



# HEALTH CARE AGENCY/PUBLIC HEALTH ENVIRONMENTAL HEALTH

## *Prepackaged Food Booths with Open Sampling or Beverage Dispensing at Community Events*

### WHY THIS INFORMATION IS IMPORTANT

A temporary food booth, or how it is termed in law, a Temporary Food Facility (TFF) may operate at a community event, Certified Farmers Market or a swap meet. Because structurally they can look very different and be set up in all sorts of different locations it is sometimes confusing just what we, as the health department require. Environmental Health wants to make the process less complicated and confusing. The purpose of this informational bulletin is to highlight some of the basics that you as a food vendor need to know so you can operate not only easily, but safely as well.



### WHAT THIS PACKET CONTAINS- EASY AS 1-2-3!

1. **Booth Structure Basics-Safety & Setup Diagrams (page 2)** It just makes good business sense to run a safe operation. We diagramed the basics for you based upon our experience to assist you. It protects your customers, reduces your liability, and ensures your customers will come back for more without filing a complaint with us.
2. **Permit Application (page 3)** If you have not already done so, please complete the application for health permit and submit it. You need an approved permit to operate.
3. **Operations Specifications (pages 4 &5)** Tell us a little bit about your operation. We can then help guide you better through the requirements.

### ADDITIONAL INFORMATION

- **What permit do I need?** If all your food is prepared prior to the event and you will be dispensing or offering food and beverages from prefilled containers, your booth will be considered “prepackaged with open sampling and beverage dispensing.” If this is your booth, **complete the attached application.**  
**Other permits available:**
  - If all your food is prepared prior to the event and individually packaged, you will be considered a “prepackaged” food booth. No opening of packages or preparation of food is allowed at the event. If this is your booth, **STOP** here and refer to the **Prepackaged TFF Informational Bulletin.**
  - If you plan to prepare and serve food onsite, you will be considered open food. If you are an open food booth, **STOP** here and refer to the **Unpackaged TFF Information Bulletin.**
- **Submit this completed packet** at least two weeks before the event to allow enough time for evaluation.
- **A self-inspection checklist** will be provided to you once your packet has been submitted. Remember to bring your copy to the event. This checklist will be part of your inspection.
- **Designate a Person-In-Charge of your booth** It is a requirement of law to have a Person-In-Charge. Additionally, all food staff should have obtained their Food Handler Card.
- **Give Us a Call!** Contact us by phone at **(714) 433-6000** or by email at [ehhealth@ochca.com](mailto:ehhealth@ochca.com) or find more comprehensive details regarding booth and event requirements at: <http://ocfoodinfo.com/tff>

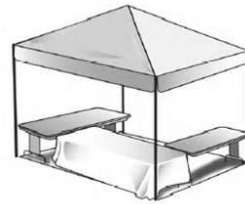
# PREPACKAGED FOOD WITH OPEN SAMPLING or BEVERAGE DISPENSING

## BOOTH STRUCTURE BASICS

- **Person in Charge Identified**
- **Identify Booth**
  - In 3 inch letters list: Facility name, City, State, Zip Code, Name of operator



- **Simple Overhead Protection**
  - No dirt floors allowed
- **Unpackaged samples stored in approved food compartment**

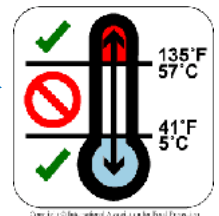


200 feet

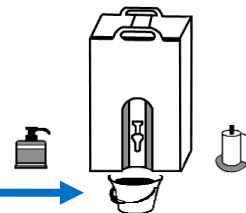


- All food compartments filled at approved food facility or by manufacturer
- No refilling compartments onsite
- Samples passed out to order

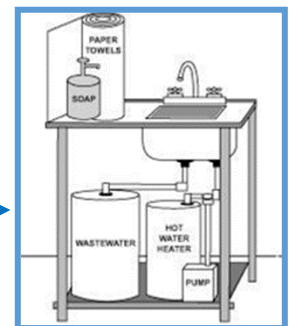
- **Foods Maintained off the Ground**
- **Restrooms within 200 Feet**
- **Ability to keep foods hot and cold as necessary**



- Refrigeration for cold foods at or below 41F
  - Ice chests, coolers
- Hot holding for hot foods at or above 135F
  - Steam tables, chafing dishes
- Must not violate fire code



- **Hand wash station required**
  - Events less than 3 days
    - A 5 gallon container of warm (100F) clean water
      - Spigot is required (no push button)
    - Soap and Paper Towels
    - Bucket to Catch Waste Water
  - Events 4 days or more
    - Handwash sink under pressure and able to supply a continuous stream of warm water.
    - Catch basin or enclosed waste system
    - Soap and Paper towels



- **All packaged goods labeled**
  - Product name, Ingredients, Net Weight, and Location of where it was made
- **Examples of Food and Beverages sold**
  - Draft beer, bottled wine, soda, hummus in squeeze bottles.





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 Environmental Health Division  
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APPLICATION FOR HEALTH PERMIT

TEMPORARY FOOD FACILITY

**This Section To Be Completed By Applicant- Please Print – Do Not Detach Operator Copy - Health Permits Are NOT Transferable**

Name of Event:		Name of Event Coordinator:	Phone:
Event Location:		City:	Zip:
Business Name:	Owner's Name (Authorized Representative):		Phone:
Business Address:		City:	Zip:
Cell Phone:	E-Mail Address:	Fax:	
Owner's Mailing Address:		City:	Zip:
Emergency Contact:		Emergency Phone:	
Nature of Business/Type of Food:			
Operation Date(S):	Operation Days: S M T W T F S	<input type="checkbox"/> All Days	Operation Hours: ____ Am/Pm To ____ Am/Pm
Any Food Prepared/ Stored Before The Event: <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Provide Name and Address of the Approved Facility:	
Name: _____			
Address: _____			
Is the Facility located in the County of Orange: <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, Attach a copy of the Facility Health Permit .	
Are you Preparing/Storing Food at a Shared Food Facility: <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Provide the completed Shared Food Facility Agreement.	
If No: I certify that all food will be prepared / purchased the day of the event and no food will be stored at home. All receipts will be available for review during the inspection of my booth. Initial Here: _____			
<i>I Hereby Make Application For A Health Permit And/Or Environmental Health Services</i>			
Signature:		Date:	
Print Name:		Title:	
Date of Birth:	Driver's License No:	Federal Tax ID:	

**For Office Use Only**

<b>SPECIALIST</b>	Permit Approved By (PRINT):	Date:	
	<i>Permit Valid Only For A Specific Time Period And Location</i>		
<b>FEE</b>	Operational Limitation(S): _____		
	Permit Number:	Type of Establishment/PE:	HSO Receipt Number:
	This Application Is For: <input type="checkbox"/> <b>Category IA</b> (Prepackaged Food and/or Produce) <input type="checkbox"/> <b>Category IB</b> (Poured Beverages and Unpackaged Samples, No Food Preparation) <input type="checkbox"/> <b>Category II</b> (Food preparation onsite, All Other Foods)		
	Event Frequency: <input type="checkbox"/> Single <input type="checkbox"/> Recurring	Fee Amount:	<input type="checkbox"/> Fee Amount Paid <input type="checkbox"/> Fee Amount Unpaid
This Permit Is Valid For: _____			
<b>SPECIFICATIONS</b>	Sampling: <input type="checkbox"/> Yes <input type="checkbox"/> No	Cooking: <input type="checkbox"/> Yes <input type="checkbox"/> No	Cooking Limitation:
	Operation Specifications Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, date to be submitted:
	Remarks: _____ _____ _____		



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# Prepackaged with Open Sampling and Beverage Dispensing TEMPORARY FOOD FACILITY OPERATION SPECIFICATIONS

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Business Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Check the box(s) that explains your operation. More than one answer may apply to a question.**

If you are preparing, cutting, slicing, chopping, assembling, mixing, or processing any foods and/or beverages at the event **STOP** here and refer to the *Informational Bulletin for Open Food TFFs*.

- Which one of the following best describes your operation during this event?
  - Properly pre-packaged potentially hazardous food (Perishable food) and providing unpackaged samples
  - Properly packaged non- potentially hazardous food (Non-perishable food) and providing unpackaged samples
  - Uncut, whole produce
  - Other \_\_\_\_\_
  
- Where are foods made, stored and/or packaged?
  - All foods are made, packaged, and stored at an approved facility prior to the event or Approved Cottage Food Operation prior to the event.

Name and address: \_\_\_\_\_

  - Owner Operated     Shared Food Facility:                      Agreement Submitted     YES     NO
  - In Orange County     Outside of Orange County, facility health permit submitted     YES     NO
  - Food is obtained from approved sources the day of the event. Receipts must be provided at the time of the inspection.
  
- How will food be transported and steps taken to ensure safety of foods?
  - Cold/frozen food is maintained at or below 45°F during transportation
  - Hot food is maintained at or above 135°F during transportation
  - All food preparation takes place in an approved food facility.
  - Only approved equipment and containers are used
  
- What type of material and methods are being used to construct the temporary food facility?
  - A durable and readily cleanable floor surface such as concrete, asphalt, wood, or tarp is provided
  - The booth is fully enclosed and pass-through openings are a maximum of 216 square inches each and at least 18 inches apart.
  - Approved food compartment
  - Other \_\_\_\_\_
  
- Which one of the following describes your handwashing practices?
  - One handwash sink with 100°F running water under pressure is provided inside the booth (Events 4 days or more) and has a catch basin or enclosed waste system. Soap and paper towels will be available.
  - Warm water in an insulated container with catch bucket is provided (Events less than 3 days), with soap and paper towels.
  
- What will you be sampling or dispensing?
  - Food

Describe method: \_\_\_\_\_

(This question continues to pg. 5)

Beverages

Describe method: \_\_\_\_\_

7. How will cold potentially hazardous food be maintained at or below 41°F?

No Refrigerated Foods being offered for sale

Stored on ice, inside ice chest

Displayed on top of ice

Inside refrigerated cart/truck/trailer separate from the TFF booth area. **A separate pre-package permit will need to be obtained from this Agency.**

Location at event (i.e. inside booth or in parking lot of event): \_\_\_\_\_

Inside an approved electrical refrigeration unit

Other \_\_\_\_\_

**Reminder:** Potentially hazardous foods shall be temperature controlled at or below 41°F. Foods may be held at or below 45°F for up to 12 hours in any 24-hour period. At the end of the operating day, these foods held at 45°F shall be destroyed in a manner approved by Environmental Health.

8. How will hot potentially hazardous food be maintained at or above 135°F?

NOTE: Check with local Fire Department for restrictions on cooking/hot holding equipment.

No Hot Foods being offered for Sale

Inside steam table

Inside hot holding cabinet/unit/bag

Chafing dishes

Time as Public Health Control Plan (TPHC), Must be approved before the event.

Other \_\_\_\_\_

**Reminder:** All hot potentially hazardous foods under temperature control must be held at or above 135°F. At the end of the operating day, these foods shall be destroyed in a manner approved by Environmental Health.

9. Where will food be stored when the facility is not in operation?

Stored inside the booth protected from any type of contamination

Returned to an approved food facility, (listed under #2)

Leftovers discarded at the end of the day

Stored inside refrigerated trailer separate from the TFF booth area. **A separate pre-package permit will need to be obtained from this Agency**

Location at event (i.e. inside booth or in parking lot of event): \_\_\_\_\_

Other \_\_\_\_\_

10. What are the procedures for cleaning structure and disposal of waste?

Inside the booth is cleaned as needed during the event or at the end of each day

Rubbish is picked up by the event staff or booth operators

Approved and adequate trash dumpster is provided

Wastewater is properly disposed of

11. Who will be the Person-In-Charge of the booth on the day (s) of the Event?

Name \_\_\_\_\_ Contact # \_\_\_\_\_

### **Important Reminder**

**All food needs to be from an approved source:** We need to know where you get your food. All the food that you are going to sell needs to come from a commercial food facility. No cooking or storage of food is allowed at home before the event. You cannot bring home cooked products to the event unless you are an approved Cottage Food Vendor. If you want to share a kitchen that has a permit already, ask us how.

**THANK YOU!**