

CAL STATE LA TEMPORARY FOOD FACILITY PERMIT

Temporary Food Facility Permit and Food Handlers Certificates MUST be posted during the event. Request for Authorization to Offer / Sell Potentially Hazardous Food

- To ensure that adequate measures are taken to prevent food borne illness, all Cal State LA Student Organization / Colleges and Departments not licensed to sell food in Los Angeles County must complete Food Safety and Handling training and submit this Temporary Food Permit for Authorization.
- Vendors, Food trucks, Caterers must submit their Public Health Permit, LA County License to sell, Catering Permit and Insurance of liability along with this form.
- This form must be completed at least ten (10) business days prior to the event.
- Cal State LA Temporary Food Permit, Food Handlers Certificates and the LA County Food Permit MUST be visibly posted.
- For a description of what types of foods are considered potentially hazardous, please refer to the guidelines / links on the last page.
- Attach Food Handler Certificates to this form / permit.
- Permit must be signed by Sponsoring Organization Chairperson Representative, Center for Student Involvement, University Auxiliary Services prior to EH&S approval.
- Note: For Private (not open to public) meetings the temporary food permit is not required.

Date of Event: _____ Estimated Attendance: _____

Name of Event: _____

Type of Event: _____ Location: _____

Sponsoring Organization: _____

Authorized Representative: _____ Phone: _____ Fax: _____

Time:

Access Time: _____ a.m./p.m. to _____ a.m./p.m.

Event Time: _____ a.m./p.m. to _____ a.m./p.m.

Type of Food Service:

- Snacks Catering
 Food Sale Other (describe below)

(Provide Caterer's / Market's / Restaurant's complete name and address in space above this box; see Paragraph 6.2(e) in Temporary Food Guidelines for further instructions.) For additional address you may add a page.

Describe Other: _____

List all food and potentially hazardous food (*see Temporary Food Guidelines for definition*) items to be sold/served (include ingredients), use back of page if necessary. _____

Where will this food be prepared or purchased [*Note no Home Baked/Cooked Items are Allowed*]?: _____

List all beverages to be sold/served _____

Where will beverages be prepared or purchased? _____

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: _____

Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete online Food Handler Training prior to sell / offer food, agrees to read, understand, and comply with the Cal State LA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

Insurance: (Student Organizations Only) Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management and EH&S.

No liability will be assumed by California State University, Los Angeles, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community. This permit should be submitted at least 10 business days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.

For additional names and signatures you may add a page. Minimum of two food handlers required who must be present during the entire event.

Link for Food Handler's Training: <https://ds.calstate.edu/?svc=skillsoftstudent&env=prod&org=calstatela>

Certificate Expires one year from the initial completion date.

<u>Food Handler's Name</u>	<u>Food Handler's Signature</u>

All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations **1, 3 and 4** only.

1. Signature of Sponsoring Organization Chairperson Authorized Representative to be present at event

2. Center for Student Involvement (USU 204) *(Student Organizations Only)* Date

3. University Auxiliary Services, Inc. *(Golden Eagle Bldg 314)* Date

4. Environmental Health & Safety *(Corporate Yard Bldg. 244)* Permit No. Date

Food Handler Training Instructions:

Link: <https://ds.calstate.edu/?svc=skillsoftstudent&env=prod&org=calstatela>

1. Login with your Cal State LA username and password.
2. In the search box type Food Safety Handling.
3. Click on the box marked <Courses>
4. Select the training highlighted below titled 'Food Safety and Handling' (1 hour).
5. Certificate of competition will be generated. Certificate will expire in 1 year.
6. Attach certificate to this request.

The screenshot displays the Cal State LA Skillsoft Student interface. At the top, the navigation bar includes the Cal State LA logo, 'Learning Plan', 'The Library', a search bar containing 'Food Safety Handling', a language dropdown set to 'English (US)', and a 'My Profile' link. Below the navigation bar, the 'Search Results' section shows the search term 'food handler'. A filter bar is visible with 'Courses' selected and circled in purple. The search results list several courses, with the bottom-most result, 'Food Safety and Handling', highlighted with a red rectangular box. This course is a 1-hour course with an expertise level of 'Everyone'. Other visible courses include 'Food Allergen Safety', 'JavaScript Objects and Event Handlers', and 'Troubleshooting Runtime Issues and HTTP Modules & Handlers'.

Food Handler Training Instructions for Campus Employees

1. Login the portal my.calstatela.edu
2. Scroll down, on the left side you will see CSU Learn.
3. Click on CSU Learn
4. On top right hand side click on the magnifying glass
5. In the search Box type Food Safety and Handling
6. Click on the training and assign it to yourself. Register for the training. A window will pop then click on start.
7. It is a 1 hour training.
8. After completion you will get a certificate. It can be accessed anytime.
9. Certificate will expire in 1 year.
10. Attach certificate to this request.

The screenshot shows the CSU Learn search interface. At the top, there is a search bar with the text "LEARNING - Food Safety and Handling" and a magnifying glass icon. Below the search bar, it says "SHOWING 20 OF 495 RESULTS FOR 'FOOD SAFETY AND HANDLING'". There are two tabs: "All" (selected) and "Watch". To the right, there is a "Sort By" dropdown menu set to "RELEVANCE" and icons for grid/list view and a refresh icon. The search results are displayed in a list format. The first result is "Food Safety and Handling", which is highlighted with a red box. It includes a thumbnail image of a hand holding a spoon, a description: "Each year, bacteria in food cause millions of illnesses in the US. According to the Food and Drug Administration, between 2% and 3% of all foodborne illnesses result in secondary long-term illnesses. Some strains of E. coli can cause kidney failure in infants and Salmonella can lead to reactive arthritis and serious infections. In addition", and metadata: "Skillssoft Course", "1 Hour", and "esh_sah_a05_sh_enus". To the right of the description is a blue "SELECT" button. Below this, there are two more results: "Food Allergen Safety" and "Foodservice Worker Safety", each with a thumbnail, description, metadata, and a "SELECT" button.

LEARNING - Food Safety and Handling

SHOWING 20 OF 495 RESULTS FOR "FOOD SAFETY AND HANDLING"

All Watch Sort By RELEVANCE

Food Safety and Handling
Each year, bacteria in food cause millions of illnesses in the US. According to the Food and Drug Administration, between 2% and 3% of all foodborne illnesses result in secondary long-term illnesses. Some strains of E. coli can cause kidney failure in infants and Salmonella can lead to reactive arthritis and serious infections. In addition
Skillssoft Course 1 Hour esh_sah_a05_sh_enus SELECT

Food Allergen Safety
People with food allergies, and those who care for them, look to the restaurant and foodservice industry for support when dining out or purchasing food products. In this course, you'll learn about food allergies, the signs and symptoms of an allergic reaction, and methods to prevent illness from contact with allergens. You'll cover
Skillssoft Course 30 Minutes esh_sah_b91_sh_enus SELECT

Foodservice Worker Safety
There are hazards in every workplace. For young and inexperienced workers, food preparation jobs in restaurants, cafeterias, hotels, or schools are often their first jobs. This course explains many of the hazards that employees in the food services industry may be exposed to, including ergonomics, kitchen equipment, fire safety,
Skillssoft Course 30 Minutes esh_sah_b58_sh_enus SELECT

Guidelines for Selling/Offering Potentially Hazardous Food Food Preparation

Potentially Hazardous Food (PHF)

- Poultry, egg, pork or beef products
- Potato, macaroni, fish or chicken salads
- Meat and fish sauces
- Milk and dairy products
- Cooked pasta and vegetables
- Casseroles, soups and vegetable juices
- **Prohibited Food**
 - Food prepared at home

- Food must be obtained from approved sources (i.e. market or restaurant)
- Facility must also be licensed through the Los Angeles County Health Department
- Facility needs to have a minimum score of 85
<https://ehservices.publichealth.lacounty.gov/ezssearch>

Cal State LA Food Guidelines

<https://www.calstatela.edu/student-services/temporary-food-facility-guidelines>

Personal Hygiene

- No jewelry is allowed except for wedding bands
- Wash hands with soap prior to handling food (*antiseptic hand gel CANNOT take the place of initial hand washing*)
- Disposable gloves must be worn at all time and be replaced if gloves rip (wash hands between gloves change) or food handler's task change (*i.e. working on the grill to cutting vegetables*)
- Small lacerations must be completely covered with a clean bandage
- Food must NOT be touched if food handler is ill/sick

Food Protection

- Unwrapped food must be served with utensils such as tongs or forks
- Protect food with covers or plastic wrap when transporting or storing food. When food is not being served it has to be covered or placed in closed container.
- Disposable plates, cups and eating utensils must be clean
- Self-serving of unwrapped food is PROHIBITED
- Single use paper towels and condiments packages must be provided

Food Storage and Holding Temperature

- All PHF must be stored at 41° or less
- Keep hot food hot (*above 135°*) and cold food cold (*below 41°*)
- Ice coolers must be self-draining to let out water as the ice melts



