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

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
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
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](http://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

### TEMPORARY FOOD FACILITY PERMIT FEES

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>FOOD DEMONSTRATOR 1-4 DAYS</td>
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<tr>
<td>FOOD DEMONSTRATOR ANNUAL</td>
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<tr>
<td>TEMP EVENT LIMITED BEVERAGE SERVICE 1-4 DAYS</td>
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<tr>
<td>TEMP EVENT LIMITED BEVERAGE SERVICE ANNUAL</td>
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<tr>
<td>TEMP EVENT PREPACKAGED FOODS 1-4 DAYS</td>
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<td>TEMP EVENT PREPACKAGED FOODS ANNUAL</td>
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<tr>
<td>TEMP EVENT UNPACKAGED FOODS 1-4 DAYS</td>
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<td>TEMP EVENT UNPACKAGED FOODS ANNUAL</td>
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<tr>
<td>SWAP MEET VENDOR SINGLE LOCATION</td>
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<tr>
<td>CERTIFIED FARMERS MARKET W/OUT TEMP FOOD FACILITIES</td>
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<tr>
<td>CERTIFIED FARMERS MARKET WITH ADJACENT TEMP FOOD FACILITIES</td>
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<tr>
<td>TEMP EVENT ORGANIZER 1-4 DAYS</td>
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<td>TEMP EVENT ORGANIZER ANNUAL</td>
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<td>FISHERMEN'S MARKET</td>
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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.

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### Annual Vendors

<table>
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<tr>
<th>Permit Type</th>
<th>Description</th>
<th>Required Documents</th>
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| 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. | 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. | 1. TFF Vendor application.  
2. 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.
<table>
<thead>
<tr>
<th></th>
<th>Violation Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Handwashing Facilities supplied and accessible, warm water 100°F</td>
</tr>
<tr>
<td>2</td>
<td>Proper hot and cold holding temperatures</td>
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<tr>
<td>3</td>
<td>Hands properly washed; gloves used properly</td>
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<tr>
<td>4</td>
<td>Warewash sink supplied with hot water of at least 120°F</td>
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</tbody>
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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)
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

<table>
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<tr>
<th>Feature</th>
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<tr>
<td>Warm water potable (100°F – 108°F) and capable of providing a continuous stream (at least 5 gallons) hands-free.</td>
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<td>Single-service soap and paper towels in dispenser.</td>
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<tr>
<td>Catch basin to collect the waste-water from handwashing.</td>
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<tr>
<td>Handwash set-up must be inside each booth.</td>
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</table>
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.
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.


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 at www.sdcountytempevents.org.
- Food Safety Outreach

Select an Appointment Type:

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

2. (FHD) Plan Check Counter Consultations - Pool
   - 15 minutes

3. (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.
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.