

**CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT**

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:

_____ Bake Sale _____ Snacks _____ Food Sale _____ Catering
_____ Barbecue _____ Potluck _____ Other (describe below)

(Provide caterer's complete name and address in space above this box; see Paragraph 6.2(e) in Temporary Food Facility Guidelines for further instructions.)

Describe Other: _____

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

Where will this food be prepared or purchased? _____

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 have attended a food handling orientation (offered at the beginning of Fall and Spring quarters), agrees to read, understand, and comply with the CSLA 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) As a prerequisite, the Sponsoring Student Organization agrees to obtain proper insurance coverage from the Associated Students, Inc. (ASI) at least two weeks prior to the event date and ASI agrees to include the Sponsoring Student Organization's activity in its insurance policy. This Temporary Food Facility Permit will not be approved unless accompanied by a proof of ASI insurance.

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.

All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations 1, 4 and 5 only.

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

2. Center for Student Development and Programs (UU 204) (*Student Organizations Only*) _____ Date

3. Associated Students, Inc. (UU 422) (*Student Organizations Only*) _____ Date

4. University Auxiliary Services, Inc. (*Golden Eagle Bldg314*) _____ Date

5. Environmental Health & Safety (*ADM301*) _____ Permit No. _____ Date

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Revised on: May 15, 2001

1. **PURPOSE:** An on-campus temporary food facility shall comply with the requirements set forth by the CSULA Environmental Health and Safety Office (EH&S), County of Los Angeles, District Environmental Services (DES), and the California Uniform Retail Food Facilities Law. The EH&S Office and/or the County of Los Angeles, DES may restrict operations and impose additional requirements to protect against health hazards related to the conduct of the temporary food facility and may prohibit the sale of some or all potentially hazardous foods. These temporary food facility guidelines are consistent with federal, state, and local regulations.

2. **ORGANIZATIONS AFFECTED:** All on-campus and off-campus organizations that choose to sell or give food and/or food related items to the general public. In particular student, faculty, or staff organizations, private individuals or entities, and private food facilities.

3. **REFERENCES:**

3.1 ***Information and Applications for Temporary Events.*** County of Los Angeles Department of Health Services, Public Health Programs and Services, Environmental Health.

3.2 ***California Uniform Retail Food Facilities Law,*** Amended Health and Safety Code, Division 22, Chapter 4, State of California, Department of Health Services, Food and Drug Branch.

3.3 ***Environmental Engineering and Sanitation,*** 4th edition, Joseph A. Salvato

3.4 ***Food Code - 1993,*** U.S. Department of Health and Human Services, Public Health Service, Food and Drug Administration

4. **POLICY:**

4.1 **Temporary Food Facilities:**

(a) **Alcohol** - The sale, giving away, or distribution, of any alcoholic or controlled substances, in a temporary food facility, is strictly forbidden.

(b) **Potentially Hazardous Foods** - Only those potentially hazardous foods and beverages requiring limited preparation, such as hamburgers and frankfurters that only require seasoning and cooking, shall be prepared or served. The sale of these foods will require prior approval from the EH&S Office. Under no circumstances shall the following potentially hazardous foods and beverages be prepared or sold:

(1) Pastries filled with cream or synthetic cream, custards, and similar products.

(2) Sandwiches or salads containing meat, poultry, eggs, fish or seafood: i.e. potato, macaroni, chicken, ham, tuna deviled egg, or similar salads.

(3) **All home prepared foods:** i.e. home canned foods, home cooked fish, meats, poultry including salads, casseroles or sauces containing such products, homemade cakes, pies, or pastries which have a cream, whipped cream, or custard filling or icing.

(4) Beverages containing raw egg or raw egg substitute.

(5) This prohibition does not apply to any potentially hazardous food or beverage that has been prepared and packaged under conditions meeting the requirements of the California Health and Safety

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Code, is obtained in individual servings, or is served directly in the unopened container in which it was packaged. Nor does this prohibition apply to approved, potentially hazardous foods that have been heated/reheated to a temperature at or above 165 degrees Fahrenheit (73.8 degrees Celsius) and then stored at or above 145 degrees Fahrenheit for a period of time not to exceed 2 hours on a single day. Nor does this prohibition apply to approved, potentially hazardous foods that are stored at or below a temperature of 40 degrees Fahrenheit for a period of time not to exceed 4 hours on a single day. All approved, potentially hazardous foods must be stored in facilities meeting the requirements of these guidelines at all times.

(c) **Ice** - Ice shall be obtained only in chipped, crushed, or cubed form and in single use safe plastic or wet strength paper bags filled and sealed at the point of manufacturer. Ice that is consumed or that contacts food shall be dispensed only by food service worker with scoops, tongs, or other ice-dispensing utensils or through automatic self-service, ice dispensing equipment. Ice-dispensing utensils shall be stored on a clean surface or in the ice with the dispensing utensil's handle extended out of the ice. Between uses, ice transfer receptacles shall be stored in a way that protects them from contamination and shall be maintained separate from ice used for refrigeration purposes. Ice storage bins shall be drained through an air gap.

(d) **Food Service Workers**

(1) Persons serving foods must have clean hands at all times, clean outer garments, adequate hair restraints (caps or hairnets), and not suffer from respiratory, intestinal, or skin infections.

(2) They must wash their hands before handling food and at frequent intervals.

(3) Persons serving food may not smoke in food booths or by serving areas.

(4) Food service workers should avoid direct contact with food, and should instead use scoops, tongs, or disposable gloves.

(5) Food service workers must wash their hands each time they leave the stand, after taking breaks, or using toilet facilities.

(e) **Equipment** - Equipment shall be located and installed in a way that prevents food contamination and that also facilitates cleaning the establishment. All equipment that comes in contact with food must be stored at least 6 inches above the ground on shelving or pallets within the stand.

(f) **Utensils** - All utensils shall be free of any chips, cracks, or defects. Temporary food facilities shall provide only clean, single service eating and drinking utensils for use by the consumer. All washable utensils (pots, pans, scoops, ladles, etc.), shall be washed and cleaned at approved utensil washing facilities as indicated on the temporary food facility application.

(g) **Food Contact Surfaces** - Food contact surfaces of equipment and utensils shall be smooth, easily cleanable, and nonabsorbent. They must also be protected from contamination by consumers and other contaminating agents. Effective shields for such equipment shall be provided, as necessary, to prevent contamination. All food contact surfaces must be stored at least 6 inches above the ground.

(h) **Potable Water** - Enough potable water shall be available in the facility for food preparation, cleaning, and hand washing.

(i) **Storage** - All food containers, utensils, and equipment that comes in contact with food shall be stored at least 6 inches off the floor on shelving or pallets and must not come in contact with water or undrained ice. Wrapped foods shall not be stored in direct contact with ice.

(j) **Hand Washing Facilities** - Except where food and beverage is prepackaged, a convenient hand washing consisting of running water, soap (preferably antibacterial), and individual paper towels

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shall be provided within the temporary food facility. Covered and clean waste receptacles must be provided at handwashing facilities.

(k) **Waste Disposal** - An adequate number of approved metal or plastic trash cans with tight fitting lids must be provided by the student organization for the disposal of waste materials. The area surrounding the temporary food facility must be kept clean at all times and left in a clean condition at the conclusion of each day's service. Trash and liquid wastes (e.g. grease, ice condensate, beverage waste, etc.) shall be disposed of in a manner approved by the Environmental Health & Safety Office.

(l) **Toilet Facilities** - At least 1 toilet facility for each 15 employees shall be provided within 200 feet (60 meters) of each temporary food facility.

(m) **Floors** - Floors shall be smooth and easily cleanable. The use of sawdust or similar materials is prohibited.

(n) **Food Stand Construction and Placement**

(1) **Ceiling, Walls, Floors, and Doors:**

(A) These structures shall be constructed of either wood, canvas, plastic, or fine mesh screening (16 mesh to the inch) or similar material and shall completely enclose the facility. Stand material is subject to local regulations.

(B) Earth floors are not permitted. Such floors shall be covered with materials such as clean canvas, wood, or cleanable carpet. Smooth asphalt and concrete floors are acceptable.

(C) Food stands shall not be located under trees or vegetation.

(D) Facilities wherein all food and beverage is prepackaged, at an approved facility, by the EH&S Office, shall not be required to be fully enclosed with fly screening. However, an overhead canopy must be present at all times.

(E) Food Service openings shall be equipped with a tight fitting closure to minimize the entrance of insects.

(o) **Serving Window and Doors** - Counter-service openings may be no larger than 216 square inches, (12"x18") and space a minimum of 18" apart. It is advisable to provide access ways such as a "foldable wall" system of rings and a rod that will open and close easily. Openings must remain in a closed position, except for stand entry/exit.

(p) **Barbecue/Cooking/Open Flame Regulation (also see Potentially Hazardous Foods)**

(1) Open flame cooking equipment may be located adjacent to the stand, but not in an area subject to customer or overhead contamination, (e.g. trees, birds, people, etc.)

(2) The location and type of open flame cooking equipment is subject to approval by the Environmental Health & Safety Office and the local fire department. Use of one of the following methods of cooking is suggested: liquid propane gas, electrical burners, and propane or charcoal barbecues using self-starting charcoal. The use of rice cookers and crock pots are allowed on a limited basis. Liquid starter fluid is prohibited.

(3) Equipment shall be placed to avoid customer contact with all heating/cooking devices.

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(4) Foods which are cooked on the barbecue must be dispensed directly from the barbecue using sanitary utensils.

(5) Food preparation will be as limited as possible and subject to the approval of the EH&S Office or other designated health officials.

(6) If barbecues or gas stoves are used, an ABC dry chemical fire extinguisher must be on site.

(7) Ashes must not be dumped in the area. The sponsoring organization should provide a fireproof container for the disposal of ashes from the grill.

(q) **Protective Environment** - The following requirements shall be met for the adequate protection of food that is being served in a temporary food facility:

(1) The open, unprotected display or service of food is prohibited.

(2) All food preparation, food display and food service or self-service areas or enclosures shall be adequately protected from dust, contamination by patrons and from insects by provisions of shields, screens, or other approved barriers or devices and stored at least 6 inches above the ground on shelving or pallets within the stand.

(3) All food shall be prepared in a licensed/permitted food establishment or on the premises of a temporary food facility, as indicated on the application.

(4) No food or beverage stored or prepared in a private home may be offered for sale, sold, or given away from a temporary food facility.

(5) Self service is allowed only if items are individually wrapped.

(6) Customer self service of unwrapped or unpackage foods is prohibited, except if protected by approved sneeze guard or is served from hinged, covered chafing dishes.

(r) **Means of Exclusion** - An approved means of excluding insects and vermin from food preparation, service, storage and waste storage areas must be provided. These facilities shall be commensurate with the type and scope of food service permitted.

(s) **Children** - Children shall be under the direct supervision of a responsible adult at all times.

(t) **Animals** - Except as provided below, live animals, birds, or fowl shall not be kept or allowed in temporary food facilities.

(1) The statement above does not prohibit the presence, in any area where food is served to the public, guest, or patrons, of a guide dog, signal dog, or service dog, as defined by Section 54.1 of the Civil Code, accompanied by a totally or partially blind person, deaf person, person whose hearing is impaired, or handicapped person, or dogs accompanied by persons licensed to train guide dogs for the blind pursuant to Chapter 9.5 (commencing with Section 7200) of the Division 3 of the Business and Professions Code.

(2) Paragraph 4.1.(t)(1) does not apply to dogs under the control of uniformed law enforcement officers or of uniformed employees of private patrol operators and operators of a private patrol service who are licensed pursuant to Chapter 11 (commencing with Section 7500) of Division 3 of the Business and

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Professions Code, while these employees are acting within the course and scope of their employment as private patrol persons.

(3) The persons and operators described in the Paragraph 4.1.(t)(2) are liable for any damage done to the premises or facilities by the dog.

(4) The dogs described in paragraphs 4.1.(t)(1) and 4.1.(t)(2) shall be excluded from food preparation and utensil wash areas.

4.2 **CORRECTIVE ACTIONS:**

(a) **Suspension of Permit** - EH&S or DES may suspend any permit to operate a temporary food facility if:

(1) The permit holder does not comply with the requirements of these guidelines.

(2) The operation of the temporary food facility does not comply with the requirements of these guidelines.

(3) The operation of the temporary food facility otherwise constitutes a substantial or imminent health hazard to the public.

(b) Suspension is effective upon service of a Food Service Facility Inspection Report by the EH&S Office or a Food Official Inspection Report by DES indicating closure of the temporary food facility. When a permit is suspended, food service operators shall immediately cease. The holder of a suspended permit shall be afforded an opportunity to correct the indicated violation/s.

(c) **Imminent Health Hazard** - When any of the following conditions are found to exist, the temporary food facility permit may be suspended until such time as the necessary corrections are made, the facility is reinspected and the permit is reissued.

(1) Presence of sewage or excessive garbage in the food preparation, food storage, or food service areas.

(2) Loss of electrical power causing the establishment to be operated in an unsafe or unsanitary manner.

(3) Failure to maintain potentially hazardous foods at required temperatures.

(4) The presence of a confirmed communicable disease in a food service worker(s) which could cause a public health hazard.

(5) The occurrence of a fire or natural disaster in the food preparation, food storage, or food service areas which affects the establishment's operation causing unsafe or unsanitary conditions.

(6) Rodent/vector infestation in the temporary food facility.

(7) A foodborne illness outbreak which in the EH&S Office's, DES's, or another qualified public health official's judgment is a public health hazard.

(8) Any other condition deemed to be an imminent health hazard by the EH&S Office, DES, or other qualified public health officials.

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(d) **Repeated Violations** - The permit shall be temporarily suspended for any repeated violations until such time as the necessary corrections are made and the food stand is reinspected and the permit reissued. Student organizations that continue to violate these guidelines, will be subject to revocation of their recognized student organization status by Associated Students Inc.

(e) **Inspection** - Prior to the issuance of a permit, EH&S shall inspect the proposed temporary food facility. A permit shall only be issued to the applicant if the inspection reveals that the proposed temporary food facility complies with these guidelines.

(f) **Illegal Vendor** - Any unauthorized or unpermitted vendor found participating in an event shall be ordered to leave the event premises by Center for Student Development and Programs, Associated Students, Inc., University Auxiliary Services, Inc. or EH&S.

5. **DEFINITIONS:** The following definitions shall apply in the interpretation and enforcement of regulations regarding temporary food service events.

5.1 **Approved** - Acceptable to the EH&S Office or health authority based on a determination of conformity with current public health principles, practices, and generally recognized industry standards.

5.2 **Enforcement Officer** - Director, agents, or Registered Environmental Health Specialist appointed by the State of California, Director of Health Services, campus EH&S Officers, and their duly authorized Health and Safety Coordinators.

5.3 **Easily Cleanable** - Those surfaces that are readily accessible, made of materials and fabricated and finished so that residue may be effectively removed by normal cleaning methods.

5.4 **Equipment** - All cooking units, stoves, ranges, hoods, processing machines, slicers, ovens, cutting blocks, tables, counters, refrigerators, sinks, dishwashing machines, mixers, steam tables, and similar items other than utensils, used in the operation of a food facility.

5.5 **Food** - Any raw, cooked, or processed edible substance, ice, beverage or ingredient used or intended for use or for sale as food, drink, confection, or condiment in whole or in part for human consumption.

5.6 **Food Demonstrator** - Any person or persons desiring to serve food to the public, free of charge.

5.7 **Food Establishment** - Any room, building, or place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, manufacturing, packaging, transporting, salvaging, or otherwise handling food at the retail level. "Food Establishment" does not include a commercial food processing establishment at the wholesale level, a vehicle, vending machine, satellite food distribution facility, temporary food facility, open-air barbecue, certified farmer's market, stationary mobile food preparation unit, or mobile food preparation unit.

5.8 **Food Facility**

(a) "Food Facility" includes all of the following:

(1) Food establishment, vehicle, vending machine, produce stand, swap meet, prepackaged food stand, temporary food facility, satellite food distribution facility, stationary mobile food preparation unit, and mobile food preparation unit.

(2) Any place used in conjunction with the operations described in paragraph 5.8.(a)(1) including, but not limited to, storage facilities for food-related utensils, equipment, and materials.

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(3) A certified farmers' market for purposes of permitting and enforcement.

(b) "Food Facility" does not include any of the following:

(1) A cooperative arrangement wherein no permanent facilities are used for storing or handling food, or a private home, church, club, or other nonprofit association which gives or sells food to its members and guests at occasional events.

5.9 **Food Service Worker** - Any person working at a temporary food facility.

5.10 **Impound** - The legal control exercised by the EH&S Office over the use, sale, disposal, or removal of any food or equipment.

5.11 **Potable Water** - Water that is fit to drink.

5.12 **Potentially Hazardous Food** - Any food that consist in whole or in part, of milk or milk products, eggs, meats, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infections, or toxigenic microorganisms. The term does not include foods that have a pH level of 4.6 or below or a water activity (Aw) value of .85 or less.

5.13 **Prepackaged Food** - Any properly labeled processed food, prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer, and prepared at a facility approved by the EH&S Office or appropriate governmental enforcement agency.

5.14 **Sealed** - Free from cracks or other openings that permit the entry or passage of moisture.

5.15 **Single Service Utensil** - A utensil that is manufactured and approved for use only once and which shall be discarded after use.

5.16 **Temporary Food Facility** - A food facility operating out of temporary facilities approved by the EH&S Office or the County of Los Angeles, Department of Health Services. A "temporary food facility" must be at a fixed location for a period of time not to exceed 25 days in any 90 day period in conjunction with a single event or celebration.

5.17 **Utensil** - Any kitchenware, tableware, cutlery, glassware, container, implement, high chair tray, or other item with which food comes in contact during storage, transportation, display, preparation, serving, sale, or through use by an employee or consumer.

5.18 **Vector** - An animate transmitter of disease, e.g., an insect.

5.19 **Water Activity** - (Aw) Water activity is a measure of the relative availability of water (not amount) in a food on a scale of 0 to 1.00. It is defined as the ration of the water vapor pressure of the food to the vapor pressure of pure water at the same temperature. A pH below 4.6 and a low Aw retard or inhibit the growth of microorganisms. Pathogenic bacteria do not grow well or produce toxins in food below approximately 0.86 Aw, but yeast can grow at 0.72 to 0.86 Aw and molds grow at 0.61 to 0.77 or 0.85 Aw.

6. **RESPONSIBILITIES:**

6.1 **Promoter/Sponsor Responsibility** - It will be the promoter/sponsor's responsibility to insure that only vendors permitted by EH&S and DES shall participate in the event. The promoter/sponsor must also notify EH&S at least 10 days prior to the event taking place by providing a list of food vendors whom will be allowed by that promoter/sponsor to participate in the event. Enforcement will be enacted in accordance with current EH&S Temporary Food Facility Guidelines.

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(a) **Plans and Applications** - A plan and application is to be submitted for every event to EH&S.

(b) **Fees** - A temporary event promoter/sponsor fee is required and is payable upon submittal of plan and application, at least 10 days prior to the event. This fee is to be paid by check or money order made payable to: Department of Health Services. No cash will be accepted.

(c) **Fee Waiver** - A fee waiver may be obtained if proof of charitable nonprofit status is submitted, (DES requires a minimum of 30 days advanced submittal for review per Los Angeles County Title 8, Section 8.04.690).

6.2 **Vendor Responsibility** - Any person(s) desiring to operate a temporary food facility shall comply with the current EH&S Temporary Food Facility Guidelines.

(a) **Plans and Applications** - A plan and application must be submitted for each separate food stand. No permits will be issued without a completed plan and application.

(b) **Permits** - Health permits are required for all temporary food facilities. A fee is to be submitted with the plan and application, and received by the EH&S Office at least 10 days prior to the event. This fee is to be paid by check or money order, made payable to: Department of Health Services. No cash will be accepted.

(c) **Fees** - Permit fees are not required for temporary food facilities operated by charitable/nonprofit/tax-supported organizations. Proof of charitable/nonprofit/tax-supported status is required. Such proof (i.e. articles of incorporation or nonprofit status from the California Secretary of State, or other documents as required by Los Angeles County Code Title 8 Section 8.04.690, substantiating wholly tax supported organizations or institutions), shall be provided at least 10 days prior to the event and must be submitted along with all other required applications and paperwork.

(d) **Campus/Student Organizations** - Campus organizations and campus student organizations are required to obtain a CSULA Temporary Food Facility Permit when operating a temporary food facility. Permit fees however, are not required for temporary food facilities operated by campus organizations or campus student organizations provided they meet the following conditions:

(1) Campus organizations must be affiliated with an academic or university department or,

(2) Student organizations must be recognized by the Center for Student Development and Programs, and

(3) "A STATEMENT OF POLICY REGARDING FUND RAISERS: Distribution of Funds" must be signed. All necessary paperwork (i.e. plans, application, statement of policy regarding fund-raisers, etc.) must be submitted to the EH&S Office in ADM301 at least 5 working days prior to the event.

(e) **Off-Campus Caterers** - If the food is purchased from an off-campus caterer or the temporary food service is performed by an off-campus caterer, the sponsoring organization must provide the caterer's complete name, address and menu. In order for the off-campus caterer to be considered and approved, the caterer must possess an 85 or greater rating with the County of Los Angeles or their local jurisdiction. In addition, the sponsoring organization must obtain from the off-campus caterer the following three documents, to be attached with the Temporary Food Facility Permit:

(1) A copy of the caterer's license to do business in the County of Los Angeles.

(2) A copy of the caterer's Los Angeles County Health Department permit.

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(3) A certificate of liability insurance in the amount of One Million Dollars and No Cents (\$1,000,000.00) or more naming **California State University, Los Angeles** and **Cal State L.A. University Auxiliary Services, Inc.** as additional insureds.

6.3 **Food Demonstrator Responsibility** - Any person or persons desiring to serve food to the public, free of charge, shall comply with the current EH&S Temporary Food Facility Guidelines as well as the requirements and fees set forth by DES.