



HEALTH CARE AGENCY/PUBLIC HEALTH ENVIRONMENTAL HEALTH

Prepackaged Food Booths For 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 individually packaged, you will be considered a "prepackaged" food booth. No opening of packages or preparation is allowed at the event. **Complete the attached application.**

Other permits available:

- 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." If this is your booth, **STOP** here and refer to the **Sampling and Dispensing 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.
- **Give Us a Call** Contact us by phone at **(714) 433-6000** or by email at health@ochca.com or find more comprehensive details regarding booth and event requirements at: <http://ocfoodinfo.com/tff>

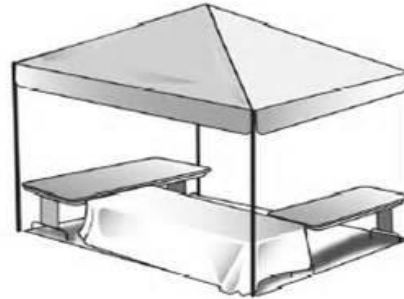
PREPACKAGED FOOD BOOTH STRUCTURE BASICS

Pre-Packaged Booth

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



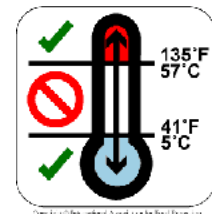
- **Simple Overhead Protection**
 - No dirt floors allowed
 - Foods Maintained Six inches off the Ground



200 feet



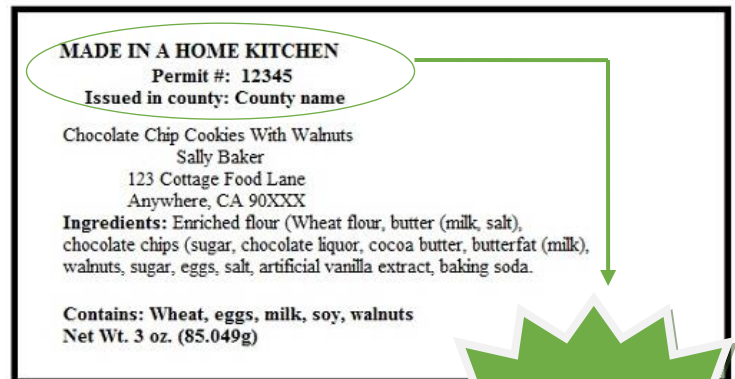
- **Restrooms within 200 Feet**
- **Ability to keep foods hot and cold as necessary**
 - Refrigeration for cold foods at or below 41F
 - Ice chests, coolers
 - Hot holding for hot foods at or above 135F
 - Steam tables, chafing dishes
 - Must not violate fire code



- **All packaged goods labeled**
 - Product name
 - Ingredients
 - Net Weight
 - Location of where it was made

*Cottage Food Operators must label all items "Made in a Home Kitchen"

- **Samples have to be individually packaged**
 - Ingredients list may be substituted for individual labels (Samples only)



Cottage Food Operators label requirements only

- **Examples of Food Sold**
 - Bottled Water, Canned Sodas, pre-pack Nuts, Candies
 - Unopened jars of assorted food products (jams, bbq sauce, etc.)
 - If you are canning or jarring, contact the California Department of Public Health at to 916-650-6500 to evaluate your product due to the risk of botulism.





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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 All Days Operation Hours: _____ Am/Pm To _____ Am/Pm

Any Food Prepared/ Stored Before The Event: Yes No If Yes, Provide Name and Address of the Approved Facility:
 Name: _____
 Address: _____

Is the Facility located in the County of Orange: Yes No If No, Attach a copy of the Facility Health Permit . _____

Are you Preparing/Storing Food at a Shared Food Facility: Yes 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 Hereby Make Application For A Health Permit And/Or Environmental Health Services

Signature:	Date:	
Print Name:	Title:	
Date of Birth:	Driver's License No:	Federal Tax ID:

For Office Use Only

SPECIALIST	Permit Approved By (PRINT): _____	Date: _____
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Permit Valid Only For A Specific Time Period And Location

Operational Limitation(S): _____

Permit Number:	Type of Establishment/PE:	HSO Receipt Number:
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This Application Is For:
 Category IA (Prepackaged Food and/or Produce) **Category IB** (Poured Beverages and Unpackaged Samples, No Food Preparation)
 Category II (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
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This Permit Is Valid For: _____

Sampling: <input type="checkbox"/> Yes <input type="checkbox"/> No	Cooking: <input type="checkbox"/> Yes <input type="checkbox"/> No	Cooking Limitation:
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Operation Specifications Submitted: Yes No If no, date to be submitted: _____

Remarks: _____



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PREPACKAGED 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.

1. Which one of the following best describes your operation during this event?

- Properly **pre-packaged** potentially hazardous food (Perishable food)
- Properly **pre-packaged** non-potentially hazardous food (Non-perishable food)
- Uncut, whole produce
- Other _____

2. Where are the foods made, stored and/or packaged?

- All foods are made, packaged and stored at an approved facility 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.

3. 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.

4. 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 a 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.

5. 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.

6. 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 _____

7. What are the procedures for cleaning structure and disposal of rubbish?

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

8. 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 and simple overhead protection canopy provided at booth

Other _____

9. 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!