



TEMPORARY FOOD FACILITY REQUIREMENTS AND PROCEDURES

I. OBTAINING A PERMIT TO OPERATE

- A. Each temporary food facility (TFF) operator, as well as the event organizer, of a community event, must obtain a Permit to Operate from Environmental Health Division (EHD).
- B. Each TFF operator shall submit a completed Application for Permit to Operate a Food Facility at a Special Event. This application shall be submitted to the event organizer with the appropriate fee, a minimum of two weeks prior to the beginning of the event. The application must include a drawing of the TFF lay-out.

AN ILLUSTRATED EXAMPLE OF A TFF LAYOUT IS SHOWN AT THE END OF THIS DOCUMENT.

- C. Submittal of the TFF application does not guarantee issuance of a health permit. The TFF application is subject to review by EHD. The Permit to Operate for the organizer and for each of the TFFs will be issued the day of the event after the inspector verifies compliance with applicable Health and Safety Codes. Food operations may not begin until permit has been issued.
- D. All TFFs must be operated in compliance with applicable requirements of the California Health and Safety Code and the Ventura County Ordinance Code.

VIOLATION OF THE HEALTH CODES MAY RESULT IN LEGAL ACTION AND OR DENIAL OF PERMIT OR CLOSURE OF FACILITY UNTIL CORRECTIONS ARE MADE.

- E. The event organizer shall submit a completed Special Event Organizer Application, with the appropriate fee, and the event site plan, drawn to scale (e.g., 1 inch = 20 feet, 1 inch = 40 feet, 1 inch = 60 feet), a minimum of two weeks prior to the beginning of the event. The site plan must show the following:
 - 1. The location of all the TFFs and all the other food facilities, such as carts or food vehicles.
 - 2. The source and location of the water supply to each TFF, if provided.
 - 3. The location and number of toilets and hand washing facilities to be used by the food handlers.
 - 4. The location and number of all trash containers.
 - 5. The location and number of all utensil-washing facilities.

6. If the event is more than one day, the location of janitorial facilities to be used to clean the TFFs.
 7. Any other pertinent information.
- F. Organizer and TFF applications submitted to EHD after the 2 week time frame will not be accepted.
- G. The permit fees are currently waived for the event organizer and for the TFFs operated by non-profit associations pursuant to Board Resolution, provided that at least one representative of the non-profit association annually completes an EHD TFF food safety course and this representative is available at the event.
- H. The permit fees are currently reduced 50% for the event organizer and for the TFFs operated by for-profit associations pursuant to Board Resolution, provided that at least one representative of the for-profit association annually completes an EHD TFF food safety course and this representative is available at the event.

THE EVENT ORGANIZER AND ALL TFFs MUST BE READY FOR INSPECTION AT THE SCHEDULED TIME. FAILURE TO BE READY AT THE SCHEDULED TIME MAY RESULT IN DENIAL OF THE PERMIT.

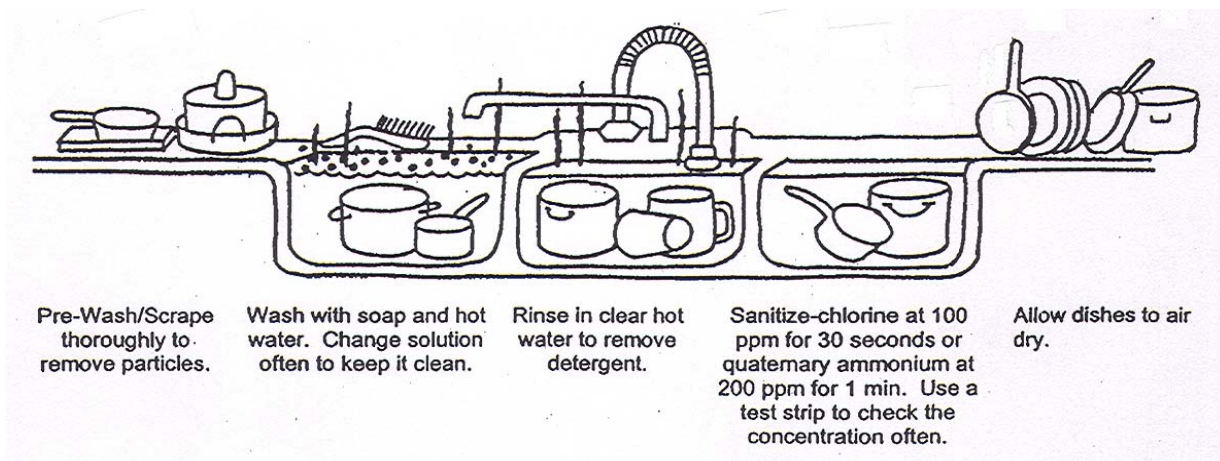
Note: The inspection time is scheduled with the Special Event Organizer.

II. TEMPORARY FOOD FACILITY OPERATIONAL REQUIREMENTS

- A. Potable Water
1. The water outlet supplying water for temporary food facilities needs to be evaluated as to the source and intended use and shall be approved by EHD (i.e., public water system, bottled water). The use of irrigation water to supply TFFs is prohibited.
 2. Hoses used to provide water to the TFFs or to fill potable water tanks must be made of food-grade material and handled so the inside of the hose is always protected from contamination.
 3. Tanks used to store or hold potable water must be constructed of food-grade material and must be maintained sealed so as to protect the water from contamination.
- B. Utensil Washing

1. A stainless steel three-compartment sink with stainless steel integral drainboards is required for any temporary food facility that uses any utensils. The sink compartments and drainboards shall be large enough to accommodate the largest utensil.
2. The sink shall be located within each booth, or outside the booth with overhead protection.
3. If provided by the organizer, except at a Certified Farmers' Market, one sink may be shared by up to four adjacent booths if the sink is centrally located outside and is adjacent to the standing facilities.
4. The sink must be supplied with hot (120 degrees Fahrenheit) and cold running water from a mixing valve.
5. Except as specified below, at least 25 gallons of water must be provided for each TFF requiring utensil-washing facilities. At least 15 gallons of water must be provided for each TFF conducting only limited food preparation as defined below.
6. A liquid waste tank 50% greater than the potable water tank must also be provided.
7. All utensils, including cooking equipment, such as pots and pans, and other cooking utensils must be washed, rinsed, and sanitized, as illustrated below, prior to commencing any food preparation.

Note: Sanitizer solution, at 100 ppm chlorine or at 200 ppm quaternary ammonium must be provided at the third compartment at the time of permit inspection.



8. Limited Food Preparation means food preparation that is restricted to one or more of the following:
 - a. Heating, frying, baking, roasting, popping, blending, or assembly of nonprepackaged food.
 - b. Bulk dispensing of nonpotentially hazardous beverages.
 - c. Slicing and chopping of food on a heated cooking surface during the cooking process.
 - d. Cooking and seasoning to order.

Limited Food Preparation does not include:

- slicing and chopping unless it is on the heated cooking surface,
- thawing,
- cooling of cooked potentially hazardous food,
- grinding raw ingredients or potentially hazardous food,
- reheating for hot holding,
- washing of foods, or
- cooking of potentially hazardous foods for later use.

C. Handwashing Facilities

1. Temporary food facilities that handle non-prepackaged food require handwashing facilities separate from the utensil-wash sink.
2. The handwashing facilities shall be located within each booth.
3. Each handwashing facility shall be equipped with warm water (minimum 100 degrees Fahrenheit) under pressure from a mixing valve, hand washing cleanser and single-use sanitary towels.
4. At least 5 gallons of water per day must be provided to each TFF requiring handwashing facilities. A liquid waste tank at least 50% greater than the potable water tank must also be provided.
5. Alternate handwashing facilities may be allowed for events lasting three days or less when deemed adequate. **For events lasting more than three days and events at a Certified Farmers' Market, alternate handwashing facilities will not be allowed.**

D. Wastewater

Wastewater and other liquid wastes, including waste from ice bins and beverage dispensing units, must be disposed of into an approved sewage system or holding tank and **MUST NOT** be discharged onto the ground or storm drain.

E. Ice

1. Ice must be obtained from an approved source.
2. Ice used for refrigeration may not be used for consumption.
3. Ice scoops must be used for dispensing ice for consumption. Ice scoop(s) must be stored in a cleanable, protective container outside of the ice bin.

4. Wash, rinse and sanitize ice bins prior to filling with ice.
5. Never place bag of ice on ground or floor. Always store ice in a clean area away from raw meats or produce.
6. Thoroughly wash hands prior to handling ice that will be used for consumption.

F. Food Storage

1. Cold potentially hazardous foods may be held at or below 45 degrees Fahrenheit during operation for up to 12 hours. At the end of the operating day, potentially hazardous food that is held at 45 degrees Fahrenheit shall be destroyed in a manner approved by EHD.
2. Hot foods must be held at or above 135 degrees Fahrenheit. Left-over hot foods must be discarded and may not be reserved in a food facility.
3. All food, beverages, utensils, and equipment must be TRANSPORTED, STORED, DISPLAYED, and SERVED so as to be protected from contamination and must be stored at least 6 inches off the ground on tables, shelving, or pallets.
4. If the event is more than one day, the food must be stored in an approved food facility or a lockable food storage container that will prevent any contamination of the food when the TFF is not in operation. Cold food must be held in mechanical refrigeration at or below 41 degrees Fahrenheit. The location and type of food storage facilities must be included in the application submitted to EHD.

G. Cooking of Food Items

1. Ensure that animal products are cooked to the minimum internal temperature of:
 - a. Raw shell eggs that are broken and prepared per order and for immediate service-
145 degrees Fahrenheit or higher for 15 seconds
 - b. Pork, fish, unground beef, veal, lamb-
145 degrees Fahrenheit or higher for 15 seconds
 - c. Eggs or any foods containing raw eggs-
155 degrees Fahrenheit or higher for 15 seconds
 - d. Ground beef (such as hamburger patties)-
155 degrees Fahrenheit or higher for 15 seconds
 - e. Poultry (such as chicken or turkey)-

165 degrees Fahrenheit or higher for 15 seconds

NOTE: Probe thermometers must be available at the TFF to monitor internal temperatures of foods and sanitized between uses.

2. Open-air barbecues may be operated adjacent only to those TFFs that are permitted to handle the types of foods to be prepared on the barbecue and with prior approval from EHD. The open-air barbecue must be placed at least 10 feet away from the TFF booths. Only the cooking of the food may be performed on the open-air barbecue. All other food preparation and food service must take place inside the enclosed TFF. The open-air barbecue must be separated from public access to prevent food contamination or injury to the public by using ropes or other approved methods.

H. Food Handler Personal Hygiene

1. All food handlers shall wash their hands thoroughly with soap and warm water and dry with a single-use sanitary towel:
 - a. Before handling food
 - b. As often as necessary, during food preparation, to remove soil and contamination and to prevent cross-contamination when changing tasks
 - c. After touching any part of the body
 - d. After using the toilet room
 - e. After eating, smoking, or drinking
 - f. After coughing or sneezing
 - g. Before dispensing or serving food
 - h. When switching between working with raw foods and working with ready-to-eat foods.
 - i. After handling soiled equipment or utensils.
2. Gloves shall be worn when contacting food and food contact surfaces if the employee has any cuts, sores, rashes, artificial nails, nail polish, rings (other than a plain ring, such as a wedding band), uncleanable orthopedic support devices, or finger nails that are not clean, neatly trimmed, and smooth.
3. All food handlers shall wear clean, outer garments and must confine hair to prevent the contamination of food, equipment, or utensils.
4. Eating, drinking or smoking is not allowed inside the food facility.
5. Food handlers shall not work around food when ill.

6. Storage for personal items (purse, jackets, etc) shall be separate from food, equipment, and utensil storage.
- I. Condiments for Customer Self-Service
 1. Condiment containers for customer self-service must be the pump type, squeeze containers, or have self-closing covers or lids for food protection.
 2. Condiment containers held outside the TFF booth for customer self-service must have overhead protection.
 3. Single service packets are recommended.
 - J. Toilet Facilities
 1. Approved toilet facilities shall be provided for food handlers (1 for every 15 food handlers) within 200 feet of all temporary food facilities.
 2. Handwashing facilities, equipped with warm (minimum 100 degrees Fahrenheit), running water, soap and single-use paper towels in dispensers, must be located within or adjacent to toilet facilities. If only prepackaged foods are sold, cold water and anti-microbial soap may be substituted for hot water.
 - K. Garbage and Refuse
 1. Garbage and refuse must be stored in leakproof and fly-proof containers and serviced as needed. Plastic garbage bag liners are recommended in each booth.
 2. Arrangements for clean-up and final disposal of all solid waste must be made prior to the event.
 - L. Animals
 1. Live animals, birds, or fowl are not permitted in temporary food facilities.
 2. Except for service animals, no live animals are allowed within 20 feet of any food related area.

III. TEMPORARY FOOD FACILITY CONSTRUCTION REQUIREMENTS

Unless as provided below, the booth must be entirely enclosed with four complete sides, a top, and a cleanable floor (pavement is acceptable).

- A. The name of the facility, city, state, ZIP code, and the name of the permittee, if different from the name of the facility, shall be legibly and clearly visible to patrons. The name of the facility shall be at least 3 inches in height. Letters and numbers for the city, state, ZIP code, and the name of the permittee shall be at least one inch in height.
- B. The TFF operating on grass or on dirt must use plywood or similar material for floor surface. Tarp is not approved for use underneath any cooking equipment.
- C. Door and food service openings must be equipped with tight-fitting closures to minimize the entrance of insects during periods of inoperation.
- D. Up to two service openings of 18 inches high by 24 inches wide on one or two sides are allowed. Openings must be separated by at least 18 inches.
- E. Food operations that have adjoining barbecue facilities should have a pass-thru window or door at the rear or side of the booth.
- F. The TFF must have adequate lighting.

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

Additional information concerning these requirements is available by contacting:

For events in Simi Valley, Moorpark, Oak Park, Thousand Oaks, Westlake, Newbury Park, Camarillo, Santa Paula, Fillmore, Piru, and Somis:

Holly Sinclair
Environmental Health Division
800 S. Victoria Ave.
Ventura, CA 93009-1730
Email: holly.sinclair@ventura.org
OFFICE: 805/654-2431
FAX: 805/654-2480

For events in Oxnard, Ventura, Ojai, Oak View, and Port Hueneme:

Martha Ramirez
Environmental Health Division
800 S. Victoria Ave.
Ventura, CA 93009-1730
Email: martha.ramirez@ventura.org
OFFICE: 805/654-2647
FAX: 805/654-2480

IV. Fire Code Requirements

Check with your local Fire Department for information regarding fire code requirements.

City of San Buenaventura
Fire Department Inspection Services
501 Poli Street, Room 218
Ventura, CA 93002-0099
805/658-4711

City of Oxnard Fire Department
Inspection Services
251 South C Street
Oxnard, CA 93030
805/385-7722

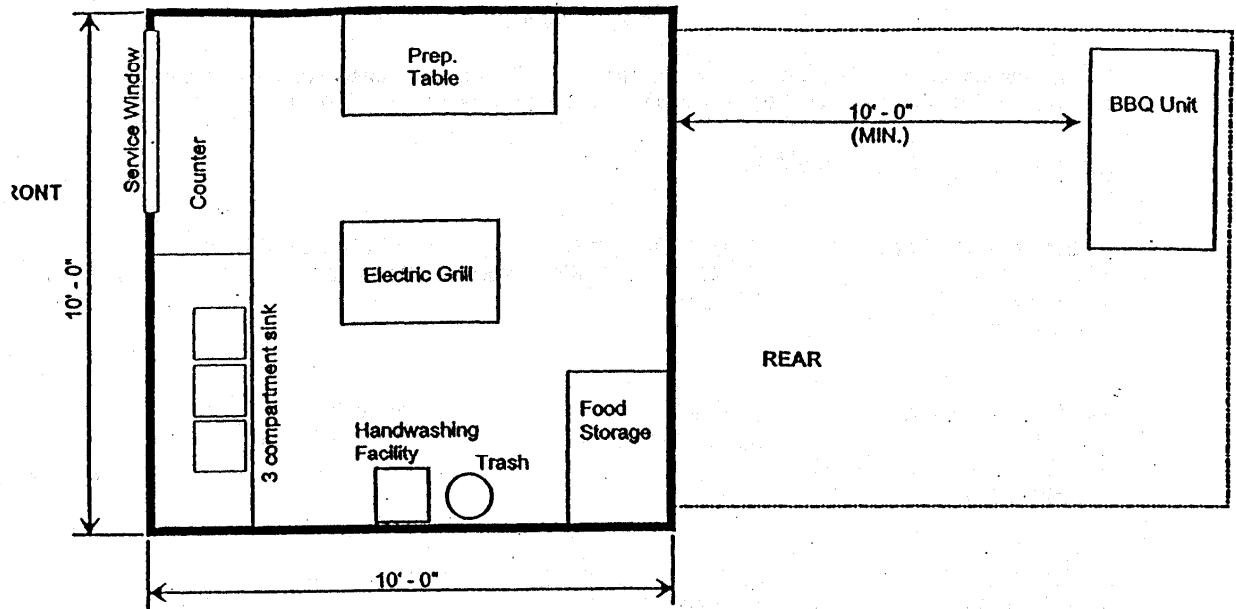
City of Fillmore
250 Central Ave.
Fillmore, CA 93015
805/524-0586

City of Santa Paula
200 S. Tenth St.
Santa Paula, CA 93060
805/933-4265

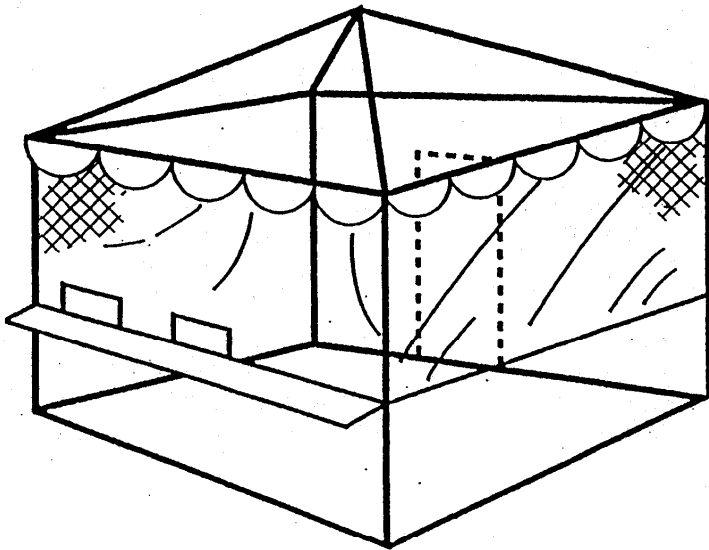
Ventura County Fire Department (VCFD)
165 Durley Ave.
Camarillo, CA 93010
805/389-9748

VCFD provides service to the following cities:

City of Camarillo
City of Moorpark
City of Ojai
City of Port Hueneme
City of Simi Valley
City of Thousand Oaks



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



TFF Lay-out

DRAWING NOT TO SCALE



Ventura County Environmental Health Division
 800 S. Victoria Ave., Ventura CA 93009-1730
 TELEPHONE: 805/654-2813 or FAX: 805/654-2480
 Internet Web Site Address: www.ventura.org/rma/envhealth

OPERATIONAL CHECKLIST FOR TEMPORARY FOOD FACILITIES

POST IN CONSPICUOUS PLACE

Name of Event _____ Date _____

Name of Facility _____

Name of Person in Charge _____



OK	NOK	N/A	REQUIREMENTS
			Handwashing facility available, stocked, and used properly.
			Hot foods at 135 degrees Fahrenheit or above. Thermometer used to regularly check.
			Cold foods at 45 degrees Fahrenheit or below. Thermometer used to regularly check.
			Probe thermometer washed, rinsed, and sanitized before inserting in food.
			Sanitizer test strips used to verify the level of chlorine bleach at 100 ppm or quaternary ammonia at 200 ppm.
			Bucket of sanitizer at correct level for cleaning towels.
			Food contact surfaces and utensils regularly sanitized.
			Adequate food storage to store all foods packaged and unpackaged six inches above the floor.

Comments: _____

SEE REVERSE FOR DETAILED REQUIREMENTS

TEMPORARY FOOD FACILITY FOOD HANDLING – SANITARY REQUIREMENTS

A. Food Preparation

1. FOOD PREPARED OR STORED AT HOME IS PROHIBITED. ALL FOOD SHALL BE FROM AN APPROVED SOURCE (PERMITTED COMMERCIAL FOOD BUSINESS).
2. All food handling and preparation must take place within the TFF unless approval of a different preparation site (e.g., restaurants, churches or school kitchens) has been obtained from the Environmental Health Division (EHD)
3. Barbecues are allowed outside the TFF for cooking only. No other preparation or storage outside of the TFF is permitted.
4. Barbecue units must be protected from over-head contamination. Do not place the barbecues underneath trees, power poles or light fixtures.
5. Local fire codes may require that a deep fryer, grill, or similar gas fired equipment be used outside the TFF. If this is required, the food product must be protected from contamination at all times.
6. Food preparation surfaces must be smooth, easily cleanable and non-absorbent. Commercial cutting boards are recommended.
7. Food preparation surfaces, cutting boards and all food utensils must be frequently washed, rinsed, and sanitized during food preparation. Approved sanitizers are listed under utensil washing requirements.
8. Wiping cloths are required to sanitize food contact surfaces and must be held in a bucket with sanitizing solution when not in use. Whenever the sanitizer solution becomes soiled, it must be replaced.
9. Utensils are required to be sanitized after they are washed and rinsed. Two types of sanitizers are acceptable:
 - a. Chlorine Bleach at a concentration of 100 parts per million (1/2 tablespoon of unscented household bleach per one gallon of water) for 30 seconds OR
 - b. Quaternary Ammonium at a concentration of 200 parts per million (follow directions on label) for one minute.
10. Sanitizer test strips must be available and used to test the sanitizer levels in the third sink compartment and in the wiping cloth solution.
11. Utensils are required to be air-dried.

B. Temperature Control

1. Temperature control must be provided for all potentially hazardous foods, such as dairy products, eggs, seafood, poultry, meats, cooked vegetables, cooked pastas and rice, cut melons, and sprouts, etc.
2. Provide a probe thermometer accurate to plus or minus 2 degrees Fahrenheit with a range from 0 degrees Fahrenheit-180 degrees Fahrenheit to check temperatures (digital thermometers are easy to use). Thermometers are available at large markets or discount stores.
3. Cold foods - Adequate equipment must be provided to maintain temperatures at 45 degrees Fahrenheit or below (e.g., coolers with sufficient ice to surround all food or refrigerators connected to a power source). If the event is more than one day, cold foods that were held at 41 degrees Fahrenheit or below must be stored in a refrigerator at or below 41 degrees Fahrenheit.
4. Hot foods - Adequate equipment must be provided to maintain temperatures at 135 degrees Fahrenheit or above (e.g., electric steam tables or chafing dishes). This food must be discarded at the end of the day.
5. Food in transit must be protected from contamination and must meet the temperature requirements noted above.

C. Food Handlers

1. Food handlers must be in good health. Clean aprons or outer garments must be worn and hair must be restrained.
2. Food handlers shall wash their hands with soap and water prior to the start of food preparation activities and especially after smoking, eating, drinking, or visiting the restroom. Food handlers should thoroughly wash hands by vigorously rubbing them with soap and warm water for at least 20 seconds, paying particular attention to the areas between fingers and under the nails.
3. Sanitary food handling techniques must be used at all times. Whenever practical, food handlers shall use tongs or single use tissues when handling food.