

COMMUNITY EVENT COORDINATOR

HEALTH CODE REQUIREMENTS



EFFECTIVE JULY 1, 2007

Revised February 19, 2015

PROVIDED BY

PLUMAS COUNTY ENVIRONMENTAL HEALTH

270 COUNTY HOSPITAL RD. Ste 127

QUINCY, CA 95971

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WHAT YOU WILL FIND IN THIS BOOKLET

Introduction.....	2
Flow Chart.....	3
Definitions.....	4
Community Event Coordinator Responsibilities.....	5-6
Temporary Food Structure Requirements.....	7-8
Application for Community Event Coordinator.....	9-10
Example Community Event Plot Plan	11
Example Application.....	12



INTRODUCTION

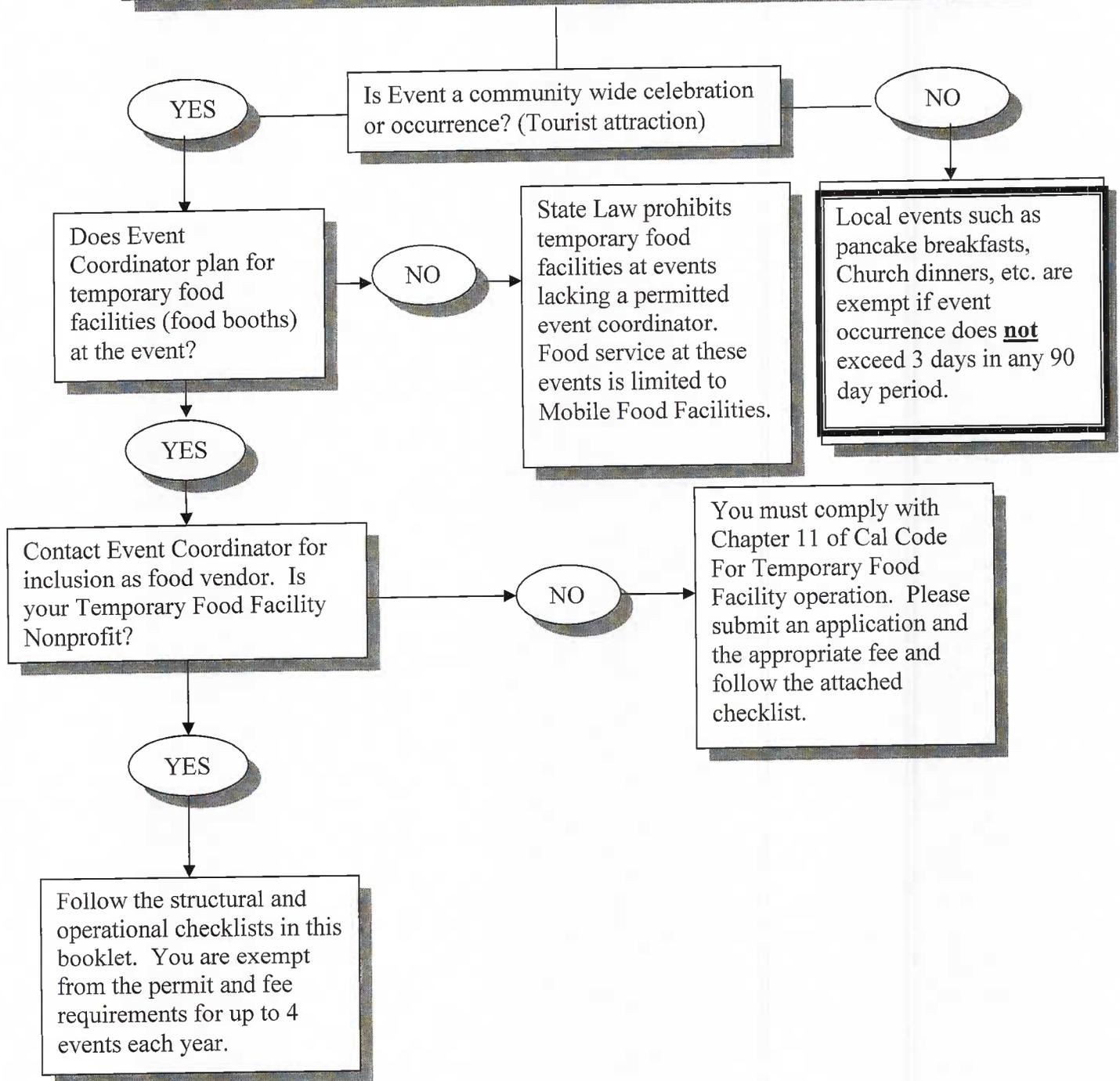
The department of Environmental Health would like to thank you for your interest in participating in and coordinating a Plumas County community event. As a Community Event Coordinator, you have a lot to think about and plan. This booklet was prepared to provide you with the CalCode safety and sanitation requirements that you will need to know in order to operate, what we hope will be a successful event for you and your attending vendors. For your convenience, we have also included in this booklet, the Community Event Application, a sample Temporary/Mobile List spreadsheet, and a sample Community Event site plan.

There are several requirements and components to operating a community event. It is important to note that community event coordinators and food vendors (both mobile and temporary) must provide the Department of Environmental Health with a fully completed application with all of the appropriate fees in order to receive a permit to serve food in Plumas County. ALL food handling participants of community event must have a valid health permit to operate in Plumas County. Fees will be waived if the the vendor is Veteran Exempt or is a Non-Profit Organization. Fee exemptions do not apply to Event Coordinators. Documentation, along with the application must be provided in order to receive such exemptions. **Completed Applications and fees (if applicable) must be submitted 30 days before the event begins.**

Applications and fees may be submitted by mail or turned in at the Quincy office located at 270 County Hospital Road, Suite 127.

If you have any questions or concerns, please contact our office at (530) 283-6355. Our office hours are Monday through Friday, 8:00am to 5:00pm.

CAN I OPERATE A TEMPORARY FOOD FACILITY?



DEFINITIONS

These definitions are as printed in the California Retail Food Code
(Cal Code) Effective July 1, 2007

COMMUNITY EVENT:

An event that is of a civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other similar events as determined by the local enforcement agency. "Community Event" shall not include a swap meet, flea market, swap mall, seasonal sporting event, grand opening celebration, anniversary celebration, or similar functions.

COMMUNITY EVENT COORDINATOR:

The person or persons representing an organization that is in control of any community event at which one or more temporary food facilities operate.

TEMPORARY FOOD FACILITY:

A food facility approved by the enforcement officer that may be readily disassembled for storage or transport. A temporary food facility generally operates at a fixed location for the duration of an approved community event or at a swap meet. *Tent, booth, stand, "Old Town", etc.*

NONPROFIT TEMPORARY FOOD FACILITY:

A temporary food facility, as defined in Section 113930, that is conducted and operated by a corporation incorporated pursuant to the Nonprofit Corporation Law (Div. 2 (commencing with Section 5000), Title 1, Corp. C.), that is exempt from taxation pursuant to Section 501 (c) (3) of the Internal Revenue Code and Section 23701 (d) of the Revenue and Taxation Code or meets the requirements of Section 214 of the Revenue and Taxation Code. *Scouts, 4-H, established clubs or student organizations operating under the authorization of a school or educational facility are considered Non-Profit.*

MOBILE FOOD FACILITY:

A food vehicle or cart, used in conjunction with a commissary or other permanent food facility. "Mobile Food Facility" does not include an approved "transport vehicle" used to transport packaged food from a food facility, or other approved source to the consumer. *Hot dog cart, espresso wagon, Fair vehicles, etc.*



COMMUNITY EVENT COORDINATOR RESPONSIBILITIES

The event coordinator is responsible for ensuring that all food facilities (temporary and mobile) meet the state health requirements by having adequate hand and dish washing sinks, toilet facilities, janitorial facilities for cleaning, and a proper method for trash removal in place before the event begins.

A. ADMINISTRATIVE REQUIREMENTS:

- Submit Community Event Application with fees
- A list of temporary food facility vendors attending
- A site plot plan showing the following:
 - a. Locations of all Temporary/Mobile Food Facilities (including non-profit)
 - b. Shared restrooms
 - c. Hand washing and ware (utensil) washing
 - d. Janitorial facilities
 - e. Refuse containers
 - f. Potable water and waste water disposal.

**** Please see page 12 for plot map template and instructions****

B. SANITATION REQUIREMENTS

Toilet facilities for Food Handlers

- Toilet facilities (at least 1 for every 15 food handlers) within 200 feet of each Temporary/Mobile Food Facility.
- Each toilet facility shall be provided with hand washing facilities and equipped with hot and cold running water and single use soap and towels.
- A sign indicating for “Employees Only.”

Public toilet facilities

- Permanent or portable restrooms are available for public use.
- One hand washing sink should be available for every four (4) toilets.
- Sinks must be stocked with liquid soap, single use towels, and a trash container for towel waste.

Hand washing for food handlers

- Use of hand sanitizers cannot be substituted for approved hand washing.
- A clean and covered water container with a drain spigot filled with potable water (a picnic water jug or a 2-gallon water square available at any market meets this requirement).
- A liquid hand soap pump and single-use towels provided in dispensers at hand wash sink.
- A clean bucket located below the water spigot to catch the waste water.



Ware (dish) washing

- The Community Event Coordinator is not required to provide ware washing station. If a ware washing facility is not provided by the coordinator, the coordinator is responsible for ensuring that each individual food facility is properly equipped with the following Calcode requirements.
- Provide three (3) tubs, compartments or buckets for utensil washing.
- Provide a means to heat wash and rinse water, such as a portable stove, to 110 degrees F.
- Compartments large enough to accommodate the largest pot or utensil used in the food operation.

Janitorial facilities / Trash

- Adequate janitorial facilities for cleaning the temporary food facilities are required
- Janitorial facilities shall be provided with hot and cold water from a mixing valve.
- Adequate supply and location of approved trash containers that are serviced as needed.

C. WATER SUPPLY REQUIREMENTS

Potable water

- Hot water **MUST** be at least 120 degrees F.
- At least 30 gallons of potable water (per day) available for utensil and hand washing, OR an approved source provided by the Community Event Coordinator.
- Hoses used to fill potable water tanks (if applicable) or those connected to an approved water source, shall be of food grade materials and properly marked to be distinguishable from waste drain hoses.

Liquid Waste

- Liquid waste tanks provided with a 50% greater capacity than water tanks and ice bins.
- Liquid waste must be disposed of into an approved sewage disposal system or holding tank. **Wastewater may not be discharged onto the ground.**

TEMPORARY FOOD FACILITY STRUCTURE REQUIREMENTS

A. FOOD BOOTH: All Temporary Food Facilities (booths) must be constructed with four sides, a ceiling and a floor comprised of concrete, wood, or asphalt.

- Floors must be smooth, durable and cleanable. Smooth concrete, finished plywood (no bare wood), canvas, heavy plastic tarp, etc. are acceptable.
- Walls and ceilings must be smooth, cleanable and constructed using materials approved under the CalCode. With the exception of the service opening, the booth must be enclosed with an approved material. See figures A and B.
 - a. Approved materials include:
 - ✓ Finished wood
 - ✓ Canvas
 - ✓ Plastic
 - ✓ Fine mesh fly screening (16 mesh/sq. inch) or similar material
 - b. This requirement applies to food sales of non-prepackaged food.
- Pre-packaged food booth, food demonstration booths, and bulk beverage dispensing booths must have overhead protection using approved materials (Figure B):
 - ✓ Plastic Tarp
 - ✓ Wood
 - ✓ Canvas
- Food service openings shall not be larger than necessary to serve food and must be equipped with closures for non-operational hours. Employee entrances into the booth shall be equipped with tight fitting closures to minimize the entrance of insects, animals, birds and vermin
- Food contact surfaces and storage shelves shall be smooth, non-absorbent and easily cleanable.
- Business name, address and telephone number of operator should be in at least 3" letters and clearly visible.
- All food, food preparation, equipment and utensils (except barbecues and other approved equipment) must be kept within the enclosed structure. Unopened and prepackaged food may be held in storage containers outside the booth **if** it is completely protected from any contamination.

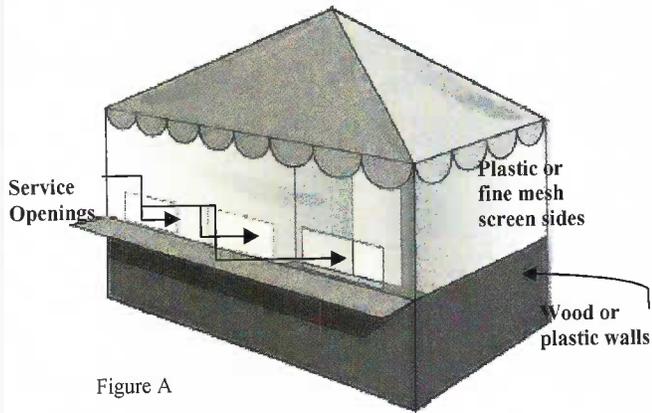
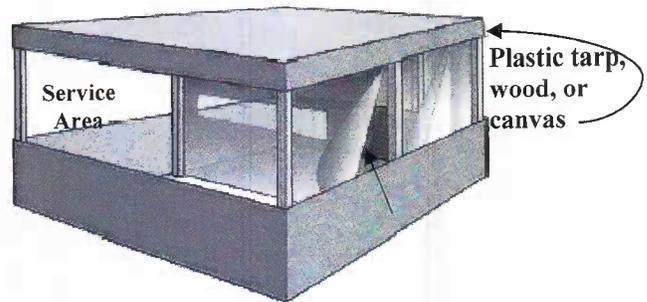


Figure A

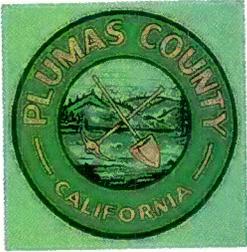


B. WARE (DISH) SINK REQUIREMENTS

- The Community Event Coordinator may or may not provide dish washing sinks. If none are provided, each temporary food facility operator with open food is responsible for providing their own approved sink. *Refer to page 7 for ware washing requirements.*

C. APPROVED EQUIPMENT & STORAGE

- All equipment and utensils should be commercial grade, in good repair, and clean.
- Equipment, utensils, and food items must be stored at least 6 inches above the floor.
- A designated area provided for storage of clothing and personal effects must be kept separated from prepping and serving areas.
- Adequate shatterproof lighting provided as needed.
- Garbage and refuse must be stored outside the booth in leak proof and insect-proof containers with tight-fitting lids and serviced as needed.



PLUMAS COUNTY ENVIRONMENTAL HEALTH
 270 County Hospital Road, Ste 127, Quincy, CA 95971
 Phone: (530) 283-6355 FAX (530) 283-6241

APPLICATION FOR PERMIT TO OPERATE A COMMUNITY EVENT

Permit fees only apply to events lasting two (2) or more days or events hosting three (3) or more permitted temporary/mobile food facilities. **Fee: \$73.00**

Applications will not be processed without all applicable fees and supporting documentation. All three (3) components are **required** and must be submitted to Environmental Health **30 days** prior to the **first day** of the event.

Supporting documentation includes the following:

1. A site plan of the event area and facilities showing the location of each vendor.
2. A list of Vendors planning to attend the event (Sample form on Page 2)

Owner	Name _____ Phone () _____ Cell () _____ Physical Address _____ City _____ State _____ Zip _____ Email Address _____ FAX () _____
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Billing	Invoices and Correspondence will be mailed to this address Street/P.O. Box _____ City _____ State _____ Zip _____
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EVENT INFORMATION

Event Name: _____					
Type of Event: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> BOTH (indoor & outdoor)					
Event Schedule	Start Date	End Date	Hours of Operation	Vendor Setup Date & Time	Estimated # of Patrons
Location _____			City _____		Zip _____
Mailing _____			City _____		Zip _____

SANITATION INFORMATION

Maintained by: _____				
Quantity	Plumbed Toilets	Portable Toilets	Plumbed Hand wash	Portable Hand wash

I HEREBY MAKE APPLICATION FOR A COMMUNITY EVENT PERMIT IN PLUMAS COUNTY IN ACCORDANCE WITH THE STATE HEALTH LAWS AND LOCAL ORDINANCES AND REGULATIONS.

Date: _____ Signed: _____

FOR OFFICE USE ONLY		
Rec'd By: _____	Date Received: _____	Site Plan Review By: _____
Date Reviewed: _____	Approved By: _____	

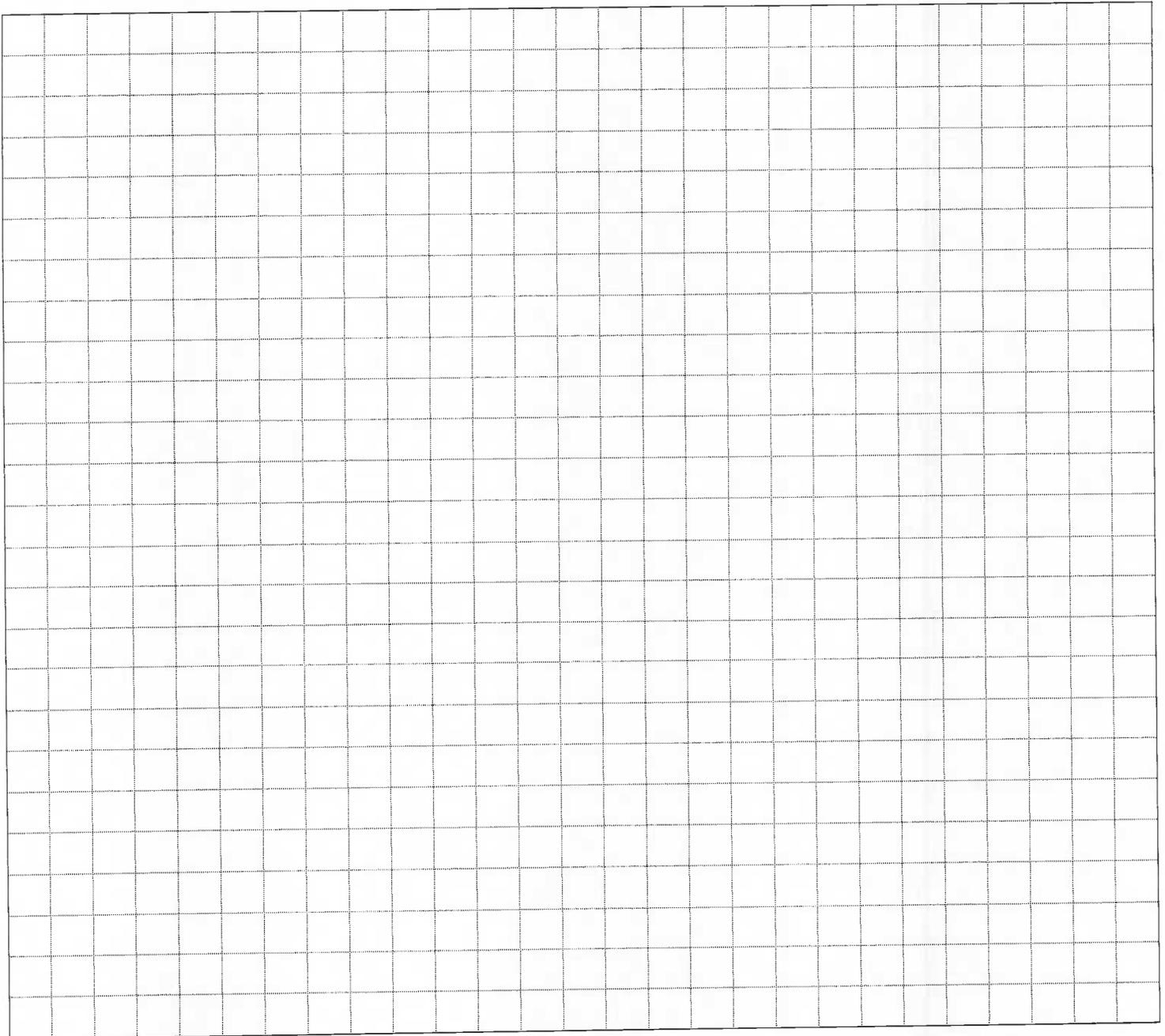
FACILITY SITE PLAN

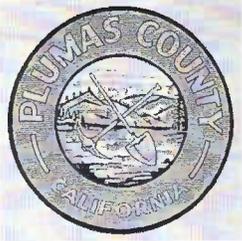
Coordinator _____	Phone () _____
Event Name _____	Start/End Date _____
Event Address _____	City _____

FV #	Food Vendor # Corresponds With vendor list provided	HW	Hand Wash Facility	DW	Dish/Ware Wash	RR	Restroom	J	Janitorial Facility
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A Site Plan must be included with your Community Event Application in order for it to be fully processed. You may complete the page provided or attach something similar, but still containing the required information below:

- a. An indication of North Direction
- b. Approximate scale (e.g., "1 inch = 10 feet".)
- c. Locations of all food vendors, hand wash facilities, restrooms, and Janitorial facilities using the symbols on the Facility Site Plan Sheet provided.





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Applications will not be processed without all applicable fees and supporting documentation. All three (3) components are **required** and must be submitted to Environmental Health **30 days** prior to the **first day** of the event.

Supporting documentation includes the following:

1. A site plan of the event area and facilities showing the location of each vendor.
2. A list of Vendors planning to attend the event (Sample form on Page 2)

Owner	Name <i>Kim Jones</i> Phone (530) 111-2222 Cell (123) 456-7890
	Physical Address <i>100 First Street</i> City <i>Middle of Nowhere</i> State <i>CA</i> Zip <i>98765</i>
	Email Address <i>KiJone@gmail.com</i> FAX (530) 222-1111
Billing	Invoices and Correspondence will be mailed to this address
	Street/P.O. Box: <i>P.O. Box 10</i> City: <i>Middle of Nowhere</i> State: <i>CA</i> Zip <i>98765</i>

EVENT INFORMATION

Event Name: *Plumas County Event*

Type of Event: Indoor Outdoor BOTH (indoor & outdoor)

Event Schedule	Start Date	End Date	Hours of Operation	Vendor Setup		Estimated # of Patrons
	Date	Time				
	<i>6/1/2015</i>	<i>6/5/2015</i>	<i>8</i>	<i>5/31/2015</i>	<i>8:00am</i>	<i>375</i>

Location: *Plumas County Fairgrounds* City: *Quincy* Zip *95971*

Mailing *P.O. Box 10* City *Middle of Nowhere* State: *CA* Zip *98765*

SANITATION INFORMATION

Maintained by: *Sammy's Super Sanitation Service*

Quantity	Plumbed Toilets	Portable Toilets	Plumbed Hand wash	Portable Hand wash
	<i>15</i>	<i>8</i>	<i>6</i>	<i>3</i>

I HEREBY MAKE APPLICATION FOR A COMMUNITY EVENT PERMIT IN PLUMAS COUNTY IN ACCORDANCE WITH THE STATE HEALTH LAWS AND LOCAL ORDINANCES AND REGULATIONS.

Date: 2/24/2015 Signed: *Kim Jones*

FOR OFFICE USE ONLY

Rec'd By: _____ Date Received: _____ Site Plan Review By: _____

Date Reviewed: _____ Approved By: _____