



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 95TH AIR BASE WING (AFMC)  
EDWARDS AIR FORCE BASE CALIFORNIA

26 Jul 10

MEMORANDUM FOR TEMPORARY FOOD BOOTH ORGANIZERS

FROM: 95 AMDS/SGPM

SUBJECT: Installation Fundraisers and Temporary Food Facilities (TFF)

References: (a) AFI 36-3101, *Fundraising Within the Air Force*  
(b) AFI 48-116, *Food Safety Program*  
(c) U.S. Public Health Service 2005 FDA Food Code

1. All fundraising activities must first be coordinated through the 95 FSS/FSR, DSN 527-3432/3430 or the AAFES Services Business Manager, DSN 527-8132 prior to submitting the Temporary Food Facility Approval form (Attachment 1) to Public Health. The application must be submitted no later than seven calendar days before the event.
2. The fundraiser POC is responsible for posting the Public Health Notice (Attachment 2) at the service site if Public Health is not required to inspect the TFF. Public Health is not required to inspect a TFF if the following criteria exist.
  - a. If an organization serves food only within their organization and not to the general public.
  - b. If an organization sells food which does not require cold-holding or hot-holding, such as a bake sale.
3. If you have any questions, concerns, or wish to receive training, please contact Public Health at DSN 527-2244.

A handwritten signature in red ink, appearing to read "Rosalind R. Ross-Perry".

ROSALIND R. ROSS-PERRY, Capt, USAF, BSC  
Public Health Flight Commander

Attachments:

1. Temporary Food Facility Approval form
2. Public Health Notice

ATTACHMENT 1

TEMPORARY FOOD FACILITY APPROVAL

Fax to Public Health at 277-4829

Organization: \_\_\_\_\_ Event: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date/Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Person(s) In Charge of Event: \_\_\_\_\_

List all foods that will be sold at your concession stand and where the food item is being purchased from (provide receipts if asked) ( i.e. Hot Dogs / Commissary)

\_\_\_\_\_  
\_\_\_\_\_

List all foods/beverages that will be served hot (if applicable): \_\_\_\_\_

\_\_\_\_\_

Describe where and how food items will be prepared and cooked? (Items should be maintained at 135°F or above (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

List all foods items that will served cold (if applicable):

\_\_\_\_\_

Will ice be used? (circle one)                      Food                      Cooling agent

If your answer is Food, how will it be maintained and served? \_\_\_\_\_

\_\_\_\_\_

Describe how items will be refrigerated and maintained at 41°F degrees and below (if applicable):

\_\_\_\_\_

The event representative will sign pages 1 and 2, and then fax the completed form back to Public Health. The event representative will be responsible to ensure that everyone working the concession site will read and sign page 2 of this Temporary Food Form. The completed form must be available for review at the concession site. If there are any questions, Public Health can be reached at 277-2244.

Event Representative: \_\_\_\_\_ Signature: \_\_\_\_\_

**FOR SGPM USE ONLY**

Approval Recommended / Not Recommended

Public Health Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Coordinated with 95 FSS/FSRA**

Services Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Sanitation Inspection date:** \_\_\_\_\_ **Food Temps:** \_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

Public Health Representative: \_\_\_\_\_

POST A COPY OF  
THIS COMPLETED  
FORM AT EVENT  
LOCATION

Introduction

Personnel working at open house or other temporary functions are not required to have formal food handler training. But Public Health recommends that individuals in charge have had some type of food handling experience.

Approved Sources

All food items must be purchased from an approved source (i.e. Commissary, AAFES, etc). Food items may not be purchased from off-base establishments without Public Health approval. Also, an event representative must provide food receipt upon Public Health request.

Hot Foods

Food will be cooked to required temperature. Poultry will be cooked at 165°F for a minimum of 15 seconds. Beef, pork, and fish will be cooked at 155°F for a minimum of 15 seconds. Hot foods will be maintained and served hot (minimum 135°F). Camp stoves, crock pots, hot plates, or any device that will adequately maintain required internal temperature of foods may be used.

Cold Foods

Cold foods will be maintained and served cold (41°F degrees or below). Refrigerators, ice chests, etc., may be used. If ice is used, the container should be placed in the ice so that it surrounds the bottom and all sides. Merely placing the bowl or container on top of the ice will not maintain adequate temperature of the items.

Storing Foods

Cover food at all times when not protected by container or wrapping material. Do not store on the floor or ground, all food items should be at least 6" of the ground.

Personal Hygiene

Keep hands clean at all times! Food handlers must wash their hands with soap and water before starting work and after taking bathroom, smoke, or food breaks. Hand sanitizer will also be readily available for food handlers. Gloves must be worn while handling, serving, and preparing food and touching food contact surfaces. Smoking, eating, and drinking are not permitted in food preparation areas. A hat or

hairnet must be worn. No watches, bracelets, or rings are permitted (exception: plain wedding band). Also, food handlers must wear clothing that covers armpits.

Food Contact Surfaces

Food contact surfaces and cooking utensils must be cleaned and sanitized at a minimum of every 4 hours, anytime contamination may have occurred, and/or during a period of non-activity. Cooking utensils will also be cleaned and sanitized whenever utensil use is changed (i.e. cooking burgers, then preparing vegetables. A container of chlorine water (1 tablespoon of bleach per gallon of water) is an acceptable sanitation method.

Inspection

Each activity is subject to an unannounced Public Health evaluation to ensure that proper food handling procedures are being followed. All food will be prepared at an approved location on base. **FOOD WILL NOT BE PREPARED AT HOME OR AWAY FROM THE CONCESSION SITE.**

If you have any question, please call Public Health Flight at 277-2244.

Food Handlers Sign Below Before Handling Food

*I have read and understand these basic food safety principles and will abide by all requirements.*

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# Public Health Notice

Edwards AFB, Community Health Section

**This Temporary Food Establishment has not been inspected and is not regulated by Public Health Food Safety IAW 2005 FDA Food Code §1-201.10(B) Food Establishment.**

- “ ...
- (3) "Food establishment" does not include:
- (a) An establishment that offers only prePACKAGED FOODS that are not POTENTIALLY HAZARDOUS (TIME/TEMPERATURE CONTROL FOR SAFETY) FOODS;
  - (b) A produce stand that only offers whole, uncut fresh fruits and vegetables;
- ...
- (d) A kitchen in a private home if only FOOD that is not POTENTIALLY HAZARDOUS (TIME/TEMPERATURE CONTROL FOR SAFETY) FOOD, is prepared for sale or service at a function such as a religious or charitable organization's bake sale if allowed by LAW and if the CONSUMER is informed by a clearly visible placard at the sales or service location that the FOOD is prepared in a kitchen that is not subject to regulation and inspection by the REGULATORY AUTHORITY;
  - (e) An area where FOOD that is prepared as specified in Subparagraph (3)(d) of this definition is sold or offered for human consumption;
- ...”

**Contact Public Health at (661) 277-2244 for any questions or clarification.**

Updated: 26 July 2010 by Edwards AFB Public Health Food Safety