

Siskiyou County

Vendor Packet

Temporary Food Facility and Public Health Permit Procedures



COMMUNITY DEVELOPMENT DEPARTMENT

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TEMPORARY FOOD FACILITY VENDOR GUIDELINES AND DEFINITIONS

Per the California Retail Food Code, all temporary food facilities are required to obtain a permit regardless if they are for profit or nonprofit. Permits and inspections are necessary to ensure safe and sanitary food handling and aides in the prevention of foodborne illnesses. It is important to understand that all food booths, including those that are exempt from regulation, have a responsibility to serve food that is safe for the public to consume. All food booths have liability in case of a foodborne illness outbreak. This department strongly recommends that the food booths exempt from regulation follow the laws outlined in this handout.

Temporary Food Facility (TFF)

A food facility operating out of temporary facilities approved by Siskiyou County Environmental Health at a fixed location for a period not to exceed 25 days in any 90-day period. Temporary Food Facilities must operate in conjunction with a single weekly or monthly community event.

Community Event

A community event means an event that is of civic, political, public or educational nature, including state and county fairs, city festivals, circuses and other public gathering events approved by the local enforcement agency.

Examples: Food and beverage sale booths commonly seen at county fairs, city festivals, craft fairs, ethnic celebrations, non-profit fund raising events, seasonal agricultural festivals, circuses, etc.

Nonprofit Charitable TFF

A temporary food facility that is conducted and operated by a corporation incorporated pursuant to the Nonprofit Corporation Law (Div.2(commencing with section 5000), Title 1, corp.C)), that is exempt from taxation pursuant to paragraphs (1) to (10), inclusive, and paragraph (19) of section 501(c) of the Internal Revenue Code and Section 23701d of the Revenue and Taxation Code. This also includes an established club or organization of students that operates under the organization of a school or other educational facility.

Potentially Hazardous Food

A potentially hazardous food (PHF) is one that is in a form capable of (1) supporting rapid and progressive growth of infectious or toxigenic microorganisms that may cause food infections or food intoxications, or (2) supporting the growth or toxin production of *Clostridium botulinum*. **Section 114312:** All food that is sold, given away, or dispensed from a temporary food facility must be from an approved source and prepared on site in an approved booth or other permitted site. **Food may NOT be prepared at a private home.**

Vendor Permit Procedures

You should provide your food booth information to the event organizer **at least 30 days prior** to the event. Afterwards, complete the application for a permit with Siskiyou County Environmental Health.

Submit the following to the Siskiyou County Environmental Health Department **at least 14 Days prior** to the event setup date:

- **Permit Application**
- **Copy of current food handler card(s) or Food manager certification.**
- **Community Event Temporary Food Facility Fee Schedule**
- **TFF Questionnaire**
- **Menu**
- **Equipment Plan**
- **Commissary Agreement (if applicable)**

The following forms, found in this packet, are to be utilized and maintained on-site for the duration of the event:

- **Temporary Food Facility Requirements**
- **TFF Self-Inspection Checklist**
- **Temperature Logs for PHFs**

Community Event Temporary Food Facility Fee Schedule:

All food vendors are required to obtain a temporary food permit from Siskiyou County Environmental Health (SCEH) before participating in a community event. There is no additional fee for the temporary food permit if you have a current food permit issued by SCEH. Examples include: Permanent Food Facility, CFO, Mobile, etc. Submit a copy of the current permit with the application to receive the waiver. Fee waiver will NOT be considered if the supporting documentation is not received at the time in which the application is provided to this department.

Cottage Food, Agriculture, Non-Potentially Hazardous Foods, and Processed Food Registration booths will be required to pay full fees and comply with all TFF guidelines if food samples are offered to the public.

Pre-Packaged, Non-Potentially Hazardous Food Permit and Fee Waiver:

This permit is specific to booths that will ONLY be serving pre-packaged and non-potentially hazardous foods (non-PHF). All non-PHF must be from an approved source, sealed in its original packaging, does not require time or temperature control to limit pathogenic micro-organism growth or toxin formation, and otherwise approved by Siskiyou County Environmental Health. Examples include: canned soda, candy bars, and other shelf stable pre-packaged snacks. Call this department and speak to an Environmental Health Specialist to discuss the specific expectations and limitations to operate as a TFF.

Commissary Agreement:

All mobile units must complete this commissary agreement. All TFFs that prepare their food in a commercial kitchen must complete this commissary agreement. No food may be prepared in a private home kitchen. (Cottage Food Operators excepted for foods already permitted to make)

When a TFF is not in operation, food must be stored using one of the following methods:

- Within a fully enclosed temporary food facility that will prevent the entrance and harborage of animals, birds, rodents, insects, and other vermin. The facility must consist of floors, walls, and an overhead structure that meets the minimum standards.
- In lockable food storage compartments or containers, approved by this department, where food is adequately protected at all times from contamination, exposure to the elements, vermin, and temperature abuse.
- Within a permitted facility or other facility approved by this department. The commissary agreement form must be completed if a TFF will be utilizing a permitted facility for food storage.

Food Sampling:

Food Sampling is the preparation and/or distribution of food for the sole purpose of introducing the consumer to either a food product, method of cooking, or piece of kitchen equipment. A temporary food permit is required at community events if food samples are to be made available and distributed to the consumer.

This guideline packet is provided to assist in compliance of the California Retail Food Code (Calcode) regulations. It contains information relevant to most temporary food facilities, but it doesn't contain the entire list of regulations set forth in State or local codes. Additional requirements may be requested for unusual circumstances, or for any situation not covered within these guidelines. Please contact Siskiyou County Environmental Health with any questions @ (530) 841-2100.



COUNTY OF SISKIYOU

COMMUNITY EVENT TEMPORARY FOOD FACILITY VENDOR PERMIT APPLICATION

Name of Booth/Concession: _____
Concession Owner/Operator: _____ Phone: (____) _____
Mailing Address: _____ City & Zip Code: _____
Email: _____

PLEASE PROVIDE THE FOLLOWING AT LEAST FOURTEEN (14) DAYS PRIOR TO THE EVENT.

Application denial or additional fees may apply for late applications.

Complete this form in its entirety and provide all of the following:

- | | |
|--|--|
| <input type="checkbox"/> Permit Application | <input type="checkbox"/> Food and Equip. Preparation Questionnaire |
| <input type="checkbox"/> Copy of Food Handlers Card(s) | <input type="checkbox"/> TFF Equipment Plan |
| <input type="checkbox"/> TFF Fee Schedule Form | <input type="checkbox"/> Commissary Agreement |
| <input type="checkbox"/> Permit Fee (if applicable) | <input type="checkbox"/> Menu |

Incomplete applications will not be accepted

A single vendor application and fee will allow a vendor to be permitted for multiple events *if* the provided food and facility operational details are identical for all of the events. Any changes in the menu, food preparation, equipment setup, or general operational details will require a new application, fee, and permit.

Event Name	Location	Dates

As the proprietor, manager, owner of this establishment, I have read the attached 'Temporary Food Facility Requirements' and will comply with all the requirements listed. I understand that failure to comply constitutes a misdemeanor under Section 114395 of the California Health and Safety Code, punishable by a fine of not less than twenty-five (\$25.00) dollars, or more than one thousand (\$1,000.00) dollars or by imprisonment in the county jail for a term not exceeding six months, or by both fine and imprisonment.

Printed name: _____

Signature: _____

Date: _____

Community Event Temporary Food Facility Fee Schedule

Name of Booth/Concession: _____

Concession Owner/Operator: _____

Please check only one (1) box that best applies to you, and include the supporting documentation listed with the selected box.

√	Classification	Annual Fee
	<u>Unpermitted Food Vendors:</u> I do not hold a current Siskiyou County Environmental Health Permit.	\$95
	<u>Non-profit Charities:</u> I operate a tax-exempt, non-profit charity exclusively for a charitable purpose, where no person benefits through the distribution of profits or other compensation. Provide a copy of the IRS letter of recognition of exemption under section 501(c) (3, 4, 6 or 7). Enter your current tax-exempt identification number: _____.	50% Fee
	<u>Non-Potentially Hazardous Foods (Non-PHF):</u> I will be selling only Non-PHF. All foods sold are from an approved source, sealed in its original packaging, does not require time or temperature control to limit pathogenic micro-organism growth or toxin formation, and otherwise approved by Siskiyou County Environmental Health. Provide a list of proposed foods.	<u>Without Samples:</u> \$0
		<u>With Samples:</u> \$95
	<u>Cottage Food Operation (CFO):</u> I hold a current CFO permit issued by Siskiyou County Environmental Health or any other county in California. All foods available to the public are approved under the CFO permit and no samples will be served. Provide a copy of the current CFO permit.	<u>Without Samples:</u> \$0
		<u>With Samples:</u> \$95
	<u>Processed Food Registration (PFR):</u> I hold a current PFR issued by California. All foods are packaged in accordance with the PFR laws, the items are listed on the PFR, and no samples will be served. Provide a copy of the current PFR.	<u>Without Samples:</u> \$0
		<u>With Samples:</u> \$95
	<u>Agriculture Certificate:</u> I hold a current, California-issued agriculture certificate. All produce and agriculture products offered to the public are whole, uncut, listed on the agriculture certificate, and no samples will be served. Provide a copy of the current agricultural certificate.	<u>Without Samples:</u> \$0
		<u>With Samples:</u> \$95
	<u>Permanent Food Facility:</u> I hold a current Health Permit issued by Siskiyou County Environmental Health. Provide a copy of the current Health Permit.	\$0
	<u>Veterans:</u> I am a veteran soldier, sailor or marine of the United States who has received an honorable discharge or a release from active duty under honorable conditions from such service. I am exempt from paying fees per the <i>California Business and Professions Code, Section 16102</i> . Provide a copy of the honorable discharge or release from active duty (DD Form 214) for the current business owner.	\$0
	<u>Permitted Mobile Foods:</u> I hold a current Health Permit issued by Siskiyou County Environmental Health. Provide a copy of the current Health Permit	\$0

Temporary Food Facility Food and Equipment Preparation Questionnaire

What foods will be served?

Please list all the foods and beverages that will be served to the public. Indicate if there will be off-site food preparation, and describe the types of cooking and temperature holding equipment to be used.

No home food preparation or storage is allowed.

Food or Beverage	Offsite Food Preparation?		Cooking Equipment	Temperature Holding Equipment
	Yes	No		

*****Use additional page if more space is required.**

Check one or more boxes that apply.

Food preparation will be done:

- In food booth enclosure on-site
- At a permitted off-site food facility: Name of Facility _____

Off hours food storage will be:

- In food booth enclosure on-site
- At a permitted off-site food facility: Name of Facility _____
- Other _____

Type of concession: Mobile Food Unit Booth or Stand

Utensils Used: Multiuse Single Service (disposable) none

Will you have any unpackaged food in your food facility? (Unpackaged food is food served to the customer NOT in its original packaging. This includes portioning and/or open samples.) Yes No

Dishwashing will be provided in the following manner:

- Three compartment sink, integral metal drain boards, hot/cold running water, and a sewer connection or tanks.
- Three tub method. Tubs will be large enough to accommodate the largest utensil to be washed.
- Extra clean utensils will be brought to the event to allow for exchanging at least every four hours.
- No dishes will be used. This means no tongs, spoons, cutting boards, spatulas, etc. If any of these items will be used, you must provide a method for supplying clean dishes.

Handwashing will be provided in the following manner and set up prior to food preparation:

- A single compartment sink, hot/cold running water, holding tanks or sewer/water connection, pump soap and paper towels.
- A temporary hand washing station as described and pictured in the TFF Requirements Handout with a warm water source, pump soap, and paper towels

Will you provide disposable gloves in your booth? Yes No

Hands must be thoroughly washed prior to putting on gloves and any time gloves are changed.

Food will be protected from customer contamination in the following manner. (Select all that applies)

- Sneeze guards chafing dishes with hinged lids other _____
- All foods will be prepared and stored in a location where customer contamination cannot occur.

How will hot potentially hazardous foods be maintained above 135°F? (Select all that applies)

- Steam table Electric cooker Chafing dishes
- Other _____
- I will not have any hot potentially hazardous foods.

How will cold potentially hazardous foods be maintained at or below 41°F? (Select all that applies)

- Commercial refrigerator/freezer
- Ice chests. Product will be surrounded top and bottom by ice. Raw meats will be stored in a separate ice chest from ready-to-eat foods.
- Other _____
- I will not have any cold potentially hazardous foods.

Food Booth Floor will be?

- Cleanable tarp Painted plywood Concrete/asphalt Rubber Mats
- Other _____

Grass and dirt are not approved floor surfaces.

Food Booth Walls will be?

- Screen Canvas Plastic Other _____
- None (exceptions may be granted on a case by case basis)

Food Booth Ceiling will be?

- Screen Canvas Plastic Other _____

Water supply will come from?

- Public Community Drinking Water System Private Well Spring Creek
- Other (describe) _____

Sewage Disposal will be in?

- Community Sewer System Private Septic Tank or Leach Field System

TEMPORARY FOOD FACILITY COMMISSARY AGREEMENT

TEMPORARY FOOD FACILITY (TFF) INFORMATION

Business Name: _____

Owner Name: _____

Mailing Address: _____ City/Zip: _____

Phone: _____ Email: _____

I, the TFF owner/operator, will operate out of the commissary listed below and report to the commissary at least once each operating day. I will notify Environmental Health of any changes to this agreement.

Signature of TFF Owner

Date

COMMISSARY INFORMATION

Type of Facility: Commissary Restaurant Market Other _____

Commissary Name: _____

Commissary Owner: _____

Commissary Address: _____ City/Zip _____

Phone: _____ Email: _____

Hours of Operation: _____

Permit #: _____

I, the Commissary owner/operator, will provide the facilities as checked here for the above listed TFF:

- | | | |
|---|---|---|
| <input type="checkbox"/> Preparation or packaging of food | <input type="checkbox"/> Refrigerated/frozen food storage | <input type="checkbox"/> Warewashing |
| <input type="checkbox"/> Potable water supply | <input type="checkbox"/> Dry food storage | <input type="checkbox"/> Restrooms |
| <input type="checkbox"/> Liquid waste disposal facilities | <input type="checkbox"/> Utensil storage | <input type="checkbox"/> Over-night parking |
| <input type="checkbox"/> Waste grease removal | <input type="checkbox"/> Electrical hook-up | <input type="checkbox"/> Janitor facilities |

Signature of Commissary Owner

Date

Temporary Food Facility Equipment Plan

All booth vendors shall complete this section including those selling or serving prepackaged food

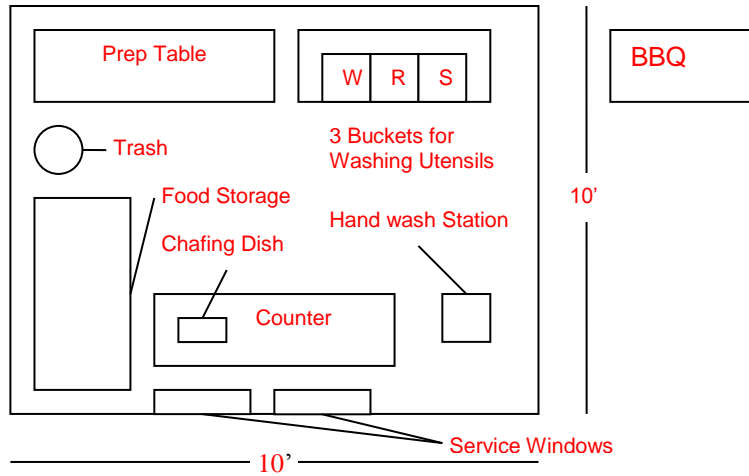
Note: The only operations not requiring fully enclosed booths are those which are approved for limited food preparation, sell beverages from approved dispensers, or food items prepackaged by wholesaler or at an approved off-site kitchen. Vendors that distribute samples may be required to have a fully enclosed booth.*

*Contact Siskiyou County Environmental Health for more information regarding the Temporary Food Facility limited food preparation guidelines.

BOOTH DRAWING:

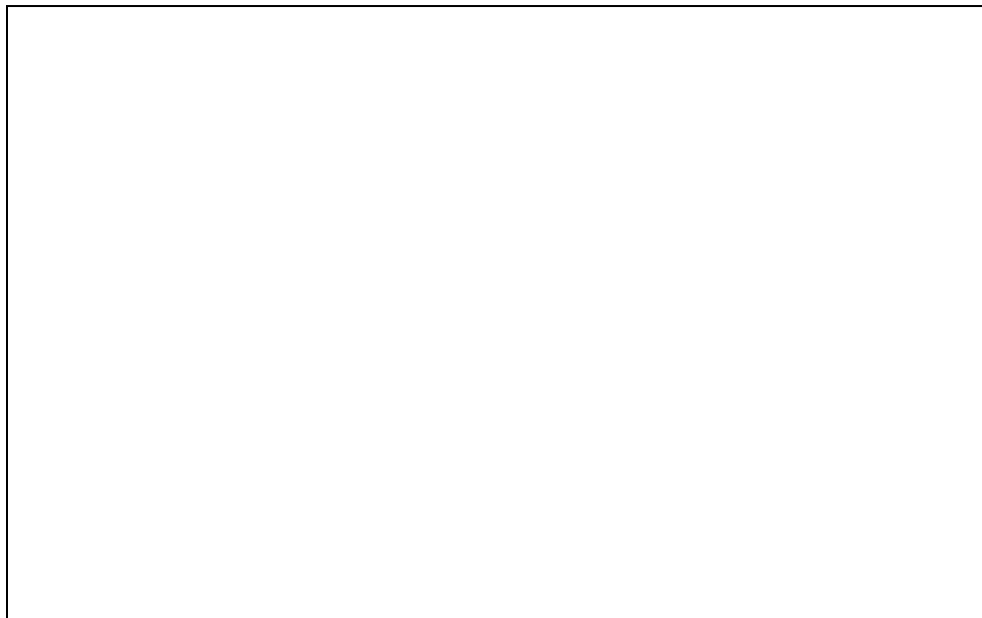
In the space below provide a drawing of your booth. Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, work tables, utensil washing sink (containers), food and paper product storage, garbage containers, and customer service areas (see example below). The only items that are allowed outside the booth are an open air BBQ and a cooler for storage of raw meat at the BBQ. All other cooking equipment and washing facilities shall be inside the booth.

EXAMPLE:



Note: If cooking equipment will be used inside of booth, contact the local Fire Department for booth requirements.

Booth Floor Plan



Width =

Length =

Community Event Vendor Standards

Please Keep the Following Pages:

Temporary Food Facility Requirements and Self-Inspection Checklist

These pages are to be utilized during the event. Be sure to read and review the instructions for the Checklist carefully.

You are responsible for the completion and display of the checklist on each day of the event. Failure to comply with the items on the checklist could result in the unsafe preparation of food and revocation of your health permit.

TEMPORARY FOOD FACILITY REQUIREMENTS

All food booths must display the self-inspection checklist found in this packet. The section numbers below correspond to the section numbers on the checklist.

FOOD SOURCE AND TEMPERATURE

1. Source.

All food must be obtained from a permitted commercial or retail food establishment.

When transporting food to or from the event keep food protected in containers with lids. Maintain hot and cold food temperatures when transporting.

2. Preparation.

All food must be prepared and stored inside the food booth or at a permitted food facility such as a restaurant, permitted church kitchen or school kitchen.

Food prepared and stored at home is prohibited. Exception: Non-profit organizations may sell or give away approved baked goods and non-potentially hazardous beverages that were prepared at home.

3. Thawing.

Food may be thawed in one of the four following ways:

- In a refrigerator at a temperature of 41°F or less.
- Submerged in running water at a temperature of 70°F or less.
- In a microwave.
- As part of the cooking process.

4. Holding Temperatures.

Adequate temperature controls must be provided for all Potentially Hazardous Foods (PHF). PHFs are foods that allow for the rapid growth of bacteria if not held at the right temperatures. Examples include but are not limited to: meat, poultry, eggs, milk, cheese, and fish, cut vegetables, cut fruit, cooked onions, beans, rice, potatoes, or pasta.

Hot foods must be maintained a temperature of 135°F or above. All hot held foods must be destroyed at the end of the day.

Cold foods maintained at a temperature of 41°F or below may be used the next day. Cold foods that are authorized to be held between 41°F-45°F (for no longer than 12 hours in a 24 hour period) must be destroyed at the end of the day.

Holding temperatures must be checked at the opening of the food booth and every hour the food booth is in operation. The temperatures must be written down on the Holding Temperature Log.



5. Cooking Temperatures.

Cook food thoroughly. Foods must be cooked to the minimal internal temperatures listed below:

- 165°F for 15 seconds for poultry, any stuffing containing fish, beef, pork or poultry, or stuffed fish, beef, pork, or poultry.
- 155°F for 15 seconds for ground fish and ground meat (hamburgers).
- 145°F for 15 seconds for eggs or dishes containing raw eggs, whole fish, and whole meat.

6. Reheating for Hot Holding. All previously cooked, cooled, and reheated foods must be reheated to an internal temperature of 165°F. Examples: refried beans and fried rice.

7. Thermometer. Provide a metal probe thermometer with a temperature range of 0°F -200°F to check food holding and cooking temperatures.

FOOD AND UTENSIL STORAGE AND HANDLING

8. Hot and Cold Holding.

All food booths must have the necessary equipment, supplies, and utilities to maintain proper food temperatures. Examples are: electricity for steam tables or refrigerators, adequate ice for ice chests, or enough heating fuel for chafing dishes.

9. Storage.

All food and equipment (except BBQs) shall be stored inside the food booth and at least 6 inches off the ground. Bulk food items that are protected from contamination by a solid waterproof barrier may be stored on the ground. Examples: Ice chests, cases of soda.

An area separate from food preparation, utensil washing, and food storage areas shall be provided for the storage of employee clothing or other personal effects.

10. Food Storage during Multiple Day Events.

When the food booth is not in operation the food shall be stored in one of the following methods:

- Within the fully enclosed temporary food facility. Such as a fully enclosed food booth.
- Within a permanent food facility.
- In an approved food compartment, where food is protected.
- Within other facility approved by the Enforcement Agency

11. Customer Self-Service.

Condiments must be dispensed in single service type packaging, in pump-style dispensers, squeeze bottles, shakers, or other similar dispensers.

12. Food Display.

All food shall be protected from customer handling, coughing, sneezing, or other contamination.

All cooking and serving areas shall be protected from contamination.

BBQs shall be roped off or otherwise separated from the public.

Food sampling shall be conducted in a sanitary manner (see Sampling Guideline).

13. Utensil Storage.

In-use food dispensing utensils must be stored in the food with their handles above the food.

Wash and sanitize all utensils before storing.

Store clean utensils in a sanitary location protected from contamination.

14. Cross Contamination.

Food must be protected from cross contamination by separating raw animal foods from ready-to-eat foods during storage, slicing, preparation, holding, and display. Must provide and use separate cutting boards, knives, and disposable gloves for the handling of raw meats, poultry, or seafood.

15. Ice:

Ice used for refrigeration **CANNOT** be used for consumption because it might become contaminated. A separate compartment or ice chest is needed for beverage ice.

PERSONNEL

16. Health.

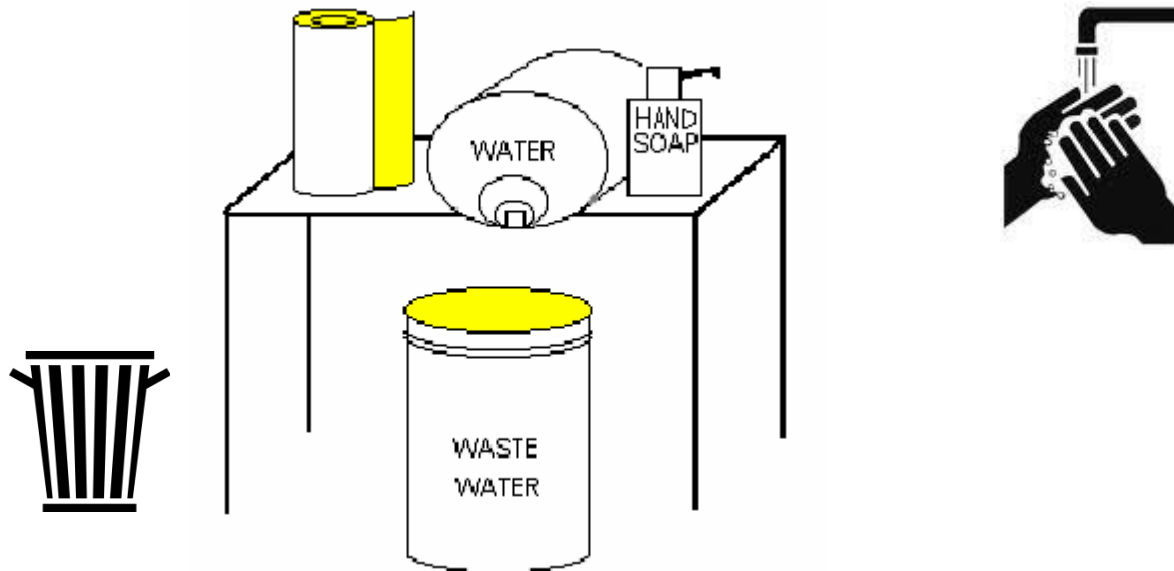
Do not work if you are sick! Food handlers must be in good health. People with symptoms such as cough, runny nose, fever, diarrhea, or feeling generally ill should not work within the food booth.

Employees with cuts or sores on their hands must wear gloves in addition to proper handwashing.

17. Handwashing.

Handwashing facilities must be provided inside the booth. A handwashing facility must contain the following:

- A five gallon or more insulated container with potable (drinkable) warm water (100°F) with a hands free dispensing valve.
- Catch basin for waste water
- Pump Soap
- Single use paper towels
- Wastebasket



18. Hygiene.

Wash hands frequently. Dirty hands spread disease! All food handlers must thoroughly wash their hands and arms...paying particular attention to areas between fingers and around and under the nails. Food handlers are to wash their hands prior to food preparation, when switching between working with raw foods and working with ready-to-eat foods, prior to handling clean utensils, after using the restroom, after coughing, eating, drinking, using tobacco, handling money and credit cards, or other activities that contaminate the hands.

Wear clean clothing, clean aprons, and hair restraints.

No smoking is allowed in the food booth.

19. Food Preparation.

Avoid touching food with bare hands. All food handlers must use disposable food service gloves, tongs, or single-use tissues when handling ready-to-eat foods.

Change gloves often and wash hands in between glove changes.

CLEANING

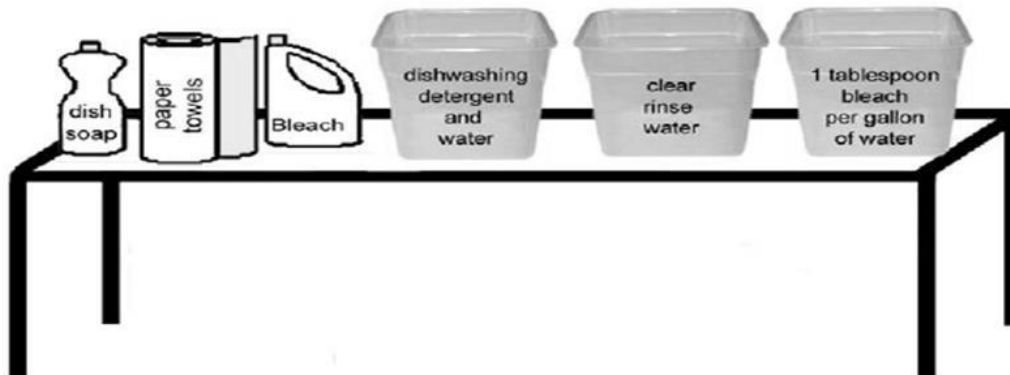
21. Warewashing.

Food booths that handle unpackaged or opened foods and beverages must provide a warewashing facility with the following:

- Soap, Water, and Bleach
- Sanitizer Test Strips
- Three containers.
 - Container #1: Shall contain soap and warm water for washing
 - Container #2: Shall contain warm water for rinsing
 - Container #3: Shall contain a sanitizing solution for sanitizing. The sanitizing solution must use either quaternary ammonium at 200 ppm or chlorine bleach at 100 ppm. . Sanitizing kills the bacteria and viruses that soap and water do not removed. Use test strips to check sanitizing solution concentration.

A centrally located warewashing facility can be shared by no more than 4 adjacent food booths.

For events lasting more than 3 days a three-compartment sink with hot and cold plumbed water and with waste drainage to a sanitary sewer or holding tank will be required.



21. Wiping Cloths.

Wiping cloths shall be used once then laundered, or thrown away, or stored in a clean sanitizing solution of proper concentration between uses. Proper concentration of Quaternary Ammonium is 200 ppm, or proper concentration of Chlorine Bleach is 100 ppm. Change sanitizing solution often. Use test strips to check sanitizing solution concentration.

WATER SUPPLY AND WASTEWATER DISPOSAL

22. Water.

An adequate supply of warm and cold potable water shall be available on site for cooking, cleaning, sanitizing, handwashing, and drinking.

Potable water includes bottled water, water from an approved public water supply, and water from an approved private water supply.

Water supply hoses must be made from food grade materials (**garden hoses are prohibited**).

23. Wastewater Disposal.

Wastewater must be disposed in an approved wastewater disposal system such as a sink or toilet or other approved wastewater disposal system. Wastewater may NOT be dumped on the ground surface, into waterways, or into storm drains.

PREMISES

24. Garbage.

Leak-proof and insect-proof garbage containers with plastic garbage bags must be provided.

25. Waste Grease.

Waste grease shall be disposed of into a serviceable tallow bin or in another approved manner.

26. Lighting.

Adequate lighting must be provided.

27. Animals.

No live animals are permitted in or within 20 feet of the food booth. Exception: Service animals may be within the 20 feet but are not allowed in the food booth.

FOOD BOOTH

28. Identification.

Facility name, operator name, city, state, and zip code shall be posted in a location clearly visible to patrons. The facility name must be in letters at least 3 inches high and shall be of a color contrasting with the food booth. Letters and numbers for the city, state, zip code and name of operator shall not be less than 1 inch in height. Health Permit must be display.

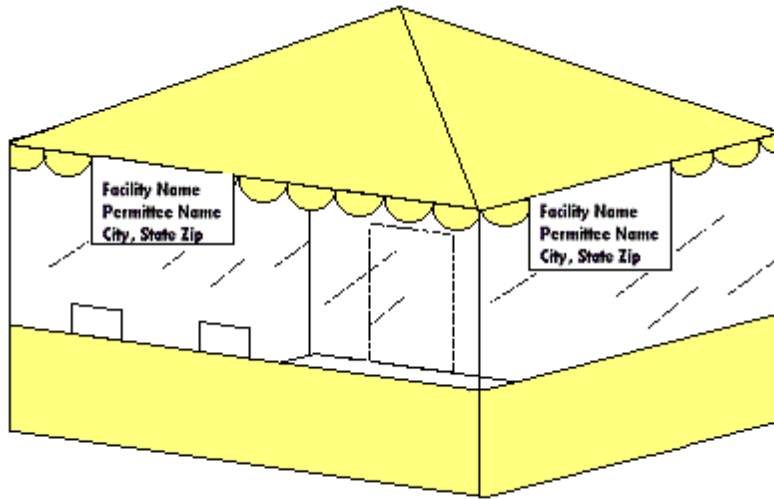
29. Tables, Counters, and Shelves.

Table, counters, food preparation surfaces, and shelves shall be smooth, easily cleanable, and non-absorbent.

30. Enclosure.

The preparation of food that involves cutting, chopping, mixing, assembling, or cooking must be done inside a fully enclosed booth. This is essential to prevent contamination of food and food contact surfaces by dust, flies, and overhead contamination. And acceptable booth consists of the following:

- Four fly-proof screened sides such as canvas, plywood, or fine-mesh fly screening (at least 16 mesh).
- A water repellent roof. Screening shall only be acceptable as a ceiling above cooking equipment when necessary for ventilation.
- Fly-proof pass-thru openings.
- Non-combustible construction materials, as required by the Fire Department.



Note: The only operations not requiring fully enclosed booths are those which are approved for limited food preparation*, sell beverages from approved dispensers, or food items prepackaged by wholesaler or at an approved off-site kitchen. Vendors that distribute samples may be required to have a fully enclosed booth.

***Contact Siskiyou County Environmental Health for more information regarding [Temporary Food Facility Limited Food Preparation Guidelines](#).** *Exceptions to the Wall Enclosures and Pass-thru Windows may be approved by Siskiyou County Environmental Health on a case by case basis.*

31. Floor.

Cleanable floor surfaces must be provided for all booths. Grass or dirt must be covered with a cleanable material such as a tarp, rubber mats, painted ply-wood, or other approved surface. A concrete or asphalt surface is approved without additional coverings.

32. Access Doors and Pass-thru Windows.

Tight-fitting closures for access door openings are required. Pass-thru windows are closeable and not larger than 18"x12".

TOILET FACILITIES

At least one toilet facility for each 15 booth employees shall be provided within 200 feet of each food booth. Each toilet facility shall be provided with approved handwashing facilities.

OPEN-AIR BBQ FACILITIES

Open-air BBQ facilities may be operated in conjunction with a permitted fully enclosed food booth. The BBQ must be used for cooking, roasting, or broiling over live coals (wood, charcoal or gas heated). The BBQ may not be used for warming goods or maintaining food temperatures in pots, flat grilles, or other containers. The BBQs must be separated from public access by a barrier such as ropes, chains, or fencing. The barrier must be placed a distance from the BBQ as to prevent the public from easily touching it. This department recommends a minimum distance of 5 feet or more.



COUNTY OF SISKIYOU

COMMUNITY DEVELOPMENT DEPARTMENT
 Building ♦ Environmental Health ♦ Planning

Vacant
 DIRECTOR

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STEPHEN KOLPACOFF, M.D.
 HEALTH OFFICER

TEMPORARY FOOD FACILITY SELF-INSPECTION CHECKLIST

This checklist must be completed and displayed inside the booth during operation.
 Ensure that your operation is in compliance with these requirements.

California Retail Food Code Requirement

Complies?
 YES NO N/A

FOOD SOURCE AND TEMPERATURE

1	Source: All food shall be obtained from a permitted commercial or retail food establishment.			
2	Preparation: All food shall be stored and prepared at a permitted food establishment or within the permitted temporary food booth. Food stored or prepared at home or other unapproved location is prohibited. (*See TFF Packet for Nonprofit Charitable exemptions)			
3	Thawing: Food shall be thawed in the refrigerator at 41°F or less, submerged in running water at 70°F or less, in a microwave, or as part of the cooking process.			
4	Holding Temperatures: All foods requiring hot or cold holding to prevent growth of harmful bacteria have been identified. Potentially hazardous foods shall be maintained hot at 135°F or higher, or cold at 41°F or below. Holding temperatures are to be checked at opening & every 2 hours booth is in operation, must document temperatures on the Holding Temperatures Log.			
5	Cooking Temperatures: Food shall be cooked to the minimum internal temperatures specified below: *165°F for 15 seconds for poultry, any stuffing containing fish, beef, pork or poultry, or stuffed fish, beef, pork or poultry. *155°F for 15 seconds for ground fish and ground meat (hamburgers) *145°F for 15 seconds for eggs or dishes containing raw egg, whole fish, and whole meat			
6	Reheating for Hot Holding: Previously cooked, cooled, and reheated foods shall be reheated to an internal temperature of 165°F.			
7	Thermometer: A probe thermometer with a temperature range of 0°F-220°F for measuring food holding and cooking temperatures is required.			

FOOD AND UTENSIL STORAGE AND HANDLING

8	Hot and Cold Holding: Necessary equipment and supply to maintain proper food temperatures, 41°F or less for cold foods, 135°F or above for hot foods (i.e. a means of obtaining ice throughout the event, electricity and sufficient heating fuel).			
9	Storage: All food and equipment (except BBQs) shall be stored inside the booth and at least 6 inches off the ground. Bulk items protected from contamination by a solid waterproof barrier may be stored on the ground (e.g. ice chest).			
10	Food Storage During Multiple Day Events: During periods of non-operation, potentially hazardous foods shall be stored in a refrigerator at an approved location. All other food shall be stored in sealed containers inside a permitted food establishment. Location: _____			
11	Customer Self-Service: Condiments must be dispensed in single service type packaging, in pump-style dispensers, squeeze bottles, shakers, or similar dispensers.			

California Retail Food Code Requirement

Complies?

YES NO N/A

12	Food Display: All food shall be protected from customer handling, coughing, sneezing, or other contamination. All cooking and serving areas shall be protected from contamination. BBQs should be roped off or otherwise separated from the public. Food sampling shall be conducted in a sanitary manner (*see Sampling Guidelines).			
13	Utensil Storage: In-use food dispensing utensils must be stored in the food with their handles above the food. Wash and sanitize all utensils before storing. Store clean utensils in a sanitary location protected from contamination.			
14	Cross Contamination: Food shall be protected from cross contamination by separating raw animal foods from ready-to-eat foods during storage, slicing, preparation, holding, and display. Provide separate cutting boards, knives, and disposable gloves for handling raw meats, poultry or seafood.			
15	Ice: Ice used for refrigeration must NOT be used for consumption.			

PERSONNEL

16	Health: All employees are healthy. Employees experiencing vomiting and/or diarrhea must be excluded from food related activities. Permit holder requires food employees to report illnesses as required. Employees with cuts or sores on their hands shall wear gloves in addition to proper handwashing.			
17	Handwashing: Handwashing facilities shall be provided inside the booth (adequate potable warm water in a container with a spigot, with catch bucket for wastewater, soap and paper towels).			
18	Hygiene: Food workers shall maintain personal cleanliness, wash hands frequently, wear clean clothing, and wear hair restraints			
19	Food Preparation: Avoid bare hand contact with food. Whenever possible use tongs, deli paper, spatulas, or other equipment when handling ready-to-eat foods. Wash hands frequently. Wear gloves when necessary.			

CLEANING

20	Warewashing: Provide either a 3-basin setup or a three-compartment sink with potable hot running water for warewashing. Scrape dishes then 1. WASH , 2. CLEAN WATER RINSE , 3. SANITIZE . Use approved sanitizing tablets or use bleach at 1 tablespoon per gallon of rinsing water. Change water often. Must have the appropriate sanitizer concentration test strips.			
21	Wiping Cloths: Wiping cloths for food contact surfaces shall be used once then laundered or thrown away, or shall be stored in a clean sanitizing solution of proper concentration between uses. Change sanitizing solution often.			

WATER SUPPLY AND WASTEWATER DISPOSAL

22	Water: An adequate supply of warm and cold potable water shall be available on site for cooking, cleaning, sanitizing, handwashing and drinking. Potable water includes bottled water, water from an approved public water supply, and water from an approved private water supply. Water supply hoses must be made from food grade materials (garden hoses are prohibited).			
23	Wastewater Disposal: Wastewater will be disposed of in an approved wastewater disposal system (e.g., in a sink or toilet) located at _____. Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains.			

PREMISES

24	Garbage: Leak-proof and insect-proof garbage containers with plastic garbage bags shall be provided.			
25	Waste Grease: Waste grease shall be disposed of into a serviceable tallow bin or in another approved manner.			
26	Lighting: Adequate lighting shall be provided.			
27	Animals: No live animals are permitted in or within 20 feet of facility.			

California Retail Food Code Requirement

Complies?
YES NO N/A

FOOD BOOTH

28	Identification: Facility name, operator name, city, state and zip code shall be posted in a location clearly visible to patrons. Display Health Permit.			
29	Tables, Counters and Shelves: Tables, counters, food prep surfaces, and shelves shall be smooth, easily cleanable and nonabsorbent.			
30	Enclosure: Booth shall consist of four complete sides and a top (plywood, canvas, plastic or fine mesh fly screen) and shall enclose all food and equipment. Note: Local Fire Dept may require proof of fire retardant materials.			
31	Floor: Cleanable floor surfaces (tarp, solid rubber mats, or other cleanable material) shall be provided.			
32	Access Doors and Pass-thru Windows: Tight-fitting closures for access doors openings are required. Pass-thru windows are closeable and not larger than 18" X 12".			

NOTE: This list may not include all the necessary equipment you will need for your individual operation. Please contact Environmental Health at (530) 841-2100 for questions on equipment requirements.

I have provided all of the above for the operation of my food booth. I understand that failure to provide all of the above items may result in immediate closure of my booth. I understand that I must post this completed checklist inside my booth.

Signed: _____

Date: _____

HOT HOLDING TEMPERATURE LOG FOR POTENTIALLY HAZARDOUS FOODS

Date: _____ Location/ Event: _____

FOOD	INITIAL COOKING/ REHEATING TEMP	TIME & INITIALS	2 HOUR TEMP	TIME & INITIALS	4 HOUR TEMP	TIME & INITIALS	6 HOUR TEMP	TIME & INITIALS	CORRECTIVE ACTION
<i>Example: Chicken breast</i>	<i>165°F</i>	<i>12:15 WT</i>	<i>140°F</i>	<i>2:15 CO</i>	<i>130°F</i>	<i>4:15 LK</i>	---	---	<i>Thrown away</i>

Hot foods must be held at a minimum temperature of 135° F. If the temperature drops below 135° F for a short period of time food must be reheated to 165° F for 15 seconds, then maintained at 135°F or above. If product is below 135° F for 4 hours or more, the food must be destroyed. Record any of these actions in the corrective action column above.

Potentially Hazardous Foods (PHFs) are foods that allow rapid growth of bacteria if not held at the correct temperatures. They include any foods of animal origin, cooked rice, cooked pasta, cooked beans, cooked vegetables, cut vegetables and fruits, foods with a high water content, non-acidic foods, etc.

*SEE BACK for minimum cooking temperatures & holding temperatures

Avoid Foodborne Illness-Avoid the Danger Zone: Bacteria will grow very quickly on foods held in the danger zone. The danger zone is above 41°F and below 135°F. Bacteria on foods can cause illness or death. Protect your customers by checking food temperatures often.

Minimum Cooking Temperatures of Food (internal temperatures)

Poultry and foods containing poultry	165° F
Stuffed fish, meats, or poultry	165° F
Grounds meats (i.e. hamburger)	155° F
Eggs (to be hot held)	155° F
Fish	145° F
Single pieces of meat	145° F
Eggs (cooked to order)	145° F
All other potentially hazardous foods (i.e. cooked vegetables)	140° F



Use a probe thermometer to check food temperatures



Reheating Temperature for PHFs: 165° F

Hot Holding Temperature for PHFs: 135° F

Cold Holding Temperature for PHFs: 41° F*

*During operating hours of a Temporary Food Facility, a serving line, or a salad bar PHFs may be held at a temperature not to exceed 45° F for up to 12 hours in any 24 hour period. At the end of the operating day any PHFs held at 45° F must be discarded.

*Raw shell eggs, unshucked live molluscan shellfish, pasteurized milk and pasteurized milk products in original sealed containers may be cold held at 45° F.