



ENVIRONMENTAL HEALTH INFORMATIONAL BULLETIN

TO: Event Participants
FROM: Orange County Health Care Agency, Environmental Health Division
SUBJECT: Application Procedure for Nonprofit Organizations

The attached application packet contains four (4) pages:

1st Page (White)

- Attachment I is an example of the letter that is to be typed on your organization's letterhead.
- Attachment II, on the reverse side, 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.

2nd Page (Blue)

- 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.
- On the reverse side is 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.

3rd Page (Yellow)

- Application for a nonprofit association. 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 Health at least seven working days prior to the event.

4th Page (Orange)

- Post this handwash sign by the handwash facility in your booth.

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 Orange
Health Care Agency
Environmental Health Division
1241 E. Dyer Road Suite 120
Santa Ana, CA 92705

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 exemption 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.

Sincerely,

(Name)

(Title)

(Date)

(WHITE)

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 Tax Exempt.	Franchise Tax Board
4. Certificate of Registration with the State Registry of Charitable Trusts.	State Registry of Charitable Funds
5. Statement of Accountability. organization stating how the funds are disbursed and amount of overhead expenses.	A statement from the nonprofit are disbursed and amount of overhead

(WHITE)

COUNTY OF ORANGE
HEALTH CARE AGENCY
ENVIRONMENTAL HEALTH DIVISION

RECOMMENDED FOOD HANDLING GUIDELINES
FOR NONPROFIT ASSOCIATIONS

ATTACHMENT III

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 45°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 140°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 this office at (714) 667-3600.

(BLUE)

APPLICATION FOR HEALTH PERMIT EXEMPTION

FEE EXEMPT

Orange County Health Care Agency
Environmental Health Division
1241 E. Dyer Road Suite 120, Santa Ana, CA 92705
Telephone: (714) 433-6000 / FAX: (714) 433-6423

**NONPROFIT
ORGANIZATION**

THIS SECTION TO BE COMPLETED BY APPLICANT - PLEASE PRINT

ORGANIZATION: _____

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

PERSON IN CHARGE OF THE BOOTH: _____

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

NAME OF EVENT: _____ DATE(s): _____

PRINT NAME: _____

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

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

Food/Beverage To Be Sold: _____ Booth #: _____

FOR OFFICE USE ONLY

DATE: _____

ISSUED BY: _____

REMARKS: _____

Articles of Exemption Documents: 501(c) _____ IRS 990 _____ CA FTB _____ Incorporation _____
State Reg of Charitable Trust _____

THIS HEALTH PERMIT EXEMPTION COVERS THE OPERATION OF A TEMPORARY FOOD FACILITY BY A LEGITIMATE NON-PROFIT ASSOCIATION AT THIS OCCASIONAL EVENT ONLY. NO BLANKET APPROVAL FOR THE OPERATION OF COMMERCIAL FOOD FACILITIES AT THIS OCCASIONAL EVENT IS INTENDED.

**WASH
YOUR
HANDS
BEFORE
HANDLING
FOOD**

(ORANGE)

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

(WHITE)

ATTACHMENT I

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.

TFF Handwashing Station

