

COMMUNITY EVENT
FOOD COORDINATOR
WHAT YOU NEED TO DO AND KNOW



EFFECTIVE May 1, 2017

PROVIDED BY
PLUMAS COUNTY ENVIRONMENTAL HEALTH
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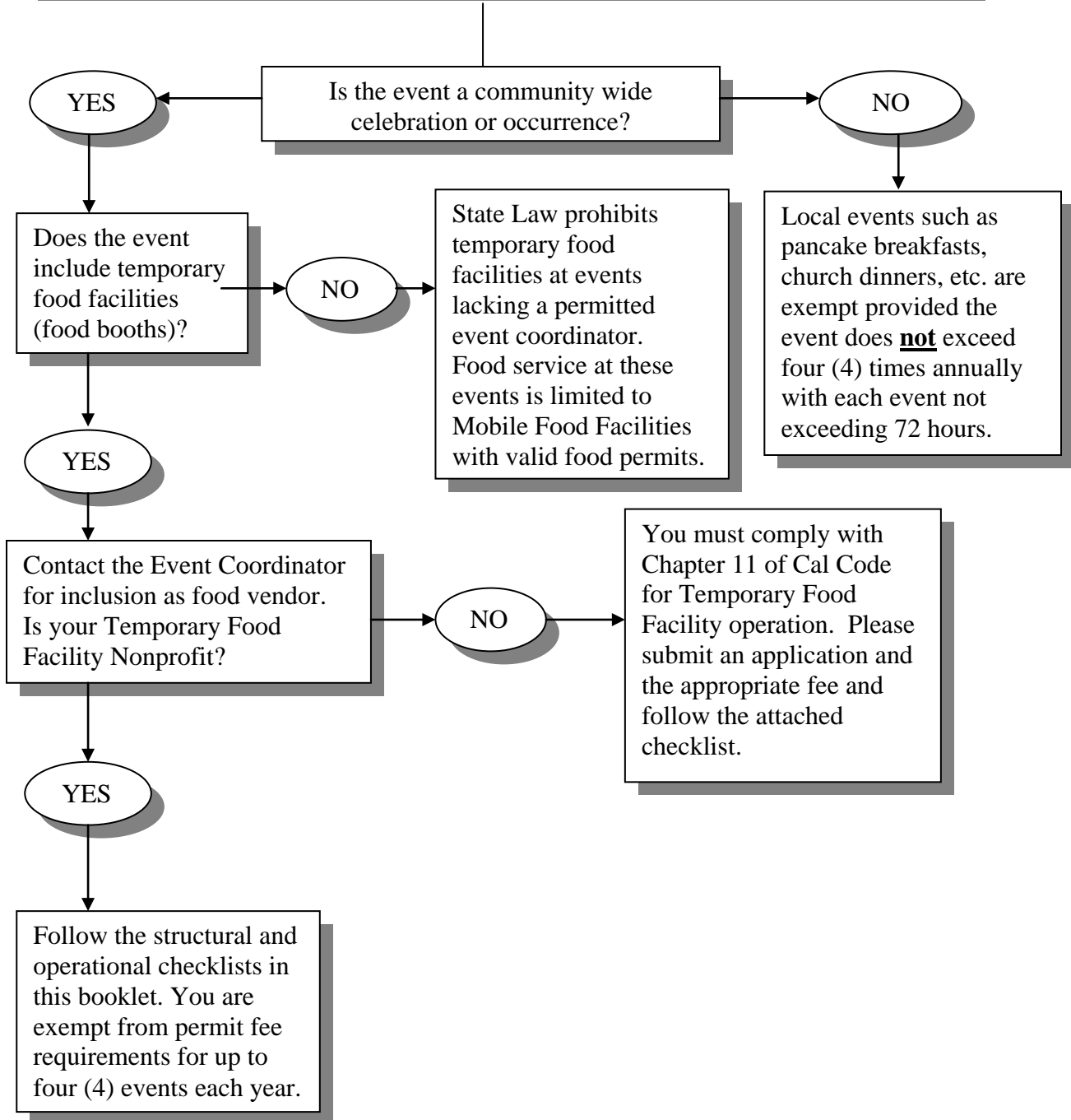
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INTRODUCTION

The Department of Environmental Health would like to thank you for your interest in participating in and coordinating a Plumas County community event. As a Community Event Coordinator, you have a lot to think about and plan. This booklet was prepared to provide you with the CalCode safety and sanitation requirements that you will need to know. We hope it will be a successful event for you and your attending vendors. For your convenience, we have included in this booklet, the Community Event Coordinator application form, and the Community Event Site Plan form.

CAN I OPERATE A TEMPORARY FOOD FACILITY?



DEFINITIONS

**These definitions are as printed in the California Retail Food Code
Effective January 1, 2017**

COMMUNITY EVENT:

An event that is of a civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other similar events as determined by the local enforcement agency. "Community Event" shall not include a swap meet, flea market, swap mall, seasonal sporting event, grand opening celebration, anniversary celebration, or similar functions.

COMMUNITY EVENT COORDINATOR:

The person or persons representing an organization that is in control of any community event at which one or more temporary food facilities operate.

TEMPORARY FOOD FACILITY:

A food facility approved by the enforcement officer that may be readily disassembled for storage or transport. A temporary food facility generally operates at a fixed location for the duration of an approved community event or at a swap meet (tent, booth, stand, "Old Town" at the County Fairgrounds, etc.).

NONPROFIT TEMPORARY FOOD FACILITY:

A temporary food facility, as defined in Section 113930, that is conducted and operated by a corporation incorporated pursuant to the Nonprofit Corporation Law (Div. 2 (commencing with Section 5000), Title 1, Corp. C.), that is exempt from taxation pursuant to Section 501 (c) (3) of the Internal Revenue Code and Section 23701 (d) of the Revenue and Taxation Code or meets the requirements of Section 214 of the Revenue and Taxation Code. *Scouts, 4-H, established clubs or student organizations operating under the authorization of a school or educational facility are considered Non-Profit.*

MOBILE FOOD FACILITY:

A food vehicle or cart, used in conjunction with a commissary or other permanent food facility. "Mobile Food Facility" does not include an approved "transport vehicle" used to transport packaged food from a food facility, or other approved source to the consumer (hot dog carts, espresso wagons, Fair vehicles, etc.).



AS A COMMUNITY EVENT COORDINATOR WHAT YOU NEED TO DO

Permits:

- Obtain a valid Community Event Coordinator permit for this event issued by Plumas County Environmental Health at least 30 days prior to the event by mail or turned in at the Quincy office located at 270 County Hospital Road, Suite 127.

Submit the completed permit application with the following:

- The application permit fee due;
- A list of the vendors that will attend your event along with the type food they will sell; and
- A site map showing where each vendor will be located at the event.

Note: Applications received with less than 30 calendar days prior to the event are subject to a penalty fee for expediting the application process

Food Vendors:

- Ensure each and every food vendor (temporary or mobile) attending your event has a valid Plumas County Health Permit.

Ensure the Event Site Has:

- An adequate number of toilet facilities and hand washing stations sufficient for the size of the event;
- An adequate supply of fresh, clean and potable water for preparing food and clean-up;
- An approved location for disposal of waste water from dish washing and general clean-up, so no waste water is disposed to the ground surface; and
- Sufficient waste cans or bins to handle the waste generated from food vendors and guests.

If you have any questions or concerns, please contact our office at (530) 283-6355 during office hours, Monday through Friday, 8:00am to 5:00pm.

COMMUNITY EVENT COORDINATOR

WHAT YOU NEED TO KNOW

A. SANITATION REQUIREMENTS

Potable water:

- Water must be from a water source as approved by Environmental Health.
- If potable water is needed at camping, recreation, or other remote locations, approved potable water tanks and water transportation by an approved potable water hauler are required.
- Hoses used to fill potable water tanks (if applicable) or those connected to an approved water source, shall be of food grade materials and properly marked to be distinguishable from waste drain hoses.

Toilet Facilities - For Public and Food Handler Use:

- Provide sufficient permanent and/or portable restrooms for public and food handler use within 200 feet of all food facilities that are serviced as necessary.
 - Adequate toilet facilities are based on the size and duration of the event, servicing schedule, and availability of onsite facilities. As a rule-of-thumb, plan for one toilet per 20 event guests.
 - Sanitation pumping and disposal vendors must have a current Plumas County permit to operate and current truck inspection. Health permits for pumper vehicles are valid for one (1) year. Documentation of waste disposal is also required.
- If a proposed sanitation pumping and disposal vendor does not have a current and valid permit, a permit application and applicable fees must be submitted a minimum of one (1) month prior to the event to allow adequate time to complete these requirements.
- Provide one hand washing sink for every four (4) toilets supplied with:
 - Clean potable water;
 - Single-service hand soap in a dispenser;
 - (Note: Hand sanitizer cannot be substituted for approved hand washing for food handlers.)
 - Single-use towels in a dispenser; and
 - Trash container for towel waste.

Temporary Food Facility (Food Booth) Hand Wash Facilities:

- Provide clean potable water in a covered container with a drain spigot (a picnic water jug or a 2-gallon water square available at any market meets this requirement).
- Provide a liquid hand soap pump and single-use towels in a dispenser at the hand wash sink.
- Place a clean bucket below the water spigot to catch the waste water.

Ware Washing (Dish Washing):

- The Community Event Coordinator is not required to provide an event-wide ware washing station; however, if one is provided, the Coordinator is required to ensure the ware washing station includes the following:
 - A three (3) compartment sink and indirect drainage to a sewer system or holding tank as approved by Environmental Health Department. The water cannot be allowed to drain onto the surface of the ground.



- The sink must be supplied with an adequate supply of potable water under pressure through a faucet.
- The food vendors may supply their own dish washing soap and sanitizing solution, or the Event Coordinator may supply the soap and sanitizer.

Waste Water Disposal:

- The Community Event Coordinator is responsible for the following:
 - At all events, providing and maintaining an approved waste water disposal location (sewer system or holding tank) as approved by Environmental Health for waste wash, rinse, sanitizing water generated by the food vendors.
 - No waste water shall be disposed to the ground surface.
 - Waste holding tanks shall be serviced as necessary to avoid overflow or attraction of animals and/or insects.
 - At events where the a general ware washing facility is not provided, ensure each individual temporary food facility is properly equipped with the following:
 - Three (3) clean wash containers (tubs, compartments or buckets) for washing, rinsing, and sanitizing of multi-use utensils.
 - A sufficient supply of clean potable water, dish wash soap, and sanitizing solution (bleach or other food grade approved sanitizer), to operate the ware washing station.
 - All wash, rinse, sanitizing water is disposed at the approved waste water disposal location.

Trash / Refuse Facilities:

- The Community Event Coordinator is required to provide and maintain an adequate supply of bins or trash containers. The bins and containers must be conveniently located around high-garbage producing activities, such as food vendors and camping locations.
- Bins and/or containers must be serviced in a manner and frequency that prevents odors, leakage, and overflow, attraction to flies or animals and at a minimum once weekly.



PLUMAS COUNTY ENVIRONMENTAL HEALTH

270 County Hospital Road, Ste 127, Quincy, CA 95971

Phone: (530) 283-6355 FAX (530) 283-6241

APPLICATION FOR PERMIT TO OPERATE A COMMUNITY EVENT

Permit fees only apply to events lasting two (2) or more days or events hosting three (3) or more permitted temporary/mobile food facilities. **Fee: \$84.00, Expedited Fee: \$179.00**

Applications will not be processed without all applicable fees and supporting documentation. All three (3) components are **required** and must be submitted to Environmental Health **30 days** prior to the **first day** of the event. If the application is not received **30 days** prior to the first day of the event there will be an **expedited permit fee of \$179.00**.

Supporting documentation includes the following:

1. A site plan of the event area and facilities showing the location of each vendor.
2. A list of Vendors planning to attend the event (Sample form on Page 2)

Owner	Name _____ Phone () _____ Cell () _____				
	Physical Address _____ City _____ State ____ Zip _____				
	Email Address _____ FAX () _____				
Billing	Invoices and Correspondence will be mailed to this address				
	Street/P.O. Box _____ City _____ State ____ Zip _____				
EVENT INFORMATION					
Event Name: _____					
Type of Event: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> BOTH (indoor & outdoor)					
Event Schedule	Start Date	End Date	Hours of Operation	Vendor Setup Date & Time	Estimated # of Patrons
Location _____ City _____ Zip _____					
Mailing _____ City _____ Zip _____					
SANITATION INFORMATION					
Maintained by: _____					
Quantity	Plumbed Toilets	Portable Toilets	Plumbed Hand wash	Portable Hand wash	






I HEREBY MAKE APPLICATION FOR A COMMUNITY EVENT PERMIT IN PLUMAS COUNTY IN ACCORDANCE WITH THE STATE HEALTH LAWS AND LOCAL ORDINANCES AND REGULATIONS.

Date: _____ Signed: _____

FOR OFFICE USE ONLY		
Rec'd By: _____	Date Received: _____	Site Plan Review By: _____
Date Reviewed: _____	Approved By: _____	

FACILITY SITE PLAN

Coordinator _____	Phone () _____
Event Name _____	Start/End Date _____
Event Address _____	City _____

 FV #	Food Vendor # Corresponds With vendor list provided	 HW	Hand Wash Facility	 DW	Dish/Ware Wash	 RR	Restroom	 J	Janitorial Facility
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A Site Plan must be included with your Community Event Application in order for it to be fully processed. You may complete the page provided or attach something similar, but still containing the required information below:

- a. An indication of North Direction
- b. Approximate scale (e.g., "1 inch = 10 feet".)
- c. Locations of all food vendors, hand wash facilities, restrooms, and Janitorial facilities using the symbols on the Facility Site Plan Sheet provided.

