



TFF Concessionaire Operating Requirements & Checklist

As a Temporary Food Facility (TFF), you are responsible for submitting the TFF Application to the event sponsor. You are also responsible for ensuring food safety inside your booth. The checklist below will help you organize your efforts. Additionally, the Temporary Events Coordinator will answer any questions you have regarding requirements, regulations, and proper food handling at TFFs in the City and County of San Francisco.

1. Food Booth Construction:

- Provide the name of the facility, city, state, zip code, and name of the operator legibly and clearly visible to patrons. The facility name shall be in letters at least three inches high and be of a color contrasting with the surface on which it is posted. Letters and numbers for the city, state, and ZIP Code may not be less than one inch in height.
- Separate grills and barbecues or other approved cooking equipment from public access by using ropes or other approved methods to prevent contamination of the food and/or injury to the public.
- Provide overhead protection for all food preparation, food storage, and warewashing areas. Bring an extra umbrella or tenting if necessary to protect coolers or other tables near grill area.
- Provide enough tables or shelving to keep all food and food contact items off the floor.
- Provide floors constructed of concrete, asphalt, tight wood, or other similar cleanable material. If you're set up on the grass, place tarp or other flooring to cover ground in booth.
- Check the amount of power (number of Amp's) you need to operate your equipment and lighting and verify with the event organizer that your booth will have that amount of power available.

2. Food Handling & Sanitary Requirements:

- All food that is sold, given away, or dispensed from a Temporary Food Facility shall be from an approved source (e.g., licensed wholesale or retail food facilities).
- Ensure refrigerator trucks are operational and holding food at or below 41°F.
- Ensure adequate ice is available throughout the event. Ice used for refrigeration/cooler purposes shall not be used for consumption in food or beverages. Elevate bulk bags of ice.
- Ensure grey water receptacles and adequate trash/recycling receptacles or services are provided by the event sponsor.
- Ensure all water used for food processing or food contact surfaces during the event is potable or from potable sources.

- Ensure adequate toilet facilities are provided with hand wash facilities equipped with warm water, liquid soap, and single use paper towels within 200 feet from the food vendors.

3. Event Day & Set Up:

- Ensure your booth set up meets SFDPH's requirements: overhead protection for all foods and food contact surfaces; single use articles for use by the consumer; all foods and utensils stored at least 6-inches off the ground; foods are held, cooked, and reheated to approved temperatures. Facility and Food Handling Requirements can be found on SFDPH's website: <http://www.sfdph.org/dph/EH/Food/Permits/permitSpecEvents.asp>
- **Hand wash station:** 5 gallon water container with dispensing valve to leave hands free, liquid pump soap, single use paper towels, and collection bucket under water container. Hand sanitizer is not a replacement for hand soap or hand washing but may be used after properly washing hands.
- **Utensil washing/sanitizing station:** label each container and adequately fill with potable water:
 - soap and water
 - rinse water
 - sanitizing solution (ex. mix 1 tablespoon bleach in 1 gallon cool/warm water)
- **Wiping cloth sanitizing bucket** should be set up before beginning any food preparation. Same sanitizing solution may be used: mix 1 tablespoon bleach in 1 gallon cool/warm water.
- Food handlers must be in good health; wear clean outer garments; restrain hair; wash hand 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; refrain from eating in food related areas; and not commit any act that may result in the contamination or adulteration of food, food contact surfaces, or utensils.
- Condiments shall be in pumps, squeeze containers, or have self-closing covers or lids.
- Ensure at least one bi-metallic probe thermometer with range of 0°F to 220°F is on-site and in proper working order. Recommend monthly calibration of thermometers during the event season.
- **Cold Foods** must be held at 41°F degrees or below OR during operating hours of the temporary event at 45°F or below for up to 12 hours in a 24-hour period. At the end of each operating day, these foods held at 45°F shall be destroyed in a manner approved by SFDPH.
- **Hot Foods** must be held at 135°F degrees or above. At the end of each operating day, these foods shall be destroyed in a manner that is approved by SFDPH or may be donated to a local Food Bank or other non-profit charitable organization in accordance to Article 7 of the California Retail Food Code (CRC).
- Protect displayed unpackaged food from possible contamination by one of the following:

- Assemble customer plates/servings from a rear table
- Use a sneeze guard to cover open food
- Display any uncovered food platters, such as samples, at least 12 inches from the front table edge where customers have access
- Use tongs, disposable plastic gloves, or single use tissues while handling food.
- Foods may not be reserved in the food booth for the following day.
- Smoking is prohibited in food booths and food preparation areas.
- Mushroom species picked in the wild may not be offered for human consumption unless each mushroom is inspected and found to be safe by a mushroom identification expert approved by the Health Department.
- Raw oysters must be obtained from certified oyster beds, held at 45°F or below, and batches are kept separate. Shipping tags must be available on site during the event and kept for at least ninety days after harvest.

4. End of Day & Clean Up:

- Discontinue all cooking and food sales at the end of the event as directed by the event sponsor, SFDPH, SFFD, and/or SFPD.
- Discard waste water in proper receptacle provided by event sponsor or other approved method. Do not pour waste water down the storm drain.
- Comply with clean up requirements as directed by the event sponsor

If any of the items listed above have not been provided or historically problematic, please inform the Temporary Event Coordinator or Health Inspector present during the course of the event.