

# Requirements for Community Event Organizers and Temporary Food Facility Operators



**COUNTY of VENTURA**

Resource Management Agency

Environmental Health Division

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[vcrma.org/divisions/environmental-health](http://vcrma.org/divisions/environmental-health)

## TABLE OF CONTENTS

	<b>Page</b>
<b>Table of Contents</b>	2
<b>Frequently Asked Questions</b>	3
<b><u>Section I - Obtaining a Permit to Operate</u></b>	4
<b>Organizers</b>	4
<b>Temporary Food Facility Operators</b>	4
<b>Annual Temporary Food Facility Permits</b>	5
<b>Fee Waivers</b>	5
<b>Non-Profit Charitable Temporary Food Facility Operating Limitations</b>	5
<b><u>Section II - Temporary Food Facility Type-1 Operating Requirements</u></b>	5
<b>Full Food Preparation vs Limited Food Preparation</b>	6
<b>Routine Cleaning and Sanitizing</b>	6
<b>Sanitizing</b>	6
<b>Hand Washing Facilities</b>	6
<b>Hand Wash Set Up Requirements</b>	6
<b>Hand Washing</b>	7
<b>Glove Use</b>	8
<b>Personal Hygiene</b>	8
<b>3-Compartment Ware-Wash Sink Requirements</b>	8-10
<b>Potable Water Supply Requirements</b>	10
<b>Waste Water</b>	10
<b>BBQ Cooking Requirements</b>	10
<b>Food Storage During Event</b>	11
<b>Food From Approved Sources</b>	11
<b>Food Preparation and Storage</b>	11
<b>Food Storage Overnight or Before the Event</b>	12
<b>Transporting Food</b>	12
<b>Cooking Temperatures</b>	12
<b>Ice</b>	13
<b>Condiments For Customer Self-Service</b>	13
<b>Temporary Food Facility Type-1 Construction Requirements</b>	13
<b>Annual Temporary Food Facility Type-1 Permit Requirements</b>	14
<b><u>Section III - Temporary Food Facility Type-2 Operating Requirements</u></b>	15
<b>Temporary Food Facility Type-2 Construction Requirements</b>	15
<b>Annual Temporary Food Facility Type-2 Requirements</b>	15
<b>Labels For Prepackaged Foods</b>	16
<b>Attachment #1 Sample Site Plan</b>	17
<b>Attachment #2 Sample Temporary Food Facility Booth Layouts</b>	18

## Frequently Asked Questions:

1. **What is a community event?** The California Health and Safety code defines a “Community Event” as an event conducted for not more than 25 consecutive or nonconsecutive days in a 90 day period and 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 include street festivals, church carnivals, “taste of” events, the temporary food facility section of a certified farmers’ market, and other similar types of events open to the public.
2. **What is not a Community Event?**
  - a. Private events such as weddings, birthday parties, and other events.
  - b. Events promoting businesses such as “grand openings” and other promotional attractions.
  - c. An event sponsored by a church, private club, or other nonprofit association that is only open to the members and their guests and is held three days or less in a 90-day period. If the event is open to the public or lasts longer than three days, permits are required.
3. **Where can a new community event take place?** A new community event must take place on a public property such as a park, street, or other public location unless a proclamation or resolution has been granted by the City or the Board of Supervisors.
4. **What are the responsibilities of a Community Event Organizer?**
  - a. Submit the organizer application, the TFF applications, fees, and other required documents to the Ventura County Environmental Health Division (Division) at least 30 days prior to the event.
  - b. Ensure the necessary facilities and utilities such as restrooms, power, and potable water are available at the event and are maintained in good repair.
  - c. Ensure that only the permitted food facilities operate at the event.
5. **Who can be the Organizer of a new Community Event?**

The organizer of a new community event must be a Non-Profit Charitable Organization unless a proclamation or resolution has been granted by the City or Board of Supervisors.

The following documents shall be provided to verify the non-profit charitable status:

  - a. Letter of Designation from the IRS stating your organization is a 501 (c)1-10 organization.
  - b. Entity Status letter from the California Franchise Tax Board recognizing that your organization is exempt from taxation under Revenue and Taxation Code Section 23701(d).

\*The entity status letter can be found by searching the Internet for “California Franchise Tax Board Entity Status Letter”, enter the organization, generate, and print the letter.
6. **When do you need a permit to sell food or drink?** A permit is required whenever food or drinks are sold or given away to the public in Ventura County.
7. **What is a Temporary Food Facility (TFF)?** According to The California Health and Safety Code a TFF means a food facility approved by the enforcement officer that operates at a fixed location for the duration of an approved community event. TFF's may only operate at permitted community events.

## I. OBTAINING A PERMIT TO OPERATE:

A. **Organizers** who would like to hold a community event may obtain the Community Event Organizer Application online from the Division's website: <https://vcrma.org/consumer-food-protection>; or request an application at the Ventura County Environmental Health Division's service counter located at 800 S. Victoria Ave., Ventura; between 8am – 4pm, Monday - Friday. Service counter hours may be impacted due to Covid-19, please verify updated service counter hours on the Environmental Health Division's website while planning your visit. The Community Event Organizer shall submit the following items together to this Division, at least 30 days prior to the first day of the event:

1. Community Event Organizer Application.
2. The Non-Profit Charitable Status documentation. (Refer to page 2, #5)
3. Site plan as requested on the organizer application which includes: (See page 17 for sample site plan)
  - a) The location of all Temporary Food Facilities (TFF's), Mobile Food Facilities (MFF's), and Cottage Food Operations (CFO's).
  - b) The location and number of 3-compartment ware-wash sinks, if provided by the Organizer.
  - c) The source and location of the potable water supply if the Organizer is providing 3-compartment sink(s) for the TFF operators, which will be connected to a water supply during the event. The potable source must be identified and verified to ensure it is safe.
  - d) The location and number of toilets and hand-washing facilities for the food handlers.
  - e) The location and number of trash containers.
4. The TFF applications completed by each TFF operator.
5. Application fees – Organizer and TFF fees shall be paid at the time of submittal. The fee schedule is posted on the Division's website: <https://vcrma.org/eh-fees>;
6. Documents required for the fee waiver, if applicable. (Refer to Section I-D)

\*Please note: Incomplete applications will not be accepted; in addition, an application submittal does not guarantee a permit will be issued. Applications will be reviewed, and permits will be issued upon verification of compliance with applicable Health and Safety Code and the Ventura County Ordinance Code requirements.

**\*Applications submitted less than 14 days prior to the first day of the event cannot be processed or accepted in accordance to State Law.**

B. **Temporary Food Facility Operators** who would like to operate a TFF at Community Events may obtain applications online from the Division's website: <https://vcrma.org/divisions/environmental-health>; or request an application at the Ventura County Environmental Health Division's service counter located at 800 S. Victoria Ave., Ventura; between 8am – 4pm, Monday - Friday.

1. The TFF applications must be completed and given to the event organizer who will submit all applications and other necessary information together to this Division at least 30 days before the first day of the event. TFF applications will not be accepted unless submitted by the organizer with the event documents.

2. Ensure each TFF application is complete and includes a drawing of the TFF layout.
3. The applications are reviewed by this Division and permits will be issued upon verification of compliance with applicable Health and Safety Codes and the Ventura County Ordinance Code.

**C. Annual TFF Permits:**

1. Annual TFF permits are required for operators who would like to participate in community events associated with Certified Farmers' Markets.
2. Annual TFF permits are optional for operators who would like to participate in numerous community events throughout the year. (Refer to Section II-V & Section III-B for requirements)
3. Annual TFF vendors may operate at approved community events in Ventura County without an application and fee submittal for each event. However, the organizer must be contacted to ensure the TFF is listed on the event organizer's application. TFF operators cannot be added to the event after the organizer's packet has been submitted to this Division.

**D. Fee Waivers - Non-profit charitable organizations may qualify to have the Organizer and/or TFF Operator application fees waived if the organization provides the requirements listed below:**

1. The current Entity Status Letter from the California Franchise Tax Board showing the Non-Profit Charitable Organization is exempt from Taxation under the Revenue and Taxation Code **23701(d)**.
2. The Non-Profit Charitable Organization's IRS Letter of Designation **501(c)1-10**.
3. A 30-day application packet submittal lead time - Organizer and TFF Operator applications must be submitted at least **30 days prior to the first day** of the event. All applications must be submitted together as an event package by the Community Event Organizer.
4. TFF Training Class Certificate - The Non-Profit Charitable Organization's contact person(s) listed on the application, must be present at the event and provide a certificate showing attendance at a Ventura County Environmental Health TFF Training Class within the past 3 years. (See the Division's website for class schedule)

**E. Non-Profit Charitable TFF Operating Limitations**

1. Non-Profit Charitable temporary food facilities may be operated up to four times annually. Those four time periods shall not exceed 72-hours each.
2. An Annual TFF permit may be obtained if the Non-Profit Charitable Organization would like to operate the TFF at more than 4 events in a 12-month period. The organization may not receive a fee waiver to operate a TFF in 4 events and then decide to participate and pay fees for additional events. A Non-Profit Charitable Organization does not have a limit to the number of events they can organize or host throughout the year. The limit of 4 events pertains to operating a non-profit charitable Temporary Food Facility.

**II. TEMPORARY FOOD FACILITY TYPE-1 OPERATING REQUIREMENTS:**

TFF type-1 operations include full food preparation, limited food preparation, beverage dispensing, and sales of prepackaged potentially hazardous food items (foods that require refrigeration).

## **A. Full Food Preparation vs. Limited Food Preparation**

1. Full food preparation includes the following:
  - a. Cooking potentially hazardous foods.
  - b. Slicing, chopping, thawing, cooling, reheating for hot holding.
  - c. Combination of various steps in food preparation.
2. Limited food preparation is restricted to one or more of the following:
  - a. Heating, frying, roasting, popping, blending, shaving of ice, boiling, steaming of hot dogs, or assembly of non-prepackaged foods.
  - b. Dispensing and portioning of non-potentially hazardous foods.
  - c. Slicing and chopping the food on the heated cooking surface during the cooking process.
  - d. Cooking and seasoning to order.
  - e. Choosing or preparing beverages that are for immediate service, in response to an individual consumer order that does not contain frozen milk products.

## **B. Routine Cleaning and Sanitizing:**

1. Prior to food preparation, all equipment and surfaces must be clean and sanitized.
2. During operating hours, services and equipment should be clean and sanitized at least every four hours or more frequently as needed when handling potentially hazardous food items.

## **C. Sanitizing:**

Provide chlorine or quaternary ammonium sanitizer solution during operating hours for routine cleaning and ware washing. Test strips are required to verify the sanitizer concentration.

1. Chlorine sanitizer - 100 PPM concentration with 30 seconds contact time.
2. Quaternary ammonium - 200 PPM concentration with 60 seconds contact time.

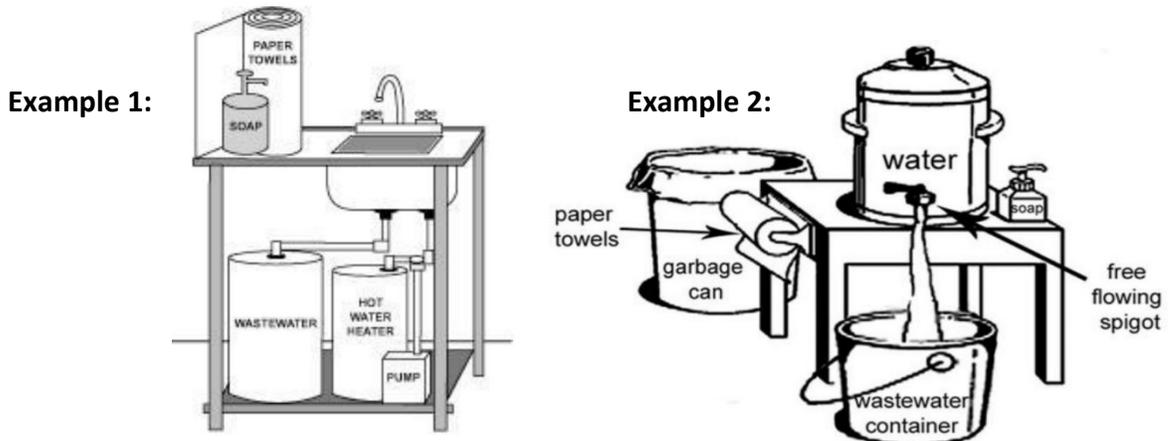
## **D. Hand Washing Facilities:**

1. Required for open foods, food preparation, dispensing of beverages, and sampling.
2. Must be located inside each TFF.
3. May not be shared between TFFs.
4. 3-compartment sink may not be used for hand washing.

## **E. Hand Wash Setup Requirements:**

1. For community events lasting 4 or more days and community events operating in conjunction with Certified Farmer's Markets, TFF's shall be equipped with the following: (See Example 1)
  - a. Warm water (100 degrees Fahrenheit) under pressure from a mixing valve.
  - b. Hand washing cleanser (sanitizer is not a replacement for handwashing).
  - c. Single-use paper towels.
  - d. At least 5-gallons of potable water per day in a fully enclosed or sealed tank.
  - e. An enclosed liquid waste tank at least 50 greater than the potable water tank.

2. For community events lasting three days or less, gravity flow hand wash setups in place of hand wash sinks may be used and must be equipped with the following: (See Example 2)
  - a. Minimum of five-gallon potable water in a gravity flow container
  - b. A Spigot or spout that provides a continuous flow of water leaving the hands free for washing (no push button spigots).
  - c. A bucket or container that is 50% greater than the portable water supply (i.e. 5-gallon supply require 7.5-gallon bucket for wastewater).
  - d. Hand washing cleanser (sanitizer is not a replacement for hand washing).
  - e. Single-use paper towels.



**F. Hand Washing –**

Food handlers must wash their hands thoroughly for at least 20 seconds with soap and warm water and dry with single use paper towels:

1. Immediately before engaging in food preparation, including working with nonprepackaged food, clean equipment and utensils, and unwrapped single-use food containers and utensils.
2. After touching bare human body parts other than clean hands and clean, exposed portions of arms.
3. After using the toilet room.
4. After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking.
5. After handling soiled equipment or utensils.
6. During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks.
7. When switching between working with raw food and working with ready-to-eat food.
8. Before initially donning gloves for working with food.
9. Before dispensing or serving food or handling clean tableware and serving utensils in the food service area.
10. After engaging in other activities that contaminate the hands.

## **G. Glove Usage:**

1. Food handlers who are contacting food and food contact surfaces shall wear gloves if their hand(s) have cuts, sores, rashes, artificial nails, nail polish, rings (other than a plain ring such as a wedding band), non-cleanable orthopedic support device, or fingernails that are not clean, neatly trimmed, or smooth.
2. Hands must be washed before donning gloves and after removing gloves.
3. Gloves shall be discarded, hands washed, and new gloves donned between changing tasks and as needed to prevent contamination.

## **H. Personal Hygiene:**

1. Food handlers must wash their hands with soap and water prior to the start of food preparation.
2. Outer garments must be clean.
3. Hair must be clean.
4. Eating, drinking, or smoking is not allowed inside the food facility.
5. When ill, food handlers may not handle food or work in close vicinity of food.
6. Personal items (purse, jackets, phones, etc.) must be stored separate from food, equipment, and utensils.

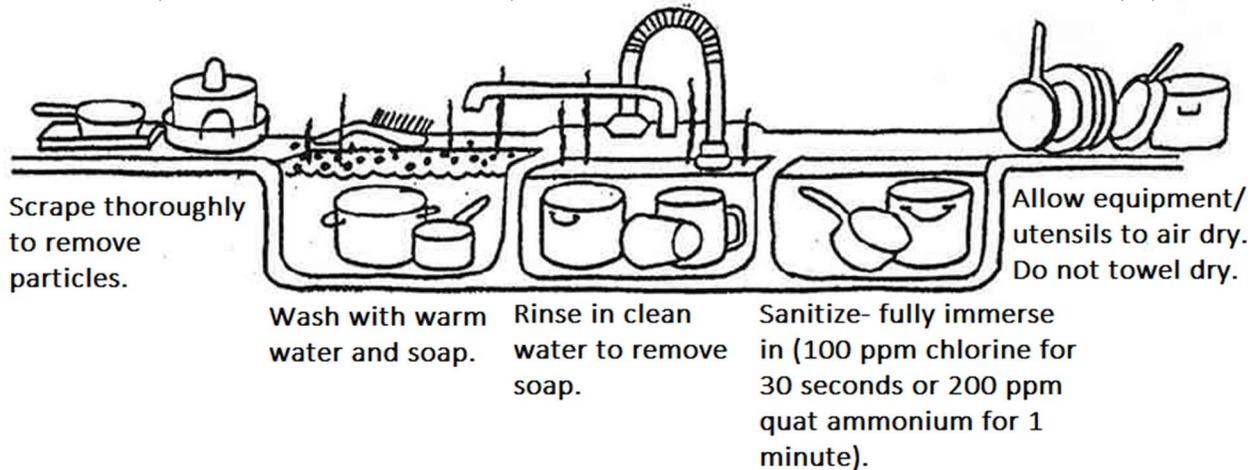
## **I. 3-Compartment Ware-Wash Sink Requirements:**

1. Access to a 3-compartment sink is required when 1 or more multi use utensils are used. Utensils include scoops, knives, tongs, bowls, containers, pots, pans, and other items used for food preparation or dispensing.
2. The sink must be a stainless steel 3-compartment sink with 2 integral metal drainboards.
3. Sink compartments must be large enough to accommodate immersion of the largest utensils and equipment.
4. Faucet must reach all 3-compartment.
5. Sink must be supplied with a mixing valve that provides pressurized cold water and hot water at a minimum temperature of 120°F.
6. Other required equipment includes sink plugs or stoppers and chlorine or quaternary ammonium test strips.
7. Verified potable water must be used to fill the potable supply tank or the sink must be connected to a verified potable water source with a food grade water hose.
8. Potable Water and Waste Tanks Sizes (Waste tanks must have a capacity 50% larger than the potable tanks):
  - a.) Full food preparation requires a 25-gallon tank of potable water and a minimum 37.5-gallon waste tank. If the hand wash sink (which requires 5 gallons of potable water) is supplied by the same tank as the 3-compartment sink, a 30-gallon potable tank must be provided and the waste tank size increases to a 45-gallon waste tank.

- b.) Limited food preparation requires a 15-gallon tank of potable water and a minimum 22.5-gallon waste tank. If the hand wash sink (which requires 5 gallons of potable water) is supplied by the same tank as the 3-compartment sink, a 20-gallon potable tank must be provided and the waste tank size increases to a 30-gallon waste tank.
- c.) Organizer Provided 3-compartment warewash sink requires potable water tanks and waste tanks to support up to 4 vendors and include one of the following:
1. A connection to an unlimited potable water supply with a 250-gallon waste tank.
  2. A 100-gallon supply tank of potable water and a 150-gallon waste tank.

TFF OPERATION	POTABLE TANK- GALLONS	WASTE TANK- GALLONS
FULL FOOD PREPARATION	25	37.5
FULL + HAND WASH SINK CONNECTED TO THE SAME TANK	30	45
LIMITED FOOD PREPARATION	15	22.5
LIMITED + HAND WASH SINK CONNECTED TO THE SAME TANK	20	30
SHARING ORGANIZER'S PROVIDED SINK	100	150
SHARING ORGANIZER'S PROVIDED SINK	UNLIMITED	250

9. Potable tanks must be fully enclosed or sealed with a port hole to connect the food grade hose. Open 5-gallon bottles or containers are not approved for supplying potable water.
10. Waste tanks must be fully enclosed or sealed. Open containers are not approved.
11. The 3-compartment sink shall be set up to wash, rinse, and sanitize the utensils and equipment.



12. Warewashing Procedures - The first compartment holds warm soapy water at a minimum water temperature of 100°F for washing. The second compartment shall be filled with clean water for rinsing, or the faucet may be used for rinsing. The third compartment shall be filled with an approved sanitizer concentration. Equipment utensils shall be fully immersed in either 100 ppm chlorine for 30 seconds or 200 ppm quaternary ammonium for 60 seconds. Lastly, all equipment and utensils shall be air dried.

13. Sanitizer - Provide a sanitizer solution with a concentration of 100 Parts Per Million (ppm) chlorine or 200 Parts Per Million quaternary ammonium in the third compartment. Test strips are required to verify the sanitizer concentration.



14. The drain board on the sanitizer side is used to air dry the cleaned utensils. If a drain board does not provide enough for air drying, additional racks, or shelving should be available.
15. If the Community Event Organizer is providing the 3-compartment sinks(s), the ware-wash sink may be shared by a maximum of 4 adjacent TFFs and the sink must be within 100 feet of each TFF.
16. Overhead protection is required for each ware-washing sink.

#### J. Potable Water Supply Requirements

1. The potable water source supplying temporary food facilities and 3-compartment sinks must be identified and evaluated. Potable water may not be supplied by irrigation or reclaimed water.
2. Food grade hoses must be used to connect the potable water source to the 3-compartment sinks. Garden hoses will not be accepted.
3. Food grade hoses must be handled to prevent contamination to the connection points and interior of the hoses.

#### K. Wastewater

Wastewater and other liquid wastes, including waste from ice bins or beverage dispensing units, must be disposed into an approved sewage system, or holding tank. Wastewater cannot be discharged onto the ground or into a storm drain. Open containers cannot be used to collect or store liquid waste.

#### L. BBQ Cooking Requirements

1. Provide a thermometer to monitor cooking temperatures. (Final cooking temperatures are listed under Section R)
2. BBQ units must be located outside the TFF and must be at least 10 feet away from the TFF. The Ventura County Fire Protection District Requires BBQ units to be located outside the TFF, check with the Fire authority for distance requirements. The BBQ unit may not be located under trees or power lines and must have plywood below the unit if located on dirt, grass, or sand.
3. BBQ units do not include griddle, flat grills, ovens, or pits.
4. The BBQ unit shall be roped off or separated from public access to prevent injury to the public and/or food contamination.

5. Foods must be placed directly on the grill (not cooked in a pan, skillet, or in foil).
6. Garnishes and condiments such as lettuce, tomatoes, pickles, etc. are not permitted to be stored at the BBQ or served from the BBQ.
7. Hot holding is not permitted on the BBQ unit. Cooked foods must be held at 135°F or above in an approved hot holding unit inside the TFF.
8. Meat slicing/cutting, food preparation, and food assembly shall take place inside the enclosed TFF.
9. No animals are allowed within 20 feet of the open-air BBQ and the TFF.

#### **M. Food Storage During the Event**

1. Potentially hazardous foods must be held at or below 45°F, or at or above 135°F, not to exceed 12 hours in any 24-hour period.
2. Potentially hazardous foods stored in coolers/ice chests must be discarded at the end of the 12-hour time period. Potentially hazardous foods may not be stored in coolers or ice chests during the event and/or overnight and served the next day. If the potentially hazardous foods are held in a refrigerator at 41°F during the day and overnight, the food may be served the next day.
3. Hot held foods must be at or above 135°F in approved hot holding equipment. Hot held foods that are remaining at the end of the 12-hour operating day must be discarded and may not be served the next day.
4. Raw meats should be stored separately from “ready to eat foods” and produce using different coolers or different containers in the refrigerator. Different raw meats with different cooking temperatures should be stored separately from raw hamburger.
5. All food, beverages, utensils, and equipment must be transported, stored, displayed, and served to be protected from contamination and must be stored at least 6-inches off the ground on tables, shelving, or pallets.

#### **N. Food From Approved Sources**

Food prepared or stored in a home is prohibited to be sold or served from a TFF except for Cottage Food Operations. All food must be purchased from an approved food source such as a permitted restaurant or market.

#### **O. Food Preparation and Storage**

Food must be prepared or stored within the TFF or a permitted/approved food facility unless a Cottage Food Operation registration or permit has been obtained. If a permitted or approved food facility is used to prepare or store food served from the TFF, provide one of the following:

1. A copy of the permit from the restaurant or market owner by the TFF operator.
2. Permission from the owner of the permitted restaurant with specific times/dates that the TFF operator uses the facility to prepare or store food. The note should be written on “letter head” paper or in an email and include a copy of the permit to operate.
3. Approval from this Division to use a school or church kitchen.

4. A secondary permit for the Ventura County commercial food facility that is going to be used by the **annually permitted TFF**. (Refer to **Annual TFF Permit** in sections II-V)
5. A secondary permit from a permitted food facility if the TFF operator would like to use the facility more than 4 times in 1 year to prepare or store food.

## **P. Food Storage Overnight or Before the Event**

Food storage in a home is prohibited except for approved Cottage Food Operations. Food may be stored in the following locations before the event or overnight:

1. A mechanical refrigerator at 41°F or below, preferably located within the TFF and with an electrical connection at all times.
2. A lockable refrigerated truck at 41°F or below, or food storage container located at the event that is connected to a power supply and operated in good working order at all times.
3. A permitted food facility such as a restaurant or market. If you do not own the permitted facility, provide a letter from the business owner stating you have permission to use the facility and provide a copy of the facility's permit. The letter must be on letter head or an email with the owner's information. (Refer to "Food Preparation and Storage" above)
4. A school or church that has received approval by this Division.

## **Q. Transporting Food**

1. Transporting food must be protected from contamination.
2. Provide containers capable of maintaining required hot and/or cold holding temperatures if traveling 30 minutes or longer.

## **R. Cooking Temperatures**

Ensure that animal products are cooked to the required minimum internal temperatures listed below:

1. Raw shelled eggs that are broken and prepared per order and for immediate service- 145°F or higher for 15 seconds.
2. Pork, fish, whole cuts of beef, veal, lamb - 145°F or higher for 15 seconds.
3. Eggs or any foods containing raw egg- 155°F or higher for 15 seconds.
4. Ground or chopped meats (such as hamburger patties) - 155°F or higher for 15 seconds.
5. Poultry (chicken or turkey)- 165°F or higher for 15 seconds.
6. Reheated foods must be heated to at least 165°F for a minimum of 15 seconds.
7. If using a microwave to cook or reheat food, ensure that all parts of the food reach the minimum required temperature.
8. **Probe thermometers** must be available at the TFF to monitor internal temperatures of foods. Ensure the probes are sanitized between uses with an alcohol swab or sanitizer.



## **S. Ice**

1. Ice must be obtained from an approved source.
2. Ice used for refrigeration may not be used for consumption.
3. Ice scoops must be used for dispensing ice. Store the ice scoop(s) in a cleanable, protective container outside of the ice bin or in the ice bin with the handle out of the contact with the ice.
4. Sanitize the ice scoop every 4 hours using an approved 3-compartment sink.
5. Wash, rinse, and sanitize ice bins prior to filling with ice.
6. Sanitize the exteriors of the ice bags prior to placing in the ice bin.
7. Ice bags may not be stored on the ground or floor. Always store ice in a clean area separated from raw meats or unwashed produce.
8. Thoroughly wash hands prior to handling ice that will be used for consumption.

## **T. Condiments For Customer Self-Service**

1. Condiment containers for customer self-service must be “pump” type, squeeze containers, or have a self-closing covers/lids for food protection.
2. Singles service packets are recommended.

## **U. TFF Type-1 Construction Requirements**

1. Food preparation must take place in a fully enclosed TFF with four complete sides, a top, and a cleanable floor (pavement is acceptable)
2. Wall material may be mesh or screen to allow air flow but no larger than 16 mesh per square inch screens.
3. Pass-through window service opening must be limited to 216 square inches (12X18 inches). Each pass-through opening must be separated by at least 18 inches. Openings should remain closed when not in use.
4. Food operations that have adjoining BBQs should have a pass-through window or door at the rear or side of the booth nearest the BBQ.
5. Floors must be constructed of concrete, asphalt, tight wood, or other similar cleanable material. Per Ventura County Fire Protection, fire retardant tarps are required in cooking TFF’s greater than 400 square feet.
6. A TFF-1 operating on dirt or grass must use plywood or similar material for a floor surface. A tarp is not approved for use underneath any cooking equipment.
7. Door and food service openings must be equipped with tight-fitting closures to minimize the entrance of insects.
8. The TFF must have adequate lighting to ensure cleanliness and safety.

9. The name of the facility, city, state, zip code, and the name of the permittee, if different from the name of the facility, shall be legibly and clearly visible to patrons. The name of the facility shall be at least 3 inches in height. Letters and numbers for the city, state, zip code, and the name of the permittee shall be at least one inch in height.
10. Full enclosure is not required for the following operations:
  - a.) Beverages and ice that are dispensed from approved bulk dispensers.
  - b.) Food items prepackaged by a wholesaler or at an approved off-site food facility. These items must be sold in the original packaging.

## **V. Annual TFF Type-1 Permit Requirements**

1. Annual Permit to Operate is required for operators who would like to participate in Community Events that operate in conjunction with Certified Farmers' Markets.
2. Annual Permit to Operate is an option for operators who would like to participate in numerous events throughout the year.
3. Annual TFF Operators who need to use a Ventura County permitted kitchen or food facility to prepare or store food, must obtain a secondary permit for that permitted food facility from this Division. A secondary permit is a permit in the operator's name for operation at that facility.
4. A hand-wash sink with warm water at least 100°F under pressure from a mixing valve is required for TFF Type-1 operators at Certified Farmers' Markets and events lasting 4 or more days. (Refer to "Hand Washing Set Up Requirements" on Section II-E).
5. A 3-compartment sink is required if any utensils are used. (Refer to "3-Compartment Sink Requirements" on Section II-I)

## **W. Completing the TFF Type-1 Application**

1. Obtain an application online by visiting: <https://vcrma.org/divisions/environmental-health>; or by visiting Environmental Health Division's service counter located at 800 S. Victoria Ave., Ventura between 8am – 4pm, Monday – Friday. Service counter hours may be impacted due to Covid-19, please verify updated service counter hours on the Environmental Health Division's website while planning your visit.
2. Complete all sections of the application, including complete menu, sketch of booth layout (see page 18), and signature. If applicable, attach any supporting documentation such as Processed Food Registration, Food Processing Wholesale License, etc.
3. Submit complete application to event organizer who will submit all applications to this Division together as one packet.
4. Annual Applications may be submitted individually to this Division. Please allow at least 14 days for processing and review.
5. Applicable fee must be paid when the application is submitted. Current fee schedules are available online by visiting: <https://vcrma.org/eh-fees>; or can be provided upon request.

### **III. TEMPORARY FOOD FACILITY TYPE-2:**

#### **A. TFF Type-2 Operating Requirements**

1. TFF Type-2 Permits are limited to prepackaged non-potentially hazardous food items. All foods must be prepackaged and manufactured in an approved food facility. No food items may be prepackaged, prepared, or stored in a private home.
2. TFF Type-2 food items do not require refrigeration.
3. Open sampling is not permitted in a TFF Type-2.

#### **B. TFF Type-2 Construction Requirements**

1. A canopy or overhead protection is required.
2. Flooring is required if the TFF Type-2 is located on dirt. Grass is approved flooring for prepackaged, non-potentially hazardous food items.

#### **C. Annual TFF Type-2 Permit Requirements**

1. Annual Permit to Operate is required for operators who would like to participate in Community Events that operate in conjunction with Certified Farmers' Markets.
2. Annual Permit to Operate is an option for operators who would like to participate in numerous events throughout the year.
3. Processed Food Registration or Food Processing Wholesale License may be required for prepackaged foods. Please see Section V of this document.

#### **D. Completing the TFF Type-2 Application**

1. Obtain an application online by visiting: <https://vcrma.org/consumer-food-protection>; or by visiting Environmental Health Division's service counter located at 800 S. Victoria Ave., Ventura between 8am – 4pm, Monday – Friday. Service counter hours may be impacted due to Covid-19, please verify updated service counter hours on the Environmental Health Division's website while planning your visit.
2. Complete all sections of the application, including complete menu, sketch of booth layout (see page 18), and signature. If applicable, attach any supporting documentation such as Processed Food Registration, Food Processing Wholesale License, etc.
3. Submit complete application to event organizer who will submit all applications to this Division together as one packet.
4. Annual Applications may be submitted individually to this Division. Please allow at least 14 days for processing and review.
5. Applicable fee must be paid when the application is submitted. Current fee schedules are available online by visiting: <https://vcrma.org/eh-fees>; or can be provided upon request.

## IV. Labels for Prepackaged Food

Labels for prepackaged foods are required for all foods with more than 2 ingredients that are prepackaged in a food facility and sold off site.

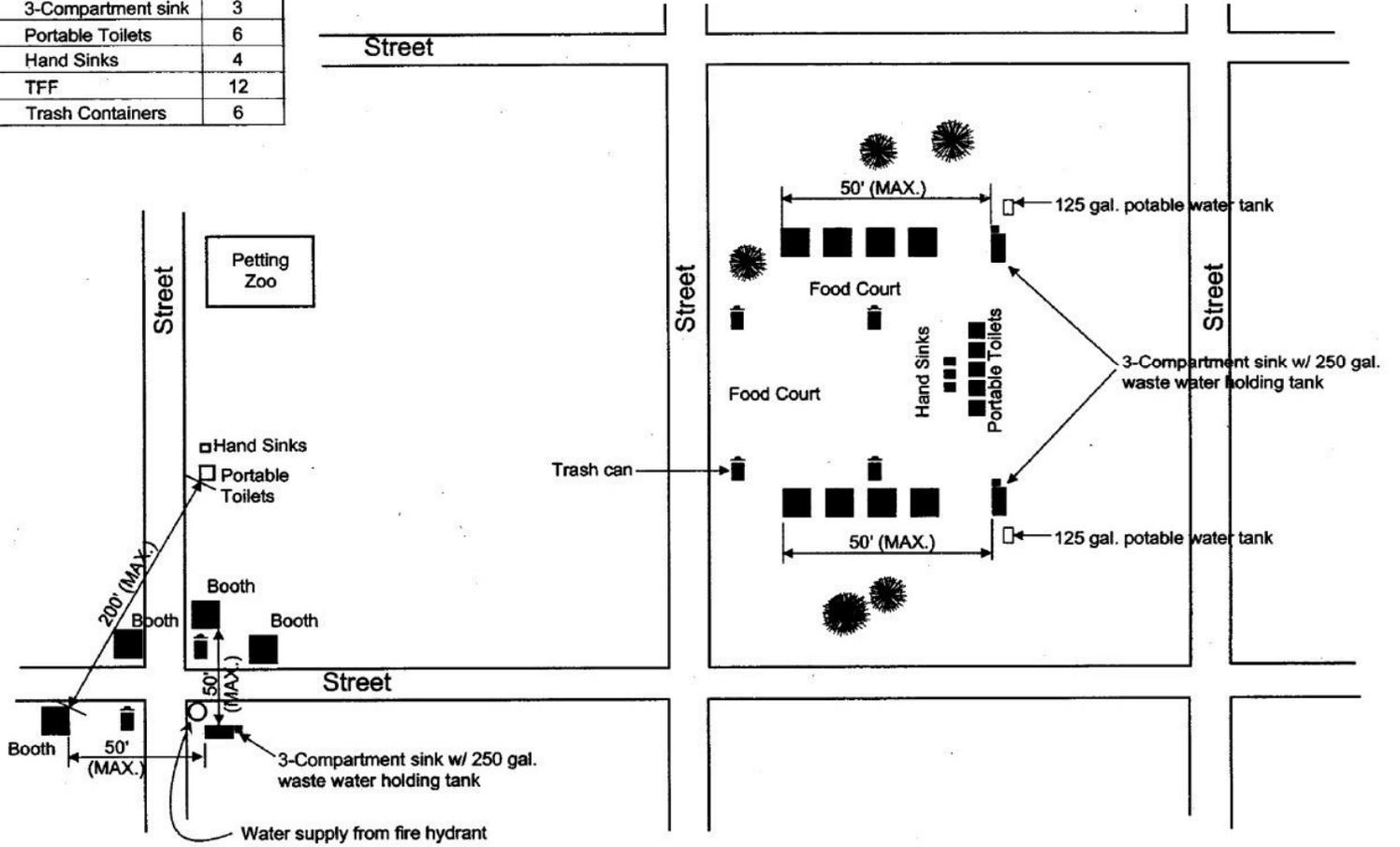
Label information shall include the following:

1. The common name of the food, or absent a common name, an adequately descriptive identity statement.
2. If made from two or more ingredients, a list of ingredients in descending order of predominance by weight, including a declaration of artificial color or flavor and chemical preservatives, if contained in the food.
3. An accurate declaration of quantity of contents. Weight in ounces and grams.
4. The name and place of business of the manufacturer, packer, or distributor.
  - a) The Manufacturer's or processor's label that was provided with the food.
  - b) A card, sign, or other method of notification that includes the information specified.
5. For more information on labeling refer to California Department of Public Health: Food and Drug Branch.



# Attachment #1- Sample Site Plan

Facilities Schedule	#
3-Compartment sink	3
Portable Toilets	6
Hand Sinks	4
TFF	12
Trash Containers	6



## Attachment #2- Sample TFF Booth Layouts

