

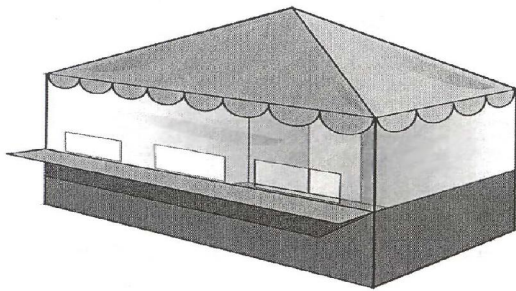
REQUIREMENTS FOR TEMPORARY FOOD FACILITIES IN THE COUNTY OF SANTA CLARA

PERMIT REQUIREMENTS

All event applications and applicable fees **MUST** be submitted to the Department of Environmental Health at least 2 weeks before the event.

- § Each temporary food facility **MUST** apply for a permit.
- § At events with two or more temporary food facilities, a person or organization **MUST** be responsible for shared facilities (e.g., restrooms, waste disposal) and in addition **MUST** apply for an event coordinator/organizer permit.
- § Once the application is approved, **NO** changes may be made without approval of the Department of Environmental Health.
- § Unauthorized changes or non-compliance may result in closure of food facility until deficiencies are corrected. Re-inspection fees may be assessed if any permits are suspended.

FOOD BOOTH CONSTRUCTION



Fully Enclosed Food Booth

ALL food and beverage booths **MUST** be constructed with four sides, a ceiling, and a floor as follows:

- § Booth must be large enough to accommodate all food preparation, handling, and storage needs.
- § Floor surfaces **MUST** be smooth and cleanable.
 - ü *Smooth pavement, plywood, canvas, etc. is approved.*
 - ü *Grass or dirt floors **MUST** be covered with approved tarps or plywood.*
- § Walls and ceilings **MUST** completely enclose the booth and be made of approved materials (check with fire department for booth material requirements).
 - ü *Wood, canvas, plastic, 16-mesh fly screening, or similar material is approved.*
 - ü *Pass-thru window openings **MUST** not exceed 432 square inches and have tight-fitting closures (e.g., Velcro). Minimum distance between window openings shall not be less than 18 inches.*

- ü *EXCEPTION: Booths that handle **ONLY** food or beverage **PREPACKAGED** at an approved facility are **NOT** required to be fully enclosed, just an overhead canopy and cleanable flooring. All food and beverage **MUST** be sold or served in unopened original packaging.*
- ü A clearly visible sign **MUST** be provided listing the booth name, city, state, zip code, and name of permittee. *Non-profit charitable booths are **NOT** required to provide this signage.*
- ü *The booth name **MUST** be at least 3 inches high, with strokes at least 3/8 inches wide.*
- ü *The city, state, zip code, and name of permittee **MUST** use lettering at least 1 inch in height.*

FOOD PREPARATION AND HANDLING

- § All food **MUST** be from an approved source.
 - ü *Food or beverage that has been stored or prepared in a private home may **NOT** be offered for sale, sold, or given away.*
 - ü *Have copies of invoices/receipts for food, available for review by Specialist.*
- § All equipment and utensils **MUST** be approved by the Department of Environmental Health.
 - ü *Surfaces that come in contact with food **MUST** be smooth, easily cleanable, and non-absorbent (e.g., counters, cutting boards, utensils, equipment.)*
 - ü *Do **NOT** use galvanized or enamel coated cookware or utensils.*
 - ü ***ALL** utensils and cooking equipment – except for barbecue units and deep fat fryers (see below) – **MUST** be inside the temporary food facility unless otherwise required by the local fire department.*
- § Food storage and display:
 - ü *All food (including ice) and food containers **MUST** be stored inside the temporary food facility and off the floor on shelving or pallets.*
 - ü ***NO** open or unpackaged food may be stored or displayed at service counters*
 - ü *Condiments **MUST** be in single-service packets, pump-type containers, or squeeze containers*
 - ü *EXCEPTION: Supplies and non-potentially hazardous foods in unopened original commercial packaging may be stored outside the facility.*
- § Minimize bare hand contact with food. Use appropriate utensils such as tongs, food tissue, or disposable gloves whenever practical.

SAFE FOOD TEMPERATURES

- § A probe-type metal thermometer **MUST** be used if potentially hazardous foods are served. Clean and sanitize thermometer before and after each use.
- § All potentially hazardous foods **MUST** be maintained at required temperatures. Maintain temperature logs.

COOKING requirements:

Food **MUST** be thoroughly cooked to required minimum internal temperatures.

- § 165°F Poultry, stuffed meats, and other stuffed foods
- § 157°F Ground beef (hamburger)
- § 145°F Fish, eggs, and pork

RE-HEATING requirements:

- § 165°F Re-heat potentially hazardous foods before placing in a warming unit

HOLDING requirements for PROFIT facilities:

- § 45°F Cold potentially hazardous food or beverages **MUST** be maintained at or below 45°F.
Foods may be kept at this temperature for up to 12 hours in any 24-hour period. At the end of the operating day, these cold foods **MUST** be:
 - ü *placed in a refrigeration unit within an approved facility and maintained at or below 41°F; or*
 - ü *destroyed in an approved manner.*
- § 135°F Hot potentially hazardous food or beverages **MUST** be maintained at or above 135°F. At the end of the operating day, these hot foods **MUST** be either:
 - ü *destroyed in an approved manner.*
 - ü *donated to a food bank.*

HOLDING requirements for NON-PROFIT CHARITABLE facilities:

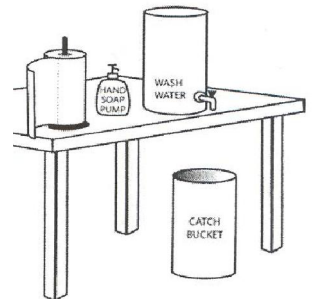
- § 45°F Cold potentially hazardous food or beverages **MUST** be maintained at or below 45°F at all times.
- § 135°F Hot potentially hazardous food or beverages **MUST** be maintained at or above 135°F at all times.

PLEASE NOTE . . .

Food handled improperly or held at unsafe temperatures may be condemned or destroyed by the Department of Environmental Health.

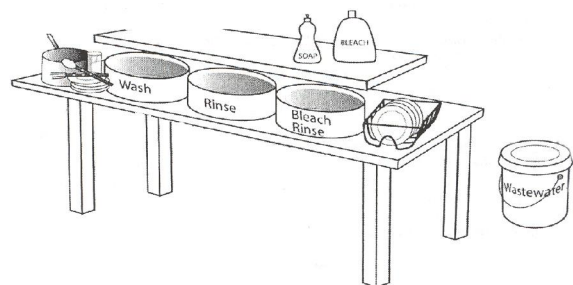
HANDWASHING

- § Facilities that handle unpackaged or open foods or beverages **MUST** provide handwashing facilities **INSIDE** the temporary facility.
- § All food handlers must wash hands frequently to prevent the contamination of food. This includes, but is not limited to, washing hands **BEFORE** handling food, **AFTER** visiting the restroom and **AFTER** using tobacco products.
- § Each facility **MUST** provide a gravity flow handwashing set-up consisting of:
 - ü *a container – 2 gallons or more – with a spigot that can lock in the open position,*
 - ü *pump soap,*
 - ü *paper towels,*
 - ü *a catch bucket or tub for wastewater.*
- § Hand washing facility **MUST** be checked frequently and refilled when needed.



UTENSIL WASHING AND SANITIZING

- § Facilities that handle unpackaged or open foods or beverages **MUST** provide utensil washing and sanitizing facilities **INSIDE** the temporary facility.
- § Utensil washing set-up includes three containers filled with potable water. Each container **MUST** be large enough to accommodate the largest utensil to be washed.
 - ü *Container # 1 – WASH – with soapy water.*
 - ü *Container # 2 – RINSE – with clean and clear water.*
 - ü *Container # 3 – SANITIZE – with sanitizing solution. Replace water and add sanitizer whenever necessary.*
 - ü *Adequate space to air dry all utensils.*
- § A sanitizing solution **MUST** be provided for cloths used to wipe spills on food contact surfaces.



- § *Sanitizing solution may consist of 1 tablespoon household bleach for each gallon of water. Other approved sanitizers may be used.*

OPEN-AIR BARBECUE AND DEEP FAT FRYING

- § Perimeter fencing **MUST** be provided to prevent public access to open-air barbecue or deep fat frying area.
- § Barbequing and deep-fat frying are allowed **OUTSIDE** an enclosed food facility.
 - ü *Prior to cooking, all food must be stored **INSIDE** an approved enclosed area.*
 - ü *Immediately after cooking, all food **MUST** be moved back to an approved **INSIDE** area for further preparation, hot holding, or service.*

WASTE

- § Wastewater – a container for liquid waste **MUST** be provided **INSIDE** each facility. All liquid waste **MUST** then be disposed of into approved containers (e.g., graywater bins) or the sanitary sewer.
- § Trash – a container for food waste, garbage, and refuse **MUST** be provided **INSIDE** each facility. All trash and food waste, garbage, and refuse **MUST** be stored in leak-proof containers and disposed of into dumpsters or garbage cans.
- § Grease – cooking or deep fat fryer grease **MUST** be disposed of in a safe and sanitary manner such as a tallow container.
- § Charcoal and briquettes **MUST** be disposed of in a safe and sanitary manner.

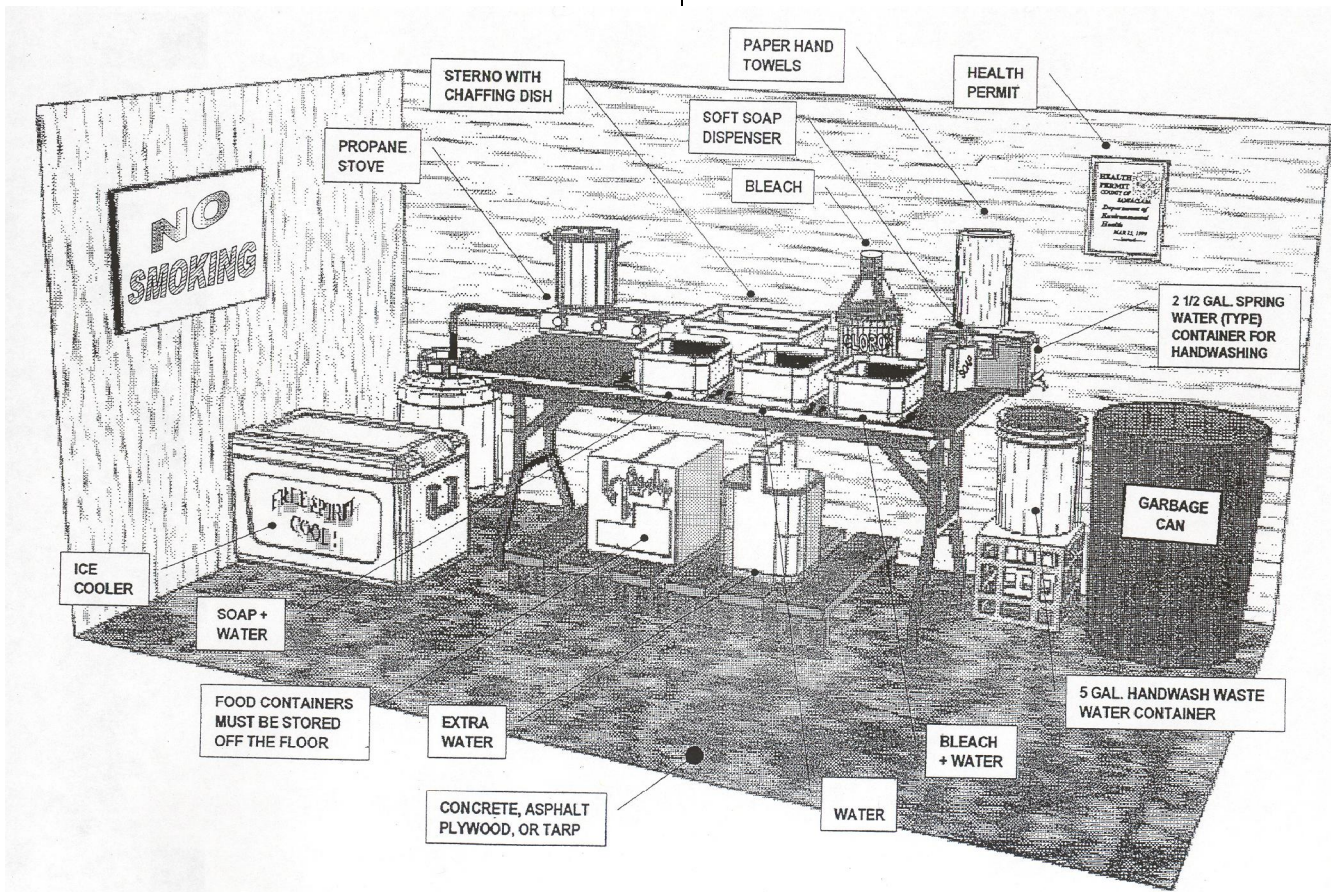
TOILET FACILITIES

- § Approved toilet facilities **MUST** be provided within 200 feet of each temporary food facility.
- § When portable toilets are used, they **MUST** be provided with an adequate number of handwashing stations equipped with both soap and paper towel dispensers.

ADDITIONAL REQUIREMENTS

- § An adequate supply of potable water **MUST** be provided from an approved source.
- § Beverage ice **MUST** be kept separate from ice used for cold-holding. Remember, ice is food.
- § Smoking is **NOT** allowed in temporary food facilities or barbecue areas.
- § All food handlers must wear clean clothing.
- § Live animals are **NOT** allowed in temporary food facility except for guide dogs, signal dogs, or service dogs.
- § Contact the local fire department regarding fire regulations and any necessary permits.
- § Post the Environmental Health Permit in your temporary food facility.

Contact the Department of Environmental Health at 408-918-3400 if you have any questions or concerns.





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FLOORING REQUIREMENTS FOR TEMPORARY FOOD FACILITIES

Recent concerns regarding the use of generic 'poly-tarps' and approved flooring materials in general have created a need for uniform policy requirements among the Santa Clara County Environmental Health and Fire authorities. This policy shall serve as the official DEH requirement on this matter with consideration to the state and local fire regulations for tents and membrane structures.

The Department of Environmental Health requires that temporary food facilities handling non-prepackaged foods *and* operating in an environment of dirt, grass, decomposed granite, or other similar surfaces shall provide a floor covering constructed of smooth, non-absorbent, easily-cleanable materials. Cooking or heating elements inside the food booth itself trigger an added requirement that all membrane structures including flooring be treated with a flame retardant in an approved manner or have non-combustible characteristics. The use of generic "poly tarps" as an approved floor material does not satisfy the requirements of Chapter 24 of the California Fire Code.

The Santa Clara County Department of Environmental Health (DEH) *Requirements for Temporary Food Facilities* document states that:

- "ALL food and beverage booths MUST be constructed with four sides, a ceiling, and a floor as follows....floor surfaces MUST be smooth and cleanable....smooth pavement, plywood, canvas, etc....grass or dirt floors MUST be covered with approved tarps or plywood.

Furthermore, California Health and Safety Code Division 104 Part 7 Sec 114347 states:

- "Temporary food facilities that handle non-prepackaged food shall provide floors constructed of concrete, asphalt, tight wood, or other similar material kept in good repair."

Since the Department of Environmental Health requires temporary food facilities handling non-prepackaged foods who also operate in an environment of dirt, grass, or decomposed granite to provide approved floor coverings *and* the use of generic "poly tarps" does not satisfy the requirements of Article 32 Sec. 2404 of the California Fire Code, Environmental Health will not permit such use in violation of Fire regulations.

It should also be noted that barbecues, grills, or other equipment approved for outdoor cooking may be located adjacent to the temporary food facility if local building and fire codes prohibit cooking inside the temporary food facility (California Health and Safety Code Section 114341).

In the cases where cooking or heating equipment is set up within a temporary food facility located in a grass or dirt-like environment, both DEH and the local Fire authority will determine the conformity of any flooring materials in use.

Generally speaking the **Event Organizer** shall be deemed responsible for securing *or* verifying the use of approved flooring when more than one temporary food facility is under permit. Otherwise, the sole food or beverage permittee shall secure the required tent and floor structures.

TEMPORARY FOOD FACILITY TEMPERATURE LOG

Temperature Record and Initials of Person Checking Temperatures

FOOD ITEM		9 AM	initials	11 AM	initials	1 PM	initials	3 PM	initials	5 PM	initials	CORRECTIVE ACTION
	<i>cooking</i>											
	<i>holding</i>											
	<i>cooking</i>											
	<i>holding</i>											
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COOKING

Food **MUST** be thoroughly **cooked** to required minimum internal temperatures.

- 165°F** Poultry, stuffed meats, and other stuffed foods
- 157°F** Ground beef (hamburger)
- 145°F** Fish, eggs, and pork

RE-HEATING

Food **MUST** be quickly **re-heated** before placing in a warming unit.

- 165°F** Required re-heat temperature for ALL potentially hazardous foods

HOLDING

ALL potentially hazardous foods **MUST** be **held** either COLD or HOT.

- 45°F** **Cold** potentially hazardous food or beverages **MUST** be maintained at or below 45°F.
- 135°F** **Hot** potentially hazardous food or beverages **MUST** be maintained at or above 135°F.