



County of Riverside
DEPARTMENT OF ENVIRONMENTAL HEALTH

www.rivcoeh.org

Department of Environmental Health
P.O. Box 7909
Riverside, CA 92513-7909

District # _____

Non-Profit # _____

OCR# _____

APPLICATION TO OPERATE A TEMPORARY FOOD FACILITY

Riverside County Code 4.52 and the California Health and Safety Code

THIS APPLICATION IS FOR: ☐ TEMPORARY EVENT (4-25 DAYS IN A 90 DAY PERIOD)
☐ OCCASIONAL EVENT (3 DAYS OR LESS IN A 90 DAY PERIOD)

NAME OF OWNER: _____ DBA: _____

BILLING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

BUSINESS TELEPHONE: _____ HOME TELEPHONE: _____

EMAIL ADDRESS: _____

NAME AND LOCATION OF EVENT: _____

DATE(S) OF EVENT: _____ NUMBER OF DAYS: _____ DATE SITE PLAN SUBMITTED: _____

SITE PLAN APPROVED BY: _____

***SUBMIT THIS APPLICATION AT LEAST TEN (10) DAYS PRIOR TO THE EVENT.**

COMMUNITY EVENTS:

	TEMPORARY EVENTS	OCCASIONAL EVENTS
<input type="checkbox"/> OPERATIONAL PERMIT (PER BOOTH)	\$202.00	\$98.00
<input type="checkbox"/> 100% PREPACKAGED BOOTH	\$110.00	\$62.00
<input type="checkbox"/> STATIONARY MOBILE FOOD PREPARATION UNIT	\$142.00	\$78.00

COMMUNITY EVENT DISCOUNTED PERMIT FEES:

<input type="checkbox"/> 1-5 VENDORS	\$652.00	\$199.00
<input type="checkbox"/> 6-10 VENDORS	\$1,222.00	\$319.00
<input type="checkbox"/> 11-15 VENDORS	\$1,793.00	\$436.00
<input type="checkbox"/> 16-20 VENDORS	\$2,363.00	\$553.00
<input type="checkbox"/> 21-25 VENDORS	\$2,933.00	\$671.00
<input type="checkbox"/> 26-30 VENDORS	\$3,504.00	\$790.00
<input type="checkbox"/> 31-35 VENDORS	\$4,073.00	\$908.00
<input type="checkbox"/> 36-40 VENDORS	\$4,644.00	\$1,026.00
<input type="checkbox"/> 41-45 VENDORS	\$5,215.00	\$1,144.00
<input type="checkbox"/> 46-50 VENDORS	\$5,785.00	\$1,261.00
<input type="checkbox"/> 51-55 VENDORS	\$6,355.00	\$1,380.00
<input type="checkbox"/> 56-60 VENDORS	\$6,925.00	\$1,498.00
<input type="checkbox"/> 61-65 VENDORS	\$7,495.00	\$1,616.00
<input type="checkbox"/> 66-70 VENDORS	\$8,067.00	\$1,734.00
<input type="checkbox"/> 71-75 VENDORS	\$8,636.00	\$1,851.00
<input type="checkbox"/> 76-80 VENDORS	\$9,205.00	\$1,969.00
<input type="checkbox"/> 81-85 VENDORS	\$9,776.00	\$2,088.00
<input type="checkbox"/> 86-90 VENDORS	\$10,346.00	\$2,206.00
<input type="checkbox"/> 91-95 VENDORS	\$10,917.00	\$2,323.00
<input type="checkbox"/> 96+ VENDORS	\$11,487.00	\$2,441.00

***EVENT ORGANIZER FEE**

Event organizers will be required to submit a "Temporary Food Facility Community Event Coordinator's Application" form and all applicable fees at least two (2) weeks prior to the event. If the event organizer does not wish to purchase one of the discounted blanket permits listed above, a separate fee will be required. See current fee schedule for a complete list of organizer fee amounts as they vary depending upon the number of vendors operating at the event.

Please submit payment WITH YOUR APPLICATION. Permit fees may be paid with cash, or select major credit card (contact area office for details) or money order payable to **Riverside County Department of Environmental Health**.

I HEREBY APPLY FOR A RECEIPT/PERMIT, WITH APPROPRIATE FEES ATTACHED, TO OPERATE AT THE ABOVE COMMUNITY EVENT.

DATE: _____ OWNER/OPERATOR: _____ SIGNATURE _____ DRIVERS LICENSE# / EXP. DATE _____

For Our Office Locations Call Us at (888)722-4234 or Visit Our Website at www.rivcoeh.org



County of Riverside
DEPARTMENT OF ENVIRONMENTAL HEALTH

www.rivcoeh.org

**TEMPORARY FOOD FACILITY/COMMUNITY EVENT
COORDINATOR'S APPLICATION**

Application Submission Date: _____

Fees Paid: _____

Organizer Fee	
Vendors	Fee
1-5	\$334.00
6-10	\$618.00
11-15	\$903.00
16-20	\$1,188.00
21-25	\$1,472.00
26-30	\$1,757.00
31-35	\$2,042.00
36-40	\$2,325.00
41-45	\$2,611.00
46-50	\$2,894.00
51+	\$3,180.00

1. Name of Event: _____

2. Location of Event: _____

3. Dates and Times of Event: _____

4. Event Coordinator Name: _____

Address: _____

Phone No: _____

5. Number of Food Booths: _____

6. Name of Each Food Booth and Operator:

Business Name

Operator Name

Mailing Address

Phone Number

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

g. _____

h. _____

i. _____

j. _____

k. _____

l. _____

m. _____

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7. Date, Time, Location of Pre-event Meeting with Food Vendors:
8. Date and Time of Event Setup:
9. Describe Restroom Facilities (Type, Number, Location)
10. Will Electricity be Provided to Booths?
11. Describe Potable Water Supply:
12. Describe Wastewater Disposal System:
13. Describe Garbage Disposal Facility:

Please use the rest of this page or attach a separate page for a site plan drawing. Be sure to include locations of food booths, shared utensil washing facilities, restrooms with hand washing stations, shared janitorial facilities and garbage disposal facilities.

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County of Riverside
DEPARTMENT OF ENVIRONMENTAL HEALTH

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COMMUNITY EVENT TEMPORARY FOOD FACILITY
OPERATOR'S AGREEMENT FORM

Name of Event: _____

Location of Event: _____

Dates and Times of Event: _____

Event Start Time: _____

Name of Food Facility: _____

Name of Owner: _____

Name of Person in Charge: _____

Check One: ☐ Booth ☐ Mobile Food Facility

If booth, describe enclosure: _____

Food and beverage to be served: _____

Where will food be prepared: _____

How will food/beverage be prepared and served: _____

List of cooking equipment: (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Oven, # of units: | <input type="checkbox"/> Vertical Broiler, # of units: |
| <input type="checkbox"/> Fryer, # of units: | <input type="checkbox"/> BBQ, # of units: |
| <input type="checkbox"/> Flat grill, # of units: | <input type="checkbox"/> Stove or Range, # of units: |
| <input type="checkbox"/> Other (please describe): | |

Fire extinguisher? ☐ Yes ☐ No (Check with city/county fire department for rating)

How will cooking equipment be ventilated? _____

How will food be held hot (above 135°F)? _____

How will food be held cold (below 45°F)? _____

How will temperatures be monitored? _____

Describe hand wash setup: _____

Describe utensil wash setup:

What type of sanitizer will you be using? ☐ Chlorine (100ppm, soak 30 seconds)
☐ Quaternary Ammonia (200ppm, soak 60 seconds)

Do you have test strips to monitor the sanitizer concentration? ☐ Yes ☐ No

Will any food or equipment be stored outside of booth or mobile food facility? ☐ Yes ☐ No

If yes, how will food be dispensed, stored and protected; how will equipment be stored and protected?

I agree to adhere to the following requirements to operate at said event:

- Name of facility, city, state, zip code, and name of the operator shall be legible and clearly visible to patrons.
- Hand washing facilities shall be provided at operations handling any open food. Hand washing facilities shall be properly stocked and used as often as necessary to keep hands clean and protect food from cross-contamination. **Note: gloves and/or hand sanitizer are not approved replacements for hand washing.**
- All food and beverage items will be stored, displayed, prepared/ processed at an approved facility.
If applicable: Cottage Food Operation Name: _____

Permit/ Registration Number: _____

- Cold and hot holding equipment shall be provided to ensure proper temperature control during transportation, storage, and operation of the temporary food facility.
- All potentially hazardous foods will be held at or below 45°F or at or above 135°F. At the end of the operating day, any foods held above 41°F shall be disposed of. Thermometers shall be provided to monitor temperatures.
- Ice is considered a food and shall remain off the ground, stored in clean sanitized food grade containers and properly dispensed by operator of the temporary food facility or in approved bulk dispensing unit(s).
- All equipment shall be maintained in a clean and sanitary condition.
- Equipment shall be washed in hot (minimum 100°F) soapy water, rinsed and sanitized either in a 3-compartment ware washing sink or 3-bucket system as approved by this department depending on length of event. Sanitizer testing equipment shall be on-site to measure concentration of sanitizer.
- Operations handling any open food must provide **completely enclosed booths**. Contact this department prior to event for approval of an alternative food protection means.
- Significant changes of menu items shall be discussed and approved by this Department prior to event.

I understand these requirements and agree to operate in a manner to protect public health and food from possible contamination.

Name: _____ Date: _____

Contact Phone Number Day of Event: _____

Email: _____

PLEASE FAX TO AREA OFFICE PRIOR TO EVENT

Riverside
(951) 358-5017

Hemet
(951) 766-7874

Corona
(951) 520-8319

Murrieta
(951) 461-0245

Indio
(760) 863-8303

Palm Springs
(760) 320-1470

For Office Use Only

Reviewed By: _____

Date: _____

Notes:



DEPARTMENT OF ENVIRONMENTAL HEALTH County of Riverside

INFORMATIONAL BULLETIN NO. 92-12-DES

KITCHEN AGREEMENT LETTER

WHAT IS A KITCHEN AGREEMENT LETTER?

A kitchen agreement letter establishes an arrangement between you and an approved permitted food establishment allowing you access to their kitchen and storage areas for the purpose of preparing food and storing utensils. Any person who wishes to sell, distribute, or provide food to the public must prepare and store food in an approved, permitted, and inspected food facility.

A KITCHEN AGREEMENT LETTER IN ADDITION TO A HEALTH PERMIT OBTAINED THROUGH THIS DEPARTMENT, WILL ALLOW YOU TO ENGAGE IN RETAIL FOOD SALES IN RIVERSIDE COUNTY.

A kitchen agreement letter will be valid for the time period that is specified on the letter and the types of food that you sell shall be approved by this Department. To participate as a vendor for private events such as picnics, wedding receptions, or parties, a kitchen agreement letter will not suffice; instead contact this department for guidelines and permits required for catering operations.

HOW DO I OBTAIN A KITCHEN AGREEMENT LETTER?

1. **Locate an Approved Kitchen**

An approved kitchen is a permanent, fixed food facility that has a valid health permit, is in good standing, and receives routine inspections from this department. The kitchen you select should have appropriate equipment for the type of food you are planning to prepare. For example, if you plan on preparing barbecued meats, a bakery may not have the equipment you need and would not be an appropriate facility for your business.

2. **Make an Appointment**

Once you have one or more possible kitchens in mind, call for an appointment with an Environmental Health Specialist. It's important to make an appointment because a Specialist may not be available to help you when you come into the office. During your appointment, you can sit down with the Specialist to discuss the type of business you want to run. The Specialist will then advise you on whether the kitchen you are considering will be appropriate and discuss other requirements you will need to comply with.

3. **On-Site Evaluation**

Once you have selected the kitchen you plan to use, an on-site evaluation of the kitchen will be required. The fee for this inspection is set by the Board of Supervisors in Ordinance 640. Generally, an hour will be sufficient to evaluate the kitchen. Fees need to be paid in cash or money order and will be due at the time of the evaluation. The owner or operator of the kitchen must be present at the time of the on-site evaluation. All parties must be present to sign the kitchen agreement letter.

4. **Permit**

Once you've met with a Specialist and your kitchen agreement letter has been approved and signed, you may begin to prepare and sell your food as allowed under the health permit obtained. It is important to maintain your signed kitchen agreement letter with you at your point of business for view during inspections.

WHAT OTHER REQUIREMENTS ARE THERE FOR MY BUSINESS?

- All food must be stored and prepared at the approved kitchen. No food may be prepared or stored at your private residence or any other location that has not been approved by this department.
- Equipment and utensils must be washed, rinsed, sanitized, and stored at the kitchen.
- All food workers must have a valid food handler card issued by this Department.
- A log sheet must be maintained at your approved kitchen and shall include:
 - Dates

OFFICES IN: RIVERSIDE, BLYTHE, CORONA, HEMET, INDIO, MURRIETA AND PALM SPRINGS

For more information call (888) 722-4234

Department Web Site – www.rivcoeh.org

- Times
- Name and location of events or venues where you will be vending your food
- Food items that are being packaged at the approved kitchen shall be properly labeled. The label must contain the following:
 - Name of the product
 - List of ingredients
 - Your business name
 - Name of the preparation kitchen
 - Address of the preparation kitchen
 - Phone number
 - Health license number

Example of Labeling:

Product Name	Chocolate Chip Muffin
List of Ingredients	Ingredients: Chocolate Chips, Flour, Sugar, etc...
Your Business Name	Prepared by J & B Bakery
Name of the Preparation Kitchen	At Muffin Magic
Address of the Preparation Kitchen	123 Main St Riverside, CA 92503
Phone Number	(951) 123-4567
Health Permit # PRXXXXX	Health Permit # PR12345

- You are required to comply with all food handling and safety provisions of the California Retail Food Code. You can find a copy of these regulations as well as other helpful information on our website www.rivcoeh.org.

*Document available in an alternate format upon request



County of Riverside
DEPARTMENT OF ENVIRONMENTAL HEALTH

www.rivcoeh.org

**District Environmental Services
Catering Kitchen Agreement Letter**

Name of Catering Business: _____

Owner: _____ CDL: _____ DOB: _____

Home Address: _____

Business Phone: _____ Cell Phone: _____ Email: _____

This section is to be completed by the *owner/operator of the currently permitted food facility* that will be used by the above named individual to prepare foods. **This agreement must be updated and submitted to the Riverside County Department of Environmental Health annually along with the corresponding permit fees.**

Name of Food Facility: _____

Name of Owner/Operator (Print): _____

Environmental Health Permit PR#: _____

Address of Facility: _____

Business Phone: _____

Business Hours: _____ Email: _____

Day(s) of the week when the caterer will be using your kitchen: _____

Time(s) of day the caterer will be using your kitchen: _____

The above named caterer has my permission to use my currently permitted food facility as stated above for the purpose of storing and preparing food and for cleaning and storing utensils and equipment. I agree to provide a dedicated and clearly labeled storage space for the caterer to store his/her food and utensils/equipment.

I understand this agreement is between me and the caterer, _____, and that I shall notify the Riverside County Department of Environmental Health, within 10 days of severance of this agreement, or when the above named individual has not used my kitchen for a period of 30 days. I also understand that any falsification or misrepresentation pursuant to this agreement may subject me to citation or other legal action.

I understand this agreement and declare the information above to be accurate and correct.

Owner Signature

Date

Caterer Signature

Date

NOTE: This agreement is not valid until it is approved and signed by an authorized representative of the Riverside County Department of Environmental Health. This department reserves the authority to revoke this agreement for cause at any time.

As an authorized representative of the Riverside County Department of Environmental Health, I am familiar with the above facility and have verified that it meets requirements for space, storage and operation for both the existing business and the proposed sublet. I have also verified that the facility's permit to operate is current and that the facility is in good standing with this department and may be used as an Approved Catering Kitchen.

Signature of Environmental Health Specialist

Print Name

Date



County of Riverside
DEPARTMENT OF ENVIRONMENTAL HEALTH

STEVE VAN STOCKUM, DIRECTOR

KITCHEN AGREEMENT LETTER

Name of Food Vending Business: _____

Owner: _____ CDL: _____ DOB: _____

Home Address: _____

Business Phone: _____ Cell Phone: _____

E-mail Address: _____

Place that Vending Operation will occur: _____

This section is to be completed by the owner/operator of the Riverside County permitted facility, which will be used by the above named individual to prepare foods. **This agreement is not valid until approved and signed by an authorized representative of Riverside County Environmental Health. This department reserves the authority to revoke this agreement for cause at any time.**

Name of Food Facility: _____

Environmental Health Permit #: _____

Address of Facility: _____

Business Phone#: _____

Business Hours: _____

Day(s) of the week when vendor will be using your kitchen: _____

Time of day the vendor will be using your kitchen: _____

The above named vendor has my permission to use my health regulated business as stated above for the purpose of storing and preparing food and for cleaning and storing utensils and equipment. I agree to provide a dedicated and clearly labeled storage space for the vendor to store his/her food and utensils until such time as they are transported directly to the vending site.

I understand this agreement is between myself and Mr/Ms. _____, and that I shall notify the Department of Environmental Health, within 10 days of severance of this agreement, or when the above named individual has not used my kitchen for a period of 30 days. I also understand that any falsification or misrepresentation pursuant to this agreement may subject me to citation or legal action.

I declare the information above to be accurate and correct.

Signature

Date

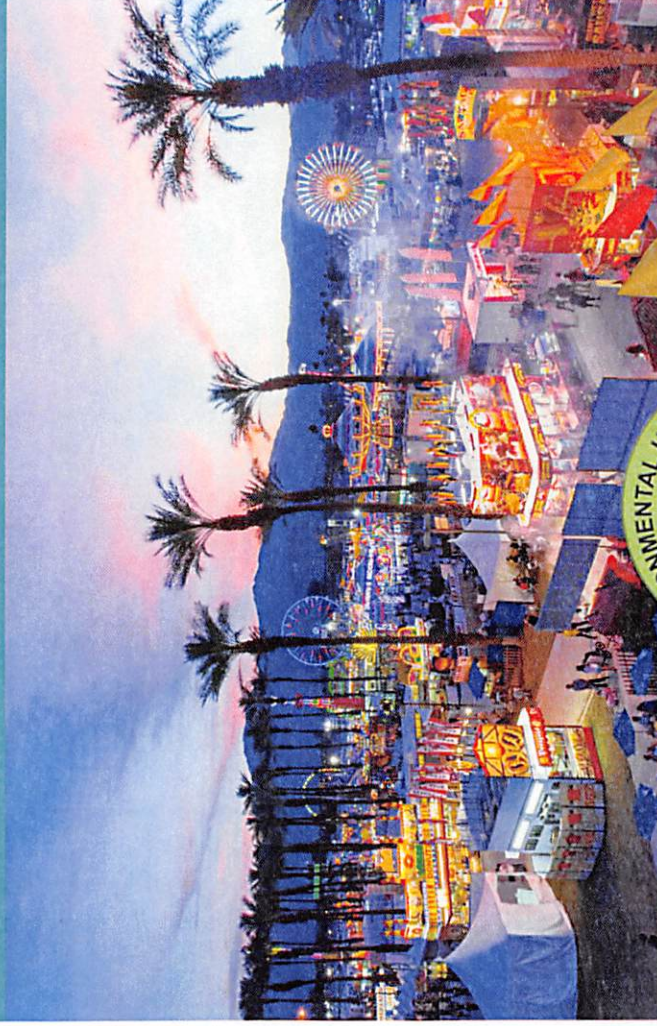
As an authorized representative of the department, I am familiar with the above facility and have verified that it meets standards for space, storage and operation. I have also verified that the permit to operate is current and that this is a food facility in good standing with this department at this time.

Signature of Environmental Health Specialist

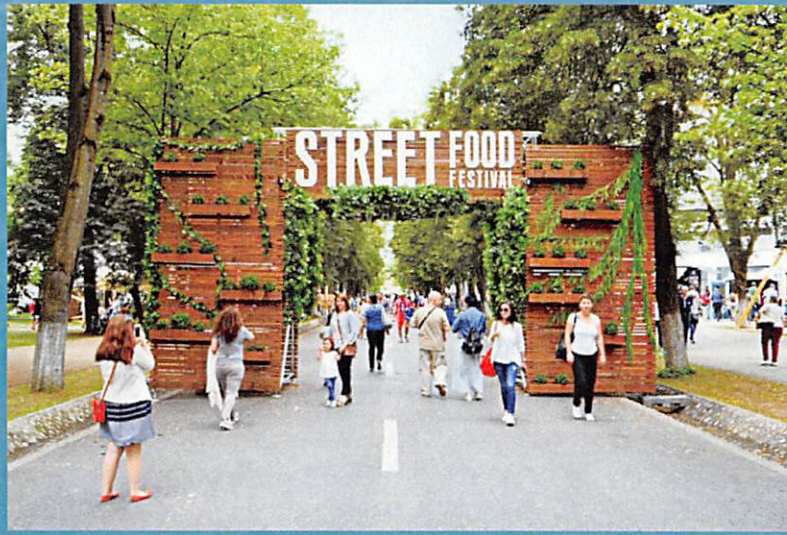
Date

OPERATOR'S GUIDE

Temporary Food Facility



Protecting People and the Environment



Many people do not think about food safety until a food-related illness affects them or a family member. Preventing foodborne illness remains a major public health challenge. To reduce the occurrences of food related illnesses, Riverside County Environmental Health Specialists inspect food establishments, including Temporary Food Facilities, to ensure safe and sanitary food practices are in place.

The same food handling and sanitation practices apply at a temporary food facility as they would at a permanent food facility. Temporary food facility operators should be aware that a foodborne illness outbreak can occur if they do not properly handle food. Factors contributing to foodborne illness include:

- ♦ Temperature abuse of food during storage or transport
- ♦ Improper cooking temperatures of food
- ♦ Lack of hygiene and sanitation by food handlers
- ♦ Foods from unsafe sources
- ♦ Inadequate cleaning of equipment and utensils

This guide has been developed to assist you in operating a safe and sanitary temporary food facility, while complying with the requirements of California Health and Safety Code as well as Riverside County Codes.

Definitions

Temporary Food Facility (TFF) - A food facility approved by the enforcement officer that operates at a fixed location for the duration of an approved community event or at a swap meet.

Community Event - An event that is of civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other public gathering events approved by the local enforcement agency. The city hosting the event may need to approve it and issue a special event permit. A TFF *must* be part of a community event and may *not* operate independently of a community event.

Event Coordinator - The person or organization responsible for organizing the event and purchasing the event group permit for all participating food vendors.

Prepackaged Food - Any food that is given away or sold while it is still in its original packaging from the manufacturer. Examples include cans of soda, wrapped candy, and packaged snacks like potato chips. Whole and uncut produce is also considered prepackaged food.

Open Food - Any other food service other than what is described under the definition of prepackaged food is considered open food. Food that requires any kind of cooking, preparation, portioning, sampling, etc., is considered to be open food.

Potentially Hazardous Food (PHF) - A food that requires time or temperature control to limit the growth of illness causing bacteria. Examples of PHF include but are not limited to raw and cooked meats, dairy products, soy products, cooked vegetables, cooked potatoes, cooked pasta, cooked beans, cooked rice, bean sprouts, cut tomatoes, and cut melons.

Obtaining a Permit

Before you can sell or even give away food to the public, you are required to have a valid health permit for the event. The health permit is only valid for the specified event date. Riverside County Environmental Health has (2) two types of event permits: **Occasional** and **Temporary** Event.

Occasional Event is a community event that is operated at a fixed location for no more than 3 days in a 90 day period.

Temporary Event is a community event that is operated at a fixed location for no more than 25 days in a 90 day period.

Event Coordinator Requirements

The event coordinator is responsible for running the community event and ensuring that the TFFs have provided what is needed to operate in compliance. The event coordinator is responsible for initiating the permitting process, completing and submitting all required documents at least 10 business days prior to the event, including:

- Event permit or written approval from the city where the event will be located or the county if located in an unincorporated area
- ***Application to Operate a Temporary Food Facility**** (including payment of fees)
- ***Temporary Food Facility Community Event Coordinator's Application****

(The organizer fee listed will be waived if this application is submitted at least 10 business days prior to the event.)

* Documents can be obtained at www.rivcoeh.org
or from a local Environmental Health office.



TFF Operator Requirements

The operator of the TFF booth is required to complete and submit the following documents prior to the event:

- *Community Event Temporary Food Facility Operator's Agreement Form**
- *Kitchen Agreement Letter**, if applicable

Event permits must be obtained at least 10 business days prior to the start of the event.

Mobile Food Preparation Units

Mobile food preparation units (food trucks/trailers) without an annual permit from Riverside County Environmental Health may operate at community events but must be listed on the event coordinator's application and must comply with all TFF requirements described in this guide. In addition to general food protection, personal hygiene, and sanitization requirements for all food operations, food trucks must provide proper connections to fresh water and sewer or utilize installed fresh and waste tanks if sufficient in capacity.

- Freshwater supply lines (hoses designed for potable water) are usually white with a blue stripe. These hoses must be stored in a clean and sanitary manner.
- Waste water hoses should be black.
- All connections must be tight and leak-free.



Booth Construction Requirements

TFFs who offer pre-packaged food only and do not conduct any preparation, including samples, do not require a fully enclosed booth. However, some form of overhead protection must be in place over all food and food storage areas. Food samples must be given to customers in a prepackaged state.

All TFF operators who prepare and store open foods must do so inside a fully enclosed and approved area, such as a booth. The following structural requirements must be met:

Ceilings

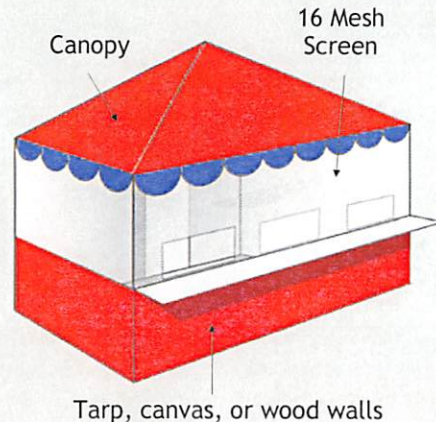
- Solid roof constructed of canvas or tarps (such as a canopy).

Walls

- Booth must have 4 walls constructed of smooth, durable, and easily cleanable materials such as canvas, tarps, or 16-mesh fine screening.
- Food service windows must not be larger than 216 square inches and must be at least 18 inches apart. Windows must be covered with screening when not in use.
- Screening must cover food service windows and other openings to minimize the entrance of insects and food contaminants.

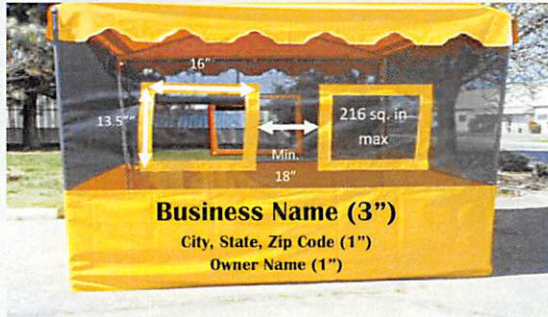
Floors

- Constructed of concrete or asphalt, a tarp, or sealed wood kept clean and in good repair. Grass or dirt floors are not acceptable and must be covered.



Business Signage

Each operator must display on the booth the following information:



- Facility Name (min. 3" letters)
- Operator Name (min. 1" letters)
- City (min. 1" letters)
- State (min. 1" letters)
- Zip Code (min. 1" letters)

Handwashing Sink

All TFFs with open food must have an approved handwashing sink. Handwashing sinks must be located inside of each TFF and may not be shared with another TFF. Sink must be properly supplied with a pump soap dispenser, single use paper towels, and a catch basin for wastewater.

Events lasting more than 3 days:

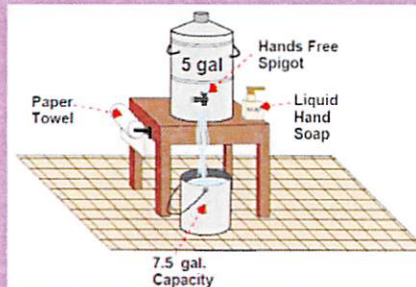
- A sink with pressurized hot and cold running water



The handwashing sink must be completely setup and supplied before any food preparation begins.

Events lasting less than 3 days:

- A simplified setup consisting of at least 5 gallons of preheated water (100°F) in a container with a free-flowing spigot that provides a continuous flow of water, leaving both hands free for washing (no push buttons).



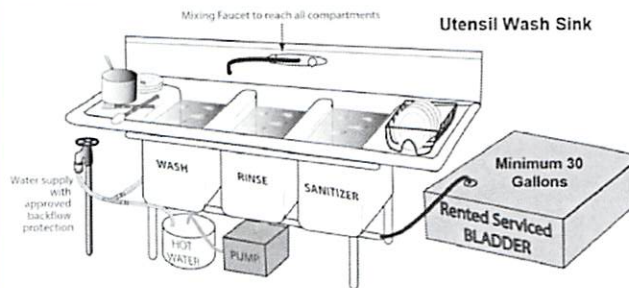
Booth Construction Requirements

Dishwashing Sink

All TFFs that prepare food must have a 3-compartment dishwashing sink where utensils and equipment can be washed, rinsed, and sanitized. Up to four (4) TFFs may share a common dishwashing sink if it is centrally located and adjacent to those sharing. The sink must provide the following:

- Hot and cold potable running water from a mixing valve
- Drain boards
- Overhead protection
- 20 gallons of water supply per booth for dishwashing. This does not include water for food preparation.
- Waste water tank that is at least 50% greater in size than the fresh water supply.

Ex: 20 gallon potable supply = 30 gallon waste tank.



Mobile 3-compartment sink

For events of 3 days or less, alternative methods for dishwashing may be approved by the local enforcement agency.

TFFs operating for 4 hours or less per day at a single event, in lieu of a dishwashing sink, may provide an adequate supply of utensils and spare utensils that have been properly washed and sanitized at an approved food facility.

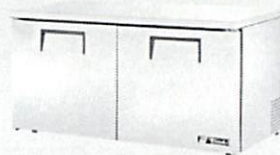
Cooking Equipment

If you intend to bring any cooking equipment to your event, please ensure you provide a fire retardant tent for your enclosure. All cooking equipment, other than barbecues, are required to be inside the booth.

- If the local fire department requires any open flame or grease producing cooking equipment to be outside of the booth, cooking equipment must be monitored throughout the event.
- If at any time during the event, environmental conditions prohibit the safe production of food outside of the booth (i.e. wind, dust, rain, insects), the Environmental Health inspector will determine what type of cooking equipment will be allowed for use outside of the booth.
- Contact the local fire department with questions regarding fire extinguishers or fire regulations for cooking equipment inside the booth.

Other Required Equipment

Cold holding units capable of keeping food at or below 41°F:



Mechanical refrigerators



Freezers

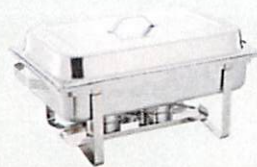


Ice chests

Hot holding units capable of keeping food at or above 135°F:



Steam Table



Chaffing Dish

Food Contact Surfaces

All food contact surfaces such as cutting boards and food preparation tables must be made of durable and easily cleanable food grade materials.



Operational Requirement

Food Preparation and Approved Source

All food preparation must take place inside the booth or in an approved kitchen. An approved kitchen is a food facility that is permitted and inspected by a government agency. If you plan to prepare your food at an approved kitchen, you must submit a completed "Kitchen Agreement Letter" to this department prior to the event.



All food that is sold or given away from a TFF must be from an approved retail source and remain free from contamination. Save all sales receipts in the event the inspector requests verification of the source of the purchased food.

No food may be stored or prepared at a private home if it is to be sold or given away to the public except for registered and/or permitted Cottage Food Operations.

Prepackaged Food Labels

Prepackaged food sold directly to the customer must be prepared and packaged at an approved food facility. Foods must be clearly labeled with the following information:



Handwashing

The easiest and most effective way to protect your customers from foodborne illness is proper handwashing. Hands must be properly washed before starting food preparation and after any activity that may contaminate your hands such as going to the restroom, smoking, handling raw meats, coughing, sneezing and eating.

The proper process to wash your hands is as follows:

- Wet hands with warm water
- Lather hands with liquid hand soap from a pump style dispenser
- Scrub hands for 10-15 seconds
- Rinse with warm running water
- Dry hands using a clean, single-use paper towel



Personal Hygiene

Bare hand contact with foods should be avoided, particularly when handling ready-to-eat foods. Disposable gloves may be used but must be changed as often as hands should be washed. Hands must also be washed when changing gloves to avoid contamination of clean gloves.

Hand sanitizers are allowed but are not a replacement for handwashing.

Food workers must practice good personal hygiene.









- Clothing should be clean and long hair restrained.
- Hands and forearms should be free of skin injuries.
- No employees shall be sick while working.
- Smoking is prohibited near the outside BBQ or inside the booth.



Operational Requirements

Food Cooking & Holding Temperatures

When cooking PHFs make sure to cook to the correct internal temperature using a probe thermometer in the thickest part of the food. Refer to the chart below for proper temperatures.

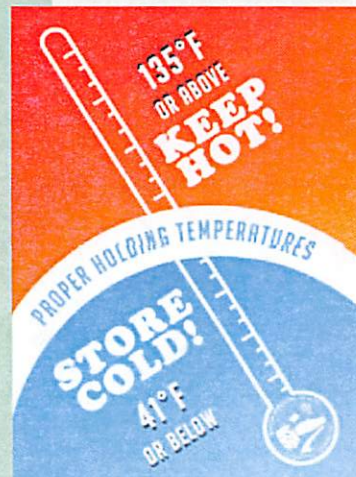
Internal Cooking Temperatures							
Use a Probe Thermometer to Take Internal Cooking Temperatures							
							
135°F	145°F	145°F	145°F	155°F	155°F	165°F	165°F
for 15 seconds	for 15 seconds	for 15 seconds	for 15 seconds	for 15 seconds	for 15 seconds	for 15 seconds	for 15 seconds
Food temperature cannot be felt - use your probe thermometer!							

⇒ Hot Food

PHF must be held at 135°F or hotter. Hot foods must be discarded at the end of the day and may not be cooled and stored for later use.

⇒ Cold Food

PHF must be held at 41°F or colder. Food may be held at 45°F or below for 12 hours or less but must be discarded at the end of the day.



Probe thermometer

Use a probe thermometer to regularly check food temperatures.

Food Protection and Storage

All food must be protected from contamination. This can be done by:

- Storing food in approved food grade containers with lids.
- Storing food at least 6" off the ground.
- Protecting food from exposure to the elements, access of rodents and other vermin, as well as temperature abuse.
- Dispensing condiments from a squeeze bottle, pump dispenser, individual packets or containers with self-closing lids.
- Not allowing live animals inside the booth or within 20 feet of the booth.

Food holding equipment such as chaffing dishes, steam tables or food preparation tables, must be at least 3 feet away from food service windows.

Ice is a food item and should be protected the same as any other food. Ice that is used for drinks or snow cones should be stored in approved containers, separate from ice used for food storage and cooling.



⇒ *Outdoor BBQs*

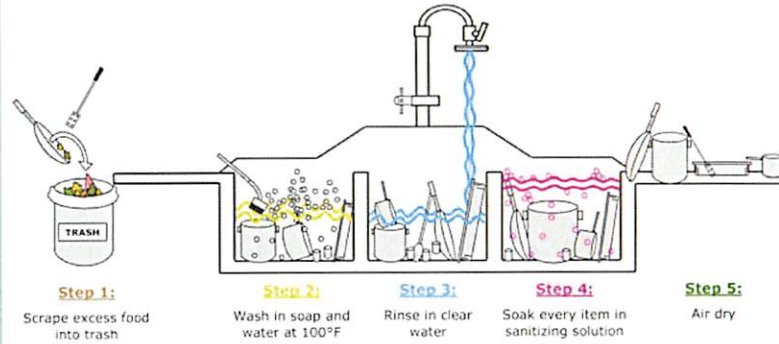
- Only foods that can be placed directly on the grill may be cooked on an outdoor BBQ. No foil, pans, bowls, trays or other containers may be placed on the outdoor BBQ.
- All foods that are going to be cooked on an outdoor BBQ must be stored inside the booth until ready to be immediately cooked.
- Cooked foods may not be stored outside the booth or on the outdoor BBQ. Once foods have been cooked, they must be stored inside the booth.
- All food must be prepared and stored inside the booth, including cutting of meats.
- The outdoor BBQ must have at least 4 feet of clearance between the grill and the public.



Operational Requirements

Dishwashing

5 STEPS TO HAND WASHING DISHES



Don't forget to wash your hands after handling dirty dishes!



Sanitizing Solution and Soak Time

- ☐ 100ppm Chlorine - 30 seconds
- ☐ 200ppm Quaternary Ammonium - 60 seconds
- ☐ 25ppm Iodine - 60 seconds

- Test strips must be available for testing the sanitizer concentration. Make sure the testing strips match the type of sanitizer you are using.



Chlorine
Test Strips



Quaternary Ammonia
Test Strips



Iodine
Test Strips



before



after

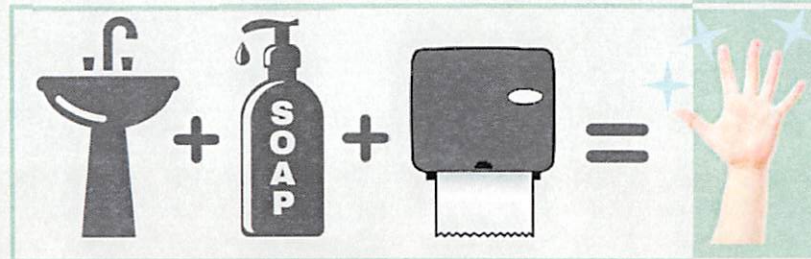
Waste Disposal

- All liquid waste must drain to an approved sewer system.
- Solid waste must be placed in leak proof containers and disposed of properly.



Restrooms

Restrooms must be available within 200 feet and have hot and cold running water, liquid soap and paper towels.





Self-Checklist

This is a checklist of items Environmental Health looks for when performing TFF inspections. Use this to review your operation prior to opening. We suggest that you carefully go through and “check off” those items that are in compliance. Those not checked would be considered a “violation” during our inspection, and need to be corrected. This checklist will assist you in maintaining your facility at the highest standards.

PERMIT

- ☐ TFF has a valid health permit to operate at the community event approved by the Department of Environmental Health.

BOOTH CONSTRUCTION

- ☐ Booth is fully enclosed with roof and 4 sides (for open food).
- ☐ Floors are cleanable, well maintained and in good repair.
- ☐ Wall screening is 16 mesh per square inch.
- ☐ Signage is clearly visible to customers (Name of facility in 3” letters; city, state, ZIP code, and owner name in 1” letters).
- ☐ Adequate lighting is available during evening hours.

HANDWASH STATION

- ☐ Handwash sink with pressurized hot and cold water is available inside the booth for TFFs operating for more than 3 days or a simplified setup for TFFs operating for 3 days or less.
- ☐ Pump soap and paper towels available.
- ☐ Catch basin for wastewater.

DISHWASHING SINK

- ☐ An approved 3-compartment dishwashing sink with hot and cold running water, soap and sanitizer.
- ☐ Dishwashing sink is located within 200 feet of booth.
- ☐ Dishwashing sink has adequate overhead protection.



FOOD

- ☐ Food is purchased from an approved source (keep receipts on-site).
- ☐ Food is not prepared or stored in a private home, except for registered or permitted Cottage Food Operations.
- ☐ Approved "Kitchen Agreement Letter" for foods made at an approved kitchen.
- ☐ All foods are stored at least 6" off the floor.
- ☐ Foods and food related products are protected from dirt, overhead leakage and other forms of contamination.
- ☐ All food storage containers have tight fitting lids and are properly labeled.
- ☐ Ice used for refrigeration purposes is not used for consumption in food or beverages.

TEMPERATURE CONTROL

- ☐ Adequate equipment to maintain PHF at 41°F and below (coolers or refrigerators) or 135°F and above (steam tables or chaffing dishes) is available.
- ☐ An accurate metal probe thermometer is readily available and actively used to measure internal food temperatures.
- ☐ Foods are cooked* to the proper internal temperature for at least 15 seconds:
 - ☐ 165°F for poultry, stuffed fish and meat, or reheated foods
 - ☐ 155°F for hamburgers, sausage, injected meats and eggs
 - ☐ 145°F for singles pieces of meat and fish or eggs cooked to order

** Foods cooked per request do not need a minimum cooking temperature.*

Self-Checklist

FOOD HANDLERS

- ☐ Employees wash their hands with soap and warm water (min. 100°F) at the following times:
 - Before starting work
 - Immediately after using the restroom
 - Any time hands have become contaminated
- ☐ Employees handling food or utensils have no open sores and are not sick.
- ☐ Employees have clean outer garments.
- ☐ Hair is properly restrained.
- ☐ When possible, tongs or other utensils, rather than bare hands, are used for preparing or serving food.
- ☐ Employees do not smoke or use tobacco inside the booth.

UTENSILS/EQUIPMENT/CHEMICALS

- ☐ Approved dishwashing method is used (wash, rinse, sanitize, air dry).
- ☐ Test strips available to test sanitizer concentration.
- ☐ All utensils are clean, sanitized and in good repair.
- ☐ All utensils are properly protected from contamination.
- ☐ All equipment (stoves, grills, tables, sinks, etc.) is clean and in good repair.
- ☐ Food contact surfaces are properly cleaned and sanitized.
- ☐ Sanitizer and cleaning chemicals are available, labeled and stored away from food, food contact surfaces or utensils.
- ☐ BBQ is separated from the public by using rope or other approved method.

WATER AND SEWAGE

- ☐ Potable water is used for cooking, utensil washing and hand washing.
- ☐ Public water supply connection is protected with an approved backflow device.
- ☐ All wastewater drains to an approved sewer system.

TRASH

- ☐ Trash is kept in leak-proof and rodent-proof containers.
- ☐ Outside trash container lids are kept closed.
- ☐ Trash is removed as necessary so as not to create a nuisance.
- ☐ Outside premises are clean and well maintained.

RESTROOMS

- ☐ Available within 200 feet of booth.
- ☐ Approved handwashing facilities are provided.

PEST CONTROL/ANIMALS

- ☐ Booth is free of insects and rodents.
- ☐ Outside doors/screens are closed during preparation/operation.
- ☐ Live animals are kept at least 20 feet away from booth.

THE FOLLOWING CONDITIONS ARE SERIOUS AND MAY PREVENT YOUR TFF FROM APPROVAL UNTIL RESOLVED:

- Overflowing sewage (inside or outside)
- No potable water
- No hot water
- No electricity (when required for refrigeration lighting, etc.)
- No hand wash station in place prior to food preparation
- Inclement weather conditions hinders proper sanitation
- Actual or potential threat to public health and safety (foods out of temperature, unapproved food source, inadequate sanitization, etc.)

QUESTIONS?

Contact your nearest Riverside County Environmental Health office and ask to speak to a specialist or visit our website at www.rivcoeh.org.

OFFICE

LOCATIONS

www.rivcoeh.org • (888) 722-4234



1 Corona

2275 Main St, Suite 204
Corona, CA 92882
(951) 273-9140

2 Riverside - Main Office

4065 County Circle Dr
Riverside, CA 92503
(951) 358-5172

3 Riverside - Downtown

3880 Lemon St, Suite 200
Riverside, CA 92501
(951) 955-8980

4 Murrieta

38740 Sky Canyon Dr, Suite A
Murrieta, CA 92563
(951) 461-0284

5 Hemet

800 S. Sanderson Ave, Suite 200
Hemet, CA 92545
(951) 766-2824

6 Palm Springs

554 S. Paseo Dorotea
Palm Springs, CA 92264
(760) 320-1048

7 Indio

47-950 Arabia St, Suite A
Indio, CA 92201
(760) 863-8287

8 Blythe

260 N. Broadway
Blythe, CA 92225
(760) 921-5090