TEMPORARY FOOD FACILITY (TFF) TYPES

Food Facilities permitted to operate at a fixed location for the duration of an approved community event include:

- Food Booth – temporary food booths set up indoors or outdoors.
- Kitchen – a commercial kitchen is used for the food preparation. Food is served indoors and a temporary food booth is not necessary for the operation, e.g., church or recreation center kitchens.
- Mobile Food Facility (MFF) – an approved mobile food cart or truck where food is sold from, e.g., hot dog cart, ice cream truck, food truck, etc.

A vendor application must be submitted through the event coordinator for each Temporary Event.

Mobile Food Facilities (MFF)

If already permitted in San Mateo County, the MFF may operate at Temporary Events throughout the county without any additional health permits. If permitted outside of San Mateo County, MFF operator must submit a TFF permit application for each event at which they will operate. For safety purposes, operators of MFFs that are not permitted under any Health Jurisdiction are required to secure a health permit prior to operating. The MFF may be inspected prior to the event date or on the day of the event.

All MFF vendors must be listed on the event vendor list submitted by the event coordinator as part of the application packet. MFFs are restricted to the limitations of the MFF type, as follows:

- **Push Cart/Ice Cream Cart** – Prepackaged non-potentially hazardous food only. No food preparation.
- **Hot Dog Cart** – Limited Food Preparation, no complex food preparation.
- **Food Truck** – Full service, food preparation allowed within the enclosed vehicle. No food preparation is allowed outside the food truck (except for an outdoor air barbecue). A table may be set-up adjacent to the truck to sell beverages and pre-packaged non-potentially hazardous foods.

Minimum requirements listed must be maintained throughout the event, (depending on the MFF type):

- Water for hand washing and ware washing
- Hot water (120° F or higher)
- Hand washing facilities
- Functional mechanical refrigeration
- Report to approved commissary on a daily basis
- Operator must be knowledgeable in food safety. In permitted MFFs where food is prepared, at least one person must hold a valid food manager certificate and a valid food handler card for each employee who handles food.
**CONSTRUCTION OF OUTDOOR FOOD BOOTHS**
A sign with the facility name (at least 3-inches tall), city, state, zip code, and the name of the operator (at least 1-inch tall) shall be legible and clearly visible to patrons, in a contrasting color to the background.

**Risk Category 1 Outdoor Booth**

Over-head protection is necessary to prevent contamination of the food. All food is prepackaged, sampling is permitted. No food preparation is allowed.

**Risk Category 2 Outdoor Booth**

Full enclosure is required when food is prepared on-site. Cooking equipment may be used outside, directly adjacent to the booth if required by the local building or fire department (provide written proof). All food must be plated and further prepared inside the booth.

**Allowable booth materials:**
- Sides – canvas, plastic, or fine mesh screening (16 mesh/square inch)
- Floors – concrete, asphalt, tight wood or other similar cleanable material. Grass and dirt floor must be covered with a cleanable surface.
DEMONSTRATION OF KNOWLEDGE
In Temporary Food Facilities where food is prepared (Risk Category 2), a person-in-charge must always be present. The person-in-charge must be knowledgeable in food safety and train all food handlers as it applies to their specific duties. Acceptable proof:

- Food Manager Certificate
- Food Handler Card
- A passing score of the Food Safety Quiz.

FOOD FROM AN APPROVED SOURCE
Any food prepared prior to the event must be done in an approved commercial kitchen or commissary which is noted on the vendor application. If there is no approved commissary, all food must be purchased the day of and prepared at the event. Daily receipts must be maintained as proof for the inspector.

Foods that are canned, stored, or processed at a non-approved commissary or a residential kitchen are NOT allowed at a Temporary Event (unless from a registered or permitted Cottage Food Operation).

COTTAGE FOOD OPERATIONS
Registered and Permitted Cottage Food Operators are allowed to sell their approved products at Temporary Event with a valid Temporary Food Facility Permit. Approved operators prepare and/or package very specific approved items (mainly non-potentially hazardous foods) in a private residential kitchen. Out-of-county Cottage Food Operators are allowed if the county in which their registration or permit is issued, is within 100 miles of San Mateo County.

FOOD PROTECTION
All customer self-service food items and utensils must be stored in such a way to prevent contamination, examples of acceptable equipment include:

- Sneeze-guards
- Hinged covers over food
- Protected dispensers
- Single-serve packets

COOKING DEMONSTRATIONS
If samples of the food are not provided to the public, a permit is not required to operate. If samples of the food are provided to the public, a temporary event health permit is required and all requirements as a Risk Category 2-type food booth must be met.
FOOD STORAGE
All food and food equipment must be stored at least 6 inches off the ground. Raw meats and prepared/ready-to-eat food should be separated and stored in approved storage containers with tight fitting lids to help prevent cross-contamination.

LIVE ANIMALS
Live animals are not allowed inside the food booths. Pets/animals must be kept at least 20 feet away from the food booths. Service animals (dogs) are exempted if the contamination of food, clean equipment, utensils, or single-use utensils cannot result.

WATER SUPPLY AND WASTE DISPOSAL
The Coordinator and Vendors must make arrangements to provide supplies such as electricity, water, and waste disposal. At least 20 gallons of clean potable water shall be available for each Risk Category 2 Food Operation and at least 5 gallons of water for hand washing.

All liquid waste must be disposed of in a plumbed sewer drain or by means approved by Environmental Health and the local waste water utility department. No waste water may be discharged into the ground or storm drains.

The coordinator must provide sufficient garbage containers for each booth and for the public eating areas. The containers must be vermin-proof and kept clean.

ALTERNATE HAND WASH SET-UP
A hand wash station must be located in booths where food is prepared or samples are distributed. The station must consist of:

- Warm water in an insulated container with a free-flowing water spigot (100°-108°F)
- Liquid hand soap
- Single-use paper towels
- Waste water container
- Garbage can
- Placement in an accessible location
**ALTERNATE WARE WASH SET-UP**

Required for all food operations lasting more than 4 hours and where no back-up utensils are available. A three container set-up is required, consisting of:

1. Dishwashing detergent and water
2. Clean rinse water
3. Sanitizer rinse

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**Required Sanitizer Concentrations for Ware Washing and Wiping Cloth Storage Buckets**

- **Chlorine Bleach**: 100 ppm, 1 tablespoon of bleach per one gallon of water.

  (For other types of chlorine sanitizer and quaternary ammonia, follow manufacturer’s mixing instructions. Provide test strips to verify sanitizer concentration.)

- **Quaternary Ammonia**: 200 ppm

**Single-Use Utensils**

Food vendors shall provide only single-use utensils for use by consumers. Washing of multi-service plates, beverage cups, cutlery, etc. that are used by consumers is not allowed.

Exception – Beer and wine booths may pour into and refill glassware if employees are properly trained to handle glassware from the base or stem only. If the booth operators and employees are unable to follow safe refilling procedures on the day of the event, the inspector may require that all refills are distributed in single-use cups for the remainder of the event.

- Remove clean glasses from the box so that the rim of the glass is not touched (turn the box upside-down).
- When refilling glasses, do not touch the rim of the glass with the wine bottle, the beer dispensing equipment or hands.
- Wash hands frequently.
SAFE FOOD HANDLING REQUIREMENTS

Cooking Temperatures
Use an accurate probe thermometer to check the internal cooking temperature of foods. Minimum cooking temperatures:

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Foods</th>
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<tbody>
<tr>
<td>165°F for 15 seconds</td>
<td>Poultry; comminuted poultry; stuffed meat, fish, and poultry.</td>
</tr>
<tr>
<td>155°F for 15 seconds</td>
<td>Ground beef, other comminuted meat, and eggs.</td>
</tr>
<tr>
<td>145°F for 15 seconds</td>
<td>Fish; single pieces of meat including beef, veal, lamb, pork and game animals.</td>
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</tbody>
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Food that is less than thoroughly cooked may be sold only if specifically requested by a consumer or if the food facility operator clearly notifies the consumer verbally or in writing at the time of ordering that the food is raw or less than thoroughly cooked.

Hot and Cold Holding Temperatures
A Potentially Hazardous Food (PHF) is a food that requires a time or temperature control to limit pathogenic micro-organism growth or toxin formation. In other words, foods that if left out of temperature, can grow organisms that cause food-borne illness.

- **Hot Holding:** 135° F or higher
  - Equipment – steam table, chafing dishes with “sterno” or other heating element.

- **Cold Holding:** 45° F or below
  - Equipment – refrigerators or by fully submerging food in ice.

*Hot food held at or above 135° F, or cold food held between 41° F and 45° F must be discarded at the end of the day.*

Thawing
Food must be thawed in the refrigerator, under cold running water, in the microwave or during the cooking process. Never thaw food at room temperature.

Reheating
Food that is cooked, cooled and reheated for hot-holding shall be reheated to 165° F for at least 15 seconds. Commercially processed or hermetically sealed food shall be reheated to at least 135° for hot holding. Reheating must be done rapidly.
**Cooling**  
Cool food rapidly from 135°F to 70°F within 2 hours, then place in the refrigerator and continue to cool from 70°F to 41°F within 4 hours (total = 6 hours). Stir food frequently, do not cover until completely cooled. Use approved methods to facilitate the cooling process, examples:

- **Ice Wand**
- **Ice Bath**
- **Shallow or Smaller containers**

**Limiting Bare Hand Contact with Ready-to-Eat Foods**  
Employees must limit bare hand contact with ready-to-eat foods (e.g., salad ingredients, sandwiches, burritos, chips, etc.) by using a barrier such as:

- **Single use gloves**
- **Tongs**
- **Spoon/Fork**

**EMPLOYEE HEALTH AND HYGIENE**  
Employees experiencing acute gastrointestinal illness or infected with a communicable disease that is transmissible through food shall be excluded or restricted from the food operation to prevent the spread of food-borne illness.

Employees experiencing persistent sneezing, coughing, or runny nose that cannot be controlled by medication shall not work with exposed food, clean equipment, or unwrapped single-use utensils.

**Restrooms**  
Provide at least one toilet for every 15 food employees. Restrooms must be located within 200 feet of the food booths. Approved hand washing facilities must be available at the restrooms with clean potable water for hand washing. Employees must wash hands in the restroom and once again in the food booth, prior to handling food or clean equipment.

**Hand Washing**  
Employees must wash hands before touching any food or clean equipment, between tasks, and after any chance of contamination.

Proper hand washing procedure: Wash hands with warm water and liquid hand soap for at least 10-15 seconds. Pay particular attention to the areas underneath the fingernails and between the fingers. Rinse with clean running water and dry with single-use paper towels.
DEFINITIONS

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 Environmental Health.

Coordinator – person from the sponsoring organization coordinating the food operation of a community event.

Food Vendor – operator providing food to the public (for free or for a charge).

Potentially Hazardous Food (PHF) – food that requires time or temperature control to limit pathogenic microorganism growth or toxin formation. In other words: food that, if left out of temperature, can grow organisms that cause food-borne illness.

Ready-to-Eat Foods – food that is in a form that is edible without additional preparation or cooking. If raw or partially cooked food of animal origin (meat), the consumer is advised.

Single-Use Utensils – a food contact implement or container designed and constructed for one time, one person use, after which they are intended for discard.

Temporary Event (TE) – an approved community event where food is sold or offered to the public.

Temporary Food Facility (TFF) – a food facility that operates at a fixed location for the duration of an approved community event.

ADDITIONAL TRAINING AND RESOURCES

If you would like additional training or resources on the information provided, please contact Environmental Health at (650) 372-6200.

Please note: as laws and regulations change, the information provided in this document will be updated without notice. Contact Environmental Health for the most current information.