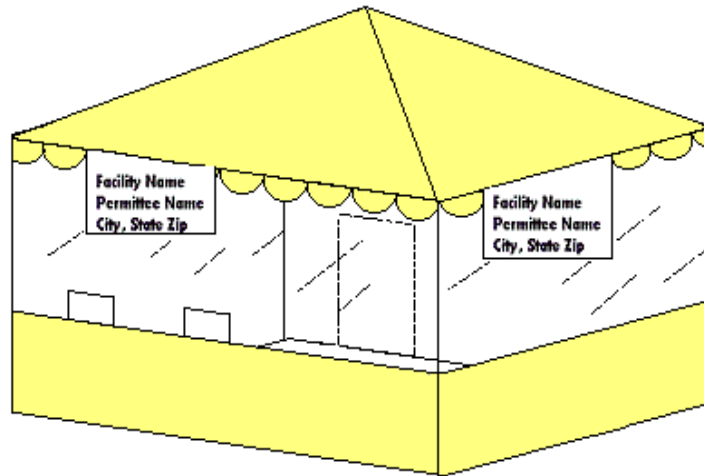


**COUNTY OF SONOMA DEPARTMENT OF HEALTH SERVICES
ENVIRONMENTAL HEALTH & SAFETY (EHS)**

625 5th Street
Santa Rosa, CA 95404
(707) 565-6565 / FAX (707) 565-6525



**COMMUNITY EVENT
TEMPORARY AND OCCASIONAL EVENT FOOD FACILITIES**

Introduction/Purpose

Food vendors who sell or give away food or beverages, including samples, at a community event that serves the general public for two days or more are required to have a retail food facility permit issued by the County of Sonoma, Department of Health Services, Environmental Health & Safety Section. This application packet is for food vendors seeking either an Occasional Event Food Facility (5 days or less) or Temporary Food Facility (12 month) health permit to operate at a community event. *Fees listed in this application are for the period of July 1, 2012 thru June 30, 2013.*

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APPLICATION CHECKLIST AND INSTRUCTIONS:

- Complete and submit ‘Temporary/Occasional Event Food Facility Permit Application’ (pages 1 through 6) at least two weeks prior to event. **Applications received less than two weeks before an event will be assessed a 25% late fee.**
- Note: If you are preparing food off-site, you must submit a signed and completed commissary agreement form (included in this handout).
- Pay Temporary Food Facility (12 month) or Occasional Event (5 days or less) permit fee for either a minimal risk or moderate risk booth (see below). Please note that Temporary Food Facility permits will expire after 12 months.
- Read and comply with ‘Temporary/Occasional Event Food Facility Operating Requirements.’
- Post your retail food facility permit at your booth.
- Conduct a self-inspection of your booth using the EHS ‘Temporary/Occasional Event Food Facility Self-Inspection Checklist’ (pages 9 through 10) at each event after set-up and prior to operation. Post the ‘Temporary/Occasional Event Food Facility Self-Inspection Checklist’ inside your booth.

EHS offers five community event food facility permits.

Temporary Food Facility (12 Month Permits)	Occasional Event (5 Days or Less Permits)
Temporary Food Facility - Minimal Risk - Prepackaged/Non-potentially Hazardous - 12 month	
Temporary Food Facility - Minimal Risk - 12 month	Occasional Event Food Facility - Minimal Risk - 5 Days or Less
Temporary Food Facility - Moderate Risk - 12 month	Occasional Event Food Facility - Moderate Risk - 5 Days or Less

Minimal Risk - Prepackaged/Non-potentially Hazardous permits are issued for food facilities that sell or give away prepackaged, non-potentially hazardous food that is not sampled, such as prepackaged candy, jam, and olive oil. Whole produce is also included in this category. Prepackaged food must be properly labeled, and from an approved source.

Note: If you are selling or giving away prepackaged food you have prepared/manufactured, you must have a Processed Food Registration (PFR) from the California Department of Public Health (CDPH). In addition, if you have a shelf-stable product, such as bottled salsa, chutney or tea, you may need an additional cannery license from CDPH. For further information, call CDPH at (916) 650-6500 or see their website at

<http://www.cdph.ca.gov/programs/Pages/FDB%20Food%20Safety%20Program.aspx>

Minimal Risk permits are issued for food facilities that sell or give away processed food, including food facilities who conduct low-risk food preparation such as coffee, snow cones, kettle corn, and sampling of non-perishable food and produce. A minimal risk permit would also be appropriate for facilities who sell prepackaged perishable items such as prepackaged cheese and ice cream without sampling.

Moderate Risk permits are issued for food facilities that engage in sampling, cooking, packaging, portioning, assembling, or processing of any perishable food. Moderate risk food facilities would include booths preparing hamburgers, hot dogs, barbeque, stir fry, ice cream sundaes, cooked rice dishes, cheesecake, meat and/or vegetable pot pies, tamales, kebabs, pizza, etc. Sampling of cheeses and salsas would also be included in this category.

Please note the following:

- Food prepared or stored in a private residence is prohibited.
- A temporary/occasional event food facility permit is required for each booth operating at the same time in Sonoma County. For example, a kettle corn vendor who sets up a booth at two farmer’s markets held at the same time, on the same day, would require two permits.
- Any food facility found to be operating without a valid food facility permit is subject to closure and a penalty, which may be up to three times the amount of the permit fee.

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TEMPORARY/OCCASIONAL EVENT FOOD FACILITY PERMIT APPLICATION

July 1, 2013 through June 30, 2014

DUE TWO WEEKS BEFORE EVENT

Applications / payments submitted less than 14 days prior to the event will be subject to a 25% late permit fee. All food facilities are required to submit a complete application. Incomplete applications will not be accepted and will be returned.

Food Facility Business Name _____

Food Facility Owner Name _____

Food Facility Phone _____ Fax _____

Mailing Address _____

City _____ State _____ Zip _____ E-mail _____

<i>Application Received at Least Two Weeks Prior to Event</i>	<i>Application Received Less Than Two Weeks Prior to Event</i>	<i>Permit Type</i>
<input type="checkbox"/> \$ 455.00	<input type="checkbox"/> \$ 568.75	Temporary Food Facility (12 Month – Moderate Risk)
<input type="checkbox"/> \$ 188.00	<input type="checkbox"/> \$ 235.00	Temporary Food Facility (12 Month – Minimal Risk)
<input type="checkbox"/> \$ 89.00	<input type="checkbox"/> \$ 111.25	Temporary Food Facility (12 Month – Min. Risk/Prepack./Nonpot. Haz)
<input type="checkbox"/> \$ 286.00	<input type="checkbox"/> \$ 357.50	Occasional Event Food Facility (5 consecutive days or less – Moderate Risk)
<input type="checkbox"/> \$ 68.00	<input type="checkbox"/> \$ 85.00	Occasional Event Food Facility (5 consecutive days or less – Min. Risk/Prepack./Non-potentially Hazardous)
<input type="checkbox"/> No Fee		Veteran's Exempt Food Facility (pre-approved <i>Application for Vet Exemption</i> required)

Required Information:

- I have read and understand the 'Temporary/Occasional Event Food Facility Operational Requirements' attached to this application (pages 7-8).
- I have completed and submitted the 'Food and Equipment Plan' included in this application (pages 3-6).
- I understand regulations set forth in the California Retail Food Code (CALCODE) Chapter 11, and that failure to comply with these regulations may result in immediate closure of my food booth.
- I understand that if food is prepared, handled, or served, **an owner, person in charge (PIC) or employee shall be present who can demonstrate adequate knowledge of food safety principles as they relate to the operation.**
- I understand that I must post the original retail food facility permit and the completed 'Temporary/Occasional Event Food Facility Self-Inspection Checklist' in my booth.

Occasional Event Permit: Once this application is signed and approved by EHS, it will serve as an occasional event permit.

*Applicant Signature _____ Date _____

Print Name _____ Title _____

*Applicant must be an adult age 18 years or over. (Picture identification required.)

For Office Use Only

12 MONTH PERMIT: PE# _____ ID# _____ District _____ EHS Approval _____ Date _____

OCCASIONAL EVENT PERMIT: PE# _____ ID# _____ EHS Approval _____ Date Issued _____ Expiration Date _____

Amount Rec'd \$ _____ [] Cash [] Check/Credit Card Check/Credit Card Trans.# _____ Date Rec'd _____ By _____

Food and Equipment Plan (pages 3-6)

Name of Food Facility: _____

Contact Person: _____ **Contact Phone:** _____

Please answer all questions (front and back) and complete chart below. Incomplete information may result in your application being denied.

1. Will any food be prepared/stored in advance or after the event? Yes ____ No ____ If yes, where?
 Name of permitted establishment: _____ Address: _____ Permit PR# _____
2. Will all food be purchased on the day of the event and be prepared in the food facility? Yes ____ No ____
 a. I understand that food prepared/stored at a private home or other unapproved location is prohibited. Initial: _____

NOTE: A) If you are preparing food in advance, off-site of the temporary food facility, food must be prepared in a facility with a retail food facility permit, and you must include a completed commissary agreement with your application paperwork.

B) If you are selling or giving away prepackaged food you have prepared/manufactured, e.g. boxed chocolates, sealed bag of biscotti, bottled olive oil with labeling, you must have a Processed Food Registration (PFR) from the California Department of Public Health (CDPH). In addition, if you have a shelf-stable product, such as bottled salsa, chutney or tea, you may need an additional cannery license from CDPH. For further information, see <http://www.cdph.ca.gov/programs/Pages/FDB%20Food%20Safety%20Program.aspx> or you may call CDPH at (916) 650-6500.

Food/beverage	Food sold prepackaged?	Method of hot or cold holding during transport? How long is food being transported?	Method of preparation, cooking, and reheating during event?	After preparation, how will perishable food be held cold or hot?
EXAMPLE: Tri-tip	no	Cooler with ice, 45 minutes	Slice, season and barbeque raw tri-tip	Propane stove

NOTE: A food thermometer (stem type 0 - 220° F) must be available for use and may be obtained at a hardware or restaurant supply store.

For Office Use Only

PR# _____ PE _____ Exp Date _____ Date of Last Insp _____

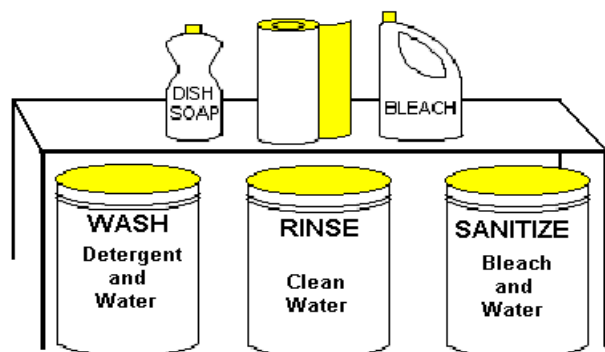
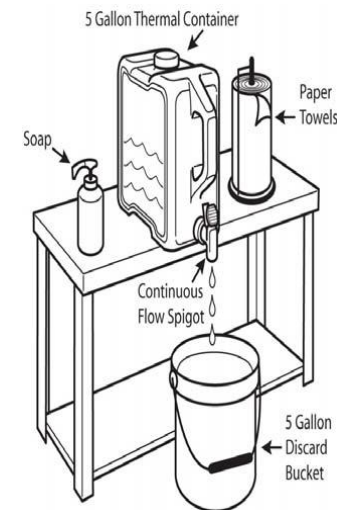
Food and Equipment Plan (continued)

3. Hand washing facilities will consist of:
[] plumbed sink or [] gravity flow container (e.g., spigotted container)

Hand washing facilities (3 consecutive days or less): Provide a clean five-gallon container with warm water (100°F to 108°F) that is equipped with a dispensing valve (spigot) that leaves both hands free for washing. In addition, supply a waste-water container, and hand soap and paper towels in dispensers. *Temporary/occasional event food facilities with any open food or beverage, including food samples, beer on tap, wine tasting, etc., are required to have their own hand washing facilities inside the booth.*

4. Where will utensils be cleaned and sanitized?
-

5. Indicate which type of utensil washing facilities you will use:
[] plumbed sink or [] washing and sanitizing buckets



Utensil Washing Setup (3 consecutive days or less):

Temporary food facilities handling unpackaged perishable food require three clean five-gallon containers for the cleaning of equipment and utensils.

Step 1: Wash with hot soapy water

Step 2: Rinse in clean water

Step 3: Sanitizing solution, such as a bleach/water solution (sanitize: one tablespoon of household bleach per gallon of water).

Containers must be large enough to hold the largest utensil that may require cleaning during operation of the temporary food facility.

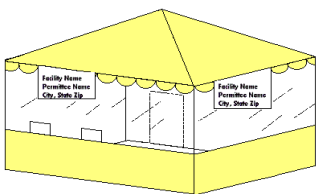
Hand Washing and Utensil Washing Facilities for Temporary Food Facilities Operating MORE than 3 Consecutive Days:

Temporary food facilities that operate for more than 3 consecutive days shall be equipped with a plumbed stainless steel utensil-washing sink with three compartments and two integrally installed stainless steel drain boards. The sink compartments and drain boards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned. The sink shall be provided with hot and cold running water from a mixing valve. Plumbed hand washing facilities are also required, and must be equipped with warm running water. Hand soap and single-use paper towels must be provided in permanently installed dispensers at each hand washing facility.

Sketch of Temporary/Occasional Event Food Facility

In the following space, provide a drawing of your proposed Temporary/Occasional Event Food Facility. Identify and describe all equipment, including cooking and hot/cold holding equipment, hand washing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.

Scale: 1 square = 1 foot

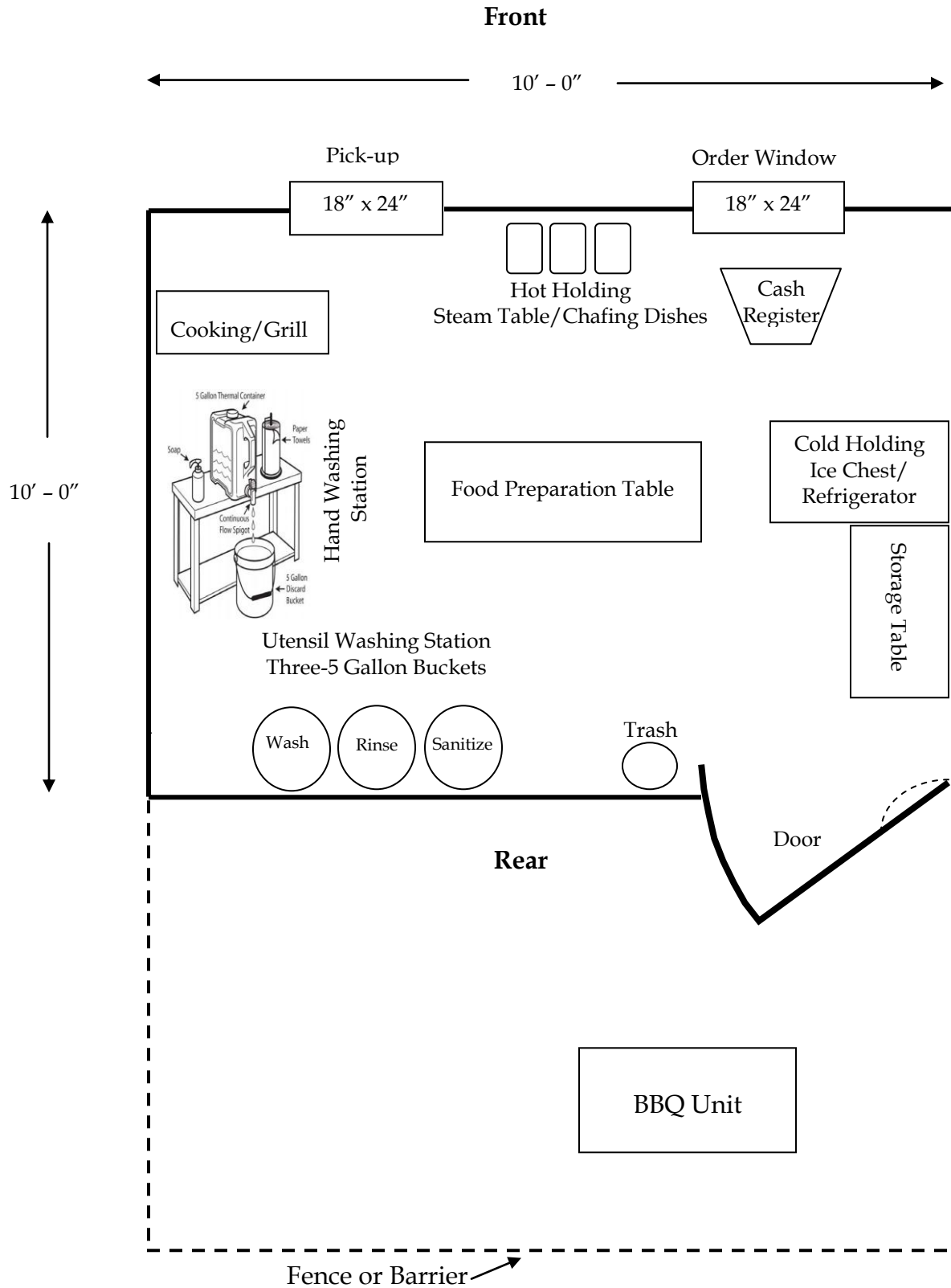


Temporary/Occasional Event Food Facility Construction: Your food facility shall be designed to protect food and beverages from contamination. All food booths, including those handling prepackaged food, must have an overhead canopy. Temporary food facilities that conduct any of the following activities shall have a fully enclosed facility with four sides/walls and a canopy/roof:

- Slicing and chopping
 - Thawing
 - Cooling of cooked perishable food
 - Grinding raw ingredients or perishable food
 - Reheating perishable food for hot holding, except steamed or boiled hot dogs and tamales
 - Hot holding unpackaged perishable food, except for roasting corn on the cob, steamed or boiled hot dogs and tamales
 - Washing of foods
 - Cooking of perishable food for later use
- Pass-thru serving windows should only be large enough to serve food through, with a flap or screen to cover the window.

Food and Equipment Plan (continued)

Sample Sketch of Temporary/Occasional Event Food Facility Booth



Temporary/Occasional Event Food Facility Operational Requirements

Requirements	<p style="text-align: center;">Food Facilities with Prepackaged Food and NO Sampling</p> <p>Note: If you are selling or giving away prepackaged food that you have prepared/manufactured, you must have a Processed Food Registration (PFR) from the California Department of Public Health (CDPH). In addition, if you have a shelf-stable product, such as bottled salsa, chutney or tea, you may need an additional cannery license from CDPH. For further information see:</p> <p>http://www.cdph.ca.gov/programs/Pages/FDB%20Food%20Safety%20Program.aspx or you may call CDPH at (916) 650-6500.</p>	<p style="text-align: center;">Food Facilities with Limited Food Preparation Activities</p> <p>The California Retail Food Code (CALCODE) defines limited food preparation as:</p> <ul style="list-style-type: none"> • Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of nonprepackaged food • Dispensing and portioning of nonperishable food • Slicing and chopping of food on a heated cooking surface during the cooking process • Cooking and seasoning to order • Preparing beverages for immediate service, in response to an individual consumer order, that do not contain frozen milk products 	<p style="text-align: center;">Food Facilities with Food Preparation Exceeding Limited Preparation</p> <p>The following food preparation activities exceed CALCODE's definition of limited food preparation:</p> <ul style="list-style-type: none"> • Slicing and chopping • Thawing • Cooling of cooked perishable food • Grinding raw ingredients or perishable food • Reheating perishable food for hot holding, except steamed/boiled hot dogs and tamales • Hot holding unpackaged perishable food, except roasting corn, steamed/boiled hot dogs and tamales • Washing of foods • Cooking of perishable food for later use
Floors, Walls, and Ceiling	<p>Floor: Canvas, plywood, plastic, tarp, concrete or asphalt</p> <p>Walls: No side walls needed</p> <p>Ceiling: A canopy or roof structure is required for overhead protection.</p>	<p>Floor: Canvas, plywood, plastic, tarp, concrete or asphalt</p> <p>Walls: No side walls needed for facilities conducting limited food preparation.</p> <p>Ceiling: A canopy or roof structure is required for overhead protection.</p>	<p>Floor: Canvas, plywood, plastic, tarp, concrete or asphalt</p> <p>Walls: Facilities conducting food preparation activities which exceed limited preparation shall be fully enclosed with four complete sides. Perimeter barriers for BBQ required.</p> <p>Ceiling: A canopy or roof structure is required for overhead protection. Wall and ceiling surfaces must be smooth, durable, and clean easily. Fine-mesh fly screening for the front and sides to provide visibility and ventilation.</p>
Openings			16 mesh screen walls: Max. 432 sq. inch service openings (up to a 6 foot x 2 ½ foot single opening may be approved by EHS)
Signs and Documentation	<ul style="list-style-type: none"> • Facility name in letters at least 3" high • Operator name, city, state and zip code at least 1" high letters • Food permit posted in public view • Notice informing public that last insp. report is available for review • Temporary Food Facility Self-Inspection Checklist completed and signed prior to preparing food 	<ul style="list-style-type: none"> • Facility name in letters at least 3" high • Operator name, city, state and zip code at least 1" high letters • Food permit posted in public view • Notice informing public that last inspection report is available for review • Temporary Food Facility Self-Inspection Checklist completed and signed prior to preparing food 	<ul style="list-style-type: none"> • Facility name in letters at least 3" high • Operator name, city, state and zip code at least 1" high letters • Food permit posted in public view • Notice informing public that last inspection report is available for review • Temporary Food Facility Self-Inspection Checklist completed and signed prior to preparing food
Labeling of Prepackaged Food	<p>All prepackaged food shall be labeled:</p> <ul style="list-style-type: none"> • Common name • List of ingredients • Quantity of contents • Name and place of business of manufacturer, packer or distributor 	<p>All prepackaged food shall be labeled:</p> <ul style="list-style-type: none"> • Common name • List of ingredients • Quantity of contents • Name and place of business of manufacturer, packer or distributor 	<p>All prepackaged food shall be labeled:</p> <ul style="list-style-type: none"> • Common name • List of ingredients • Quantity of contents • Name and place of business of manufacturer, packer or distributor
Storage	<ul style="list-style-type: none"> • All food stored 6 inches off floor • Overnight food held in rodent-proof lockable containers 	<ul style="list-style-type: none"> • All food stored 6 inches off floor • Overnight food held in rodent-proof lockable containers 	<ul style="list-style-type: none"> • All food stored 6 inches off floor • Overnight food held in rodent-proof lockable containers

Hot Holding Equipment		Booths with perishable hot foods shall provide adequate hot holding equipment to hold perishable food at 135° or higher, e.g., steam tables, chafing dishes, etc. At the end of the day, perishable food that is held at 135° must be discarded.	Booths with perishable hot foods shall provide adequate hot holding equipment to hold perishable food at 135° or higher, e.g., steam tables, chafing dishes, etc. At the end of the day, perishable food that is held at 135° must be discarded.
Requirements	Food Facilities with Prepackaged Food and NO Sampling	Food Facilities with Limited Food Preparation Activities	Food Facilities with Food Preparation Exceeding Limited Food Preparation
Food Preparation Counters		Adequate counter space/cutting boards to prep food.	Adequate counter space/cutting boards to prep food.
Thermometer	Facilities with perishable food must provide a metal probe thermometer accurate to ± 1°C or 2°F	Facilities with perishable food must provide a metal probe thermometer accurate to ± 1°C or 2°F	Facilities with perishable food must provide a metal probe thermometer accurate to ± 1°C or 2°F
Cold Handling Equipment	Ice for cooler chests shall not be used for consumption	Ice for cooler chests shall not to be used for consumption	Ice for cooler chests shall not be used for consumption
Refrigeration Equipment	Provide adequate cold holding equipment to hold perishable food at 45°F or colder. At the end of the operating day, perishable food held at 45°F must be discarded. Overnight storage requires mechanical refrigeration and food held at 41°F or colder for duration of event.	Provide adequate cold holding equipment to hold perishable food at 45°F or colder. At the end of the operating day, perishable food held at 45°F must be discarded. Overnight storage requires mechanical refrigeration and food held at 41°F or colder for duration of event.	Provide adequate cold holding equipment to hold perishable food at 45°F or colder. At the end of the operating day, perishable food held at 45°F must be discarded. Overnight storage requires mechanical refrigeration and food held at 41°F or colder for duration of event.
Water Supply		20 gallons/facility/day in addition to that needed for food prep	20 gallons/facility/day in addition to that needed for food prep
Water		Potable water containers and approved food-grade hoses	Potable water containers and approved food-grade hoses
Hand Wash in Booth		5-gallon warm water (100°F to 108°F) supply in a container with a hands-free spigot, catch bucket for waste water, paper towels and soap in a pump dispenser <i>Note:</i> Facilities that operate <u>more than three consecutive days</u> shall provide plumbed hand washing facilities equipped with warm running water. Hand soap and single-use paper towels must be provided in permanently installed dispensers at each hand washing facility.	5-gallon warm water (100°F to 108°F) supply in a container with a hands-free spigot, catch bucket for waste water, paper towels and soap in a pump dispenser <i>Note:</i> Facilities that operate <u>more than three consecutive days</u> shall provide plumbed hand washing facilities equipped with warm running water. Hand soap and single-use paper towels must be provided in permanently installed dispensers at each hand washing facility.
Utensil Washing		Provide three 5-gallon containers for washing, rinsing and sanitizing. First container shall contain hot soapy water, second container shall have clean rinse water and the third container shall contain a tepid sanitizer solution. <i>Note:</i> Temporary food facilities that operate for <u>more than 3 consecutive days</u> at a community event and handle unpackaged perishable food shall be equipped with a plumbed stainless steel utensil-washing sink with three compartments and two integrally installed stainless steel drain boards. The sink compartments and drain boards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned. The sink shall be provided with hot (120°F) and cold running water from a mixing	Provide three 5-gallon containers for washing, rinsing and sanitizing. First container shall contain hot soapy water, second container shall have clean rinse water and the third container shall contain a tepid sanitizer solution. <i>Note:</i> Temporary food facilities that operate for <u>more than 3 consecutive days</u> at a community event and handle unpackaged perishable food shall be equipped with a plumbed stainless steel utensil-washing sink with three compartments and two integrally installed stainless steel drain boards. The sink compartments and drain boards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned. The sink shall be provided with hot (120°F) and cold running water from a mixing

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Toilet Facilities with Lavatory	Toilet facilities must be located within 200 feet, with running water, soap and paper towels	Toilet facilities must be located within 200 feet, with running water, soap and paper towels	Toilet facilities must be located within 200 feet, with running water, soap and paper towels
Trash Cans		Leak and fly-proof refuse container	Leak and fly-proof refuse container

TEMPORARY/OCCASIONAL EVENT FOOD FACILITY SELF-INSPECTION CHECKLIST

This form is to be posted in your food booth

1	FOOD SOURCE AND TEMPERATURE	Initial When Complete
A	Approved Source: All food shall be obtained from a permitted commercial or retail food establishment (store or restaurant). Food stored or prepared at home or other unapproved location is prohibited.	
B	Preparation: All food shall be stored and prepared at a permitted food establishment or within the permitted temporary food booth. Food stored or prepared at home or other unapproved location is prohibited.	
C	Thawing: Food shall be thawed in the refrigerator at 41°F or less, submerged in running water at 70°F or less, in a microwave, or as part of the cooking process.	
D	Holding Temperatures: Potentially hazardous foods shall be maintained hot at 135°F or higher, or cold at 45°F or below. Frozen food cannot be used to chill other products. If using an ice chest, ice must be used in sufficient quantity to maintain proper food temperatures (45°F or less). <i>Perishable food held cold at 45°F or below or hot at 135°F or above must be discarded at the end of the operating day. Overnight storage requires mechanical refrigeration, and that food be held at 41°F or colder for duration of event.</i>	
E	Cooking Temperatures: Food shall be cooked to the minimum internal temperatures specified below: *165°F for 15 seconds for poultry, any stuffing containing fish, beef, pork or poultry, or stuffed fish, beef, pork or poultry. *155°F for 15 seconds for ground fish and ground meat (hamburgers) *145°F for 15 seconds for eggs or dishes containing raw egg, whole fish, and whole meat	
F	Reheating for Hot Holding: Previously cooked, cooled, and reheated foods shall be reheated to an internal temperature of 165°F.	
G	Thermometer: A probe thermometer with a temperature range of 0°F-220°F for measuring food holding and cooking temperatures is required.	
2	PERSONNEL	
A	Health: Employees with cuts or sores on their hands shall wear gloves in addition to proper hand washing. Employees experiencing vomiting and/or diarrhea must be excluded from food related activities. Permit holder requires food employees to report illnesses as required to the Person in Charge (PIC).	
B	Hand washing: Hand washing facilities shall be provided inside the booth and include a 5-gallon warm water (100°F - 108°F) supply in a container with a spigot to allow hands-free washing, catch bucket for waste water, paper towels and soap in a pump dispenser. <i>Note:</i> Facilities that operate <u>more than three consecutive days</u> shall provide plumbed hand washing facilities equipped with warm water. Hand soap and single-use paper towels must be provided in permanently installed dispensers at each hand washing facility.	
C	Hygiene: Food workers shall maintain personal cleanliness, wash hands frequently, wear clean clothing, and wear hair restraints.	
D	Food Preparation: Avoid bare hand contact with food. Whenever possible use gloves, tongs, deli paper, spatulas or other dispensing equipment when handling ready-to-eat foods. Wash hands prior to donning gloves and in between glove changes.	

3		FOOD AND UTENSIL STORAGE AND HANDLING	
	A	Hot and Cold Storage: Necessary equipment and supplies to maintain proper food temperatures, 45°F or less for cold foods, 135°F or above for hot foods (e.g. sufficient ice, a means of obtaining ice throughout operation, sufficient heating fuel, etc.).	
	B	Storage: All food and equipment (except BBQs) shall be stored inside the booth and at least 6 inches off the ground. Bulk items protected from contamination by a solid waterproof barrier may be stored on the ground (e.g. ice chest).	
	C	Food Storage During Multiple Day Events: During periods of nonoperation, potentially hazardous foods shall be stored in a refrigerator at an approved location. All other food shall be stored in sealed containers inside a permitted food establishment.	
	D	Customer Self-Service: Condiments must be dispensed in single service type packaging, in pump-style dispensers, squeeze bottles, shakers, or similar dispensers.	
	E	Food Display: All food shall be protected from customer handling, coughing, sneezing, or other contamination. All cooking and serving areas shall be protected from contamination. BBQs should be roped off or otherwise separated from the public. Food sampling shall be conducted in a sanitary manner (see Sampling Guidelines).	
	F	Utensil Storage: In-use food dispensing utensils must be stored in the food with their handles above the food. Wash and sanitize all utensils before storing. Store clean utensils in a sanitary location protected from contamination.	
	G	Cross-Contamination: Food shall be protected from cross-contamination by separating raw animal foods from ready-to-eat foods during storage, preparation, holding, and display. This includes separation of foods on the cooking unit (such as beef and chicken on the BBQ).	
4		CLEANING	
	A	Utensil Washing: Provide either a bucket/tub container system or a three-compartment sink with potable running water for utensil washing. Sanitizing shall occur in the final step of the cleaning process with a solution of proper concentration (bleach solution at 100 ppm chlorine or quaternary ammonium at 200 ppm). After sanitizing, let utensils completely air dry to allow the full sanitizing effects of the sanitizer to take place. Note: Temporary food facilities that operate for <u>more than 3 consecutive days</u> at a community event and handle unpackaged perishable food shall be equipped with a plumbed stainless steel utensil-washing sink with three compartments and two integrally installed stainless steel drain boards. The sink compartments and drain boards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned. The sink shall be provided with hot (120°F) and cold running water from a mixing valve.	
	B	Wiping Cloths: Wiping cloths shall be used once then laundered or thrown away, or shall be stored in a clean sanitizing solution of proper concentration (see concentration of utensil washing above) between uses.	
5		WATER SUPPLY AND WASTEWATER DISPOSAL	
	A	Water: An adequate supply of warm and cold potable water shall be available on site for cooking, cleaning, sanitizing, hand washing and drinking. At least 20 gallons per Temporary Food Facility per day for utensil and hand washing are required. Potable water includes bottled water, and water from an approved public water supply. Water supply hoses must be made from food grade materials (garden hoses are prohibited).	
	B	Wastewater Disposal: Wastewater will be disposed of in an approved wastewater disposal system (e.g., in a sink or toilet) located at _____. Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains.	
6		PREMISES	
	A	Garbage: Leak-proof and insect-proof garbage containers with plastic garbage bags shall be provided.	
	B	Waste Grease: Waste grease shall be disposed of into a serviceable tallow bin or in another approved manner.	
	C	Lighting: Adequate lighting shall be provided.	
7		FOOD BOOTH	
	A	Tables, Counters and Shelves: Tables, counters, food prep surfaces, and shelves shall be smooth, easily cleanable and nonabsorbent.	
	B	Enclosure: All food booths shall have an overhead canopy. Booths whose food preparation activities exceed limited preparation (see Temporary Food Facility Operational Requirements) shall be fully enclosed with four complete sides.	

C	Signs and Documentation: Signage with facility name, operator name, city, state and zip code shall be posted. Food permit shall be posted. Notice informing public that last inspection report is available for review posted.	
D	Floor: Cleanable floor surfaces (tarp or other cleanable material) shall be provided.	
E	Access Doors and Pass-thru Windows: Tight-fitting closures for access doors openings are required. Pass-thru windows should only be large enough to serve your food through, with a flap or screen to cover the window or opening.	
F	Fire Safety: Check with local Fire Department regarding necessary fire extinguishers and fire codes related to food booths.	
G	Provisions for Wind: Weights to hold booth in place in high winds may be needed.	

GUIDELINES FOR SAMPLING FOOD AT A COMMUNITY EVENT

The following guidelines are for food facilities and demonstrators providing samples of processed food products to the public at a community event. These guidelines are designed to help ensure that food samples for the public are safe and unadulterated.

1. Food intended for samples shall be handled so as to be pure, free from contamination, adulteration, and spoilage. All food shall have been obtained from approved sources.
2. Sampling shall be done in such a way as to prevent customers from touching, coughing, or sneezing on food meant for others.
3. Keep samples in clean, covered containers approved by the health department. A clear plastic container with a hinged lid, or a plate with a clear dome cover, provides effective protection from contamination while allowing the customer to see the product.
4. Potentially hazardous foods shall be kept at or below 45°F, *or* be kept at or above 135°F.
5. Handwashing facilities, with single-service soap and paper towels, must be readily available for use near each location where products are being cut into samples.
6. Waste shall be contained to minimize odor and insect development. Provide leak-proof garbage receptacles with close-fitting lids at each area/booth for disposal of pits, peels, food waste, and rubbish.
7. Utensils and cutting surfaces shall be washed, rinsed and sanitized every four hours during use (For sanitizing, provide a chlorine solution of one tablespoon or capful of liquid bleach per gallon of water.).
8. Cutting surfaces shall be smooth, non-absorbent, and easily cleanable, and approved by the health department.
9. Clean, potable water shall be used for washing food and food contact surfaces.
10. Wash water and/or wastewater must be disposed of into an approved sewage system or holding tank and **must not** be discharged onto the ground.
11. Toothpicks or disposable utensils shall be used to distribute samples to minimize hand contact.

COUNTY OF SONOMA DEPARTMENT OF HEALTH SERVICES

ENVIRONMENTAL HEALTH DIVISION

625 5th Street, Santa Rosa, CA 95404

Phone (707) 565-6565 ❖ Fax (707) 565-6525 ❖ www.sonoma-county.org/environmental

COMMISSARY AGREEMENT
Mobile Food Facility ❖ Caterer ❖ Temporary Food Facility

To be completed by APPLICANT — Please print or type.

Business Name _____ Env Health ID# _____

Owner/Operator Name _____

Business Mailing Address _____ Suite _____

City _____ State _____ Zip _____ Home Phone _____ Bus. Phone _____

I, _____, hereby state that the above information is current, true and correct to the best of my knowledge and agree to utilize my approved commissary in accordance with the California Health & Safety Code, California Retail Food Code, and the Sonoma County Environmental Health Division, requirements. **Note: If this Commissary Agreement is modified or cancelled, and a new Commissary Agreement is not provided to this office, your permit to operate a food facility will be subject to suspension or revocation. This Commissary Agreement shall be effective for no longer than one year.**

Signature _____ Date _____

To be completed by COMMISSARY OWNER/OPERATOR — Please print or type.

Commissary Name _____ Env. Health ID# _____

Address _____ Bus. Phone _____

City _____ Zip _____ Owner/Operator _____

Check all appropriate services provided:

- Wastewater disposal
- Potable water
- Disposal of rubbish & garbage
- Hot & cold water for vehicle cleaning
- Food preparation area
- Electrical hookups
- Toilet & hand washing facilities
- 3-compartment sink
- Refrigeration equipment
- Food storage facilities
- Janitorial sink
- Overnight vehicle storage

Other services not listed: _____

List all foods provided by the commissary and company(ies) from which foods are purchased:

Food	Company

I, _____, hereby state that the information I have provided is current, true and correct to the best of my knowledge and meets the California Health & Safety Code requirements. If the food facility operator fails to comply with the conditions of this contract, or if this contract is modified or cancelled, the commissary owner shall notify this office immediately.

Signature _____

Print Name _____ Date _____