

\$67.00 pre-plg. only
\$141.00 if any food preparation

XXXXXXXXXX

SACRAMENTO
2011

Temporary Food Facility (TFF) Operator's Packet

XXXXXXXXXX

COMMUNITY EVENT ORGANIZER MUST DISTRIBUTE ONE PACKET TO EACH TFF (FOOD BOOTH) OPERATOR FOR COMPLETION. ORGANIZER MUST SUBMIT REQUIRED PAPERWORK AT LEAST TWO WEEKS PRIOR TO THE EVENT TO AVOID LATE FEES.

TFF Operator Checklist:

- Complete Temporary Food Facility Information Sheet, and return it to your Event Organizer at least three weeks prior to the event.
- Complete TFF Menu Sheet, and return it to your Event Organizer at least three weeks prior to the event.
- Read and comply with the attached Temporary Food Facility Operating Requirements.
- Complete the attached Self-Inspection Checklist prior to selling food, and maintain it in your booth during your event.

Note: For TFF operators who participate in several community events a year, annual permits (Multi-Event permit) are available. For more information, please call (916) 875-8440 to request an application packet.

TEMPORARY FOOD FACILITY (TFF) INFORMATION SHEET

Name of Event _____

Location of Event _____ Date(s) of Event _____

Name of Food Booth (TFF) _____

TFF Person in Charge (PIC) _____ Phone _____ 2nd Phone _____

Contact Phone for day of event _____

Event Organizer _____ Phone _____

Approximate number of meals to be served _____ Number of workers _____

If event is longer than one day:

• Where will utensils be washed? (example: restaurant, church, on-site) _____

• Where will the extra food be stored at the end of the day? _____

IMPORTANT NOTES

1. Contact your local fire jurisdiction regarding applicable fire code requirements for use of cooking equipment. A list of phone numbers has been provided on page 17 of this packet.
2. Complete the "TFF Self-Inspection Checklist" before beginning to operate and keep it available for inspector review. (See pages 4-5 of packet)

Complete the following questions:

- | |
|---|
| 1. What is the final cooking temperature for chicken? |
| 2. Do you need to set up a hand-wash station in your booth? |
| 3. What do you need to bring to set up a hand-wash station? |
| 4. Do you need to set up a warewash station? What do you need to bring to set up a ware-wash station? |
| 5. At what temperature should cold foods be kept? |
| 6. At what temperature should hot foods be kept? |
| 7. Is it ok to make food at home prior to the event for serving from your food booth? |

Initial

_____ I have received a copy of the "Temporary Food Facility Operating Requirements" including the Self-Inspection Checklist, and agree to follow these requirements.

_____ I have included a site plan that indicates the proposed layout of equipment, food preparation tables, food storage, warewashing, and handwashing in my TFF.

_____ I have attached a completed TFF menu sheet.

Signature _____ Date _____

Title/Position _____

TFF MENU SHEET

List all food and beverage items (e.g., tacos, tortillas, shredded chicken, salsa, lemonade, etc.).	If food is prepared off site, give the location name, address, & phone number of place (foods may not be stored or prepared at home).	How will food be prepared (e.g., BBQ, deep-fry, grill, etc.)?	What type of insulated container will be used to transport potentially hazardous foods to keep them above 135°F or below 41°F?	Type of food holding units in booth (e.g., ice chest, freezer, chafing dishes, crock pot, etc.). Note: Use of BBQ grill to hold food is strictly prohibited.	How will the food be handled and dispensed? (tongs, ladle, etc.)
1.					
2.					
3.					
4.					
5.					

OFFICIAL USE ONLY

COUNTY OF SACRAMENTO
ENVIRONMENTAL MANAGEMENT DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
 10590 Armstrong Ave, Ste B, Mather, CA 95655 PHONE (916) 875-8440 FAX: (916) 875-8513

TEMPORARY FOOD FACILITY (TFF) SELF-INSPECTION CHECKLIST
(TO BE COMPLETED WHEN SETTING UP ON THE DAY OF THE EVENT)

	CHECK LIST REQUIREMENTS	COMPLIES		REMARKS
		YES	NO	
1.	WALLS/CEILING			
	Constructed of wood, canvas, plastic or similar material.			
2.	FLOOR MATERIALS			
	Floors smooth and cleanable (No rice hull, shavings, sawdust, grass, or gravel allowed.)			
3.	BUSINESS IDENTIFIER (SIGNS)			
	A. To be posted on or adjacent to booth.			
	B. To include name of facility, city, state and zip code.			
4.	FLY CONTROL (FOOD PREPARATION FACILITY ONLY)			
	A. All doors and openings fly proof – closable or screened.			
	B. If pass out window used, maximum 216 square inch opening and closable with tight fitting closure.			
5.	FOOD STORAGE			
	All foods stored at least 6 inches off floor.			
6.	FOOD PROTECTION			
	A. Displayed foods covered or protected with a sneeze guard, condiments in approved containers.			
	B. Equipment in good repair – free of corrosion, cracks, chips, etc.			
	C. Food storage/dispensing methods approved.			
7.	FOOD CONTACT SURFACES			
	A. Non-toxic, smooth, easily cleanable, non-absorbent.			
	B. Sanitizer bucket for wiping cloths available			
8.	HANDWASHING/WAREWASHING FACILITIES			
	A. Handwashing <u>within the facility</u> : minimum 5-gallon insulated water container with <i>hands free</i> valve, waste water catch basin, pump soap/paper towels.			
	B. Warewashing <u>within the facility</u> – minimum three 5 gallon containers for cleaning.			
	(1) Wash with clean, soapy warm water.			
	(2) Rinse with warm water			
	(3) Sanitize at proper concentration.			
	(4) Provide sanitizer test strips.			
	(5) For TFF events lasting longer than 3 days, additional requirements may be required. Contact EHD regarding these requirements.			
9.	EMPLOYEE HYGIENE			
	A. Employees in good health.			
	B. Clean hands and clothing. Hair restrained			
	C. Smoking prohibited in facility.			

	CHECK LIST REQUIREMENTS	COMPLIES		REMARKS
		YES	NO	
10.	FOOD TEMPERATURE CONTROL			
	A. Hot foods held at 135° F or above.			
	B. Cold foods held at 41° F or below.			
	C. Adequate amount of equipment provided to hold 'hot' and 'cold' foods.			
	D. Thermometer provided for perishable food refrigerators.			
	E. Metal probe thermometer for checking temperature of foods.			
11.	ICE AND ICE CONTAINERS			
	A. Ice kept clean and free of contamination.			
	B. Water proof container used; kept covered.			
	C. Ice used for refrigeration not used for consumption.			
12.	FOODS PREPARED AT OTHER FACILITIES			
	A. Facility approved by EHD.			
	B. No foods may be prepared or brought from home.			
13.	TRANSPORTATION OF PREPARED FOODS			
	A. Containers dustproof, protected from potential contaminants.			
	B. Containers keep hot foods 135° F or above.			
	C. Containers keep cold foods 41° F or below.			
14.	LIQUID WASTE			
	Waste water from sinks & other equipment drained to sewer, or other method approved by EHD.			
15.	TYPE WATER SUPPLY			
	A. Potable water supply.			
16.	TOILET AND HANDWASHING FACILITIES			
	A. Provided with warm-(where available) & cold running water, pump soap, paper towels & toilet paper.			
	B. Facilities located within 200 feet (one toilet per 15 employees.).			
17.	REFUSE STORAGE AND REMOVAL			
	A. Garbage cans or refuse bins provided.			
	B. Adequate refuse removal.			
18.	MISCELLANEOUS			
	No live animals permitted in or within 20 feet of TFF.			
19.	OPEN AIR BARBECUE			
	A. Adjacent to approved TFF.			
	C. Separated from public access by rope or other approved methods to prevent contamination and injury to the public			
	D. Protected from dust and debris			
	E. Barbecue not used as hot holding unit for cooked foods.			
	F. No other foods prepared outdoors, except food barbecued on BBQ. (i.e. No flat grill or pots on barbecue)			

Inspection conducted by: _____ Date: _____

→ **IMPORTANT** ←

Inspection	Be ready for inspection by the scheduled set up time: _____
Ice*	If you are using ice for cold holding, have coolers filled with enough ice to keep cold foods at 41° or below.
Thermometer*	Have probe thermometer (0-220°F) readily available
Hot holding*	Have hot holding units set up – hold hot food at or above 135°F
Handwash* station	Have handwash station ready <ul style="list-style-type: none">• An insulated 5-gallon container of warm water with spigot that allows hands to be free for washing• Pump soap• Paper towels• Waste water bucket
Warewash* station	Have warewash station set up with warm water and soap in one bucket, warm water for rinse in second bucket and warm water and bleach in the third bucket
Wastewater	Dump the wastewater at _____
Screening*	Screening around food tents is required if conducting food preparation. Screening may be required on <u>all</u> booths if environmental conditions pose risk of contamination (dust, flies, etc.)
Reinspection	All reinspections will be charged a fee and may be collected by the organizer the same day

*Subject to reinspection and/or closure if not available at time of inspection