



Ventura County Environmental Health Division
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 www.ventura.org/rma/envhealth

FOR OFFICE USE ONLY	
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Amt Rcd	_____
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Invoice #	_____
Fee to Record:	_____
(This is the "full" fee)	

TEMPORARY FOOD FACILITY (TFF) OPERATOR APPLICATION FOR OPEN AND/OR PREPACKAGED POTENTIALLY HAZARDOUS FOOD ONLY

PART A: OPERATOR INFORMATION

Business or Organization Name:			To Be Completed by EHD Event Coordinator	
Event Name:			Event Code:	
Event Location:			Owner ID:	
TFF Owner/Operator Name:			PE Code:	
TFF Owner/Operator Mailing address:			App submitted 14 days before event: Y N	
TFF Operator's:	Telephone #	Fax #	Cell Phone#	
Contact Person's Name:		Email Address:	Cell Phone #	
Event Organizer Name:				
Dates and Times of Operation:			Date and time TFF will be ready for inspection:*	

* NOTE: FAILURE TO BE READY BY SCHEDULED TIME MAY RESULT IN DENIAL OF PERMIT.

PART B: FOOD FACILITY FEES AND WAIVERS *(Check appropriate items)*

Check the "INSTRUCTION" page for current fees effective for events occurring through June 30, 2013.

Type of TFF	Description	# of Days Operating	Fee Due After discount or waiver
TFF-1	Open food or sampling, or Prepackaged potentially hazardous food		
TFF-1	TFF at a Certified Farmers' Market (3-month permit)	1 day per week at one specific market for 3 months	

Fee Waiver and Reduction: Completed application and applicable fee must be received by the Environmental Health Division (EHD) at least 14 days before the event to qualify for discount or waiver.

INCOMPLETE APPLICATIONS WILL BE REJECTED.

50% fee reduction – Must have a Ventura County EHD TFF certified person present at permit inspection.

___ Name: _____ Date of most recent test: _____

Full fee waiver – Must have proof of non-profit status AND a Ventura County EHD TFF certified person present at permit inspection.

___ The TFF is operated by a non-profit organization.

If TFF certification is expired upon EHD receipt, full fee applies. Provide proof of non-profit status and complete Part C.

Veteran Full Fee Waiver

___ Name of Veteran (Sole Proprietor Owner/Operator): _____

Provide a copy of the DD214 form and proof of Business Ownership. Veteran must be present at permit inspection.

Fee waiver will be applied to only one TFF permit.

PART C: TFF DECLARATION-To be completed only if you possess a valid EHD TFF Training Certificate

I received a certificate after attending the Ventura County Environmental Health Division's (EHD) TFF food safety course; OR, having attended training in person previously, completed the EHD "online" course. **I hereby certify that I will be available at the event. I understand that I must be present during booth setup and permitting.** I hereby accept responsibility for sharing the food safety knowledge I received at the above course with the TFF operators. Print and sign your name below:

Print Name: _____ Signature: _____ Date: _____

PART D: FOODS

NOTE: STATE LAW PROHIBITS THE USE OF A PRIVATE HOME FOR FOOD PREPARATION AND/OR STORAGE.

1. Have you participated in previous events in Ventura County? Yes ___ No ___
2. List all foods and beverages to be offered from the TFF and specify **Prepackaged** vs. **Open** foods (*Be specific; for example: rice & beans*):

3. Will foods be prepared in advance? Yes ___ (**Complete # 4**) No ___
4. Where is food stored and/or prepared? Attach a copy of the current health permit.
Business Name _____
Street Address, City, State, Zip _____
Telephone Number _____
5. How will frozen and cold foods be transported to the TFF?
Ice chest(s) ___ Refrigerator/freezer ___ Insulated transport equipment ___ Refrigerated truck ___
Other (specify) _____
6. How will hot foods be transported to the TFF?
Hot box ___ Insulated transport equipment ___ Other (specify) _____
7. How will food temperatures be monitored during the event?
Probe thermometer to spot check cooking and/or holding temperatures ___
Ambient thermometer inside each ice chest or refrigerator ___
8. What cooking equipment will be used during the event?

9. How will hot foods be kept at or above 135° F during the event?
Steam table(s) ___ Chafing dish(es) ___ Crockpot(s) ___ Hot holding cabinet ___ Oven ___
Other (specify) _____
10. How will cold foods be kept at 45° F or below during the event?
Ice chest(s) ___ Refrigerator/freezer ___ Refrigerated truck ___
Other (specify) _____
11. If the event is two or more days, where will food be stored when the facility is not operating?

NOTE: FOODS HELD IN ICE CHESTS AND HOT HELD FOOD MUST BE DISCARDED AT THE END OF EACH OPERATING DAY.

REFRIGERATORS AT 41 °F OR BELOW AND/OR FREEZERS ARE REQUIRED FOR OVERNIGHT STORAGE.

PART E: FOOD SAMPLING

1. If sampling, describe how food will be sampled (be specific about any utensils to be used):
 2. Samples prepared onsite: Yes ___ No ___ If "no" indicate location of offsite preparation:
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PART F: UTENSIL WASHING FACILITIES

1. Will utensils (for example: serving utensils, pots/pans, storage containers) be used?
Yes ___ (**Complete #2 – #6**) No ___
2. Stainless steel three-compartment utensil washing sink with two integral drainboards and overhead protection will be provided by:
TFF Operator ___ (**Complete #3 - #6**) OR Organizer/Promoter ___

Note: Propane tanks greater than 2.5 gallons must be located outside the enclosed booth.

3. Type of sanitizer and test strips to be used within the temporary food facility
Chlorine ___ Quaternary Ammonium ___
Other (specify) _____
4. Potable water source: _____ Potable water tank, # of gallons: _____
Where and how are you filling your water tank? (25-gallon minimum per TFF is required for utensils. If hand wash sink is attached, minimum 30 gallons required.)
5. Waste tank, # of gallons: _____ If connected to an unlimited supply, then a minimum
(50% greater than potable water tank is required.) 250-gallon waste tank is required.
6. Wastewater disposal: ___ City of _____ sewer ___ Commissary/Service Area
___ Provided by Organizer onsite ___ Trailers – holding tanks ___ Service Co. _____

NOTE: ► *Potable, domestic use water must be used to supply sinks. Use of irrigation water is prohibited.*
► *Food grade hoses must be used to provide water to TFFs. Garden hoses are prohibited.*

PART G: HANDWASHING

If non-prepackaged food(s) and or beverage(s) will be handled, please check the type of handwashing facility to be provided inside the booth. 5 gallons of potable water is required for handwashing in addition to the water required for utensil washing.

- ___ A handwashing sink with warm water (100° F under pressure for a minimum of 15 seconds through a mixing valve or combination faucet), liquid handwashing soap and single-use paper towels. **If attached to a 3-compartment sink, water tank must be min 30 gal., waste min 45 gal.**
(Required for CFMs and events 4 days or more.) Portable sink ___ Permanently installed sink ___
- ___ A portable 5-gallon gravity flow container with a hands-free spigot, liquid handwashing soap and single-use paper towels. (Required for 1, 2, or 3-day events.)

PART H: TEMPORARY FOOD FACILITY CONSTRUCTION

- 1. **Enclosure:** Full enclosure is required for any open food. Beverages and ice inside approved bulk dispensers or food prepackaged by a wholesaler at an approved facility and sold in the original packaging do not require full enclosure. TFF fully enclosed? Yes ___ No ___
Beverage Truck ___ Permanent Structure ___ Enclosed Trailer ___ Vehicle ___ Tent ___
- 2. **Floor: Grass or dirt not approved.** Concrete ___ Asphalt ___ Interior flooring (tile or vinyl) ___
Plywood ___ Tarp ___ Other (specify) _____
- 3. **Walls: Maximum of 2 service openings 12” by 18” each.** Canvas ___ Plastic ___ Wood ___
Fine Mesh Fire Retardant Screen ___ Other (Specify) _____
- 4. **Ceiling material:** Canvas ___ Plastic ___ Wood ___
Other (Specify) _____
- 5. **Power source:** Generator ___ Electrical outlet ___ Battery ___ Propane ___
Other (Specify) _____

PART I: TFF DRAWING (Applicant must complete this section or attach drawing)

In the space below, provide a drawing of the TFF (Booth). List all equipment, including cooking and holding equipment, BBQ, handwashing facilities, work tables, utensil washing sink, food and paper products storage, garbage containers, serving windows, and customer self service areas including condiments.