



Vendor Packet

Community Event or Charitable Fundraiser

A. Introduction

Community events provide fun and educational activities, giving communities their special character, and stimulating the local economy.

Our office supports these events by helping the organizers and vendors assure that the food served is wholesome and safe. This packet is specially designed for the vendors who make these valuable community events possible.



B. Menu and Preparation Review

By assessing what foods you will offer and how you will prepare, hold, and serve the food, we can provide you with specific information and best food handling practices. **If you are planning to serve potentially hazardous food, please read the information at the bottom of this page.**

C. Review Process

All food served at Community Events must be prepared on-site at the event or in a commercial or semi-commercial kitchen (such as restaurants, churches, senior citizen centers, grange halls, etc.). **EXCEPTION:** Non-profit charitable organizations may prepare non-potentially hazardous foods in private homes. We do not require that the semi-commercial facilities be permitted by our office. Unless otherwise approved by our office, potentially hazardous foods should not be cooked ahead of time, cooled, and then reheated prior to service because of the increased potential for foodborne illness.

Complete this packet and return it to our office at least two weeks prior to the event. There is no vendor fee for non-profit charitable organizations. Work closely with the event Organizer and post your permit at your facility.



Part Four: Risk Assessment Checklist (Check the appropriate boxes)

Food Type
Note: All food must be from a permitted retail/wholesale facility.
<input type="checkbox"/> Only non-potential hazardous, commercially pre-packaged food
<input type="checkbox"/> Popcorn/cotton candy
<input type="checkbox"/> Hot dogs/corn dogs
<input type="checkbox"/> Ground beef/poultry patties (burgers)
<input type="checkbox"/> Other ground/chopped/shredded meat
<input type="checkbox"/> Beef steaks, roasts, tri-tips, etc.
<input type="checkbox"/> Fried or roasted chicken/turkey
<input type="checkbox"/> Lamb/duck/pheasant
<input type="checkbox"/> Variety meats (liver, cold cuts)
<input type="checkbox"/> Fish fillets/fish steaks
<input type="checkbox"/> Shellfish (lobster, shrimp, oysters, clams)
<input type="checkbox"/> Cooked egg dishes (quiche)
<input type="checkbox"/> Custards, cream desserts
<input type="checkbox"/> Dairy Products
<input type="checkbox"/> Pasta dishes
<input type="checkbox"/> Potato, macaroni salads
<input type="checkbox"/> Baked potato
<input type="checkbox"/> Refried beans, baked beans, rice
<input type="checkbox"/> Gravies, soups
<input type="checkbox"/> Cut melons
<input type="checkbox"/> Dips/sauces
<input type="checkbox"/> Canned/package food
<input type="checkbox"/> Other (please specify):

Food Preparation Processes Planned
<input type="checkbox"/> Cold holding
<input type="checkbox"/> Cooking
<input type="checkbox"/> Hot holding more than 30 minutes
<input type="checkbox"/> Cooling hot food
<input type="checkbox"/> Re-heating food
<input type="checkbox"/> One or more days between preparation and serving
<input type="checkbox"/> Hand contact with ready-to-eat food
<input type="checkbox"/> Fruit and vegetable washing
<input type="checkbox"/> Raw meat or poultry preparation
<input type="checkbox"/> Sampling of food
<input type="checkbox"/> Slicing, chopping, grinding food
<input type="checkbox"/> Other (please specify):

Utensil Washing and Food Storage
<p>If food will be served more than a single day:</p> <p style="margin-left: 40px;">» Where will the utensils be washed?</p> <p style="margin-left: 40px;">» Where will extra food be stored at the end of the day?</p>



Contact Modoc County Environmental Health at (530) 233-6310 anytime for more information and explanation.

Part Five: Food Preparation Planner

Complete the following table for each food item you plan to serve.

Food or beverage item (e.g. taco, ribs, lemonade, etc.)	Food or beverage item (e.g. taco, ribs, lemonade, etc.)
How will food be cooked (e.g. BBQ, deep-fry, grill, steam, etc.)	How will food be cooked (e.g. BBQ, deep-fry, grill, steam, etc.)
Type of temperature holding units in booth (e.g. ice chest, freezer, crock pot, etc.)	Type of temperature holding units in booth (e.g. ice chest, freeze, crock pot, etc.)
Type of equipment used to reheat prepared foods (e.g. microwave, grill gas burner, etc.)	Type of equipment used to reheat prepared foods (e.g. microwave, grill gas burner, etc.)
Food or beverage item (e.g. taco, ribs, lemonade, etc.)	If food is prepared off-site:
How will food be cooked (e.g. BBQ, deep-fry, grill, steam, etc.)	Location name/address/telephone:
Type of temperature holding units in booth (e.g. ice chest, freezer, crock pot, etc.)	Type of utensils used (e.g. tongs, ladle, spatula, etc.):
Type of equipment used to reheat prepared foods (e.g. microwave, grill gas burner, etc.)	Where and when food purchased:
	Where food stored prior to the event:

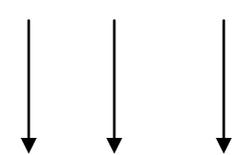


Contact Modoc County Environmental Health at (530) 233-6310 anytime for more information and explanation.

Part Six: Planning Checklist

A: Basic Requirements

Yes No N/A



All vendors need to meet these requirements.

If vendors are only serving prepackaged, non-potentially hazardous food, they do not need to comply with Parts B-D of the checklist.

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Approved source: All food to be purchased from a permitted retail/wholesale facility |
| <input type="checkbox"/> | <input type="checkbox"/> | No preparation of food in private home; all food to be prepared on-site at the event or in a commercial or semi-commercial kitchen such as restaurants, churches, senior citizen centers, grange halls, etc. (EXCEPTION: Charitable Non-Profit Vendors may prepare non-potentially hazardous foods in private home up to 4 times a year for events lasting 3 days or less.) |
| <input type="checkbox"/> | <input type="checkbox"/> | All foods stored off the floor a minimum of 6 inches and no food stored outside of booth |
| <input type="checkbox"/> | <input type="checkbox"/> | Adequate trash and garbage disposal receptacles will be available in booth |
| <input type="checkbox"/> | <input type="checkbox"/> | At least one toilet facility and hand washing facility for each 15 employees within 200 ft of food prep and service area |
| <input type="checkbox"/> | <input type="checkbox"/> | No pets or smoking allowed in food preparation, utensil washing, or food service/dining area |

B: Protection of Food from Contamination

Vendors serving **unwrapped food** prior to sale need to meet these requirements.

If vendors are only serving non-potentially hazardous food, you do not need to comply with Parts C-D of the checklist.

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All food contact surfaces need to be smooth, easily cleanable, and non-absorbent |
| <input type="checkbox"/> | <input type="checkbox"/> | Fully enclosed food preparation/handling area (NOT REQUIRED for Charitable Non-Profit Vendors) |
| <input type="checkbox"/> | <input type="checkbox"/> | Cooked foods and produce stored and handles separately from raw beef, pork, fish, and poultry |
| <input type="checkbox"/> | <input type="checkbox"/> | Hand washing facilities need to be provided within booth and used prior to bare hand contact with food. |
| <input type="checkbox"/> | <input type="checkbox"/> | All non-packaged food will be covered or otherwise protected from contamination and condiments served from approved dispensing units |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Ice will be from an approved source, kept free from contamination, served with ice scoop with handle, and stored separate from ice used for cooling purposes |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Approved facilities available to wash, rinse, and sanitize utensils; wastewater from sinks and other equipment will be disposed in the sanitary sewer and not into storm drain |



C: Temperature Control

Part Six: Planning Checklist

Yes	No	N/A
↓	↓	↓
↓	↓	↓

Vendors serving **potentially hazardous food**, regardless of the packaging, need to comply with this portion of the checklist.

See description of potentially hazardous foods in the California Retail Food Code book.

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | | No potentially hazardous food offered to the public that has been prepared or stored in a private home. If potentially hazardous food has been prepared off-site, it must be at a commercial or semi-commercial kitchen such as a restaurant, church, grange, veteran's hall, senior citizen center, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | | Potentially hazardous food not cooked in advance, cooled, and then reheated prior to service without advance consultation with Environmental Health Staff |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Potentially hazardous food will be cooked to the proper temperature |
| <input type="checkbox"/> | <input type="checkbox"/> | | Potentially hazardous food will be: (a) Held hot at or above 135°F or (b) Held cold at or below 45°F |
| <input type="checkbox"/> | <input type="checkbox"/> | | Potentially hazardous food held hot or above 135°F or cold at or below 45°F will not be re-served the following operating. EXECPTIONS: (a) Potentially hazardous food held at or below 41°F during the operating day by mechanical refrigeration may be re-served the following day if held overnight at or below 41°F or (b) Potentially hazardous food held continuously frozen may be re-served the following operating day. |
| <input type="checkbox"/> | <input type="checkbox"/> | | Thermometers provided to monitor potentially hazardous food refrigeration temperature and metal stem thermometer provided to measure potentially hazardous food cooking and hot holding temperature |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Frozen potentially hazardous foods properly thawed (no thawing at ambient air temperature) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Outdoor BBQ, if used, maintained: (a) adjacent booth, (b) free from dust, (c) roped off from public |

B: Protection of Food from Contamination

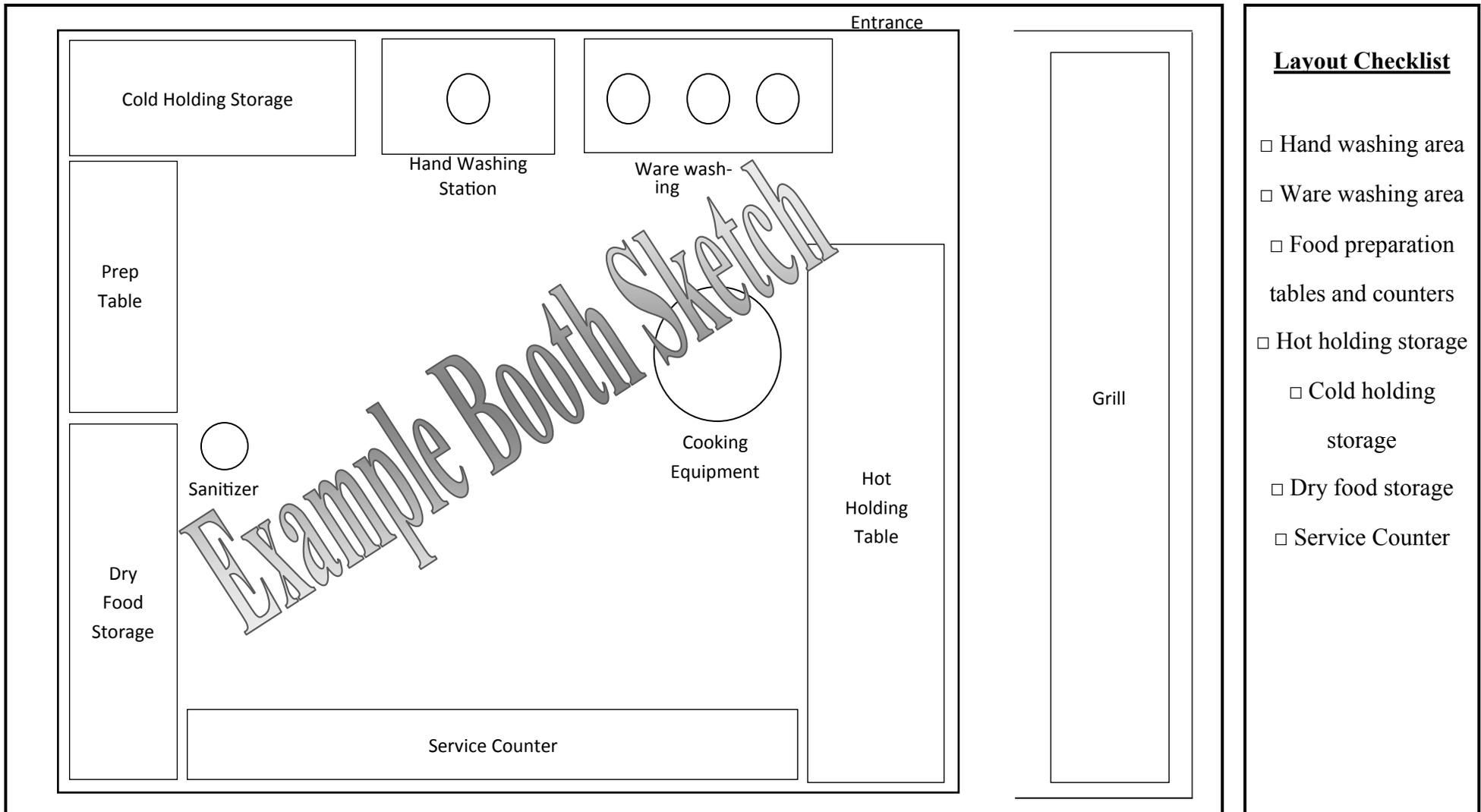
Vendors preparing potentially hazardous food **off-site** need to complete this portion of checklist

Only vendors who are preparing potentially hazardous food off site need to complete this portion of the checklist

- | | | | |
|--------------------------|--------------------------|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | | Food prepared in a commercial or semi-commercial kitchen (Note: These are facilities such as restaurants, churches, granges, veteran's halls, senior citizen centers, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | | Food will be transported and stored in tightly covered, washable containers |
| <input type="checkbox"/> | <input type="checkbox"/> | | Transport containers, if used, will be adequately insulated to maintain potentially hazardous food either: (a) hot, at or above 135°F, or (b) cold, at or below 41°F during transport |



Part Seven: Food Booth Layout Sketch Example



Layout Checklist

- Hand washing area
- Ware washing area
- Food preparation tables and counters
- Hot holding storage
 - Cold holding storage
- Dry food storage
- Service Counter

I certify that I am familiar with these requirements and agree to operate in a manner consistent with those requirements.

Vernon Vendor

5/30/12

Applicants Signature

Date



Part Eight: Food Booth Layout Sketch

Layout Checklist

- Hand washing area
- Ware washing area
- Food preparation tables and counters
- Hot holding storage
 - Cold holding storage
- Dry food storage
- Service Counter

I certify that I am familiar with these requirements and agree to operate in a manner consistent with those requirements.

Applicants Signature

Date