

For Department Use Only

Date Rec'd

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Temporary Food Facility (TFF) Booth Application

Deadline: Signed and completed applications are due <u>at least two weeks prior</u> to the start of the event. Permit issuance is at the discretion of Environmental Health Services (EHS) based on timely TFF application submissions and demonstration of ability to safely conduct the TFF operation.

Event Name:		Amt.Rec'd:
Location of Event / Venue Address:		Check#:
Booth Name:		Receipt#: Invoice#:
Booth Manager/Owner/Operator/Organization:		PE: TE:
Booth Contact Name:		FA Venue:
Mailing Address:		FA Vendor:
Street	City/State	PR Vendor:
Primary Phone:		B0 Number:
Alternate Phone:		20 Mail 201
Email:		

Booth Operation Date and Time

Indicate the date(s) and hour(s) of booth operation. If you need more space, include a separate sheet.

Date(s)	Operating Hour(s)	Time that Booth Will Be Ready for Inspection

Type of Food/Beverage to be Served at Booth:

Check all that apply.

- □ Individually prepackaged, non-perishable food (commercially prepackaged, individual portions of shelf-stable foods like chips, cookies, candy bars, whole uncut produce, and canned soda) no open food
- □ Individually prepackaged perishable food (e.g., ice cream bars or pre-made, fully-wrapped sandwiches)
- □ Individually prepackaged food with sampling
- □ Open food preparation, portioning or service (including pouring coffee, tea or water)

Menu and Food Preparation

List all the foods/beverages being served by this booth at this event. *Please include all condiments, seasoning and garnishes. Only menu items approved by EHS, in advance, may be served at the event. Attach additional menu/sheets as necessary.*

Food/Beverage Source and Preparation

- 1. Where are you getting the food/beverages/ice that is being prepared and served at this event? List specific stores or wholesalers: ______

Food Temperatures and Thermometers

- 2. How will you keep perishable hot and cold foods at a safe temperature at your booth during the event? Be specific: _____
- 3. Indicate the person responsible for checking food temperatures at the booth: ______
- 4. How often will food temperatures be checked? (minimum: at least every 2 hours)
- 5. How will you sanitize your probe thermometer? (see TFF guidelines) _______ Food booth operators must use a probe thermometer to check food temperatures during the event. Thermometers must be sanitized before and after food contact.
- □ I agree to discard or destroy any perishable food that is not below 41°F or above 135°F. *At the end of each operating day, destroy or discard all hot perishable foods held at or above 135°F as well as all cold perishable foods held between 41°F and 45°F.*

Hand Washing:

Proper and regular hand washing is one of the single most important actions you can take to prevent foodborne illness. Each booth with open food/beverage must have an individual hand washing station inside the booth. This station must have at least 5 gallons of warm water (100°F minimum), 7.5 gallons of wastewater capacity, with dispensed soap and single use paper towels in dispensers.

Indicate the type of hand washing station at your booth:

- □ Plumbed sink with hot & cold water □ Gravity hand-washing setup with hands-free spigot
- Prepackaged food only with no sampling; no hand washing required (hand washing stations still strongly recommended)
- □ Other; please describe: _____

Utensils:

All multi-use utensils (knives, cutting boards, scoops, etc.) used in a booth must be washed, rinsed and sanitized between tasks, between types of food, and at least every 4 hours. Will multi-use utensils be used at your booth? □ Yes □ No

Utensil Washing Sink Requirements:							
For-Profit Booth Operators	Non-Profit Booth Operators:						
3-compartment sink w/integrated drain-boards and hot (120°F) & cold running water under pressure provided by:	3-compartment sink OR alternative 3-basin system with hot water (120°F or higher) provided by:						
 Prepackaged food/no utensils/no sink required Booth operator (attach rental agreement or picture of unit, if owned by Booth operator) Event organizer Share fully plumbed 3-compartment sink with another booth at event. Name of other Booth: 	 Prepackaged food/no utensils/no sink required Booth operator Event organizer Share fully plumbed 3-compartment sink with another booth at event. Name of other Booth: How you will heat hot water to wash utensils? 						

Sanitizing Solution:

What type of sanitizer will be used for utensil washing and/or to sanitize surfaces? (check all that apply):

□ Chlorine (100 ppm) □ Quaternary Ammonium (200 ppm) □ Other: ______ All booths must have appropriate test strips to check sanitizer levels.

Water and Wastewater:

- 2. How will you store and dispense water? (minimum 20 gallons per booth, per day)
- 3. How will you dispose of wastewater at this event?

All wastewater (water from hand washing, utensil washing, and melted ice water) must be disposed of in a sanitary sewer.

Booth Construction:

Food preparation and service booths must have four walls, a cleanable floor (such as asphalt, concrete, tight wood or other approved flooring), and waterproof overhead protection (no umbrellas permitted). Serving windows may be a maximum of 216 square inches (i.e. 12x18 inches) separated by at least 18 inches. Booths serving only prepackaged food/beverages require a cleanable floor and overhead protection. Food and utensils must be stored at least 6 inches above the ground. *Booth diagram must be attached to this application.*

1. Indicate the Booth's construction materials:

Floor material:	Wall material:
Ceiling material:	Size of pass-through windows:

- 2. How will electricity be provided to the Booth (*include available amperage and your equipment's electrical demands*): ______
- 3. Please add any additional information about your Booth that should be considered (*such as fire prevention considerations*): _____

Booth Categories

Check the box that best describes your booth(s). Associated fees can be found in the EHS Fee Schedule.

□ Booth(s) offering non-perishable, commercially individually prepackaged and labeled food/beverages and/or whole uncut produce (may include limited sampling upon approval). [One-Time PE 1689] [Recurring PE 1658]

Booth(s) offering open or perishable foods, including poured beverages [One-Time PE 1688] [Recurring 1657]

□ Booth(s) for fundraising activities offering open or perishable foods (including commercially individually prepackaged perishable foods and poured beverages) [PE 1652] Example of fundraising would be medical or death benefits.

Required Attachments:

Only complete applications will be processed by EHS. Complete applications include the following:

Booth diagram	Proof of non-profit status, if applicable (IRS/state tax-exempt organization letter or non-profit tax ID#)			
Employee log Current, valid copy of California Food Handler's card OR proof of othe approved food handler training for at least one Booth worker per shi				
 Off-site food preparation authorization form. If food will be stored or prepared at another location during or prior to this event, include a photocopy of the current health permit or CA Processed Food Registration (PFR) for the off-site preparation location. 				

Certification and Signature of Responsible Party:

I hereby certify that the above information is complete and correct. Failure to complete any portion of this application may result in denial of a health permit. I fully understand that any changes from the application submitted above without prior permission from EHS may result in denial of a permit to operate a booth at this event.

Submission of an application is not a permit to operate until additional steps are completed and authorization is given. I understand approval of these plans and specifications by EHS does <u>not</u> encompass compliance with any other code, law or regulation that may be required (i.e., federal, state, or local). Furthermore, it does not constitute endorsement or acceptance of the completed temporary food facility (booth structure or equipment).

I also understand a pre-opening inspection of the facility may be conducted and the inspection will include equipment being in place and operational.

I understand that I may not operate this booth at this event until I have received written permission to do so from EHS.

A manually signed copy of this application delivered by facsimile, email, or other electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this application.

Signature(s) must be Booth Operator who agrees to remain on-site during the event as the person responsible to ensure proper booth set up and safe food handling among all volunteers and/or employees.

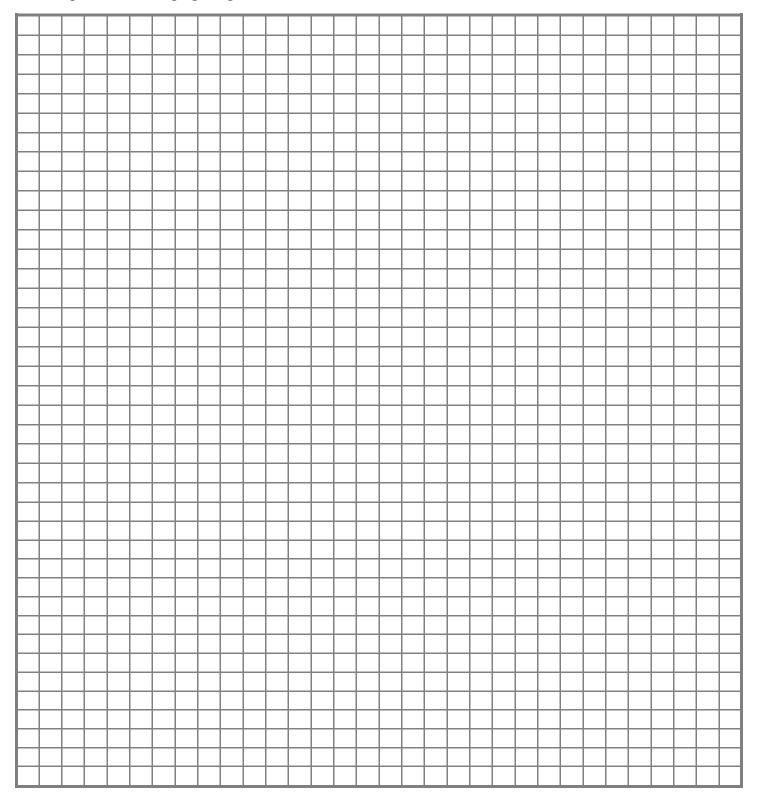
Print Name	Signature		Date		
Print Name	Signature		Date		
	OFFICE USE ONLY				
□ Approved □ Disapproval By:		_ Date			
Temporary Food Facility Permit Effective Dates	: From:	То:			
Permit Restrictions					
Reason(s) for Disapproval:					

Booth Diagram (Sketch Sheet)

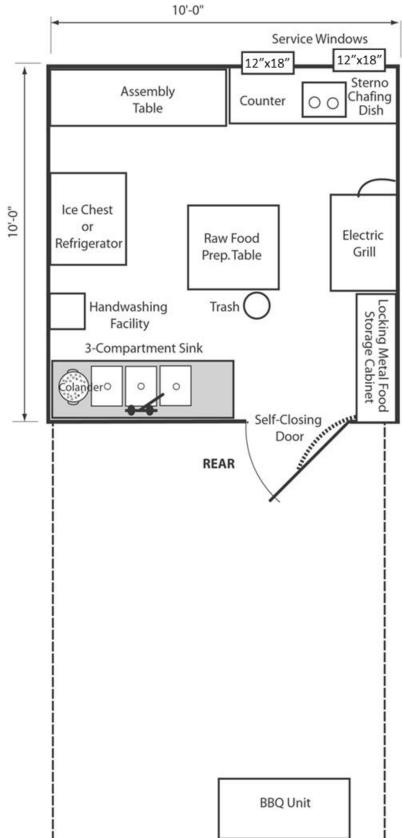
Drawing of Temporary Food Booth

Name of Booth: _____

In the following space, provide a drawing of the Temporary Food Booth. Identify and describe all equipment including cooking and cold holding equipment, handwashing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.



Sample Temporary Food Booth Drawing



FRONT

<u>On-Site</u> Food Preparation at Temporary Booth

Any changes to the menu must be submitted to, and approved by, the Regulatory Authority

FOOD	<i>THAW</i> How? Where?	<i>Cut / Wash Assemble</i> Where?	Cold Holding How? Where?	<i>Cook</i> How? Where?	Hot Holding How? Where?	Reheating How?	Commercial Pre-Portioned Package
Marinated chicken	Fresh	Restaurant	In coolers on ice	BBQ at event to	Sterno chafing	If below 140 °F ít will	N/A
píeces	see form B	1	transported from	165°F.	díshes with líds at	be thrown away.	
			restaurant at 10am and 2pm.		least 140°F		
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<u>Off-Site</u> Food Preparation (at a Licensed Permanent Food Facility)

Any changes to the menu must be submitted to, and approved by, the Regulatory Authority

FOOD	<i>THAW</i> How? Where?	Cut / Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?	Commercial Pre-Portioned Package
BBQ marinated	bought	Rínsed &	Arranged on	Transported in	none	none	none
chicken pieces	Fresh from	Placed in 5	Baking sheets in	bags on íce ín			
	Albertsons	Qt. plastíc	restaurant	cooler.			
				ļ		_	

Employee Log

Name of Food Booth:

At all times of operation, there shall be a least one booth operator present who has completed a food safety course administered by Environmental Health Services or a recognized provider of food safety training. Signify below who that person(s) is by placing a " \checkmark " by the name. Attach a copy of the food safety training certification if the person(s) completed the training by a recognized provider of food safety training.

NAME	DATE	ASSIGNMENT	TIME IN	TIME OUT