



Vendor Guidelines for Temporary Food Facilities (TFF)

Event Coordinator Requirements

1. An Event Coordinator must ensure that all food booth operators complete and submit to EHS a Temporary Food Facility Permit Application at least two (2) weeks prior to the event. The Application is available at <https://goo.gl/esTgQF>.
2. The application is not transferable and is valid only for a specific time period and location.
3. A legible site plan that is drawn to scale must be submitted to EHS at least two weeks prior to the event. The plan must include the proposed locations and detailed descriptions of the temporary food facilities, restrooms, refuse containers, potable water faucets, waste water disposal facilities, and all shared warewashing and handwashing facilities.
4. The Event Coordinator or his/her designee(s) must be on-site and available during booth set-up and during the event itself.

Booth Operator General Requirements

1. All food booth operators must complete and submit to EHS a Temporary Food Facility Permit Application at least two (2) weeks prior to the event. The Application is available at <https://goo.gl/esTgQF>.
2. The application is only good for the single event and cannot be transferred and must be approved by EHS prior to operating the booth.
3. Each operator must display on the booth the following information: facility name (at least 3 inches high letters), operator name, city, state and zip code (at least 1 inch high letters)
4. Each booth must have a Person-in-Charge (PIC) or a designee. The TFF permit holder is the PIC who shall be present at the TFF during all hours of operation.
5. All foods shall be obtained from approved sources. No foods from a private home shall be used, stored, offered for sale or given away. *Exception: Licensed Cottage Food Operations.*
6. All foods, utensils and other related items must be stored at least six (6) inches off the ground and adequately protected from contamination while being transported, stored, prepared, displayed and served.
7. All equipment and utensils must be smooth, non-absorbent, easily cleanable, and made of non-toxic materials.
8. All prepackaged foods offered for sale must be properly labeled.
9. All bulk food ingredient containers shall be covered and clearly labeled as to their contents.
10. All condiments outside of the enclosed booth must be prepackaged or dispensed from approved pump, squeeze, or pour-type devices.
11. Potentially hazardous foods that are held at or below 45°F for up to 12 hours in any 24 hour period, or at or above 135°F, are to be destroyed at the end of the operating day, unless foods have been continuously held under mechanical refrigeration at or below 41°F.

12. Approved hot and cold holding equipment shall be provided to ensure proper food temperature control during transportation, storage, and operation.
13. Ice used for refrigeration purposes shall not be used for consumption in food or beverages.
14. A suitable and an accurate small-diameter probe thermometer shall be available as needed.
15. All food preparation, food storage, and warewashing areas are to be equipped with overhead protection.
16. No live animal, bird, or fowl shall be allowed within 20 feet of the booth.
17. At least one approved toilet facility for each 15-employees/food handlers shall be provided within 200 feet of each TFF.
18. One mechanical handwash facility with warm running water (100°F) and under pressure shall be provided for each required toilet facility.
19. Single-service soap and paper towel dispensers shall be provided at each handwash facility.
20. A janitorial sink shall be provided on site as needed.
21. All hoses transporting potable water must be food-grade quality. Garden-type hoses are not acceptable.
22. All liquid waste must be properly disposed of (i.e., sewer system, wastewater holding tank). Wastewater holding tanks must be large enough to capture the total daily intake of wastewater.
23. All TFFs shall be readily disassembled for storage and transporting, and be capable of being readily assembled to its original integrity.

Prepackaged Food Booths (Category I) – *These are required for anyone proposing to sell or give away prepackaged food and/or produce. Only prepackaged sampling is permitted.*

1. All foods must be kept at least 6 inches off the ground. An overhead protection is required and shall be made of approved materials. Dirt floor is not approved.
2. No open food sampling or food processing is allowed on site. Beverages may be poured from an original manufacturer's container into a disposable cup as a single serving.
3. All foods must be pre-packaged at an approved permitted facility.
4. In lieu of a handwash station, cold water with a germicidal soap may be provided.

Unpackaged Food Booths (Category II) – *These are required for anyone proposing to sell or give away all other foods, including poured beverages, or unpackaged samples.*

1. The Person-in-Charge (PIC) shall have adequate knowledge of, and shall be properly trained in, food safety principles as it relates to their assigned duties.
2. The booth must be fully enclosed. Walls or half walls and ceilings shall be constructed of smooth, durable and easily cleanable materials.
3. Pass-through openings shall be no larger than 432 square inches.
4. Minimum screening size is 16-mesh.
5. A durable and readily cleanable floor surface shall be provided within the TFF. (For example, concrete, asphalt, or wood).
6. In lieu of fully enclosed food booth, unpackaged foods may be prepared within a food compartment, or enclosed areas of the booth, with doors or an access cover which are kept closed except when dispensing food.

7. A three-compartment sink with two integral metal drain boards and with hot (120°F) and cold running water shall be provided within each TFF except if:
 - a. A sink exists within 100 feet of the booth in a permitted facility owned by the same person/entity.
 - b. A common, centrally located sink may be used for as many as four unpackaged booths.
 - i. No food preparation in the common sink.
 - ii. A canopy shall be provided over the common sink.
 - iii. The sink shall be no farther than 100 feet from any of the booths using it.
 - iv. The sink compartments and drain boards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned in the sink.
8. Handwashing facilities must be provided in each booth. Handwash facilities include warm water (provided in an insulated container), a bucket to catch the wastewater, liquid pump soap, and single service paper towels.
9. BBQ units, grills or other approved outdoor cooking equipment may be located adjacent to the TFF and at least 15 feet from any booth and at least 20 feet from any permanent structure. BBQ units (or other cooking equipment) must be separated from public areas in a manner that prevents access by customers to the cooking area.
10. All foods that are going to be cooked on the outdoor equipment must be stored inside the booth. Only small quantities of food in closed containers awaiting the cooking process may be allowed outdoors.
11. Adhere to California State Fire Marshal Guidelines and provide a minimum 2A10BC portable fire extinguisher in an accessible location when cooking food, and an additional class K fire extinguisher if using deep fat frying equipment.
12. All food preparation must take place within the booth.
13. Foods may be either served from the cooking equipment or from the pass-through window.

Mobile Food Facilities (Food Trucks)

1. Must have a valid health permit from Orange County Health Care Agency/Environmental Health (OCHCA) and renew their permit with OCHCA annually and place permit decal on the windshield of the truck.
2. Must be equipped with California Department of Housing and Community Development Label.
3. Must be equipped with appropriate, certified fire suppression equipment.
 - a. ABC fire extinguisher (all trucks, certified annually)
 - b. K-class fire extinguisher (trucks with oil and grease fryers, certified annually)
 - c. ANSUL System (if equipped, certified every six (6) months)
4. Ensure a minimum of five (5) feet separation maintained between individual trucks.
5. Comply with applicable rules from the above sections.

Questions?

Contact Environmental Health and Safety at (657) 278-7233 or safety@fullerton.edu.

Last Updated: 6/2018