

# ENVIRONMENTAL HEALTH INFORMATIONAL BULLETIN

**TO:** Commercial Temporary Event Food Vendors & Commercial Event Coordinators  
**FROM:** City of Berkeley, Division of Environmental Health  
**SUBJECT:** Temporary Food Facility (TFF) and Event Coordinator Requirements

A Temporary Food Facility (TFF) may operate at a swap meet, flea market, farmers market or community event. An event is considered a "Community Event" by obtaining a special event permit issued by the city in which it is occurring. Each food or beverage booth operator is required to complete and submit a health permit application along with the Temporary Food Facility Operation Specifications form and pay the appropriate fee at **least two (2) weeks prior to the event date**. After submitting your application, please call (510) 981-5310 and ask to speak to the Environmental Health Specialist assigned to the event to verify that your application was received.

The Health Permit Fees for events occurring during fiscal year July 1, 2013 to June 30, 2014 are:

<b>EVENT COORDINATOR</b> permit (required for events with 2 or more food vendors)	\$182.00
<b>FULL SERVICE FOOD PREPARATION BOOTHS</b>	\$182.00
<b>FOOD DEMONSTRATION</b>	\$98.00
<b>SAMPLING AND/OR PRE-PACKAGED SALES ONLY: POTENTIALLY HAZARDOUS FOODS</b> (Requires temperature control. Processed foods heating and reheating)	\$98.00
<b>SAMPLING ONLY: NON-POTENTIALLY HAZARDOUS FOODS</b> (No temperature requirements.)	\$44.00
<b>SALES ONLY: PRE-PACKAGED NON-POTENTIALLY HAZARDOUS FOODS</b>	\$44.00
<b>BEVERAGE SAMPLING/SALES ONLY</b>	\$44.00

➤ *Make checks payable to **City of Berkeley**.*

## Event Coordinator Requirements

1. An Event Coordinator must complete a health permit application and pay the required health services fee at least two (2) weeks prior to the event.
2. The health permit is not transferable and is valid only for a specific time period and location.
3. The Event Coordinator permit must be issued prior to the issuance of any TFF operator permit(s).
4. A legible site plan that is drawn to scale must be submitted to this Division 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, wastewater disposal facilities, and all shared warewashing and handwashing facilities.
5. The Event Coordinator or his/her designee(s) must be on-site and available during booth set-up and during the event itself.

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Health, Housing, & Community Services  
Division of Environmental Health  
1947 Center Street, 3<sup>rd</sup> floor, Berkeley, CA 94704  
Telephone: (510) 981-5310 / Fax: (510) 981-5305  
Email: envhealth@cityofberkeley.info

## **Booth Operator General Requirements (Required For All Vendors)**

1. All food booth owners must obtain a health permit application and pay the appropriate health services fee. If owner operates more than one booth, one health permit fee must be paid per booth.
2. The health permit is only good for the single event and cannot be transferred and must be approved by this Division prior to operating the booth.
3. Each operator must display on the booth the following information: facility name (at least three (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.
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, utensils, and food containers must be smooth, non-absorbent, easily cleanable, and made of non-toxic materials. Trash bags are not approved food containers.
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 (PHF) 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, except service animals.
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) under pressure shall be provided for each required toilet facility or other methods approved by the division.
19. Single-service soap and paper towel dispensers shall be provided at each handwash facility.
20. A janitorial sink or a suitable waste tank that is fully enclosed with tight fitting lid 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.
24. Under the Berkeley Municipal Code Chapter 11.60, styrofoam to-go containers are prohibited; only paper and plastic containers are allowed to be used for food to-go.
25. All workers handling non-prepackaged food shall wear hair restraints such as hats, hair coverings, or nets to effectively keep their hair from contacting foods.

## **Full Service Food Preparation Booths**

In addition to the Booth Operator General Requirements, the following are also required:

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 warewashing facility must be provided within each booth. Warewashing facilities shall include three 5-gallon containers for the cleaning of equipment, utensils and for general cleaning purposes. One shall contain soapy water for washing, the second shall contain clear water for rinsing, and the other a bleach/water solution for sanitization.
8. For events more than three (3) consecutive days, 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 is available 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.
    - 1) No food preparation in the common sink.
    - 2) A canopy shall be provided over the common sink.
    - 3) The sink shall be no more than 100 feet away from any of the booths using it.
    - 4) 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.
9. 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.
10. BBQ units, grills or other approved outdoor cooking equipment may be located adjacent to the TFF if local building or fire codes prohibit cooking inside the TFF. BBQ units (or other cooking equipment) must be separated from public areas in a manner that prevents access by customers to the cooking area (e.g., sneeze guard, perimeter barrier, etc).
11. 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.
12. All food preparation must take place within the booth.
13. Foods from outdoor BBQ units or grills shall be transported inside TFF and be served from the pass-through window.

## **Cooking Demonstration**

In addition to the Booth Operator General Requirements, the following are also required:

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. A durable and readily cleanable floor surface shall be provided within the TFF. (For example, concrete, asphalt, or wood). Ceiling shall be constructed of smooth, durable and easily cleanable materials.

3. A warewashing facility must be provided adjacent to the demonstration set-up. Warewashing facilities shall include three 5-gallon containers for the cleaning of equipment, utensils and for general cleaning purposes. One shall contain soapy water for washing, the second shall contain clear water for rinsing, and the other a bleach/water solution for sanitization.
4. For events more than three (3) consecutive days, 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 is available 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.
    - 1) No food preparation in the common sink.
    - 2) A canopy shall be provided over the common sink.
    - 3) The sink shall be no more than 100 feet away from any of the booths using it.
    - 4) 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.
5. 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.
6. BBQ units, grills or other approved outdoor cooking equipment may be located adjacent to the TFF if local building or fire codes prohibit cooking inside the TFF. BBQ units (or other cooking equipment) must be separated from public areas in a manner that prevents access by customers to the cooking area (e.g., sneeze guard, perimeter barrier, etc).
7. 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.
8. All food preparation must take place within the booth.
9. Food samples served to the public must be done so with single serving utensils. No barehand contact permitted.
10. Adequate waste receptacles must be provided for sample utensil disposal.

### **Sampling and/or Pre-Packaged Sales Only: Potentially Hazardous Foods (PHF)**

In addition to the Booth Operator General Requirements, the following are also required:

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. A warewashing facility must be provided within each booth. Warewashing facilities shall include three 5-gallon containers for the cleaning of equipment, utensils and for general cleaning purposes. One shall contain soapy water for washing, the second shall contain clear water for rinsing, and the other a bleach/water solution for sanitization.
7. For events more than three (3) consecutive days, 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 is available 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.
  - 1) No food preparation in the common sink.
  - 2) A canopy shall be provided over the common sink.
  - 3) The sink shall be no more than 100 feet away from any of the booths using it.
  - 4) 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 if local building or fire codes prohibit cooking inside the TFF. BBQ units (or other cooking equipment) must be separated from public areas in a manner that prevents access by customers to the cooking area (e.g., sneeze guard, perimeter barrier, etc).
10. All food preparation must take place within the booth.
11. Foods from outdoor BBQ units or grills shall be transported inside TFF and be served from the pass-through window.

### **Sampling Only: Non-Potentially Hazardous Foods**

In addition to the Booth Operator General Requirements, the following are also required:

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. Samples must be protected from cross-contamination (e.g., sneezeguard)
3. Samples must be divided into serving portions at an Environmental Health permitted commissary prior to the event.
4. Single-serving utensils or single-serving containers must be used for samples. No bare-hand contact.

### **Sales Only: Pre-Packaged Non-Potentially Hazardous Foods**

In addition to the Booth Operator General Requirements, the following are also required:

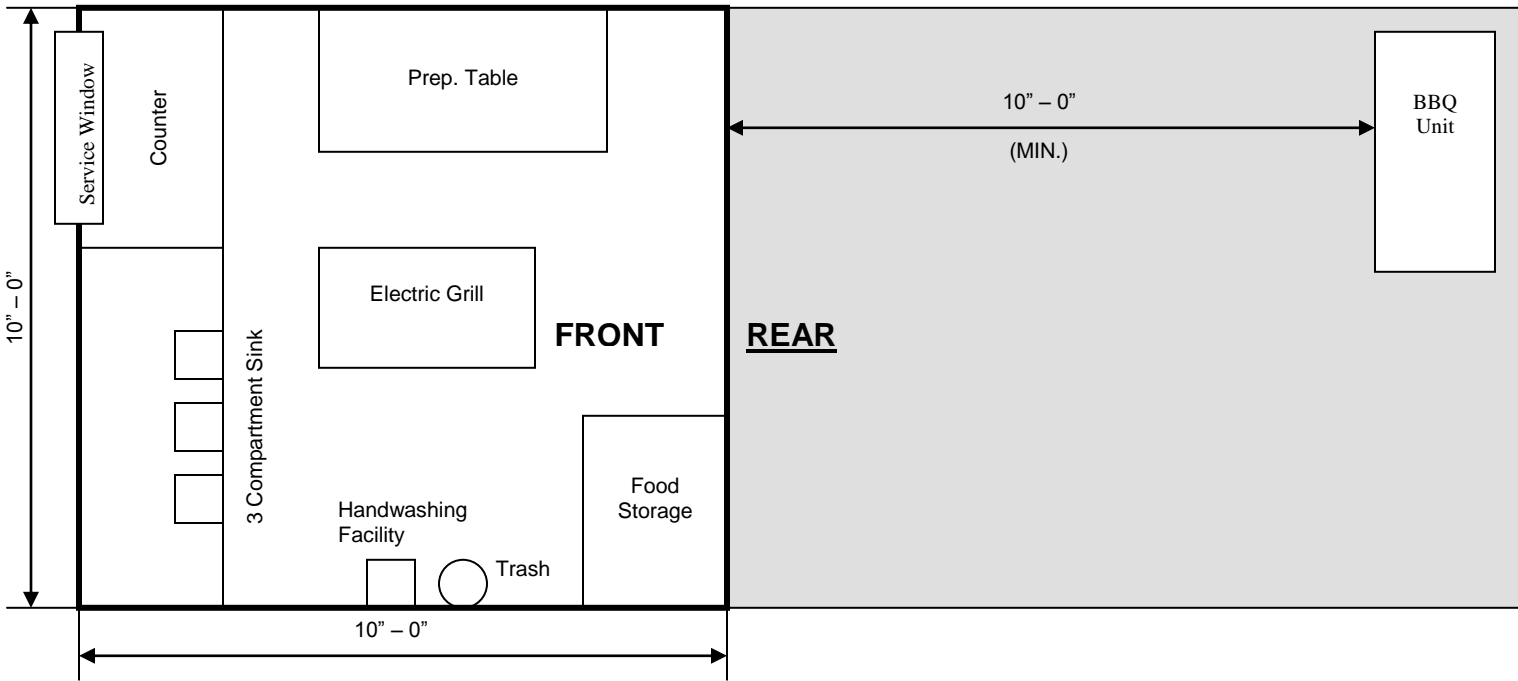
1. All foods must be kept at least 6 inches off the ground. An overhead protection is required and shall be made of approved materials. Dirt floor is not approved.
2. No open food sampling or food processing is allowed on site. Beverages may be poured from an original manufacturer's container into a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

### **Beverage Sampling/Sales**

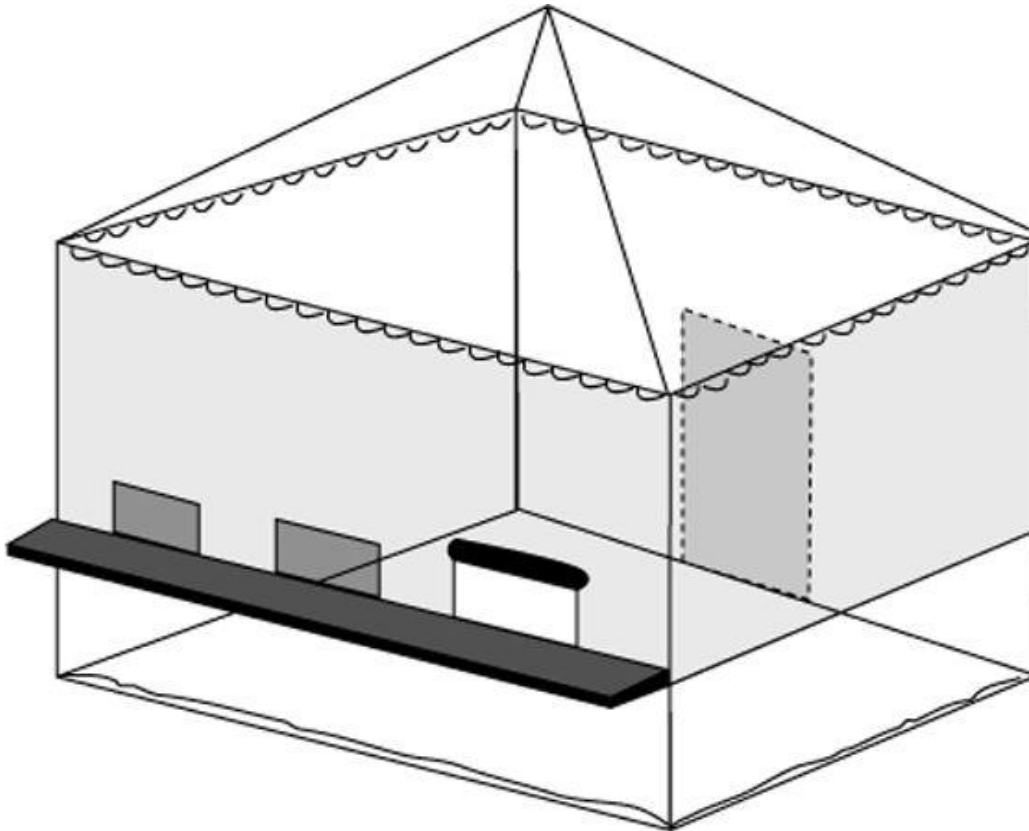
In addition to the Booth Operator General Requirements, the following are also required:

1. All beverages 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. Beverages that requires temperature control (PHF) is required to be kept at a minimum of 135° F (hot beverages) or a maximum of 45° F (cold beverages).
3. 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.
4. In lieu of a handwash station, cold water with a germicidal soap may be provided.

**Example of TFF Setup:**

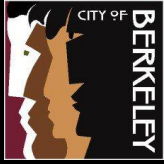


Finish Schedule	Materials
Floor	Plywood, cement, asphalt, plastic tarp
Walls	Plywood, mesh screening, canvas, plastic tarp
Ceiling	Flame proof canvas



**TFF Lay-out**

DRAWING NOT-TO-SCALE



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Division of Environmental Health  
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TEMPORARY FOOD FACILITY

## OPERATION SPECIFICATIONS

Event Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**The Following shall be completed by the operator of the temporary food facility. Check the box which best explains your operation. More than one answer may apply to a question. If a question does not apply to you, leave it blank.**

1. Which one of the following best describes your operation during this event?

- No cooking; assembly only (Example: Sandwiches, Drinks)
- Single cooking step and assembly (Example: Burgers)
- Cooking, cooling, reheating, etc
- Properly prepackaged potentially hazardous food (Perishable food)
- Properly packaged non-potentially hazardous food (Non-perishable food)
- Uncut, whole produce
- Other \_\_\_\_\_

2. How will the food be transported and what steps will be taken to prevent contamination of foods?

- Food is properly covered during transportation
- Cold/frozen food is maintained at or below 41F during transportation
- Hot food is maintained at or above 135F during transportation
- All food preparation takes place in an approved facility or inside the booth
- Food is obtained from approved sources and not obtained, prepared, and/or stored in private home
- Outdoor cooking equipment are protected from public access
- Only approved equipment and containers are used

3. Which one of the following describes your handwashing practices?

- One handwash sink with 100F running water under pressure is provided inside the booth (Events over 3 days)
- Warm water in an insulated container with catch bucket is provided (Events less than 3 days)
- Liquid hand soap and paper towel is provided. Five (5)-gallon water container with a dispensing valve. Catch bucket provided.

4. How will cold potentially hazardous food be maintained at or below 41F?

- Inside an approved electrical refrigeration unit
- Stored on ice, inside ice chest
- Displayed on top of ice
- Inside refrigerated cart/truck/trailer
- Inside insulated bag

5. How will hot potentially hazardous food be maintained at or above 135F?

- Inside steam table
- Inside hot holding cabinet/unit/bag
- On top of cooking equipment

6. Where will food be stored when the facility is not in operation?

- Stored inside the booth protected from any type of contamination
- Returned to an approved food facility
- Leftovers are discarded at the end of the day
- Stored inside refrigerated trailer
- Other \_\_\_\_\_

7. What are the procedures for cleaning utensils and equipment? (Check all applicable.)

- A 3-compartment sink is provided inside the booth
- A centrally located 3-compartment sink exists within 100 feet of the booth (shared by no more than 4 booths)
- Hot water of 120F and cold running water is provided at the sink
- Approved sanitizer such as chlorine is available in the sink
- Sanitizer test strips are provided

8. What are the procedures for cleaning structure and disposal of waste?

- Inside the booth is cleaned as needed during the event or at the end of each day
- Rubbish is picked up by the event staff or booth operators
- Approved and adequate trash dumpster is provided
- Waste water is properly disposed of

9. What type of material and methods are being used to construct the temporary food facility?

- A durable and readily cleanable floor surface such as concrete, asphalt, wood or tarp is provided
- The booth is fully enclosed
- Pass-through openings are minimum of 432 square inches
- Minimum screening size of 16 mesh is used
- A canopy is provided over the common 3- compartment sink
- Other \_\_\_\_\_

10. How will waste oils be disposed? \_\_\_\_\_

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## **Individual Food Booth Operator**

**In the area below draw a diagram of the site plan for the food operation at this event. You may use additional paper or a separate pre-printed diagram and submit it with this form. (Include the proposed layout of equipment, food preparation tables, food storage, warewashing, and handwashing)**



**Health, Housing & Community Services**  
**Division of Environmental Health**  
 1947 Center Street, 3rd floor, Berkeley, CA 94704  
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# APPLICATION FOR HEALTH PERMIT

## TEMPORARY FOOD FACILITY

***This Section To be Completed By Applicant - Please Print - Do Not Detach Operator Copy - Health Permits Are NOT Transferable***

Name of Event:		Name of Event Coordinator:		Phone:
Event Location:		City:		Zip:
Business Name:		Owner's Name (Authorized Representative):		Phone:
Business Address:			City:	Zip:
Cell Phone:	Email Address:		Fax:	
Owner's Mailing Address:			City:	Zip:
Emergency Contact:		Emergency Phone:		

List of Food Items: \_\_\_\_\_

Operation Date(s):	Operation Day(s): <input type="checkbox"/> Recurring Event (Annual) <input type="checkbox"/> Single Event <input type="radio"/> Sun <input type="radio"/> M <input type="radio"/> Tu <input type="radio"/> W <input type="radio"/> Th <input type="radio"/> F <input type="radio"/> Sat	Operation Hours: _____ AM / PM to _____ AM / PM
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Any Food Prepared Before the Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Provide Name and Address of the Approved Facility:
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Name: \_\_\_\_\_

Address: \_\_\_\_\_

***I Hereby Make Application For A Health Permit and/or Environmental Health Services.***

Signature:		Date:
Print Name:	Title:	
Date of Birth:	Driver's License No:	Federal Tax ID:

***FOR OFFICE USE ONLY***

<b>SPECIALIST</b>	Permit Approved By:	Date:
	<b><i>Permit Valid Only For A Specific Time Period and Location</i></b>	
Operational Limitation(s): _____		

<b>FEE</b>	Permit Number:	Type of Establishment:	Receipt Number:
	This Application is For:		
	<input type="checkbox"/> Event Coordinator (Administrator, Organizer, Manager of Community Event) <input type="checkbox"/> Full Service Food Preparation Booth <input type="checkbox"/> Sampling and/or Prepackaged Sale: Potentially Hazardous Foods		<input type="checkbox"/> Sampling: Non-Potentially Hazardous Foods <input type="checkbox"/> Sales: Prepackaged Non-Potentially Hazardous Foods <input type="checkbox"/> Beverage Sampling and Sales
	Event Frequency: <input type="checkbox"/> Single <input type="checkbox"/> Recurring	Fee Amount: <input type="checkbox"/> Fee Paid <input type="checkbox"/> Fee Unpai <input type="checkbox"/> Fee Waived	
This Permit is Valid For (Duration): _____			

<b>SPECIFICATIONS</b>	Sampling: <input type="checkbox"/> Yes <input type="checkbox"/> No	Cooking: <input type="checkbox"/> Yes <input type="checkbox"/> No	Cooking Limitation: _____	BBQ: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Operation Specifications Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No			If No, Date to be submitted: _____
	Remarks: _____			
	_____			