



Temporary Food Facility Handbook

Tribal Environmental Protection Agency
Food Safety Program



ABOUT TRIBAL EPA

The Twenty-Nine Palms Band of Mission Indians Tribal Environmental Protection Agency (Tribal EPA) is the branch of the Tribal Government assigned responsibility for implementing the Tribe's Food Safety Program. Under the Food Safety Program, the Tribal EPA must ensure that all temporary food facilities (TFFs) operating on the Twenty-Nine Palms Reservation comply with necessary food handling procedures to protect public health.

This Handbook is designed to assist any TFF in ensuring compliance with the Tribe's requirements. The Handbook will provide specific operational guidelines and food handling policies and procedures. The Tribal EPA may amend, modify, or delete its policies, rules, or regulations at any time, subject to the approval of the Tribal Chairperson. This Handbook was prepared in accordance with the Twenty-Nine Palms Band of Mission Indians Food and Beverage, Health and Safety Ordinance (TC# 110802).

Section A: PERMITTING PROCESS

1. All TFFs must complete an application at least two weeks prior to the date of intended food service, and sign the Temporary Food Facility Agreement. Tribal EPA will review the application for completeness. If additional information is required to process the application, Tribal EPA will notify the Applicant.
2. Once an application is deemed complete, Tribal EPA will commence a review of the application and supporting materials.
3. If the application is found to meet all the requirements, as outlined in Section B below, Tribal EPA will schedule an on-site inspection with the Applicant.
4. Prior to operating the temporary food facility, Tribal EPA shall conduct an on-site inspection of the facility. If the TFF is found to meet all requirements, Tribal EPA will issue a License to Operate a Temporary Food Facility. Licensed TFF operators are referred to as the Licensee.

Section B: REQUIREMENTS, POLICIES, AND GUIDELINES

Application Requirements:

All TFFs must submit a complete Application for Temporary/Mobile Food Facility Permit with Tribal EPA. The application must include:

1. Facility set-up drawing, including:
 - Pertinent information about food storage, protection, preparation, and disposal areas, handwashing station, and cleaning areas.
 - Description of food to be served or menu
 - Proof of current Food Manager's Safety Certification
 - Proof of Food Handler's Permits from San Bernardino County, Riverside County, or the Tribe for all employees who have contact with food
 - Proof of liability insurance with Twenty-Nine Palms Band of Mission Indians listed as Additional Insured
2. Photos of TFF may also be provided

Licensee Requirements:

1. All Licensees are required to provide a clean, sanitary, and visually appealing environment. This includes clean dress and appearance of vendors and related personnel. All spaces must be kept neat and clean. Smoking or the consumption of alcohol within 20 feet of the TFF and related personnel is not permitted. Licensees are not allowed to bring their pets around the food preparation area.
2. During food service operation, no food shall be conveyed, held, stored, displayed, or served from any place other than the TFF.
3. After food service operation, all unprepared foods and food preparation equipment must be stored in a clean manner away from contaminants, dust/dirt, vermin, or other pest in accordance with the Tribal ordinance and subsection 6 of this Handbook.

Construction and Operation Requirements:

1. **Food Facility**
 - Roofing must be made of wood, canvas, or other approved material.



- All vendors are required to have canopies secured at all times. Vendors who use open flame underneath their canopies are required to have flame-retardant canopies. Pre-treated flame-retardant canopies can be purchased directly from canopy manufacturers. If you own a canopy that is not treated, you can contact the manufacturer of your canopy to get precise instructions regarding how to treat your canopy.
- Fire extinguishers are required of any vendor who uses an open flame, either under or near their canopy. Type-K fire extinguishers are required of all vendors cooking with grease or other food that produces grease-laden vapors.
- All food contact surfaces must be smooth, readily accessible, and easily cleanable. Unfinished wooden surfaces are prohibited. Construction joints shall be tightly fitted and sealed so as to be easily cleanable. Equipment and utensils shall be constructed of durable, nontoxic materials and easily cleanable.
- A TFF is allowed to use a grill, open air barbeque, or other type of cooking device. A Licensee shall not use a barrel or other container that previously stored toxic products as a cooking device.

2.

Water and Cleaning

- Potable water from an approved source must be available. All water containers and water hoses must be made from food grade material. Water must be able to be heated by an electric or gas heating device for handwashing and utensil cleaning.
- All brushes, mops, and dishcloths must be cleaned in a sanitizing bleach solution of 2 teaspoons bleach per gallon of water. Vendors should use an approved test kit for measuring sanitation in the solution.
- Workers must wash hands frequently while preparing food. Hot water of 100°F (38°C) must be available for handwashing. If water for handwashing is under pressure, then a single compartment with liquid waste disposal shall be used. If not under pressure, then a minimum of two basins is required and the basins must be kept in a clean and sanitary condition.
- Disposable towels, soap, and a waste receptacle must be available in the handwashing area.
- Food preparation utensils shall be washed after each use in the following manner:
 - a) pre-wash (scrape and soak),
 - b) wash in a good detergent
 - c) rinse in clean water
 - d) immerse in a 100 ppm bleach solution (2 teaspoons of bleach per gallon of water) or other approved sanitizer for two minutes; (v) air dry.
- Wastewater must be disposed in a



sewage collection system. If a sewage collection system is not available, wastewater must be stored in a sealed container and taken off site to a sewage collection system for proper disposal.

3. Food Service:

- Only single-service cups, dishes, and utensils shall be provided to customers. All serving ware shall be protected from contamination.
- While in transit to temporary food service locations, all service items and food shall be protected from dirt, vermin, and other contamination.

4. Hygiene and General Cleanliness:

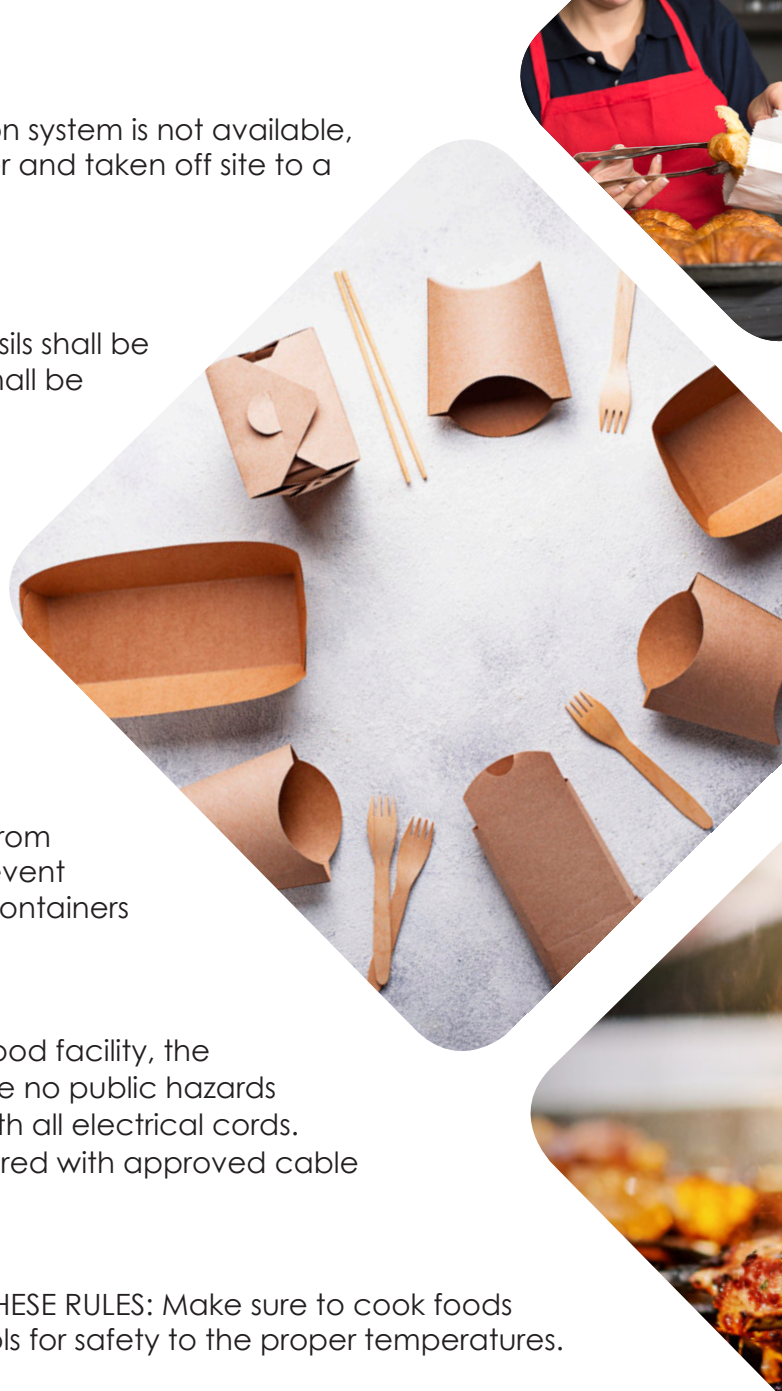
- Employees: All employees must wear clean clothing and caps or hairnets. Any person sick or with a communicable disease must refrain from working in the temporary food facility.
- Garbage: must be routinely removed from the immediate area of the facilities to prevent flies or creation of odors. Durable waste containers shall be provided by the vendor.

5. Electricity

- When using electricity at the temporary food facility, the vendor is responsible for ensuring there are no public hazards from the point of power connection or with all electrical cords.
- All cords crossing walkways must be covered with approved cable covers.

6. Temperatures and Food Requirements:

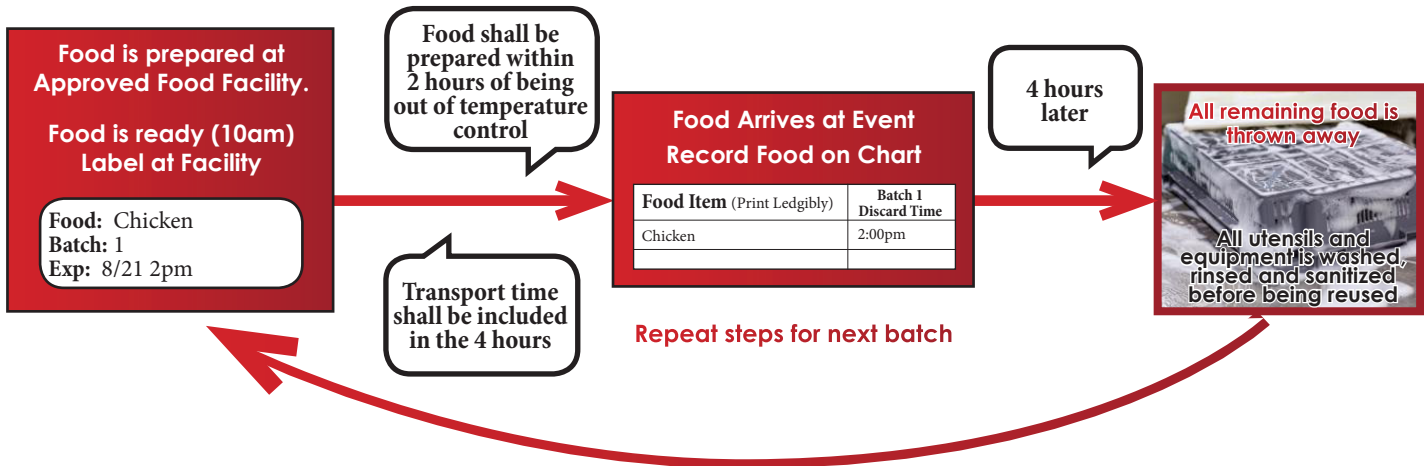
- TO AVOID SPREADING ILLNESS, FOLLOW THESE RULES: Make sure to cook foods that require time and temperature controls for safety to the proper temperatures.
- Cooking temperatures:
 - a) Poultry 165 degrees F or higher
 - b) Pork 150 degrees F or higher
 - c) Ground meat 158 degrees F or higher
 - d) Eggs/egg products 145 degrees F or higher
 - e) All other foods 140 degrees F or higher
- Cold food storage: Including raw meat, dairy, salads and other ready-to-eat foods, at or below 41 degrees F.
- Food shall be cooked and served, served if ready-to-eat, or discarded within four (4) hours from the point in time the food was removed from temperature control.
- Foods may not be held longer than four (4) hours and may not be returned to refrigeration for later use regardless of the amount of time.
- All hot prepared food shall be discarded at the end of the day.
- Never touch ready-to-eat foods with bare hands.
- Always use a barrier to serve ready-to-eat food, such as tongs, gloves or deli paper.
- If food is already prepared and packaged in a container, bag or wrapper, an additional serving barrier is not necessary.
- All stored food should be labeled and marked with expiration dates.



SCENARIO #1: All Food Prepared at Event



SCENARIO #2: Food prepared at approved facility & no form of temp control is used



SCENARIO #3: Food prepared at approved facility with temperature control



7. Mobile food facilities:

- All mobile food facility vehicles must:
 - Have a valid and current vehicle operation license and registration
 - Be covered by automobile liability insurance
 - Be in good working order, including functioning lights
 - Be operated by a licensed driver, in compliance with Tribal and California laws and road requirements
- Mobile food facilities shall be cleaned once each operating day. Mobile food facilities are to be stored, cleaned, and serviced daily to ensure cleanliness of the mobile food facilities equipment. All food surfaces and food equipment must be stored and kept free from contaminants, dust/dirt, vermin, or other pest.

Section C: COMPLIANCE SELF-CHECKLIST

1. Documents:

- ☐ Application for Temporary Food Facility
- ☐ Manager's Food Safety Certificate
- ☐ Employees Food Handlers' Permit(s)
- ☐ Valid Vehicle Registration and Insurance (Mobile Food Facilities)

2. Employees:

- ☐ Designated person-in-charge during operating hours
- ☐ Employees wearing clean clothes
- ☐ Hairnets or Hats
- ☐ No open sores or exhibiting symptoms of contagious illness
- ☐ No smoking or tobacco use in temporary food facility
- ☐ All employees practice safe food handling techniques, including:
 - ☐ Handwashing
 - ☐ Knowledge of proper food storage
 - ☐ Knowledge of proper food temperatures
 - ☐ Knowledge of how to prepare raw food and thaw frozen food

3. Facilities:

- ☐ Potable water supply of hot and cold water, protected from backflow contamination
- ☐ Hot or tempered water for handwashing
- ☐ Water basins that drain wastewater properly or procedure for discarding wastewater.
- ☐ Live animals excluded from food preparation area
- ☐ Roof over food preparation area
- ☐ All equipment that comes into contact with food is clean and well-maintained
- ☐ Trash containers are properly lined and contained to prevent flies or other pests

4. Food Storage and Preparation:

- ☐ Single-use gloves and utensil for serving/handling food
- ☐ Foods prepared and stored at appropriate temperatures
- ☐ Foods prepared and stored in appropriate storage facilities
- ☐ Food is prepared and stored free from contamination, adulteration, and spoilage
- ☐ Multi-service utensils properly washed, rinsed, and sanitized
- ☐ Food is purchased from approved sources
- ☐ Consumer advisory provided for foods with undercooked meat, raw egg, or that contains common food allergens such as gluten and peanuts.

Section D: LICENSE REVOCATION

A TFF may be closed by Tribal EPA should any of the following critical violations occur:

1. No potable water
2. No hot water
3. Rodent or insect infestation
4. Actual or potential threat to the public, including, but not limited to:
 - Unsanitary food contact surface
 - Improperly stored food
 - Sick employees
 - Employees failing to follow proper food handling procedures.

The License to Operate a Temporary Food Facility may be revoked by Tribal EPA if the violations are not corrected in a timely manner. *Tribal EPA reserves the right to revoke a TFF License.*





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