



COMMUNITY DEVELOPMENT SERVICES

ENVIRONMENTAL MANAGEMENT DEPARTMENT

<http://www.edcgov.us/EMD/>

PLACERVILLE OFFICE:

2850 Fairlane Court
Placerville, CA 95667
(530) 621-5300
(530) 642-1531 Fax

LAKE TAHOE OFFICE:

924 B Emerald Bay Rd.
South Lake Tahoe, CA 96150
(530) 573-3450
(530) 542-3364 Fax

TO: Event Participants
FROM: Environmental Management Department, Environmental Health
SUBJECT: Application Procedure for Nonprofit Organizations

Nonprofit organizations are allowed under the California Retail Food Code Section 114332.1 to operate up to four (4) times annually. Each event operated shall not exceed three (3) day duration. The attached application contains an application for registration and five attachments:

Page 2 & 3

- Attachment I is an example of the letter that is to be typed on your organization's letterhead.
- Attachment II lists some of the documents that are acceptable as proof of nonprofit status. A copy of any one of the documents listed should be enclosed with your organization's letter of intent to participate in the event.

Page 4 & 5

- Attachment III lists the recommended food handling guidelines for nonprofit organizations. Please read them carefully, paying particular attention to the food temperature and food protection requirements. Please note that we ask you to wear some type of hair restraint and to refrain from smoking in the food booth or while handling food.
- Page 5 has a pictorial display of the minimum handwash facilities that you should have in your booth. Designate a specific area of your booth in which to locate your handwashing facility.

Page 6, 7 & 8

- Application for Registration. Fill in all blanks down to and including the type of food to be sold and the number of your booth. This application, the letter (Attachment I), and a supporting document (Attachment II), are to be received at Environmental Management at least seven (7) working days prior to the event.

Page 9 & 10

- Post this handwash sign by the handwash facility in your booth (Attachment IV & V).

If a business has contributed food or equipment for your booth, acknowledgement may be given to the commercial donor. The acknowledgement should not constitute blatant advertisement for the commercial donor. A sign identifying the booth as an activity of the nonprofit association (i.e., the organization's name) must predominate over all acknowledgements given to commercial donors contributing to the booth.

A commercial entity operating at an event sponsored by a nonprofit association must secure a health permit to operate and must comply with all of the requirements for the operation of temporary food facilities. Such a commercial food facility must conform to all health and safety code requirements even if a portion of the proceeds is donated to a nonprofit association.

ATTACHMENT I

THIS IS TO BE TYPED ON YOUR ORGANIZATION'S LETTERHEAD

(Date)

County of El Dorado
Environmental Management Department
Placerville/South Lake Tahoe Office

Dear _____:

This is to advise you that _____ will operate a food booth at
(Name of Organization)

_____, to be held at _____
(Name of Function) (Location)

on _____.
(Dates)

This organization is a nonprofit association (proof of nonprofit status is attached). We certify the following to be true:

1. The booth will be operated by members of our organization or other noncommercial supporters.
2. All proceeds will be turned over to the above named nonprofit organization or to another approved nonprofit entity.
3. We understand that any registration issued to us would be for the operation of our nonprofit associations' food booth only and would not imply a blanket approval covering the operation of commercial food facilities at the occasional event.
4. We understand that our organization may operate up to four (4) times annually and each time operated may not exceed three (3) days in duration.

Sincerely,

(Name)

(Title)

(Date)

ATTACHMENT II

Some Documents Acceptable as
PROOF OF NONPROFIT STATUS

| <u>Document</u> | <u>Source</u> |
|--|------------------------------------|
| 1. Articles of Incorporation as a nonprofit organization. | Secretary of State |
| 2. IRS letter showing organization to be Tax Exempt. | Internal Revenue Service |
| 3. State Franchise Tax Board letter showing organization to be Tax Exempt. | Franchise Tax Board |
| 4. Certificate of Registration with the State Registry of Charitable Trusts. | State Registry of Charitable Funds |

ATTACHMENT III

COUNTY OF EL DORADO ENVIRONMENTAL MANAGEMENT DEPARTMENT

RECOMMENDED FOOD HANDLING GUIDELINES FOR NONPROFIT ASSOCIATIONS

I. FOOD HANDLERS

- A. Wear clean clothing.
- B. Wash hands before handling food and at frequent intervals.
- C. Wear hat, cap, or some type of hair covering.
- D. Do not smoke in food booths.
- E. If you are ill or have sores on your hands, you should not handle foods.

II. REFRIGERATION-COLD FOODS

- A. Refrigeration; dry ice; or ice may be used.
- B. Meats, hamburger patties, sauces, cream pastries, wieners, sausages, milk and other readily perishable foods require refrigeration to 41°F or below to prevent the growth of pathogenic bacteria or the production of toxins. --- **VERY IMPORTANT!**
- C. Foods should not be kept out at room temperature in your stands if they require refrigeration.
- D. Thaw all frozen foods by placing them in a refrigerator, or by use of ice or dry ice. You may need 24 to 30 hours to thaw food in this manner.

III. HOT FOODS

- A. Keep foods being served hot at 135°F or above to prevent the growth of pathogenic bacteria or the production of toxins.
- B. Foods kept in warmers or similar devices should be heated quickly.
- C. All hot foods left over from the previous day should not be reused.

IV. FOOD PROTECTION

- A. All open food should be protected from contamination by the public and the food booth workers.
- B. Keep foods covered as much as possible to protect all open foods from flies, dust, insects, and the public. Screening of booths is recommended.
- C. All food, food containers, and utensils should be kept a minimum of six (6) inches above the floor.
- D. Handle foods as little as possible. Use utensils (i.e., tongs, scoops, etc.).

V. UTENSILS

- A. Use only clean utensils.
- B. Use only single-use, throw-away spoons, forks, plates, cups, etc.
- C. Do not use galvanized or enamelware storage containers for acidic foods or juices.
- D. A food thermometer is required in each food booth.

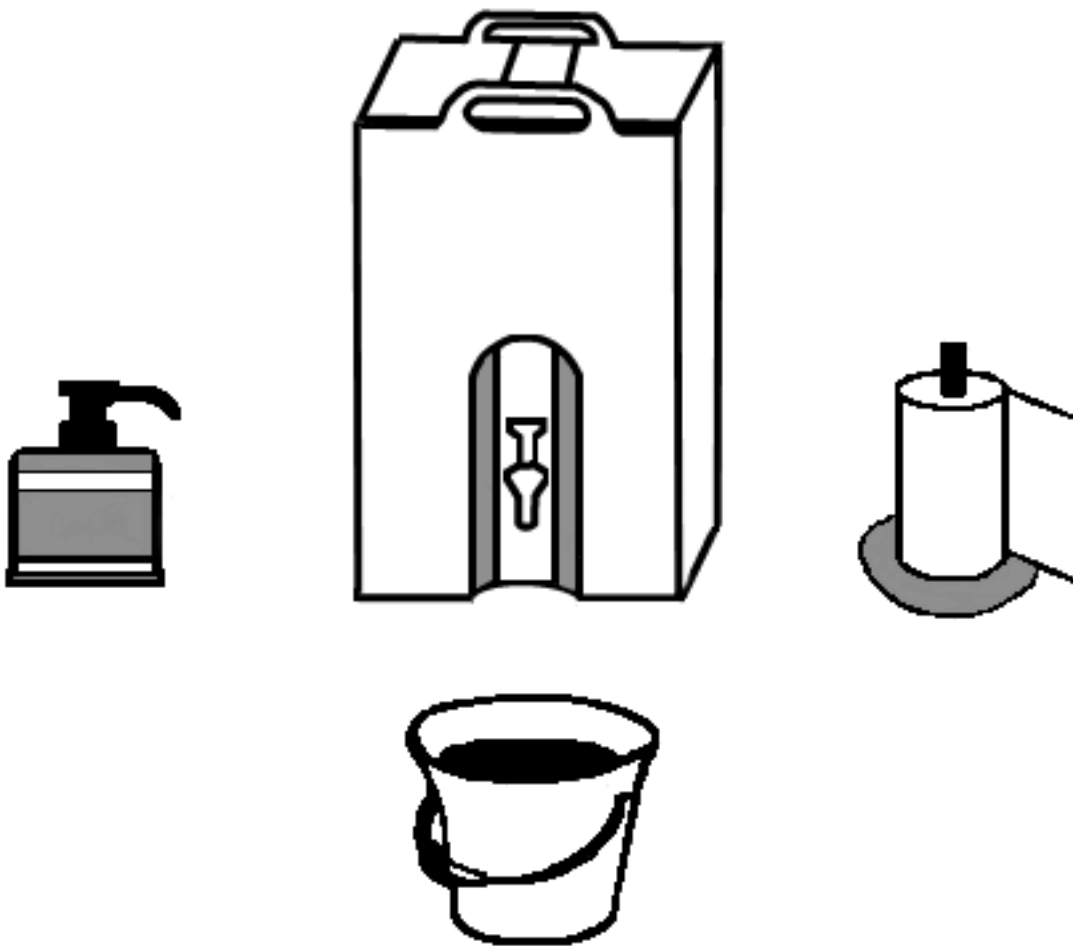
VI. INSECTICIDES: Do not store any poisonous substances such as insecticides near foods.

VII. CONDIMENTS: Individual packages, squeeze, pour or pump-type containers should be used.

Should you desire further information, please contact one of our offices.

In addition to the handwashing stations provided for the toilet facilities, approved handwashing facilities must be provided within each TFF where unpackaged foods or beverages are prepared, assembled, processed, displayed or served. Each handwashing facility shall have warm running water, single service paper towels and soap from dispensers. Ensure that all wastewater from hand washing/utensil washing is disposed of in a proper manner.

Temporary Food Facility (TFF) Handwashing Station





COMMUNITY DEVELOPMENT SERVICES

ENVIRONMENTAL MANAGEMENT DEPARTMENT

<http://www.edcgov.us/EMD/>

PLACERVILLE OFFICE:

2850 Fairlane Court
Placerville, CA 95667
(530) 621-5300
(530) 642-1531 Fax

LAKE TAHOE OFFICE:

924 B Emerald Bay Rd.
South Lake Tahoe, CA 96150
(530) 573-3450
(530) 542-3364 Fax

[email: emd.info@edcgov.us](mailto:emd.info@edcgov.us)

REGISTRATION APPLICATION FOR NON PROFIT ORGANIZATIONS

THIS SECTION TO BE COMPLETED BY APPLICANT - PLEASE PRINT OR TYPE

ORGANIZATION: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____ PHONE: _____

PERSON IN CHARGE OF THE BOOTH: _____

E-MAIL: _____ CONTACT PHONE: _____

NAME OF EVENT: _____

DATE(s): _____ HOURS OF OPERATION: _____

EVENT ADDRESS: _____ CITY: _____ ZIP CODE: _____

PRINT NAME: _____

I certify that the above information is, to the best of my knowledge, correct.

I have read and understand the attached information and will comply with the requirements of the [California Retail Food Code](#).

SIGNED: _____ TITLE: _____ DATE: _____
(Authorized Representative)

FOR OFFICE USE ONLY

DATE: _____

ISSUED BY: _____

REMARKS: _____

Administrative Approval to Operate Date(s): ___ Yes ___ No (Reason): _____

Operation Sheet and Food Table Complete: ___ Yes ___ No (Reason): _____

Proof of Nonprofit Documentation: 501(c) IRS 990 CA FTB Incorporation State Reg of Charitable Trust

THIS REGISTRATION COVERS THE OPERATION OF A TEMPORARY FOOD FACILITY BY A LEGITIMATE NON-PROFIT ASSOCIATION AT THIS OCCASIONAL EVENT ONLY. THIS IS A LIMITED APPROVAL THAT APPLIES TO THE SPECIFIC DATES LISTED FOR THE NON-PROFIT FUNCTION.

TEMPORARY FOOD FACILITY (TFF) OPERATION SHEET

Must be completed by all applicants

1. Describe the number, location and setup of hand washing facilities to be used by the Temporary Food Facility (TFF) workers:

2. Describe the location and setup of utensil washing (*if the event is four (4) hours or less, you may use an approved food facility for washing -please list the facility and address):

3. Identify the source of the potable water supply and please describe how the water will be stored and distributed:

4. Describe how and where the wastewater from hand washing/utensil washing will be collected, stored and disposed:

5. Describe the location of the nearest restrooms and janitorial areas:

6. Describe the floors, walls, and ceiling surfaces and the lighting within the TFF food booth:

TEMPORARY FOOD FACILITY (TFF) FOOD TABLE

Must be completed by all applicants

| List All Food and Beverage Items (include condiments and ice) | Where are you getting the food/beverages from | How are you transporting the Potentially Hazardous food/beverage | How will the Potentially Hazardous foods be kept hot or cold while in booth | How and where will food be cooked | Where will the food be prepared or assembled |
|---|---|--|---|-----------------------------------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**WASH
YOUR
HANDS
BEFORE
HANDLING
FOOD**

**LAVESE
LOS MANOS
ANTES DE
PREPARAR
LA COMIDA**