

## TEMPORARY FOOD FACILITY APPLICATION PACKET

THIS PACKET INCLUDES THE FOLLOWING FORMS WHICH **NEED TO BE SUBMITTED ALONG WITH THE CURRENT FEE** FOR APPROVAL BY ENVIRONMENTAL HEALTH SERVICES (EHS) PRIOR TO YOUR OPERATION.

- Temporary Food Facility Permit Application and Questionnaire*
- Shared Food Facility/Commissary Agreement.* (NOTE: If your commissary is located outside the County of Marin the health inspector for the commissary must sign the bottom section of the commissary agreement.)
- Fee* (The current fee schedule is available on our food program website [www.co.marin.ca.us/ehs](http://www.co.marin.ca.us/ehs) or by calling EHS. The fee is determined by the number of days of the event.)

Also included in this packet are the following documents for your information. Please read and familiarize yourself with all the requirements to operate a temporary food facility to ensure you will operate your business in accordance with the law.

- Operating a Temporary Food Facility
- Handwashing and Utensil-Washing Requirements for Temporary Food Facilities (Appendix A)
- Food Booth Construction (Appendix B)
- Time/Temperature Control Handout
- Handwashing Handout
- Sample "Inspection checklist" for Temporary Food Facilities

**Submit the required documents and fee no later than ten (10) working days or two (2) weeks in advance of the event.**

Marin County Environmental Health Services thanks you for your efforts in making Marin County a unique and safe environment for all who enjoy what Marin has to offer.

If you have any questions about these requirements, please feel free to call EHS at (415) 499-6907.

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# Operating a Temporary Food Facility

**All food preparation must be conducted within the Temporary Food Facility (TFF) or at another approved food facility. (No home processed food is permitted.)**

**Handwashing and Utensil Washing facilities must comply with the standards illustrated in Appendix "A" of this package. These are absolute minimum standards, and failure to provide these minimum facilities will result in immediate closure of the Temporary Food Facility.**

## Outdoor Cooking Requirements:

At the special event, all food preparation (including cooking) must take place within the TFF, except for the use of an open air BBQ and deep-fat fryers specifically approved by Environmental Health, under the following conditions:

- An open-air BBQ may be located adjacent to a temporary food facility.
- Any foods cooked on an Open-air BBQ must be cooked directly over the heat source. For instance, cooking in a pan over the heat source will not be allowed. The food must be placed directly on the grill.
- The use of a deep-fryer outdoors will be allowed only when the Fire Marshall:
  1. Prohibits the use of the deep-fat fryer within the TFF.
  2. Approves of the location of the deep-fat fryer outside of the TFF.
- The area around the outdoor cooking equipment must be secured from unauthorized access by use of roping, fencing, or other approved method to prevent contamination of food and injury to the public.

**Signage:** 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.

## Additional Requirements:

- No TFF will be issued a permit to operate until such time as the enforcement officer has inspected the fully constructed TFF at the site at which it will operate.
- **No food handling is to take place until the booth is completely set up and all employees have washed their hands and put on clean outer garments.**

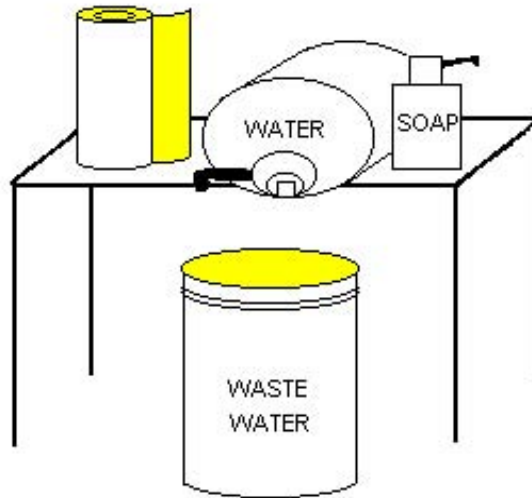
**Important Note:** Any permit issued for a Temporary Food Facility is good for:

1. **ONLY** the time period printed on the permit
2. **ONLY** for the location printed on the permit

- In order to operate at a different location than is printed on the permit, a *separate permit* is required.
- In order to operate beyond the date printed on the permit, a *new permit* is required. This is not a permit renewal, but a new permit altogether. It is the responsibility of the operator to obtain a new permit to operate. Environmental Health Services will not send notices that a new permit is required.  
**OPERATING WITHOUT A CURRENT VALID PERMIT IS A VIOLATION OF CALIFORNIA STATE LAW.**

## APPENDIX A: HAND-WASHING AND UTENSIL WASHING REQUIREMENTS

Hand-Washing Facilities – Provide a five (5) gallon water container with a dispensing valve to leave hands free for washing; a waste-water container; soap dispenser and paper towels for hand washing within the food booth. Hand-washing facilities shall be separate from the utensil washing sink.



Utensil-Washing Facilities – Booths with food preparation require three 5-gallon containers for the cleaning of equipment, utensils and for general cleaning purposes. One shall contain soapy water, one with clear rinse water, and, and the third a bleach/water solution (use 1 tablespoon of household bleach per gallon of water.)

NOTE: Additional facilities, such as a 3-compartment sink with running water, may be required where there is extensive food preparation, or where water, power, and sewer connections are available.



All wastewater must go to the sanitary sewer. Do not dump on ground or down a storm drain.

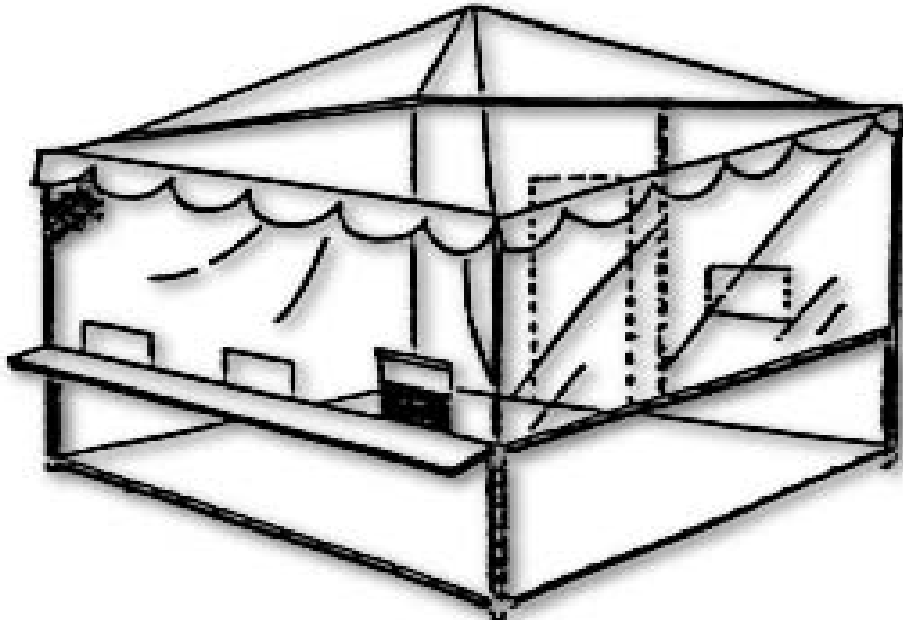
## APPENDIX B: FOOD BOOTH CONSTRUCTION

Except as provided below, food booths must be entirely enclosed with four complete sides, a top and a cleanable floor surface (plywood, tarp or similar material). Doors and food service openings shall be equipped with tight-fitting closures to minimize the entrance of insects. Food operations that have adjoining barbecue facilities should have a pass-thru window or door at the rear or side of the booth.

NOTE: The only operations not requiring enclosed food booths are those which sell beverages from approved dispensers or food items prepackaged at an approved off-site kitchen or by a wholesale supplier. These items must be sold in the original packaging.

Booth construction materials such as plywood, canvas, plastic and fine mesh fly screening may be used. Rental booths which are properly constructed as noted above may be used.

**CLEAR PLASTIC OR LIGHT COLORED SCREENING IS RECOMMENDED FOR VISIBILITY**



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# TIME / TEMPERATURE CONTROL

**TIME AND TEMPS:** Controlling the temperatures of food during food preparation prevents the growth of disease-causing microbes in potentially hazardous foods. The range between 41 – 135° F is called the **Danger Zone** because bacteria can grow rapidly in this temperature range.

**HAZARDOUS FOOD:** **Potentially hazardous foods** support the rapid growth of disease-causing bacteria when these foods are kept in the Danger Zone. Examples of potentially hazardous foods include beef, poultry, pork, seafood, dairy products, eggs, cut melons and high protein foods such as beans, rice and noodles as well as cooked vegetables and garlic in oil.

**HOLDING TEMPS:**

- **Store hot foods at or above 135° F.**
- **Store cold foods at or below 41° F.**
- **Store frozen foods below 32° F**

**THERMOMETERS:** Provide rapid reading probe thermometers for checking the internal temperatures of the food.

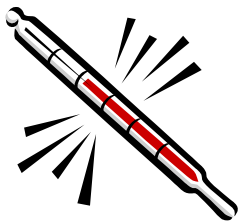
- Sanitize the probe, clip and housing regularly. During the work shift you can sanitize using alcohol swabs.
- Install monitoring thermometers in all units in which potentially hazardous foods are stored.
- Consider using a record sheet for marking food temperatures during each shift if you store a lot of food on steam tables or in the top of prep refrigerators.

**THAWING:** **PLAN AHEAD!** Thawing at room temperature is unsafe, as this practice encourages the rapid growth of disease causing organisms. The following are the four approved defrosting methods for potentially hazardous foods.

1. **In a refrigerator or a walk-in, usually for one to four days.**
2. **Under COLD, RUNNING water.**
3. **In a microwave oven immediately before cooking.**
4. **During the cooking process.**

**COOKING:** Use probe thermometers routinely. Sanitize the probe before inserting it into food. Cook raw foods to the following minimum temperatures (Calcode section, 114040):

EGGS for immediate service,	- 145° F or above for 15 seconds
FISH	- 145° F or above for 15 seconds
CUTS OF BEEF/LAMB/VEAL/PORK	- 145° F or above for 15 seconds
RATITES AND INJECTED MEATS	- 155° F for 15 seconds
COMMUNUTED MEAT or FOOD Containing COMMUNUTED MEAT	- 155° F for 15 seconds



EGGS and FOODS containing EGGS not for immediate service	- 145° F for 3 minutes or 150 ° F for 1 minute or 158 ° F for < 1 second
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POULTRY and COMMUNUTED POULTRY	- 165° F for 15 seconds
Stuffed FISH, MEAT and POULTRY	- 165° F for 15 seconds
Stuffing containing FISH, MEAT, POULTRY or RATITES and stuffed pasta.	- 165° F for 15 seconds

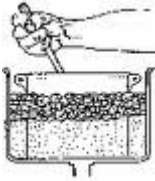
ROASTS BEEF/PORK/CURED PORK	-350° F depending on weight
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## **COOLING:**

DO NOT COOL POTENTIALLY HAZARDOUS FOODS AT ROOM TEMPERATURE WITHOUT USING RAPID COOLING PROCEDURES.

If cooling is done quickly, disease-causing bacteria will not have time to grow.

Potentially hazardous foods must be cooled down from 135° F to 70° F within two (2) hours, and then from 70° F to 41° F or below within four (4) hours to prevent the rapid growth of disease causing bacteria. Use the following methods to actively control the cooling process:



- 1) Cool foods in small quantities.
  - a) Cool in long, shallow pans with a food depth of four inches or less. Foods with high densities such as refried beans, chili, or chowder should be cooled in a depth no greater than two inches.
  - b) Or, cut meat, poultry and roasts into smaller pieces before cooling.
- 2) If you cool under refrigeration, be sure to uncover or only lightly cover and periodically stir hot foods so that heat can escape. Foods of sufficiently small quantities in unsealed containers will not spoil or sour if put directly into refrigeration. Consider designating a refrigerator or freezer for cooling if you cook large quantities of food ahead of time.
- 3) Cool in an ice bath (with water); stir occasionally.
  - a) Foods generally cool faster in metal pans than in plastic pans. (Many plastics act as insulators.)
  - b) Cover foods after they cool.
- 4) Use a “cooling paddle” to cool liquid foods by stirring.

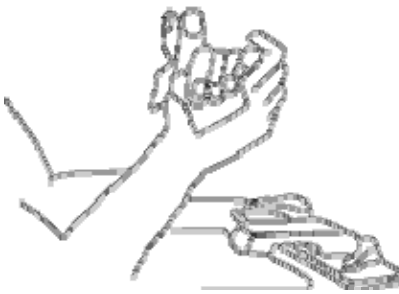
## **REHEATING:**

Cooked foods which have been cooled and then reheated for hot holding must be reheated to a minimum temperature of 165° F within 30 minutes. (Quick reheating to high temperatures insures the destruction of microbes.)

## **STEAM TABLES:**

KEEP FOODS HOT – 135° F or above in steam tables or other holding equipment (such as deli display warmers.)

- 1) Preheat the hot holding device before placing the hot food inside. (Add hot or boiling water to the steamer.)
- 2) Always preheat or reheat the food before placing it in the holding device. Use microwave or conventional ovens.
- 3) Never cook or reheat food in a hot holding device. Holding equipment is Designed only to HOLD food at hot temperatures. (Long reheating times allow bacteria to grow.)



# HANDWASHING

## HANDWASHING PREVENTS FOOD CONTAMINATION

- Food handlers may contaminate food by touching a source of bacteria with their hands and then touching food that they prepare or serve.

(The Center for Disease Control estimates that poor personal hygiene accounts for the contamination in 25% of all documented food illness outbreaks.)

## WHERE CAN BACTERIA BE FOUND?

- ◆ On raw meat, poultry, and seafood. (Poultry, beef, and pork can be contaminated by disease-causing bacteria from internal organs during slaughtering, and seafood from polluted water.)
- ◆ In feces from humans, insects, and rodents.
- ◆ On contaminated equipment, food contact surfaces such as cutting boards and countertops, and filthy cloths.
- ◆ In the pus of pimples.
- ◆ In the mucus of the nose.
- ◆ In infected cuts on the worker's hands.

*(Workers with cuts should always use clean bandages and sterile gloves or finger covers. Remember, gloves only protect food from bacteria located on the hands. Gloves can also become contaminated.)*

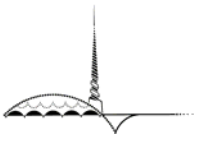
## WHEN IS IT IMPORTANT FOR FOODHANDLERS TO WASH THEIR HANDS?

- After handling raw meat, poultry, and seafood
- **After visiting the restroom**
- After sneezing and coughing
- After touching one's face, nose, and hair
- After smoking or eating
- After cleaning
- Before beginning work



Environmental Health Services  
3501 Civic Center Drive, Room 236  
San Rafael, CA 94947  
(415) 499-6907

[www.co.marin.ca.us/ehs](http://www.co.marin.ca.us/ehs)



# SAMPLE

## TEMPORARY FOOD FACILITY OFFICIAL INSPECTION REPORT

**Business Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Operator Name** \_\_\_\_\_ **Event** \_\_\_\_\_ **Time** \_\_\_\_\_

**Food Booth Construction**

- 1. Booth must be entirely set up, with all equipment and washing facilities in place, **prior to any food handling activities.** \_\_\_\_\_
- 2. Booth must be **entirely** enclosed with four complete sides, a ceiling and a floor. \_\_\_\_\_
  - a) Floor must be smooth and cleanable. Non-absorbent plywood or presswood, or smooth plastic is acceptable. \_\_\_\_\_
  - b) Walls and ceiling shall be constructed of wood, canvas, plastic or similar material, and fine (16 mesh/in<sup>2</sup>) fly screening. \_\_\_\_\_
  - c) Doors shall be equipped with tight-fitting closures to minimize entrance of insects. \_\_\_\_\_
  - d) Food pass-through openings shall be restricted to no more than 12 inches high. \_\_\_\_\_
- 3. Food operations with adjoining BBQ or frying facilities shall have a pass-through window or door at the rear/side of the booth. \_\_\_\_\_
- 4. BBQs and fryers must be located away from the public and adequately barricaded to prevent accidental contact. \_\_\_\_\_
- 5. Signage: Name in min. 3" high letters; City, State and Zip in min. 1" high letters. \_\_\_\_\_
- 6. Permit prominently displayed on booth. \_\_\_\_\_

**Food Preparation**

- 7. All food handling, storage and preparation shall take place at an **approved facility** or within a food booth, exc. BBQing and frying. \_\_\_\_\_
- 8. Food prepared or stored at home is **prohibited**. All food must be stored and prepared in a pre-approved facility. \_\_\_\_\_
- 9. Food contact surfaces must be smooth, easily cleanable and nonabsorbent (commercial cutting boards required). \_\_\_\_\_

**Temperature Control**

- 10. Cold potentially hazardous food must be maintained at 45°F or below. Food held at 45° must be destroyed at end of day. \_\_\_\_\_
- 11. Cold food must have adequate amount of ice above and around food. \_\_\_\_\_
- 12. Hot potentially hazardous food must be maintained at 135°F or above. Food held hot must be destroyed at end of day. \_\_\_\_\_
- 13. A probe or chef's thermometer must be available to monitor food temperatures. \_\_\_\_\_

**Utensil and Hand Washing Facilities**

- 14. Warewashing: provide three 5-gallon buckets or equivalent for washing, rinsing and sanitizing utensils (1 Tbs. bleach/gal.water). \_\_\_\_\_
- 15. Handwashing: provide a 5-gallon dispenser with warm water, with a valve to allow for hands free washing, soap and paper towels. \_\_\_\_\_

**Wastewater, Garbage and Refuse**

- 16. Water and other liquid wastes, including beverage ice, must be contained in or drained into a leak-proof container. \_\_\_\_\_
- 17. Dispose of liquid wastes into an approved sewage system or holding tank. Do not discharge onto the ground or into storm drains. \_\_\_\_\_
- 18. Garbage and refuse must be stored in leak-proof and fly-proof containers. Plastic garbage bags are recommended. \_\_\_\_\_

**Food Handlers**

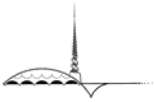
- 19. Food handlers must wash their hands with soap and water prior to handling food and after breaks. \_\_\_\_\_
- 20. Food handlers must wear clean outer-garments and their hair must be restrained. \_\_\_\_\_
- 21. Food handlers must be in good health. \_\_\_\_\_
- 22. Whenever practical, food handlers shall use tongs, disposable plastic gloves or tissues when handling food. \_\_\_\_\_
- 23. Smoking is prohibited in food booths. Food handlers must wash their hands after smoking, grooming, and breaks. \_\_\_\_\_

**Food Protection**

- 24. Condiments shall be in pumps or squeeze containers, or have self-closing covers or lids. Single-service packs are best. \_\_\_\_\_
- 25. Ice used for refrigeration cannot be used in the preparation of beverages or other food. \_\_\_\_\_
- 26. All potentially hazardous food and beverages and equipment shall be stored inside the booth. \_\_\_\_\_
- 27. Live animals, birds or fowl are not permitted in temporary food facilities. \_\_\_\_\_

***FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY RESULT IN REVOCATION OF YOUR TEMPORARY FOOD FACILITY PERMIT AND BOOTH CLOSURE.***

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**TEMPORARY FOOD FACILITY PERMIT APPLICATION**

**Submit this permit application and appropriate fee. Only COMPLETE application packages will be reviewed.** Incomplete application packages will not be processed. The complete package must be submitted at least 10 working days prior to the first day of the event to allow staff time to process the application. Applications received late may not be fully processed and as a result, a permit may not be issued.

**NAME OF YOUR BUSINESS, CONCESSIONAIRE OR CLUB**

\_\_\_\_\_

**Owner/Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**NAME OF COMMISSARY** (attach Commissary Agreement)

\_\_\_\_\_

**EVENT INFORMATION**

**Event Name** \_\_\_\_\_

**Event Date(s)** \_\_\_\_\_

**WATER SOURCE AND WASTE WATER DISPOSAL**

Where will you be getting your water for food preparation and hand washing?

\_\_\_\_\_

How is the wastewater collected and disposed of?

\_\_\_\_\_

**For Office Use Only:** Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_

REHS : \_\_\_\_\_ Date Approved: \_\_\_\_\_

# FOODS

FOODS TO BE SERVED

COOKING PROCEDURE (fry, BBQ, steaming, etc.)

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

INGREDIENTS

SUPPLIER

CITY

Example: Tomatoes

Marin Produce

San Rafael

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

# EQUIPMENT

## EQUIPMENT DESCRIPTION:

*Describe what equipment you will be using in your food booth to keep the foods at the proper temperature.*

Cold Holding Equipment (<45°F) \_\_\_\_\_

Hot Holding Equipment (>135°F) \_\_\_\_\_

Cooking on site Equipment \_\_\_\_\_

**What equipment or method will you be using to transport the food to the event to keep the food at the proper temperature?** (i.e., packed in ice chests, Cambro hot holding unit, thermal bags/containers, etc.)

\_\_\_\_\_

\_\_\_\_\_

Distance & Length of time transported \_\_\_\_\_

**A STEM TYPE FOOD 0°-220° F THERMOMETER (aka: probe thermometer) AND ALCOHOL PADS ARE REQUIRED.**

**Check the box indicating you understand a thermometer and alcohol pads must be in your booth and**

available at all times.

## **BOOTH OR TENT CONSTRUCTION / FLOOR PLAN**

In the space provided, sketch a legible floor plan of the booth, including all cooking, storage, handwashing, utensil washing, waste facilities, etc. Label all equipment to be used in the operation, including BBQ facilities to be set up outside of the booth, and barrier to protect the public from the BBQ (minimum 5 foot separation from public). In addition, describe the booth or tent construction, including materials used; a clearly labeled, 3-dimensional drawing may be used to do this. For booth construction requirements, please refer to the Appendixes A and B of this handout.

**Floor Plan:**

I hereby certify that I am the operator or the authorized representative of the operator of this Temporary Food Facility, and that this Temporary Food Facility will comply with the provisions of the California Retail Food Code (CalCode).

**NAME OF BUSINESS:** \_\_\_\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

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## SHARED FOOD FACILITY/COMMISSARY AGREEMENT

### I. To be completed by APPLICANT — *Please print or type.*

Business Name	Bus. Phone	Bus. Fax
Business Address	City/State	Zip
Owner Name	Home Phone	E-mail Address

I hereby state that the above information is current, true and correct to the best of my knowledge and agree to utilize my approved commissary in accordance with the California Health & Safety Code. (**Note:** If this Commissary Agreement is modified or cancelled, and a new Commissary Agreement is not provided to this office, your permit to operate a food facility will be subject to suspension or revocation.)

Signature of Business Owner	Date
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### II. To be completed by COMMISSARY OWNER/OPERATOR — *Please print or type.*

Commissary Name	Bus. Phone	Bus. Fax
Commissary Address	City/State	Zip
Commissary Owner Name	Home Phone	E-mail Address

I understand and agree to provide for the following requirements: (Check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> sanitary wastewater disposal<br><input type="checkbox"/> potable water<br><input type="checkbox"/> proper disposal of refuse & garbage<br><input type="checkbox"/> hot & cold water for vehicle cleaning<br><input type="checkbox"/> food preparation area<br><input type="checkbox"/> vehicle/cart storage (circle one) vehicle make/year _____ license plate # _____ | <input type="checkbox"/> adequate storage for food/equipment<br><input type="checkbox"/> utensil washing<br><input type="checkbox"/> electrical hookups<br><input type="checkbox"/> toilet & hand washing facilities<br><input type="checkbox"/> overnight vehicle storage |
|---|--|

I hereby declare that I hold a valid Environmental Health Permit to Operate a commissary as defined by the California Health and Safety Code §114326. (INCLUDE A COPY OF VALID ENVIRONMENTAL HEALTH OR STATE PERMIT.) I hereby declare and certify that the business named in Section I is operating out of the above commissary. I will notify Marin County Environmental Health, by written document, of any change in the status of my operation, my environmental health permit, or when this commissary agreement is terminated.

Signature of Commissary Owner/Manager	Print Name	Date
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### III. To be completed by the local ENVIRONMENTAL HEALTH DEPARTMENT to verify the current commissary Health Permit when the above commissary establishment is located outside of Marin County — *Please print or type.*

The food establishment is located in \_\_\_\_\_ County and meets the commissary requirements set forth in the California Health and Safety Code §114326. The above checked requirements are available at the proposed commissary.

Signature of REHS	Print Name	Bus. Phone	Date
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