Auburn HOME SHOWS
(530) 887-3616

Subject: Health Permits for Exhibitors Providing Food / Food Products

If you distribute any type of food sample, prepare and/or serve food/beverages, you must obtain a Health Permit. To do this you must register with Auburn Events.

Complete and return the following forms with appropriate fee **3 weeks prior to the event**

1. Application Package
   - Food Vendor Permit Application and Risk Assessment Sheet
   - Booth Floor Plan
   - Temporary Food Facility Operating Agreement for Vendors
2. Fee **(payable to Auburn Events)** for the appropriate amount
   - Temporary Food Facility (Food Preparation) = **$60**
   - Limited Temporary Food Facility (I.e. samples) = **$30**

A **Self-Inspection Checklist** will be provided to you at the show to be completed at the show.

Note: $15 of this fee is an administrative fee and must be paid by everyone including Veterans.

If your application and fee are not 3 weeks prior to the show, it will not be forwarded to the Health Dept and you will not be able to prepare food at the show..

Please call the Health Dept. 530 889-7335 directly for regulation questions.

To Fairground Concessions Users: Concession equipment (stove, oven, etc.) belong to outside organizations. While we do not foresee any changes, the equipment may not be available for use and you will be responsible for your own arrangements.

Exhibitors providing samples may use the Placer and Sierra kitchens for clean-up purposes only. No food preparation is allowed and you must clean up after your use.

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Temporary Food Facilities at Community Events

Application Instructions for Food Vendor

A. Introduction

The purpose of this application is to assist Placer County temporary food facility vendors in working effectively with the community event organizer to plan safe and sanitary food service. This application applies to both for-profit and non-profit vendors participating in community events such as fairs and festivals.

This application is not intended for either: (a) Private events for members and invited guests, or (b) Non-profit charitable organizations holding their own annual fundraiser, separate from a more inclusive community event (see the *Non-Profit Annual Fundraising Event Application* for these events).

B. Responsibilities

Temporary food facility **vendors** participating in a community event have two primary responsibilities:

1. Complete *Food Vendor Permit Application* and booth floor plan (pages 5, 6 7 & 8) and submit it to the event organizer at least **3 weeks** in advance of the event.
2. Before the event or at the beginning of the event, perform a self-inspection using the *Food Vendor Self Inspection* form (page 9). **Do not send this form to the event coordinator but post it in your facility.**

Food vendors need to meet all applicable facility, equipment, and food handling requirements listed on the self-inspection form. Placer County Environmental Health staff are available to help vendors plan their food service operation and can answer questions that arise concerning best food handling practices. Based on an assessment of the proposal, Environmental Health staff may provide additional technical assistance by making one or more on-site inspections.

Each year, Placer County Environmental Health offers special training on food safety and best management practices for special types of food service operations such as temporary food facilities at events. We offer TFF Food Safety Class for Event Coordinators two or three times a year depending on the availability of the inspectors and the number of attendees. The class normally takes about two hours. Vendors are encouraged to take advantage of these training opportunities.

C. Fees

Placer County Environmental Health charges fees to the event organizer based on the number of vendors participating in the community event. The fee the event organizer charges individual vendors will often include event overhead fees.

D. Additional Information

For additional information, contact Placer County Environmental Health, Consumer Protection Programs, Auburn office at (530) 745-2300, or the Tahoe office at (530) 581-6240.

PLACER COUNTY HEALTH AND HUMAN SERVICES

ENVIRONMENTAL HEALTH SERVICES

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Temporary Food Facilities at Community Events
Food Vendor Application

This application has two parts: (1) Risk Assessment Checklist, and (2) Food Preparation Planner.

Event Name _____ Vendor Name _____

Event Location _____ Vendor Mailing Address _____

Starting Date _____ Ending Date _____ City _____ State _____ Zip _____

Event Organizer Name _____ Vendor Telephone Number _____

CAL CODE section 113947.1c states that temporary food facilities (TFF) that prepare, handle, or serve non prepackaged food shall have an owner or person in charge who can demonstrate to the enforcement officer that he or she has an adequate knowledge of food safety principles as they relate to the specific food facility operation. ***I certify that I am familiar with the requirements pertaining to TFF and agree to operate in a manner consistent with those requirements. I also understand that depending on risk assessment and staff assignments, an initial phone interview and/or event inspection may be conducted by this office.***

Applicant's Signature _____ Date _____

Part One: Risk Assessment Checklist- Check the appropriate boxes

Menu Items	Food Source	
	Approved[1]	Other[2]
❑ Ground beef/poultry patties (burgers)	☐	☐
❑ Other ground/chopped/shredded	☐	☐
❑ Beef steaks, roasts, trip tip, etc.	☐	☐
❑ Fried or roasted chicken	☐	☐
❑ Roasted turkey	☐	☐
❑ Lamb, duck, pheasant	☐	☐
❑ Variety meats (liver, cold cuts, etc)	☐	☐
❑ Fish fillets/steaks	☐	☐
❑ Shellfish (e.g. lobster, shrimp, crab)	☐	☐
❑ Sushi	☐	☐
❑ Cooked egg dishes (e.g. quiche)	☐	☐
❑ Custards, cream deserts	☐	☐
❑ Dairy products	☐	☐
❑ Pasta dishes	☐	☐
❑ Potato, macaroni, other cold salads	☐	☐
❑ Refried beans, backed beans, rice	☐	☐
❑ Gravies, soups	☐	☐
❑ Berries or cut melons	☐	☐
❑ Dips/Sauces	☐	☐
❑ Canned/Packaged items	☐	☐
❑ Other (please specify):	☐	☐

1 Food from permitted retail/wholesale facility

2 Food from other source – explain (no home canned or processed food allowed)

Processes Planned
❑ Cold holding
❑ Hot holding more than 30 minutes
❑ Cooking
❑ ≥ 1 day between preparing & serving
❑ Direct hand contact with ready to eat food
❑ Fruit and vegetable washing
❑ Cooling hot food
❑ Re-heating food
❑ Raw meat or poultry preparation
❑ Sampling of food

Other

Where will utensils be washed (e.g. community kitchen, restaurant, on-site)?

If event is more than a single day where will extra food be stored at the end of the day?

NOTE: At the end of the operating day, potentially hazardous foods held at 45 *F or at 135*F or above shall be destroyed in a manner approved by the enforcement officer. CALCODE section 114343

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Temporary Food Facilities at Community Events

Part Two: Food Preparation Planner

Complete the following table for each food item you plan to serve.

Food or beverage item (e.g. taco, ribs, lemonade, etc.)	If food is prepared off site: (ATTACHED COPY OF HEALTH PERMIT) Location name: _____ Location address: _____ Contact telephone number: _____ Type of transport container and method used to transport food: ___ _____ _____ _____
How will food be cooked (e.g. BBQ, deep-fry, grill, steam, etc.)	
Type of temperature holding units in booth (e.g. ice chest, freezer, crock pot, chaffing dishes, etc.)	
Type of equipment used to reheat prepared foods (e.g. microwave, grill gas burner, etc.)	
Food or beverage item (e.g. taco, ribs, lemonade, etc.)	If food is prepared off site: (ATTACHED COPY OF HEALTH PERMIT) Location name: _____ Location address: _____ Contact telephone number: _____ Type of transport container and method used to transport food: ___ _____ _____ _____
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How will food be cooked (e.g. BBQ, deep-fry, grill, steam, etc.)	
Type of temperature holding units in booth (e.g. ice chest, freezer, crock pot, chaffing dishes, etc.)	
Type of equipment used to reheat prepared foods (e.g. microwave, grill gas burner, etc.)	

_____ _____

Event Vendor Signature Date

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PLACER COUNTY HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH SERVICES

VENDOR BOOTH FLOOR PLAN

FACILITY/ VENDOR NAME: _____ EVENT NAME: _____

Per CAL CODE section 114381.2 floor plan (top view) of the facility must include the following:

1. Proposed lay-out of equipment
   Examples: cooking equipment, refrigerators/ice chest, sternos, steamer, etc…
2. Food Preparation Tables
3. Food and Utensil Storage (all food and utensils must be stored at least 6” off the floor)
4. Personal items storage
5. Hand washing facilities
6. Trash Receptacle
7. Ware washing facilities
   Circle sanitizer type: Quaternary Ammonia, Bleach, or Iodine
8. Details of the materials and methods use to construct the temporary food facility
   Circle all that applies: pop up tents, tarps, permanent food booth, and mobile food facility

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TEMPORARY FOOD FACILITY OPERATING AGREEMENT FOR VENDORS

I agree that neither I nor any of my representatives will begin operation and food preparation at our temporary food facility until all of the following items are in compliance:

- The food facility is fully enclosed with proper overhead protection, flooring, and 4 sides with windows no larger than 216 square inches (food facilities with products individually pre-packaged in an approved food facility do not require enclosure)
- An approved hand washing system is in place on a table, inside the facility. This includes a water container that allows for hands-free washing, hand soap in a pump dispenser, single use towels in a dispenser, and a catch basin for the waste water. (Not required for pre-packaged foods)
- 3-containers large enough to handle the largest utensil, containing respectively, soapy wash water, a clear water rinse, and a sanitizing rinse are in place, on a table, inside the facility.

Approved cold holding equipment is available for all cold potentially hazardous foods – foods are held at or below 45˚

Approved hot holding equipment is available for all hot potentially hazardous foods – foods are held at or above 135˚

- Outdoor cooking equipment is separated from public access to prevent food contamination or injury to the public. (This can be done using a rope, fence, caution tape, etc.)

I acknowledge the fact that any food that cannot be determined to be from an approved source through product labeling, receipts, or commissary letter will be subject to impound by authority of the California Retail Food Code Section 114393.

I understand that any person who violates of the California Retail Food Code is guilty of a misdemeanor. Each offense is punishable by a fine not less than $25 or greater than $1000 or by imprisonment in the county jail for a term not exceeding six months, or by both fine and imprisonment. If I am found operating without the above items in place, I will be required to cease operations until all food safety requirements have been met.

I _____, am legally authorized to execute this agreement and acknowledge that the county is relying upon this authority.

Event Name _____ Date(s) of Operation _____

Business Name _____ Date _____

Signed by _____ Print Name _____

Title/Position _____

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Food Vendor Self-Inspection (PLEASE POST INSIDE BOOTH)

This self-inspection form is designed to help the food vendor at a special event meet state food safety requirements. Note: This form is not intended for non-profit charitable organizations holding their annual fund raising events (see the *Non-Profit Annual Fundraising Event Application* for these events).

Event Name _____ Vendor Name _____ Inspection Date _____

Item		Yes	No
Part One: Basic Requirements. All food vendors should complete this portion of their self-inspection. If you are only serving prepackaged, non-potentially hazardous food, you do not need to complete Parts 2-4 of the self-inspection form.			
Self inspection completed and posted on booth, and vendor name, address, telephone number posted on or adjacent to booth			
Approved source: Food is purchased from an approved source and, if prepared off site, the facility is permitted a health department.			
Approved floor material: cement, asphalt, or covered with tarp, plywood, linoleum, or other smooth, cleanable material			
All foods stored off the floor a minimum of 6 inches and no food stored outside of booth			
Adequate trash and garbage disposal receptacles available in booth			
Part Two: Protection of Food from Contamination. All vendors serving food that will be unwrapped prior to sale should complete this portion of their self-inspection. If you are only serving non-potentially hazardous food, you do not need to complete Parts 3-4 of the self-inspection form.			
Hand washing facilities provided within booth. (OK to use a 5 gallon container with valve to allow both hands free for vigorous rubbing, waste container, soap, and disposable towels.) *			
Fully enclosed food preparation/handling area (see Placer County Environmental Health's *Food Booth Enclosure Information* handout for additional information if needed)			
All non-packaged food covered or otherwise protected from contamination and condiments served from approved dispensing units	N/A		
Ice kept free from contamination and scoop used and refrigeration ice not used for beverage service			
Three step utensil washing **within the booth** (OK to use three, clean 5 gallon buckets in this order: (1) soapy, hot water to wash utensils, (2) clear, hot water to rinse utensils, (3) warm, sanitizing solution to sanitize utensils *			
Wastewater from sinks and other equipment disposed in the sanitary sewer. (Do not dispose of wastewater in storm drains.)			
Part Three: Temperature Control. All food vendors serving potentially hazardous food, regardless of the packaging, should complete this portion of their self-inspection. If you are preparing the potentially hazardous food on site in your booth you do not need to complete Part 4 of the self-inspection form.			
Potentially hazardous food holding: (a) held hot at or above 135^0 F (PHF shall be destroyed at the end of the day), or (b) held cold at or below 41^0 F * or may be held at 45*F (but these PHF shall be discarded at end of day).			
Adequate and appropriate equipment for meeting temperature control requirements			
Thermometers provided to monitor potentially hazardous food refrigeration and metal stem thermometer provided to measure potentially hazardous food temperature	N/A		
Potentially hazardous food, previously held hot, not re-served to the public.			
Potentially hazardous food, previously cooked and then refrigerated, rapidly re-heated to 165^0 F prior to hot holding.			
Frozen potentially hazardous foods properly thawed (no thawing at ambient air temperature)			
Outdoor BBQ: (a) adjacent to booth, (b) free from dust, (c) roped off from public access			
Part Four: Protection of Transported Food. All food vendors preparing potentially hazardous food off site should complete this portion of their self-inspection.			
Food transported and stored in tightly covered, washable containers			
Transport containers adequately insulated to maintain potentially hazardous food either: (a) hot $\geq 135^0$ F, or (b) cold $\leq 41^0$ F/45*F			
Vendor Comments and Notes. Please comment on any item marked "no." Use the back of this form if needed.			

* Items identified with star (*) are extremely critical to public health, so violations may result in immediate closure and revocation of permit. Per CAL CODE section 114335 et seq…

Vendor Signature _____ Date _____

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Temporary Food Facilities

Food Booth Enclosure and Washing Information

This informational sheet is designed to assist community event organizers and food vendors meet state enclosure and washing requirements for food booths.

A. Enclosure Requirements

The following table summarizes enclosure requirements applicable to food booths:

Component of Booth	Requirement	Application
Floor	Smooth and easily cleanable	Pavement, plywood, and canvas are acceptable as flooring, but lawn, dirt, and sawdust are not acceptable.
Walls & Ceilings Full enclosure requirements do not apply: (1) If the vendor only sells pre-packaged food (overhead protection is still required) or (2) If the vendor is a non-profit organization holding an annual fundraiser that is not part of a larger community event.	Completely enclose the booth to minimize the entrance of flies.	Walls and ceilings constructed of wood, canvas, plastic, or fly screening. Food service openings need to be equipped with tight-fitting closures.
Signage Signage requirements do not apply to non-profit organizations holding their annual fundraiser event.	Clearly identify the name, city, state, and zip code of the vendor.	Lettering 1-3 inches high, at least 3/8 inches wide, in contrasting color to background.

Public Health Importance of Enclosures

Enclosure of food booths is intended to prevent the spread of disease by flying insects, primarily flies. Flies are a concern because of their feeding habits. A brief description of this is presented in the shaded box. Beware, the description is graphic!

When flies land on your food, remember that they have an even greater attraction for feces and rotting flesh. They cannot eat solids, so before feeding they vomit a bit of their previous meal on their current meal. The acidic saliva in their vomit dissolves their current meal so they can eat it. Besides feeding on filthy material, they also collect and spread germs by rubbing their bodies, legs, and wings on the material they are eating. As a result of their feeding preferences and practices, flies are known to be an important agent for the spread of many foodborne diseases, such as salmonella infections, dysentery, etc.

Helpful Hints and Tips

- Shade Pop-Ups are commonly used for ceilings in food booths and are available at garden supply stores or larger retailers.
- Insect or sun screening materials are acceptable for enclosure walls or ceilings and may be purchased at hardware stores in pre-cut rolls.
- Screening can be kept closed using Velcro or ties.
- For additional information, contact Placer County Environmental Health Placer County Environmental Health, Consumer Protection Programs, Auburn office at (530) 745-2300, or the Tahoe office at (530) 581-6240.

SEE NEXT PAGE FOR WASHING INFORMATION

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Temporary Food Facilities

Food Booth Enclosure and Washing Information

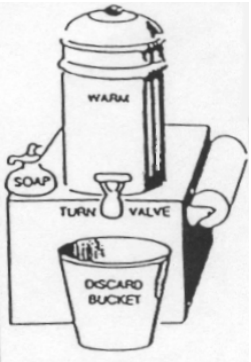
B. Washing Requirements

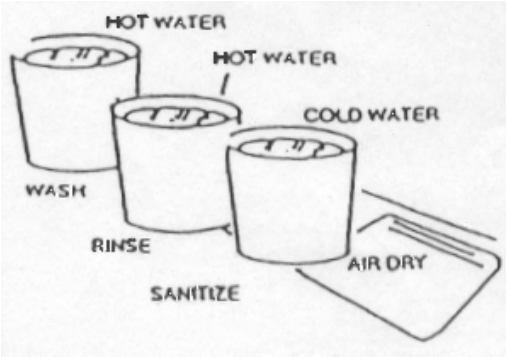
The law requires, as an ideal, separate hand washing facilities, **within a temporary food facility**, with hot and cold running water for unpackaged, high risk (potentially hazardous food) food service. These hand washing facilities must be separate from a required three (3) compartment stainless steel sink with dual drainboards. However, the law provides for local enforcement agencies to allow other hand and utensil washing facilities when it deems alternate methods are adequate.

Placer County allows the following in lieu of ideal requirements:

Hand Washing Facilities -- Provide a five gallon water container with warm water and a dispensing valve, which will leave hands free for washing. Also provide a wastewater container, soap dispenser, paper towels and receptacle for waste paper towels **within the food booth**. Thorough hand washing (with soap and warm water) is required:

a) Upon entering food booth prior to any food preparation
b) After using the restroom
c) After breaks
d) After sneezing or coughing
e) After handling raw meats
f) After handling garbage or chemicals or money etc….

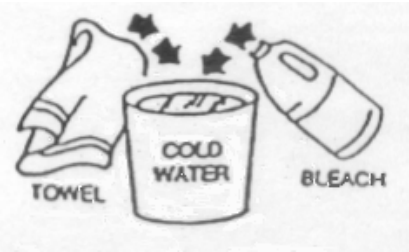




Utensil Washing Facility -- Booths with food preparation require three five gallon containers for the cleaning of equipment, utensils and for general cleaning purposes. These shall be set up inside the booth. One shall contain soapy water, one with clear water, and the other a bleach/water solution (use 1 tablespoon of 5.25% household bleach or 2 teaspoons of 6% household bleach per gallon of water).

Step 1: Wash in soapy water
Step 2: Rinse in clear water
Step 3: Rinse in sanitizing solution
Step 4: Air dry

Wiping Cloths --Well sanitized tables, counter tops, cutting boards, and other food contact surfaces prevent cross-contamination of food and have been shown to discourage flies. Cloths reused to clean and sanitize food contact surfaces must be **kept in a bucket of sanitizing solution**. A common sanitizing solution is 1 tablespoon of 5.25% household bleach or 2 teaspoons of 6% household bleach per gallon of water.



Wastewater -- Water and other liquid wastes, including waste from ice bins and beverage dispensing units, must be contained in or drained into a leak proof container. Liquid waste must be disposed of into an approved sewage system or holding tank and **must not** be discharged onto the ground.