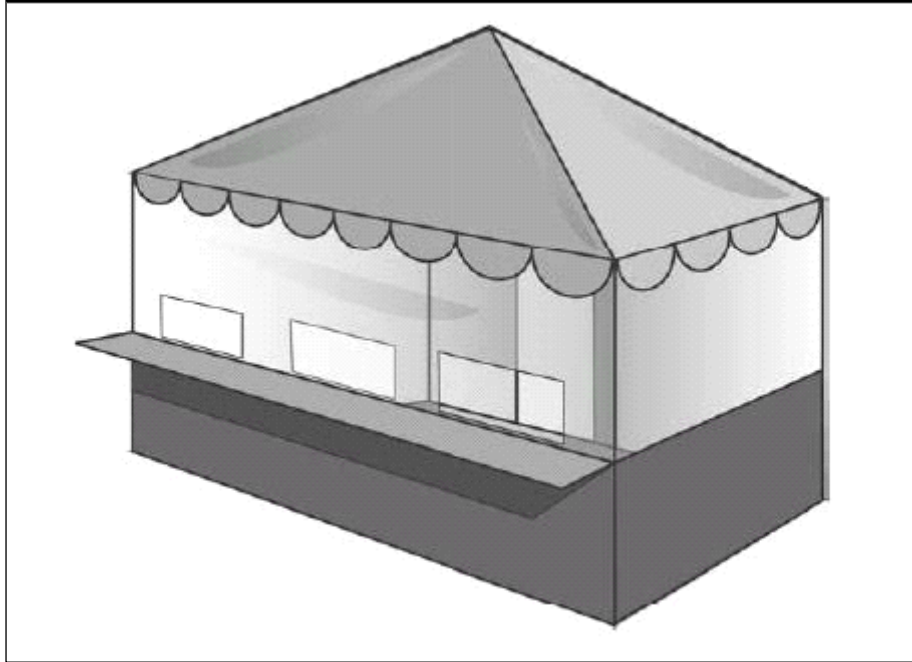


Temporary Food Booth Guidelines



**Madera County
Environmental Health Department
2037 W. Cleveland Ave
Madera CA 93637
Phone (559) 675-7823 Fax (559) 675-7919
www.madera-county.com**

Guidelines for Obtaining and Operating a Temporary Food Facility – Concessionaire Booth

Do you plan to serve food to the public at a fair, carnival, fund-raiser, political event, bazaar or festival? Then you need a permit to operate a temporary food facility.

How do I obtain a permit to operate a temporary food facility?

- Read the attached information.
- Complete and sign the enclosed application.
- Attach the fees and the appropriate proof of non-profit status (for non-profit organizations).
- At least two weeks prior to the event, submit application, non-profit documentation if applicable, and fees to:

Madera County
Environmental Health Department
2037 W. Cleveland Ave
Madera CA. 93637

When does the permit expire? The permit is valid for the duration of the event. Any fees due must be received prior to issuance of the permit.

Do I pay a fee? All applicants must pay an **application fee**.

Health Permit

All individuals or groups planning to serve food at events that are open to the public must obtain a **Health Permit** issued by the Madera County Environmental Health Department. If you advertise your event with flyers, banners, newspaper articles, or by other means, it is considered a public event.

A temporary food facility is a food facility which is not intended to be permanent and which operates at a fixed location "for a period of time not to exceed 25 days in any 90-day period in conjunction with a single community event or celebration."

The California Retail Food Code (**CalCode**) contains the standards for temporary food facilities. The rules and regulations are essential for protecting the public's health and for assuring the public that food will be pure, safe, and unadulterated.

Your cooperation in operating a safe and sanitary food booth in compliance with the guidelines and regulations contained herein is greatly appreciated.

CalCode defines food as "any raw or processed substance, ice, beverage or ingredient intended to be used as food, drink, confection, or condiment for human consumption."

PERMITTING

A health permit fee or other required documentation must be received no later than **14 working days prior to the opening day of the first event.** Personal checks, money

orders, certified/cashiers checks or cash are acceptable. No applications will be accepted after the deadline without prior approval.

Important Note: No collection of fees will be allowed on-site. Should any vendor be at the event without proper applications and payment of fees in full they shall be subject to closure and not authorized for business.

Non-profit organizations must provide a copy of the tax agency verifying their tax exempt status in order to qualify for exemption of the health permit fee.

The health permit is valid for the duration of the event.

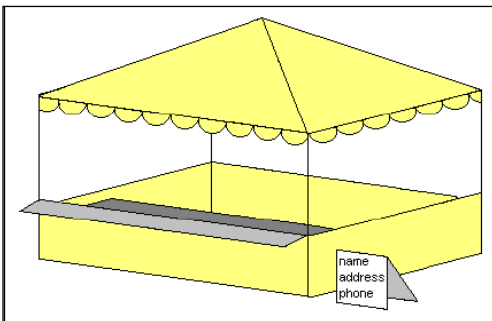
The Madera County Environmental Health Department will be pleased to help you complete the application for a **Health Permit** to operate a temporary food facility and inform you of the steps you need to take to ensure a safe and sanitary operation that will protect the public from possible food borne illness.

After the application has been reviewed and approved by the Department of Environmental Health Services, you will be issued a Health Permit at the event.

NOTE: Inform the department at least two weeks prior to the starting date of EVERY event in which you plan to participate.



FOOD BOOTH CONSTRUCTION GUIDELINES



These guidelines present the minimum construction standards for temporary food booths. Booths must be located away from sources of contamination such as animals, barns and petting zoos. A covered structure is required to protect from windblown dust and debris, weather, insect and animals. Booths which do not meet the minimum standards will not be allowed to operate.

Floors

Acceptable surfaces include paved surfaces, concrete, plywood, rubber mats or material similar to a floor surface. Floors must be durable, smooth and easily cleanable. Dirt surfaces, saw dust and grass are not acceptable.

Walls & Ceilings

Walls and ceilings must provide protection from splash, dust, insects and inclement weather. Acceptable materials include wood, plastic, fly mesh, screening and canvas.

Lighting

Adequate lighting and properly shielded bulbs must be provided.

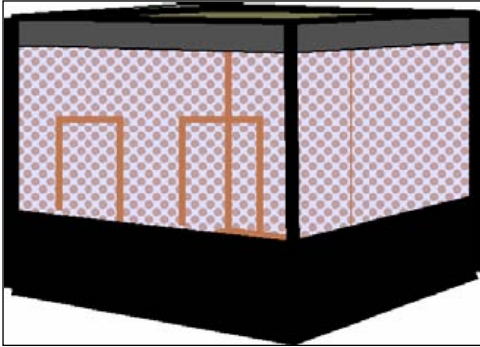
Potable Water and Waste Disposal

An approved water supply and adequate disposal for waste water must be available.

CAUTION: Check with local Fire Department to verify materials you plan to use are approved for use with cooking equipment.



Food Preparation Booths



Booths in which food is cooked, prepared or wrapped must be completely enclosed on all four sides and the top.

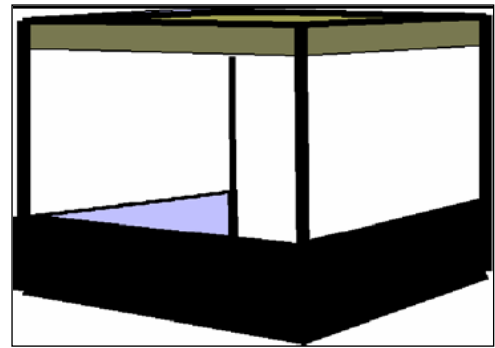
Openings for food service must be equipped so as to minimize the entrance of insects, dirt, dust, and any other airborne contaminants.

Prepackaged Food Booths

Booths in which all food and beverages are prepackaged sold in the original packaging must be enclosed on three sides and the top of the booth. This type of booth is not required to be completely enclosed on all sides.

Prepackaged food includes canned drinks, chips, candy, etc.

Booths in which beverages are served from a dispensing machine and no other food is cooked, prepared, or packaged may be enclosed on three sides and the top.



and

IDENTIFY YOUR BOOTH

The sign identifying your booth does not have to be fancy. The name (3"), city, state and ZIP Code (1") must be on the booth. Let your customers and the inspector know who you are.



Bob Jones
Madera, CA 93638

WATER

An adequate supply of potable hot (minimum of 120°F) and cold water, protected from backflow or back siphonage, shall be provided for utensil washing, hand-washing, food handling activities and janitorial purposes.

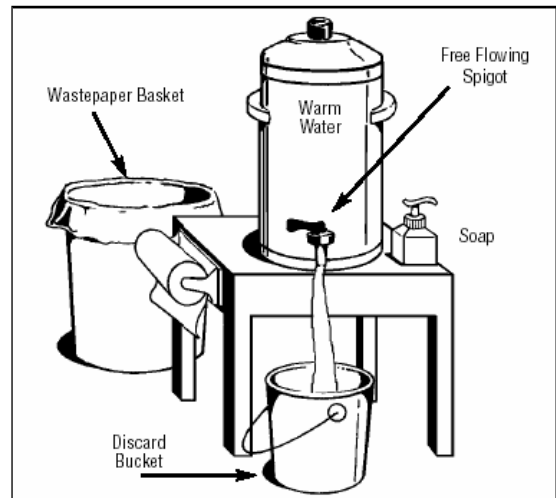
In addition to the water needed for food preparation and dispensing, a minimum of 20 gallons of potable water shall be provided each day for each temporary food facility preparing food for purposes of utensil washing and hand-washing.

Hoses used to fill potable water tanks shall be made of food grade materials and handled in a sanitary manner. Food grade hoses are typically white and labeled "food grade." **Garden type hoses are not acceptable.**

HAND WASHING FACILITIES

Hand washing facilities are a must in all food booths unless food and beverages are prepackaged. **Hand washing facilities must be located inside the booth.** Supplies you will need include:

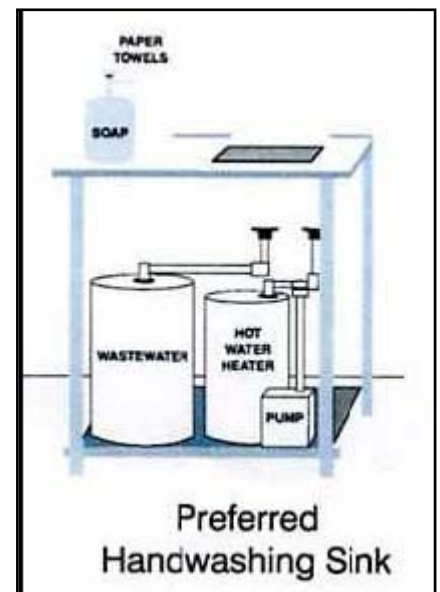
- ◆ **5 Gallon water container with a dispensing valve.** When the dispensing valve is turned on, your hands will be free for washing.
- ◆ **A waste water container.** The waste container will catch the water from hand washing so that no water will be on the floor of your booth to create a nuisance.
- ◆ **Pump type soap dispenser** - No bar soap allowed.
- ◆ **Paper towels** for drying hands.



Each booth must have access to a hand-wash sink with hot and cold running water, liquid soap and single use paper-towels. Hot water must be of a minimum temperature of 120°F. The sink must be within 100 feet of the booth and be reasonably protected from outside or overhead contamination.

NOTE: A maximum of four (4) booths handling open foods may share a single hand-wash station. A maximum of eight (8) booths handling only pre-packaged foods may share a hand-wash station.

In addition to the shared hand-sink requirements, all booths that handle or prepare unpackaged food must have a hand-wash set up inside the booth. If a hand-sink with hot and cold water is not provided inside the booth, a "gravity feed" system consisting of a water tank, a catch basin for the wastewater, liquid hand soap and single use paper towels will be acceptable.

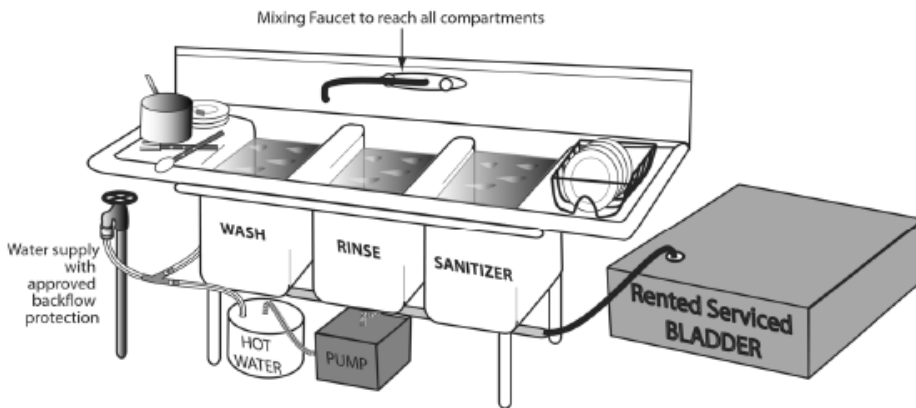
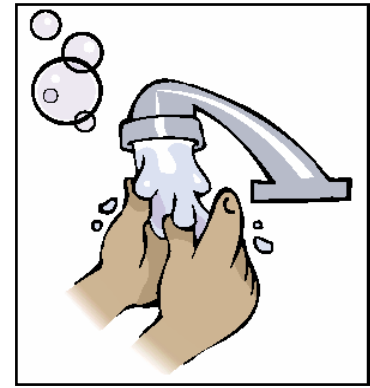


Why is Hand washing so important?

Many thousands of germs are on our hands. Our hands spread the germs from one place to another. Germs are spread to food by hands. Hands that are not thoroughly washed are one of the main reasons people get sick from the food they eat. Hand washing is your first line of defense against food borne illness. Unclean hands will contaminate food. For this reason, you need to wash your hands frequently. Make sure your customers remember your booth because the food was great.....not because your food made them sick!!!

REMEMBER TO

- ◆ Thoroughly wash hands upon entering the food booth.
- ◆ Thoroughly wash hands after using the toilet.
- ◆ Thoroughly wash hands between various food preparation operations.
- ◆ Thoroughly wash hands after eating or drinking.
- ◆ Thoroughly wash hands after smoking or chewing tobacco.
- ◆ Thoroughly wash hands after handling dirty plates or garbage.
- ◆ Thoroughly wash hands after working with raw foods.
- ◆ Thoroughly wash hands after touching your nose, mouth, skin, hair, etc.
- ◆ Thoroughly wash hands after handling dirty utensils or equipment.
- ◆ Thoroughly wash hands every time you are in doubt.



UTENSIL WASHING FACILITIES

All booths in which food is prepared, dispensed, wrapped, and/or served must have facilities for washing utensils, cleaning equipment, and for general purpose cleaning. Supplies you will need include:

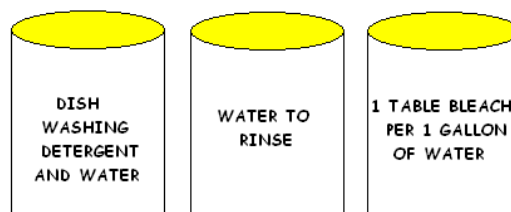


WASH

RINSE

SANITIZE

- Sanitizer
- Dishwashing detergent
- Paper towels
- Sanitizer Test Strips
- Three-5 gallon bus tubs/buckets or plumbed/portable 3-compartment sink of water for Wash, Rinse, and Sanitizing steps. *A maximum of 4 booths may share one plumbed/portable 3-compartment sink*



One compartment should contain soapy water.
One compartment should contain clean rinse water.
One compartment should contain a sanitizer & water solution.
Use 1 tablespoon of household bleach per gallon of water.
Water and compartments should be kept clean at all times.

Each booth must have access to a 3-compartment sink with hot and cold running water or three-5 gallon bus tubs/buckets for the purpose of washing utensils. Hot water must be of a minimum temperature of 120°F. For those food booths sharing a plumbed/portable 3-compartment sink; the sink must be within 100 feet of the booth and be reasonably protected from outside and overhead contamination.

NOTE: A maximum of 4 booths may share one 3-compartment sink

WASTE WATER

Water and other liquid wastes, including waste from ice bins and beverage dispensing units, must be contained in or drained into a leak proof container.
Waste tanks must be one and a half times the volume of the total potable water tanks in use. In addition if ice is used the container size must be increased by at least one-third the volume of the ice container.

Liquid waste must be disposed of into an approved sanitary sewage system or holding tank.
Liquid waste **SHALL NOT** be discharged to the ground or into the storm drains.

SANITIZING

Wiping towels used for wiping down counters and table tops must be clean and are to be used for no other purposes. The towels must be rinsed in the bleach-water solution frequently.

NOTE: Additional features, such as a sink with running water, power, and sewer connections may be required where there is extensive food preparation or where water, power, and sewer connections are available.

JANITORIAL FACILITIES

Each booth must have access to a janitorial sink and or janitorial facilities with hot and cold running water for use in cleaning the booth and other areas of the temporary food facility as needed.

Potentially Hazardous Foods (PHF's)

Potentially hazardous food means any food which supports the growth of disease causing bacteria which may cause food infections or food intoxications.

Bacteria are naturally occurring in many of these foods and can also be introduced into the food by contaminated hands and utensils. If these foods are stored at room temperature, bacteria will quickly grow in the food. Eating the contaminated food may result in illness.

These foods must be stored at 41°F or below or 135°F or above at all times. Potentially hazardous foods include the following:

Beef • Turkey • Eggs • Cooked Beans
Chicken • Pork • Milk • Cooked Rice
Seafood • Fish/Shellfish • Cheeses • Cut fruit

Foods made with these products are also potentially hazardous foods and must be refrigerated (41°F or below) or must be kept hot (135°F or above).

Examples of potentially hazardous foods commonly sold at special events include the following:

Chicken/chicken dishes • Burritos • Cooked Beans • Chili • Hot links
Pork/pork dishes • BBQ/Deep Pit • Egg Rolls • Hamburgers • Hot dogs
Beef/beef dishes • Pizza Enchiladas • Yogurt • Ice Cream
Seafood/seafood dishes • Cooked pasta • Cooked Rice • Tacos • Baked Potatoes

The above list includes only a few potentially hazardous foods. If you are not sure whether the food you are serving is potentially hazardous, contact (559) 675-7823 and talk to a food program specialist.

TEMPERATURE CONTROL

Between 41°F and 135°F bacteria will grow very rapidly. For this reason, 45°F and 135°F is called the "**danger zone**". At 45°F bacteria will not die but will stop growing and above 135°F bacteria will stop growing.



Thermometers

A metal stem probe type thermometer shall be available at the site for checking the internal temperatures of potentially hazardous food. Checking temperatures is the only way you will know if your food is in the danger zone. Thermometers may be purchased from restaurant supply companies.

It must be able to measure from 0°F to 220°F.

Food Transportation

Required food temperatures must be maintained during transportation. Hot food must arrive at the event at 135°F or higher. Cold food must arrive at 41°F or lower. Use insulated containers that will keep the food protected and at the required temperatures.

KEEP IT **HOT**, OR KEEP IT **COLD**, OR DON'T KEEP IT.

NOTE: Potentially hazardous food found in the DANGER ZONE is subject to embargo and/or destruction by the Environmental Health Department.

Preparing Foods

No food shall be stored or prepared in a **PRIVATE HOME**.

The majority of food preparation should occur in a commercial kitchen, church kitchen, or restaurant permitted by the department. This includes vegetable washing and/or cutting, skinning/cutting raw meat, and forming raw hamburger patties.

Any food preparation occurring at the event must be conducted inside the booth.

All food preparation tables must be smooth, easily cleanable, and non-absorbent.

Reheating Foods

All potentially hazardous foods that have been cooked and then refrigerated should be rapidly reheated to temperature of 165°F or more at the center of the food within 30 minutes before being served or placed in a hot food holding device.

Crock pots, steam tables, or other hot holding devices are not to be used as a means for cooking or reheating cooked foods. This type of equipment takes longer than 30 minutes to reach 135°F which may allow the bacteria to multiply in numbers sufficient to cause illness.

Heat the foods to bring the temperature to at least 165°F for 15 seconds then place in a hot holding device.

Keeping Foods Hot

All hot holding of potentially hazardous food held must be at a minimum of 135°F. All foods held hot shall be destroyed at the end of the day.



be food safe.



clean. separate.
cook. chill.

Keeping Foods Cold

Electrical refrigeration is the recommended method of keeping potentially hazardous foods at 41°F or below. If a refrigerator is used, a thermometer must be inside the refrigerator to measure temperature.

If electricity is not available or practical, an ice chest with ice from an approved source (i.e. bagged ice purchased from a store) may be used as long as the food is maintained at 41°F or below. A thermometer must be inside the chest to monitor the temperature.

BARBECUING FOODS

Protect the public from burns and splashes

When barbecuing, the equipment should be separated from the public. We recommend roping off the area so that the equipment is at least 3 feet from public access. This should protect the public from burns or splashes of hot grease. The BBQ should be located in an area reasonably protected from dust.



Approved Foods

Only food items which can be cooked directly on the grill without the intervention of a utensil to contain it while cooking can be cooked on the BBQ. Meats, bread, and produce such as corn and potatoes may be cooked on the BBQ. Beans may not be cooked and served from the BBQ.

Food Service

Food can be served directly from the grill if the item is ready to serve. No other food may be prepared or stored in the out of doors, except for food cooked on the open-air barbecue unit.

NOTE: No hot holding of food on the grill, all foods must be moved inside the booth to approved hot holding equipment.

ICE

Ice is a food, so keep it clean. Even though ice is frozen, ice can still contain germs.

Ice used in beverages shall be properly covered, drained and stored separately from ice used for refrigeration purposes.

Ice used to chill food must not be served to the public.

Ice used for beverages must be dispensed with an approved ice scoop. Do not use your hands or a glass. Keep the ice scoop in a clean place. Do not store the ice scoop in the ice.

All waste water from ice shall not be disposed of on the ground and shall be disposed of through an approved sewage system or into a holding tank.

FOOD PROTECTION

All food and utensils shall be protected from insects, dust, dirt, and airborne contamination.

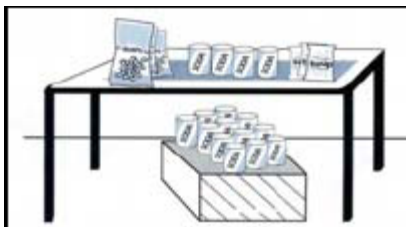
All food and utensils are to be protected from the public during preparation and display (i.e. sneeze guards, covering the food.)

Customers can contaminate the food with their hands, coughs and sneezes.

All food and utensils must be stored at least 6 inches off the ground/floor and be protected from contamination.

Protect food & beverages from unnecessary handling. Use suitable utensils such as deli tissues, spatulas, or tongs when handling food. Avoid direct hand-to-food contact.

Condiments such as mustard, catsup, mayonnaise, and relish must be kept covered.



FOOD STORAGE

All food and food containers shall be stored at least 6" off the floor/ground on shelving or pallets.

All food shall be stored inside the booth.

No food shall be prepared or stored in a private residence.

No potentially hazardous food shall be stored at room temperature.

GENERAL SANITATION

Toilets shall be available within 200 feet of the booth.

No animals, birds, or fowl are allowed in the booth or within 20 feet of an outdoor BBQ.

Garbage shall be stored and disposed in leak proof, fly proof containers.

REQUIREMENTS FOR FOOD HANDLERS

- All food handlers shall have clean clothing and maintain clean hands at all times.
- Smoking, eating, and drinking in the booth and around open-air barbecues is prohibited.
- If you are sick, do not work. Germs can contaminate the food you handle.
- If you have an infected cut, wound or sore, make sure the infected area is covered.
- You are required to restrain your hair with a covering such as a hair net or cap. This keeps hair out of the food.

ADDITIONAL REQUIREMENTS

Arrangements must be made for pick-up of solid and liquid waste. **NOTE:** Liquid waste receptacles must be one and a half (1 ½) times the volume of the total volume of water supplied. When ice is utilized in food storage or displayed, an additional volume of one third (1/3) the volume of the ice container must be added to the total volume of the waste receptacle.

Adequate lighting must be provided for cleaning and safe and sanitary food handling for events scheduled during evening hours.

If booths are provided for the food vendors, they must comply with standards as set forth by this Department.

ANIMALS

Live animals, birds or fowl are not allowed within 20 feet of a temporary food facility. **NOTE:** The above rule does not exclude a police, service or guide dog from being in the **service** area of a temporary food facility.



Important Points to Remember

Keep food hot at 135°F or above.

Keep food cold at 41°F or below.

Wash your hands before you prepare or serve food.

Post the Checklist in your Booth

Check to make sure you have the necessary supplies and equipment before you begin operating.

Check to make sure you are following the safe and sanitary practices outlined in this booklet and the checklist.