

ALAMEDA COUNTY  
**HEALTH CARE SERVICES**  
 AGENCY

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# Vendor Packet

July 1, 2005

## TEMPORARY FOOD EVENTS

### A- Permitting process

#### Event Sponsor Responsibilities:

**The event sponsor** is responsible for completing the sponsor permit application, and assuring that participants submit booth applications and fees to this office. A copy of this handout and the Food Booth Information sheet should be given to each booth vendor. At the event the sponsor is legally responsible for ensuring that the booths are in compliance with the requirements of the California Health and Safety Code. Violations may result in citations being issued to the sponsor and to the violating booth operator.

If a vendor attends an event without a health permit the sponsor will be given the option of:

- sending the vendor home, or
- letting the vendor stay and the sponsor will be sent an invoice for triple fee for the vendor operating without a valid health permit.

#### Permits Required:

- The event sponsor must obtain a **sponsor permit** before the temporary food events.
- Each **booth** operator must have a **health permit** before opening for business.
- No permits will be issued at the event.

#### Application Process:

**The event sponsor** must submit a complete application packet including permit application, and any required fees at least 10 days before the event. The sponsor may also submit all the booth applications and fees to this office at least 10 days prior to the event.

**The booth operator** must submit the application and any required fees at least 10 days before the event.

#### Fees: These fees are for applications received July 1, 2005 to June 30, 2006. (Call for fees after 6/30/2006)

**Booth operator:** Each operator must pay a fee that corresponds to the appropriate activity. (see table below)

	Events of 1 to 4 days (sequential days)	Events of 5 to 25 days in a 90 day period.
Nonprepackaged	\$116.00	\$293.00
Prepackaged	\$59.00	\$144.00

*Note: Applications received after close of business of the third working day prior to the event will be charged a surcharge of 50%. The sponsor will be billed triple fee for unpermitted vendors.*

All non-profit booths must provide documentation confirming non-profit status and non-profit tax I.D. number and fill out the disclaimer form. Note: Alameda County only exempts booths where all profits go to the support of the poor and indigent. (You may request a copy of the county ordinance.)

Those individuals requesting veteran's exemption must submit a copy of their DD214 form. The booth must be under the sole ownership of the veteran and **the veteran must work the booth**. Only one booth may be exempted per veteran.

## B- Sanitation Requirements:

Sanitation standards must comply with this section.

### Food Source

- All food must be from approved commercial sources.
- Shipping tags must be provided for all shellfish (e.g., oysters, clams, mussels, scallops).
- No home-prepared foods are allowed.

### Food Preparation

- Foods must be prepared inside an approved food booth or inside a licensed commercial facility. If prepared off-site and out-of-county, provide a copy of the facility's local health permit.
- The only cooking allowed outside the booth is an open-air barbecue where the food is in direct contact with the heat source. All other cooking equipment must be located inside the booth. **The fire department may have additional requirements for cooking equipment (e.g., a fireproof booth, fire extinguisher, disposal of barbecue coals, etc.). Check with the local fire department for details.**

### Temperature Control

- Potentially hazardous (perishable) foods must be kept either cold or hot
    - Cold: during a period not to exceed 12 hours foods must be held at/or below 45° F  
(after 12 hours the temperature must be lowered to 41 degrees or the foods must be discarded)
    - or
    - Hot: at/or above 135° F.
- Potentially hazardous foods include meats, seafood, cooked rice, cooked beans, cheeses, cut melons, and sprouts. At the end of the day, hot perishable foods must be discarded.
- Sufficient ice chests (with plenty of ice) or refrigerators must be provided for cold foods. *Ice used for refrigeration cannot be used for human consumption.*
  - Hot foods must be held in an approved unit (e.g., steam table, hot plate, etc.).

***Chafing dishes with sterno are not allowed.  
Electric or propane steam tables or small butane or propane stoves can work well.***

- Perishable foods must be transported (cold) at/or below 41° F or (hot) at/or above 135° F in an approved holding unit capable of maintaining temperatures.
- Before placing hot foods on a steam table or other type of hot holding unit, they must first be reheated to at least 165° F.
- An accurate probe thermometer must be provided if the booth is handling perishable foods.  
*The device must be accurate to  $\pm 2^{\circ}$  F and must be calibrated in ice water (32°F).*

**Cooking Temperatures**

- Minimum cooking temperatures for foods are as follows:

Ground beef	157° F	Poultry, stuffed foods	165° F
Eggs and fish	145° F	Pork	145° F

**Handwashing (booths with unpackaged foods)**

- Provide a 5 gallon water reservoir with a *hands-free* spigot that drains into a 5 gallon waste bucket.
- At least 20 gallons of water shall be available for handwashing and utensil washing.
- Provide a soap dispenser and paper towels.

**Utensil Washing (booths using utensils)**

- Provide two 5 gallon buckets (or equivalent). In one bucket have clean water and detergent; in the other bucket have clean rinse water and bleach.
- At least 20 gallons of water shall be available for handwashing and utensil washing.

**Wastewater Disposal**

- Water and other liquid wastes (including waste from ice bins and beverage units) must drain into a leak-proof container.
- Wastes must be disposed of into an approved sewer system or holding tank.
- Liquid waste must not be drained to the ground or storm sewers.
- Liquid waste tanks shall have a minimum capacity that is at least 50% greater than the potable water tanks.

**Food Handlers**

- Food handlers must be in good health.
- Food handlers must wash their hands prior to the start of food preparation, after smoking, after using the restroom, etc.
- Clean garments must be worn.
- Whenever practical, food handlers must use tongs, gloves, single service wax paper tissues for serving and handling unpackaged ready to eat foods.

**Condiments and Customer Utensils**

- Condiments and customer utensils must be protected from contamination.
- Condiments and customer utensils must be in individual packages or dispensed from approved dispensers.

**Booths**

- A fully enclosed booth must be provided unless the booth is only selling individually prepackaged foods that have been prepackaged in an approved, fully-enclosed commercial facility. The booth must be large enough to accommodate all operations.
- Fully enclosed booths must be fly-tight.
- Pass-through windows must be provided. The maximum size of a pass-through window is not to exceed 200 square inches (e.g., 10" x 20").
- Pass-through windows and doors must be equipped with tight-fitting closures.
- Booths with adjoining BBQ facilities must have a pass-through window or door between the barbecue and the booth.
- Booths operating on grass or dirt must use plywood or plastic tarp for floor surfaces.

- The name, address, and telephone number of the booth operator must be legible and clearly visible to patrons.

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### **Toilet Facilities**

- Approved toilet facilities must be located within 200 feet of each food booth.
- There must be at least one toilet facility for each 15 employees.
- Handwashing facilities equipped with attached dispensers for soap and towels must be located within or immediately adjacent to toilets. Handwashing sinks must be supplied with hot and cold running water.

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### **Equipment**

- All equipment must be easy to clean and made of non-toxic components. Equipment must comply with applicable NSF standards.
- All equipment must be clean and in a state of good repair.

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### **Storage**

- Food and utensils must be stored at least 6" above the ground.
- Food and utensils must be stored inside the booth.

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### **Smoking**

- Smoking is prohibited in the booths.

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### **Garbage and Refuse**

- Garbage and refuse must be stored in leak-proof and fly-proof containers, and serviced as needed.

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### **Animals**

- Live animals are not allowed in food booths.