



Temporary Food Facility (TFF) Vendor Checklist

A Temporary Food Facility (TFF) Vendor can only operate at community events approved by the San Bernardino County Department of Public Health (DPH), Environmental Health Services (EHS). It is the responsibility of each TFF Vendor at the event to comply with food safety and sanitary requirements enforced by EHS.

Vendors at an event are required to obtain a valid health permit and have it readily available at their booth throughout the event. Health permits are non-transferable.

The following self-inspection checklist can assist with meeting requirements.

FOOD SAFETY, STORAGE AND TRANSPORTATION

- ☐ All prepackaged foods are properly packaged and labeled at an approved facility (excluding cottage food permit). No home preparation or storage of food and beverage is allowed.
- ☐ Food is protected from contamination and in approved containers capable of maintaining required holding temperatures during transportation.
- ☐ All food, utensils and equipment are stored, displayed and served so they are protected from contamination. Food must be stored off the floor on appropriate shelving, boxes or pallets.
- ☐ All potentially hazardous foods are kept at 41°F or below or 135°F or above. Hot holding foods held above 45°F and/or leftover foods are discarded at the end of the day.
- ☐ Have a calibrated and accurate metal probe thermometer measuring from 0°F to 220°F available to check food temperatures.

HANDWASHING STATIONS

- ☐ Handwashing stations are located inside all food and beverage preparation booths.
- ☐ A minimal handwashing set-up is allowed inside the food preparation booth if the event is three days or less. This set-up requires a minimum of five gallons of preheated water, a hands-free spigot that provides continuous flow of warm water and a separate waste receptacle.
- ☐ If the event exceeds three consecutive days, a pressurized handwashing sink with hot and cold running water and a minimum of five-gallon water supply is required.
- ☐ All handwashing stations have a pump soap dispenser and single-use paper towels. **Hand sanitizers do not replace handwashing.**

FOOD BOOTHS

- ☐ All food preparation, as well as non-prepackaged food, is within an approved enclosure or compartment. The ceiling, walls and floors of the enclosure are constructed of acceptable materials such as, but not limited to, the following:
 - Ceiling constructed of canvas or tarps
 - Walls constructed of canvas, tarps, plywood, fine-mesh window screening
 - Floors constructed of tarps, plywood, concrete or asphalt. The floor must be smooth and cleanable
 - Grass or dirt floors are covered with appropriate smooth and cleanable materials
- ☐ The food service opening is no larger than 13.5 inches by 16 inches with the ability of being closed.
- ☐ Each booth has signage indicating the name, city and telephone number of the booth operator or permittee. The facility name is required to be at least 3 inches tall, and the city and telephone number must be at least 1 inch tall.

EQUIPMENT AND UTENSILS

- ☐ All food-related and utensils-related equipment must be installed, used and stored in such a manner that prevents food contamination.
- ☐ Acceptable cold holding units include, but are not limited to mechanical refrigeration, freezers or ice chests.
- ☐ Acceptable hot holding units include, but are not limited to steam tables, crockpots, chafing dishes or hot holding cabinets. All units have been pre-heated prior to placing the food in the unit.
- ☐ All cooking equipment, other than approved barbecues, must remain inside the approved enclosed booth, unless specifically exempted by EHS.
- ☐ Open-air barbecues are protected from dust and other contamination by way of an approved lid or overhead protection.
- ☐ Food preparation surfaces are cleanable and made of approved materials.
- ☐ Single-use utensils are provided for customer use. Food preparation surfaces are easily cleanable and of approved materials.
- ☐ All condiments are dispensed from a squeeze bottle, pump dispenser, individual packets or condiment containers with self-closing lids.

WAREWASHING SINK AND WASTEWATER

- ☐ A three-compartment warewashing sink with dual drainboards is present for all food/beverage preparation booths. Overhead protection is required for all warewashing sinks.
- ☐ All shared three-compartment warewashing sinks provided by the event organizer are maintained by cleaning, refilling and checking sanitizer levels throughout the event. No more than four vendors can share a warewashing sink.
- ☐ All warewashing sinks are supplied with a minimum of 25 gallons of pressurized warm water (minimum of 100°F), unless food preparation is limited, then 15 gallons is required. Wastewater is contained at all times.
- ☐ An approved sanitizer is used at the event for sanitizing utensils and food contact surfaces. Approved sanitizers include chlorine (bleach), quaternary ammonia (quat) or iodine. Sanitizer test strips are available, used to monitor sanitizer levels and must correspond to sanitizer in use at the event.
- ☐ All multiple-use wet wiping towels are stored in an approved sanitizing solution between uses.
- ☐ All wastewater from warewashing sinks and hand washing stations are disposed of through a public sewer system or other manner approved by EHS.

ELECTRICITY DETAILS (IF PROVIDED)

- ☐ Adequate electricity is available for refrigeration units or other equipment (for maintaining potentially hazardous foods at the proper temperature). If the event extends into the evening hours or lasts more than one day, ensure electricity is available to light the food preparation area inside the booth. Sources of electricity can include public utilities and/or generators.

ADDITIONAL INFORMATION

- ☐ No food or beverages prepared at home (excluding food under cottage food permit) are allowed.
- ☐ If food preparation is in a permitted facility, provide verification of the permit.
- ☐ Potable (drinking) water is available during the event for food processing and warewashing.
- ☐ Garbage/trash is frequently picked up and disposed of properly.
- ☐ Animals and smoking are prohibited within 20 feet of food booths, storage areas and/or by the barbecue.

For more information on TFF operating requirements email TFF@dph.sbcounty.gov, contact EHS at 1-800-442-2283 or visit the EHS website at ehs.sbcounty.gov.

The California Retail Food Code (Cal Code) is located on the EHS Program and Services webpage under the Food Facilities section.



Public Health
Environmental Health Services

385 N. Arrowhead Ave., 2nd floor, San Bernardino, CA 92415
Email: TFF@dph.sbcounty.gov
Website: ehs.sbcounty.gov
Text/Call: 800.442.2283
Fax: 909.387.4323

TEMPORARY FOOD FACILITY(TFF) VENDOR HEALTH PERMIT APPLICATION

APPLICANT INFORMATION			
Facility Name:		Phone Number:	
Owner Name:		Email:	
Owner Address:		City:	State: Zip:
Mail To:		Attention To:	
Address:		City:	State: Zip:
Are you an honorably discharged veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is the vendor a non-profit/ 501(c)(3) agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PERMIT CATEGORY			
Select only ONE: <input type="checkbox"/> Annual Temporary Food Facility (TFF) – Vendor <input type="checkbox"/> One-Time Temporary Food Facility (TFF) – Vendor (If checked, proceed to One-Time TFF – Vendor Permit)			
ANNUAL TFF – VENDOR PERMIT			
Annual TFF – Vendor permit: Automatically renew the permit on a yearly basis? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If YES , initial the following statements: • I understand that I will be invoiced on a yearly basis for my annual TFF – Vendor permit. _____ Initial • I understand that it is my responsibility to submit a request to cancel my annual TFF – Vendor permit. _____ Initial		If NO , initial the following statements: • I certify that I am opting <u>out</u> of the annual TFF – Vendor permit renewals. _____ Initial • I understand that my annual TFF – Vendor permit is only valid for 12 months. _____ Initial • I understand that it is my responsibility to request a new permit. _____ Initial	
ONE-TIME TFF – VENDOR PERMIT			
Name of Event:		Date(s) of Event:	
Site Address:	City:	Total Number of Event Days:	
Set Up Time: From: _____ To: _____	Open to Public: From: _____ To: _____		
Name of Event Organizer:		Event Organizer Cell Phone Number:	

TFF VENDOR	
SPECIFIC TYPE OF TFF VENDOR PERMIT (SELECT ONLY ONE)	
<input type="checkbox"/> TFF - Prepackaged Single Event up to 6 Months <input type="checkbox"/> Prepackaged Annual TFF Permit	<input type="checkbox"/> TFF - Food Preparation Single Event up to 6 Months <input type="checkbox"/> Food Preparation Annual TFF Permit
CERTIFICATIONS	
Food Manager Certification: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (Prepackaged Facilities)	
Food Worker Training Certificates: <input type="checkbox"/> Yes <input type="checkbox"/> No (Required for each employee of Annual TFFs)	
TYPE OF FOOD SERVICE	
<input type="checkbox"/> Prepackaged Foods or Beverages Only <input type="checkbox"/> Food Preparation in Fully Enclosed Booth <input type="checkbox"/> Food Preparation in Fully Enclosed Booth Food Compartment (i.e. Snow Cone, Popcorn, Cotton Candy, or Shaved Ice Machine) <input type="checkbox"/> Other (Please describe): _____	
List the types of food/beverages that will be sold or given away at the event.	
Food must be prepared or purchased from a permitted facility. Please provide specific details about where the food is prepared or purchased. (i.e. name of facility, permit number of facility or copy of permit of facility if prepared or purchased outside of San Bernardino County)	
TFF VENDOR RESPONSIBILITIES	
IT IS THE RESPONSIBILITY OF EACH TFF VENDOR AT THE EVENT TO COMPLY WITH FOOD SAFETY AND SANITARY REQUIREMENTS ENFORCED BY EHS.	
CERTIFICATION STATEMENTS	
Please read and certify the statements on the following regulations by initialing below each section that you will abide by these regulations: <ul style="list-style-type: none"> Food Safety, Storage and Transportation, Handwashing Stations, Food Booths, Equipment and Utensils, Warewashing Sinks and Wastewater, Electricity Details, and Additional Information. 	
FOOD SAFETY, STORAGE AND TRANSPORTATION	
<ul style="list-style-type: none"> No home preparation or storage of food and beverage is allowed. All prepackaged foods must be properly packaged and labeled at an approved facility (excluding Cottage Food Permit). During transportation, food must be protected from contamination and in approved containers capable of maintaining required holding temperatures. Ensure all food, utensils and equipment are stored, displayed and served so they are protected from contamination. Food must be stored off the floor, on appropriate shelving, boxes or pallets. All potentially hazardous foods must be kept at 41°F or below or 135°F or above. Hot holding foods, food held at 45°F and/or leftovers, must be discarded at the end of the day. A calibrated and accurate metal probe thermometer measuring from 0°F to 220°F must be available to check food temperatures. 	
_____ Initials	

TFF VENDOR
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FOOD BOOTHS
<ul style="list-style-type: none"> All food preparation, as well as nonprepackaged food, will be done within an approved enclosure or compartment. The ceiling, walls and floors of the enclosure must be constructed of acceptable materials such as, but not limited to the following: <ul style="list-style-type: none"> — Ceiling constructed of canvas or tarps. — Walls constructed of canvas, tarps, plywood or fine-mesh window screening. — Floors constructed of tarps, plywood, concrete or asphalt. The floor must be smooth and cleanable. Grass or dirt floors must be covered with appropriate smooth and cleanable materials. The food service opening can be no larger than 13.5" or 16" with the ability of being closed. Each booth must have signage indicating the name, city and telephone number of the booth operator or permittee. The facility name must be a minimum of 3 inches tall, and the city and telephone number must be a minimum of 1 inch in letter height. <div style="text-align: right; margin-top: 10px;"> <div style="border-bottom: 1px solid black; width: 100px; display: inline-block;"></div> Initials </div>
EQUIPMENT AND UTENSILS
<ul style="list-style-type: none"> All food-related and utensil-related equipment must be approved by EHS. All equipment must be installed, used and stored in such a manner that prevents food contamination. Cold holding units include, but are not limited to, mechanical refrigeration, freezers or ice chests. Accurate thermometers are required inside the units to monitor temperatures. Hot holding units include, but are not limited to, steam tables, crockpots, chafing dishes or hot holding cabinets. All units must be pre-heated prior to placing the food in the unit. All cooking equipment, other than approved barbeques, must remain inside the approved enclosed booth, unless specifically exempted by EHS. Open-air barbeques must be protected from dust and other contamination by way of an approved lid or overhead protection. Food preparation surfaces must be cleanable and made of approved materials. Single-use utensils must be provided for customer use. Food preparation surfaces must be easily cleanable and of approved materials. All condiments must be dispensed from a squeeze bottle, pump dispenser, individual packets or condiment containers with self-closing lids. <div style="text-align: right; margin-top: 10px;"> <div style="border-bottom: 1px solid black; width: 100px; display: inline-block;"></div> Initials </div>
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ADDITIONAL INFORMATION			
<ul style="list-style-type: none"> No food or beverages prepared at home are allowed (excluding food under Cottage Food Permit). If food preparation is in a permitted facility, the permit must be provided. Potable (drinking) water must be available during the event for food processing and warewashing. Garbage/trash must be frequently picked up and disposed of properly. Animals and smoking are prohibited within 20 feet of food booths, storage areas and/or nearby the barbeque. <p style="text-align: right;">_____ Initials</p>			
PAYMENT INFORMATION			
<p>MAKE CHECKS PAYABLE TO: SAN BERNARDINO COUNTY</p> <p>Submit this application and all subsequent fees at least two weeks prior to the event. A late fee is assessed if the application is not completed a full 48 hours prior to the day of operation (Example: Fees are due on Wednesday for a Saturday event). Failure to complete the application and pay all fees results in the assessment of a delinquent fee or closure.</p> <p>Health permits are non-transferable and must be posted in a visible place within the TFF food booth. A TFF may only operate at community events approved by San Bernardino County Department of Public Health (DPH), Environmental Health Services (EHS).</p>			
DECLARATION AND SIGNATURE			
<p>I declare under the penalty of law, that to the best of my knowledge and belief, the statements made herein are correct and true. I have knowledge of and commit to meeting state law and relevant local regulations pertaining to the TFF Vendor Health Permit. I acknowledge the receipt of the TFF Vendor Checklist, and the rules and regulations set forth by San Bernardino County. As the TFF Vendor, I must ensure that my food booth is in compliance with the TFF operating requirements mentioned in this application and set forth in the TFF Vendor Packet. I hereby consent to all necessary inspections related to the issuance of a health permit and the operation of the business. Furthermore, I understand that failure to meet all requirements specific to the TFF Vendor Health Permit, supplemental attachments and those set forth by San Bernardino County may result in permit suspension and/or closure of the TFF booth.</p>			
<p>Indemnification: The Contractor agrees to indemnify, defend (with counsel reasonably approved by the County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision will apply regardless of the existence or degree of fault of indemnities. The Contractor's indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.</p>			
<input type="checkbox"/> Electronic Signature Only: By checking this box, I confirm I am submitting this application electronically and that the information on this form is true and correct. I also acknowledge that I have read, understand and accept any terms and conditions of this form.			Date:
Signature of TFF Vendor:			
Print Name:		Title:	
For Office Use Only			
Fee:	FA Number:	Record ID:	Program Identifier:
Late Fee: <input type="checkbox"/> Yes <input type="checkbox"/> No	PE Number:	SR Number:	Date:
Designated Employee:		Received By:	
Check One: <input type="checkbox"/> New <input type="checkbox"/> Transfer <input type="checkbox"/> Reactivate	Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No	Non-profit: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Changes (Please specify):			
Enrolled in the Annual TFF – Vendor permit with auto-renewal: <input type="checkbox"/> Yes <input type="checkbox"/> No			