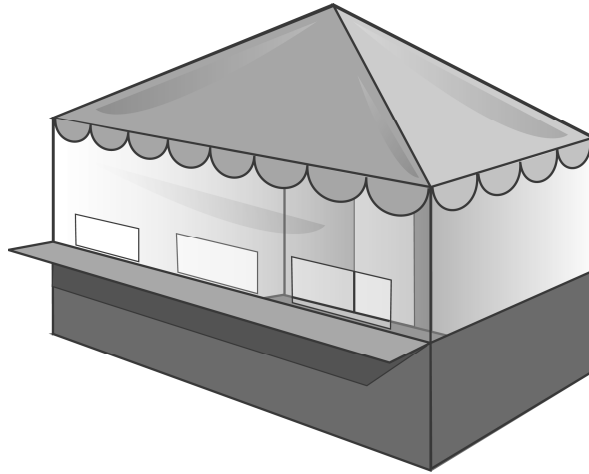


Temporary Food Facility Guidelines



Environmental Health Services

South County Office:

225 Camino del Remedio
Santa Barbara, CA 93110
(805) 681-4900

North County Office:

2125 S. Centerpointe Parkway #333
Santa Maria, CA 93455-1340
(805) 346-8460

Temporary Food Facilities

Table of Contents

Who needs a Permit	1
Requirements for Temporary Food Facilities	2
Structure Requirements.....	2
Sample Booth designs.....	2
Plumbing and Sink Requirements	3-5
Wastewater	5
Toilet Facilities.....	5
Garbage and Refuse	5
Animals.....	5
Food Handling Requirements	6
Ice and Water	6
Non-Profit Organization Requirement Chart	7
For-Profit Operators Requirement Chart.....	8
Food Handlers Guide	9

All For-Profit and Non-Profit Organizations are required to attend a food safety presentation class. Classes are offered through Environmental Health Services. Please call one of the following offices to set an appointment to take the class.

South County Santa Barbara (805) 681-4900 ♦ North County Santa Maria (805) 346-8460

Who needs a Permit?



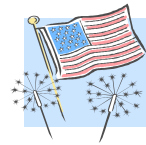
Any time food or drinks is sold or given away to the public a permit is required. Temporary food facilities may be permitted by Santa Barbara County Environmental Health Services only in association with a “community event.” A “community event” is defined as an event that is civic, political, public or educational in nature. A grand opening, a store give-away event, or any other event that is designed to increase, celebrate, or promote a business is **not** a community event.

Individual Food Booth Permits

A Santa Barbara County Health Permit is required for each temporary food facility booth.

It is the responsibility of event organizers and temporary food facility operators to check with local city, police, fire, planning, parks and building departments to obtain other applicable code requirements and permits. For example, permits or approvals may be required to operate generators or cooking equipment and an additional temporary food facility permit is required by the City of Santa Maria.

Festivals Event Organizer Permit



An event organizer permit is required when two or more food booths will be at an event. All event organizers (both for-profit and non-profit) are required to submit a signed and completed event organizer application. The California Retail Food Code requires that the event organizer apply for an event permit **at least two weeks prior to the event**.

The permit application must include:

1. **Proof of non-profit status** (if applicable). Documentation may be obtained through the State Franchise Tax Board or Federal Internal Revenue Service.
2. **A site map that shows:**
 - a. location and number of toilets and hand wash sinks (1 toilet per 15 employees)
 - b. location of all warewashing sinks
 - c. source and location of water
 - d. location and number of waste receptacles
 - e. location of all food/beverage booths
 - f. Santa Barbara County permitted vehicles
 - g. street names and location
 - h. any other pertinent information

NOTE: Restrooms must be within 200 feet walking distance from all food booths. Sinks must be located within the booth or as described later in these guidelines.

3. Individual Food Booth Permits - All individual food booth permits must be submitted through the event organizer.
4. Fees – All event organizer and individual food booth permit fees must be submitted through the event organizer.

Exemptions

Low risk foods that are **commercially produced, individually prepackaged and fully labelled** may be sold by non-profit groups for fundraising purposes. Low risk foods are foods which require no temperature control and are unlikely to support rapid growth of pathogenic microorganisms. Examples of approvable low risk food items include prepackaged cookies, cakes, brownies, fruit pies, candy, mineral water/bottled water, carbonated beverages, pasteurized juice, beer/wine, coffee and tea.

Requirements for Non-profit Organizations

(California Retail Food Code Chapter 10.5)

In order to facilitate annual fundraisers by charitable non-profit organizations, the State Health Code provides that temporary food facilities that meet specific parameters may operate under less stringent requirements than would otherwise apply. Provide documentation of tax-exempt status under the specified code sections at the time of permit application. To meet this requirement all of the following must apply:

- ❖ Are operated in conjunction with a recognized community event
- ❖ Are operated by a tax-exempt, non-profit charitable organization
- ❖ Operate no more than four events annually for not longer than 72 hours per event



(See simplified charts beginning on page 7)

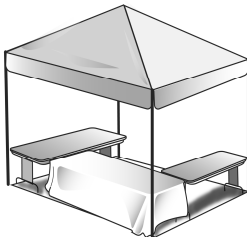
Requirements for Temporary Food Facilities

(Chapters 10.5 and 11 of the California Retail Food Code)

❖ Food Booth Structure Requirements

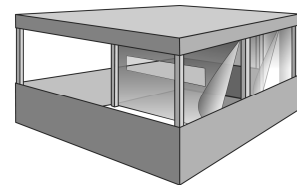
Food preparation areas –All food preparation areas must be fully enclosed and have an impermeable and cleanable floor surface (See Fully Enclosed Booth example). Barbecues are located outside of booths. Propane cooking equipment may also be located outside the booth only if *required* by the local Fire Department.

Food Booth Structure Examples



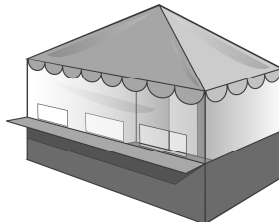
Individually Prepackaged Food Booth
(cover type for utensil sink)

Fully wrapped food items prepared in an approved food facility and serving of beverages from approved dispensers.

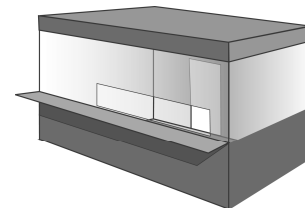


"50 / 50" Food Booth

- Fully enclosed rear section for food preparation
- Open front section for:
 - Service of fully wrapped food items prepared in the rear
 - Serving of beverages from approved dispensers



Fully Enclosed Food Booth
For Food Preparation and Service



Fully Enclosed Food Booth
with flat roof and alternate opening
For Food Preparation and Service

The following must be prominently displayed at each booth:

Outside of food booth:

- ❖ Name of organization, business, or owner in letters at least 3 inches high
- ❖ City, state and zip code in letters/numbers at least 1 inch high
- ❖ Health Permit issued by EHS



Inside of food booth:

- ❖ Handwash sign
- ❖ No smoking sign

(See Food Handlers Guide page 9)

Plumbing and Sink Requirements

Hand and utensil washing facilities are required for all booths except those that serve only individually prepackaged food and do not use any type of utensil. Adequate potable water must be available during all times of operation.



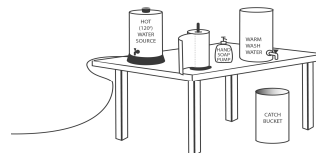
❖ **Water Supply** (*Ch.7 Article 1 of the Retail Food Code*):

- 1) Potable water must be provided through a hose approved and identified for potable water or stored in approved food-grade containers.
- 2) Hot water shall have a minimum temperature of 120° F.
- 3) If running water is not available, a minimum of 20 gallons per booth per day shall be provided.
- 4) Potable water lines and hoses attached to a hose bib must have an appropriate backflow protection device. Check with Parks and Recreation or Environmental Health about necessary protection devices for your location. NOTE: Atmospheric vacuum breakers are not adequate protection for hoses connected to pumps.



❖ **Hand Washing:**

- 1) All booths that handle non-prepackaged food (including poured beverages) are required to maintain hand wash facilities within the booth.
- 2) Warm water may be stored in an insulated container with a dispensing valve that provides a continuous flow of water to free both hands for washing.
- 3) Single service soap (pump bottle) and paper towels in a dispenser must be readily available at all hand wash stations.
- 4) Liquid hand sanitizer is not an acceptable substitute for soap and water.



❖ **Utensil Washing:**

All for-profit booths using utensils **require** a 3-compartment metal sink with 2 metal drain boards and hot and cold running water. A 2-compartment sink with a separate container or tub for the 3rd compartment may be substituted if adequate drainboard area is provided.

The utensil wash sink may be shared by no more than four temporary food facilities if the sink is centrally located and is adjacent to the sharing facilities.

(See note and illustration of Non-Profit booth alternative, page 5)

All three sink compartments must be large enough to accommodate the largest utensil.

- 1) The first **wash** compartment must hold hot, soapy water.
 - 2) The second **rinse** compartment must hold clear warm rinse water.
 - 3) The third **sanitizer** compartment must hold an approved sanitizer solution.
 - 4) One drainboard/table is to be used for soiled utensils. The other drainboard/table is used for air-drying clean, sanitized utensils. (No towel drying of food utensils.)
- (It is recommended to label utensil wash sink compartments **wash**, **rinse**, and **sanitize**.)

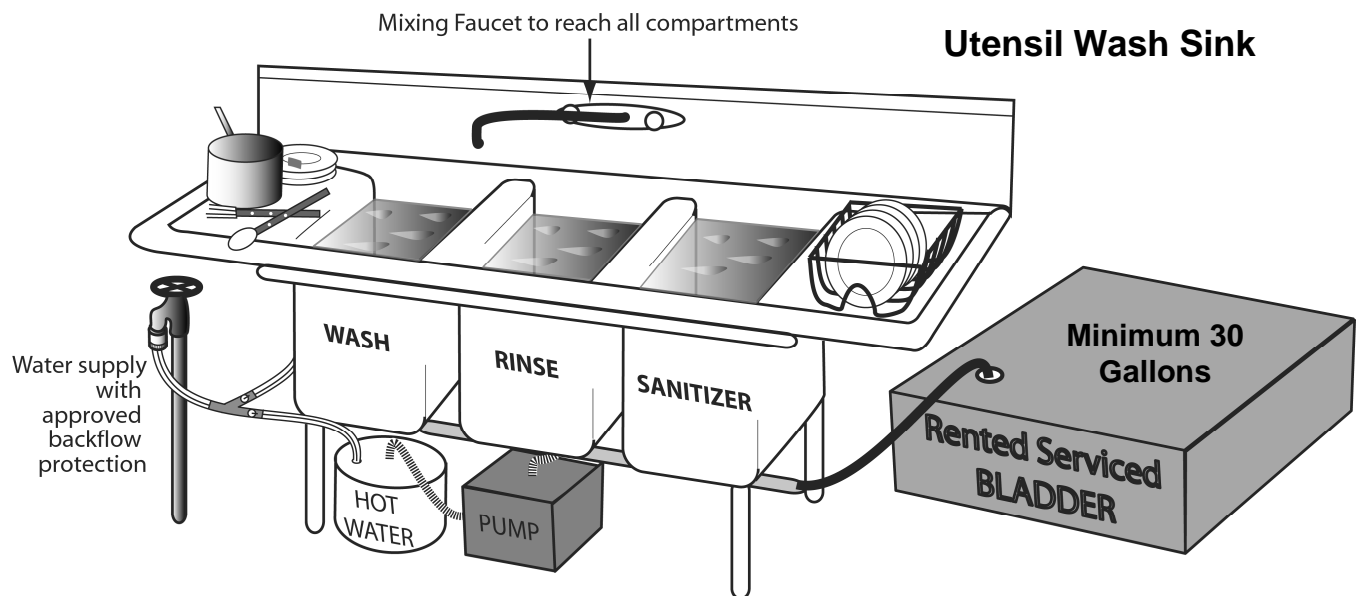


All utensils are required to be sanitized after they are washed.

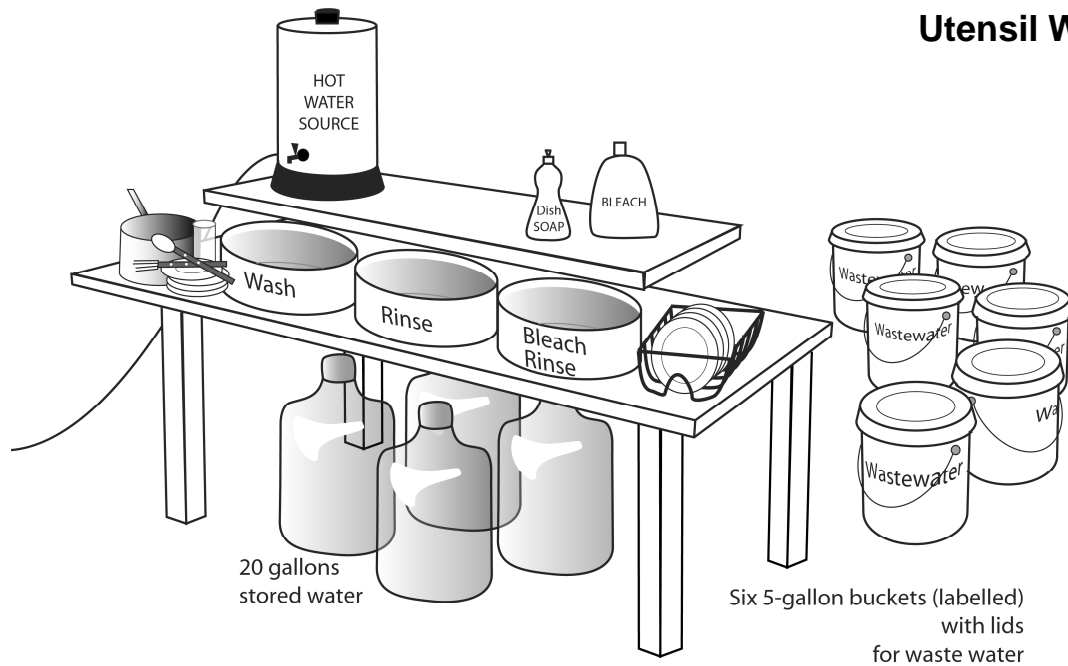
Two types of sanitizers are acceptable:

- 1) Chlorine Bleach at a concentration of 100 parts per million (one ounce of household bleach per 3 gallons of water) OR,
- 2) Quaternary Ammonium at a concentration of 200 parts per million (follow directions on label).

❖ Sanitizer test strips must be available and used to test the sanitizer mix in the third compartment.



Non-Profit Alternative Utensil Wash



NOTE: As an alternate to a 2 or 3 compartment sink, **non-profit** temporary food facilities, operating under the provisions of Chapter 10.5, may utilize three containers large enough to hold the largest utensil. Adequate counter space to serve as drain-boards must also be provided. All other requirements for utensil washing and sanitizing remain applicable. Such alternate utensil wash facilities must be located within or immediately adjacent to the booth and may not be shared with other booths. Warewash sink must have overhead protection.

Wastewater

- ❖ Wastewater must be discarded to the public sewer or collected in an appropriate container for later disposal to the sewer. Wastewater containers must be labelled "wastewater".
- ❖ Wastewater includes all liquid waste such as wash water, ice melt, etc. **It may not be discharged onto the ground, into a storm drain, or into a creek.**

Toilet Facilities

- ❖ Approved toilet facilities must be located within 200 feet walking distance of all food booths.
- ❖ Hand washing facilities with running water and single use soap and paper towels in dispensers are required within or immediately adjacent to toilet facilities.



Garbage and Refuse *(See Food Handlers Guide)*

- ❖ Refuse containers, lined with plastic garbage bags are required in each booth.
- ❖ Disposal frequency must be adequate to prevent spillage or a nuisance. Tightly secure all bags in order to minimize odors, leakage and insects. Discard in covered, leak-proof containers.
- ❖ Event organizers are responsible for ensuring adequate trash facilities.



Animals *(See Food Handlers Guide).*

- ❖ Animals must be kept at least 20 feet away from any mobile food facility and temporary food facility.

Food Preparation (See Food Handlers Guide)

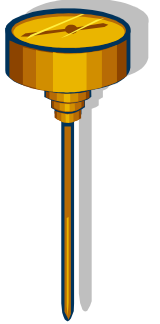
- ❖ All food and beverages must be from approved sources and free of contamination. **Food or beverages that have been stored or prepared in a private home may not be offered for sale, sold, or given away.**
- ❖ All food handling and preparation must take place within the food booth unless an alternate food preparation site has pre-approval from Environmental Health Services.
- ❖ Barbecue cooking is allowed outside of the booth. All other food preparation and service must take place within the enclosed food booth.
- ❖ Food preparation surfaces must be smooth, easily cleanable and non-absorbent. Commercial cutting boards are required.



Temperature Control

Zero -to- 220° F range

- ❖ Proper temperature control of potentially hazardous foods is essential to ensure safe food service. It is the responsibility of the booth operator to provide adequate equipment to maintain proper food temperature at all times, **including during transit.**
- ❖ Provide thermometers for each refrigeration unit/ice chest. Place thermometers on food, not in the ice.
- ❖ Provide a metal probe thermometer to check both hot and cold food temperatures.
- ❖ Clean and sanitize the probe thermometer with alcohol swabs before and after each food temperature check.
- ❖ Leftover potentially hazardous food that has been held hot must be destroyed at the end of each operating day in an approved manner. Alternatively, the food may be donated to an approved non-profit charitable organization for immediate distribution and consumption.



Note: Ice chests are not approved for hot holding of food.

Food Handlers (See Food Handlers Guide)

- ❖ Sanitary food handling techniques must be followed consistently. Food handlers must take all necessary steps to protect food from contamination and adulteration.
- ❖ Bare hand contact with food is to be minimized. Gloves are not a replacement for hand washing and must be changed often. Tongs and other utensils must be washed and sanitized as needed to maintain them in a sanitary condition.
- ❖ Eating or smoking is prohibited in food booths, or by workers while preparing, barbecuing, or otherwise handling food.
- ❖ The booth permit holder shall be responsible for all worker actions related to food handling and booth operation.



Storage/Service (See Food Handlers Guide)

- ❖ All food, beverages, utensils, and equipment must be protected from contamination and stored at least 6 inches off the booth floor on clean surfaces such as tables, shelving or pallets.
- ❖ Food stored overnight must be kept in rodent-proof containers. Approved support trucks or vans with fully enclosed cargo areas may be used to store food and related equipment.

Ice and Water

- ❖ Ice used for refrigeration shall not be used for consumption and shall be stored in approved durable containers at least 6 inches off the ground.
- ❖ Potable water must be provided from an approved source.
- ❖ The water supply must be protected from possible backflow from irrigation systems or other sources of contamination by an approved backflow protection device.

-Non-Profit Organization Requirements

	Individually Prepackaged Food (Food from an approved source, properly labelled)	Food Preparation (excluding BBQs)
Floors		Canvas, plywood, plastic, tarp, concrete or asphalt or similar materials approved by EHS.
Walls/roof	Coverings or ceilings, and perimeter barriers	Coverings or ceilings, and perimeter barriers
Openings		16 mesh per square inches screens Maximum of 216 square inch service openings
Signs	<ul style="list-style-type: none"> Name of organization in letters at least 3" high City, State and Zip Code - 1" high letters Health Permit Food Handlers Guide (includes hand wash and no smoking signage) 	<ul style="list-style-type: none"> Name of organization in letters at least 3" high City, State and Zip Code - 1" high letters Health Permit Food Handlers Guide (includes hand wash and no smoking signage)
Food Service Setup		Walls and ceiling must be smooth, durable, and clean easily. Fine-mesh fly screening for the front and sides to provide visibility and ventilation. A canopy or roof structure is required for overhead protection.
Water Supply		20 gals/booth/day Additional water may be required if needed.
Water		Containers and hoses must be approved and identified for potable water
Hand Wash-in Booth		Warm water supply, soap and paper towel dispensers available
Utensil Washing		<ul style="list-style-type: none"> 3 containers large enough to hold the largest utensil Counter space for drainboards (no towel drying of food utensils)
Wastewater Storage		Minimum 30 gallon storage containers labeled "wastewater"
Toilet Facilities with lavatory	Within 200 feet, with running water, soap and paper towels	Within 200 feet, with running water, soap and paper towels
Trash Cans	Plastic-lined refuse container	Plastic-lined refuse container
Storage	<ul style="list-style-type: none"> All food stored 6 inches up off floor Food stored overnight must be in rodent-proof containers 	<ul style="list-style-type: none"> All food stored 6 inches up off floor Food stored overnight must be in rodent-proof containers
Ice	Ice for cooler chests should not be used for consumption	Ice for cooler chests should not be used for consumption

Note: Additional requirements, as per the Health and Safety Code 114332.4, allows for the enforcement officer to establish additional structural or operational requirements as necessary to ensure that food is of a safe and sanitary quality.

<i>For-Profit Organization Requirements</i>		
	Individually Prepackaged Food (Food from an approved source, properly labelled)	Food Preparation (excluding BBQs)
Floors		Canvas, plywood, plastic, tarp, concrete or asphalt or similar material approved by EHS.
Walls/roof	Coverings or ceilings, and perimeter barriers	Coverings or ceilings, and perimeter barriers
Openings		16 mesh per square inch screens Maximum of 216 square inch service openings
Signs	<ul style="list-style-type: none"> Name of organization in letters at least 3" high City, State and Zip Code - 1" high letters Health Permit Food Handlers Guide (includes hand wash and no smoking signage) 	<ul style="list-style-type: none"> Name of organization in letters at least 3" high City, State and Zip Code - 1" high letters Health Permit Food Handlers Guide (includes hand wash and no smoking signage)
Food Service Setup		Walls and ceiling must be smooth, durable, and clean easily. Fine-mesh fly screening for the front and sides to provide visibility and ventilation. A canopy or roof structure is required for overhead protection.
Water Supply		20 gals/booth/day Additional water may be required if needed
Water		Containers and hoses must be approved and identified for potable water
Hand Wash in Booth		Warm water supply, soap and paper towel dispensers available
Utensil Washing		3-compartment sink with drainboards and hot and cold potable running water. (Third sanitizer compartment may be tub if additional space for air drying is provided)
Wastewater Storage		Minimum 30 gallon storage containers labeled "wastewater"
Toilet Facilities with lavatory	Within 200 feet, with running water, soap and paper towels	Within 200 feet, with running water, soap and paper towels
Trash Cans	Plastic-lined refuse container	Plastic-lined refuse container
Storage	<ul style="list-style-type: none"> All food stored 6 inches up off the floor Food stored overnight must be in rodent-proof containers 	<ul style="list-style-type: none"> All food stored 6 inches up off the floor Food stored overnight must be in rodent-proof containers
Ice	Ice for cooler chests should not be used for consumption	Ice for cooler chests should not be used for consumption

Note: Additional requirements, as per the Health and Safety Code 114363, allows for the enforcement officer to establish additional structural or operational requirements as necessary to ensure that food is of a safe and sanitary quality.



FOOD HANDLERS MUST WASH HANDS BEFORE LEAVING THE RESTROOM

PLEASE POST THIS
DOCUMENT IN EACH
FOOD BOOTH

FOOD HANDLERS GUIDE

1. WASH HANDS with warm water and soap before preparing or handling food and after using the bathroom or smoking or handling refuse.
2. Food handlers must WEAR CLEAN CLOTHES and hair must be restrained.
3. FOOD HANDLERS MUST BE IN GOOD HEALTH - If sick, do not handle food. Bandage any wounds or cuts on hands and use gloves.
4. KEEP COLD FOODS COLD (**BELOW 41°F**) by use of refrigerators, ice in an ice bath or in an ice chest. All cold potentially hazardous foods held overnight must be held at or below **41°F**.

KEEP HOT FOODS HOT (**ABOVE 135°F**) by use of a heating source (ie. propane, electric, sterno, etc). All hot food remaining at the end of a day's operation must be disposed (discarded or donated for immediate consumption).

5. **RE-HEAT FOODS TO 165°F** if they fall below **135°F**. If food falls below 135°F a second time, discard. CHECK FOOD TEMPERATURES frequently with probe thermometers. SANITIZE THERMOMETERS after each use with alcohol pads.

6. Keep all food PREPARATION SURFACES and UTENSILS CLEAN, SANITIZED and NON -ABSORBENT. Wash & sanitize cutting boards frequently.

7. Maintain sanitizer buckets for STORAGE OF WIPING CLOTHS.

8. KEEP PREPARED FOODS COVERED.

9. AVOID DIRECT HAND CONTACT WITH FOOD - Use utensils, tongs, disposable plastic gloves or single use tissues when handling food.

10. DO NOT SERVE ICE THAT HAS BEEN USED FOR REFRIGERATION.

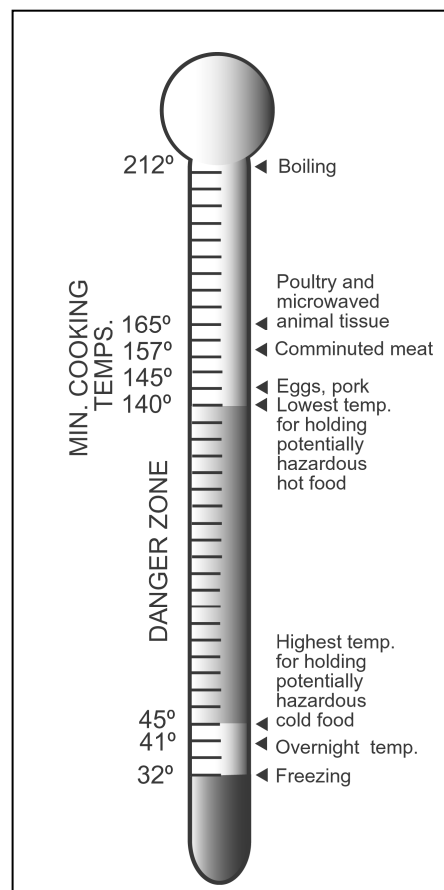
11. CONDIMENTS available for self-service must be prepackaged or from approved dispensing devices.

12. KEEP REFUSE CONTAINERS LINED, COVERED and emptied frequently. Remove all refuse prior to closure at the end of each day.

13. ALL ANIMALS ARE PROHIBITED IN BOOTHS

14. ENSURE THAT ALL FOOD IS THOROUGHLY COOKED TO THE PROPER MINIMUM TEMPERATURE:

- Comminuted meat – 157° F
- Eggs and food containing eggs – 145° F
- Pork – 145° F
- Poultry – 165° F
- Any meats prepared in a microwave oven – 165° F plus 2-minute standing period



NO SMOKING

