Alameda County Department of Environmental Health (ACDEH) 1131 Harbor Bay Parkway, Alameda CA 94502



Temporary Food Facility (TFF) permit application to operate at community events in Alameda County - excluding Berkeley California Health and Safety Code states a permit is required to sell or giveaway food to the public. Section 114381

Requirements prior to receiving a TFF permit are listed below:

Submit this complete application to dehwebbilling@acgov.org. Pay all permit fees. ACDEH reviews the application for compliance with CA Health and Safety Code. Your permit will be emailed to you. Post your permit at your Temporary Food Facility in public view. Penalty fees will apply to any application submitted less than five (5) days prior to the event, and/or if information is requested and/or missing from your application is and not submitted five (5) days prior to the event.

OFFICE USE ONLY					
DATE REC	PE CODE	AMT PAID	EV#	APVD BY	DATE
OWNER NAME			DO YOU HAVE SPOI	NSOR APPROVAL TO PARTIC	CIPATE,
			If no, your applicati	ion will not be reviewed	
BUSINESS NAME			SUBMIT ONE APPLI	CATION PER BOOTH. # of B	ooths
			INDICATE INDOOR	OR OUTDOOR	
NAME OF THE BOOTH			EMAIL ADDRESS. THIS IS HOW WE WILL CONTACT YOU IF MORE INFORMATION IS NEEDED. PRINT CLEARLY		
BUSINESS ADDRESS	WITH CITY STATE AND ZI	P CODE	MAILING ADDRESS	IF DIFFERENT FROM BUSINE	SS ADDRESS
BUSINESS AND CELL PHONE. THIS IS HOW WE WILL CONTACT YOU IF MORE INFORMATION IS NEEDED. PRINT CLEARLY			OFFICE USE ONLY FA #		
NAME OF THE EVEN	Т		EVENT ADDRESS W	ITH CITY	
START DATE	END DA	TE	START TIME	END TIN	1E
EVENT SPONSOR NA	ME	CONTACT PHONE	1	SPONSOR EMAIL	
IE VOLLADE DDEDAD	INIC FOOD AT A TIME AN	ID LOCATION OTHER THAN	LTILE EVENIT TIME AN	ID LOCATION VOLLABE DEO	LUBED TO DEOVIDE ONE

IF YOU ARE PREPARING FOOD AT A TIME AND LOCATION OTHER THAN THE EVENT TIME AND LOCATION YOU ARE REQUIRED TO PROVIDE ONE OF THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION FOR REVIEW. FOOD CANNOT BE MADE AT HOME

Commercial Kitchen Agreement

If you are renting/borrowing/or have arranged for commercial kitchen space – The document on page #7 must be signed by the owner or owner's designee of the commercial kitchen.

<u>Your Environmental Health Permit</u> If you are not renting kitchen space, but preparing food in your own food facility, provide a copy/picture. <u>State of California Processed Food Registration.</u> If you process and package your product for sale.

ACDEH Cottage Food Registration.

State of California Milk and Dairy License. If you have a softserve machine or make your own dairy products

HOW TO PAY THE FEE. FOR FEES, SEE FEE SCHEDULE ON PAGE #6

PAY IN PERSON OR BY MAIL SUBMIT YOUR APPLICATION AND PAYMENT TO ALAMEDA COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH 1131 HARBOR BAY PARKWAY, ALAMEDA CA 94502. Make check payable to "Alameda County Department of Environmental Health."

FOR ONLINE PAYMENT ONCE YOU HAVE RECEIVED YOUR ELECTRONIC INVOICE, USE THIS LINK https://deh.acgov.org/billing-fees-permits.page?

TO APPLY FOR PERMIT FEE EXEMPTION, REVIEW FORMS AT THIS LINK TO SEE IF YOU QUALIFY https://deh.acgov.org/operations/tff.page?

FOR BILLING ASSISTANCE CONTACT DEHWEBBILLING@ACGOV.ORG OR CALL 510-567-6858

Read, Follow and Keep These Next 3 Pages of the Application

These pages will help you complete your application and pass the field inspection. When following these requirements, you are demonstrating good food safety practices and helping to prevent foodborne illness.

1. Permits:

You are required to have a health permit to sell or give foods or beverages to the public.

Foods or beverages stored or prepared at your home are not allowed.

2. Booth Construction:



Your food booth should be designed to protect food and beverages from contamination. The following features are required:

- a. Overhead Covering a tent top, such as an EZ Up.
- b. Entirely Enclosed all four sides shall be enclosed, with the exception of a pass-thru serving window and entrance/exit way. Mesh screening or clear plastic/vinyl sheets are recommended. The entrance/exit way must be closeable.
- Pass-Thru Window should only be large enough to serve your food through, with a flap or screen to cover the window or opening.
- d. Ground Cover a tarp or wood boards prevents food and beverage supplies from coming into contact with the ground.
- Name the name of the food booth (minimum 3 inch letters of contrasting color), city, state, zip code, and name of the operator must be legible and clearly visible to customers.
- f. All food items must be prepared, cooked and served from inside the food booth (exceptions are: BBQ/grill or cooking equipment required to be operated outside by the local fire authority).

3. Hand Washing:

Unclean hands can contaminate your food. You will need the following items:

- a. Warm Water (5 gallons) an urn or insulated container filled with warm water (100° Fahrenheit). The urn should have a spigot or valve to allow water to flow freely as you wash and rinse your hands.
- Liquid Soap Dispenser bar soap is not allowed (avoid scented or lotion soaps).
- c. Paper Towels cloth hand towels are not allowed.
- d. Catch Bucket a bucket or container to catch the rinsed waste water from your hands.
 - Use a stand or table the water urn or container should be placed high enough to allow for proper hand washing and collection of rinse water.
 - The hand wash station should be placed in an unobstructed area that is easy to access and use at all times.
 - Wash your hands after: touching your face, handling money, using the restroom, smoking, removing garbage, and/or whenever you start preparing a different food item.

4. Dish and Utensil Washing:

Proper washing and sanitizing of dirty pots, dishes, and utensils is important

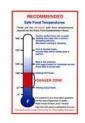


in preventing the transfer of germs to food. The following items and order are required for proper washing and sanitizing:

- Wash with Soapy Water fill a bucket or container that can hold your largest pot/dish/utensil with soapy water. It's best to remove any food particles or grease from the dirty pot/dish/utensil before washing.
- b. Rinse with Fresh Clean Water fill a bucket or container with fresh clean water to rinse off the soap from the washed pot/dish/utensil. It is important to remove the soap before sanitizing.
- Sanitize fill a bucket or container with a chemical sanitizing solution. Chlorine bleach is a common sanitizer (use 1 tablespoon for each gallon of water).
- d. Āir Dry after sanitizing the pot/dish/utensil, let it completely air dry to allow the full effects of the sanitizer to take place (having extra pots/dishes/utensils are recommended).
 - You will need at least 25 gallons of water for your washing system.
 - Utensil washing system is not required if only prepackaged/canned/bottled foods are sold

5. Cooking and Hot Storage:

Serving undercooked or hot foods not held at the proper temperature can lead to a foodborne illness. You will need a probe thermometer (with a 0° to 220° Fahrenheit range) to ensure the temperatures for the following food items



are reached during their cooking process:

- Hamburgers and other ground beef foods - cook to 155° Fahrenheit.
- (8)
- Poultry (single piece or ground) cook to 165° Fahrenheit.
- Single pieces of meat and fish cook to 145° Fahrenheit.

Hot food items must be held at 135° Fahrenheit.
The following are several methods to maintain proper hot holding temperatures (turn on your heating units before placing the cooked foods in them):

a. Chafing dishes (NO STERNO)

- b. Cooking grill
- c. Stove top or camp stove
- d. Crock pots or similar self contained heating units
- e. Steam tables
- f. Warming ovens
 - Check hot holding temperatures every 30 minutes.
 - Keep foods covered and stir frequently.
 - Discard all leftover cooked or ready to eat foods at the end of the day.

6. Cold Storage:

Maintain all perishable foods (potentially hazardous foods, aka "PHF") at or below



45°Fahrenheit. Examples of perishable foods or PHF are: raw or cooked

meats, foods with egg products, or foods with milk products. Other PHF foods include: cut *melons*, bean sprouts, garlic/fresh herbs in oils, and *cooked rice*. Even spinach and lettuce are a concern if not properly maintained. Contact your local health department if you are unsure if the foods you plan to prepare and serve are considered a PHF/perishable.

Ice may be used for cold storage of perishable foods if the event is for one day; mechanical refrigeration is required if perishable foods are to be kept and used for more than one day.

7. Reheating Foods:

Reheat all food items rapidly to 165° Fahrenheit. Do not use chafing dishes, crock pots, steam tables, or similar devices for heating up foods. It is recommended that a stove, oven or flattop grill be used to rapidly re-heat foods.

8. Food Handling:

Never handle/touch any food without washing your hands. *To handle a ready-to-serve food item, use of the following is recommended:*



- a. Disposable gloves
- b. Serving tongs or other serving utensils
- c. Napkins or food tissue paper
- d. Use squeeze bottles, containers with hinged lids, and/or individual packets for self-serve condiments

9. Sanitizing Work Surfaces:

To prevent cross contamination and discourage flies, sanitize work surfaces with wiping cloths in a bucket or container of a sanitizing solution (1 tablespoon of bleach to 1 gallon of clean water). Allow all surfaces to completely dry before using. Change the sanitizing solution every 2 hours or sooner if the water becomes cloudy.

10. Employees/Workers:

All employees/workers who prepare and/or serve food must be in good health. Any person with symptoms of: cramps, nausea, fever, vomiting, diarrhea, jaundice, etc., or have open sores or infected cuts on their hands should not be allowed in the food booth.



 All employees/workers shall wear clean outer garments.



- To prevent cross contamination of foods and reduce the risk of food poisoning, assign employees/workers different tasks such as: handling money, preparing ready to eat foods, preparing raw meats.
- Smoking is not allowed in the food booth or any outer cooking areas.
- A person in charge (PIC) must always be present at all times. This person is responsible for all operations of the food booth and ensures all employees/workers are following these guidelines.

11. Waste and Grease Disposal:

Place all garbage and wastes in a refuse container with a tight-fitting lid. Remove all wastes at the end of the event or as necessary and dispose of in a proper manner (i.e. garbage bins, grease recycle).

All waste water from your dish/utensil wash containers/buckets and hand wash catch bucket must be disposed in an approved sewer system (i.e. sink connected to the sewer system) or waste water collection tank (provided by the event organizer). It is illegal to pour waste water and grease/oil into storm drains or onto the ground.

12. Insect Control:



Flies and insects can carry or transmit foodborne diseases. Cover all food items to reduce this possibility.

If traps are used for insect control (i.e. flies or yellow jackets), be sure to place them away from your food booth (consult the

directions for proper distance). The traps have a scent (pheromone) that will attract the insects to its location.



13. Food Transportation:

Keep prepared foods covered and maintain proper food holding temperatures. Use insulated or warming containers to keep hot food items at or above 135° Fahrenheit. Use ice chests or refrigerated trucks to maintain cold food items at or below 45° Fahrenheit.

14. <u>lce:</u>

Ice used to cool beverage containers or to keep perishable foods cold may not be used for consumption. Keep ice for consumption in a marked separate container/ice chest. Always use ice from an approved source and use a scoop to dispense ice.

15. Water:



Contact the event organizer to check if fresh clean (potable) water is available at the event site. You may need to bring your own fresh clean water if none is available (5 galshand washing/25 gals-dish/pot/utensil washing).

If well water is available, be sure to check to see if the well is safe to drink from.

16. Restrooms:



At least one toilet and hand washing facility for each 15 employees shall be provided within 200 feet of each food booth.

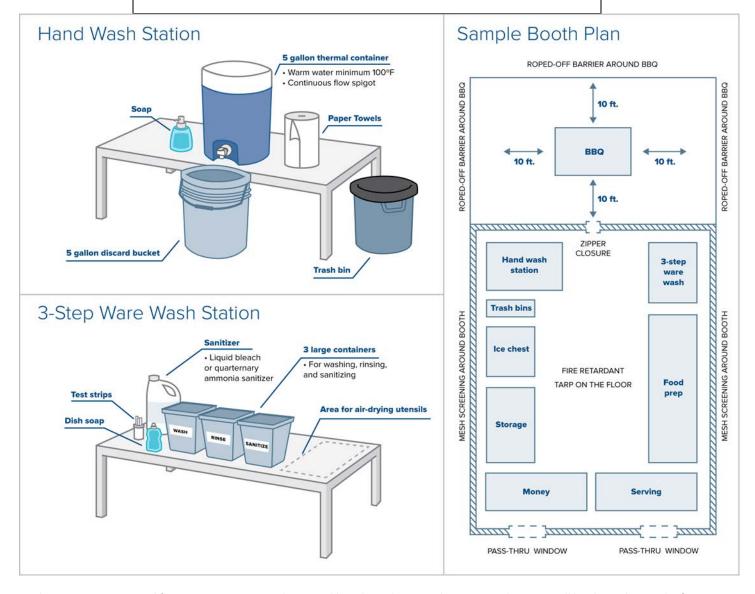


Self-inspection Checklist for Your Temporary Food Facility (Booth) Complete This Checklist Prior to Opening Your Facility

 Hand-wash station is set up first and is ready to use: Container of 100-degree water with a free flow spigot so water flows freely while washing Bucket to catch the dirty water Liquid soap in a pump dispenser 	Initials 1
☐ Single use paper towels	
 Utensil wash station is set up and ready to use: 1 Bucket with soapy water to use for washing 1 Bucket with plain water to use for rinsing 1 Bucket with bleach and water to use for sanitizing Note: ½ Tablespoon of bleach should be used for each gallon of water 	2
3. Tasks are delegated by the person in charge to ensure:	3
 Prevention of cross-contamination Maintain an organized clean and sanitary food prep area Make operational corrections as needed 	
4. All food preparation is done inside the booth.	4
5. All food items cooked outdoors must be served to the customer from inside the booth.	5
6. A thermometer available in the booth to measure food temperatures.	6
7. All cold foods are well iced and are below 45 degrees F.	7
 8. All hot foods are: Served directly to the customer, OR Held at or above 135 degrees F in a steam table or equivalent equipment. Discarded at the end of each day. 	8
9. Health Permit is prominently displayed in public view	9
10. Trash containers are available inside the booth.	10
 11. Self-service condiments are: □ In containers with a hinged lid, OR □ In squeeze bottles, OR □ In individual packets. 	11
12. All open food is protected from customer spit from coughing, and sneezing and all foodservice workers are healthy	12
13. All 4 walls of my booth are in place unless all my food is pre-packaged	13
14. I know the location of the on-site clean water supply, where to properly dispose of my fry oil and dirty water at the event	14

DO ALL OF YOUR MENU ITEMS, INCLUDING SAMPLES, REMAIN IN THE ORIGINAL FACTORY SEALED PACKAGE OR ARE THEY PRE-PACKAGED BY YOU AT A COMMERCIAL KITCHEN? YES OR NO							
FOR ANY ELECTRICAL EQUIPMENT YOU WILL NEED A GENERATOR. LIST THE MAKE AND MODEL AND WATTAGE OF YOUR GENERATOR							
ALL MENU ITEMS TO INCLUDE CONDIMENTS/ BEVERAGES / SIDE DISHES/ PRODUCE/GROCERY	IS IT PREPPED BEFORE THE EVENT	IS IT PREPPED AT THE EVENT ONLY	IS IT BROUGHT TO THE EVENT HOT OR COLD	IS IT SERVED HOT OR COLD OR REHEATED	STATE ALL EQUIPMENT USED TO TRANSPORT, AND MAINTAIN FOOD TEMPERATURE FROM THE COMMERCIAL KITCHEN	STATE ALL EQUIPMENT USED TO COOK, MAINTAIN FOOD TEMPERATURE AND SERVE THIS ITEM	
SUBMIT WITH THIS APPI	LICATION A DR	AWING SHOW	ING THE PLACE	MENT OF YOU	R EQUIPMENT IN YOUR BO	ОТН	
ARE YOU SAMPLING: YES OF	R NO. IF YES, PLI	EASE DESCRIBE					
WHERE WILL YOU OBTAIN C	CLEAN WATER FO	OR HANDWASH A	AND WAREWASH	?			
WHERE WILL YOU DISPOSE OF DIRTY WATER GARBAGE AND USED FRY OIL?							
WILL YOU PROVIDE A FULLY ENCLOSED BOOTH? IF NO, EXPLAIN WHY, IF YES DESCRIBE WHAT YOU WILL USE FOR FLOORS/WALLS/OVERHEAD							
HOW WILL YOU TRANSPORT YOUR UTENSILS AND EQUIPMENT AND MAINTAIN YOUR BOOTH CLEAN, SANITARY AND ORGANIZED?							
WILL YOU OR THE SPONSOR BE PROVIDING REUSABLE/RETURNABLE UTENSILS SUCH AS FORKS, PLATES, CUPS, BOWLS ETC. FOR CUSTOMER USE?							
WHAT ARE YOUR OPERATING PROCEDURES FOR ACCEPTING <u>CUSTOMER OWNED</u> RE USEABLE CONTAINERS SUCH AS CUPS, MUGS, PLATES ETC. HOW WILL YOU ENSURE THE CONTAINERS WILL NOT CREATE A CONTAMINATION ISSUE INSIDE YOUR BOOTH OR WITH YOUR EMPLOYEES? TFF OPERATORS ARE NOT ALLOWED TO PROVIDE MULTI USE UTENSILS FOR CUSTOMERS WITH OUT DEPARTMENT APPROVAL.							

YOU MUST IDENTIFY YOUR BOOTH WITH THE FOLLOWING INFORMATION WITH THREE INCH LETTERING: BUSINESS NAME, CITY, STATE AND ZIP CODE



Applications, payments and fee exemption paperwork received less than 5 business days prior to the event will be charged a penalty fee.

Temporary Food Facility permits will not be issued until an event sponsor permit has been issued. CA Health and Safety Code Section 114381.1

Once your application is approved, your permit will be e-mailed to the e-mail address provided on the application.

OFFICE USE ONLY	NON-PRE-PAC	KAGED FOODS	PACKAGED FOODS		
		PREPARATION OF SAMPLES,	THIS CATEGORY INCLUDES SAMPLES, MEALS, SNACKS, SIDES,		
	, , ,	PPETIZERS, DESSERTS AND	APPETIZERS, DESSERTS AND BEVERAGES THAT ARE SERVED IN		
	BEVERAGES THAT ARE SERVED OPEN TO THE CUSTOMER		A FACTORY SEALED PACKAGE TO THE CUSTOMER		
Event Duration	1 to 4 Contiguous Days	5 to 25 Days in a 90 Day	1 to 4 Contiguous Days	5 to 25 Days in a 90 Day	
		Period Same Event		Period Same Event	
Program Element	1903	1904	1905	1906	
Permit Fee	\$211	\$333	\$143	\$186	
Total Due with Penalty	\$316.50 \$499.50		\$214.50	\$279	
Fee Exempt Penalty Fee	\$54	\$54	\$54	\$54	

I have read, understand, and will abide by the requirements set forth in this application. The information provided on this application is true.

Failure to comply may result in closure of your facility until compliance is met.

Print Name _____ Applicant Signature _____ Date_____





Commissary / Commercial Kitchen		Owner Name			
Street Address	_	City & Zip Code			
Cell Phone#	Alternate I	Phone#			
I, (Facility Owner/ Manager)					
agree to provide the following services PLEASE CIRCLE YES OR N					
Facilities to prepare or package food Toilet & handwashing facilities Waste tank/sewage disposal Garbage disposal Potable (drinkable) water supply Electrical hook-up Equipment/utensil storage Warewash facility (i.e. 3 compartment sink) Any "NO" answers must be explained belonged.	YES NO YES NO	ry food storage Vaste grease removal hemical storage vernight parking (MFPU) nclosed overnight parking (carts) efrigeration/frozen food storage supply food product – i.e. ice, meats yes NO YES NO			
The printed name and signature of the facility owner/operator is required for the department to accept this document Print Authorized Signer Name Phone					
Authorized Signer Signature		Date			
Section 2: is required for Commissary/Commercial Kitchen facilities located OUTSIDE of Alameda County or in the City of Berkley					
If the proposed facility is located outside of Alameda County and Berkeley, the local Environmental Health Department shall verify that the commissary and/or commercial kitchen has a current health permit by signing below. The establishment is inCounty/City. An REHS signatures verifies that the facility indicated in Section 1 meets CALCODE: Section 114294 – 114297.					
Out of County REHS Name (Please Print)	<u> </u>	Phone			
Out of County REHS Signature & Date Re	eceived	E-mail Address			



FOOD SAFETY QUIZ for Temporary Food Facility Operators

Booth Name:			Event Name and Da	ate(s):		
				nsure that the public re ining needed before yo		od and beverages. This short r food booth.
1.		ardous foods	(PHF) require temper	ature control to preve	ent the growth	of bacteria. Which food is not a
	PHF? a.Cook	ed rice	b. Grilled chicken	c. Cut r	melon	d. Packaged potato chips
2.	All cold PHF sh	ould be kept a	at or belowd	egrees Fahrenheit.		
	a. 0		b. 31	c. 45	d. 70	
3.	All hot PHF sho	ould be served	immediately to the o	customer or be held at	or above	degrees Fahrenheit.
	a. 41		b. 70	c. 100	d. 135	
4.	True or False.	Food stored a	nd prepared at home	may be served or solo	d to the public	
	a.True		b. False			
5.						erature during hot holding butane or propane are ok.)
	b. Us c. Pro d. Tig	e two food par eheat steam-ta	rly prior to placemenns (inserting one insicable prior to using it and pans and stir food	le another) to prevent with hot food	burning	
6.			ed to have an accura emperature control.	te probe type thermo	meter available	e in your booth if you are
	a. True	9	b. False			
7.	All food prepar	ation should b	oe performed	the booth.		
	a. Insid b.Outs			c. Anywhere ne d. Both at home		oth
8.	True or False. directly to cus			cated outside of your	booth you may	serve the barbequed foods
	a.True		b. False			
9.	What should yo	ou do with any	leftover hot food at	the end of each day?		
	a Th	row it away				

b. Cover it, refrigerate it and re-use it the next day of the event.

c. Cover it, keep it at room temperature and re-use it the next day of the event.

d. Use it as an ingredient for another dish to sell to customers the next day of the event.

	In squeeze bottles In containers with a hi	nged lid	c. In individual packed. Any of the above	ets			
	11. The following tasks should be assigned to different workers in your food booth: handling money, preparing ready-to-eat food, handling raw meat and poultry. Why?						
12. True o	r False. A person in cha	rge shall be present in t	he booth during all hou	ırs of operation.			
	a.True	b. False					
13. When	should a food handler w	ash his or her hands?					
	a. After touching his ob. After touching mon			ter using the restroom l of the above			
	14. True or False. Food handlers are required to minimize bare hand contact with ready-to-eat foods by wearing gloves by using utensils or other implements to handle food.						
	a.True	b. False					
15. A uten	sil washing station is no	ot required in your booth	if:				
	Only packaged food is Unpackaged food is pr			tensils are used quipment is used			
		ave at least 3 buckets: (itizer, how much should		for rinsing, and (3) for sanitizing. Who			
	b. 1/2 teaspoon perc. 1 teaspoon per 2 s	2 gallons of fresh, potab 2 gallons of fresh, potab gallons of fresh, potable each gallon of fresh, pot	le water water				
17. What 4	4 items are important to	have at your booth's h	and wash station?				
(1) (2)			(3) (4)				
	r False. Food booths wi ng purposes.	th unpackaged food are	required to supply warı	m water (at least 100°F) for hand			
	a.True	b. False					
	r booth, at leastga ed for food preparation		d for hand washing and	at leastgallons of water total is			
	a. 1; 5	b. 5; 5	c. 5; 10	d. 5; 25			
		d other liquid waste (ice und or into storm drains.		ained into a leak-proof container and			
	a. True	b. False					
our Name (P	rint):		Phone Number:				
our Signatur	e:		Today's Date:				

10. How should self-serve condiments be available to customers?