



A food-serving permit is required, even if your organization is not **cooking** any food. The goal is to ensure safe storage, preparation, handling, and service of foods during an event.

Student Life and Leadership pre-approval is required (BMU 220 or 530-898-5396), for all **recognized student organizations**, **before submitting** this form to Environmental Health & Safety (EHS).

Applicants must read and understand all health and sanitation requirements for food servers before signing.

Section I: Health and Sanitation Requirements for Food Servers

To ensure the health and safety of the campus community, everyone involved in this event is expected to comply with the following guidelines. Failure to do so may result in the loss of food selling/serving privileges.

GENERAL

- Food that is offered for consumption to the campus community must be prepared in a commercial kitchen or at your specified tabling location. Food or beverage cannot be stored, prepared, or cooked in a private residence, including fraternity/sorority houses.
- All food items and ingredients must be listed on your food serving permit. No deviation in food items listed on the permit, at time of EHS approval, is permitted (no adding foods not previously approved).
- The individual signing the food permit must be present during review by EHS staff, which may require making an appointment with EHS's Industrial Hygiene Manager.

PROHIBITED ITEMS

- Poultry of any kind.
- Deep-frying.
- Whole cuts of pork – only sliced, pulled, and cubed allowed.

FOOD PURCHASING

- Purchase food from an approved, reputable supplier. This is generally a grocery store or restaurant.
- Buying pre-prepped food (i.e., vegetables that are pre-cut and -washed) is recommended. If purchasing unwashed fruits or vegetables, they must be rinsed thoroughly with potable water before use.
- If purchasing food from a licensed restaurant, contact Risk Management at 530-898-6588 to verify the restaurant has a certificate of liability on file with the University.
- Food must be purchased on the day of the event. Food may only be purchased one day before the event if it will be stored overnight in a commercial refrigerator. No food may be stored in a private residence.
- Maintain proper temperature of food prior to its arrival on campus.

FOOD STAND/BOOTH

- Food booth must be set up in a pre-approved space as designated by Student Life and Leadership (for student organizations) or Facilities Reservation and Event Services (FRES).
- Prior to beginning food preparation, sanitize the table and place a clean or new disposable tablecloth on it.
- A hand washing facility with flowing water shall be provided for food handlers. Hand washing soap and single-service paper towels shall be used. Restrooms are not an acceptable alternative for hand washing. Gray water – (used hand washing water) – must be captured below hand-washing device and may not run on the ground.
- Food preparation and customer service areas must be separate; customers may not have access to the food preparation area.

OUTDOOR-COOKING ON CAMPUS

- *Location of cooking equipment:* equipment used to perform open, or barbecue cooking, shall be placed only at approved locations on concrete, asphalt or dirt. A map of pre-approved barbecue locations can be found on the EHS website. 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. Barbeques cannot be under tents or canopies.

- **Fire suppression:** a water hose, connected to a water source (spigot), must be available at all cooking sites where charcoal grills are used, prior to beginning 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 in a metal or other non-combustible container and shall be removed from campus by the event coordinator. Ashes/charcoal shall not be dumped anywhere on the campus grounds, nor in any bushes/planting areas or storm drains, nor along any creek bank or in the creek.

EQUIPMENT

- All food serving equipment must be in good, clean condition. Ice chests, trays, coffee dispensers, etc. must be washed with hot water and soap prior to use.
- No wooden items may be used (utensils, serving spoon, bowls, cutting boards, etc.).

FOOD SERVING

- **Food must not be touched by person(s) who are sick.**
- All food handlers preparing, handling, or serving food shall wear clean clothes and keep their hands clean. All food handlers must wash their hands with soap and water before beginning work. The person handling payments may not handle food items without washing hands. Disposable gloves should be worn when handling food products. Gloves must be changed frequently, especially when changing tasks such as between handling raw and cooked food.
- All potentially hazardous foods (PHFs) shall be maintained at or below 41° F or above 135° F. Note: real ice must be kept in coolers to maintain cold-holding temperatures. Ice packs are not capable of maintaining the required temperature. For ice cream, use dry ice or cooling equipment (portable freezer).
- Food served hot shall be maintained at or above 135° F. **Please note:** fuel cans (e.g. Sterno cans) are no longer allowed inside campus buildings, per the State Fire Marshall (*Title 19 CCR § 3.25*).
- Customers are not allowed to handle food or utensils. The exceptions are squeeze containers, dispensers, or single-use packets.
- Unwrapped foods must be served with tongs, spatulas, or large spoons.
- Food must be protected from contamination including insects, dust, air-borne contaminants, etc.
- To prevent tampering, never leave food unattended.
- Garbage shall be removed and disposed of in a sanitary manner. Adjacent areas shall be kept clean and free of litter.
- No animals are allowed in the food serving or cooking area.

A food-serving permit is not required for the following items:

- Professionally catered foods (i.e., restaurant is preparing AND serving the food) – you must still verify the vendor with Risk Management. If your group is **servicing** the food, a food-serving permit is required.
- Closed setting events - organizations may provide or share food if the food is offered for free and the potluck is in a closed setting (i.e., members only).
- Food made by a licensed producer that is served in the original container and does not require temperature control (example: store-bought cookies, chips, donuts, soda, etc.).
- Fruits, in their natural skins, washed and uncut.
- Popcorn, if made in a standard commercial popper.
- Bake-sale items (example: brownies, cookies, etc). No dairy or other perishable foods allowed (e.g. cheesecake, pumpkin pie, buttercream frosting, etc).
- Coffee and tea. Must be served without temperature controlled dairy products.



Section II: Event Coordinator Information

Event Coordinator: _____ Today's Date: _____
Name MM/DD/YY

Telephone No. _____ E-mail _____

Name of Event: _____

University Organization/Group _____ Event Date: _____
Name MM/DD/YY

This application must be submitted to EHS **five days in advance.**

Section II: SLL or FRES Pre-Approval

This event has been reviewed and pre-approved by: SLL FRES

Name: _____ Email: _____ Campus Ext: _____
SLL Paraprofessional or FRES staff member

Event Pre-Approval: _____ Date: _____
Signature

SECTION III: Event Logistics

Event Time: Start _____ End _____

Location/s for: Prep/Cook _____ Serve _____

Food to be served	
List all ingredients:	How will it be prepared/cooked: <i>(no prep needed, purchased pre-prepped, prepped at approved location)</i>
Condiments/toppings to be served	
List all items/ingredients:	How will it be served: <i>(single serve packets, squeeze containers)</i>



Cooking method: _____

Commercial kitchen **Location:** _____

Charcoal Requires hose and quill for fire suppression purposes. Non-potable water cannot be used for drinking water. NOTE: Any coals remaining after cooking cannot be disposed of on campus.

Propane Requires an ABC Fire Extinguisher.

Trailer BBQ Approval of appropriate insurance requirements must be met (contact Risk Mgt.).

How will hot food be held? _____

How will cold food be held? _____

Utensils to be used <i>(bowls, pitchers, cups, knives, spatulas, spoons, tong etc.)</i>	
Prepping	Serving

Section IV: Event Coordinator Signature

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 Health and Sanitation Requirements for Food Servers.

Signature: _____ Date: _____

Section V: EHS Approval

As a Food Safety professional, I have reviewed this application with the Event Coordinator, discussed event logistics, and made recommendations as noted.

EHS Staff Member: _____ Date: _____

Section VI: SLL or FRES Final Approval

This event has been reviewed and approved by: SLL FRES

Name: _____ Email: _____ Campus Ext: _____
SLL Paraprofessional or FRES staff member

Event Approval: _____ Date: _____
Signature