

Attention: Food Vendors selling food that is prepared in advance – manufactured or processed:

The Santa Clara County DEH requires that all prepackaged foods must submit a valid copy of your CDPH Processed food registration (PFR) or the company's PFR that processes your food (typically called a "co-packer") with your temporary food vendor permit application.

When do you need a PFR before a health permit can be issued by the Santa Clara County DEH to participate in the event:

- If you manufacture/process your own food and store in boxes, bottles, jars, cans, etc.
- If your food is sold outside of your manufacturing facility and requires a label, you must obtain a PFR
- If you pick up or receive your product directly from your co-packer.

Additionally, you are not required to have a PFR if your activities only consist of food processing activities including:

- Retail food facilities, (e.g., restaurant or grocery store) that sell food directly to consumers and have valid permit issued by a local health department.
**allows the vendor to sell from their own brick and mortar facility. If they sell prepackaged product outside of their facility (i.e. at special events, Certified Farmers Market, holiday boutiques.), they will need to obtain the PFR.

If the prepackaged vendor uses a co-packer (co-packer has the PFR), then they are not required to have a PFR if they only hold the product for less than 7 days. However, in this example, this county requires one of the following to occur as the product cannot be stored in unapproved facilities or private residences:

1. Product stored at an approved food facility – the permit holder of the approved facility is required to sign their commissary form and indicate on the application they are used for storage prior to the event; submit a copy of their state or local permit with the application.
2. Product can be shipped directly to the event site. i.e. Event site is a community center, convention center, school, church or other facility that is under permit by the local health department. The commissary section must be signed by the permit holder and include a copy of their permit.
3. The vendor can pick up their product from the co-packer and deliver straight to the event. At no time can food be stored in unapproved facilities or private residences. If product is picked up prior to the event, they need to disclose that information for review. Maintain receipts, packing slips, etc. during the event and present to the inspector upon request.
 - a. Ex.: Vendor and co-packer is in Southern California, picked up the day before and driven to the event site that night; product remains in a locked trailer at the event, etc.

Information on CDPH's PFR program can be found at <https://www.cdph.ca.gov/programs/Pages/FDB%20ProcessedFoods.aspx>.

For more information, please call the Santa Clara County DEH at (408) 918-3400 or email Suzanne Lew at Suzanne.Lew@cep.sccgov.org.

Thank you.