

**North San Diego Certified Farmers Market**  
**Farmers and Food-Vendor Checklist** (All Served Foods, Prepared Foods, and Produce)

Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Item	Start of Market Checklist	Y or N or n/a
<b>ALL FOOD VENDORS</b>		
1.	All food remains 6" off the ground <b>AT ALL TIMES</b> (includes during loading and unloading).	
2.	Certification must be current and documentation on hand for ALL scales used to weigh foods sold by weight.	
3.	Booth area is clean, free of any waste, equipment is clean and a trash receptacle is available for the vendor's use (all sellers must provide their own trash containers for their own use).	
4.	Sellers must provide a second trash container for customers dedicated use located at front of vendor stall, if samples are offered or any items for immediate consumption are sold.	
5.	All offered foods are properly labeled and prices shown.	
6.	All food vendors, as appropriate, use protective gloves and supply is readily available.	
7.	<b>SIGNS:</b> The name of the facility, city, state, ZIP Code, and <i>name of the operator</i> must be legible and clearly visible to patrons. The <b>facility name</b> must be in letters at least <b>three inches high</b> , and must be of a color contrasting with the surface on which it is posted. Letters and numbers for the <b>city, state, and ZIP Code</b> , may not be less than <b>one inch in height</b> .	
8.	Adequate Restroom/Washroom facilities are readily available (VIP Porta-pottie Provided by Market, with hand-wash, soap, paper towel, and paper disposal; within 200 feet of market area).	Y
9.	Adequate Trash Disposal available to vendors (dumpster provided by Market for vendors' use; located in the parking lot during and at the close of market).	Y
10.	Adequate Waste Water/Gray Water disposal available (provided by market; contact the Market Manager for proper location before disposing of waste/gray water). <i>note: clean water/fresh-water ice may be poured into the areas outside the perimeter of the market.</i>	Y
<b>PREPARED, PRE-PACKAGED, OPEN AND SERVED FOODS</b>		
11.	Food Preparers have available a three-compartment ware-washing sink with hot water, dish soap, paper towels, sanitizer, paper waste disposal and appropriate plumbing. (Provided by Market; within 200 feet of market area)	Y
12.	<b>ORIGINAL</b> (not photocopy) and current Environmental Health Permit(s) on display (Temporary Food Facility/Mobile Food Facility). <b>Note:</b> <i>If Original Health Certificate has not been issued yet, check here to indicate Payment Receipt for Health Permit with appropriate Permit Number has been obtained (vendor is awaiting receipt of the Original Certificate following on-site inspection by DEH).</i>	
13.	<b>Food Safety Training/Documentation.</b> All food workers in San Diego County must be trained in food safety, and have <i>documentation on-site</i> during market hours. <i>A food handler is <u>any</u> person employed by a permitted food business who is involved in the preparation, storage, service, or handling of food products or utensils.</i> <b>Permit holder</b> has at least one owner/ employee that has passed a state-approved food safety manager certification exam, and current documentation is on file with the Market Manager. <input type="checkbox"/> SERVSAFE; <input type="checkbox"/> Experior Assessments; <input type="checkbox"/> National Registry of Food Safety Professionals; <input type="checkbox"/> Other <b>On-site operator</b> has in their possession a valid food handler card issued by a <b>county-authorized food handler training school</b> . ----- <b>On-site operator</b> has in their possession a valid food handler card issued after <b>passing a County of San Diego food handler test administered by the current food safety manager</b> .	
14.	All food items are properly stored and/or displayed at the correct temperature (refrigerated, on ice, warming tray, steam table, etc) and protected/covered as appropriate to the product.	
15.	Food handling equipment including trays, tongs, plates, pans and utensils are clean and properly stored. Oils and ingredients are properly stored and ready to use.	
16.	For foods prepared on-site, vendor booth must be enclosed with 16-mesh per square inch screens.	
17.	BBQ's, grills or other equipment approved for outdoor cooking must be separated from public access by using ropes or other methods suitable to protect food from contamination and public from injury.	
18.	<b>Fire Extinguisher Requirements</b> , when cooking or any open flame is present: Each booth must have a minimum <b>Class C 2A: 10B:C</b> rated portable fire extinguisher. Any cooking operation involving combustible cooking media (e.g. vegetable or animal oils and fats) will <i>also</i> require a <b>Class K 2A:K</b> (cooking media) fire extinguisher <i>in addition</i> to the <b>Class C</b> extinguisher. Each extinguisher must be mounted and secured in a manner that it will not fall over yet be easily accessed in the case of an emergency. Each extinguisher must be visible and accessible and located away from the cooking area. Each extinguisher must have been serviced within the last year and have a California State Fire Marshal service tag attached.	
19.	<b>Over-sized utensil ware-washing</b> station (3 compartments; soapy water, rinse water, sanitizer) set up and available in vendor stall, <i>when applicable</i> .	

## MOBILE FOOD FACILITIES (Food Trucks)

20.	Occupancy Clearance Placard: Issued by the California Department of Housing and Community Development	
21.	Certificate of Inspection: Issued by the Fire Department when they inspect fire suppression system and/or fire extinguisher.	
22.	Posted Signage (visible to the public): A COPY OF THE MOST RECENT ENVIRONMENTAL HEALTH INSPECTION REPORT IS AVAILABLE AT THIS FACILITY FOR YOUR REVIEW, UPON REQUEST. County of San Diego Department of Environmental Health. For further information call: (619) 338-2222; (800) 253-9933 (In San Diego County)	
23.	Health Permit window sticker properly affixed.	
24.	Health Permit body sticker properly affixed.	

## CERTIFIED PRODUCERS (Farmers)

25.	<b>ORIGINAL</b> and current CPC(s) on display.	
26.	Avocado farmers must have Avocado certificates for Avocados being sold (photocopies of avocado certificates are acceptable, and should be on display/available).	
27.	All produce on display is listed on applicable permits, and appropriate for the indicated harvest period.	
28.	Sealed/closed pre-packaged produce must carry appropriate <b>I-R-Q</b> labeling	
	<b>I: Identity</b> (Product)	
	<b>R: Responsibility</b> (Producer) - must include City and Zip Code	
	<b>Q: Quantity</b> (net contents; ie: count, volume, weight)	

## IF SAMPLES ARE OFFERED (applies to ALL Food Vendors AND Farmers)

29.	Vendors ( <i>including</i> Farmers) that offer samples (whole or cut) <b>MUST HAVE A COMPLETE and OPERATIONAL HAND WASH STATION</b> set up in each booth:	
	A minimum five (5) gallon insulated container capable of providing a continuous stream of warm water at a temperature of 100°F from an approved source that leaves both hands free to allow vigorous rubbing with soap and warm water for 20 seconds	
	Soap in a pump – no bar soap	
	Single-use paper towels	
	separate trash can for paper towel waste	
	catch basin to collect wastewater, and properly dispose of all wastewater	
30.	Samples must be offered as individual single-servings (whole or pre-cut/pre-portioned).	
31.	Vendors that offer samples for customers to take from trays or containers <b>MUST HAVE</b> tooth picks or other single-use utensils pre-set in the samples before offering to customers.	
32.	Serving and portioning utensils are clean and properly stored.	
33.	Serving containers for samples <b>MUST</b> have covers.	

*Additional Items, Notes, Corrective Actions Recommended, Required and/or Taken:*

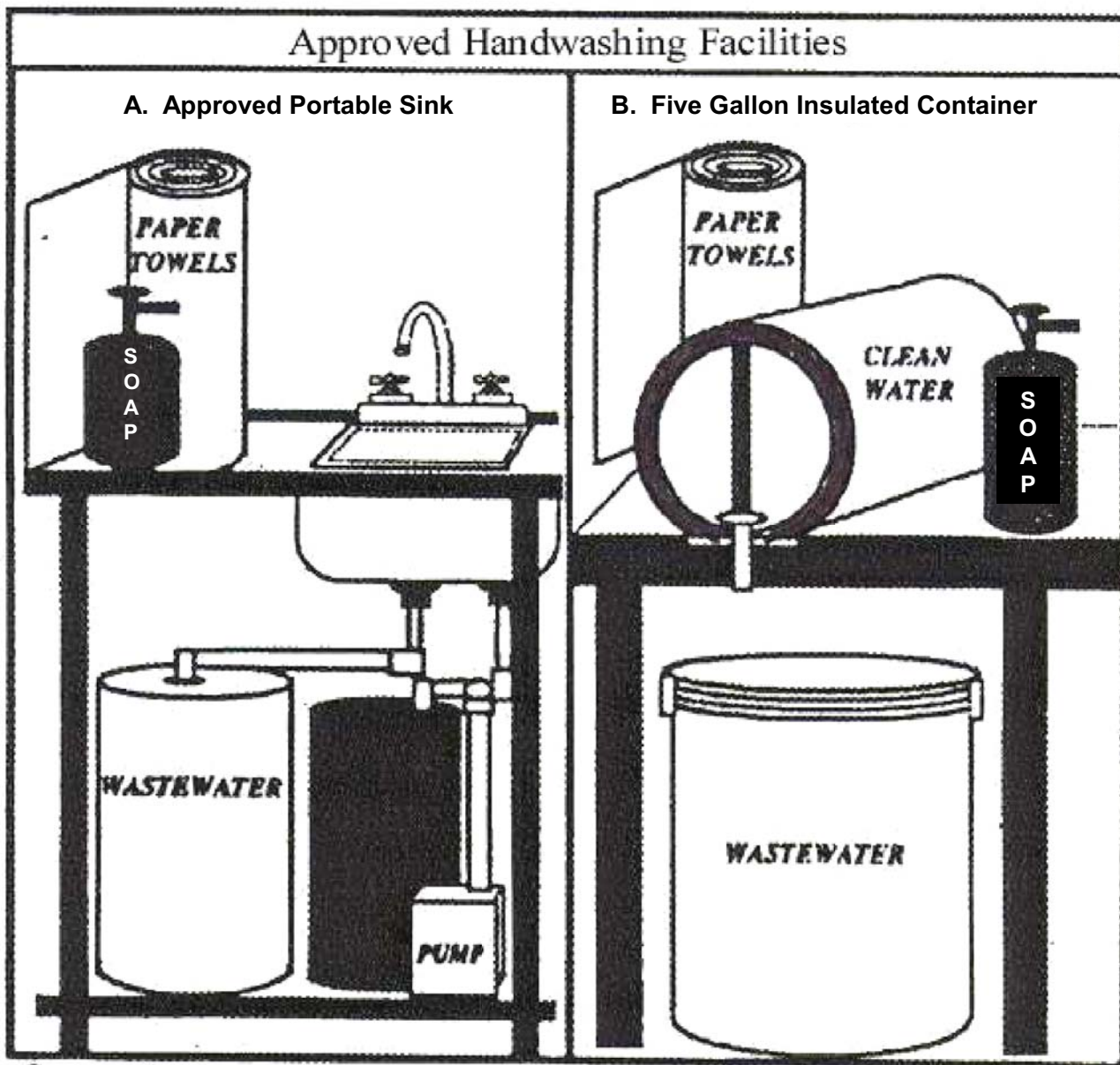
**see additional attached [ ]**

*Signatures:*

Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Market Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**BRING THIS PAGE TO THE EVENT AS A GUIDE TO SETTING UP YOUR HAND WASH STATION.**



**ELEMENTS OF AN ACCEPTABLE HANDWASH STATION**

- Handwashing facilities must be provided in each food booth
- A minimum five (5) gallon insulated container
- Water must be kept warm – **at least 100°F**
- Spigot must provide a continuous stream of warm water that leaves both hands free
- Catch basin to collect wastewater
- Soap in a pump – no bar soap
- Single-use paper towels
- Separate trash can for towel waste only