



Department of Environmental Health & Safety

Application for Food Serving Permit

Permit must be submitted 5 business day prior to event

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

Today's Date _____

University Organization/Group _____

Event Date _____

Name of Event Coordinator _____

Event Time _____ (Start) _____ (End)

Telephone No. _____ E-mail _____

Approved BBQ or Event Location _____

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

Food to be served: describe what will be cooked and list ALL ingredients _____

How will your food be prepped (no prep needed, purchased pre-prepped, prepped at approved location)? _____

Condiments/toppings: how will these be served (i.e. to customers using clean utensils, single serve packets, squeeze type containers.) _____

Method of cooking food and keeping it hot (if applicable) _____

Method of storing perishable foods (if applicable) _____

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

If heating or cooking food outdoors on campus, choose one of the following:

- Charcoal: Requires hose and quill for fire suppression purposes. Non-potable water (ground 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. Questions on how to operate a fire extinguisher please contact EHS at 898-5126.
- Trailer BBQ: Approval of appropriate insurance requirements must be met.

NOTE: If heating and/or cooking food outdoors, you must reserve a portable hand washing station and fire extinguisher or hose hooked up to a water source for the day of the event.

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: _____
(Event Coordinator)

Date: _____

Signature: _____
Tentative Approval (SLL or Facilities Reservations)

Date: _____

SECTION II: FOOD SERVING PERMIT (Please contact EHS at 898-5126 for review of Permit)

- 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 _____
(Environmental Health and Safety Representative)

Date: _____

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

1.) Event Approval _____
(Student Life & Leadership Representative, Facilities Reservations)

Date: _____

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

Department of Environmental Health & Safety
Health and Sanitation Requirements for Food Servers



Any group serving food on campus that will be made available to the general public must obtain a Food Serving Permit (except the exemptions list below). Food that is offered for consumption on campus must be prepared in a commercial kitchen or at your specified tabling location. No food or beverage can be prepared or cooked in a private residence (with the exceptions of potlucks as defined below).

Once completed, a printed version must be available for inspection on-site where food is being served. Full compliance with the California Retail Food Code is required. Applicants must read and understand all Health and Sanitation Requirements for Food Server Before Signing

EXEMPT CATEGORIES (permit not required):

- Professionally catered food (must still get approval from Risk Management).
- Potlucks (organizations and departments may share food prepared at home and without a food serving permit, at the personal risk of participants, if the food is offered for free and the potluck is in a closed setting (non-public, invited guests, members only).
- Any food made and contained (canned, bottles, or packaged) by a licensed producer that is to be served in the original container and does not require temperature control.
- Fruits washed and uncut.
- Popcorn, if made in a standard commercial popper.
- Brownies, cookies, donuts, and unfilled cupcakes.
- Coffee and tea (without dairy product)
- Soft-drinks (punch, lemonade, soda)

PROHIBITED ITEMS (unless preapproved by EHS)

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

FOOD STAND/BOOTH

- Must be located in a pre-approved reserved space.
- Must have separate food preparation and customer service areas; customers must not have access to food preparation area.
- Metal or plastic surfaces only. No wooden surfaces may be used.
- Sanitize table before food preparation and cooking begins.

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 paths. Map of pre-approved barbeque 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: 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, in any bushes, shrubs, or planting area, in storm drains, along creek bank or in the creek.

PREVENTING FOODBORNE ILLNESS

- Hand washing facility with running water shall be provided for food handlers. Hand washing detergent or soap and single-service towels shall be provided.
- All food handlers preparing, handling, or serving food shall always wear clean outer garments and keep their hands clean while engaged in handling food, beverage, or utensils. All such food handlers shall wash their hands and arms with soap and warm water before commencing work.
- Gloves should be worn if physically touching food products.
- All multi-use utensils and other equipment use in connection with the preparation, service, and display of food, shall be kept clean and in good repair.
- Single-use eating and drinking utensils must be handed out to consumers.

- Waste shall be removed and disposed of in a sanitary matter as frequently as necessary. Adjacent areas shall be kept clean and free of litter.
- All perishable food or beverage shall be maintained at or below a temperature of 40° Fahrenheit prior to them being served and for the duration of service. 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° Fahrenheit.
- The person handling cash and or cards may not handle any food items without washing hands prior.
- Unwrapped foods must be served with tongs, spatulas, or large spoons.
- Keep food covered to prevent contamination from insects, air-borne contaminants, etc.
- Customers are not allowed to self-serve food. This includes toppings and condiments that are not in squeeze-type containers, dispensers, or single-use packets.
- All foods and beverages 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.
- No wooden items may be used (utensils, serving spoon, bowls, cutting boards, etc.)
- Do not accept any food from an unlicensed food vendor.
- To prevent tampering, never leave food unattended.

TO REPORT A FOODBORNE ILLNESS CASE

Call Environmental Health and Safety at 898-5126