FUNDRAISING GUIDELINES
FOR TEMPORARY FOOD SALES

March 19, 2015

There are three major types of temporary food sales possible:
All food sales require an application to be submitted to the DOH in order to ascertain the
safety of the food intended to be sold/distributed.

Non-Potentially Hazardous Foods

- Breads, cookies, jams, jellies, dried fruits, popcorn snacks, trail mixes, cereals,
granola, candies, cotton candy, whole uncut produce (fruits/veggies), etc.

- OK to use Home Kitchens

- If DOH determines that the foods are Non-Potentially hazardous, there is NO
  FEE.

- Sales are limited to 20 days in any 120 day window at a specific location.

Potentially Hazardous Foods – Organization purchase pre-prepared foods.

- Foods containing beef, pork, poultry, seafood, milk and dairy products, cheese,
yogurts, canned or bottled foods, baked goods with cream fillings requiring
refrigeration, cut fruits and veggies, etc.

- Home Kitchens NOT ALLOWED!!

- If you are only serving pre-prepared hot dog, hamburger, or other commercially
  pre-prepared PHF's like Mays Hamburger patties or Bulk canned chili from
  Costco or pre-prepared Zippy's chili, and you only do final cooking and/or serving
  at the event – A DOH permitted kitchen may not be required if the operator uses
only all disposable utensils and food handling and preparation are at a minimum. (e.g. No beef stew or chili from scratch if the organization has no access to a DOH permitted kitchen vs commercially prepared Canned or prepared chili and stew from another DOH permitted facility would be OK without additional approval signatures)

- Hand-wash sink required at Temp food site if organization is physically serving or cooking the food.

- Sink not required if food is individually packaged at the permitted food facility.

- Fees are $50 for 1-5 day event, $75 for 6-10 day event and $100 for 11-20 day event.

- No Fees are charged if it is for a benevolent cause such as Food Bank fund raising, athletic clubs, cultural organizations, schools other not for profits.

- Sales limited to 20 days in a 120 day window for a specific location.

Potentially Hazardous Food – Organization prepares food.

- All items same as above except:

- If the organization is actually preparing the potentially hazardous foods, then it **must be done in a DOH permitted facility**.

- The owner of the DOH permitted food facility must sign-off on the Temp Food Establishment application, which allows the organization to prepare the food themselves.

- The DOH permitted facility must be appropriate for the food preparation being proposed. (E.g. We will not allow an Ice Cream Shop to be used to create a full blown Hawaiian Luau menu even though the Ice Cream Shop has a regular DOH Food Establishment Permit)

- Fees are the same as above and waived if for a benevolent cause.

FOR ANY QUESTIONS, INQUIRIES, PLEASE CONTACT US AT **586-8000** AND ASK FOR ANY SUPERVISOR OR INSPECTIONAL STAFF AND THEY CAN HELP YOU

You can also email Erin Villanueva at erin.villanueva@doh.hawaii.gov
APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT

(Please type or print in black or blue ink)
SEE BACK FOR INSTRUCTIONS AND FEES

<table>
<thead>
<tr>
<th>DAY</th>
<th>(E) DATE OF EVENT</th>
<th>(F) TIME OF EVENT</th>
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<tr>
<th>(G) NAME OF APPROVED FOOD ESTABLISHMENT</th>
<th>(H) STREET ADDRESS</th>
<th>(I) PHONE NUMBER</th>
<th>(J) PERMIT NO.</th>
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APPROVED FOOD ESTABLISHMENT USE AUTHORIZED BY: (K) (OR ATTACH LETTER OF AUTHORIZATION)

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<tr>
<th>(L) SIGNATURE OF AUTHORIZED PERSON</th>
<th>(M) PRINT NAME OF AUTHORIZED PERSON</th>
<th>(N) TITLE</th>
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(0) LIST FOOD ITEMS. NO HOME PREPARED FOOD. REMINDER: KEEP HOT FOOD ABOVE 135° F. KEEP COLD FOOD BELOW 41 °F. WORKERS MUST PRACTICE REGULAR HANDWASHING, MUST NOT BE ILL, NO BARE HAND CONTACT WITH READY TO EAT FOODS.

(CONTINUE FOOD ITEMS ON A SEPARATE PAPER IF NEEDED)

(P) ATTACH: SITE PLAN – INCLUDE HAND WASHING FACILITIES, BOOTH LAYOUT

The Sanitation Branch, Department of Health reserves the right to deny your Temporary Food Establishment Permit or revoke the permit for failure to comply with the sanitary requirements of Hawaii Administrative Rules, Title 11, Department of Health, Chapter 50, Food Safety Code. The permit applicant may be required to submit a complete menu and schematic plan of the proposed operation.

THIS PERMIT IS NOT TO EXCEED TWENTY (20) DATES IN ANY 120 DAY PERIOD

<table>
<thead>
<tr>
<th>(O) DATE</th>
<th>(R) SIGNATURE OF APPLICANT</th>
<th>(S) TITLE</th>
<th>(T) PRINT NAME OF APPLICANT</th>
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FEE NON REFUNDABLE

Payable to: STATE OF HAWAII

SUBMIT APPLICATION AND FEE TEN WORKING DAYS PRIOR TO EVENT TO:

SANITATION BRANCH
591 ALA MOANA BLVD.
HONOLULU, HI 96813

THERE WILL BE A SERVICE FEE OF $25.00 FOR ANY CHECK DISHONORED BY THE BANK.

APPROVED:

DATE

SIGNATURE OF AGENT/DEPARTMENT OF HEALTH

SECTION BELOW FOR OFFICIAL HEALTH DEPARTMENT USE ONLY

FEE AMOUNT | DATE PAID | METHOD OF PAYMENT | RECEIPT NO. | RECEIVED BY
|------------|-----------|-------------------|-------------|-----------|

SAN APP TFE 02/14
All establishments, organizations, or individuals distributing or selling food to the public for a limited period of time (not exceeding 20 dates within a 120 day period) are required to submit a Temporary Food Establishment Permit Application to the Department of Health, Sanitation Branch. Applications will not be processed if the form is incomplete.

Applications and the appropriate fee should be submitted at least ten (10) working days prior to event.

All exemptions will be decided by the Department of Health/Sanitation Branch.

Permits may be picked-up OR faxed OR mailed to you (include a self-addressed, stamped envelope with the application).

All permits must have a seal of approval.

A. NAME OF ORGANIZATION OR ESTABLISHMENT: Name of organization or establishment administering the food operation. Each permit applies to one (1) organization or establishment only.

B. LOCATION OR ADDRESS OF EVENT: Site of food distribution is being held. Each permit applies to one (1) location.

C. CONTACT PERSON: Name of person(s) responsible for questions and pick up of application.

D. CONTACT PHONE OR FAX NUMBER: Phone number of person(s) responsible for questions and pick up of permit or if provided, permit will be faxed.

E. DATE OF EVENT: One date per line (Maximum of 20 dates within a 120 day period, starting from the date of the first event).

F. TIME OF EVENT: Start to end time of event.

G. NAME OF APPROVED FOOD ESTABLISHMENT: Name of approved food establishment where food preparation, food storage, etc. will be done. The proposed approved food establishment must still be approved by the Department of Health for the temporary food event.

H. STREET ADDRESS: Street address of approved food establishment where food preparation, food storage, etc. will be done.

I. PHONE NUMBER: Phone number of approved food establishment.

J. PERMIT NO.: Permit number of the approved food establishment where food preparation, food storage, etc. will be done.

K. OR ATTACH LETTER OF AUTHORIZATION: Instead of having the Authorized Person sign the application, an authorized letter from the kitchen may be submitted. The Letter of Authorization must include information L, M, and N.

L. SIGNATURE OF AUTHORIZED PERSON: Signature of person giving permission to use the approved food establishment.

M. PRINT NAME OF AUTHORIZED PERSON: Print name of “(L) Signature of Authorized Person”.

N. TITLE: Title of “(L) Signature of Authorized Person”.

O. LIST OF FOOD ITEMS: All food items being sold or distributed at event (also include the number of pieces of chicken to be sold).

P. SITE PLAN, BOOTH LAYOUT: On a separate paper draw a site plan and indicate the booth where food will be distributed including warmers, burners, cookers, handwashing facilities, etc.

Q. DATE: Date submitting application.

R. SIGNATURE OF APPLICANT: (Applicant and contact person need not be the same person.)

S. TITLE: Title of “(R) Signature of Applicant.”

T. PRINT NAME OF APPLICANT: Print name of “(R) Signature of applicant”.

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<thead>
<tr>
<th>FOOD ESTABLISHMENT TYPE</th>
<th>FEE</th>
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<tr>
<td>44. Any Food Establishment used only to prepare or serve food to the homeless without compensation, consideration, or donation by the person or persons being served</td>
<td>$0</td>
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<td>45. Temporary Food Establishment: 1-5 days</td>
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<td>46. Temporary Food Establishment: 6-10 days</td>
<td>$75</td>
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<td>47. Temporary Food Establishment: 11-20 days</td>
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<td>48. Temporary Food Establishment: Value added farm products</td>
<td>$25</td>
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<tr>
<td>49. Temporary Food Establishment (applicants such as youth groups, schools, hospitals, religious groups, community service organizations, athletic groups, and other charitable or benevolent organizations)</td>
<td>$0</td>
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