

**YOLO COUNTY**  
**TEMPORARY FOOD FACILITY REQUIREMENTS**  
**AND**  
**PUBLIC HEALTH PERMIT PROCEDURES**



Yolo County Environmental Health  
292 W. Beamer Street  
Woodland, CA 95695  
(530) 666-8646 ~  
Fax (530) 669-1448

## **TEMPORARY FOOD FACILITY DEFINITION:**

Under the California Retail Food Code (Cal Code), a temporary food facility can only operate as part of a community event. A community event means an event that is of civic, political, public or educational nature, including state and county fairs, city festivals, circuses and other public gathering events approved by the local enforcement agency.

**Examples:** Food and beverage sale booths commonly seen at county fairs, city festivals, craft fairs, ethnic celebrations, non-profit fund raising events, seasonal agricultural festivals, circuses, etc.

Temporary food facilities are not allowable at grand opening celebrations, anniversary celebrations, or similar functions.

## **PUBLIC HEALTH PERMIT**

### **PERMIT REQUIREMENT**

A health permit is required in order to sell food or beverage in Yolo County (California Health and Safety Code Sections 114381-114387). Permits and inspections are necessary to insure safe and sanitary food handling and prevent food borne illnesses. Operation without a valid health permit can result in immediate closure, fee penalty, and/or citation.

### **PERMIT PROCEDURES**

1. Review the attached Temporary Food Facility Requirements (pages 4-8). Complete the Temporary Food Facility Permit Application (pages 9-12).
2. Keep pages 1 – 8 and return the Temporary Food Facility Permit Application (Pages 9-12) with the current permit fee to the Yolo County Health Department at 137 N. Cottonwood Street, Suite 2400, Woodland, CA 95695. **Permits received at least 7 days prior to the event will qualify for a 10% discount.**

### **PERMIT CATEGORIES:**

1. Temporary Food Permit Less Than 3 Days (High Risk): For one community event that is 3 days or less in duration. The food being sold meets the definition of high risk. High risk food items are potentially hazardous foods which are foods that allow for the rapid growth of bacteria if not held at the right temperatures. Examples are raw & cooked meats, dairy products, cooked vegetables, pasta, & rice, as well as raw seed sprouts, cut melons, & cut tomatoes.
2. Temporary Food Permit Less Than 3 Days (Low Risk): For one community event that is 3 days or less in duration. The food being sold meets the definition of low risk. Low risk food items are nonpotentially hazardous food items which are foods that are not required to be held at a certain temperature and do not normally allow for rapid growth of bacteria. Examples are whole fruits & vegetables, popcorn, and shaved ice.
3. Temporary Food Permit Annual High Risk: The permit is an annual permit and is valid for 1 year and any community event in Yolo County. The food being sold meets the definition of high risk. High risk food items are potentially hazardous foods which are foods that allow for the rapid growth of bacteria if not held at the right temperatures. Examples are raw & cooked meats, dairy products, cooked vegetables, pasta, & rice, as well as raw seed sprouts, cut melons, & cut tomatoes.

4. Temporary Food Permit Annual Low Risk: The permit is an annual permit and is valid for 1 year and any community event in Yolo County. The food being sold meets the definition of low risk. Low risk food items are nonpotentially hazardous food items which are foods that are not required to be held at a certain temperature and do not normally allow for rapid growth of bacteria. Examples are whole fruits & vegetables, popcorn, and shaved ice.

### **NON-PROFIT FEE EXEMPTION**

Non-profit organization can apply for a fee waiver for temporary food facility and event organizer permit. Non-profit organizations must complete the Affidavit For Exemption (page 11) and submit it along with proof of non-profit status such as a letter from the IRS with recognition of exemption under section 501(c) (3,4,6 or 7).

### **PERMIT EXEMPTIONS**

1. A non-profit organization is exempted from the Temporary Food Facility Requirements and public health permits if it meets the following criteria:
  - a. It conducts or participates in an occasional event which occurs not more than three days in any 90-day period - **AND** -
  - b. The occasional event is open only to the members of its organization. The public is excluded, with the exception of guests (i.e. family, friends, and other organization members).
2. A for profit business selling food at this occasional event is exempt from permits if no monetary benefit is received.
3. A facility that has 25 square feet or less of prepackaged non perishable food items only.

### **VETERANS FEE EXEMPTION**

Qualifying Armed Forces Veterans are exempt from permit fees. Veterans must complete the Affidavit for Exemption (page 11) and provide a copy of honorable discharge document (DD-214).

### **IMPORTANT DAY OF THE EVENT REMINDERS**

1. The Temporary Food Facility Self-Inspection Checklist must be filled out each day of the event and posted in the booth.
2. The Hot Holding Temperature Log For Potentially Hazardous Foods must be used by those booths that hot hold potentially hazardous foods.

# TEMPORARY FOOD FACILITY REQUIREMENTS

The food booth must display the self inspection checklist found on pages 13 & 14. The section numbers below correspond to the section numbers on the checklist.

## FOOD SOURCE AND TEMPERATURE

### A. Source.

1. All food must be obtained from a permitted commercial or retail food establishment.
2. When transporting food to or from the event keep food protected in containers with lids. Maintain hot and cold food temperatures when transporting.

### B. Preparation.

1. All food must be prepared and stored inside the food booth or at a permitted food facility such as a restaurant, permitted church kitchen or school kitchen.
2. Food prepared and stored at home is prohibited. Exception: Non-profit organizations may sell or give away baked goods and non-potentially hazardous beverages, such as coffee, that was prepared at home.

### C. Thawing.

 Food may be thawed in one of the four following ways:

1. In a refrigerator at a temperature of 41°F or less.
2. Submerged in running water at a temperature of 70°F or less.
3. In a microwave.
4. As part of the cooking process.

### D. Holding Temperatures.

1. Adequate temperature controls must be provided for all Potentially Hazardous Foods (PHF). PHFs are foods that allow for the rapid growth of bacteria if not held at the right temperatures. Examples of PHF include: meat, poultry, eggs milk, soft cheese, fish, cut tomatoes, cut melons, cooked onions, beans, rice, potatoes, or pasta.
2. Hot foods must be maintained a temperature of 135°F or above. All hot held foods must be destroyed at the end of the day.
3. Cold foods maintained at a temperature of 41°F or below may be used the next day. Colds foods held between 41°F-45°F (for no longer than 12 hours in a 24 hour period) must be destroyed at the end of the day.
4. Holding temperatures must be checked at the opening of the food booth and every hour hours the food booth is in operation. The temperatures must be written down on the Holding Temperature Log.



### E. Cooking Temperatures.

 Cook food thoroughly. Foods must be cooked to the minimal internal temperatures listed below:

1. 165°F for 15 seconds for poultry, any stuffing containing fish, beef, pork or poultry, or stuffed fish, beef, pork, or poultry.
2. 155°F for 15 seconds for ground fish and ground meat (hamburgers).
3. 145°F for 15 seconds for eggs or dishes containing raw eggs, whole fish, and whole meat.

### F. Reheating for Hot Holding.

 All previously cooked, cooled, and reheated foods must be reheated to an internal temperature of 165°F. Examples: refried beans and fried rice.

**G. Thermometer.** Provide a metal probe thermometer with a temperature range of 0°F -200°F to check food holding and cooking temperatures.

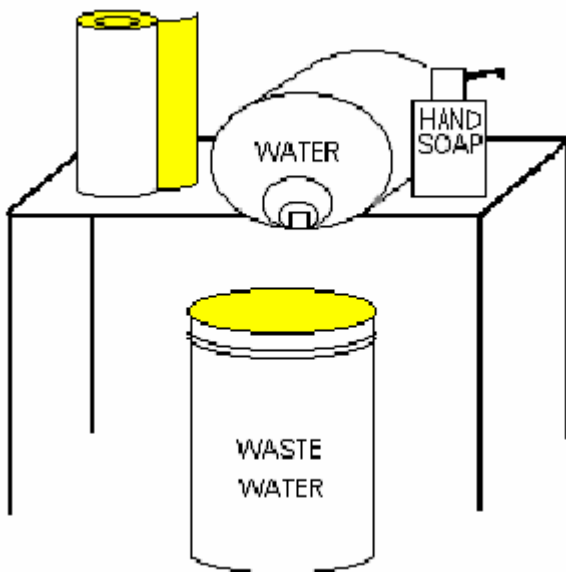
## **PERSONNEL**

### **A. Health.**

1. Do not work if you are sick! Food handlers must be in good health. People with symptoms such as cough, runny nose, fever, diarrhea, or feeling generally ill should not work within the food booth.
2. Employees with cuts or sores on their hands must wear gloves in addition to proper handwashing.

**B. Handwashing.** Handwashing facilities must be provided inside the booth. A handwashing facility must contain the following:

1. A five gallon insulated container with potable (drinkable) warm water (100°F) with a hands free dispensing valve.
2. Catch basin for waste water.
3. Soap and paper towels.
4. Wastebasket.



### **C. Hygiene.**

1. Wash hands frequently. Dirty hands spread disease! All food handlers must thoroughly wash their hands and arms...paying particular attention to areas between fingers and around and under the nails. Food handlers are to wash their hands prior to food preparation, when switching between working with raw foods and working with ready-to-eat foods, prior to handling clean utensils, after using the restroom, after coughing, eating, drinking, using tobacco or other activities that contaminate the hands.
2. Wear clean clothing, clean aprons, and hair restraints.

### **D. Food Preparation.**

1. Avoid touching food with bare hands. All food handlers must use disposable food service gloves, tongs, or single-use tissues when handling ready-to-eat foods.
2. Change gloves often and wash hands in between glove changes.

**E. Smoking.** No smoking is allowed in the food booth.

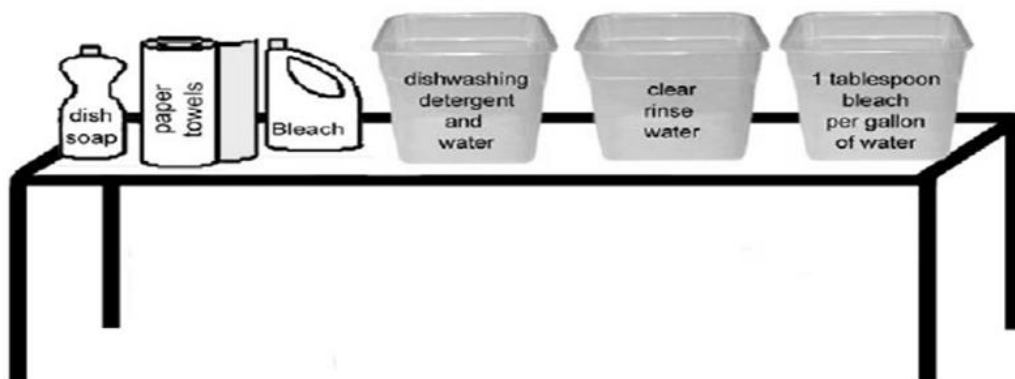
## **FOOD AND UTENSIL STORAGE AND HANDLING**

- A. Hot and Cold Holding.** Must have the necessary equipment and supplies to maintain proper food temperatures. Examples are: electricity for steam tables or refrigerators, adequate ice for ice chests, or enough heating fuel for chafing dishes.
- B. Storage.**
1. All food and equipment (except BBQs) shall be stored inside the food booth and at least 6 inches off the ground.
  2. Bulk food items that are protected from contamination by a solid waterproof barrier may be stored on the ground. Examples: Ice chests, cases of soda.
  3. An area separate from food preparation, utensil washing, and food storage areas shall be provided for the storage of employee clothing or other personal effects.
- C. Food Storage During Multiple Day Events.** When the food booth is not in operation the food shall be stored in one of the following methods:
1. Within the fully enclosed food booth.
  2. In sealed containers inside a permitted food facility.
- D. Customer Self-Service.** Condiments must be dispensed in single service type packaging, in pump-style dispensers, squeeze bottles, shakers, or other similar dispensers.
- E. Food Display.**
1. All food shall be protected from customer handling, coughing, sneezing, or other contamination.
  2. All cooking and serving areas shall be protected from contamination.
  3. BBQs shall be roped off or otherwise separated from the public.
  4. Food sampling shall be conducted in a sanitary manner (see Sampling Guideline).
- F. Utensil Storage.**
1. In-use food dispensing utensils must be stored in the food with their handles above the food.
  2. Wash and sanitize all utensils before storing.
  3. Store clean utensils in a sanitary location protected from contamination.
- G. Cross Contamination.**
1. Food must be protection from cross contamination by separating raw animal foods from ready-to-eat foods during storage, slicing, preparation, holding, and display.
  2. Provide separate cutting boards, knives, and disposable gloves for the handling of raw meats, poultry, or seafood.
- H. Ice:** Ice used for refrigeration can not be used for consumption because it might become contaminated. A separate compartment or ice chest is needed for beverage ice.

## **CLEANING**

- A. Warewashing.** Food booths that handle unpackaged or opened foods and beverages must provide a warewashing facility:
1. Provide three containers. One shall contain soap and warm water for washing, one shall contain warm water for rinsing, and one shall contain a sanitizing solution for sanitizing.
  2. For the sanitizing solution use approved sanitizing tablets or use bleach at 1 tablespoon per gallon of rinsing water. Sanitizing kills the bacteria and viruses that soap and water do not removed. Use test strips to check sanitizing solution concentration.

3. For events lasting more than 3 days a three-compartment sink with hot and cold plumbed water and with waste drainage to a sanitary sewer or holding tank will be required.
4. A centrally located warewashing facility may be shared by no more than 4 adjacent food booths.



- B. Wiping Cloths.** Wiping cloths shall be used once then laundered, or thrown away, or stored in a clean sanitizing solution of proper concentration between uses. Change sanitizing solution often. Use test strips to check sanitizing solution concentration.

## **WATER SUPPLY AND WASTEWATER DISPOSAL**

### **A. Water.**

1. An adequate supply of warm and cold potable water shall be available on site for cooking, cleaning, sanitizing, handwashing, and drinking.
2. Potable water includes bottled water, water from an approved public water supply, and water from an approved private water supply.
3. Water supply hoses must be made from food grade materials (garden hoses are prohibited).

- B. Wastewater Disposal.** Wastewater must be disposed in an approved wastewater disposal system such as a sink or toilet. Wastewater may not be dumped on the ground surface, into waterways, or into storm drains.

## **PREMISES**

- A. Garbage.** Must provide leak-proof and insect-proof garbage containers with plastic garbage bags.

- B. Waste Grease.** Waste grease shall be disposed of into a serviceable tallow bin or in another approved manner.

- C. Lighting.** Adequate lighting shall be provided.

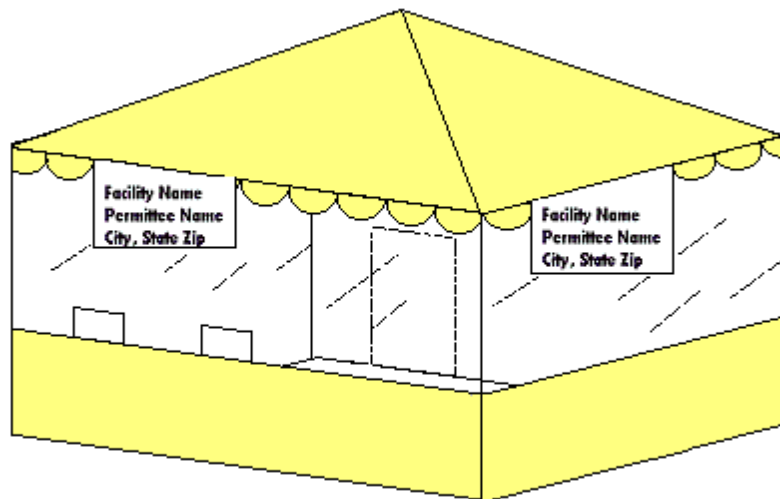
- D. Animals.** No live animals are permitted in or within 20 feet of the food booth. Exception: Service animals may be within the 20 feet but are not allowed in the food booth.

## **FOOD BOOTH**

- A. Identification.** Facility name, operator name, city, state, and zip code shall be posted in a location clearly visible to patrons. The facility name must be in letters at least 3 inches high and shall be of a color contrasting with the food booth. Letters and numbers for the city, state, zip code and name of operator shall not be less than 1 inch in height. Must display health permit.

- B. Tables, Counters, and Shelves.** Table, counters, food preparation surfaces, and shelves shall be smooth, easily cleanable, and non-absorbent.

- C. Enclosure.** The preparation of food that involves cutting, chopping, mixing, assembling, or cooking must be done inside a fully enclosed booth. This is essential to prevent contamination of food and food contact surfaces by dust, flies, and overhead contamination. An acceptable booth consists of the following:
1. Four fly-proof screened sides such as canvas, plywood, or fine-mesh fly screening (at least 16 mesh).
  2. A water repellent roof. Screening shall only be acceptable as a ceiling above cooking equipment when necessary for ventilation.
  3. Fly-proof pass-thru openings.
  4. Non-combustible construction materials, as required by the Fire Department.



Note: The only operations not requiring fully enclosed booths are those which are approved for limited food preparation\*, sell beverages from approved dispensers, or food items prepackaged by wholesaler or at an approved off-site kitchen. Vendors that distribute samples may be required to have a fully enclosed booth.  
\*See Temporary Food Facility Limited Food Preparation Guidelines for more information.

- D. Floor.** Cleanable floor surfaces must be provided for all booths. Grass or dirt must be covered with a cleanable material such as a tarp or plywood. A concrete or asphalt surface is approved without additional coverings.
- E. Access Doors and Pass-thru Windows.** Tight-fitting closures for access door openings are required. Pass-thru windows are closeable and not larger than 18"x12".

### **TOILET FACILITIES**

At least one toilet facility for each 15 booth employees shall be provided within 200 feet of each food booth. Each toilet facility shall be provided with approved handwashing facilities.

### **OPEN-AIR BBQ FACILITIES**

Open-air BBQ facilities may be operated in conjunction with a permitted fully enclosed food booth. The BBQ must be used for cooking, roasting, or broiling over live coals (wood, charcoal or gas heated). The BBQ may not be used for warming goods or maintaining food temperatures in pots, flat grilles, or other containers.





# County of Yolo

## Environmental Health Division

292 W. Beamer Street, Woodland, CA 95695  
 PHONE - (530) 666-8646 ~ FAX - (530) 669-1448

Office use only

Date Received	
Approved By	
Fee Received	\$
Receipt #	
Facility ID	
Program Element	

### TEMPORARY FOOD FACILITY PERMIT APPLICATION

**This form must be submitted two weeks prior to the event to allow for processing.  
 A copy must be attached to the signed permit.**

Name of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Dates of Operation: \_\_\_\_\_ thru \_\_\_\_\_ Setup Time: \_\_\_\_\_ Start Time: \_\_\_\_\_

Name of Booth/Concession: \_\_\_\_\_ Charitable Organization: \_\_\_ Yes \_\_\_ No

Owner/Operator: \_\_\_\_\_ Day Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Requesting a Fee Exemption: \_\_\_ Yes \_\_\_ No (Application is completed – See back for Application)

List All Food & Beverages to be Served	Offsite Prep? Yes/No	Cooking Equipment and Cooking Temperature	Temperature Holding Equipment and Holding Temperature

\*If additional space is needed, use an additional page.

**Home preparation is not allowed.**

Pre- and Post - event food preparation and storage will be done at:

Food Facility: \_\_\_\_\_

Address: \_\_\_\_\_ County: \_\_\_\_\_ Permit #: \_\_\_\_\_

The following facilities/equipment will be provided as required and described in the Yolo County Health Department Temporary Food Facility Requirements (revised February 2011): **Check all that apply.**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Approved Food Dispensers(s)            | <input type="checkbox"/> Sanitizing solution and test strips         | <input type="checkbox"/> Toilets w/Handwashing Facility |
| <input type="checkbox"/> Hot & Cold Food Holding Units          | <input type="checkbox"/> Hand washing Facility w/ warm (100°F) water | <input type="checkbox"/> Garbage Container              |
| <input type="checkbox"/> Metal Food Probe Thermometer (0°-220°) | <input type="checkbox"/> Potable Water                               | <input type="checkbox"/> Utensil Sinks w/hot water      |
| <input type="checkbox"/> Disposable Food Service Gloves         | <input type="checkbox"/> Fully Screened Fly Proof Booth              | <input type="checkbox"/> Overhead Cover                 |
| <input type="checkbox"/> Sanitary Commercial Cutting Boards     | <input type="checkbox"/> Floor Covering Material                     | <input type="checkbox"/> Other: _____                   |
| <input type="checkbox"/> Utensil Washing Dishpans               | <input type="checkbox"/> Liquid Waste Containers                     | <input type="checkbox"/> Other: _____                   |

I have read and will comply with the Temporary Food Facility Requirements and will provide the above facilities and equipment for my proposed operation.

Signature of Operator: \_\_\_\_\_ Date: \_\_\_\_\_



# County of Yolo

## PLANNING, PUBLIC WORKS AND ENVIRONMENTAL SERVICES DEPARTMENT

### Environmental Health Division

137 N. Cottonwood Street, Suite 2400, Woodland, CA 95695

PHONE - (530) 666-8646 FAX - (530) 669-1448

**Leslie Lindbo, MBA, REHS**  
**Director of Environmental Health**

### AFFIDAVIT FOR EXEMPTION ENVIRONMENTAL HEALTH FEE BUSINESS/OWNER INFORMATION

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Business Owner \_\_\_\_\_

Owner Address \_\_\_\_\_ Phone \_\_\_\_\_

Any business or activity operated by a blind person who has a certificate issued by the Department of Rehabilitation of the State of California, (California Fee exemption code 8.04.670). **Include a copy of your certificate issued by the Department of Rehabilitation.**

Any state-registered or tax-exempt person or organization operating, exclusively for a charitable purpose, a business or activity where no person benefits through the distribution of profits or other compensation. This applies to applicants requesting a fee exemption for temporary food booths or community events only. **Include a letter from the IRS with recognition of exemption under section 501(c)(3,4,6 or 7). Enter you current tax-exempt identification number:**  
 \_\_\_\_\_.

Every soldier, sailor or marine of the United States who has received an **honorable discharge** or a release from active duty under honorable conditions from such service may hawk, peddle and vend any goods, wares or merchandise owned by him, except spirituous, malt, vinous or other intoxicating liquor, without payment of any license, tax or fee whatsoever, whether municipal, county or State, and the board of supervisors shall issue to such soldier, sailor or marine, without cost, a license therefore. (State of California Business and Professionals Code, Section 16102). *Note: This code only exempts veterans from fees associated with selling goods (Food programs only) not services.* **Include a copy of your honorable discharge or release from active duty.**

<b>Proof of Ownership</b>	<input type="checkbox"/> Board of Equalization      and <input type="checkbox"/> Business Lease      or <input type="checkbox"/> Business License		
I declare and certify under penalty of perjury, by the law of the State of California, that the information provided is true and correct.			
Signature of Applicant _____ Date _____			
Title of Applicant _____			
<b>For Official Use Only</b>			Facility #
Signature _____	Approved _____		
Date _____	Disapproved _____		
			Program Element #

## Temporary Food Facility Equipment Plan

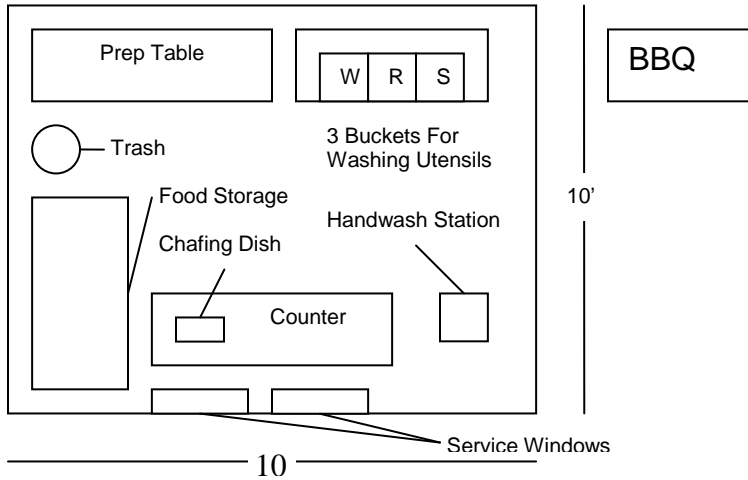
All booth vendors shall complete this section including those selling or serving prepackaged food

**NOTE:** The only operations not required to have a fully enclosed booth are those that sell beverages and ice from an approved bulk dispenser or food items prepackaged at an approved facility. These items must be sold in the original packaging with proper labels. Any vendors that are distributing samples may be required to have a fully enclosed booth. Contact this Department if you have any questions.

### **BOOTH DRAWING:**

In the space below provide a drawing of your booth. Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, work tables, utensil washing sink (containers), food and paper product storage, garbage containers, and customer service areas (see example below). The only items that are allowed outside the booth are an open air BBQ and a cooler for storage of raw meat at the grill. All other cooking equipment and washing facilities shall be inside the booth.

### **EXAMPLE:**



**Note:** If cooking equipment will be used inside of booth, contact the local Fire Department for booth

### Booth Floor Plan



This page intentionally left blank



# County of Yolo

PLANNING, PUBLIC WORKS AND  
ENVIRONMENTAL SERVICES DEPARTMENT

Environmental Health Division

137 N. Cottonwood Street, Suite 2400, Woodland, CA 95695

PHONE - (530) 666-8646 FAX - (530) 669-1448

Leslie Lindbo, MBA, REHS

## TEMPORARY FOOD FACILITY (TFF) SELF-INSPECTION CHECKLIST

This checklist is provided to help you comply with health department regulations

**\*This checklist is to be completed and posted inside the booth during operation\***

CHECK LIST REQUIREMENTS		COMPLIES		
		YES	NO	N/A
<b>1</b>	<b>FOOD SOURCE AND TEMPERATURE</b>			
<b>A</b>	<b>Source:</b> All food shall be obtained from a permitted commercial or retail food establishment.			
<b>B</b>	<b>Preparation:</b> All food shall be stored and prepared at a permitted food establishment or within the permitted temporary food booth. Food stored or prepared at home or other unapproved location is prohibited. (*See TFF Packet for Nonprofit Charitable exemptions)			
<b>C</b>	<b>Thawing:</b> Food shall be thawed in the refrigerator at 41°F or less, submerged in running water at 70°F or less, in a microwave, or as part of the cooking process.			
<b>D</b>	<b>Holding Temperatures:</b> All foods requiring hot or cold holding to prevent growth of harmful bacteria have been identified. Potentially hazardous foods shall be maintained hot at 135°F or higher, or cold at 41°F or below. Holding temperatures are to be checked at opening & every 2 hours booth is in operation, must document temperatures on the Holding Temperatures Log.			
<b>E</b>	<b>Cooking Temperatures:</b> Food shall be cooked to the minimum internal temperatures specified below: *165°F for 15 seconds for poultry, any stuffing containing fish, beef, pork or poultry, or stuffed fish, beef, pork or poultry. *155°F for 15 seconds for ground fish and ground meat (hamburgers) *145°F for 15 seconds for eggs or dishes containing raw egg, whole fish, and whole meat			
<b>F</b>	<b>Reheating for Hot Holding:</b> Previously cooked, cooled, and reheated foods shall be reheated to an internal temperature of 165°F.			
<b>G</b>	<b>Thermometer:</b> A probe thermometer with a temperature range of 0°F-220°F for measuring food holding and cooking temperatures is required.			
<b>2</b>	<b>PERSONNEL</b>			
<b>A</b>	<b>Health:</b> All employees are healthy. Employees experiencing vomiting and/or diarrhea must be excluded from food related activities. Permit holder requires food employees to report illnesses as required. Employees with cuts or sores on their hands shall wear gloves in addition to proper handwashing.			
<b>B</b>	<b>Handwashing:</b> Handwashing facilities shall be provided inside the booth (adequate potable warm water in a container with a spigot, with catch bucket for wastewater, soap and paper towels).			
<b>C</b>	<b>Hygiene:</b> Food workers shall maintain personal cleanliness, wash hands frequently, wear clean clothing, and wear hair restraints			
<b>D</b>	<b>Food Preparation:</b> Avoid bare hand contact with food. Whenever possible use gloves, tongs, deli paper, spatulas or other dispensing equipment when handling ready-to-eat foods. Change gloves often and wash hands in between changing gloves.			
<b>3</b>	<b>FOOD AND UTENSIL STORAGE AND HANDLING</b>			
<b>A</b>	<b>Hot and Cold Holding:</b> Necessary equipment and supply to maintain proper food temperatures, 41°F or less for cold foods, 135°F or above for hot foods (i.e. a means of obtaining ice throughout the event, electricity and sufficient heating fuel).			
<b>B</b>	<b>Storage:</b> All food and equipment (except BBQs) shall be stored inside the booth and at least 6 inches off the ground. Bulk items protected from contamination by a solid waterproof barrier may be stored on the ground (e.g. ice chest).			
<b>C</b>	<b>Food Storage During Multiple Day Events:</b> During periods of non-operation, potentially hazardous foods shall be stored in a refrigerator at an approved location. All other food shall be stored in sealed containers inside a permitted food establishment. Location: _____			

## CHECK LIST REQUIREMENTS

		YES	NO	N/A
	<b>D</b>	<b>Customer Self-Service:</b> Condiments must be dispensed in single service type packaging, in pump-style dispensers, squeeze bottles, shakers, or similar dispensers.		
	<b>E</b>	<b>Food Display:</b> All food shall be protected from customer handling, coughing, sneezing, or other contamination. All cooking and serving areas shall be protected from contamination. BBQs should be roped off or otherwise separated from the public. Food sampling shall be conducted in a sanitary manner (*see Sampling Guidelines).		
	<b>F</b>	<b>Utensil Storage:</b> In-use food dispensing utensils must be stored in the food with their handles above the food. Wash and sanitize all utensils before storing. Store clean utensils in a sanitary location protected from contamination.		
	<b>G</b>	<b>Cross Contamination:</b> Food shall be protected from cross contamination by separating raw animal foods from ready-to-eat foods during storage, slicing, preparation, holding, and display. Provide separate cutting boards, knives, and disposable gloves for handling raw meats, poultry or seafood.		
	<b>H</b>	<b>Ice:</b> Ice used for refrigeration can not be used for consumption.		
<b>4</b>		<b>CLEANING</b>		
	<b>A</b>	<b>Warewashing:</b> Provide either a 3-basin set up or a three-compartment sink with potable hot running water for warewashing. Scrap dishes then 1. WASH, 2. CLEAN WATER RINSE, 3. SANITIZING SOAK. Use approved sanitizing tablets or use bleach at 1 tablespoon per gallon of rinsing water. Change water often.		
	<b>B</b>	<b>Wiping Cloths:</b> Wiping cloths for food contact surfaces shall be used once then laundered or thrown away, or shall be stored in a clean sanitizing solution of proper concentration between uses. Change sanitizing solution often.		
<b>5</b>		<b>WATER SUPPLY AND WASTEWATER DISPOSAL</b>		
	<b>A</b>	<b>Water:</b> An adequate supply of <b>warm and cold</b> potable water shall be available on site for cooking, cleaning, sanitizing, handwashing and drinking. Potable water includes bottled water, water from an approved public water supply, and water from an approved private water supply. Water supply hoses must be made from food grade materials (garden hoses are prohibited).		
	<b>B</b>	<b>Wastewater Disposal:</b> Wastewater will be disposed of in an approved wastewater disposal system (e.g., in a sink or toilet) located at _____. Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains.		
<b>6</b>		<b>PREMISES</b>		
	<b>A</b>	<b>Garbage:</b> Leak-proof and insect-proof garbage containers with plastic garbage bags shall be provided.		
	<b>B</b>	<b>Waste Grease:</b> Waste grease shall be disposed of into a serviceable tallow bin or in another approved manner.		
	<b>C</b>	<b>Lighting:</b> Adequate lighting shall be provided.		
	<b>D</b>	<b>Animals:</b> No live animals are permitted in or within 20 feet of facility.		
<b>7</b>		<b>FOOD BOOTH</b>		
	<b>A</b>	<b>Identification:</b> Facility name, operator name, city, state and zip code shall be posted in a location clearly visible to patrons. Display Health Permit.		
	<b>B</b>	<b>Tables, Counters and Shelves:</b> Tables, counters, food prep surfaces, and shelves shall be smooth, easily cleanable and nonabsorbent.		
	<b>C</b>	<b>Enclosure:</b> Booth shall consist of four complete sides and a top (plywood, canvas, plastic or fine mesh fly screen) and shall enclose all food and equipment. Note: Local Fire Dept may require proof of fire retardant materials.		
	<b>D</b>	<b>Floor:</b> Cleanable floor surfaces (tarp or other cleanable material) shall be provided.		
	<b>E</b>	<b>Access Doors and Pass-thru Windows:</b> Tight-fitting closures for access doors openings are required. Pass-thru windows are closeable and not larger than 18" X 12".		

**NOTE:** *This list may not include all the necessary equipment you will need for your individual operation. Please contact Environmental Health at (530) 666-8646 for questions on equipment requirements.*

**I have provided all of the above for the operation of my food booth. I understand that failure to provide all of the above items may result in immediate closure of my booth. I understand that I must post this completed checklist inside my booth.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# County of Yolo

PLANNING, PUBLIC WORKS AND  
ENVIRONMENTAL SERVICES DEPARTMENT  
Environmental Health Division  
137 N. Cottonwood Street, Suite 2400, Woodland, CA 95695  
PHONE: (530) 666-8646 FAX: (530) 669-1448

## HOT HOLDING TEMPERATURE LOG FOR POTENTIALLY HAZARDOUS FOODS

Date: \_\_\_\_\_ Location/ Event: \_\_\_\_\_

FOOD	INITIAL COOKING/ REHEATING TEMP	TIME & INITIALS	2 HOUR TEMP	TIME & INITIALS	4 HOUR TEMP	TIME & INITIALS	6 HOUR TEMP	TIME & INITIALS	CORRECTIVE ACTION
<i>Example: Chicken breast</i>	<i>165°F</i>	<i>12:15 WT</i>	<i>140°F</i>	<i>2:15 CO</i>	<i>130°F</i>	<i>4:15 LK</i>	<i>---</i>	<i>---</i>	<i>Thrown away</i>

Hot foods must be held at a minimum temperature of 135° F. If the temperature drops below 135° F for a short period of time food must be reheated to 165° F for 15 seconds, then maintained at 135°F or above. If product is below 135° F for 4 hours or more, the food must be destroyed. Record any of these actions in the corrective action column above.

**Potentially Hazardous Foods (PHFs)** are foods that allow rapid growth of bacteria if not held at the right temperatures. They include any foods of animal origin, cooked rice, cooked pasta, cooked beans, cooked vegetables, sprouts, cut tomatoes, and cut melons.

\*SEE BACK for minimum cooking temperatures & holding temperatures

**Avoid Foodborne Illness-Avoid the Danger Zone:** Bacteria will grow very quickly on foods held in the danger zone. The danger zone is above 41°F and below 135°F. Bacteria on foods can cause illness or death. Protect your customers by checking food temperatures often.

**Minimum Cooking Temperatures of Food (internal temperatures)**

Poultry and foods containing poultry	165° F
Stuffed fish, meats, or poultry	165° F
Grounds meats (i.e. hamburger)	155° F
Eggs (to be hot held)	155° F
Fish	145° F
Single pieces of meat	145° F
Eggs (cooked to order)	145° F
All other potentially hazardous foods (i.e. cooked vegetables)	140° F



Use a probe thermometer to check food temperatures

**Reheating Temperature for PHFs: 165° F**

**Hot Holding Temperature for PHFs: 135° F**

**Cold Holding Temperature for PHFs: 41° F\***



\*During operating hours of a Temporary Food Facility, a serving line, or a salad bar PHFs may be held at a temperature not to exceed 45° F for up to 12 hours in any 24 hour period. At the end of the operating day any PHFs held at 45° F must be discarded.

\*Raw shell eggs, unshucked live molluscan shellfish, pasteurized milk and pasteurized milk products in original sealed containers, and PHFs held for sampling at Certified Farmers' Markets may be cold held at 45° F.