



COUNTY OF LOS ANGELES ♦ DEPARTMENT OF HEALTH SERVICES

PUBLIC HEALTH

DISTRICT ENVIRONMENTAL SERVICES

WEST DISTRICT OFFICE

6053 BRISTOL PARKWAY, 2ND FLOOR

CULVER CITY, CA 90230

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Plan and Application for Temporary Event Food or Beverage Stands

(semi-pre-filled for SMC AS & ICC Clubs)

Name of Event _____ Date(s) _____

Name of Stand (club name) _____ PHP/L# n/a _____

Telephone _____ (club President)

Name of Owner (club president) _____

Charitable / Tax Supported Proof of Tax Exempt Status Included (501c3) For Profit

Mailing Address Associated Students of Santa Monica College
1900 Pico Blvd., Santa Monica, CA 90405

FOODS

At no time will any food product be stored, prepared, washed or otherwise handled at home or other facility unless approved by Los Angeles County, Department of Health Services, Environmental Health Program.

List all foods to be served. Use a checkmark (✓) to indicate which foods will be commercially pre-packaged, prepared at the booth, or prepared in a location other than the booth. Also, if applicable, list the name, address and the Public Health Permit / License number of the establishment preparing those foods.

TYPE OF FOOD	Commercially Pre-Packaged	Prepared at Booth	Prepared at Other Location	Name & Address Where Food is Prepared	Public Health Permit

If perishable / potentially hazardous foods are included in the above list is refrigerated / warmer provided? Yes No

If so, what type?

- Refrigeration Unit
- Cooler (Ice / Dry Ice)
- Other (Specify) _____
- Hot Holding Unit
- Dishes with sternos
- Other (Specify) _____

UTENSILS AND EQUIPMENT

(If only pre-packaged food is sold, skip Part A and B)

Part A

Multi-use eating and drinking utensils (e.g., plates, glasses, silverware)? Yes No
Multi-use kitchen utensils (e.g., scoops, spatulas, etc.)? Yes No

Utensil washing sink with hot and cold running water under pressure provided by:

Promoter / Sponsor Food Stand Operator

Utensil washing sink:

Health Department approval Yes No

Method of liquid waste removal Waste Tank Connected to public sewage

HAND WASHING SINK

(If only pre-packaged food is sold, skip Part A and B)

Part B

Hand Washing Sink: Portable Gravity (2 1/2 gallon bottle with spigot) Paper towels and liquid soap

EQUIPMENT

Part C

List all equipment to be used at the event:

Food to be protected from customer contamination by:

Sneeze Guards Only pre-packaged or Bottled Food or Drink
 Hinged Chafing Dishes Other (Specify): _____
 Prepared and handled out of the line of the customer serving area

FOOD STAND CONSTRUCTION AND EQUIPMENT

Materials to be used for floors, walls, and ceiling.

Properly identify stand with name of business (3 inch letters), address and telephone number (1 inch letters).

****Note: Food stands with open food (incl. sampling) must be protected from dust contamination on 3 sides and top.**

Floor: Concrete Asphalt Other (Specify): _____

Wall: Screen Plastic / Tarp Other (Specify): _____

Ceiling: Canopy Plastic / Tarp Other (Specify): _____

APPLICATION COMPLETED BY: (club president/staff) _____

TITLE: (club president/staff) _____ TELEPHONE: (club president/staff) _____

THIS VENDOR IS APPROVED TO PARTICIPATE AT THIS T.F.E.: (SMC-n/a) _____

EVENT MANAGER / SPONSOR: (SMC-Dean/Advisor) _____ DATE: _____

Requirements for Temporary Event Food Stands

This policy has been condensed by AS Staff & approved by LA County Health Dept., for SMC AS & ICC Clubs.

Food Stand Construction and Placement

- Stands in which food is prepared shall be enclosed on the top and four sides with either wood, canvas, plastic, fine mesh screening, or similar material. Stand material is subject to local fire regulations.
- (See page: Temporary Food Stand SPECIFICATIONS with diagram of food stand).
- Earth floor is not permitted. Such floor shall be covered with materials such as clean canvas, wood, or cleanable carpet. Smooth asphalt and concrete floors are acceptable.
- Food stand shall not be located under trees or vegetation.

Open Flame / Barbeque Cooking

- Open flame cooking equipment may be located adjacent to the stand, but not in an area subject to customer or overhead contamination. (E.g., trees, birds, people, etc.) The location and type of open flame cooking equipment is subject to local fire department approval.
- Equipment shall be placed to avoid customer contact with all heating / cooking devices.

Trash Maintenance and Disposal

- An adequate number of approved metal or plastic refuse containers with tight fitting lids shall be provided.

Animals

- Live animals, birds, or fowl are not permitted inside the stand.
- Food stand must be at least 35 feet away from animal petting or other attractions.

Toilet and Hand – Washing for Food Handlers

- At least one single-compartment sink equipped with hot and cold potable running water shall be provided within each food stand.
- At least one water closet or chemical toilet must be provided for each 15 employees / food handlers.
- Hand – washing facilities shall be provided at each food stand. Liquid or powdered soap and paper towels for hand washing shall be provided.
- Covered / clean waste receptacles must be provided at hand-wash facilities.

Toilet and Hand – Washing Facilities for the Public

- It is recommended that one toilet for each 175 women and one toilet for each 250 men or fractional part thereof, be provided.
- Hand – Washing facilities for the public are to be conveniently located. Adequate maintenance of the facilities must be kept.

Equipment and Utensil Washing Facilities

- Equipment and food contact surfaces shall be smooth, easily cleanable, and non-absorbent.
- All washable utensils (pots, pans, scoops, ladles, etc.), shall be washed and cleaned at approved utensil washing facilities as indicated on the temporary event application.
- At least one, three compartment sink with potable hot and cold running water shall be provided at each food stand. ~~(See Sink Requirements for Temporary Event Food Stands)~~ *Note: the college has a cafeteria.

Food Protection and Handling

- Smoking inside the stand is prohibited.
- Food handlers shall wear clean clothing, adequate hair restraint (caps or hairnets), and shall keep their hands clean at all times.
- Food handlers should avoid direct contact with food, and should instead use scoops, tongs, or disposable gloves.
- Food handlers must wash hands each time they leave the stand, after taking breaks, or using toilet facilities.
- Ice used in customer beverages shall be protected from contamination and shall be maintained separate from ice used for refrigeration purposes. All ice shall be stored in leak – proof containers.
- All food and utensils shall be stored off the ground at least 6” on shelving or pallets within the stand.
- Only single – service eating and drinking utensils are approved for customer use.
- Customer self – service of unwrapped or unpackaged food is prohibited, except if protected by approved sneeze guard or is served from hinged, covered chafing dishes.
- All food beverages and utensils shall be protected at all times from unnecessary handling and shall be stored, displayed, and served so as to be protected from contamination by dirt, dust, insects, or customers.

TEMPORARY FOOD STAND SPECIFICATIONS

This policy has been condensed by AS Staff & approved by LA County Health Dept., for SMC AS & ICC Clubs.

Temporary food stands are defined by California Law (California Health & Safety Code) as a food facility. As such, all structures must meet standard as set forth for the classification. **

Specific environmental conditions may vary from site to site requiring additional control to measures to prevent the introduction of insects, vermin, dust, dirt, or other contaminants into food products or into the food preparation area.

The general standards / specifications are as follows:

I. Structure

- Food stands are required to be enclosed via three (floor to ceiling) sidewalls.
- Wall to wall panel and wall to wall ceiling panel junctures should be close fitting with a minimum number of gaps or openings.
- It is advisable to provide access ways such as a “foldable wall” system of rings and a rod that will open and close easily. (Openings must remain in closed position, except for stand entry and exit.
- It is also advisable to provide some form of ventilation in the stand, such as a mesh screen window / side walls.
- Floors are required if the ground surface is anything other than asphalt or concrete (e.g. grass, dirt, etc.)
- Floors must cover the entire area of the stand, wall to wall.

II. Materials

- Food stand walls / ceiling may be constructed of canvas, wood or other material which is cleanable.
- Floors must be constructed of cleanable, non – absorbent material.
- Food stand floors, walls, and ceiling, must meet fire retardant standards set by local fire department.

III. Stand / Booth Identification

- Properly identify stand with name of business using 3 inch letters.
- Properly identify stand address and telephone number using 1 inch letters.

**** Temporary food stands involving pre – packaged beverages only (no other type / form of food present), are required to meet ceiling and floor standards indicated above. However, counter high wall panels are acceptable.**

