



ENVIRONMENTAL HEALTH & SAFETY

# Temporary Food Facilities (TFF) Guidelines

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# TABLE OF CONTENTS

**Table of Contents**..... 1

**Purpose**..... 3

**Policy** ..... 3

**Reference**..... 3

**Roles & Responsibilities** ..... 3

**Environmental Health & Safety** ..... 3

**Event Coordinators** ..... 4

**Vendors (Catering, Businesses, Off-Site Food Businesses)** ..... 4

**Student Organizations** ..... 4

**Event Coordinator** ..... 5

**Handwashing Sink Stations** ..... 5

**3-Compartment Sinks** ..... 6

**Toilet Facilities** ..... 7

**Sewage/Liquid Waste/ Trash Disposal** ..... 7

**Permit Types and Requirements**..... 7

**Mobile Food Facilities (MFF)**..... 9

**Approved Sources and Operation** ..... 10

**Safe Food Handling Requirements** ..... 10

**Cottage Food** ..... 12

**Food Storage** ..... 12

**Employee Health and Hygiene**..... 13

**Definitions**..... 13

**Appendices** ..... 15

**Event Coordinator Checklist** ..... 15

**Vendor Checklist (Permit Type 1)** ..... 17

**Vendor Checklist (Permit Type 1B)** ..... 18

**Vendor Checklist (Permit Type 2)** ..... 20



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## PURPOSE

The Cal Poly Pomona **(CPP)** Food Safety Program is designed to ensure the university is in compliance with the requirements of the California Retail Food Code to prevent food borne illnesses.

These guidelines are intended to assist all campus staff, faculty, students, and outside campus vendors (public) to ensure Temporary Food Facilities regulations are met before, during, and after the event.

## POLICY

Temporary Food Facilities such as food booths, carts, food trucks, and food trailers must comply with the California Retail Food Code and the Department of Public Health requirements for community events.

Public events open to the public require a TFF Health Permit. Private events where it is restricted to a group or it is invitation-only do not require a TFF Health Permit.

In alignment with the California Health and Safety Code Division 104 - Part 7. Chapter 11 Section 114381.2 114387 to ensure community events on campus operate in a safe and sanitary manner. To implement this policy, event organizers will ensure that facilities and equipment meet all federal, state, and local laws and regulations.

All employees shall comply and follow regulations stated by California Retail Food Code and Department of Public Health. Failure to meet the requirements shall result in an automatic closure of the community event, food booth or mobile food facility.

## REFERENCE

1. [California Health and Safety Code](#)
2. [LA County Public Health Department](#)

## ROLES & RESPONSIBILITIES

### Environmental Health & Safety

Reviews food vendors, catering services, serving areas to identify potential health risks. This includes checking vendor permit applications, food handling or manager certificates, and plans to ensure compliance with federal, state and local health codes. TFFs are subject to food inspections throughout the duration of the event. Some of the high-risk items checked during inspections include tent requirements, handwashing sink stations, water and food temperatures, equipment, storage, and sanitation. The safety specialist will provide further education to correct any observed



food violations. Documentation and reporting are main components of the inspection for legal purposes and in the event of required investigations due to a food borne illness outbreak.

### **Event Coordinators**

Ensures vendors and student organizations comply with the California Health and Safety Code requirements to prevent food borne illnesses. The following are important roles and responsibilities:

- Submit a 25Live reservation and attach a site map at least **30 days** prior to the community event.
- Ensure all vendors submit their TFF applications at least **10 business days** prior to the event **with** the required supporting documents to EH&S for review, such as:
  - County Permit (if applicable)
  - Food Safety Manager Certification (if applicable) and food handler card
  - Certificate of Liability Insurance (submitted to Risk Management)
  - Additional food permits (i.e. CDFA license, shared kitchen agreement)
- Verify Mobile Food Facilities are participating in a community event, have a current and approved county permit.
- Work with EH&S to submit additional vendor documentation and verification of approved permits
- Prior to the event and on the day of, verify all vendors have handwashing sink stations, warewashing sinks (if the event is longer than 4 hours), accessible toilet facilities, water supply, sewage and liquid waste disposal, and trash containers.

### **Vendors** (*Catering, Businesses, Off-Site Food Businesses*)

Vendors shall work with the Event Coordinator to meet TFF permit requirements. They must apply for a TFF permit with EH&S and submit the documents required depending on their operation to participate in a community event on campus. **Food Manager certification is required when handling open food.** On the day of the event, they must post their approved permit in an area easily visible to the public and meet all the requirements as noted in the California Health and Safety Code. Ensure food is handled, prepared, and stored in a safe and sanitary manner.

### **Student Organizations**

A reservation on 25Live and a TFF permit submission are required to obtain a permit. Students must work with Event Coordinators and EH&S to ensure compliance with the California Health and Safety Code. Student Organizations are limited to selling prepackaged items and low-risk foods such as packaged baked goods, chips, sodas, water, cookies, ice cream etc. Students are allowed to sell food purchased from outside permitted vendors. Food must be kept within the temperature control range (**< 41°F or > 135°F**) or on time control of **4 hours**. Please note if food items are kept under temperature control additional equipment and permits are required, specifically if electricity is needed. **Food handler certification is required when handling open food items.** All items must be pre-packaged and pre-approved. **Under no circumstances can students cook, prepare, or package food items at home.**



## EVENT REQUIREMENTS

The event coordinator must ensure food booth operators complete and submit their TFF application and required documents to EH&S prior to the deadline. Applications are only valid for the day of the event and the specific time frame.

The site map must include the following:

- Location of food booths
- Restrooms
- Trash disposal
- Potable water faucets
- Waste water disposal facilities
- Warewashing facilities
- Restroom handwashing facilities

The Event Coordinator or a designated person **must** be available on-site during food booth set-up and throughout the duration of the event.

**Applications available at:**

[Off-Campus/Commercial TFF Permit Application](#)

[On-Campus Groups and Student Organizations](#)

### Handwashing Sink Stations

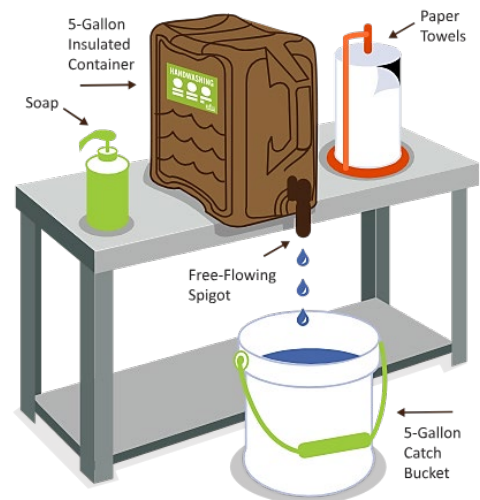
A handwashing sink with at least **5 gallons** of potable water must be located within the food booth in an accessible location where food handling employees are able to wash their hands.

It shall include food-grade container capable of maintaining warm water, hot water measuring at a minimum temperature of 100°F and maximum of 108°, hand soap, paper towels, and a catch basin. (See appendices section for a complete checklist).

A plumbed handwashing sink is not required. **Hand sanitizer is not allowed as a substitute for hand soap.**

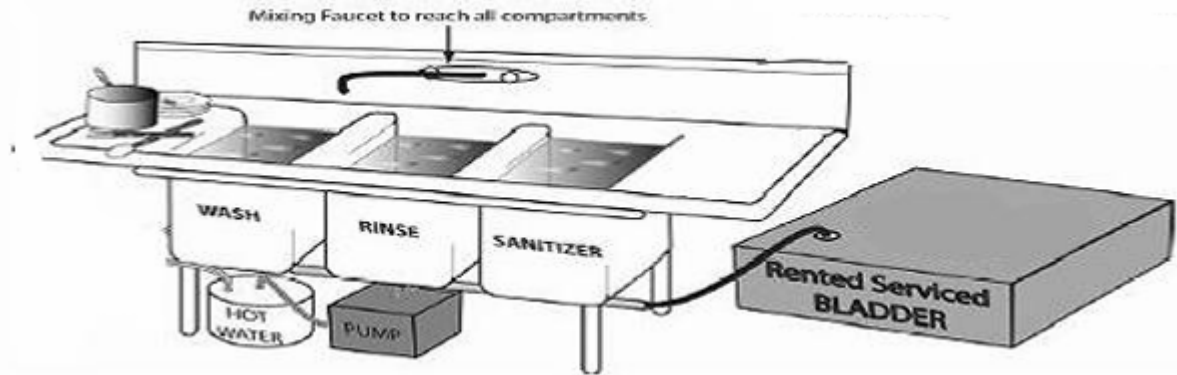
#### EXCEPTION:

Not required for booths only selling or giving away pre-packaged foods.



### 3-Compartment Sinks

A 3-compartment sink is required for events longer than **4 hours**. One 3-compartment sink can be used for 4 TFF food booth operations and must be 100 feet within each unpackaged food booth. To protect potable water sources, a backflow protection device is required with a food grade hose for connections. In the event of not obtaining a plumbed compartment sink, an alternate warewashing set up is allowed. (See appendices section for a complete checklist).

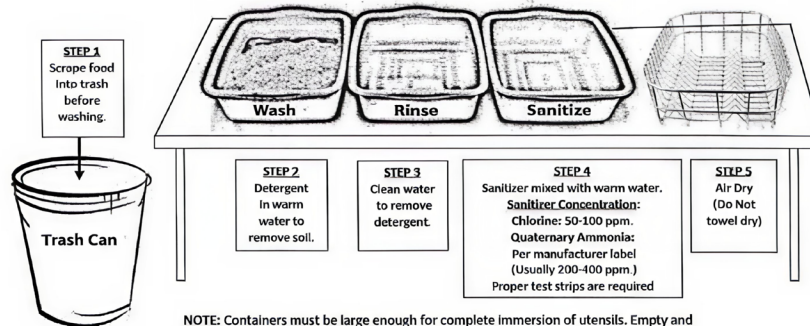


\*If a plumbed 3-compartment sink is used, 25 gallons of clean water per food booth are required.  
 The wastewater tank capacity must be 50% greater than the clean water tank.

### ILLUSTRATION 2

#### Temporary 3-Bay Sink Set-up

Wash, Rinse, Sanitize and Air Dry



**NOTE:** Containers must be large enough for complete immersion of utensils. Empty and refill containers as often as needed to keep the water clean.



### Toilet Facilities

At least one toilet facility must be available for **15** food handling employees (portable or permanent). Refer to the table on the following page. One hand washing sink is required for every **4** toilets. A handwashing sink shall provide warm water at a minimum of **100°F**, hand soap, and paper towels. Toilet facilities are required to be within **200 feet** of distance of each food booth.

| Maximum Expected Daily Attendance | Number of Hours for Event |    |    |    |    |    |    |    |    |    |
|-----------------------------------|---------------------------|----|----|----|----|----|----|----|----|----|
|                                   | 1                         | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 |
|                                   | Number of Toilets Needed  |    |    |    |    |    |    |    |    |    |
| <500                              | 4                         | 4  | 4  | 6  | 6  | 6  | 8  | 8  | 8  | 8  |
| 500-1000                          | 4                         | 6  | 6  | 6  | 6  | 8  | 8  | 8  | 8  | 12 |
| 2000                              | 4                         | 8  | 8  | 8  | 8  | 12 | 12 | 12 | 12 | 16 |
| 3000                              | 8                         | 8  | 10 | 10 | 10 | 12 | 16 | 16 | 20 | 20 |
| 4000                              | 8                         | 8  | 12 | 12 | 16 | 16 | 20 | 20 | 24 | 28 |
| 5000                              | 12                        | 12 | 12 | 16 | 20 | 30 | 30 | 30 | 30 | 34 |

**NOTE:** Handwashing sink inside a Mobile Food Facility (MFF) **MAY NOT** be a substitute for a handwashing sink required at a restroom facility.

### Sewage/ Liquid Waste/ Trash Disposal:

The Event Coordinator and vendors must plan to provide supplies such as electricity, water, and waste disposal. Liquid waste must be disposed of in a plumbed sewer drain in accordance with the local wastewater department. **Wastewater is not allowed to be disposed of into the ground or storm drains.** Trash containers must be emptied and bags replaced on a regular basis to prevent flies or any vermin attraction.

## PERMIT TYPES AND REQUIREMENTS

### Prepackaged Food and Beverage Only (Category 1A)

1. Overhead protection is required with identification of the food both.
2. All food must be packaged at an approved and permitted commercial kitchen with proper labeling.
  - a. Product name, ingredients, net weight, name and address of the manufacturer.
3. Potentially Hazardous Foods (PHF) must be kept at required temperatures.
  - a. Above 135°F or below 41°F.





4. No open-food sampling, mixing, preparation, or cooking is allowed on-site.
5. Food must be stored 6 inches above the floor and protected from any contamination.

**NOTE:**

- A hand-washing station and 3-compartment sink are not required for Category 1A.
- Food Manager Certification is not required. Food handler is required.

**Some examples include** packaged chips, sodas, cookies, ice cream, water, candy, etc.

**Prepackaged Food and Beverage with Sampling (Category 1B)**

1. Overhead protection is required with identification of the food booth.
2. Handwashing station is required for pre-portioned food.
3. All food must be pre-portioned at an approved and permitted commercial kitchen. Food preparation, cooking, and reheating are not allowed on-site.
4. Packaged food must have proper labeling.
  - a. Product name, ingredients, net weight, name and address of the manufacturer.
5. Potentially Hazardous Foods (PHF) must be kept at required temperatures.
  - a. Above 135°F or below 41°F.
6. All food must be stored 6 inches above the floor and protected from any contamination.
7. Flooring must be concrete, asphalt, or wood.



**NOTE:**

- Additional utensils on-site can substitute for a 3-compartment sink.
- Food Manager Certification is not required. Food handler is required.

**Food Preparation/Unpackaged Foods and Beverages (Category 2)**

1. Full enclosure and overhead protection are required for food prepared or cooked on-site.
  - a. If open-flame equipment is used, it can be stored outside adjacent to the booth. **(Requires additional permits and licenses with FPM).**
2. All food must be prepared inside the food enclosure unless food is cooked or prepared at a commercially permitted kitchen off-site.
  - a. Additional documentation will be required (i.e. health permit or Shared Food Facility Agreement)





3. A handwashing station is required.
4. A 3-compartment sink is required for open-food operations.
5. Pass-through openings shall not be larger than 432 square inches.
6. All food must be stored 6 inches above the floor and protected from any contamination.
7. Flooring must be concrete, asphalt or wood.

## MOBILE FOOD FACILITIES (MFF)

If the MFF is **permitted** with LA County or other Southern California county agencies, they are allowed to participate on community events within CPP with a TFF approved permit by EH&S.

If the MFF is **not approved or permitted** with LA County or other Southern California county agencies, they are required to obtain a health permit by county prior to participating on any events at CPP.

### MFF Requirements to participate in CPP Events

- **One valid Food Manager Safety Certification** and food handler card employee (attach copies to TFF permit application)



- A copy of the MFF **commissary agreement letter** (attach & submit with application)
- Potable warm water for hand washing and warewashing
- Hot water (120°F for warewashing and minimum of 100°F for handwashing)
- Handwashing facilities
- Functional mechanical refrigeration and hood ventilation system
- Functional generator to sustain full operation



## APPROVED SOURCES AND OPERATION

All food items must be sold in the **original manufacturer's sealed packaging** with proper labeling.

Food must be prepared in an approved commercial kitchen or a commissary. If there is no commercial kitchen or commissary, food must be purchased the day of the event and cooked on-site. **Receipts are required to be maintained as proof of purchase.**

Any food that is canned, jarred, stored, or processed at an unapproved location not stated on their permit will **not be allowed** at the event and will be immediately discarded.

**Exception:** Cottage Food Permit with approved pre-packaged food items.

## SAFE FOOD HANDLING REQUIREMENTS

### Cooking Temperatures

Use a probe thermometer to check for the internal cooking temperature of foods. Food cooked at less than the required temperature is to **only** be sold per customer request and with a consumer advisory notification of the health effects by consuming raw food products.

| Food  | Internal Cooking Temperatures |
|---|-------------------------------|
| Poultry, stuffed meat (fish, poultry, pastry)         | 165°F for 15 seconds          |
| Ground beef, raw eggs (pooled or not cooked to order) | 155°F for 15 seconds          |
| Pork, beef, raw eggs (cooked to order), lamb          | 145°F for 15 seconds          |
| Microwave cooking                                     | 165°F for 15 seconds          |

### Hot and Cold Temperatures

Potentially Hazardous Foods (PHF) requires time and temperature control to limit pathogenic organism growth or toxin formation. Foods left out of temperature control can grow organisms and cause food-borne illness.

- Hot holding - 135°F or above
  - Steam table, dishes with a sterno, or other heating equipment
- Cold holding - 41°F - 45°F or below
  - Refrigerators or ice baths

**NOTE:** Food that is hot or cold held during the event must be discarded by the end of the day.

### Thawing

All frozen food must be thawed in the refrigerator, under running water, in the microwave, or during the cooking process. It is prohibited to thaw food at room/ambient temperature.



## Reheating



Food that is fully cooked, cooled, and reheated for hot holding shall be reheated to 165°F for at least 15 seconds. Reheating must be done rapidly. Once reheated, it shall be hot held at 135°F throughout the duration of the event.

## Cooling

Food must be quickly cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F within 4 hours, a total of 6 hours. An ice bath or ice paddle can be used for cooling. Stir food frequently and do not cover until completely cooled.

If food is cooked in a deep pot/container, you can portion the food in shallow metal containers to facilitate the cooling process.



## Limiting bare hand contact

Employees must limit bare hand contact with ready-to-eat foods. For example, when handling salad ingredients, sandwiches, burritos, chips, etc.). They may use the following barriers to limit direct contact:

### Single-use gloves



### Tongs



### Spoon/Fork



**NOTE:** Latex gloves are not allowed for food handling. Nitrile or vinyl gloves are approved.



## COTTAGE FOOD

The California Homemade Food Act, Assembly Bill 1616 was effective on January 1<sup>st</sup>, 2013. This allowed approved Cottage Food Operators (**CFOs**) to make certain foods at their private homes and sell them to the public.

Registered and county permitted Cottage Food Operations are allowed to sell their approved food products at Community Events with an approved and valid TFF Permit. All food products must be prepared and/or packaged at the approved kitchen location listed on their health permit.

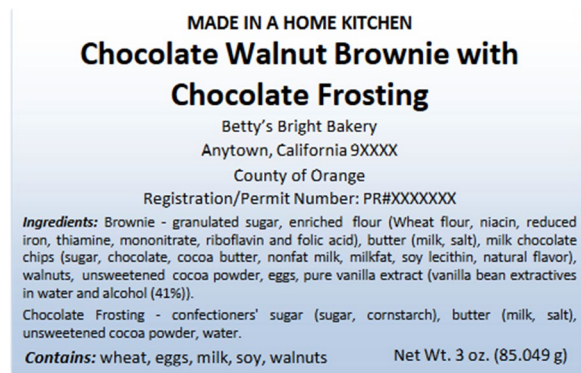
### Types of Cottage Food Permits:

#### Class A (Direct Sales)

Allows vendors to sell food directly to the customer, whether in person, by mail, or by third-party delivery only within the state of California. It includes sales at special events such as bake sales, bake sales, or certified farmer’s markets. Annual inspections from the county are not required.

#### Class B (Direct and Indirect Sales)

Allows vendors to sell to retailers who then will resell their food. An example of this would be selling cookies to a coffee shop and then selling to their customers. An annual inspection from the county is required.



Example of Cottage Food label.

## FOOD STORAGE

All food items and food equipment must be stored at least 6 inches above the floor. Raw meats and ready-to-eat foods shall be separated and stored in approved storage containers with tight fitting lids to prevent cross-contamination.





## EMPLOYEE HEALTH AND HYGIENE

Employees experiencing acute gastrointestinal illnesses or communicable diseases shall be immediately excluded or restricted from food operations to prevent any food-borne illnesses.

Employees experiencing constant sneezing, coughing, or a runny nose that cannot be controlled with medication shall be excluded from food operations to prevent exposed food, equipment, or utensils from contamination.

### Restrooms

One toilet per 15 food employees is required for a food operation. Restrooms must be located within 200 feet of the TFF booths. Approved handwashing facilities must be available at the restrooms with clean potable water, hand soap, and paper towels. Food employees must wash their hands after using the restroom **and** prior to touching any food, clean equipment, in between tasks, and after touching any money change to contamination.



*Refer to the Event Coordinator section for additional information on the requirements (page 8).*

### Handwashing

Employees must wash their hands with warm water and liquid hand soap for at least 10-15 seconds. Pay particular attention to underneath fingernails and in between the fingers. Rinse with clean potable running water and dry with single-use paper towels. **Wiping cloths are not to be used to hand dry.**



## DEFINITIONS

### Commissary

A central licensed location that serves as a home base for food trucks. Provides food preparation area, food and equipment storage, sanitation, overnight parking, shore power, hot water, waste and grease disposal, ice, and restrooms.

### Community Event (CPP Events)

A civic, political, public, or educational gathering open to the public, including but not limited to Bronco Fusion, Pumpkin Fest, Hot Dog Caper, Tomatozania, Billy's Summer Send Off, Pow Wow.

### Cottage Food Operator (CFO)

A person that owns and runs home-based businesses

### Temporary Food Facility (TFF)

Facility that operates at a fixed location for the duration of an approved community event.

### Event Coordinator

Person responsible for coordinating the food operation of the community event. Point of Contact.



**Food Vendor**

Operator selling or giving away food to the public.

**Potentially Hazardous Foods (PHF)**

Foods that require time or temperature control to limit or prevent pathogenic microorganisms' growth or toxin formation. Food borne illnesses are a result of food surpassing time control or being left out of temperature control.

**Ready-to-Eat Foods**

Food that is not required to be cooked, heated, or prepped on-site. Has been cooked off-site at an approved and permitted commercial kitchen. NOTE: A consumer advisory notice is required if raw or partially cooked foods are being sold or given away.

**Single-Use Utensils**

Utensils or containers provided to the public and are intended to be discarded after usage.

**Mobile Food Facility (MFF)**

A vehicle used in conjunction with a commissary where food is sold. These include food trucks, carts, and food trailers.



## APPENDICES

### Appendix A (Event Coordinator Checklist) —

The following checklist serves as a guidance for event coordinators to plan and prepare for a campus community event.

#### Checklist

- Submit 25Live Reservation of the event
- Attach site map to the reservation that includes:
  - Food vendor booths, trucks, and cart location
  - Potable water supply location
  - Toilet facilities
  - Garbage, grease, and wastewater receptacles for food vendors
  - Warewashing Facilities
- Attach a list of all food vendors that will be participating in the event
  - \*Mobile Food Facilities must have a valid County Health Permit to participate in events.**
- Ensure vendors apply for a TFF Health Application and attach required documents
  - \*Submit additional documents to EH&S, if not submitted on their TFF application submission**
- Obtain EH&S permit approval for vendors and ensure they place the approved permit on a visible location within their operation throughout the duration of the event

#### Handwashing Sink Stations

- Insulated food-grade container capable of maintaining warm water
  - \*Must have a hands-free spigot that can run water while hand washing**
- Hot water measuring at a minimum temperature of 100°F and maximum of 108°F
- Hand soap
- Paper Towels
- Catch Basin

A plumbed handwashing sink is not required. **Hand sanitizer is not allowed as a substitute for hand soap.**

#### EXCEPTION:

- Not required for booths only selling or giving away pre-packaged foods.



### 3-Compartment Sinks

- Wash, rinse, and sanitize containers big enough to immerse utensils.
- Hot water measuring at a maximum temperature of 120°F (for plumbed sinks)
- Dishwashing detergent
- Clean water to rinse
- Sanitizer
- Test Strips to measure the sanitizer level

Chlorine (100ppm-200ppm)

Quaternary Ammonia (200ppm-400ppm)



## Appendix B (Vendor Permit Type 1) —

### Planning Ahead

- If food is prepared in advance at a restaurant, a **shared kitchen agreement** is required  
(If applicable)
- EH&S TFF Permit on-site
- Food Manager Safety Certificate submitted (if applicable)
- Overhead protection
- Trash cans available for food waste

### Food Protection

- Approved food sources
- Food receipts / invoices
- Food Product label(s)
- All food and equipment stored 6 inches above the floor

### Temperature Control

- Hot Foods measuring at 135°F
- Colds foods measuring at 41°F-45°F
- Calibrated thermometer

### Food Handler(s)

- Food handlers are not ill
- No eating or drinking in food booth

### Facilities

- Trash must be disposed of in a proper manner



## Appendix C (Vendor Type 1B) —

### Planning Ahead

- If food is prepared in advance at a restaurant, a **shared kitchen agreement** is required (If applicable)
- EH&S TFF Permit on-site
- Food Manager Safety Certificate maintained on-site (if applicable)
- Overhead protection
- Trash cans available for food waste

### Temporary Handwashing Sink

- Warm water - 100°F – 108°F (container must be capable of providing continuous stream of water that leaves both hands free to allow vigorous rubbing)
- Single use soap
- Paper Towels
- Towel Receptacle
- Catch Basin

### Temperature Control

- Hot Foods measuring at 135°F
- Colds foods measuring at 41°F-45°F
- Calibrated thermometer

### Food Service / Food Protection

- Approved food sources
- Food receipts / invoices
- All food kept in covered containers and stored 6 inches above the floor
- Food Product label(s)
- Sneeze guard or lids provided to protect food while on display
- All food is properly stored during non-operating hours.
- Ice used for refrigeration purposes shall not be used for consumption in food or beverages

### Warewashing/ Sanitizing

- 3-compartment sink with 2 metal drain boards within 100 feet of food booth
- Warm water - 120F



- Sanitizer test strips
- If 3-compartment is not available. – 4 sets of backup utensils are required. Properly washed and sanitized at an approved food facility. Replace every 4 hours.
- Sanitizer buckets available

**Food Handler Hygiene**

- Food handlers are not ill
- No eating or drinking in food booth
- Hair restraints and clean outer garments worn
- Non-latex gloves used for food handling practices



## Appendix D (Vendor Permit Type 2) —

### Planning Ahead

- If food is prepared in advance at a restaurant, a **shared kitchen agreement** is required (IF the restaurant and TFF ownership is **not** the same)
- County Health Permit & EH&S TFF Permit on-site
- Food Manager Safety Certificate maintained on-site
- Set up full enclosure food booth. **Do not place open-flame cooking equipment under the booth or trees**
- Use “CAUTION” cones to prevent people from approaching HOT grill. Use yellow tape to connect cones
- Trash cans are available for all food waste
- Fire extinguisher is available within the booth

### Temporary Handwashing Sink

- Warm water - 100°F – 108°F (container must be capable of providing continuous stream of water that leaves both hands free to allow vigorous rubbing)
- Single use soap
- Paper Towels
- Towel Receptacle
- Catch Basin

### Temperature Control

- Hot Foods measuring at 135°F
- Colds foods measuring at 41°F-45°F
- Calibrated thermometer

### Warewashing/ Sanitizing

- 3-compartment sink with 2 metal drain boards within 100 feet of food booth
- Warm water - 120F
- Sanitizer test strips
- If 3-compartment is not available. – 4 sets of backup utensils are required. Properly washed and sanitized at an approved food facility. Replace every 4 hours.
- Sanitizer buckets available

### Food Service / Food Protection

- Approved food sources



- Food receipts / invoices
- All food kept in covered containers and stored 6 inches above the floor
- All condiments outside the booth must be prepackaged or dispensed from approved pump, squeeze or pour-type devices
- All food is properly stored during non-operating hours.
- Ice used for refrigeration purposes shall not be used for consumption in food or beverages

**Food Handler Hygiene**

- Food handlers are not ill
- No eating or drinking in food booth
- Hair restraints and clean outer garments worn
- Non-latex gloves used for food handling practices



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