



County Environmental Health Division
 800 S. Victoria Ave., Ventura CA 93009-1730
 TELEPHONE: 805/654-2813 FAX: 805/654-2480
www.ventura.org/rma/envhealth/programs/comm_serv/food/event.html

FOR OFFICE USE ONLY	
Rcd By	_____
Date	_____
Amt Rcd	_____
Rcpt #	_____
Check #	_____
FA #	_____
PR #	_____
Invoice #	_____
Fee to Record:	_____
(This is the "full" fee)	

SPECIAL EVENT TFF OPERATOR APPLICATION FOR OPEN AND/OR PREPACKAGED POTENTIALLY HAZARDOUS FOOD ONLY

PART A: OPERATOR INFORMATION

Business or Organization Name:			To Be Completed by EHD Event Coordinator	
Event Name:			Event Code:	
Event Location:			Owner ID:	
TFF Owner/Operator Name:			PE Code:	
TFF Owner/Operator mailing address:			App submitted 14 days before event: Y N	
TFF Operator's	Telephone #	Fax #	Cell Phone #	
Contact Person's Name:			Cell Phone#	
Event Organizer Name:				
Dates and times of operation:			Date and time TFF will be ready for inspection:	

* NOTE: FAILURE TO BE READY BY SCHEDULED TIME MAY RESULT IN DENIAL OF PERMIT.

PART B: FOOD FACILITY FEES AND WAIVERS *(Check appropriate items)*

Check the "INSTRUCTION" page for current fees effective for events occurring through June 30, 2012.

Type of TFF	Description	# of Days Operating	Fee Due After discount or waiver
TFF-1	Open food or sampling, or Prepackaged potentially hazardous food		
TFF-1	TFF at a Certified Farmers' Market (3-month permit)	1 day per week at one specific market, for 3 months	

Fee Waiver and Reduction: Completed application and applicable fee must be received by EHD at least 14 days before the event to qualify for discount or waiver. Incomplete applications will be rejected.

50% fee reduction – Must have a person with a TFF Certificate issued by Ventura County EHD present at permit inspection.

___ Name: _____ Date of most recent test: ____ / ____ / ____

Full fee waiver – Must have proof of Non-profit status AND a EHD TFF certified person present at permit inspection.

___ The TFF is operated by a non-profit organization.

If TFF certification is expired upon EHD receipt, full fee applies. Provide proof of non-profit status (if applicable), and complete Part C.

Veteran Full Fee Waiver

___ Name of Veteran (Sole Proprietor Owner/Operator): _____

Provide a copy of the DD214 form or similar proof of military discharge.

PART C: TFF DECLARATION-To be completed only if you possess a valid EHD TFF Training Certificate

I received a certificate after attending the Ventura County Environmental Health Division's (EHD) TFF food safety course; OR, having attended training in person previously, completed the EHD "online" course. **I hereby certify that I will be available at the event. I understand that I must be present during booth setup and permitting.** I hereby accept responsibility for sharing the food safety knowledge I received at the above course with the TFF operators. Print and sign your name below:

Print Name: _____ Signature: _____ Date: _____

PART D: FOODS

NOTE: STATE LAW PROHIBITS THE USE OF A PRIVATE HOME FOR FOOD PREPARATION AND/OR STORAGE.

- 1. Have you participated in previous events in Ventura County? Yes ___ No ___
- 2. List all foods and beverages to be offered from the TFF and specify **Prepackaged** vs. **Open** foods. *Be specific; for example: rice & beans*): _____

- 3. Will foods be prepared in advance? Yes ___ No ___
- 4. Location of any off-site food preparation and/or storage:
Business Name _____
Street Address, City, State, Zip _____
Telephone Number _____ Health Permit # _____

NOTE: ATTACH A COPY OF THE CURRENT HEALTH PERMIT/LICENSE

- 5. How will frozen and cold foods be transported to the TFF?
Ice chest(s) ___ Refrigerator/freezer ___ Insulated transport equipment ___ Refrigerated truck ___
Other (specify) _____
- 6. How will hot foods be transported to the TFF?
Hot box ___ Insulated transport equipment ___ Other (specify) _____
- 7. How will food temperatures be monitored during the event?
Probe thermometer to spot check cooking and/or holding temperatures ___
Ambient thermometer inside each ice chest or refrigerator ___
- 8. How will hot foods be kept at or above 135 degrees Fahrenheit during the event?
Steam table(s) ___ Chafing dish(es) ___ Crockpot(s) ___ Hot holding cabinet ___ Oven ___
Other (specify) _____
- 9. How will cold foods be kept at 45 degrees Fahrenheit or below during the event?
Ice chest(s) ___ Refrigerator/freezer ___ Refrigerated truck ___
Other (specify) _____
- 10. If the event is two or more days, where will food be stored when the facility is not operating?

**NOTE: FOODS HELD IN ICE CHESTS MUST BE DISCARDED AT THE END OF EACH OPERATING DAY. FOODS HELD INSIDE REFRIGERATORS THAT HOLD AT OR BELOW 41°F MAY BE HELD OVERNIGHT FOR USE THE NEXT DAY.
HOT HELD FOOD MUST BE DISCARDED AT THE END OF EACH OPERATING DAY.**

PART E: FOOD SAMPLING

1. If sampling, describe how food will be sampled (be specific about any utensils to be used).

2. Samples prepared onsite: Yes ____ No ____ If "no" indicate location of offsite preparation:

PART F: UTENSIL WASHING FACILITIES

1. Stainless steel three-compartment utensil washing sink with two integral drainboards and overhead protection will be provided by:

TFF Operator ____ (**Complete # 2 -4**) OR Organizer/Promoter ____

Note: Propane tanks greater than 2.5 gallons must be located outside the enclosed booth.

2. Type of sanitizer and test strips to be used within the temporary food facility

Chlorine ____ Quaternary Ammonium ____

Other (specify) _____

3. Potable water source _____ Potable water tank, # of gallons _____
(Where and how are you filling your water tank?) (25-gallon minimum per TFF is required for utensils. If hand wash sink is attached, minimum 30 gallons required.)
4. Waste tank, # of gallons _____ If connected to an unlimited supply, then a minimum
(50% greater than potable water tank is required.) 250-gallon waste tank is required.
5. Wastewater disposal: ____ City of _____ sewer ____ Commissary/Service Area
____ Provided by Organizer onsite ____ Trailers – holding tanks ____ Service Co. _____

NOTE: ► *Potable water must be used to supply sinks. Use of irrigation water to supply TFFs is prohibited.*

► *Food Grade Hoses must be used to provide water to TFFs. Garden hoses are prohibited.*

PART G: HANDWASHING

If non-prepackaged food(s) and or beverage(s) will be handled, please check the type of handwashing facility to be provided inside the booth. 5 Gallons of potable water is required for handwashing in addition to the water required for utensil washing.

- ____ A permanently installed handwashing sink with warm water (100 degrees Fahrenheit, under pressure for a minimum of 15 seconds through a mixing valve or combination faucet), liquid handwashing soap and single-use paper towels. **If attached to 3-comp, water tank must be min 30 gal., waste min 45 gal.**
- ____ A portable handwashing sink with warm water (100 degrees Fahrenheit), liquid handwashing soap and single-use paper towels. **If attached to 3-comp, water tank must be min 30 gal., waste min 45 gal.**
- ____ A portable 5-gallon gravity flow container with a hands-free spigot, liquid handwashing soap and single-use paper towels. **(approved for 1, 2, or 3-day events only, NOT for CFM)**

Note: Alternate handwashing facilities are NOT allowed for events lasting 4 or more days or for TFFs operating at Certified Farmers' Markets.

PART H: TEMPORARY FOOD FACILITY CONSTRUCTION

Describe the floor, walls, ceiling surfaces, and power source within the temporary food facility. Construction material such as plywood, State Fire Marshall approved canvas, and metal mesh fly screening may be used. If handling open food, the TFF shall be fully enclosed with 4 walls. Up to two service openings of 18 inches high by 24 inches wide on one or two sides are allowed. The openings must be separated by at least 18 inches. TFFs operating on grass or dirt must use plywood or similar material for floor surfaces.

1. **TFF fully enclosed?** Yes ___ No ___ Beverage Truck ___ Permanent Structure ___ Enclosed Trailer ___
2. **Floor:** Concrete ___ Asphalt ___ Interior flooring (tile or vinyl) ___ Plywood ___ Tarp ___
Other (Specify) _____
3. **Wall material:** Canvas ___ Plastic ___ Fine Mesh Fire Retardant Screening ___ Wood ___
Other (Specify) _____
4. **Ceiling material:** Canvas ___ Plastic ___ Wood ___
Other (Specify) _____
5. **Power source:** Generator ___ Electrical outlet ___ Battery ___ Propane ___ Tank size _____
Other (Specify) _____

NOTE: The only operations not requiring fully enclosed booths are those that provide beverages and ice from an approved bulk dispenser or food items PREPACKAGED by the wholesaler at an approved off-site facility. These items must be sold in the original packaging.

PART I: TFF DRAWING (Applicant must complete this section)

In the space below, provide a drawing of the TFF (Booth). Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, work tables, utensil washing sink, food and paper products storage, garbage containers, serving windows, and customer self service areas including condiments.



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SPECIAL EVENT TFF OPERATOR APPLICATION INSTRUCTIONS AND FEE SCHEDULE

**Use this guideline to determine fees and requirements.
 DO NOT SUBMIT THIS FORM TO EHD.**

1. The operator of each Temporary Food Facility (TFF) must complete and submit the application and fee to THE SPECIAL EVENT ORGANIZER. The event organizer schedules an appointment with the EHD Special Event Coordinator **at least 2 weeks prior to the start of the event** (see #5 below) to submit all applications.
2. Applications or payments received in the mail from either a TFF operator or an Organizer will be returned. All applications must be submitted in person by the Organizer. Use the application form dated July 1, 2011. This form is available on our website or at the public services counter. Only this application form will be accepted.
3. Refer to the Temporary Food Facility Requirements and Procedures for a complete list of requirements.
4. **Submit a drawing of the TFF.** Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, work tables, utensil washing sink, food and paper products storage, garbage containers, and customer service areas. (See example)

5. EHD Special Event Coordinators:

For events located at-	Contact-
a. Ventura, Ojai, Oakview, Oxnard, Port Hueneme, or the Ventura County Fairgrounds	Martha Ramirez 805/654-2647 Email: Martha.Ramirez@ventura.org
b. Piru, Fillmore, Santa Paula, Camarillo, Moorpark, Newbury Park, Thousand Oaks, Oak Park, Westlake, or Simi Valley	Holly Sinclair 805/654-2431 Email: Holly.Sinclair@ventura.org

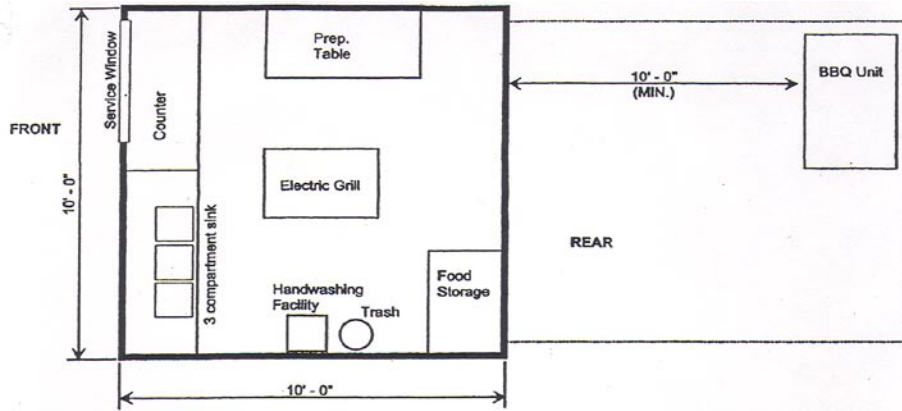
FOOD FACILITY FEES AND WAIVERS *(Check appropriate items)*

The fees shown on this page are effective for events occurring through June 30, 2012.

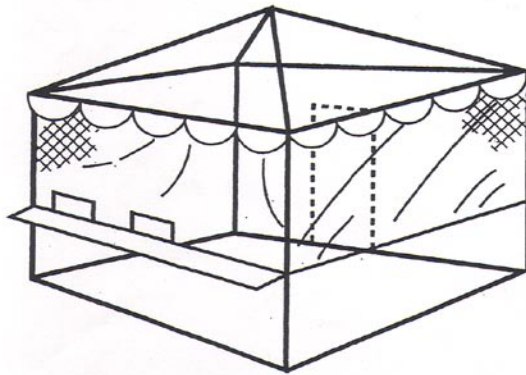
√	Type of TFF	Fee Due
	1. TFF-1: Handling open foods or potentially hazardous foods	
	a. 1-Day	\$63.00
	b. 2-Day	\$104.00
	c. Each additional day of operation	\$22.00
	2. TFF at a Certified Farmers' Market (3-month permit)	\$104.00
	3. Fee Waiver and Reduction <i>Requirements to qualify for a 50% fee reduction:</i> a. Person providing food safety oversight has taken an EHD TFF food safety course within the last 12 months. <i>Additional requirement to qualify for a full fee waiver:</i> b. The TFF is operated by a non-profit organization. <i>Provide a copy of the TFF training certificate, documentation of non-profit status, and complete the declaration, Part C on the Operator Application (page 1, bottom).</i>	
	4. Veteran Fee Exemption <i>Requirements for Veteran Full Fee Exemption:</i> a. Owner/Operator is sole proprietor AND a veteran honorably discharged. <i>Provide a copy of the DD214 form or other proof of honorable discharge.</i>	

Calculate the total fee due from above (#1 or #2 minus #3 or #4 = fee due) and write this amount on "Fee Due" Box, Part B of Special Event TFF Operator Application.

Example of Enclosed Booth:



Finish Schedule	Materials
Floor	Plywood
Walls	Plywood and Metal Mesh Screening
Ceiling	Flame proof canvas



TFF Lay-out

DRAWING NOT TO SCALE

Illustration of a gravity hand-wash setup:

