

# Temporary Food Facilities & Community Events

Environmental Health & Safety

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Cal Poly  
Pomona

## Operating Requirements

- All food must be from an approved source. Prepare all food in a permitted food facility or on-site within the Temporary Food Facility (TFF).
- Overhead protection of the food operation must be provided (i.e. Canopy). Food preparation areas must be conducted within an enclosed booth. Walls of the enclosure shall minimally consist of 16 mesh per square inch screen material. Pass-thru windows shall not exceed 216 square inches.
- TFF booths must be stationed on smooth, cleanable floor materials (i.e. concrete, asphalt, tarp, plywood). Food preparation areas occupying over grass/dirt, may use tarps, plywood, or mats).
- Legible signage shall be visible to patrons and display the Organization/Club name. Businesses shall post facility name, business address, and operator name.
- A valid copy of Cal. Poly Pomona Environmental Health & Safety Temporary Food Facility Permit shall be posted at each TFF booth and visible to all patrons.

## Temporary Food Facilities: (Food Preparation/Open Food)

- TFF booths preparing food on-site are required to have access to the following:
- 3-compartment utensil sink, capable of accommodating the largest utensil, and supplied with hot & cold water. Water supply shall be sufficient in size for the duration of the event. Wastewater shall be contained within a suitable container or disposed of within an approved sanitary sewer.
- Sanitizing solution (See below)
- Hand washing equipment shall minimally consist of a 5-gallon water container with a levered spigot, no push button. Water shall be potable, clean warm water (temperature between 70° F-110° F). A bucket positioned underneath the spigot to collect waste water.
- Hand washing equipment **MUST** be located within 10 feet of the food booth, and supplied with:
  - Liquid Soap & Paper towels. *Hand Sanitizer is supplemental to basic hand washing hygiene.*

## Temporary Food Facilities: (Pre-packaged Food)

- Prepackaged food is food in its original, unopened container from the manufacture that is properly labeled with the company name, address, ingredients and net weight.
- TFF booths ONLY selling/distributing pre-packaged food items are required to have overhead protection (i.e. canopy).
- Perishable prepackaged food must be disposed of at the end of the event.

## Sanitizing Solution

- Two approved sanitizing chemicals that may be used are:
  - Chlorine (Bleach) (100 part per million)
  - Quaternary Ammonium (200 part per million)

Assembly of sanitizing solution shall utilize test strips to ensure proper concentration has been achieved. Sanitizer test strips are specific to each chemical.



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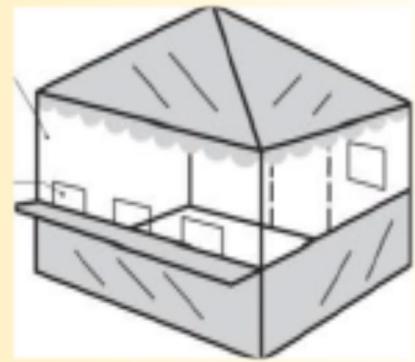
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## Person-In-Charge (PIC)

- A designated Person-in-Charge (i.e. permit holder), must be present at the booth. Person(s) operating the TFF booth shall be minimally trained in basic safe food handling practices and possess a valid Food Handler Certificate from an EH&S approved provider.

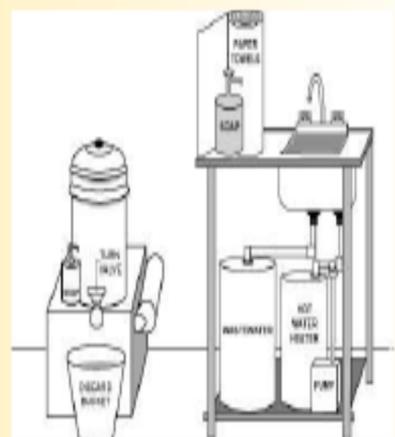
## Food Booth Equipment

- **Food preparation shall be conducted within approved enclosure.**  
The ceiling, walls and floors of the enclosure shall be constructed of acceptable materials (i.e. NFPA 701 Certified Flame resistant)
  - Ceilings constructed of: canvas or tarps (fire-resistant material)
  - Walls constructed of: canvas, tarps, plywood, fine-mesh window screening.
  - Floors constructed of: tarps, plywood, concrete, asphalt. The floor must be smooth and cleanable. **Grass or dirt floors are NOT acceptable and must be covered.**



## Hand Washing Equipment

- All booths distributing non-prepackaged food must have an approved method of hand washing equipment. A simple gravity fed system can be assembled at the booth, which will consist of:
- Minimum of 5-gallon water container (pre-heated water), with a spigot that will allow a continuous water flow over free hands to be adequately agitated and rinsed.
- Flowing waste water must be collected into a catch bucket, as depicted below:
- Paper towels and Liquid Soap must be supplied.



## Preventing Foodborne Illness

Potentially Hazardous Food consists of items such as hamburger, chicken, pork, rice, and dairy products. Meat items need to be cooked to an internal temperature of 165° F. Use an accurate metal-probe thermometer measuring from 0° F to 220° F to check temperatures. Hot food **must not** be left in the “Temperature Danger Zone” of 45° F to 135° F.

- Hot food: Keep food temperatures at 135° F or above (hot food to be disposed of at end of day).
- Cold food: Keep food temperatures at 41° F or below (45° F if disposed at end of the day).
- Transported food must be protected from contamination, in approved containers capable of maintaining required holding temperatures listed above.
- Reheat food quickly to 165° F and hold at 135° F or higher. The use of chafing dishes or similar hot holding equipment is not suitable for rapid reheating food.

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## Preventing Foodborne Illness (continued)

Acceptable containers for transporting and storing food include:

- Cold Storage: Insulated ice chests, mechanical refrigeration
- Hot-holding: Insulated food containers: food pan warmers, pizza bags., steam tables, chafing dishes or hot holding cabinet.

Food Contact surfaces (i.e. cutting boards, prep surfaces) must be cleaned then sanitized with an approved sanitizer to prevent cross-contamination.

All condiments must be dispensed from squeeze bottles, pump dispensers, individual packets or condiment containers with self-closing lids.

Food must be stored above and off the ground.

Cooking equipment must be positioned underneath the canopy (i.e. excluding open air BBQ grills)

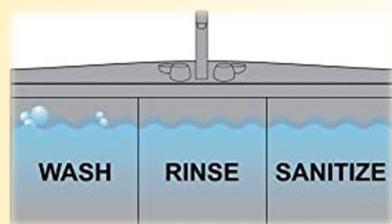
- ONLY Gas grills are acceptable and will be subject for review by Fire Marshall and EH&S.
- No burning of solid fueled devices allowed (i.e. wood, charcoal, pellet)
- Appropriate fire suppression equipment is required at the booth. (i.e. fire extinguisher)



## Utensil & Warewashing Equipment

Booths preparing food are required to have a 3-compartment sink with pressurized hot and cold water to clean and sanitize utensils/cooking equipment. The sink compartments must be large enough to fit the largest utensil or pan for complete immersion. Overhead protection of the sink fixture should be provided.

- One compartment must contain hot soapy water with a minimum temperature of 100F for washing.
- The second compartment shall be reserved for rinsing purposes with clean water.
- The third compartment must contain a sanitizing solution. This compartment shall contain either 100 ppm of Chlorine **or** 200 ppm of Quaternary Ammonium (Quat). Using an appropriate sanitizer test strip will ensure the proper concentration of solution is being applied. Change water and replace soap and sanitizer frequently.
- Sanitized utensils/wares should be left to air dry before being re-used.
- Upon review and discretion of EH&S, three-compartment sinks may be shared by food booths under the following conditions:
  - Warewashing sink must be located within 100 feet of the Temporary Food Facility and centrally located.



Questions? Contact EH&S at 909-869-4967 or by email at [Ehs@cpp.edu](mailto:Ehs@cpp.edu).

[adapted from the California Health & Safety Code, Part 7: California Retail Food Code]