daily	☐Weekly	☐Other (**describe**):
10. How often will dry foods or supplies be obtained/delivered?	☐Daily	☐Weekly	☐Other (**describe**):

FOOD, UTENSILS, LINENS, AND OTHER SUPPLIES STORAGE			
11. Identify amount of shelving utilized specifically assigned to your business:			
	Dry Storage (sq ft)	**Refrigerated Storage (sq ft)**	**Frozen Storage (sq ft)**
Ingredients:			
Finished product:			
Utensils, linens, supplies:			

12. Are you storing any food items at any place other than the commissary or mobile food facility? ☐Yes ☐No

12a. If yes, **describe**:

STATEMENT OF INTENDED COMPLIANCE

NOTE: During the review of your food operation, you may be required to provide additional forms and/or obtain approvals (licenses, registrations etc.) from other State or Federal agencies for special processes such as canning/jarring, producing products with meat, poultry, eggs and/or milk, or mail order and/or online sales. These approvals will need to be obtained prior to operation**. You must contact this Agency in writing prior to changes in the menu, location, equipment, or operations are made, or the Dependent food facility operator's health permit may be void.**

Dependent Food Facility Operator Name (print and sign): **Date:**

OFFICE USE ONLY		
Proposed permanent food facility is:	☐ **Approved**	☐ **Rejected**
Reviewed by:		**Date:**

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SHARED PERMANENT FOOD FACILITY USE AGREEMENT

This agreement must be signed by the Permanent food facility permittee and the Dependent food facility operator as part of the permit review process.

CONDITIONS OF APPROVAL

- All food and food related items used in the Dependent operator's business (utensils, mixing bowls, pots, pans, etc.), must always be stored within the approved facility.
- If significant or major violations are noted, Environmental Health Services (EHS) has the right to rescind the health permit of the Dependent operator, and Permanent facility operator, as applicable.
- EHS staff may conduct inspections and investigate consumer complaints associated with the food business.
- The Dependent operator must immediately cease all operations in the event the Permanent food facility's permit is suspended or if an imminent health hazard exists that includes, but is not limited to either: a vermin infestation, the lack of hot water, a sewage system backup/failure, etc.
- During an inspection, any violations observed in a common-use area shall be issued to all permitted food facilities in operation at the time of the inspection.
- Permanent food facility operator is responsible for the proper operation and maintenance of permanent equipment used by the Dependent operator (e.g., dish machine, refrigeration units, hand wash facilities, preparation sinks and restrooms, etc.).
- The P food facility operator and Dependent operator are responsible for complying with all applicable laws.
- The Dependent operator shall provide the Permanent food facility operator with a copy of their annual health permit and the Permanent food facility operator shall maintain a copy at the facility.
- The Permanent food facility operator or Dependent operator shall notify EHS in writing within 10 days of severance of this agreement.

Form on reverse

Note: This agreement is non-transferable. If at any time there is a change in the business or a modification to this agreement, contact the County of San Luis Obispo Environmental Health Services Division.

PERMANENT FOOD FACILITY OPERATOR INFORMATION		
Name of Business (***please print***):	Email:	
Facility Address:	City:	Zip:
Representative:	Business Phone:	Cell:

I, the Permanent food facility operator can and will provide the necessary facilities for the Dependent operator at my permanent food facility as checked below (check all that apply):

Food Storage	☐ Refrigeration	☐ Walk-in refrigerator	☐ Produce	☐ Dry food	☐ Frozen food	☐ Walk-in freezer
Food Preparation	☐ Prep tables/counter space	☐ Cooking equipment	☐ Mixers	☐ Quick chillers		
Washing and Sanitizing	☐ Handwashing sink	☐ Food preparation sink	☐ 3-compartment sink	☐ Commercial dishwashing machine		
Supply Storage	☐ Utensils	☐ Linens	☐ Packaging items	☐ Chemicals		
Premises	☐ Restroom with handwashing facilities	☐ Grease trap/interceptor	☐ Other:			

By signing below, I, the Permanent food facility operator, declare that I have read, understand, and will comply with the conditions of approval described above and that the information I have provided is accurate and correct.

Signature: **Date:**

DEPENDENT FOOD FACILITY OPERATOR INFORMATION		
Name of Business (***please print***):	Email:	
Home Address:	City:	Zip:
Representative:	Business Phone:	Cell:

By signing below, I, the Dependent food facility operator, declare that I have read, understand, and will comply with the conditions of approval described above and that the information I have provided is accurate and correct.

Signature: **Date:**

OFFICE USE ONLY		
Specialist Name (***please print***):		
Signature:		Date:
FA	PR	SR

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TEMPORARY FOOD FACILITY GUIDELINES

YOUR GUIDE TO HANDLING FOOD AND FOOD BOOTH REQUIREMENTS

As a food handler, you need to be concerned with how your food handling practices can impact the health of your customers. Your responsibility to the public puts you in a very important position. Their health can depend on you keeping different microorganisms, such as bacteria or germs, and chemicals from contaminating the food you prepare and serve.

The following guidelines are to help you provide safe and healthful food to the public, and to show you how to **prevent food-borne illness**. By working together, we can protect the health and safety of the public, and keep your customers coming back for more!

How can I protect food from contamination?

Protecting your food from bacterial growth and keeping your customers happy can be simple. Just use common sense and good food-handling practices. When food is not handled properly, your customers run a high risk of getting a **food-borne illness**. Food-borne illness usually means flu-like symptoms (such as diarrhea, vomiting, fever, stomach cramps, and headaches), but can be more serious for some people. You can protect your customers from getting sick by following these steps to keep food safe:

Keep hot food HOT - **135°F or higher!**
Keep cold food COLD - **41°F or lower!**
Keep all food ***PROTECTED!***

Chemical contamination can be caused by using utensils/equipment for cooking that are not meant for use in food preparation, or by accidentally adding chemicals or insecticides to food. Food can be exposed to **chemical** and **bacterial contamination** during storage, preparation, production, packaging, transportation or service. Even using too much of some food "spices" (eg. monosodium glutamate or Accent) can cause severe headaches, vomiting or diarrhea.

Bacterial contamination is caused by germs growing in foods. People also spread germs through their **hands**, **hair, coughing,** and **sneezing**. Bacteria need four things to grow and reproduce: moisture, warmth, time, and a source of food.

Quickly and **thoroughly cooking** and **reheating** food to **above 165°F** will kill most disease-causing bacteria and **maintaining** temperatures **above 135°F** will prevent further growth. **Quickly cooling** foods by refrigerating them in shallow pans slows the growth of bacteria.

Defrost Food by using **only** one of the following 4 methods:

1. Refrigerating
2. Microwaving
3. Placing under cold running water in a sink
4. As part of the cooking process

WHAT DO I NEED BEFORE I CAN SET UP A TEMPORARY FOOD BOOTH?

Prior to an event, temporary food facilities must **obtain a permit to operate** and submit an application verifying the intent to **meet the following food booth and operational requirements**, pursuant to California Health and Safety Code §114335-114363, California Retail Food Code. Please call the Environmental Health Office before purchasing or building a food booth or barbeque.

Food facility requirements are determined by the enforcement agency based on the food service activity to be conducted, the type of food that is to be prepared or served, the length of the event, and the extent of food preparation that is to be conducted at a community event within a temporary food facility.

Temporary food facilities operating at a **swap meet** are limited to only pre-packaged non-potentially hazardous food and whole uncut produce, and must meet all applicable requirements. The enforcement agency may allow temporary food facilities at a swap meet, depending on the food service activity to be conducted, the type of food that is to be prepared or served, the duration of the swap meet, and the extent of food preparation that is to be conducted at the swap meet.

WHEN IS A HEALTH PERMIT REQUIRED?

A health permit is required for any food facility operating at a community event open to the general public. A "food facility" means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption at the retail level.

A health permit is not required when the following circumstances apply:

1. Non-potentially hazardous beverages and baked goods are offered for sale, sold, or given away by a nonprofit charitable organization or by an established club or organization that operates **under the authorization of a school or educational facility for fundraising purposes** at community events.
2. The food facility is operating **at an event held for the sole financial benefit of a non-profit association**. In this case, only the non-profit association receives monetary benefit and the food facility receives no financial benefit other than name recognition.
3. The premises is set aside for winetasting, is operated by the producer of the wine, and no other food or other beverage is offered for sale for onsite consumption

FOOD BOOTH AND OPERATIONAL REQUIREMENTS:

<u>Food from an Approved Source</u>

- **All food preparation at a community event shall be conducted within the temporary food facility or other approved food facility.**
- **Foods stored, prepared, canned or otherwise processed at home are prohibited**. Foods offered for sale must be obtained from or prepared, canned, or otherwise processed at an approved permanent food facility or onsite at the approved temporary food facility only.

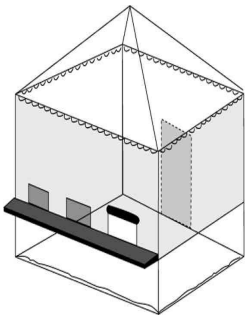
Facility Standards

Identification: The name of the facility, city, state, ZIP code, and name of the operator shall be legible and clearly visible to patrons. The facility name shall be in letters at least three inches high, and shall be of a color contrasting with the surface on which it is posted. Letters and numbers for the city, state, and ZIP Code, may not be less than one inch in height.

Overhead Protection: Temporary food facilities shall be equipped with overhead protection for all food preparation, food storage, and warewashing areas. Overhead protection shall be made of wood, canvas, or other materials that protect the facility from precipitation, dust, bird and insect droppings, and other contaminants.

Walls/Compartments: Temporary food facilities from which **non-prepackaged** foods are served and which conduct full service food preparation activities (see below) must also protect food from contamination in all of the following ways:

1. Enclosure of the food facility with tarps or 16-mesh per square inch screens with pass-thru window service openings not exceeding 18x18 inches.
2. Limiting display and handling of non-prepackaged food in food compartments.
3. Other effective means approved by the enforcement officer.



Full service food preparation activities include but are not limited to:

- Slicing, chopping, or mixing of foods
- Thawing of frozen foods
- Cooking or reheating for hot holding
- Cooling of potentially hazardous foods
- Any other type of food preparation deemed by this department to be unlimited food production

Temporary food facilities from which **non-prepackaged** food are served which meet the definition of limited food preparation (see below) may operate from a booth without a front wall if flying insects, vermin, birds, and other pests are minimal and do not impact the safety of the food. Temporary food facilities operating without a front wall, must meet the following conditions:

1. A sneeze guard is provided at the front of the booth of adequate height to intercept the line between the customer's mouth and the food stored behind the guard.
2. Food stored at the front of the booth is for display only and is labeled as such. All other foods are stored in compartments or at the back of the booth.
3. Limited food preparation occurs at the back of the booth, within the rear and side wall enclosure, and away from customer interaction.
4. A front wall with approved pass-thru window openings must be provided if flying insects, vermin, birds, and other pests are present.

Limited food preparation must be conducted within a fully enclosed, tightly sealed food compartment or as approved by this department. Limited food preparation activities include:

- Portioning and/or dispensing of non-potentially hazardous foods (e.g. snow cones, popcorn, cotton candy samples of retail products such as beef jerky, nuts, olives, etc.)
- Cooking foods in response to an individual order (e.g. hamburgers)

- Hot holding of non-potentially hazardous foods (e.g. churros, pretzels)
- Hot holding of boiled or steamed hot dogs, tamales, or corn on the cob
- Other activities found by this department to meet the requirements for limited food preparation (must have approval from this department).

Limited food preparation does **not** include:

- Slicing or chopping (unless on the cooking surface following a direct order)
- Thawing, cooling, or reheating of any foods
- Hot holding and dispensing of potentially hazardous food items (other than steamed or boiled hot dogs, tamales, or corn on the cob).

An inspector will determine if the temporary food facility operations meet the limited food preparation standards prior to approving the application for a permit. Contact this department prior to submitting the permit application for more information if needed.

Temporary food facilities that handle **prepackaged food and beverages only** will not be required to provide walls or screening.

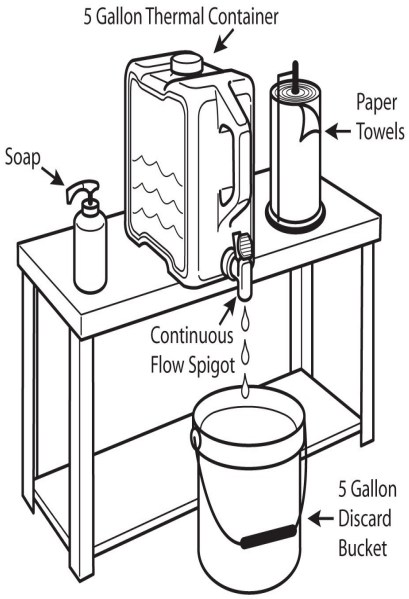
Temporary food facilities may include an adjacent staffed counter that serves hot and cold beverages and ice that are not potentially hazardous food and that are dispensed from approved bulk dispensing units.

Floors: Temporary food facilities that handle **non-prepackaged food** shall provide floors constructed of concrete, asphalt, tight wood, tarps or other similar cleanable material kept in good repair. Concrete and asphalt may be unacceptable in areas where storm drain regulations apply. Contact this department for information on areas where additional floor material may be required

Demonstration of Knowledge

On and after January 1, 2007, temporary food facilities that prepare, handle, or serve non-prepackaged food shall have an owner or person in charge who can demonstrate to the enforcement officer that he or she has an adequate knowledge of food safety principles as they relate to the specific food facility operation.

The responsibilities of an owner or person in charge of a temporary food facility shall include the safety of food preparation and service, including ensuring that all employees who handle, or have responsibility for handling, non-prepackaged foods of any kind, have sufficient knowledge to ensure the safe preparation or service of the food, or both. The nature and extent of the knowledge that each employee is required to have may be tailored, as appropriate, to the employee's duties related to food safety issues.



Handwashing

Handwashing facilities for temporary food facilities serving non-prepackaged foods and operating for **three days or less** may include a container capable of providing a continuous stream of warm water (100o F) from an approved source that leaves both hands free to allow vigorous rubbing with pump dispensed liquid soap for 10 to 15 seconds. Hands must be dried only with disposable single-use towels.

Facilities serving non-prepackaged foods and operating **3 days or more** are required to provide a **handwash sink**, with **warm water under pressure** and **draining into an approved sewer system**.

Hand sanitizer and gloves may be used only in conjunction with proper handwashing and not in lieu of.

Food Holding Temperatures

Potentially hazardous foods (i.e. foods than can spoil and cause food borne illness) must be held **at or below 41°F or at or above 135°F. During operating hours**, potentially hazardous food **may be held up to 45°F for up to 12 hours** in any 24-hour period.

A metal probe thermometer must be provided at each temporary food facility and used throughout the day to ensure that the above temperatures are maintained.

At the end of the operating day, potentially hazardous food that is held at or below 45°F or at or above 135°F must be discarded in a manner approved by the enforcement agency.

Food Storage

Food must always be stored 6 inches off the floor. During **periods of operation**, supplies and non-potentially hazardous food, in unopened containers may be stored adjacent to the temporary food facility or in an approved nearby temporary storage unit. An "unopened container" means a factory sealed container that has not been previously opened and that is suitably constructed to be resistant to contamination from moisture, dust, insects, and rodents.

During **periods of nonoperation**, **food shall be stored within a** fully enclosed temporary food facility, within a permanent food facility or other **facility approved by the enforcement agency**, or in approved food compartments where the food is protected at all times from contamination, exposure to the elements, rodents and other vermin, and temperature abuse.

Equipment

Cold and hot holding equipment shall be provided to insure proper temperature control during transportation, storage, and operation of the temporary food facility. Equipment shall be located and installed to prevent food contamination. **Ice used for refrigeration purposes may not be used for consumption in food or beverages**.

Food related and utensil related equipment used in conjunction with a temporary food facility must be approved by the enforcement agency .

A sneeze guard must be provided over uncovered food on display that is subject to public contamination, such as self-serve condiments.



Barbecues, grills or other equipment approved for outdoor cooking may be located adjacent to the temporary food facility if local building and fire codes prohibit cooking inside the temporary food facility. Overhead protection may be required in areas where an overhead contamination risk is present.



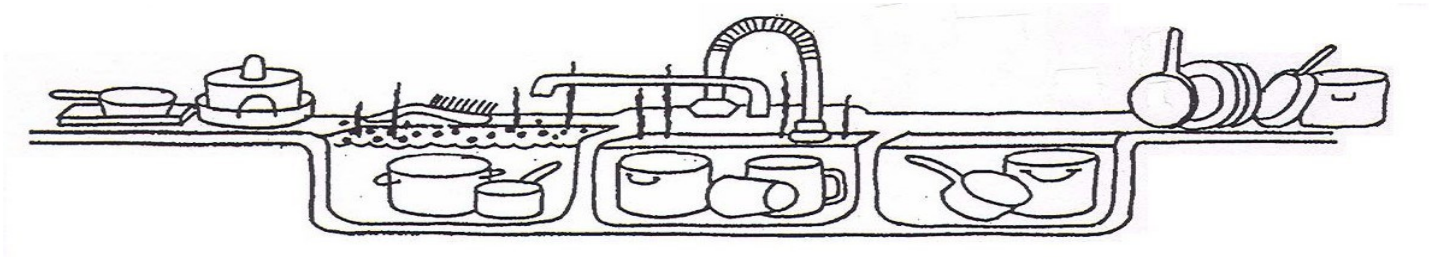
Approved outdoor cooking equipment must be sufficiently separated from public access by using ropes or other approved methods to prevent contamination of the food and injury to the public. The recommended separation is five feet.

Warewashing

All food facilities serving non-prepackaged food must provide methods to manually wash, rinse, and sanitize equipment and utensils. For facilities operating **less than 3 days**, this setup may include 3 containers large enough to submerge the largest equipment and utensil. The first container shall hold hot (120o F) wash water, the second hot (120o F) rinse water, and the third a **100-ppm chlorine*** or **200-ppm quat** sanitizing solution. **Only single-use articles may be provided for use by the consumer**.

***To make a bleach-water solution of 100-ppm chlorine, add two teaspoons of bleach to one gallon of water.**

Facilities operating **more than 3 days** must provide a warewashing sink with at least three compartments, large enough to accommodate immersion of the largest equipment and utensils, with two integral metal drain boards.



A warewashing sink may be shared by up to four temporary food facilities that handle non-prepackaged food if the sink is centrally located and is adjacent to the sharing facilities.

Surface Sanitization

Food facilities handling **non-prepackaged foods** must provide a means to clean and sanitize all preparation surfaces and other areas where normal facility operations may result in food spills or contamination. Provide a bucket containing a **100-ppm chlorine*** or **200-ppm quat** sanitizing solution and keep wiping cloths submerged in the sanitizing solution between uses. A spray bottle containing approved sanitizer to clean surfaces may only be used with clean wiping cloths or disposable towels to wipe the sprayed surfaces. Always allow surfaces to air dry .

Provide a second container of sanitizing solution when working with raw meats and use separate wiping cloths on ready-to-eat food contact surfaces.

***To make a bleach-water solution of 100-ppm chlorine, add two teaspoons of bleach to one gallon of water.**

Toilet Facilities

At least one toilet facility for each 15 employees shall be provided within 200 feet of each temporary food facility. Each toilet facility must be provided with approved handwashing facilities

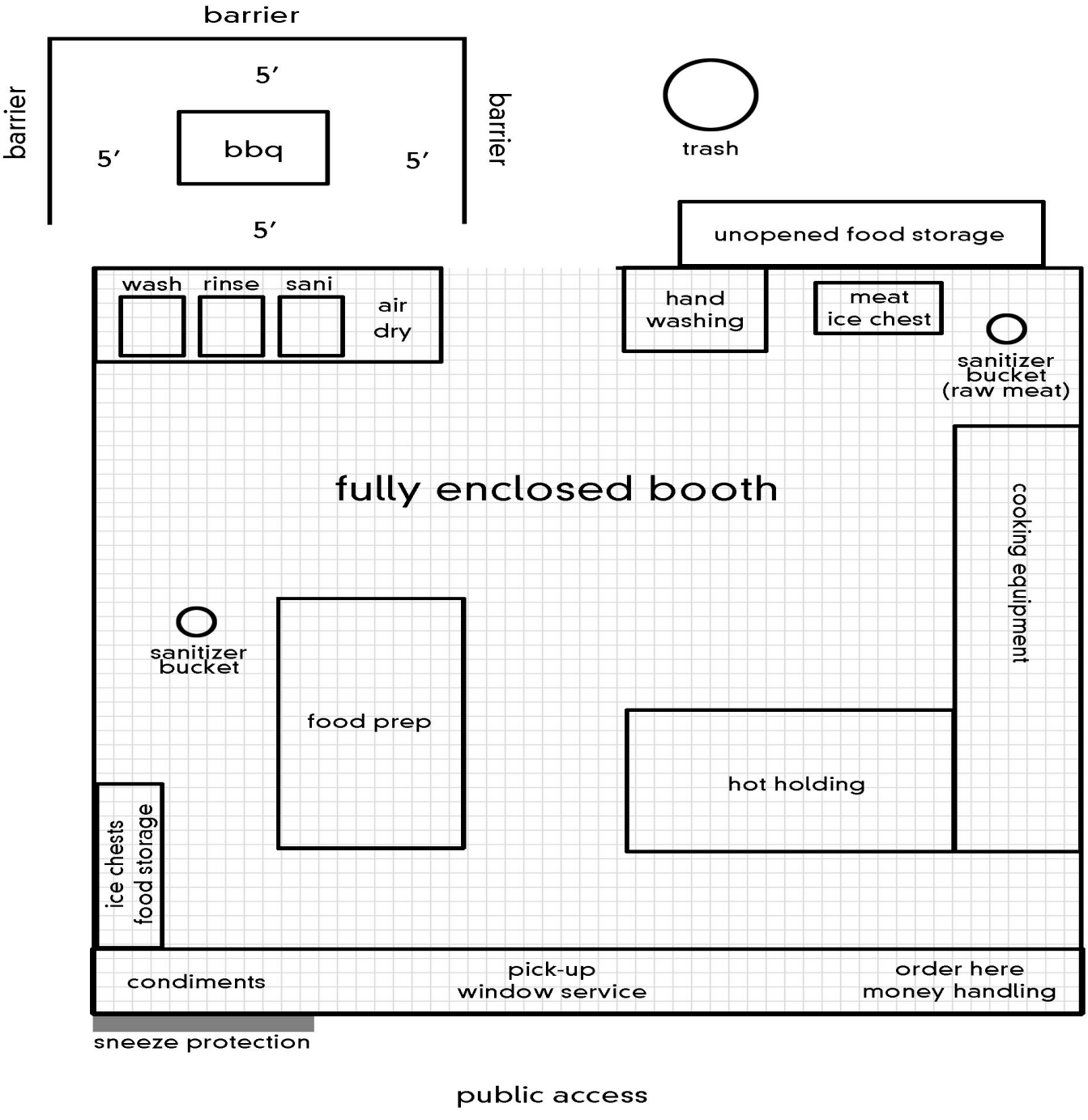
Cleaning and Servicing

Temporary food facilities that operate for more than one day shall be cleaned and serviced by methods approved by the enforcement agency.

Enforcement Officer Discretion

Based upon local environmental conditions, location, and other similar factors, the enforcement officer may establish additional structural or operational requirements, or both, as necessary to ensure that foods are of a safe and sanitary quality.

Example Of A Temporary Food Facility Layout



COUNTY OF SAN LUIS OBISPO HEALTH AGENCY
ENVIRONMENTAL HEALTH SERVICES DIVISION
2156 Sierra Way STE. B, San Luis Obispo, CA 93401
PO Box 1489, San Luis Obispo, CA 93406
Phone: (805) 781-5544 Fax: (805)781-4211
Email: ehs@co.slo.ca.us

Shared Permanent Food Facility Guidelines

The Environmental Health Services Division (EHS) recognizes that there is a growing demand by caterers, food entrepreneurs, and other dependent food operators to have access to the County's local permanent food facilities to prepare their food products. EHS's goal is to make the sharing of food facilities by multiple businesses work smoothly, while ensuring that safe food handling practices are in place to protect the public's health.

Examples of a Shared Permanent Food Facility:

1. **Commissaries** are intentionally designed to be used by mobile food facilities such that the operational requirements of the mobile food facility can be accomplished. This **Permanent** food facility operator will possess our commissary permit.
2. **Existing Retail Permanent Food Facilities** can be used by caterers, food entrepreneurs, small-scale food producers, and temporary food facility (food booth) operators who prepare foods in advance of a community event (as opposed to within their temporary food facility during the community event). Existing retail permanent food facility permit holders may lease kitchen facilities to **Dependent** food service operators. The **Permanent** food facility must possess the adequate space and equipment necessary for the safe operation of the **Dependent** food service operator. This **Permanent** food facility operator will possess our Restaurant or other approved permanent food facility permit.

Requirements for Sharing a Food Facility:

To obtain approval as a Shared permanent food facility, the **Permanent** food facility operator must meet the following requirements:

1. The **Permanent** food facility must have a health permit issued by EHS.
2. It is the responsibility of the **Permanent** food facility operator to ensure that each **Dependent** food service operator has obtained a health permit to operate as a Dependent Food Service Operator or Caterer prior to operating within the shared permanent food facility.
3. The **Permanent** food facility operator is responsible for ensuring that each **Dependent** food service operator has adequate storage space (e.g., dry storage, finished product storage, refrigerated and freezer storage, as applicable) that is clearly labeled to identify the **Dependent** food service operator the space is assigned to. Storage space will be evaluated during the permit review process based on the **Dependent** food service operator's proposed operation.
4. The **Permanent** food facility operator is responsible for maintaining a list of all **Dependent** food service operators along with operating times and provide it to EHS upon request.
5. The **Permanent** food facility operator shall immediately notify EHS of the cancellation of a **Dependent** food service operator.
6. The **Permanent** food facility operator shall maintain all necessary shared equipment and utensils in good working condition. It should be noted that the day-to-day cleaning and sanitizing of utensils and equipment used solely by the **Dependent** food service operator is the responsibility of the **Dependent** food service operator. All equipment must be certified or classified for sanitation.

For more information regarding Host facility operations or permitting, contact our offices during normal business hours or by email at ehs@co.slo.ca.us . You can also visit our website at **https://www.slopublichealth.org/ehs**

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Dependent Operator Guide to Permitting

The Environmental Health Services Division (EHS) recognizes that there is a growing demand by caterers, food entrepreneurs, and other dependent food operators to have access to the County's local permanent food facilities to prepare their food products. EHS's goal is to make the sharing of food facilities by multiple businesses work smoothly, while ensuring that safe food handling practices are in place to protect the public's health.

The following is a ***step-by-step guide*** to help a potential **Dependent** food facility operator who would like to use a food facility; and the permit holder of a permanent food facility (shared **Permanent** food facility operator), such as a commissary, restaurant, or other EHS approved food facility.

EHS has identified two general types of permanent food facilities that may be approved to share their facilities whereby a **Dependent** food facility operator may obtain a health permit:

1. **Commissaries** are intentionally designed to be used by mobile food facilities such that the operational requirements of the mobile food facility can be accomplished. This **Permanent** food facility operator will possess our commissary permit.
2. **Existing Retail Permanent Food Facilities** can be used by caterers, food entrepreneurs, small-scale food producers, and temporary food facility (food booth) operators who prepare foods in advance of a community event (as opposed to within their temporary food facility during the community event). Existing retail permanent food facility permit holders may lease food facilities to **Dependent** food service operators. The **Permanent** food facility must possess the adequate space and equipment necessary for the safe operation of the **Dependent** food service operator. This **Permanent** food facility operator will possess our Restaurant or other approved permanent food facility permit.

Steps in the permit review and approval process for **Dependent** food facility operators:

Step 1: Apply for a Health Permit

The **Dependent** food facility operator must submit copies of the following documents along with payment of their health permit to EHS to begin the permit review process:

- □ Health Permit **Application** for a **Dependent Food Service Operator Permit**
- □ **Shared Permanent Food Facility Review Form**
- □ **Shared Permanent Food Facility Use Agreement** must be signed by both the **Permanent** food facility operator who holds the facility's health permit and the prospective **Dependent** food facility operator.
- □ **Written Operational Procedures for Catering Operation** (only if operation includes catering off-site events)
- □ **Sample menu** of food items to be prepared or served.
- □ **Prepackaged food label sample(s)** of food items prepackaged prior to service (only if operation includes food packaging prior to service).
- □ State of California **Processed Food Registration**, *as required by the CDPH-FDB.* (If applicable)
- □ State of California **Cannery License,** *as required by the CDPH-FDB.* (If applicable)
- □ State of California **Milk Product Plant License**, *as required by the CDFA-MDFS.* (If applicable)
- □ State of California **Meat Processing Establishment License**, *as required by the CDFA-MPES.* (If applicable)
- □ **Food Manager Certificate & Food Handler Cards** (if unpackaged foods will be stored, handled, and served.)

Step 2: Review the Health Permit Application Package

EHS staff will review the *Permit Application Packet and all applicable documents*. EHS staff will contact the **Dependent** and **Permanent** food facility operators as needed to complete the evaluation of the Dependent operator permit. If a site inspection is required, EHS staff will contact the interested parties to arrange a site visit.

Step 3: Post the Permit at the Facility

Once issued by EHS, the approved health permit must be posted in a conspicuous location at the **Permanent** food facility. **Dependent** food operators will be subject to at least one annual inspection.

Prepackaged Food Label Guidance

If food will be prepackaged prior to sale or distribution, visit: https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/GeneralFoodLabelingRequirements.pdf for information on labeling requirements.

State of California Processed Food Registration

The California Department of Public Health's Food and Drug Branch (CDPH-FDB) regulates the manufacture, processing, storage, and distribution of food products in California. California law requires that businesses obtain a Processed Food Registration (PFR) if food is manufactured, packaged, labeled, or warehoused in California. The foods covered include:

General foods such as; bakery products, noodles, seafood (except molluscan shellfish), fruit juices, snacks, nuts, oils, processed or packaged vegetables, candy, etc. The PFR allows firms to manufacture products not specifically covered by another CDPH-FDB or CDFA license.

For information on what food production may require a PFR and how to obtain one, visit: https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBPrograms/FoodSafetyProgram/ProcessedFoodRegistration.aspx **For more information, you may call: (916) 650-6500.**

Cannery License

Retail food operators that are interested in low-acid or acidified canned, jarred, or hermetically sealed foods are to contact the CDPH-FDB to determine if their food item requires a PFR or Cannery License. For information regarding whether the food you process requires a PFR or Cannery License, **you may call: (916) 650-6500.** It is the responsibility of the food facility operator to obtain the required registration or license from the CDPH-FDB.

Food Manager Certificate & Food Handler Cards

Each **Dependent** food facility that prepares, handles, or serves nonprepackaged potentially hazardous food must have at an owner or employee who has successfully passed an approved and accredited **food safety certification** examination within 60 days of commencing operation. Food facilities that prepare, handle, or serve only food other than nonprepackaged potentially hazardous food must demonstrate adequate knowledge of food safety principles as they relate to the specific food facility operation. All other individuals involved in the preparation, storage, or service of any food in the food facility must obtain a valid **food handler card** from an accredited provider within 30 days after the date of hire. For more information on accredited food certification and food handler programs, visit the following website:

https://www.ansica.org/wwwversion2/outside/ALLdirectoryListing.asp?menuID=8&prgID=8&status=4