



Department of Environmental Health & Safety
Application for Food Serving Permit
 Permit must be submitted 10 business day prior to event

SECTION I: EVENT INFORMATION (To be completed by the event coordinator)

Today's Date _____

University Organization/Group _____ Date & Time of Event _____

Name of Event Coordinator _____ Telephone No. _____

Approved BBQ or Event Location _____

Food to be served (including condiments) and how they will be served. (Describe in detail what and how food will be served; e.g., cooked, raw, sliced, whole, pieces, sandwiches, in paper cups, on paper plates, etc.)

Approved event location where food will be prepared: Farm Pavilion Kitchen Other approved location: _____

Complete if using an approved outdoor-cooking facility. For facility reservation information and to obtain the hose, quill, and fire extinguisher, please contact Facilities Reservations at 898-6118. E-mail FACilitiesReser@csuchico.edu

- Charcoal: Requires hose and quill for fire suppression purposes. Non-potable water (ground water) cannot be used for drinking water. Any coals remaining after cooking cannot be disposed of on campus.
- Propane: Requires an ABC Fire Extinguisher. Questions on how to operate a fire extinguisher please contact EHS at 898-5126.
- Trailer BBQ: Approval of appropriate insurance requirements must be met.

Method of storing perishable foods (if applicable) _____

Hand washing location _____

Describe food serving stand (cart, counter, table) _____

List utensils to be used for preparing and/or serving food on campus (bowls, pitchers, cups, knives, etc.) _____

As the Event Coordinator I accept responsibility for this event. I understand it is my responsibility to inform any person who will be handling food of the guidelines set forth in the attached Health and Sanitation Requirements for Food Servers.

Signature: _____ Date: _____
(Event Coordinator)

SECTION II: EVENT APPROVAL (To be completed by CSU, Chico Staff)

1.) Event Approval _____ Date: _____
(A.S. Staff Representative, Student Activities Representative, University Events Coordinator, Faculty Advisor)

2.) Location Approval (if applicable) _____ Date: _____
(Facility Reservations Representative)

3.) Equipment Approval (if applicable) _____ Date: _____
(Facility Reservations)

SECTION III: FOOD SERVING PERMIT (To be completed by CSU, Chico staff)

Approved (unconditional) Approved (conditional) Denied

Conditions: _____

The above stated organization is hereby given permission to serve the items listed on this application on campus and must meet all applicable requirements as stated in the Health and Sanitation Requirements for Food Servers (attached.)

Food Serving Permit Approval _____ Date: _____
(Environmental Health and Safety Representative)

SECTION IV: INSPECTION (if conducted) ENVIRONMENTAL HEALTH & SAFETY USE ONLY

Date of Inspection _____ Recommendations _____

AS(6014) / SA (4885): _____

APPROVED PERMIT MUST BE PROMINENTLY DISPLAYED DURING EVENT
 (See next page for information on Health & Sanitation Requirements for Food Servers.)



Health and Sanitation Requirements for Food Servers

Any group serving food on campus, that is made available to the general public, must secure a Food Serving Permit (except exempt categories listed below.) Food that is offered for consumption on campus must be prepared in a licensed facility. No food or beverage prepared in a private residence shall be served on campus unless they fall into the following exempt categories:

EXEMPT CATEGORIES (Permit not required)

- Professionally catered food
- Any food or food product made and contained (canned, bottled, or packaged) by a licensed producer that is to be served in the original container and does not require temperature control
- Fruits that are not normally washed before eating and served in the natural form
- Popcorn, if made in a standard commercial popper
- Brownies, cookies, donuts, and unfilled cupcakes.
- Coffee, tea, high-sugar cold beverages (e.g.: punch, lemonade), or soft drinks from commercial dispensers, that are served in single serving cups

OUTDOOR-COOKING ON CAMPUS

Location of Cooking Equipment: Pre-approved equipment used to perform open or barbecue cooking shall be placed only at approved locations on concrete, asphalt, or dirt pads, walks, or roadways (as indicated on the map of pre-approved areas.) The cooking/barbecue equipment must be located more than 25 feet away from any building, flammable fence, structure or tree and must be more than 50 feet away from any building ventilation intake. An operational water hose connected to a water source must be available at all cooking sites where charcoal grills are used prior to the start of any cooking. When a propane grill is used an ABC fire extinguisher must be available.

Disposal of Coals: Any coals remaining after cooking shall be allowed to cool and shall be removed from campus by the event coordinator/sponsor. Ashes and/or charcoal shall not be dumped anywhere on the campus grounds or in any bushes, shrubs or planting area, along the creek bank, or in the creek.

FOOD PREPARATION GUIDELINES

Groups and organizations preparing food to be served on campus must adhere to the following applicable standards:

1. Hand washing facility shall be provided for food handlers and shall be equipped with hot and cold running water. Hand washing detergent or soap and single-service sanitary towels shall be provided. No person shall begin or resume work after visiting the toilet without first washing his/her hands.
2. All multi-use utensils and other equipment used in connection with the preparation, service, and display of food, shall be made of nontoxic materials and so constructed, installed, and maintained as to be readily cleaned, and shall be kept clean and in good repair.
3. Where single-service eating and drinking utensils are used exclusively, no facilities for dishwashing shall be required.
4. If multi-use eating and drinking utensils are used, arrangements must be made with an approved facility for loan and washing of multi-use utensils.
5. Waste shall be removed and disposed of in a sanitary manner as frequently as necessary. Adjacent areas shall be kept clean and free of litter.
6. All readily perishable food or beverage which are intended to be held prior to processing, or are to be reused on the premises, shall be maintained at or below a temperature of 40° Fahrenheit. Similarly when food being maintained hot for serving, or while being served hot, shall be kept in devices which maintain the temperature of all portions of food above 140°.
7. All food handlers preparing, handling, or serving food shall wear clean outer garments and shall keep their hands clean at all times while engaged in handling food, beverage, or utensils. All such food handlers shall wash their hands and arms with soap or detergent and warm water before commencing work.

I have read and understand the guidelines stated above. _____

(Event Coordinator Signature)

PREVENTING FOODBORNE ILLNESS

- All foods obtained from a licensed retail food vendor shall be picked up just prior to the actual scheduled serving time. Early pick-ups are not allowed due to the potential of improper storage and handling.
- Don't accept any donated food from an unlicensed food vendor or caterer.
- To prevent potential tampering, never leave food unattended.
- Keep hands, clothing and food preparation and serving areas clean at all times.

TO REPORT A FOODBORNE ILLNESS CASE

Environmental Health and Safety @ 898-5126