



# Standards for Temporary Food Facilities Operating at Community Events

## *Operator's Guide*



Imperial County Public Health Department  
Division of Environmental Health  
[www.icphd.org](http://www.icphd.org)

04/18/2016

# *Special Thanks*

*The Imperial County Public Health Department – Division of Environmental Health would like to thank everyone who provided direction, ideas, and suggestions in the development of this guide.*

*A special thanks to the following agencies who participated in formative evaluation and review process during 2008-2009. This guide is a result of their guidance, assistance, and support.*

*Your commitment to and involvement with the community is much appreciated.*

- ❖ *Imperial Valley Regional Occupational Program (IVROP)*
- ❖ *El Centro Police Athletics' League (El Centro PAL)*
- ❖ *Calexico Neighborhood House*
- ❖ *American Legion – Post 60 (Brawley)*
- ❖ *Brawley Chamber of Commerce*
- ❖ *The Home Depot*



Dear temporary food facility operator,

The Imperial County Public Health Department, Division of Environmental Health, proudly acknowledges your commitment to provide safe and healthy foods during community events.

This booklet has been prepared to assist temporary food facility operators and food workers to comply with the California Retail Food Code Chapter 10.5: *Nonprofit Charitable Temporary Food Facilities* and Chapter 11: *Temporary Food Facilities* and local standards, during the operation of a temporary food facility. The information contained in this guide highlights safe food handling practices to minimize the potential risks for a food borne illness. This guide is to be used in conjunction with state and local standards. Food operators are responsible for understanding the permitting process and ensuring all food workers are informed of the pertinent information.

It is our hope that you will find this guide to be helpful so that each and every operation is a safe and healthy success.

Sincerely,

Environmental Health



# Table of Contents

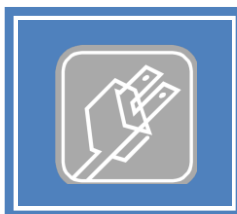
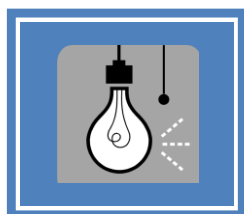
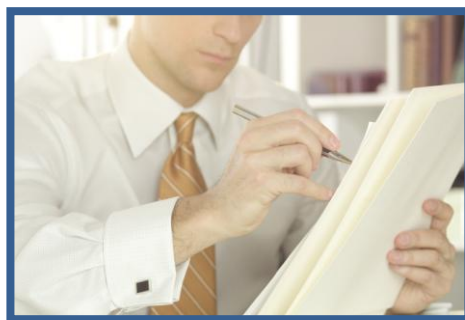
<b>Before The Event: Applying For a Temporary Food Facility Permit</b>	
❖ Temporary food facility permit applications	5
❖ Permits	5
❖ Information provided by the event organizer	5
<b>Before the Event: Important Standards and Requirements</b>	
❖ Food sources and preparation	6
❖ Required labeling of prepackaged food	6
❖ Temporary food facility set-up	7
❖ Approved flooring	8
❖ Use of BBQ grills and griddles	8
❖ Identification of booth	9
❖ Potable water supply	9
❖ Trash and garbage	9
❖ Wastewater disposal	9
❖ Lighting	10
❖ Food contact surfaces	10
❖ Utensil washing facility	10
❖ Alternative method for utensil washing	11
❖ Approved temperature holding equipment	12
❖ Temperature holding during transportation	12
❖ Hand-washing facility	13
❖ Use of gloves	16
<b>During The Event: Applying Effective Safe Food and Hygienic Practices</b>	
❖ Hand-washing	17
❖ Food protection from insects and sources of contamination	17
❖ Clean clothing	19
❖ Hair restraints	19
❖ Storage of personal items	19
<b>After The Event: Standards and Procedures</b>	
❖ Facility pick-up, clean-up, and disposal of water and food	20
<b>Glossary</b>	21
<b>Forms</b>	23

## ***BEFORE THE EVENT: APPLYING FOR A TEMPORARY FOOD FACILITY PERMIT***

**Temporary Food Facilities Permit Applications:** Temporary food facility operators (food booth operators) planning to sell or give away food or beverages (packaged or prepackaged) to the public at community events are required to apply for and obtain a temporary food facility permit before the event. Food booth operators are required to contact the event organizer who will explain the requirements and standards applicable for the intended type of food operation. Permit applications and literature on food safety standards are to be provided and explained by the event organizer. One to four day or consecutive day permit applications must be submitted directly to the event organizer more than two (2) weeks prior the event, and operators planning to apply for a 6 or 12 month permit shall submit permit applications to Division of Environmental Health, located at 797 Main Street, Suite B, El Centro, CA 92243 two (2) weeks prior the event.

**Permits:** Once permit applications are approved and permits issued, event organizers are to distribute permits to food operators before providing food to the public. Permits must be posted on the front side of the booth, as to be visible by the public.

**Information provided by the Event Organizer:** Before the event, food booth operators should be informed of available services such as, electricity, lighting, potable water, waste water disposal points or receptacles, and /or trash receptacles that will be made available for the use during the event. Food booth operators also need to be notified about flooring conditions of assigned booth area (refer to *Approved Flooring*, page 9). If services are not made available by the event organizer, food booth operators are responsible to ensure these are provided for the intended food operation.





## ***BEFORE THE EVENT: IMPORTANT STANDARDS AND REQUIREMENTS***

**Food Sources and Preparation:** Food must be obtained from an approved source. It is recommended to purchase food the day of the event and retain purchase receipts. Also, food must be prepared at an approved kitchen facility. An approved kitchen facility is a commercial kitchen that has an annual permit from Environmental Health; such kitchens are designed and equipped for retail food preparation. When food preparation is done at an approved restaurant or kitchen facility, the attached ***“Food Facility Authorization to Use an Approved Kitchen for a Temporary Food Event”*** form is to be completed and attached to the ***“Application for a Temporary Food Facility Permit”*** form and submitted two (2) weeks before the event.

When transporting perishable food from the place of purchase or permitted kitchen facility to the event, all food must be covered and within approved temperature holding units in order to prevent contamination and bacteria growth. For more information about approved temperature holding equipment, please refer to *Approved Temperature Holding Equipment* on page 13.



**Please Note:** Food cooked at home cannot be sold or given away to the public. The only exception is when non-profit operators prepare or serve non-potential hazardous foods, such as baked goods (for example, cupcakes, cookies, or brownies).



**When Prepackaged Foods are to be Labeled:** Food booth operators offering prepackaged foods (for example burritos and sandwiches) that were not prepared by their organization or business need to ensure these are properly labeled (with the exception of baked goods). These prepackaged food items need to be labeled with the following information:

- The common name of food
- The name and place of business, manufacturer, packer, or distributor



# Temporary Food Facility Set-Up:

**Non-profit operators** handling non-prepacked foods or beverages are required to use the following withing a food facility:

- Smooth, non-absorbent, easy cleanable food contact surfaces
- Approved flooring
- Approved temperature holding equipment
- An approved hand-washing station
- An approved utensil washing facility or an approved *alternative* method
- Adequate potable water supply
- Trash receptacles
- Pallets or shelves for food storage

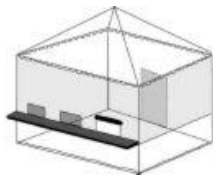


Non-profit organizations handling non-prepackaged foods or beverages and operating more than four (4) times in a calendar year are required to meet for-profit operator requirements, including the use of a *fully enclosed booth*.

Environmental Health strongly encourages all non-profit food operators to use an enclosed booth while handling non-prepackaged foods to prevent contamination from debris, dust, flying insects, and bird droppings.

**For-profit operators** handling non-prepackaged foods are required to use a fully enclosed booth consisting of:

- **Four (4) walls and overhead protection**, constructed from a variety of materials such as:
  - ✓ Mesh
  - ✓ Tarp
  - ✓ Canvas
  - ✓ Wood (plywood)
  - ✓ Plastic
- A minimum of **one (1) service window**
  - ✓ Service windows must be approximately one (1') foot by one (1') foot and designed to prevent flies from entering the booth.



In addition to providing a fully enclosed booth, for-profit food operators handling non-prepackaged foods or beverages must meet the following criteria within the booth:

- Smooth, non-absorbent, and easy cleanable food contact surfaces
- Approved flooring
- Approved temperature holding equipment
- An approved hand-washing station
- An approved utensil washing facility or an approved *alternative* method Potable water supply
- Trash receptacles
- Pallets or shelves for food storage

**Approved Flooring:** Food booths are required to have some type of approved flooring during every event. ***Setting up on dirt surfaces is prohibited.*** Approved flooring can include:

- Asphalt
- Plywood
- Concrete
- Grass
- Tarps
- Foam boards

Foam boards and tarps shall be properly installed to prevent tripping.



**Use of BBQ Grills and Griddles:** Grills and griddles may be operated adjacent to a temporary food facility. Serving and/or dispensing of food from the grill or griddle is allowed when no addition preparation is required. If additional preparation or processing is required, fully cooked food items must be taken to the food booth (for example chopping *carne asada* for tacos).

Grills need to be located in an area that is protected from dust and not accessible to the public (usually behind a food booth). The use of cords and cones around the grill area are recommended to limit public accessibility.



Prior to the event, consult your local fire department about any applicable standards regarding construction materials, use of open flame, cooking equipment, and/or electrical supplies.





**Identification of Booth:** Food operators shall identify their food booth by providing the name of the agency/club/business, city, state, zip code, and the name of the operator. Identifying information can be placed on a board, banners, or fabrics at the front side of the booth.

Identification of the booth, as well as the permit issued by Environmental Health, needs to be visible by the public.

**Potable Water Supply:** The supply of potable **warm** & **cold** water must be available for hand-washing, utensil washing and cleaning purposes. Food booth operators handling non-prepackaged foods or beverages are required to have potable water available at their booth during the event.

**Name of Booth**

(as shown on application)

City, State, Zip Code

Name of agency/club/  
business

Warm water shall be at a temperature of at least 100 F.

A **minimum** of 20 gallons of potable water are required to be available for food preparation purposes, hand-washing, utensil washing and general cleaning needs. A reasonable amount of water supply needs to be provided based on the length of event, amount of food prepared, and number of food workers operating.



Five-gallon water jugs can be provided to meet the potable water supply required

**Trash & Garbage:** Containers with leak-proof plastic bags inside are required to be located in each food booth for trash/garbage generated from food operation. Plastic bags are required to be removed as frequently as necessary to prevent insect attraction, odors, and food contamination.



**Wastewater Disposal:** A method for wastewater disposal must be available at the event. ***Disposing wastewater on the ground is prohibited.*** If water is to be disposed of at the event, it is to be disposed through a sanitary sewer system. Water tight receptacles for the holding of waste water must be used, if no other method is available. Such receptacles shall have a storage capacity of at least 50% greater than the amount of

water provided. For example, providing a minimum of twenty (20) gallons of water requires a receptacle that holds a minimum capacity of 30 gallons of waste water.



A water-tight trash container may be utilized as a wastewater receptacle



**Lighting** Adequate lighting must be provided all times of operation.

**Food Contact Surfaces:** Surfaces, such as countertops, tables, and cutting boards need to be smooth, easily cleanable, and nonabsorbent. *Wood cutting boards are prohibited; plastic cutting boards are approved.* Food contact surfaces, such as tables and countertops are to be kept clean at all times. A container with warm soapy water, bleach, and a cloth is acceptable to take care of food spills throughout the time of the event, as long as the food operator replaces sanitizing solution when cloudy.



**Utensil Washing Facility:** Unless strictly prepackaged foods or beverages are made available to the public, the provision of a utensil washing facility or an approved alternative method is required.

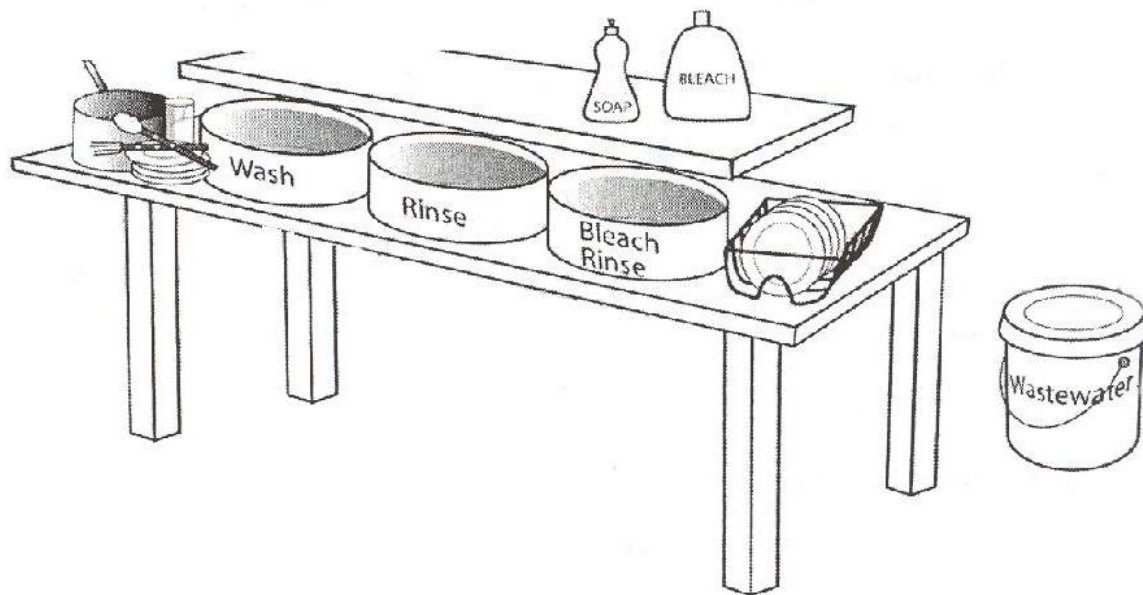


- Kitchen utensils such as, pots, pans, plastic containers, cutting boards, or kitchenware are required to be washed and sanitized in a three (3) step process, using a stainless steel three (3) compartment sink with two (2) drain boards or by using the following **alternative utensil washing facility**:
  - Three (3) water-tight containers must be provided. Container #1 shall be labeled as “wash water” (using warm water), container #2 shall be labeled as “rinse water” (using clean water), and container #3 shall be labeled as “bleach rinse” (using potable water and household bleach). Kitchen utensils shall be washed in container #1, rinsed in container #2, sanitized in container #3, and finally utensils shall be **air dried** on an assigned smooth, easy cleanable and non-absorbable surface.

The three (3) containers must have capacity to fit the biggest kitchen utensil utilized for food preparation.

When using household bleach, apply one (1) table spoon of bleach per every gallon of water used.

Sharing a centrally located utensil washing facility by up to four (4) temporary food facilities may be allowed.



**Alternative Method for Utensil Washing:** Extra kitchen utensils can be provided as an *alternative* to a utensil washing station. In place of a utensil washing station, food booth operators are to provide a) two (2) leak-proof containers with lids or b) plastic trash bags, one for storage of clean and one for storage of dirty utensils. The containers and/or bags are to be closed/covered at all times to protect clean utensils from contamination and to minimize the presence of flies and insects on dirty utensils. For identification purposes, containers may be labeled for their use.



**Approved Temperature Holding Equipment:** Perishable foods and beverages (such as, poultry, eggs, produce, meats, dairy, multi-item foods, sea food, or “aguas frescas”) are required to be held at approved temperatures to prevent bacteria growth. Exposing perishable foods or beverages to room temperature promotes bacteria growth, increasing the risks of a potential food borne illness.

**Cold holding equipment:** Cold perishable food or beverages shall be maintained at or below 41 F in approved cold holding equipment as to prevent bacteria growth.



**Hot holding equipment:** Hot perishable food or beverages shall be maintained at or above 135 °F in approved hot holding equipment as to prevent bacteria growth.



**Temperature Holding During Transportation:** An ice chest may be used to transport perishable foods to ensure approved temperature control.

Transporting cold foods in an ice chest is allowed. Ensure the level of ice is equal to the level of food. Ice should be placed on the top and bottom of food to ensure appropriate temperature. Ice placed on top of foods only, does not provide equal distribution of cold temperatures.

Transporting hot foods in an ice chest is an approved method; it is only to be utilized for food transportation. ***Ice chests are not be used as hot holding equipment within the food booth.***



The following procedures shall be followed when transporting hot foods:

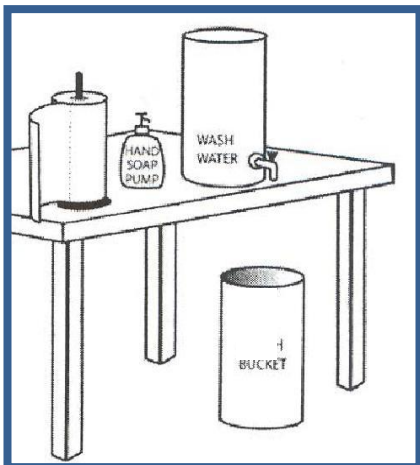
1. Pre-heat the ice chest by filling with hot water
2. Let it stand for five (5) to ten (10) minutes
3. Discard the hot water
4. Place the hot food into the ice chest and cover immediately
5. Transport quickly to the event site

**Hand Washing Facility:** Unless strictly prepackaged foods are provided, a hand-washing facility is required *in* each food facility. ***Applying hand sanitizers do not replace hand-washing.*** Hand sanitizers can be used after washing hands with warm running water and liquid hand washing soap.

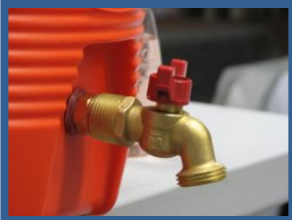


The following examples are acceptable hand washing alternatives:

1. Five (5) gallon warm water container with a valve type that can remain open
2. Waste water container
3. Liquid soap in a pump container
4. Paper towels on a roller







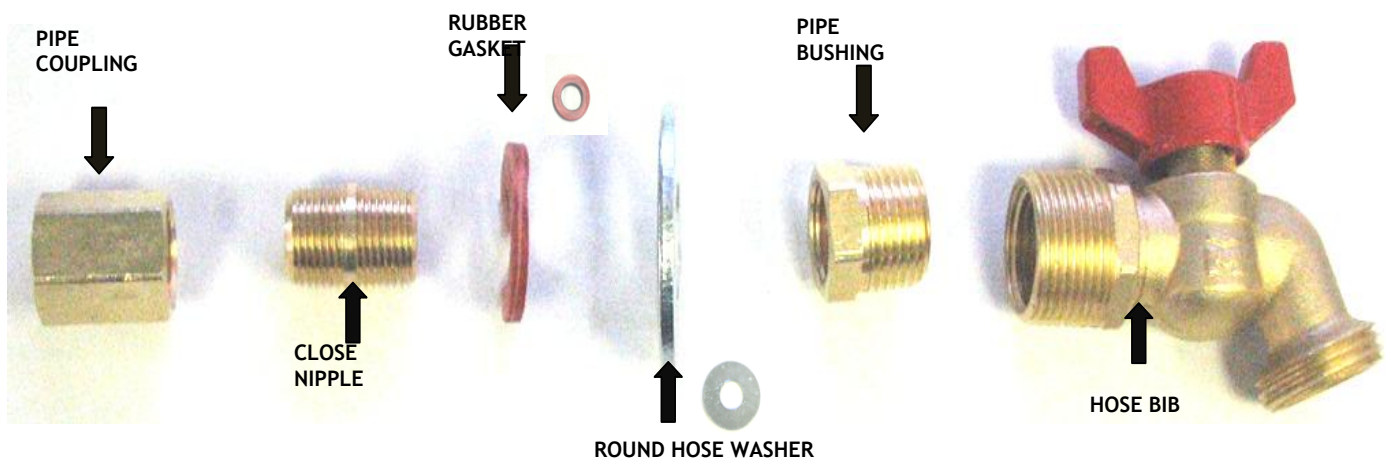
A five (5) gallon water cooler may be utilized to hold warm water for hand-washing, yet the container shall provide a valve type to allow the free flow of water; this will permit both hands to be washed simultaneously.

**Installing/assembling a free flow water valve to a water cooler:**

The following instructions are suggested to assemble and install a free flow water valve to a five (5) gallon water cooler:

**Items needed:**

1.  $\frac{3}{4}$ " hose bibb
2.  $\frac{1}{2}$  x  $\frac{3}{8}$  pipe bushing
3.  $\frac{5}{8}$  round hose washer
4. rubber gasket
5.  $\frac{3}{8}$  close nipple
6.  $\frac{3}{8}$  pipe coupling
7. 5 gallon water cooler



## *Instructions to install a free flow water valve*



Remove push button spout from 5 gallon water cooler

### **STEP 1**



Screw-in close nipple into pipe coupling and insert rubber gasket into close nipple

### **STEP 2**



Screw-in pipe bushing into hose bibb thread

### **STEP 3**



Insert close nipple through the inside of water cooler

### **STEP 4**



Place round metal washer over nipple on the outside of water cooler

### **STEP 5**



Screw-in close nipple to pipe bushing





### **STEP 6**

**Use of Gloves:** Gloves are to be worn when handling non-prepackaged food and when hands present one of the following:

- Nails that are not neatly trimmed
- Fake nails
- Nail polish
- Rings (other than a plain band ring)
- Cuts
- Sores
- Orthopedic support devices



- The use of gloves does not substitute hand-washing. Hand-washing shall be practice before wearing a new pair of gloves.

WHEN TO USE GLOVES	
	 NO GLOVES REQUIRED
 	 GLOVES REQUIRED

- *The use of gloves while grilling are not required* when utensils are used to limit direct contact with foods.

## ***DURING THE EVENT: APPLYING EFFECTIVE SAFE FOOD AND HYGIENIC PRACTICES***

- Before food preparation
- Before putting on gloves
- Before dispensing or serving food
- During food preparation and often as necessary
- When changing gloves
- After touching body skin, hair, eyes, nose, and mouth
- After using the restroom
- After coughing and sneezing
- After using tobacco
- After eating or drinking
- After handling dirty equipment
- After handling money



- All food operators shall wash their hands and exposed arms with soap and warm running water by vigorously rubbing them together for at least ten (10) to fifteen (15) seconds and rinsing them with clean running water, followed by drying of the hands with single use paper towels.

### **Food Protection from Insects and Sources of Contamination:**

Approved food protection methods and procedures.

- High perishable food and beverages must be thoroughly cooked and shall maintain at a holding temperature of:
  - ✓ 41°F or below
  - ✓ 135°F or above
- Items such as food, food contact surfaces, and kitchen utensils must be protected from sources of contamination during transportation and food operation.
- Minimize unnecessary direct contact with food by the use of utensils.

It is recommended to assign a worker to handle money only, as to prevent food contamination. If the food worker will handle food occasionally while handling money, a hand-washing facility can be set-up next to the worker for easy reach.

Adequate and suitable space must be provided for the storage of food, utensils, and related items.

**Packaged and prepackaged food shall be stored off the floor by a minimum height of six (6") inches.**

Food shall be covered at all times; the use of foil paper, plastic wrap, or lids are approved options.

**Perishable leftovers shall be discarded at the end of the event.**

Ice used for consumption must be protected from contamination and must be kept separate from ice used for refrigeration purposes. Ice used for refrigeration purposes shall not be used for consumption.

Smoking is prohibited inside a temporary food facility. Any smoking activity shall be conducted at least twenty (20') feet away from the booth. Hands are to be washed before returning back to food operation.



**Eating or drinking beverages is prohibited inside a temporary food facility.**



No pets or animals other than signal, service, or guide dogs, are allowed in temporary food facilities.

Food condiments shall be protected; if condiments are made available to the public, they shall be prepackaged or dispensed through approved self-service bulk dispensing devices. If condiments are perishable, they shall be held at approved temperatures.





**Clean Clothing:** Food worker's clothing need to remain clean at all times during food operation. If non-prepackaged food is handled, an extra set of clothes is recommended. Aprons may be worn to protect clothing. If a food worker leaves the food booth area, the apron is to be removed and worn once the food worker returns to food booth area. Aprons are to be replaced when necessary.



**Hair Restraints:** Food workers preparing, serving, or handling food, utensils, or food related equipment must wear hair restraints such as hats or hair nets to prevent hair from contacting food, utensils, and equipment.



**Storage of Personal Items:** Any clothing and/or personal items must be stored away food preparation from areas of food preparation, food storage, utensils, and equipment. An assigned area away from food preparation and food storage (located within the booth) might be designated for storage of personal belongings.



## ***AFTER THE EVENT: STANDARDS AND PROCEDURES***

**Facility Pick-Up and Clean-Up:** After operation, temporary food facility operators should collect and gather all equipment utilized during the event, not limited to waste and liquid waste generated.

**Disposal of Trash/Garbage and Wastewater:** Once food operation is concluded, food booth operators are to dispose generated waste properly. Liquid waste, usually obtained from hand washing, utensil washing, ice bins, and other cleaning purposes, must be disposed properly by accessing an appropriate sanitary sewer system. Trash/garbage must be disposed of properly within garbage receptacles.



**Disposal of Food:** Any leftover perishable food or beverages shall be thrown away after the event.

**Questions:** Please contact our office for any questions.



Imperial County Public Health Department  
Division of Environmental Health  
797 Main Street, Suite B  
El Centro, CA 92243  
Tel. (442) 265-1888  
FAX (442) 265-1903

## ***GLOSARRY OF COMMONLY USED TERMS***

**Approved food sources:** Sources of food that comply with all applicable laws, being commercially and legally processed.

**Community event:** An event of civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other public gatherings events.

**Easy cleanable:** A characteristic of a surface that allows effective removal of soil, food residue, or other organic or inorganic materials by normal cleaning methods.

**Event organizer:** Person or organization responsible for food booths at a community event.

**Food:** Raw, cooked, or processed edible substance, ice, beverage, an ingredient used or intended for use or sale in whole or in part for human consumption.

**Food borne illness:** An illness characterized by one of the following symptoms or groups of symptoms, which are known to be associated with agents transmitted from infected food workers through contamination of food:

Diarrehea, either alone or in conjunction with gastrointestinal symptoms such as vomiting, fever, or abdominal cramps.

Vomiting in conjunction with either diarrhea or two other gastrointestinal symptoms, such as fever or abdominal cramps.

**Food preparation/handling:** Packing, processing, assembling, portioning, or any operation that changes the form, flavor, or consistency of food.

**Food worker:** A person, not limited to family members and/or volunteers, working with food, food equipment, utensils, or food contact surfaces in a food booth.

**For-profit food operators:** Food booth operators that do not meet the non-profit food operators criteria.

**Non-profit food operators:** Food booth operators that meet one of the following:

Exempt from taxation pursuant to paragraphs one (1) to ten (10) and nineteen (19) of Section 501C of the Internal Revenue Code and Section 23701D of the Revenue and Taxation Code.

An organization that was organized and is in operation for charitable purposes and meets the requirements of Section 214 of the Revenue and Taxation Code.

An established club or organization of students that operate under the authorization of a school or other educational facility.

**Perishable foods and beverages:** Food and beverages that is in natural or synthetic and that requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic micro-organisms.

**Prepackaged food:** Properly labeled processed food, prepackaged to prevent any direct human contact with food products upon distribution from the manufacturer and prepared at an approved source.

**Plumbing system:** A water supply and distribution pipes, plumbing fixtures and traps, soil, waste, and vent pipes, sanitary and storm sewers and building drains, including their respective connections, devices and appurtenances within the premises, and water-treating equipment.

**Smooth:** A food contact surface that is free of pits, pinholes, cracks, crevices, inclusions, rough edges, and other surface imperfections.

**Temporary food facility:** A non-permanent food facility that may be dissembled for storage or for transportation, and readily assembled to its original state at a different location and operates at a fixed location for the duration of a community event.

**Utensil:** A food contact implement or container used in the preparation, storage, transportation, sale, or service of food.

**Utensil washing:** Cleaning and sanitizing of utensils and food contact surfaces.

**Wastewater:** Used water generated from hand-washing, utensil washing, and general cleaning purposes.

# Forms



## Community Event Organizers

The Public Health Department, Division of Environmental Health, will work closely with all event organizers to assist them in ensuring a food safe successful event. Organizers of community events having food or beverage operators (including, but not limited to alcohol, ice, and prepackaged foods) are required to apply for and obtain a temporary food facility permit to hold each event and must comply with the California Retail Food Code (CalCode) requirements. Persons organizing or controlling community events must ensure all food and beverage operators comply with applicable requirements in Chapters 10.5 & 11 of the California Retail Food Code.

Please submit the following to Imperial County Division of Environmental Health, 797 Main Street, Suite B, El Centro, CA 92243 Monday through Friday, 8AM-12PM & 1PM-5PM, holidays excluded (failure to submit a minimum of two (2) weeks prior to the event may result in denial of your permit application):

- A. A completed **Application for Community Event Organizer Permit** (attached)
- B. **List of Proposed Food Facilities** (attached) must include:
  - 1) Temporary food facility and/or permitted mobile unit name
  - 2) Name and phone number of person-in-charge of food/beverage facility
  - 3) List of all food/beverage items sold or given away
  - 4) Provide the permit number for all approved mobile food facilities, 6-month temporary food facilities, and 12-month temporary food facilities
- C. **Site Plan** must include the location of:
  - 1) Each food facility and grill
  - 2) Potable water supply
  - 3) Wastewater disposal (e.g. wastewater holding receptacles, sanitary sewer system, connected plumbing fixtures)
  - 4) Dumpsters/trash receptacles
  - 5) Refrigerated trucks
  - 6) Three (3) compartment sink/receptacles for washing utensils
  - 7) Restrooms within 200 feet of food facilities
- D. **Organizer Fees** - Community event organizers are required to pay an Event Organizer Permit Application fee. The fee is calculated based on the number of food facilities participating at the community event. There is a \$5.00 fee for each food facility participating at the event. It is the responsibility of the event organizer to calculate the total number of food facilities participating in their event and submit a single payment to the Division of Environmental Health.
- E. Completed **1-4 Day Temporary Food Facility Permit Applications** with the operator fee payment of \$10.00 for each application submitted. Failure to submit permit applications at least two weeks prior to the day of the event may result in denial of permit applications. Organizer applications submitted after the two week deadline may be accepted along with the submittal of a late processing fee of \$75.00. Temporary Food Facility vendors submitting an application **less than two weeks** before the event will need to submit their application directly to the Division of Environmental Health. If the application is accepted, the Organizer will also need to submit an updated food facility vendor list and site map.
- F. Provide copies for all approved mobile food facilities, 6-month temporary food facilities, and 12-month temporary food facilities

Please note, a separate temporary food facility permit is required for each food facility operating at a community event. It is the responsibility of the event organizer to provide all food facility operators a temporary food facility permit application and any applicable guidelines for compliance, and returning such applications to Environmental Health two (2) weeks prior to the event. Food facility operators are not permitted to operate without having first obtained their permit from the Division of Environmental Health.

If you would like more information, please contact out office to schedule a meeting with Environmental Health staff at (442)265-1888.

Please check with local fire and building departments for any additional requirements.

Imperial County Public Health Department, Division of Environmental Health  
797 Main Street, Suite B, El Centro CA 92243  
Phone: (442) 265-1888 Fax: (442) 265-1903  
[www.icphd.org](http://www.icphd.org)

## Application for Community Event Organizer Permit

### Event Organizer Information

Event organizer: _____	Event organizer contact person: _____	
Mailing address: _____	Contact number: _____	Alternative number: _____
E-mail address: _____	Fax number: _____	Alternative number: _____

### Event Information

Name of event: _____	Date(s): _____	
Site address of event: _____		
Time when food facility will set up: _____	Event start time: _____	Event stop time: _____
Total number of expected food facilities: _____	Indicate the total number of non-profit food facilities: _____	
The event organizer will pay an Event Organizer Application fee of \$5.00 for each temporary food facility and mobile unit participating at the event. Please indicate the total number of temporary food facilities operating at the event: _____		
Number of visitors anticipated attending the event: _____	Event will be held: _____ <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both	
Will there be a <u>certified</u> farmer's market? (Certified by Imperial County Agricultural Commissioner) <input type="checkbox"/> Yes <input type="checkbox"/> No		

***If a meeting for food facility operators is planned, do you want an Environmental Health representative present?***

☐ Yes   ☐ No

If yes, Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

### Operation Information

Will hand-washing facilities be provided by the organizer to each food facility? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please check the type of hand-washing facilities to be provided:
<input type="checkbox"/> A permanently installed hand-washing sink, with warm running water, liquid hand soap, and single use paper towels.
<input type="checkbox"/> A portable hand-washing station with warm running water, liquid hand-washing soap, and single use paper towels.
<input type="checkbox"/> A five (5) gallon gravity flow container with a valve that can remain open, liquid hand soap, single use papers, and a container for wastewater holding.

Will utensil washing facilities be provided by the event organizer to food facility? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please check the type of utensil washing facilities to be provided:
<input type="checkbox"/> A stainless steel, three-compartment sink with two (2) drainboards.
<input type="checkbox"/> Three (3) water tight containers; first one with clean water and soap, second with clean rinse water, and third with sanitizer solution.
A centrally located utensil washing facility can be shared by up to four (4) food booths.

How will wastewater generated from food operation be collected and disposed of? Check one:

- ☐ Wastewater will be collected in water-tight receptacles and disposed at the event through a sanitary sewer system.
- ☐ Wastewater will be collected in water-tight receptacles and disposed through a sanitary sewer system outside event premises.

***Disposing water on the ground is prohibited.***

Check the type of toilet facilities to be provided:

☐ Portable    ☐ Fixed    ☐ Both

Total number of toilets:

\_\_\_\_\_

One toilet facility shall be provided for every 15 food workers

Check the type of hand-washing facilities for toilet use to be provided:

☐ Portable    ☐ Fixed    ☐ Both

Total number of hand washing units for toilet use:

\_\_\_\_\_

A minimum of 1 hand washing station per bathroom location to be provided

Toilet rooms shall be conveniently located, clean and in good repair. Toilet tissue, hand-washing soap, and single-use paper towels must be provided in dispensers and fully stocked during the length of event.

Please check the applicable box(s) for the sources/items to be provided to food operators by the event organizer:

☐ Potable water    ☐ Approved flooring    ☐ Electricity    ☐ Lighting    ☐ Trash receptacles    ☐ Wastewater holding container

How will garbage be stored on site, and how will it be properly disposed at the end of the event?

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**Please read the following statement, then sign and date below:**

I am familiar with operational requirements for temporary food facilities and community event organizers and will comply with all legal requirements. I understand that any person who operates a food booth and each event organizer shall obtain all necessary permits to participate in the community event, including but not limited to this permit issued by Imperial County Division of Environmental Health.

\_\_\_\_\_  
Print Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Please submit application package to:  
**Imperial County Division of Environmental Health**  
**797 Main Street, Suite B**  
**El Centro, CA 92243**

Please note the application package will not be deemed complete if the following documents are not completed and submitted two (2) weeks prior to the event:

- (1) Application for Community Event Organizer Permit
- (2) List of Proposed Food Facilities
- (3) Site Plan
- (4) Non-profit charitable organization Temporary Food Facility Permit Applications

**For Office Use Only**

**Application Status:**    ☐ Approved    ☐ Rejected

By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

## Site Plan

Please sketch a site plan below or attach a site plan indicating proposed locations of food facilities, adjacent grills, dumpsters, garbage receptacles, shared utensil washing facilities, refrigerated trucks, wastewater holding and disposal, potable water supply, and restrooms located within a distance of 200 feet of all temporary food facilities. An example of a site plan is on page 6.

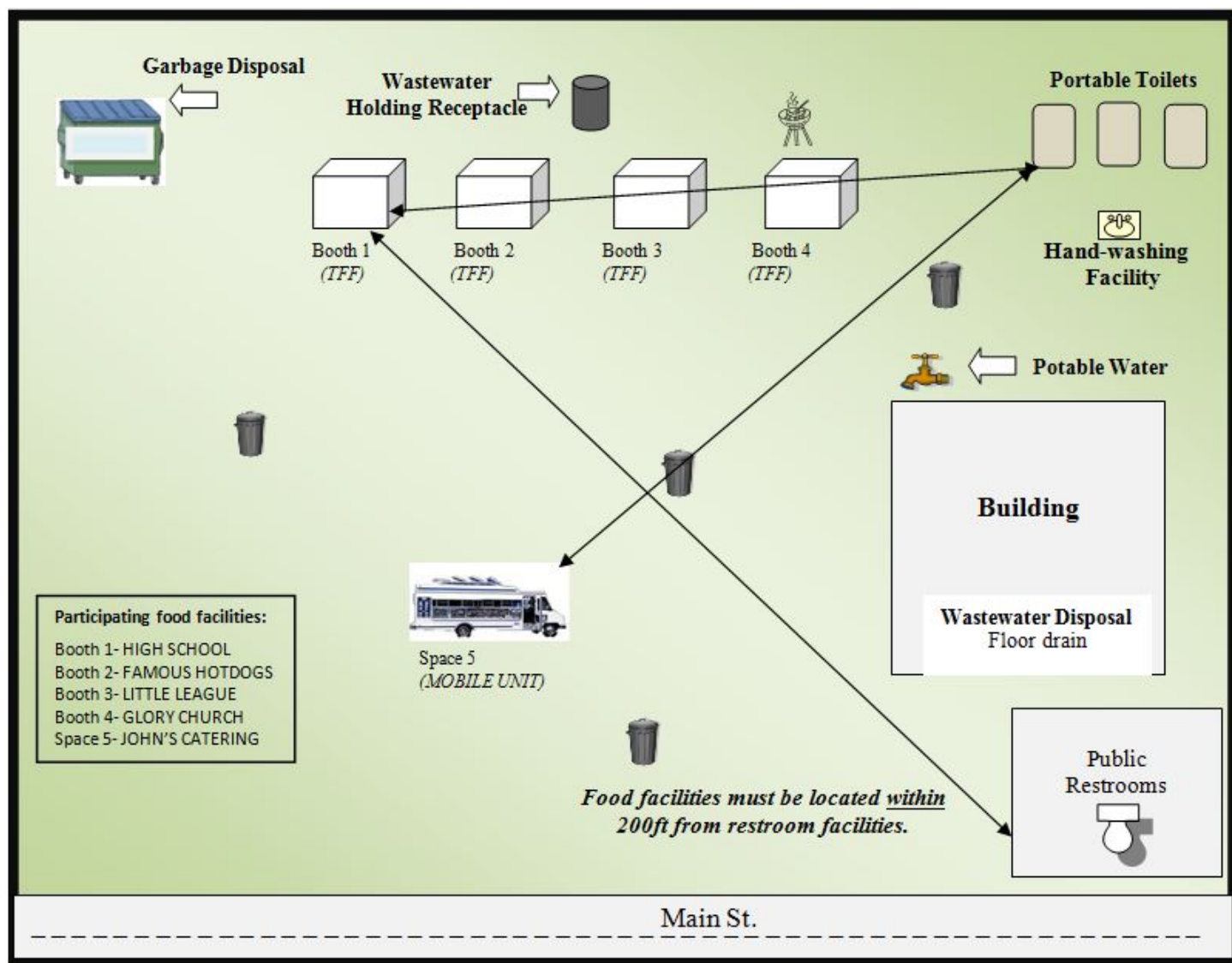
Name of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Site address of event: \_\_\_\_\_

Imperial County Public Health Department, Division of Environmental Health  
797 Main Street, Suite B, El Centro CA 92243  
Phone: (442) 265-1888 Fax: (442) 265-1903  
[www.icphd.org](http://www.icphd.org)

## Site Plan-Example



Imperial County Public Health Department, Division of Environmental Health  
797 Main Street, Suite B, El Centro CA 92243  
Phone: (442) 265-1888 Fax: (442) 265-1903  
[www.icphd.org](http://www.icphd.org)



List of Proposed Food Facilities

(Please note, food operators must also apply for an individual temporary food facility permit)

Name of event:

Event organizer contact person:

Date(s) of event:

Event organizer:

Site address of event:

Contact number:

Name of Food Facility	Person-In-Charge Name & contact phone number	Food Menu List all items to be provided	For Mobile Unit, 6 & 12 month only Multi-Event Permit No.	Paid	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No

For Office Use Only - 1st Submittal	Inv#	For Office Use Only-Re-Submittal	Inv#
Date Received	Received By	Date Received	Received By
Payment: Cash		Payment: Cash	
Check Amount	Check #	Check Amount	Check #
Credit Card	Check #	Credit Card	Check #

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## Application for a Temporary Food Facility Permit

Applications must be submitted at least (2) two weeks before the day of the event. Failure to submit within the required time frame may result in denial of your permit application. Applications submitted after the 2 week deadline may be accepted along with the submittal of a late processing fee of \$75. Each booth must complete a permit application.

### BACKGROUND

The California Health and Safety Code, Sec. 114387 requires a Temporary Food Facility (TFF) Permit of any person or organization that is providing food at a public event. All food vendors, including existing restaurants, are required to apply for a Temporary Food Facility Permit when participating in a temporary event.

**A TFF permit is valid for one single food booth only.** If a vendor is operating more than one booth at an event, a permit must be obtained for each booth location. Separate applications must be submitted. The **original** permit must be posted in the booth at all times, photocopies will not be accepted. If a vendor will be operating at more than one event in Imperial County on the same day, each location must also be permitted separately. This applies to all TFF permit types, including single and multi-event.

### REQUIREMENTS

Refer to the California Retail Food Code (CalCode), Chapter 11 (Health & Safety Code, Sections 114335 to 114363) for Temporary Food Facility requirements. **Temporary Food Facilities must also meet all applicable requirements in CalCode Chapters 1 to 8, inclusive, Chapter 12.6, and Chapter 13, unless specifically exempted.**

### NEW PERMITS

- Submit a complete "Application for Temporary Food Facility Permit" and applicable fees.
- Applications and fees for the 1-4 consecutive day permit must be submitted to the event organizer.
- Applications and fees for the 5-15 and 16-25 consecutive day permit must be submitted directly to this department.
- If approved, the "Temporary Food Facility Permit" will be issued by the Division of Environmental Health or distributed through your Event Organizer.
- Applications for Multi-Event Permits (6-month) must include a Commissary Agreement Letter (attached) only for vendors who are selling or giving away nonprepackaged food and/or processing food. The applicant must provide for each event a minimum of 20 gallons of potable water, container for collecting wastewater and shall comply with the fully enclosed booth requirements. This only applies to vendors providing nonprepackaged foods and/or conducting food processing.
- Applications for Multi-Event Permits (12-month) must include a Commissary Agreement Letter (attached) and evidence of a Food Safety Certificate only for vendors who are selling or giving away nonprepackaged food and/or processing food. Applicants must provide for each event a minimum of 20 gallons of potable water, container for collecting wastewater and shall comply with the fully enclosed booth requirements. This only applies to vendors providing nonprepackaged foods and/or conducting food processing.
- The **original** permit must be posted in the booth when open for business.

### EXISTING PERMIT HOLDERS

If you already have a valid 6-month or 12-month "Temporary Food Facility Permit" issued by this department, please do the following:

- Provide the Event Organizer with a photocopy of your permit at least 2 weeks prior to the day of the event. Existing permit holders may be accepted less than two weeks prior to the event with the submittal of a late fee.
- The **original** permit must be posted in the booth when open for business, photocopies will not be accepted.

### NON-PROFIT CHARITABLE ORGANIZATIONS

- A permit application is required.
- Submit proof of nonprofit status: Federal IRS 501 (c)(3) is the standard letter.

### MOBILE FOOD FACILITY VENDORS

- Permitted mobile food facility vendors may operate at Temporary Events without additional permits if operating within mobile unit.
- **If a booth is set up and a mobile food facility vendor is operating within a booth instead of within the mobile unit, an additional Temporary Food Facility Permit must be obtained. Complete this application.**
- Provide the Event Organizer with a photocopy of your valid permit two weeks prior to the event; keep original permit onsite when open for business. Existing permit holders may be accepted less than two weeks prior to the event with the submittal of a late fee.

### QUESTIONS

If you have questions regarding Temporary Events, please contact the Division of Environmental Health at (442)265-1888, Monday through Friday, 8AM-12PM & 1PM-5PM, holidays excluded. You may also visit our website at [www.icphd.org](http://www.icphd.org)

Imperial County Public Health Department, Division of Environmental Health  
797 Main Street, Suite B, El Centro CA 92243  
Phone: (442) 265-1888 Fax: (442) 265-1903  
[www.icphd.org](http://www.icphd.org)

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## Application for a Temporary Food Facility Permit

### Temporary Food Facility Operator Information

Name of temporary food facility:			
Mailing Address:	City:	State:	Zip Code:
Name of temporary food facility operator (person-in-charge):			Contact Number:
E-mail address of temporary food facility operator:			Fax Number:

**Temporary Food Facility Classification, Please Check One:**

<input type="checkbox"/> <b>1-4 consecutive day permit, \$10.00</b> (For-profit and Non-profit)
<input type="checkbox"/> <b>5-15 consecutive day permit, \$116.00</b> (For-profit) <input type="checkbox"/> <b>5-15 consecutive permit, \$58.00</b> (Non-profit - 501 (c)(3) or equivalent)
<input type="checkbox"/> <b>16-25 consecutive day permit, \$154.00</b> (For-profit) <input type="checkbox"/> <b>16-25 consecutive day permit, \$77.00</b> (Non-profit - 501(c)(3) or equivalent)

### Event Information For Above Consecutive Day Permits

Name of event:	Date(s) of the event:
Site address of event:	
Event organizer:	
Event organizer contact person:	
List the date(s) intended to operate at the event:	
Have you participated in events within the current calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many times? _____	

### Multi-Event Permits (Please Check One)

<input type="checkbox"/> <b>6-month permit, \$217.00</b> (For-profit - unpackaged foods and/or food processing)	<input type="checkbox"/> <b>6-month permit, \$130.00</b> (For-profit - commercially prepackaged foods and/or whole produce)
<input type="checkbox"/> <b>6-month permit, \$108.00</b> (Non-profit - 501(c)(3) or equivalent - unpackaged foods and/or processing)	<input type="checkbox"/> <b>6-month permit, \$65.00</b> (Non-profit - 501(c)(3) or equivalent - commercially prepackaged foods and/or whole produce)
<input type="checkbox"/> <b>12-month permit, \$434.00</b> (For-profit - unpackaged foods and/or food processing)	<input type="checkbox"/> <b>12-month permit, \$261.00</b> (For-profit - commercially prepackaged foods and/or whole produce)
<input type="checkbox"/> <b>12-month permit, \$165.00</b> (For-profit - 501(c)(3) or equivalent - unpackaged foods and/or food processing)	<input type="checkbox"/> <b>12-month permit, \$130.00</b> (Non-profit - 501(c)(3) or equivalent - commercially prepackaged foods and/or whole produce)

<input type="checkbox"/> <b>Veteran's Fee Exemption</b> Attach copy of honorable discharge form or other evidence of honorable release from US Armed Services	
<input type="checkbox"/> <b>Non-profit Charitable Organization (*If Nonprofit, provide IRS Exempt Registration # _____)</b> Name and address of non-profit organization: _____ A copy of the 501(c)(3) letter must be included with application. Is the letter included? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> <b>All proceeds will be donated to a non-profit organization</b> Name of non-profit organization: _____	
Name of person-in-charge of non-profit organization: _____ Contact number: _____	
<b>*Late Fee</b> - Submittal processing fee of \$75.00 plus permit fee if submitted less than 2 weeks prior to event start date.	
Are you submitting your application less than 14 days prior to event start date? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please include a \$75.00 late fee to the total amount due.	
Total Amount Due _____	

**Temporary Food Facility Proposed Operation**

List all foods to be provided to the public (sold or given away) including beverages, condiments, ice, alcohol, and prepackaged foods.

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Where are foods including beverages, condiments, ice, alcohol, and prepackaged foods going to be purchased (food must be purchased from an approved source)?

\*\* Please retain receipts of purchase during the event.

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**Where are foods going to be prepared, handled, or served? Check applicable box(s):**

- ☐ Foods and/or beverages will be prepared/served within the temporary food facility.
- ☐ Foods will be prepared/served/handled at an approved, permitted commercial kitchen facility.

Name of commercial facility: \_\_\_\_\_

**\*\*Complete form titled Food Facility Authorization to Use an Approved Kitchen for a Temporary Food Event or Commissary Letter of Agreement and submit it with application if temporary food facility operators will prepare/server/handle-foods at a permitted commercial kitchen.**

- ☐ Baked goods, such as cookies, cakes, cupcakes will be prepared at home (only non-profit organizations)
- ☐ No food preparation will be done, temporary food facility will handle prepackaged food and/or beverages.

**If nonprepackaged foods will be handled, please check the type of hand-washing facility to be provided:**

- ☐ A permanently installed hand-washing sink, with warm running water, liquid hand soap, and single use paper towels.
- ☐ A portable hand-washing station with warm running water, liquid hand-washing soap, and single use paper towels.
- ☐ A five (5) gallon gravity flow container with a valve that remains open, liquid hand soap, single use paper towels, and a container for waste -water holding

**If food preparation or serving will be done within the temporary food facility, please check the method to be provided for the handling of dirty utensils:**

- ☐ A stainless steel, three-compartment sink with two (2) drainboards.
- ☐ Three (3) water tight containers. First container providing clean water and soap, second container providing clean rinse water, and third container providing water and sanitizer (1 tablespoon of bleach per 1 gallon of water).
- ☐ Extra clean utensils to be provided in a water tight container (with a lid) and a second water-tight container (with a lid) for the storage of dirty utensils.

**If highly perishable foods are to be handled, please check the type of temperature holding equipment to be provided:****Cold Holding Equipment:**

- ☐ Ice chests    ☐ Freezers    ☐ Refrigerated trucks    ☐ Other approved equipment: \_\_\_\_\_

**Hot Holding Equipment:**

- ☐ Grills/Barbecues    ☐ Portable electrical stoves    ☐ Gas propane operated equipment
- ☐ Chafing dishes    ☐ Electric slow cookers    ☐ Steaming table
- ☐ Heat lights    ☐ Other approved equipment: \_\_\_\_\_

**How will wastewater generated from food operation be collected and disposed?**

- ☐ Wastewater will be collected in water-tight receptacles and disposed at the event through a sanitary sewer system.
- ☐ Wastewater will be collected in water-tight receptacles and disposed through a sanitary sewer system outside event premises.

\*\*Disposing wastewater on the ground is prohibited.

**How will garbage generated from food handling be collected and disposed?**


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**What will be the source of potable water utilized for hand-washing, utensil washing, and general cleaning purposes?**


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**Temporary Food Facility Set Up Description**

If nonprepackaged food will be handled or if a non-profit organization that has operated more than four (4) times within the current calendar year is selling nonprepackaged food, a fully enclosed booth shall be required. A fully enclosed booth consists of four (4) walls, approved flooring, ceiling, and minimum of one (1) service window to dispense food from of approximately 1ft x 1ft.

**Check the materials to be utilized to construct the food booth:**

☐ Canvas    ☐ Fine mesh screening    ☐ Plastic    ☐ Wood    ☐ Other approved material: \_\_\_\_\_

**Check the materials to be utilized for food booth flooring:**

☐ Concrete    ☐ Smooth wood    ☐ Asphalt  
☐ Clean tarps    ☐ Foam floors    ☐ Other approved flooring: \_\_\_\_\_

**Sketch a floor plan below or attach a floor plan indicating the proposed layout of the cold/hot holding equipment, food preparation tables, food/potable water storage, utensil washing/extra clean utensil storage, trash receptacles, wastewater holding containers, and hand-washing facilities. An example of a floor plan is located on page 5.**

Please read the following statement and then sign and date below.

I am familiar with the operational requirements for temporary food facilities and will comply with all legal requirements. I understand that any person who operates a food facility shall obtain all necessary permits to conduct business, including but not limited to this permit issued by Imperial County Division of Environmental Health.

\_\_\_\_\_  
 Print Name of Applicant for Temporary Food Facility Permit

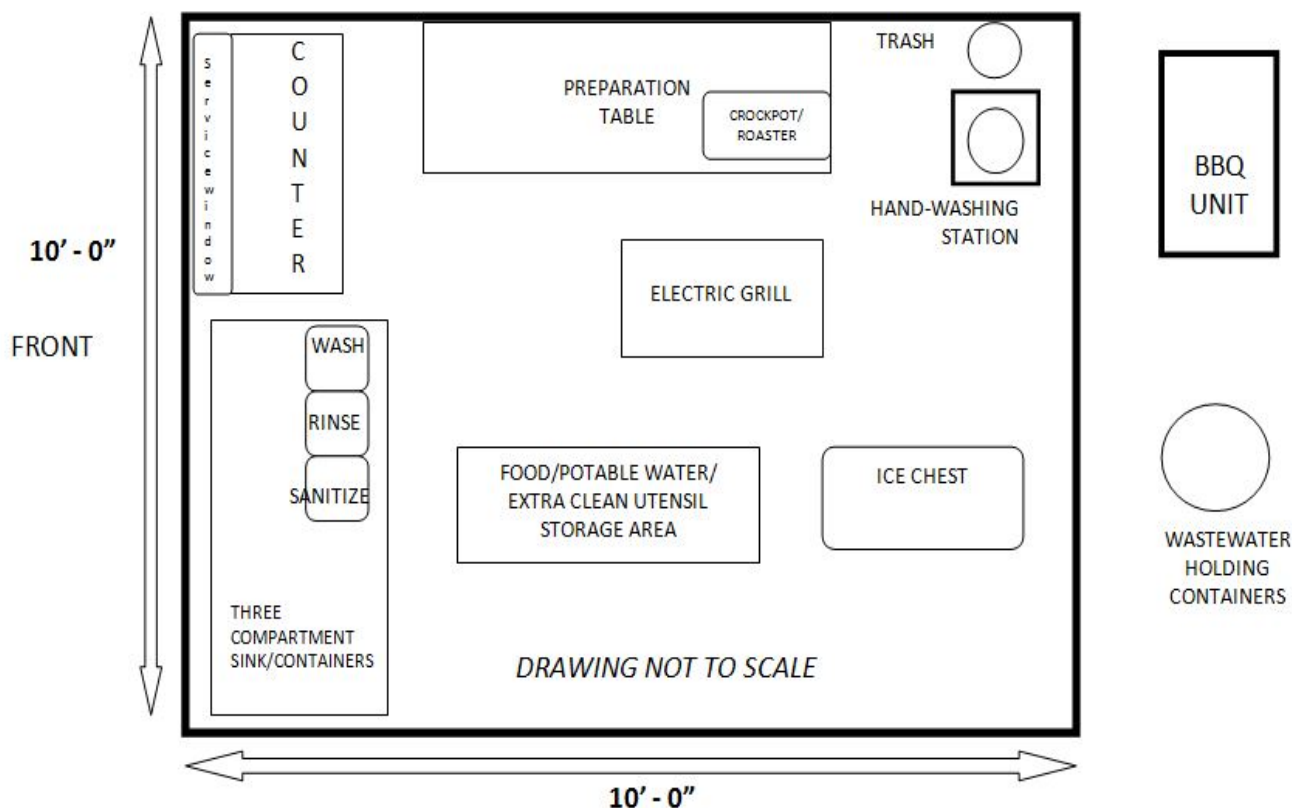
\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Applicant for Temporary Food Facility Permit

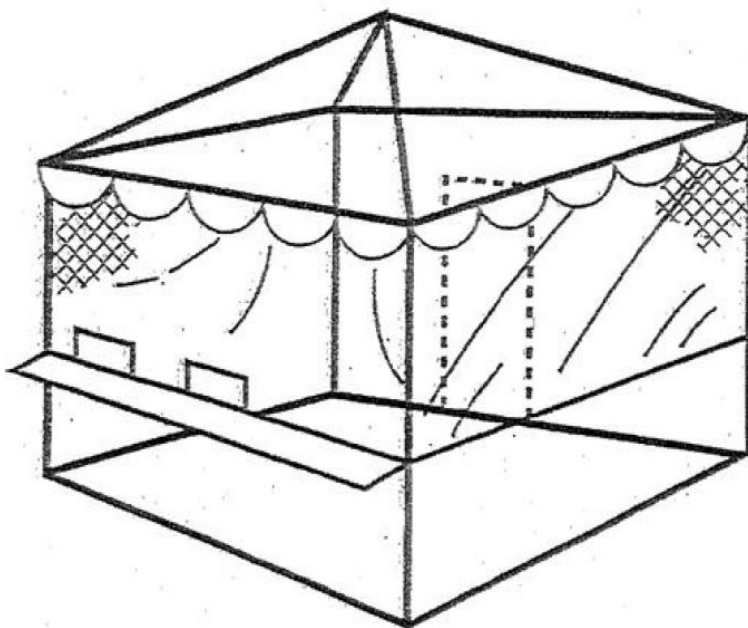
\_\_\_\_\_  
 Title

For Office Use	Application: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected By:   Date: _____	FA# _____	Invoice #: _____
Date _____	Amount _____  <input type="checkbox"/> Cash <input type="checkbox"/> Paid: <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	Check/Trans# _____	Received By: _____

## Temporary Food Facility Floor Plan Example



If nonprepackaged food will be handled or if a non-profit organization that has operated more than four (4) times within the current calendar year is selling nonprepackaged food, a fully enclosed booth shall be required. A fully enclosed booth will be required for multi-event permit vendors who are selling or giving away nonprepackaged food and/or processing food. A fully enclosed booth consists of four (4) walls, approved flooring, ceiling, and a minimum of one (1) service window used to dispense food from must not be greater than 1ft x 1 ft.



To obtain detailed information about existing requirements and standards for temporary food facilities, please refer to the Operators Guide.

**FOOD FACILITY AUTHORIZATION TO USE  
AN APPROVED KITCHEN FOR A TEMPORARY FOOD EVENT**

All food, beverages, and condiments provided to the public at community events shall be prepared within a food booth or an approved kitchen facility. Approved kitchen facilities are commercial kitchens that have an annual permit issued by Environmental Health; such kitchens are designed and equipped for retail food preparation. If your organization is preparing foods before the event at approved kitchen facility, please complete the following and submit it in conjunction with the **APPLICATION FOR A TEMPORARY FOOD FACILITY PERMIT** two (2) weeks before the event.

**Home-prepared foods or foods prepared at non-approved kitchen facilities are not allowed.** If your organization does not have an approved kitchen facility, but has a kitchen and will like to have it approved, please contact our office for further information.

**Community Event and Temporary Food Facility Information**

Name of community event: \_\_\_\_\_

Date(s): \_\_\_\_\_

Name of food booth: \_\_\_\_\_

Name of food booth operator (person-in-charge): \_\_\_\_\_

Contact phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Approved Kitchen Facility and Operator Information**

Approved kitchen facility name: \_\_\_\_\_

Site address of approved kitchen facility: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of kitchen facility operator: \_\_\_\_\_

Position: \_\_\_\_\_

**The Following is to be Completed by the Approved Kitchen Facility Operator Offering use of Kitchen Facility:**

**I hereby allow the above listed operator to use my kitchen facility for preparation and storage of foods, and sanitation of equipment. The kitchen may be used on the following dates and times:**

Date(s): \_\_\_\_\_

Time (s): \_\_\_\_\_

\_\_\_\_\_  
Print Name of Kitchen Facility Operator\_\_\_\_\_  
Signature of Kitchen Facility Operator\_\_\_\_\_  
Date

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## Commissary/Headquarters Letter of Agreement

Temporary Food Facility applications for Multi-Event Permits (6-month and 12-month) must include a Commissary Agreement Letter and evidence of a Food Safety Certificate only for vendors who are selling or giving away nonprepackaged food and/or processing food.

### Applicant Information

Permit Name: \_\_\_\_\_

Permit Owner: \_\_\_\_\_

Permit Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Permit #: F- \_\_\_\_\_

### Commissary/Headquarters Letter of Agreement

This section to be completed by the Commissary/HQ and renewed annually.

Commissary/Headquarters Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Commissary Permit #: \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ has my permission to use my health regulated business located at \_\_\_\_\_ for the purpose of establishing a Commissary/Headquarters for their temporary food facility operation. This permission includes the use of the premises for food preparation that is not conducted at the event, and the storage of food and equipment.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

