



FOR PROFIT FOOD FACILITIES DONATING FOOD AT AN OCCASIONAL EVENT APPLICATION FOR EXEMPTION

The California Retail Food Code Section 113789 (c) provides an exemption to for-profit entities (i.e. food facilities) from permitting and inspection requirements; while operating at an event that occurs not more than three days in a 90-day period for the benefit of a nonprofit association, if the for profit entity receives no monetary benefit, other than resulting from recognition from participating in an event.

To request an exemption, the following must be completed and submitted to Environmental Health at least two weeks prior to the event in order to approve the exemption:

- Nonprofit Association sponsoring the event must complete the attached exemption from permitting declaration forms (Fee Exempt)
- Nonprofit Association that is receiving the benefit from the for profit entities must submit:
 1. Proof of nonprofit status (see acceptable documents below)
 - a. Articles of incorporation as a nonprofit organization
 - b. IRS letter showing organization to be Tax Exempt
 - c. State Franchise Tax Board letter showing organization is Tax Exempt
 2. Letter declaring their sponsorship of event (see sample letter Attachment II)
- For Profit Entity (i.e. a regulated retail food facility that is donating all monetary proceeds must submit a letter declaring that their participation is for recognition only and no monetary benefit (see sample letter – Attachment I)

Prior to consideration for exemption by this Agency, approval must first be obtained by the city or the local jurisdiction where the event is to occur. If the exemption is approved, the sponsoring non-profit organization requesting the exemption will receive written notification that the event is exempt from permitting.

Environmental Health will not be conducting inspections of exempt food vendors operating at an occasional event. Accordingly, the Health Care Agency has included a Temporary Food Facility self-inspection checklist for use by the event organizer as guidance to ensure food vendors operate in a healthful, sanitary and safe manner. By following food safety protocols you can decrease the risk of a foodborne illness outbreak from affecting the public attending your event.

Environmental Health will contact you if any questions arise regarding the documents submitted.

DECLARATION OF FOR-PROFIT ENTITY

This declaration is to affirm that _____

(Name of for-profit food facility)

is requesting exemption under provision of Section 113789(c) (4) of the California Retail Food Code, and will be giving or selling food at:

(Name of Event)

(Address or Location)

(City, Zip)

Date(s) of Event _____

For the benefit of _____

(Name of Sponsoring Nonprofit Association)

I declare under penalty of perjury that the above information is true and correct to the best of my knowledge and belief. I further certify that the above named for-profit entity (retail food facility) will not receive any monetary benefit and will donate all proceeds to the nonprofit association organizing this event. The only benefit the for-profit entity will receive will be recognition for participating in the event. A permit/license/registration is attached deeming my facility as a food facility.

Name _____ Phone (_____) _____
(Print)

Email _____

Facility Address _____ City _____

Signature _____ Title _____

Approved by: _____ Date _____
(Environmental Health Specialist)

SPONSORING NONPROFIT ASSOCIATION DECLARATION

(TO BE COMPLETED ON NONPROFIT ASSOCIATION LETTERHEAD)

Date

County of Orange
Health Care Agency
Environmental Health
1241 E. Dyer Road, Suite 120
Santa Ana, CA 92705

This is to advise you that _____ will be sponsoring and
(Name of Nonprofit Association)

Receiving the benefit from the following for-profit entities which will be giving or selling food at

(Name of Event)

(Address or location)

(City, zip)

on _____ 20_____
(Dates of Event)

List all for-profit entities giving or selling food:

I declare under penalty of perjury that the for-profit entities listed will receive no monetary benefit other than that resulting from recognition for participating in the event. Furthermore, we understand that Environmental Health will not be conducting inspections of these exempted for-profit entities. A copy of the current document showing our up-to-date non-profit status is attached to this letter.

Sincerely,

(Name)

(Phone no.)

(Title)

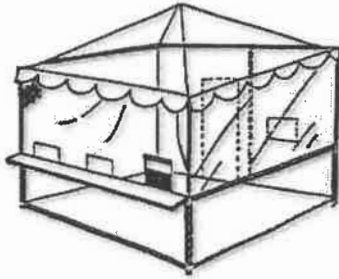
(Date)

TEMPORARY FOOD FACILITY (TFF) SELF INSPECTION CHECKLIST

Complete this checklist prior to beginning operation. Food booths approved for prepackaged food need only comply with all italicized items.

Booth Set Up:

- Overhead protection is required for all food booths.*
- Enclosed food booth required for any food assembly or preparation practices.
- Acceptable flooring: asphalt, concrete, tarp in good condition, or wood. Grass is only permitted for prepackaged TFFs.
- Booth Sign is posted (Facility Name min. 3", City, State, Zip Code, & Name of Operator min. 1")*
- Use rope or barrier to prevent people from approaching HOT grill and barbecues and to protect food from contamination.
- Trash cans available for all food waste.*
- Set up temporary hand washing station, if handling open food. For events that are three days or less, the use of an insulated container with spigot, warm water, hand soap, paper towels and trash receptacle is approved.
- Three compartment sink available and in good working order: Overhead protection, hot water, dishwashing soap, sanitizer, test strips available. If event is 4 hours or less, extra utensils may be used in lieu of three compartment sink.



Food Handler Hygiene:

- Food handlers are to wash their hands before handling any food or utensils; after handling raw product; or whenever needed.*
- Disposable gloves should be used when handling ready to eat food.
- No eating or drinking in the food booth area.*
- Hair restraints and clean outer garments must be worn.
- Food employees are able to demonstrate knowledge in food safety related to their assigned duties within the booth.

Food Source:

- All food must come from a permitted kitchen or market. No home prepared foods with exception of Cottage Food Operator and nonpotentially hazardous beverages and baked goods from a nonprofit charitable organization or school club or organization.*
- All packaged food must be individually wrapped and properly labeled.*

All items must be complete before operating a food booth to ensure safe production of food. Keep this checklist available for review by the Environmental Health Staff.

Temperature Control:

- Hot food kept at 135°F or above. Hot food must be disposed at the end of the day.*
- Cold food kept at 41°F or below. Food held at 45 °F must be disposed at the end of the day.*
- Calibrated probe thermometer is available to verify holding and cooking temperatures. Clean and sanitize probe before using.*

Food Handling:

- Use separate containers for storage of raw and cooked or ready-to-eat food items.
- Separate utensils used for cooked and raw product.
- In-use utensils must be replaced every 4 hours with clean/sanitized utensils.

Cooking Temperatures:

- Do not place open flame cooking equipment under booth or trees. Use a rope or barrier for safety.
 - Poultry – cooked to a temperature of 165°F.
 - Beef/Pork/Fish – cooked to a temperature of 145°F.
 - Ground Beef - cooked to a temperature of 158°F.
 - Reheating of pre-cooked items - 165°F
- Check temperatures by inserting a sanitized thermometer in thickest portion of product.*

Food Service:

- All condiments outside the booth must be prepackaged or dispensed from approved pump, squeeze or pour-type devices.
- Provide sneeze guards or lids to protect food while on display.
- Sanitizer bucket and clean towels available to wipe down area. Change sanitizer as often as needed.

Food Storage:

- Supplies and packaging material stored on tables. Do not store on ground.*
- Food stored in covered containers.
- Ice used for refrigeration purposes shall not be used for consumption in food or beverages.*
- Do not store poisonous substances or chemicals near food.*
- Food stored overnight is in approved vermin proof containers.*

Name of Person-in-Charge (PIC): _____ Date Completed: _____