



**City and County of San Francisco**  
**DEPARTMENT OF PUBLIC HEALTH**

**Willie L. Brown, Jr., Mayor**  
**Mitchell H. Katz, M.D.**  
*Director of Health*

**OCCUPATIONAL & ENVIRONMENTAL HEALTH**

**Rajiv Bhatia, M.D., M.P.H.**

**Special Event Food Concessionaire Application** *Medical Director*

This application is to be completed by each food vendor. The sponsor shall collect all the applications and submit them as a packet at least two weeks prior to the event.

Name of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time food concession will be ready for inspection: \_\_\_\_\_

Applicant/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Number of 10' x 10' booths: \_\_\_\_\_

Number of mobile carts: \_\_\_\_\_

On-site representative: \_\_\_\_\_

Name of facility for off-site preparation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Travel time from offsite preparation to event location: \_\_\_\_\_

Handwashing facilities (✓): plumbed sink \_\_\_\_\_  
 Warm H<sub>2</sub>O gravity flow station: \_\_\_\_\_

Utensil sanitizing method (✓) 3 compartment sink \_\_\_\_\_  
 Other method approved by SFEHS \_\_\_\_\_

Temperature Control Methods: Hot (+140°F) \_\_\_\_\_  
 Cold (-41°F) \_\_\_\_\_

<u>Food Item</u>	<u>Off-site Prep.</u> (Y/N)	<u>Cooking Procedures</u>	<u>Holding Temp. Methods</u>
<i>ie: raw chicken</i>	<i>N</i>	<i>Grill to internal temp = 165°F</i>	<i>Sterno chafing dishes</i>

I have read and understood the "Temporary Food Facilities Operating Requirements" attached to this form.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

**Special Events Program**  
 Phone (415) 252-3828

1390 Market Street, Suite 210, San Francisco, CA 94102 fax (415) 252-3842

**TEMPORARY FOOD FACILITY OPERATING REQUIREMENTS**  
**Environmental Health Management**

**Special Event Program**

**I. PERMIT REQUIREMENTS**

In addition to the permit issued to each food booth, a permit shall be obtained by the person or organization that is in control of the event. This sponsor has specific responsibilities as outlined in the sponsor application. Completed applications and fees must be submitted at least 14 days prior to the event as permits will otherwise be denied.

**II. PHYSICAL STRUCTURE REQUIREMENTS**

- A) **Food Booth** - All food booths shall have 4 sides, a ceiling and a floor as follows:
- 1) **Floor surface** within a food booth shall be durable and readily cleanable. Lawn, dirt and sawdust are not approved.
  - 2) **Walls and ceilings** shall be smooth, durable and readily cleanable. Screening that is at least 16 mesh shall be acceptable wall material. Food service openings shall be constructed with tight-fitting closures to minimize the entrance of insects. Prepackaged food vendor shall have cleanable floors and overhead protection.
  - 3) **Signage.** The name, address, and the telephone number of the owner, operator, permittee, or business shall be legible and clearly visible to patrons. The name shall be letters at least 3 inches high and shall have strokes at least 3/8 inches wide, and shall be of a color contrasting with the food booth. Letters and numbers for the address and telephone numbers may not be less than 1 inch in height. *Non-profit charitable booths are exempt.*
- B) **Hand Washing Facilities**  
Hand washing facilities, separate from utensil washing sinks shall be provided inside each booth. Each hand washing facility shall be equipped with hot and cold running water, handwashing cleanser and single use sanitary towels. San Francisco Environmental Health Management (SFEHM) will allow a 5-gallon warm water container with a turn valve dispenser, a waste water collector, hand washing cleanser and single-use towels. (See appendix A) Prepackaged non-potentially hazardous food booths may share a facility (up to four booths) if the facilities are centrally located or adjacent to the sharing facilities.
- C) **Utensil Washing Facilities**  
A stainless steel utensil washing sink with at least three compartments with two integrally installed stainless steel drainboards shall be provided at each booth. The sink compartments and drainboards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned in the sink. The sink shall be provided with hot and cold running water from a mixing valve. SFEHM will allow two 5-gallon containers for cleaning of utensils: one container with soap and water, one with sanitizer and water. (See appendix A)
- D) **Water Supply and Liquid Waste**
- 1) Potable water supply shall come from an approved source and protected by back flow or back siphonage device. Each food booth shall be provided with at least 20 gallons of potable water per day for utensil washing and hand washing.
  - 2) Liquid waste shall be disposed into an approved sewage system or a holding tank but NOT into the ground.
- E) **Toilets**  
At least one toilet facility for each 15 employees shall be provided within 200 feet of each food booth. Each toilet facility shall be equipped with hot and cold running water, hand

washing cleanser and single-use sanitary towels in a permanently installed dispensers. Booths that handle only prepackaged foods may provide cold water with germicidal soap in lieu of hot and cold running water at the hand washing facilities.

**G) Garbage and Refuse**

Garbage and refuse shall be stored in leakproof containers to minimize odors and insect attractants. SFEHM recommends the use of plastic bags in each booth. Wastes must be disposed in a manner approved the SFEHM.

**H) Barbecues**

Open-air barbecue facilities is permissible outside of the food booth. All other cooking equipment unless required by the San Francisco Fire Department (SFFD) must be inside the booth. Perimeter fencing shall be provided around cooking areas to prevent public entry. Disposal of coals and ashes must meet SFFD regulations.

**I) Food Contact Surfaces and Equipment Standards**

All food contact surfaces shall be smooth, nonabsorbent and easily cleanable. Food related and utensil related equipment used for service shall be approved by SFEH.

**J) Food Serving**

Tongs, disposable plastic gloves or single-use disposable tissue shall be used whenever practical.

**K) Condiments**

Food condiments shall be protected from contamination and, where available for customer self-service, be pre-packaged or available only from approved dispensing devices.

**L) Food Storage**

All foods, utensils and related items shall be displayed, stored and served as to protect from contamination these items must be stored at least 6 inches above the floor. During hours of inoperation all food shall be stored in an approved facility.

**M) Employee Personal Effects Storage**

An area separate from food preparation, utensil washing, and food storage areas shall be provided for the storage of employee clothing or other personal effects.

**N) Janitorial Facilities**

Adequate janitorial facilities shall be provided for the cleaning of the food booth, restrooms, and all shared utensil washing and hand washing facilities. Janitorial facilities shall be provided with hot and cold running water from a mixing valve. The SFEHM may allow janitorial facilities other than those required by this section when it deems that the alternate facilities are adequate.

**O) Live Animal Prohibition**

Live animals, birds, and fowl may not be kept or allowed within 20 feet of any area where food is stored or held for sale.

**P) Thermometer**

An accurate easily readable metal probe thermometer suitable for measuring temperature of food shall be readily available. (See appendix A)

**Q) Lighting**

Adequate shatterproof lighting shall be provided.

### **III. FOOD HANDLING PRACTICES**

#### **A) Approved Source**

All food that is sold, given away, or dispensed from a Temporary food facility shall be from an approved source. No food prepared or stored in a private home may be used, stored, served, offered for sale, sold or given away.

#### **B) Food Handlers**

- 1) Must be in good health.
- 2) Wear clean outer garments (i.e. aprons) and restrain hair.
- 3) Must wash their hands with soap and warm water prior to the start of food preparation activities, after using the toilet, after smoking, eating and whenever necessary to prevent contamination of food.
- 4) Must not eat in food related areas.
- 5) Shall not commit any act that may result in the contamination or adulteration of food, food contact surfaces, or utensils.

#### **C) Temperature Control Methods**

- 1) Cold foods must be held at 45 degrees Fahrenheit or below for up to 12 hours in a 24-hour period. At the end of the operating day, these foods shall be placed in refrigeration units that maintain the food at or below 41 degrees Fahrenheit or the food shall be destroyed in a manner approved by SFEHM.
- 2) Hot foods must be held at 140 degrees Fahrenheit or above. At the end of each operating day, these foods shall be destroyed in a manner that is approved by SFEHM or may be donated to a local Food Bank or other non-profit charitable organization in accordance to Article 19 of the California Uniform Retail Food Facilities Law. Foods may not be reserved in the food booth.

#### **D) Ice Restrictions**

Ice used for refrigeration purposes may not be used for consumption in food or beverages.

#### **E) Conditions of Transport**

During transportation to and from the food facility/booth and during the operation of the facility, all food, contact surfaces, and utensils shall be protected from contamination.

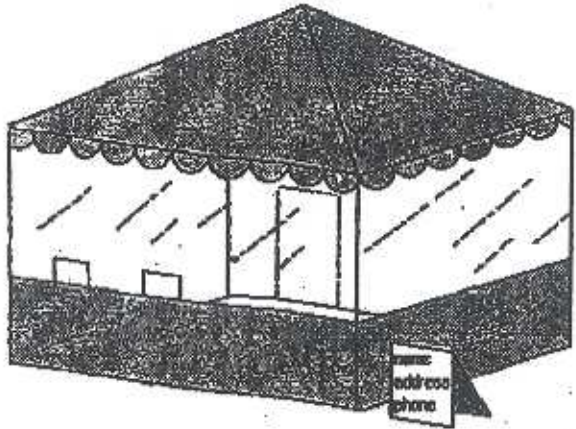
#### **F) Smoking**

Smoking is prohibited in food booths.

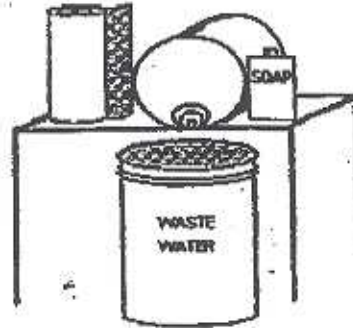
#### **G) Display of Unpackaged Goods**

Unpackaged foods may not be displayed or stored at the service counters.

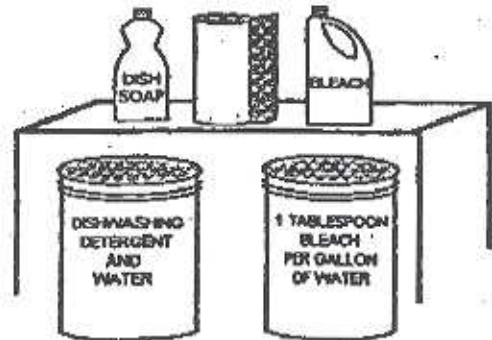
APPENDIX A



10' x 10' Booth



WARM Water Hand Washing Station



Cleaning & Sanitizing Station

Bi-Metallic Stemmed Thermometer

Actual Size of Head = 1"  
Stem Length = 5"

