



CERTIFIED FARMERS’ MARKET GUIDELINES

TABLE OF CONTENTS

INTRODUCTION..... 3

- Market Manager Responsibilities

CERTIFIED FARMERS’ MARKET SECTION4-5

- CFM Vendor/Operator Requirements

CERTIFIED FARMERS’ MARKET TEMPORARY EVENT SECTION..... 6

FOOD FROM AN APPROVED SOURCE 6

COTTAGE FOOD OPERATIONS..... 6

DEMONSTRATION OF KNOWLEDGE..... 7

MOBILE FOOD FACILITY 7-8

COOKING DEMONSTRATIONS 8

CONSTRUCTION OF OUTDOOR FOOD BOOTHS 8-10

- Risk Category 1A Outdoor Booth (No sampling)
- Risk Category 1B Outdoor Booth (With sampling)
- Risk Category 2 Outdoor Booth

FOOD STORAGE 11



FOOD PROTECTION..... 11

WATER SUPPLY AND WASTE DISPOSAL 11

HAND WASH FACILITIES..... 12-13

- Methods for Meeting Requirements

ALTERNATE WARE WASH SET-UP 14

- Single-use utensils

SAFE FOOD HANDLING REQUIREMENTS 15-16

- Cooking Temperatures
- Hot and Cold Holding Temperatures
- Thawing
- Reheating
- Cooling
- Limiting Bare Hand Contact with Ready-to-Eat Foods

EMPLOYEE HEALTH AND HYGIENE..... 17

- Restrooms
- Hand Washing

LIVE ANIMALS..... 17

DEFINITIONS 18-20

FREQUENTLY ASKED QUESTIONS..... 20-21

OTHER AGENCIES 21-22



INTRODUCTION

A Certified Farmers' Market (CFM) is a location certified by the County of San Mateo Agriculture Department where certified producers sell their agricultural products directly to consumers. San Mateo County Environmental Health (EH) requires a CFM health permit from the market operator to operate a CFM. The applicant must be a certified producer, a non-profit organization or a government agency and have a current Certified Farmers Market Certificate issued by the County of San Mateo Agriculture Department to be approved for an EH CFM Permit.

Vendors within the CFM do not need their own permit; however, they must produce the foods they are selling and meet all the requirements of the Agriculture Department to sell within the CFM.

The Community Events section is the area adjacent to the CFM where Non-Agricultural products can be sold. Food vendors in this section are required to have a valid permit issued by Environmental Health. See the section titled "Community Events", page 4.

MARKET MANAGER RESPONSIBILITIES

- Obtain all necessary permits and licenses to operate, including Environmental Health CFM Permit. The EH permit shall be posted in a conspicuous place at the CFM.
- Ensure that all vendors have the required permits, licenses, and registrations to sell food products.
- Ensure that all vendors in the community events section have an original EH Certified Farmers' Market Temp Event Vendor Permit available for review while operating.
- Ensure that producers/vendors meet food safety requirements while operating.
- Clearly separate the CFM section from the Community Events (Non-Agricultural) section.
- Provide toilet and hand washing facilities within 200 feet from the food booths.
- Keep live animals at least 20 feet away of any area where food is stored or held for sale (except for guide dogs, signal dogs or service dogs when used in the manner specified in Section 54.1 of the Civil Code).
- Provide wastewater and refuse disposal containers.
- Notify Environmental Health of any changes in operation such as location, date, or time.
- Ensure that all outdoor food booths in the CFM and Community Events Section have overhead protection (e.g., tent or canopy).

Non-compliance with any of the requirements will result in re-inspection fees and/or penalty billing.



CERTIFIED FARMERS' MARKET SECTION

The market manager must secure a CFM Certificate from San Mateo County Agriculture Department prior to applying for the Environmental Health CFM permit. The EH CFM Permit is site- and owner specific and must be available for review during all operating hours. The EH CFM permit allows multiple producers to sell their certified and non-certifiable agricultural products, as allowed by County of San Mateo Agriculture Department.

The EH CFM permit approval is contingent upon maintaining a valid/current CFM Certificate issued by San Mateo County Agriculture Department.

Each producer must have a Certified Producers' Certificate from the Agriculture Department for any certifiable agricultural products such as fruit, vegetables, and honey. Products that require any level of packaging or processing and "value-added products" sold by producers must be from an approved food facility under a Processed Food Registration (PFR), a Cottage Food Operation (CFO) Registration/Permit, or Retail Food Permit.

CFM VENDOR/OPERATOR REQUIREMENTS

- All food shall be stored at least six inches off the ground.
- Overhead protection must be provided to prevent contamination of the food.
- Food preparation is prohibited except for samples. Food samples may be distributed provided that the following sanitary conditions exist:
 - Samples are kept in approved, clean, covered containers.
 - The producer distributes samples in a sanitary manner (e.g., employee hands samples to customers and/or customer self-service areas are set up to protect food from contamination using equipment such as sneeze guards or covered dispensers).
 - Clean, disposable plastic gloves are used when cutting food
 - Food is washed or cleaned in an approved manner prior to being offered for consumption.
 - A hand wash station is located within the booth and is supplied with warm water in an insulated container with a free-flowing spigot, hand soap and paper towels.
 - Wastewater is collected and disposed of in an approved manner.
 - Utensils and cutting surfaces are smooth, non-absorbent and easily cleanable.
 - Garbage and refuse are disposed of in an approved manner.
- Potentially hazardous foods (e.g., milk, cut melons, cut tomatoes, sprouts) shall be always stored and displayed at or below 45°F.



- Raw shell eggs may be stored and displayed without refrigeration if all of the following conditions are met:
 - The eggs were produced by poultry owned by the seller and collected on the seller's property.
 - The eggs are not placed in direct sunlight during storage or display.
 - Containers are labeled "refrigerate after purchase" or a sign is posted in a conspicuous location, advising consumers to refrigerate eggs after purchase.
 - Containers are labeled with the date of packing.
 - Eggs have been cleaned and sanitized, are not broken, checked, or cracked.
 - Eggs that are stored and displayed at or BELOW 90°F that are unsold after four days from the date of pack, shall be stored and displayed at 45°F or below, pasteurized, or destroyed.
 - Eggs that are stored and displayed at or ABOVE 90°F that are unsold after four days from the date of pack shall be pasteurized or destroyed.
- For any processed or value-added food products (e.g., jams, jellies, sausage, etc.), maintain proof of permits, licenses, or registration for the approved food facility where food is made, packaged, or stored.
- Non-certifiable agricultural products (processed/packaged foods) must be processed in an approved facility.
- Honey Vendors:
 - Honey is a certifiable agricultural product that may be sold within the CFM.
 - If blending or heat-treating the honey, a Processed Food Registration is required.
 - If non-agricultural items such as soaps and lotions are sold within the booth, the vendor will be required to relocate to the Community Events Section where non-agricultural items may be sold (the vendor is not required to obtain a Non-Agricultural Food Vendor Permit to sell honey in the community events section).



CERTIFIED FARMERS' MARKET TEMPORARY EVENT SECTION

San Mateo County Environmental Health allows for the sale of non-agricultural food products to be sold adjacent to the CFM Temporary Event Section. A valid health permit issued by San Mateo County Environmental Health is required for each vendor selling food within the CFM Temporary Events Section. Vendors found operating without a valid permit are subject to penalties up to three times the permit fee and/or closure. The Certified Farmer Market Manager will submit to EHS requests for health permits for vendors selling at the CFM. Vendors will submit applications and pay all fees directly to the CFM Manager. Changes to the permit application regarding food facility or contact information must be submitted in writing to EHS.

- [CFM Temp Event Vendor No Prep Annual](#)– pre-packaged food items, bakery items, kettle corn and beer/wine booths.
- [CFM Temp Event Vendor with Prep Annual](#)– open food, on-site food preparation
- [Mobile Food Facility \(MFF\) Permit](#)

FOOD FROM AN APPROVED SOURCE

Any food prepared prior to the event must be done in an approved commercial kitchen or commissary which is noted on the vendor application. If there is no approved commissary, all food must be purchased the day of and prepared at the event. Daily receipts or invoices must be maintained as proof for the inspector.

Foods that are canned, stored, or processed at a non-approved commissary or a residential kitchen are NOT allowed at a Temporary Event (unless from a registered or permitted Cottage Food Operation products with approved food items).

COTTAGE FOOD OPERATIONS

Registered and Permitted Cottage Food Operators are allowed to sell their approved products at Temporary Event with a valid Temporary Food Facility Permit. Approved operators prepare and/or package very specific approved items (mainly non-potentially hazardous foods) in a private residential kitchen. Out-of-county Cottage Food Operators are allowed if the county in which their registration or permit is issued is within the state of California.



DEMONSTRATION OF KNOWLEDGE

In Temporary Food Facilities where food is prepared (Risk Category 2), a person-in-charge must always be present. The person-in-charge must be knowledgeable in food safety and train all food handlers as it applies to their specific duties.

ACCEPTABLE PROOF:

- Food Manager Certificate
- Food Handler Card
- A passing score of the Food Safety Quiz.

MOBILE FOOD FACILITY

If already permitted in San Mateo County, the MFF may operate at Temporary Events throughout the county without any additional health permits. If permitted outside of San Mateo County, MFF operator must submit a TFF vendor application for each event at which they will operate. Any MFF that does not have a current San Mateo County health permit are required to secure a TFF permit prior to operating at the event.

All MFF vendors must be listed on the event vendor list submitted by the event Coordinator as part of the application packet. MFFs are restricted to the limitations of the MFF type, as follows:

- PUSHCART/ICE CREAM CART** – Prepackaged non-potentially hazardous foods only, no food prep.
- HOT DOG CART** – Limited Food Preparation, no complex food preparation.
- FOOD TRUCK/TRAILER** – Full service, food preparation allowed within the enclosed vehicle. No food preparation is allowed outside the food truck (except for an outdoor air barbecue). A table may be set up adjacent to the truck to sell beverages and pre-packaged non-potentially hazardous foods.



Minimum requirements listed must be maintained throughout the event (depending on MFF type):

- Water for hand washing and warewashing
- Hot water (120° F or higher)
- Hand washing facilities
- Functional mechanical refrigeration
- Report to approved commissary on a daily basis
- Operator must be knowledgeable in food safety. In permitted MFFs where food is prepared, at least one person must hold a valid food manager certificate and valid food handler card for each employee who handles food.

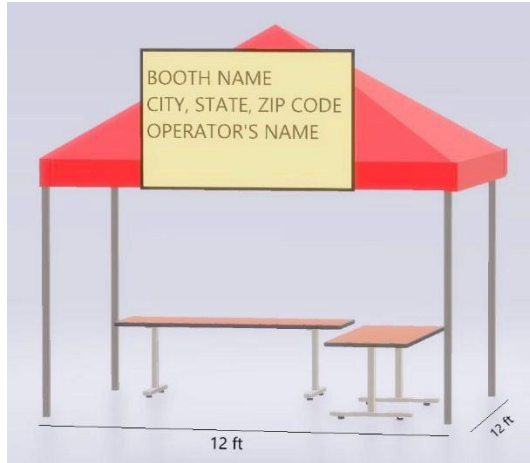
COOKING DEMONSTRATIONS

If samples of the food are not provided to the public, a permit is not required to operate. If samples of the food are provided to the public, a temporary event health permit is required and all requirements as a Risk Category 2-type food booth must be met.

CONSTRUCTION OF OUTDOOR FOOD BOOTHS

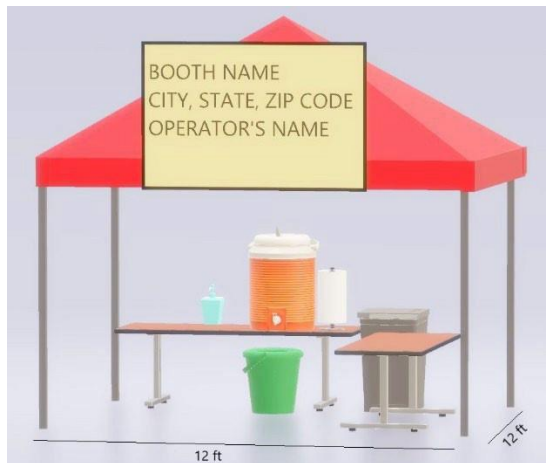
A sign with the facility name (at least 3-inches tall), city, state, zip code, and the name of the operator (at least 1-inch tall) shall be legible and clearly visible to patrons, in a contrasting color to the background.

A booth is considered up to 12ft x 12ft in size. If there is more than one booth, depending on food production volume, additional fees may apply if the inspector observes multiple complex foods being prepared and/or handled.



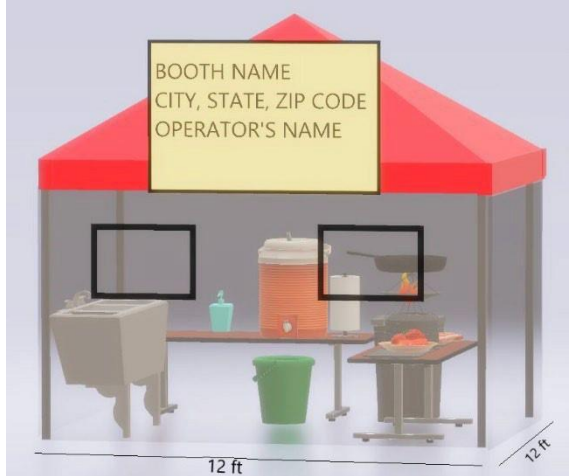
RISK CATEGORY 1A (NO SAMPLING)

- Over-head protection is necessary to prevent contamination of the food.
- Pre-packaged foods only, cold and hot holding allowed
- No handwash sink required



RISK CATEGORY 1B (WITH SAMPLING)

- Over-head protection is necessary to prevent contamination of the food.
- Pre-packaged foods, cold and hot holding allowed
- No onsite mixing, cutting, or food prep allowed
- Bulk dispensing of beverages
- Handwash sink required
- Sampling must be pre-portioned at an approved food facility



RISK CATEGORY 2 BOOTH

- Full enclosure is required when food is prepared on-site.
- Samples can be prepared on-site
- If required by local building or fire department, cooking equipment (ie. a fryer, anything with an open flame, etc.) may be used outside, directly adjacent to the booth. Must provide written proof.
- All food must be plated and further prepared inside the booth

For all Risk Categories, allowable booth materials are:

- Sides – canvas, plastic, or fine mesh screening (16 mesh/sq. in) with pass through openings
- Floors – concrete, asphalt, tight wood, or other similar cleanable material. Grass and dirt floor must be covered with a cleanable surface.



FOOD STORAGE

All food and food equipment must be stored at least 6 inches off the ground. Raw meats and prepared/ ready-to-eat food should be separated and stored in approved storage containers with tight fitting lids to help prevent cross-contamination.

FOOD PROTECTION

All customer self-service food items and utensils must be stored in such a way to prevent contamination, examples of acceptable equipment include:

- Hinged covers over food
- Protected dispensers
- Single-serve packets

WATER SUPPLY AND WASTE DISPOSAL

- The Coordinator and Vendors must make arrangements to provide supplies such as electricity, water, and waste disposal. At least 20 gallons of clean potable water shall be available for each Risk Category 2 Food Operation and at least 5 gallons of water for hand washing.
- All liquid waste must be disposed of in a plumbed sewer drain or by means approved by Environmental Health and the local wastewater utility department. No wastewater may be discharged into the ground or storm drains.
- The Coordinator must provide sufficient garbage containers for each booth and for the public eating areas. The containers must be vermin-proof and kept clean.



HAND WASH FACILITIES

A hand wash station must be in an accessible location within booths where food is prepared, or samples are distributed. If a hard-plumbed sink with hot and cold potable water is not available, an alternative hand washing station may be used, consisting of the following:



- Warm potable water (100° – 108°F) stored in an Insulated food-grade container capable of maintaining warm water for the duration of the event. The container **must have a hands-free spigot** that can remain locked in the open position while washing hands.
- Liquid hand soap
- Single-use paper towels
- Wastewater container (five-gallon capacity)
- Garbage can

1. Warm water is not required in booths where only beer and wine are dispensed and sold.
2. Hand wash stations are not required in booths where only prepackaged food is sold and samples are not offered (hand washing facilities are required at the restroom area within 200 ft).



Methods for Meeting Requirements

Achieving Warm Water of 100°-108°F

Fill container with warm water at approved food facility and transport to the event or heat water at the event using a cooking range or an electric kettle.

Hands-free Water Spigot

Containers with a push-button spigot can be retrofitted with a lever-type spigot; all materials used must be food-grade. Spigots may be purchased from the manufacturer or from stores where insulated water containers are sold (see the Resources List at the end of this document).

Examples of Allowable Insulated Containers and Spigots



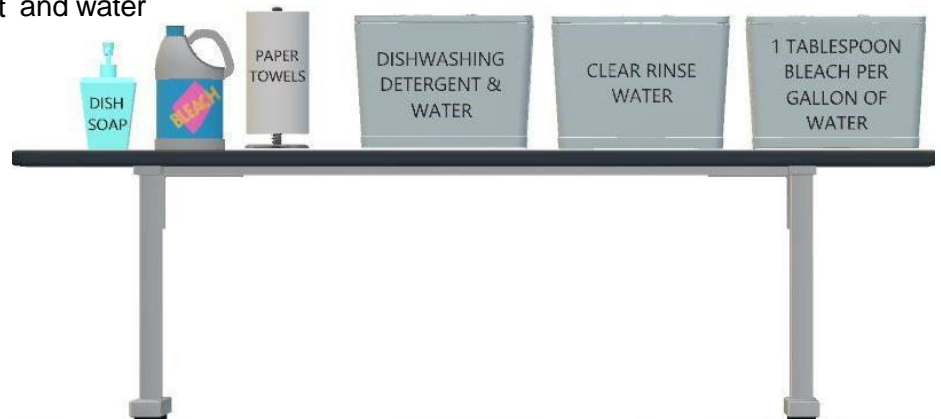


ALTERNATE WARE WASH SET-UP

Required for all food operations lasting more than 4 hours and where no back-up utensils are available.

A three-container setup is required, consisting of:

1. Dishwashing detergent and water
2. Clean rinse water
3. Sanitizer rinse



Required sanitizer concentrations for ware washing and wiping cloth storage buckets:

- Chlorine Bleach: 100 ppm, 1 tablespoon of bleach per one gallon of water.
- Quaternary Ammonia: 200 ppm
- (For other types of chlorine sanitizer and quaternary ammonia, follow manufacturer's mixing instructions. Provide test strips to verify sanitizer concentration.)

SINGLE-USE UTENSILS

Food vendors shall provide only single-use utensils for use by consumers. Washing of multi-service plates, beverage cups, cutlery, etc. that are used by consumers is not allowed.

Exception – Beer and wine booths may pour into and refill glassware if employees are properly trained to handle glassware from the base or stem only. If the booth operators and employees are unable to follow safe refilling procedures on the day of the event, the inspector may require that all refills are distributed in single-use cups for the remainder of the event.

- Remove clean glasses from the box so that the rim of the glass is not touched (turn the box upside-down).
- When refilling glasses, do not touch the rim of the glass with the wine bottle, the beer dispensing equipment or hands.
- Wash hands frequently.






SAFE FOOD HANDLING REQUIREMENTS

COOKING TEMPERATURES

Use an accurate probe thermometer to check the internal cooking temperature of foods.

Minimum cooking temperatures:

| | |
|---|--|
|  | <p>165°F for 15 seconds – Poultry; comminuted poultry; stuffed meat, fish, and poultry.</p> |
|  | <p>155°F for 15 seconds – Ground beef, other comminuted meat, and eggs.</p> |
|  | <p>145°F for 15 seconds – Fish; single pieces of meat including beef, veal, lamb, pork and game animals.</p> |

Food that is less than thoroughly cooked may be sold only if specifically requested by a consumer or if the food facility operator clearly notifies the consumer verbally or in writing at the time of ordering that the food is raw or less than thoroughly cooked.

HOT AND COLD HOLDING TEMPERATURES

A Potentially Hazardous Food (PHF) is a food that requires a time or temperature control to limit pathogenic micro-organism growth or toxin formation. In other words, foods that if left out of temperature, can grow organisms that cause food-borne illness.

- ❑ **Hot Holding:** 135° F or higher
 - Equipment – steam table, chafing dishes with “sterno” or other heating element.
- ❑ **Cold Holding:** 45° F or below
 - Equipment – refrigerators or by fully submerging food in ice.
- ❑ Hot food held at or above 135° F, or cold food held between 41° F and 45° F must be discarded at the end of the day.



THAWING

Food must be thawed in the refrigerator, under cold running water, in the microwave or during the cooking process. Never thaw food at room temperature.

REHEATING

Food that is cooked, cooled and reheated for hot holding shall be reheated to 165° F for at least 15 seconds. Commercially processed or hermetically sealed food shall be reheated to at least 135° for hot holding. Reheating must be done rapidly.

COOLING

Cool food rapidly from 135° F to 70° F within 2 hours, then place in the refrigerator and continue to cool from 70° F to 41° F within 4 hours (total = 6 hours). Stir food frequently, do not cover until completely cooled. Use approved methods to facilitate the cooling process, examples:



Ice Wand



Ice Bath



Shallow or Smaller
containers

Recommended to be done at commissary/commercial kitchen

LIMITING BARE HAND CONTACT WITH READY-TO-EAT FOODS

Employees must limit bare hand contact with ready-to-eat foods (e.g., salad ingredients, sandwiches, burritos, chips, etc.) by using a barrier such as:



*Single use gloves



*Tongs



*Spoon/Fork



EMPLOYEE HEALTH AND HYGIENE

Employees experiencing acute gastrointestinal illness or infected with a communicable disease that is transmissible through food shall be excluded or restricted from the food operation to prevent the spread of food-borne illness.

Employees experiencing persistent sneezing, coughing, or runny nose that cannot be controlled by medication shall not work with exposed food, clean equipment, or unwrapped single-use utensils.

RESTROOMS

Provide at least one toilet for every 15 food employees. Restrooms must be located within 200 feet of the food booths. Approved hand washing facilities must be available at the restrooms with clean potable water for hand washing. Employees must wash hands in the restroom and once again in the food booth, prior to handling food or clean equipment.

HAND WASHING

Employees must wash hands before touching any food or clean equipment, between tasks, and after any chance of contamination.

- Proper hand washing procedure: Wash hands with warm water and liquid hand soap for at least 10-15 seconds. Pay particular attention to the areas underneath the fingernails and between the fingers. Rinse with clean running water and dry with single-use paper towels.



LIVE ANIMALS

Live animals are not allowed inside the food booths. Pets/animals must be kept at least 20 feet away from the food booths. Service animals (dogs) are exempted if the contamination of food, clean equipment, utensils, or single-use utensils cannot result.



DEFINITIONS

Agricultural products – certified and non-certifiable agricultural products, as defined by the California Department of Food and Agriculture (CDFA).

Approved – acceptable to the enforcement agency based on a determination of conformity with applicable laws, or, in the absence of applicable laws, current public health principles, practices and generally recognized industry standards that protect public health.

Certifiable Agricultural Products – agricultural products certified by the Agricultural Department relative to inspection and verification of compliance with the provisions of Direct Marketing regulations. They include fresh fruits, nuts, vegetables, shell eggs and honey.

Certified Producers' Certificate (CPC) – Certificate issued by the Agriculture Department listing specific certifiable food products produced at the specified location by the specified producer.

Community Events Section – Non-Agricultural Food section adjacent to the CFM.

Coordinator – person from the sponsoring organization coordinating the food operation of a community event.

Cottage Food Operation (CFO) – an approved private home-based food operation. Registrations and permits are issued by EH. For additional information, visit www.smchealth.org/cottage-food-operations

Food Preparation – packaging, processing, assembling, portioning or any operation, which changes the form, flavor, or consistency of food. Trimming of produce is not considered food preparation.

Food Vendor – operator providing food to the public (for free or for a charge).



Market Manager – owner, operator or person-in-charge of the CFM and Community Events Section.

Non-Agricultural Food Vendor – a food vendor in the Community Events Section.

Non-Certifiable Agricultural Products – agricultural products that are not certified by the Agriculture Department, certified agricultural products that have been processed (value-added products), livestock, livestock products, and fish/shellfish produced under controlled conditions in waters or ponds located in California (examples include fruit/vegetable juices, shelled nuts, jams, jellies, wine, catfish, trout, and livestock or poultry products). Though these products are not “certified,” they must have been produced or derived from plants or animals raised or produced by the producer. These non-certifiable processed agricultural products may include, or have added to them, a limited number of ingredients or additives which act only as preservatives or are essential in the preparation of the product. Non-certifiable agricultural food products must be from an approved source.

Potentially Hazardous Food (PHF) – food that requires time or temperature control to limit pathogenic microorganism growth or toxin formation. In other words: food that, if left out of temperature, can grow organisms that cause food- borne illness.

Processed Food Registration (PFR) – issued by California Department of Public Health Food and Drug Branch for food facilities selling wholesale or conducting food operations without a retail front.

Produce – any whole fruit or vegetable in its raw or natural stat

Producer – means a person or entity who produces shell eggs or edible plants by practice of the agricultural arts upon land that the person or entity controls.

Ready-to-Eat Foods – food that is in a form that is edible without additional preparation or cooking. If raw or partially cooked food of animal origin (meat), the consumer is advised.

Single-Use Utensils – a food contact implement or container designed and constructed for one-time, one-person use, after which they are intended for discard.

Temporary Event (TE) – an approved community event where food is sold or offered to the public.



Temporary Food Facility (TFF) – a food facility that operates at a fixed location for the duration of an approved community event.

Value-Added Products – certified agricultural products that have been processed.

FREQUENTLY ASKED QUESTIONS

What is required to sell honey?

If you produce the honey, a Certified Producer's Certificate (CPC) is required to sell within the CFM and a PFR if blending or heat-treating. If you do not produce the honey, a retail permit or CFO registration/permit in addition to a CFM Temp Event Vendor Permit is required to sell within the Community Events section.

Can I sell low-acid canned food?

Yes, with a Cannery License issued by CDPH FDB.

If I rent kitchen space at a restaurant or commissary, do I still need a food facility permit for my business? Yes, each business operating is required to have their own health permit or registration for their own operation. Permits are owner-specific and cannot be shared.

What is required to sell meat that I produce?

Producers may sell meat and other livestock products they produce within the CFM. Livestock and livestock products are considered non-certifiable agricultural products, a CPC is not issued to livestock producers. All meat must be processed in an approved USDA inspected facility.

What is required to sell cheese?

A license from California Department of Food and Agriculture, Milk and Dairy Food Safety Branch.



What is considered an approved source?

Facilities that possess a valid CPC are considered an approved source for certified agricultural products. For noncertifiable agricultural food products, the processing and storage location must be under regulation by an authority acceptable to CDPH or EH and owned and operated by the same person or entity. One or more of following may be required for processing or packaging any food products:

- Processed Food Registration (PFR) issued by CDPH FDB
- EH permitted retail food facility located within San Mateo County (e.g. bakery, restaurant, etc.)
- Cottage Food Operation Registration or Permit
- A federal inspection certificate issued by the Food and Drug Administration.

The registration or permit must be issued to the producer processing the food. If contracting with a co-packer, and the producer is not involved in the processing of the food, proof of the agreement and the co-packer's PFR must be provided upon request.

How much do the permits cost?

The most current [fee schedule](#) can be found on the EH website. Permit fees are billed annually.

What is required to sell pet food?

Approval from CDPH FDB is required for selling pet food processed pet food. Approval from CDFA is required for selling raw or unprocessed pet food.

OTHER AGENCIES

County of San Mateo Agriculture Department

728 Heller Street

Redwood City, CA 94064

(650) 363-4700

smateoag@smcgov.org



SAN MATEO COUNTY HEALTH
**ENVIRONMENTAL
HEALTH SERVICES**

Environmental Health Services

Food Program

2000 Alameda de las Pulgas, Suite #100
San Mateo, CA 94403
Phone: (650) 372-6200 | Fax: (650) 627-8244
smchealth.org/food
EHSpecialEvents@smcgov.org

California Department of Public Health (CDPH FDB)

Food and Drug Branch

1500 Capitol Avenue MS 7602

PO Box 997435

Sacramento, CA 95899-7435

(916) 654-0466

FDBinfo@cdph.ca.gov

California Department of Food and Agriculture

1220 N Street

Sacramento, CA 95814

(916) 654-0466