

Food and Housing Division

Temporary Event Program Annual Update





Department of Environmental Health and Quality

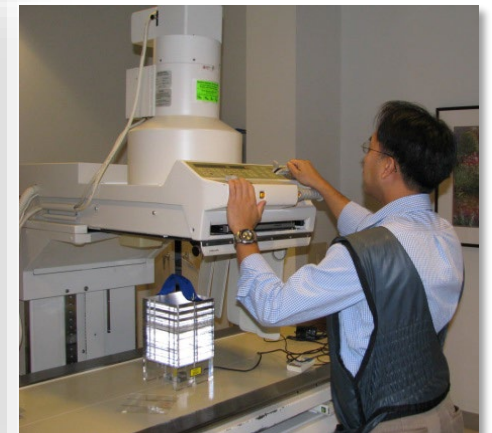
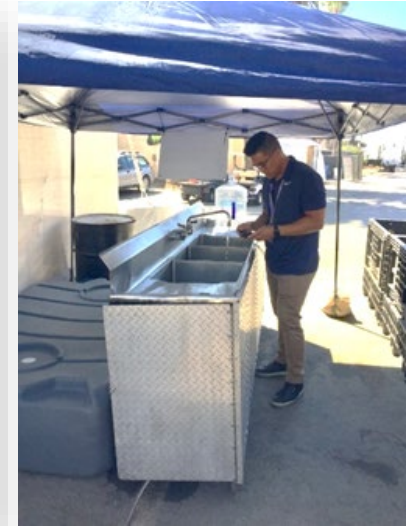


Community Health

Food and Housing

Hazardous Materials

Land and Water Quality





Food and Housing Division





Meet the Team



Joann Fang

Program Coordinator



Julie DeGraw

Supervisor of Operations



Kameisha Nichols

Chief of Operations



Ryan Johnson

Program Coordinator



Meet the Team



Nicole Haboud

FHD Specialist on Duty



Alexia Longley

Environmental Health Technician
Temporary Event Program



Beatriz Rangel

Environmental Health Technician
Temporary Event Program



Temporary Food Facilities



Background

Why do I need a permit for food sales?

- California Retail Food Code Sec. 114387

San Diego County Temporary Event Permits:

- 1) [TFF Organizer permit](#)
- 2) [TFF Vendor permit](#)



Business Process Review - BPR

- August 2020 – Business Process Review
- Key items being evaluated:
 - Applications and outreach materials
 - Website
 - Submittal process



Results of BPR



Improved Internal
Workflow
New Inspection
Application

Adjusted Permit Fees
New Permit Categories



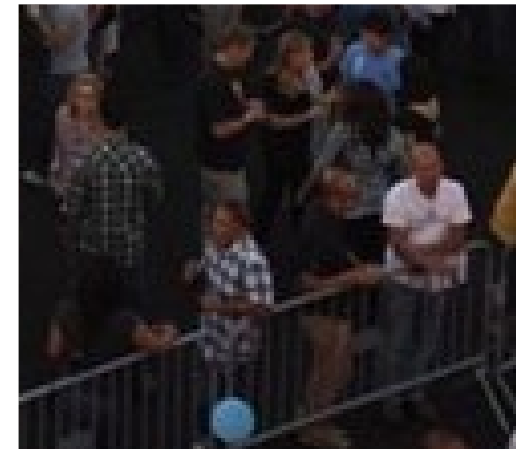
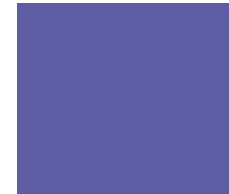
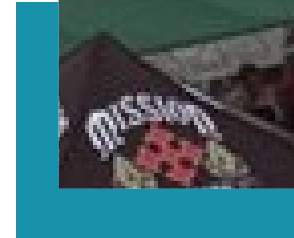
Revised Applications
Revised Guidance
Documents

Updated Web Site
Outreach



New Permit Categories

- Limited Beverage Service
 - New permit type
 - Allows for pouring and dispensing of non potentially hazardous beverages (no mixing and/or ice)
 - Food Demonstrator
- Swap Meet Vendor Single Location
 - Now under Temporary Events program
 - Allowed to sell prepackaged non potentially hazardous foods and whole uncut produce only



New look for Application



County of San Diego
DEPARTMENT OF ENVIRONMENTAL HEALTH AND QUALITY
FOOD AND HOUSING DIVISION
P. O. BOX 129261, SAN DIEGO, CA 92112-9261
PHONE: (858) 505-6809 FAX: (858) 999-8920
FHDTempEvents@sdcounty.ca.gov



TEMPORARY EVENT VENDOR PERMIT APPLICATION

CONTACT INFORMATION		
Food Booth Name:		Applicant Name:
Applicant Mailing Address (required):		City, State (required):
Applicant Email Address (required):		Applicant Phone Number (required):
Person in Charge Day of Event Email Address (required):		Person in Charge Day of Event Cell Phone (required):
Person in Charge Day of Event Email Address (required):		Alternate Phone:
<p>We are committed to enhancing communication and services to our customers. In support of this effort, we are seeking information on the primary languages spoken by you and your staff. This information will allow FHD to continue to translate various applications and informational materials.</p> <p>Preferred Language: <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese – Cantonese <input type="checkbox"/> Chinese – Mandarin <input type="checkbox"/> English <input type="checkbox"/> Farsi <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Karen <input type="checkbox"/> Korean <input type="checkbox"/> Somali <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other _____</p> <p>Preferred Secondary Language: <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese – Cantonese <input type="checkbox"/> Chinese – Mandarin <input type="checkbox"/> English <input type="checkbox"/> Farsi <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Karen <input type="checkbox"/> Korean <input type="checkbox"/> Somali <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other _____</p>		
EVENT INFORMATION		
(Applications missing information will not be processed. If applying for an annual permit, please include your first event's information below).		
Temporary Event Name:		Event Date(s) (Event Start Date if annual permit):
Event Location (Address):		City, State:
Event Location (Address):		Zip:
<p><u>ANNUAL VENDOR APPLICANTS MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION:</u> <i>Applications that do not include the required documents below will not be processed.</i></p> <ul style="list-style-type: none">• Copy of your Food Safety Manager certificate (if unpackaged/open food).• Commissary Letter of Agreement (see Appendix B). If using an Out of County Commissary and traveling more than 30 minutes to the event, submit an SOP that includes food temperature control/monitoring, a copy of the commissary's health permit, and the most recent inspection report.• Processed Food Registration (PFR) from the CA Department of Public Health (selling a prepackaged food product that you make and package for retail sale).		

Revised Applications

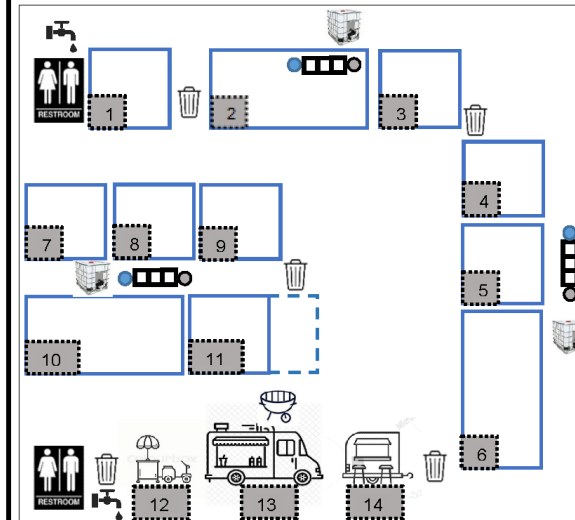
- Organizer and Vendor applications have a new look
- Online fillable applications

Guidance Documents

- New FAQ Document
- Permit Type Document
- Sample site map
- Updated organizer and vendor self-inspection checklists
- Updated organizer and vendor guidance documents

Sample Site Map – Identify the following:

- Location of warewashing sinks (one 3-compartment sink per eight open food vendors) within **100 ft** of farthest food booth
- Location of proposed food vendors
- Location of potable and non-potable water supply
- Location of wastewater disposal
- Restrooms with handwashing facilities within **200 ft** of farthest food booth
- Location of trash dumpsters



Legend

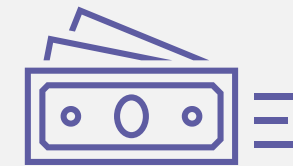
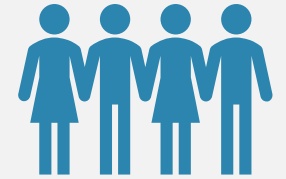
- 3-Compartment sink w/25gal clean & 50gal wastewater tanks + overhead protection
 - Trash dumpsters
 - Restrooms + handwashing facilities
 - BBQ roped off from public
 - Wastewater disposal container
 - Potable water source
- Pizza Time
 - Thai Food with their own 3-comp, back-up food storage with overhead protection
 - Chip Cookies
 - Sliced Fruit
 - Ramen Bowl
 - Spud Potatoes + back-up food storage with overhead protection
 - House of Chicken
 - Bottled Juice
 - Vegan Bar
 - Chicken Nugget Galore
 - Hotdogs with an outdoor BBQ + barrier
 - Popsicle Cart
 - Sandwich Food Truck
 - Popcorn Concession Trailer

Additional Changes



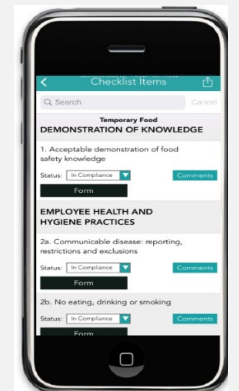
Community Needs Assessment

Preferred languages
Translated documents



TFF Fee Waiver
for FY21-22
Late/Modification fee

Temp Event
Inspection App



New Field Inspection App

<

Checklist Items

Q Search

Cancel

Temporary Food

DEMONSTRATION OF KNOWLEDGE

1. Acceptable demonstration of food safety knowledge

Status:

In Compliance

Comments

Form

EMPLOYEE HEALTH AND HYGIENE PRACTICES

2a. Communicable disease: reporting, restrictions and exclusions

Status:

In Compliance

Comments

Form

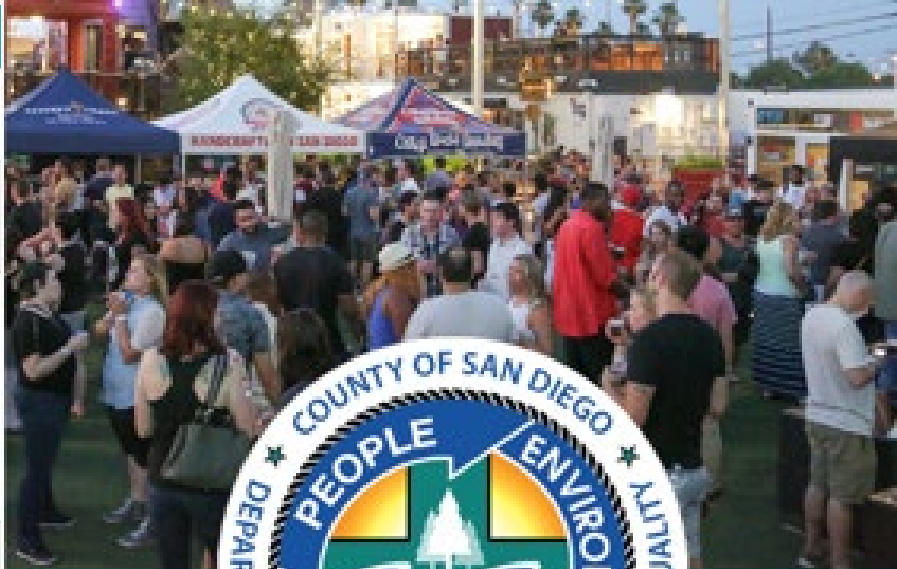
2b. No eating, drinking or smoking

Status:

In Compliance

Comments

Form



COUNTY OF SAN DIEGO

PEOPLE ENVIRONMENT

DEPARTMENT OF ENVIRONMENTAL HEALTH AND QUALITY

HEALTH

FOOD AND HOUSING DIVISION

TEMP EVENTS APP

CityGovApp

Done

Temporary Food Facility (TFF) and Certified Farmers' Market (CFM) Inspection Report

County of San Diego, Department of Environmental Health and Quality

(858) 505-6900 (800) 253-9933 www.sdcdehq.org

ARRIVAL

Record Name

VENDOR TEST RECORD

Inspection Type

Routine

Event Location

5500 OVERLAND AVE. SD 92111

Inspection Status

Scheduled

Event Name

FAIR

Owner

PERMIT OWNER

RISK FACTORS AND INTERVENTIONS

Risk factors are improper practices or procedures identified as contributing factors of cross-contamination. Interventions are control measures to prevent cross-contamination and transfer of pathogens from one person to another. Items marked with an asterisk * may also have specific requirements for certified farmers' markets.

In = In Compliance, Out = Out of Compliance, N/O = Not Observed, N/A = Not Applicable

MAJ OUT = Major Violation Observed, MIN OUT = Minor Violation Observed, COS = Corrected on Site, SA = Suitable Alternative

DEMONSTRATION OF KNOWLEDGE

MAJ MIN COS

OUT OUT SA

In ☐ 1. Acceptable demonstration of food safety knowledge

In ☐ Certification ☐ Other

In ☐ Food Handler Training

EMPLOYEE HEALTH AND HYGIENE PRACTICES

In ☐ 2a. Communicable disease: reporting, restrictions and exclusions

In ☐ 2b. No eating, drinking or smoking

PREVENT CONTAMINATION BY HANDS

In ☐ *3a. Handwashing facilities: supplied and accessible; warm water of at least 100°F

In ☐ *3b. Hands properly washed; gloves used properly

TIME AND TEMPERATURE RELATIONSHIPS

In ☐ *4a. Proper hot and cold holding temperatures for Potentially Hazardous Foods (PHFs)

In ☐ 4b. Approved reheating procedures for PHFs

In ☐ 4c. Approved thawing; PHFs cooked to approved final temperature

In ☐ 4d. Adequate probe thermometer provided for PHFs

PROTECTION FROM CONTAMINATION

In ☐ 5a. Food in good condition, safe and unadulterated; including ice used for consumption

In ☐ *5b. All food prepared and stored inside the booth; (except barbecues, grills and other cooking equipment required to be outside per fire code)

In ☐ *5c. Approved sampling and consumer self-service

In ☐ *5d. Fruits and vegetables washed in potable water

In ☐ 5e. Food contact surfaces cleaned and sanitized

In ☐ 5f. Wiping cloths properly used and stored

FOOD FROM APPROVED SOURCE

In ☐ *6. Food obtained from an approved source

WAREWASHING FACILITY

In ☐ 7a. Adequate warewashing stations provided

In ☐ 7b. Warewash sink supplied with hot water of at least 120°F

EQUIPMENT

In ☐ 8a. Non-food contact surfaces are clean

In ☐ 8b. Equipment properly stored and in good repair

In ☐ 8c. Single-use utensils properly stored and dispensed

In ☐ 8d. Pressurized tanks secured and stored as required; grills and barbecues separated from public

In ☐ 8e. Toxics identified, stored and used properly

TOILET FACILITIES

In ☐ *9a. One toilet facility provided for each 15 employees and located within 200 feet; toilet facilities adequately stocked

In ☐ 9b. Adequate handwashing facilities at toilet facility. Supplied and accessible; warm water of 100°F

BOOTH REQUIREMENTS

In ☐ 10a. Name of facility, city, state, ZIP code and operator clearly visible

In ☐ 10b. Overhead protection provided for food storage, food preparation and warewashing area

In ☐ 10c. Food booth properly enclosed

WASTE DISPOSAL

In ☐ 11. Waste and wastewater disposed of properly

IN AND ANIMALS

In ☐ 12. No rodents, insects, birds or animals

PERMITS

1 of 3



TFF Fee Waivers

Annual permit fees

Will be waived **at renewal** or upon application submittal for events taking place between July 1, 2021 and June 30, 2022

Single-event permit fees

Will be waived **at time of application submittal** for events taking place between July 1, 2021 and June 30, 2022

Late fees for applications submitted or modified within 14 days of an event, or outstanding balances for fiscal year 20-21 permits can be paid through our online system at www.dehqpay.com.

Which Permit Do I Need?

- ❖ Single Event (1-4 days)
- ❖ Annual (yearly)

- ❖ NEW: Single Location Swap Meet
- ❖ NEW: Limited Beverage Service

- ❖ **Prepackaged** - 100% prepackaged foods/beverages. No open food preparation on site of event.
 - ❖ Processed Food Registration Certificate

DESCRIPTION
TEMPORARY FOOD FACILITY PERMIT FEES
FOOD DEMONSTRATOR 1-4 DAYS
FOOD DEMONSTRATOR ANNUAL
TEMP EVENT LIMITED BEVERAGE SERVICE 1-4 DAYS
TEMP EVENT LIMITED BEVERAGE SERVICE ANNUAL
TEMP EVENT PREPACKAGED FOODS 1-4 DAYS
TEMP EVENT PREPACKAGED FOODS ANNUAL
TEMP EVENT UNPACKAGED FOODS 1-4 DAYS
TEMP EVENT UNPACKAGED FOODS ANNUAL
SWAP MEET VENDOR SINGLE LOCATION
CERTIFIED FARMERS MARKET W/OUT TEMP FOOD FACILITIES
CERTIFIED FARMERS MARKET WITH ADJACENT TEMP FOOD FACILITIES
TEMP EVENT ORGANIZER 1-4 DAYS
TEMP EVENT ORGANIZER ANNUAL
FISHERMEN'S MARKET
IN ADDITION TO BASE FEE - LATE SUBMITTAL LESS THAN 14 DAYS PRIOR TO EVENT



Which Permit Do I Need?

- ❖ **Unpackaged** - Open food and drink operations.
 - ❖ Includes Cocktail Bars
 - ❖ Includes Out of County Mobiles and Push Carts
- ❖ **San Diego County Mobiles and Push Carts**
- Please provide a copy of your mobile current mobile health permit to the organizer.
- ❖ **Food Demonstrator** - Portioning of food made and served at an approved permanent food facility.




County of San Diego
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FOOD AND HOUSING DIVISION
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PHONE (858) 505-6900 | FAX (858) 999-8920
FHDTempEvents@sdcounty.ca.gov



Temporary Event Permit Types

There are three easy steps to obtain a Temporary Food Facility (TFF) Permit.

1. Determine the correct permit type using the table below for your specific business operations.
2. Submit the required documents, as listed in the table, by email to fhdtempevents@sdcounty.ca.gov; in person, at 5500 Overland Ave., Ste. 170, San Diego, CA 92123 between the hours of 8:00 am – 4:30 pm; by fax to (858) 999-8920; or by mail to P.O. 129261, San Diego, CA 92112-9261. Please plan accordingly: US Postal Mail takes approximately 3-5 days to route through County mail.
3. Once TFF staff provide you with an invoice, pay all applicable fees either online (www.dehqpay.com), in person (by cash or check), or by mail (by check only. Do not mail cash).

Annual Vendors		
Permit Type	Description	Required Documents
Prepackaged Vendor (annual) 	This permit is valid year-round. The permit allows distribution and sales of unopened prepackaged food and beverages in the sealed manufacturer's packaging. Open/unpackaged food or beverage preparation and sampling are not allowed.	<ol style="list-style-type: none">1. TFF Vendor application.2. Proof of current health permit if Vendor's commissary is not in San Diego County.3. Commissary Letter of Agreement.4. Proof of commissary's current health permit, most recent health inspection report, and vendor Standard Operating Procedures (SOP), including transportation and disposal after the event, if the Vendor's commissary is not in San Diego County.5. Processed Food Registration, health permit, or proof of approved source (receipts). Additional documents may be required.6. Proof of nonprofit status, if applicable.
Swap Meet Vendor Single Location (annual)	This permit is valid year-round at one swap meet location (no TFFs). The permit allows the distribution and sales of prepackaged, non-potentially hazardous foods and beverages in the sealed manufacturer's packaging or uncut produce.	<ol style="list-style-type: none">1. TFF Vendor application2. Commissary Letter of Agreement.



Existing Permit Holders



1. Provide the Temporary Food Facility (TFF) Event Organizer with a digital copy of your health permit.
2. Original health permit must be available upon request when open for business. Photocopies will not be accepted.



New Permit Holders

- Submit complete application and fees at least 14 days prior to the event date.
- *A late fee will be charged if within 14 days of your event date.*
- Email, mail, fax or submit in person.
- Invoices can be paid online through www.dehqpay.com or by check – payable to County of San Diego.



Major Violations at Temp Events

1

Handwashing Facilities
supplied and accessible,
warm water 100°F

3

Hands properly washed;
gloves used properly

2

Proper hot and cold holding
temperatures

4

Warewash sink supplied
with hot water of at least
120°F

Most Common Major Violations at Temp Events from July 1, 2017 – June 30, 2020

Food Safety Risk Factors

Centers for Disease Control and Prevention (CDC)



Poor Personal Hygiene



Improper Holding Temperatures



Improper Cooking Temperatures



Contaminated Equipment



Food from Unsafe Sources



Employee Health & Hygienic Practices

- Sick food employees shall not work with open food, clean equipment, or utensils.
- No eating, drinking or smoking inside the food booth.

Preventing Contamination by Hands



Warm water potable (100°F – 108°F) and capable of providing a continuous stream (at least 5 gallons) hands-free.



Single-service soap and paper towels in dispenser.



Catch basin to collect the waste-water from handwashing.



Handwash set-up must be inside each booth.

When should the handwash station be set up?

FIRST THING!

Your handwashing station and enclosure should be the first two things you set up before any food prep/processing begins.

WHY?

All employees must properly wash their hands before handling food!



Temperature Control

Cold below 45°F

Bring lots of **ice**, extra refrigeration, freezers, and coolers.

Hot above 135°F

Sternos, insulated units, heated units, methods to reheat, and extra aluminum foil.



Time and Temperature Relationships



- Rapidly heat foods to at least 165°F for hot holding.
- Approved cooking temperatures:
 - 165°F for chicken
 - 155°F for hamburgers
 - 145°F for pork and eggs.
- Each vendor must have an adequate probe thermometer or thermocouple available.

Protection from Contamination and Approved Source

Approved Source:

- Food/Equipment Storage – Commissary or Booth.
- Food Preparation – Fully enclosed booth.
- Food in good condition and safe to be served.
- Food sampling has requirements. (No sampling during COVID)
- Food must be from an approved source.
- Do not prepare or store foods at home.



Exceptions:

- Non-potentially hazardous baked goods for non-profit vendors.
- County of San Diego approved Cottage Food Operators.

Vermin and Animals

Animals can be no closer than 20 feet from where food is stored or held for sale.

Exceptions: Section 54.1 of the Civil Code Guide Dogs, Signal Dog, Service Dogs.

Prevent the entrance of rodents or insects.

Recommend posting **"No Pets Allowed"** sign at entrance(s) of event.



Additional Help

- 15-minute consultation
 - Make appointment [online](http://www.sdcountytempevents.org) at www.sdcountytempevents.org.
- Food Safety Outreach



Select an Appointment Type:

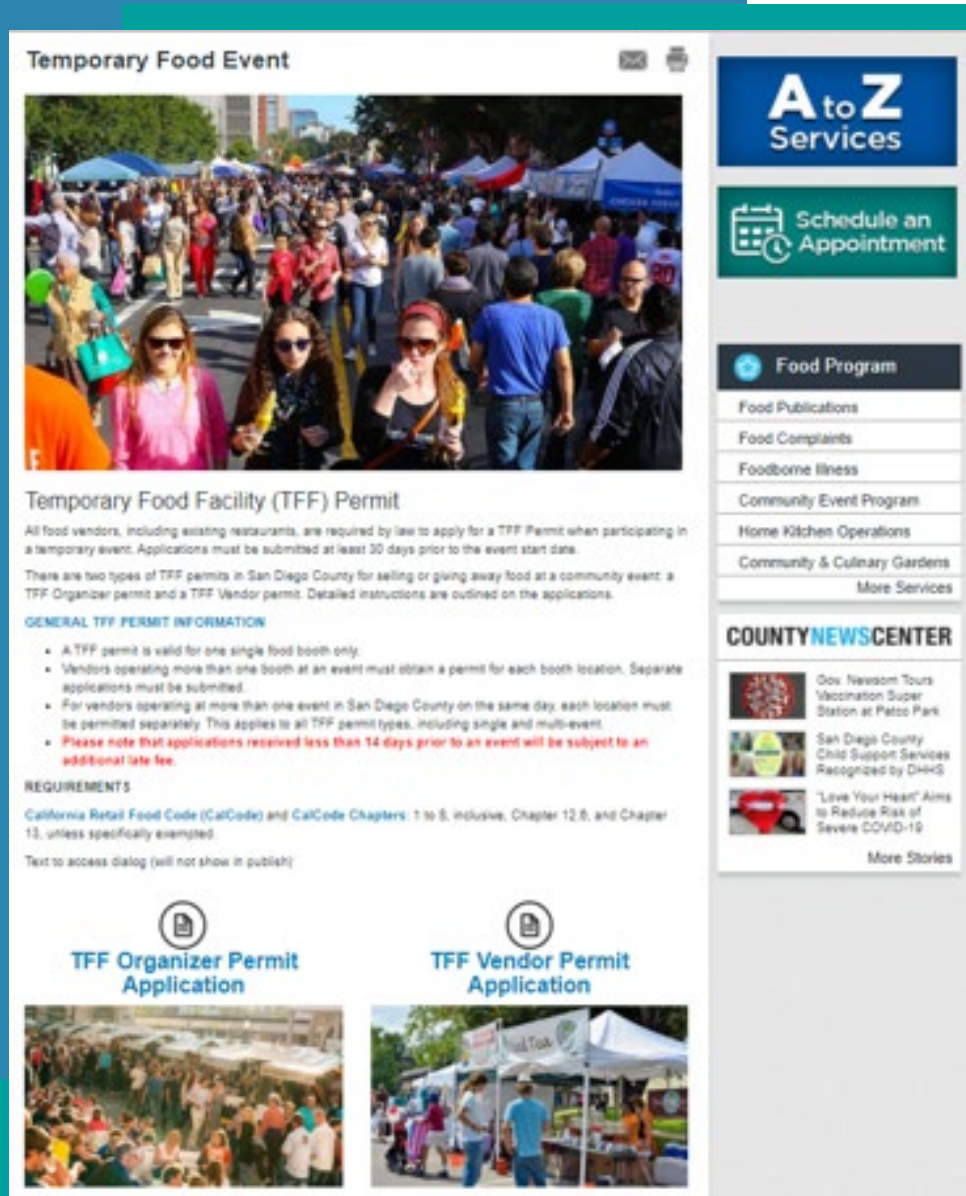
(FHD) Plan Check Counter Consultations - Food, Mobile Food, Body Art, Massage ▾
15 minutes

(FHD) Plan Check Counter Consultations - Pool ▾
15 minutes

(FHD) Temporary Event Consultation (Organizer or Vendor)
15 minutes

This is an opportunity to discuss any questions regarding Temporary Food Facility Permitting, booth requirements and event organizer requirements.

Coming Soon:
New Website and Application



Temporary Food Event

A to Z Services

Schedule an Appointment

Food Program

- Food Publications
- Food Complaints
- Foodborne Illness
- Community Event Program
- Home Kitchen Operations
- Community & Culinary Gardens
- More Services

Temporary Food Facility (TFF) Permit

All food vendors, including existing restaurants, are required by law to apply for a TFF Permit when participating in a temporary event. Applications must be submitted at least 30 days prior to the event start date.

There are two types of TFF permits in San Diego County for selling or giving away food at a community event: a TFF Organizer permit and a TFF Vendor permit. Detailed instructions are outlined on the applications.

GENERAL TFF PERMIT INFORMATION

- A TFF permit is valid for one single food booth only.
- Vendors operating more than one booth at an event must obtain a permit for each booth location. Separate applications must be submitted.
- For vendors operating at more than one event in San Diego County on the same day, each location must be permitted separately. This applies to all TFF permit types, including single and multi-event.
- Please note that applications received less than 14 days prior to an event will be subject to an additional late fee.

REQUIREMENTS

California Retail Food Code (CalCode) and CalCode Chapters: 1 to 8, inclusive, Chapter 12.6, and Chapter 13, unless specifically exempted.

Text to access dialog (will not show in publish)

TFF Organizer Permit Application

TFF Vendor Permit Application

COUNTYNEWSCENTER

- Gov. Newsom Touts Vaccination Super Station at Petco Park
- San Diego County Child Support Services Recognized by DHS
- "Love Your Heart" Aims to Reduce Risk of Severe COVID-19
- More Stories

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[@SDEnvirohealth](https://twitter.com/SDEnvirohealth)

Contact Us

Specialist on Duty: **858-505-6900**

Email: fhdutyeh@sdcounty.ca.gov

Temporary Event Technicians: **858-505-6809**

Email: fhdtempevents@sdcounty.ca.gov

Website: www.sdcountytempevents.org

Payments: www.dehqpay.com

General Complaints: **858-505-6903**

Foodborne Illness Complaints: **858-505-6814**



Questions



THANK YOU FOR ATTENDING.