



PERMIT #: _____

Temporary Food Permit Request Application

All Cal State LA students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverages are distributed or sold to the public on campus. We regulate the food or beverages given out or sold at community events on campus to protect health, prevent disease, and promote healthy practices among the public.

Please submit your Temporary Food Permit Request Application as soon as possible to allow ALL required departments adequate time for processing.

Note: This application is valid only for events at Cal State LA where food will be sold or given away to the general public.

Event Information:

Name of Organization or Department: _____

Event Name/Title: _____

Event Location: _____ Event Hours: _____

Event Start Date: _____ Event End Date: _____ Food Hours: _____

Contact Person Name: _____

Contact Person Email: _____ Contact Person Phone Number: _____

Food Handler(s) Information:

For information on how to obtain the required Food Safety & Handling Certificate, please follow the attached Food Handler Training Instructions (Attachment II)

Contact Person Listed Above has Food Handler Certificate

Name of Certified Food Handler: _____ Email: _____

Name of Certified Food Handler: _____ Email: _____

Note: At minimum two (2) persons with current Food Handler Certifications are required to be present at your event **at all times**. You are required to retain a physical copy of your Food Handler Certificate while operating your event.

To include additional food handler names, you may add a page. Please attach a copy of all current Food Handler Certificate(s) with this application.

(For additional food handling rules, see Food Permit Vendor Guidelines - ATTACHMENT I)

Food Type/Source Information:

Snack Sale Food Sale Catering Other: _____

List exact food/beverage(s) that will be sold/served, including ingredients: _____

How will the food be protected or stored at proper temperatures? _____

Name(s) & address(es) where food/ingredients will be purchased. (e.g. Restaurant's / Caterer's / Store's / Market's)

For more locations, add a page



PERMIT #:

Vendor and Catering Information:

If you intend to use an outside licensed vendor to provide food at this event, please provide the following documents:

- County of Los Angeles Public Health Permit
- Business License
- Sellers Permit
- Certificate of Liability Insurance

Please attach copies of the above documents with this application.

Agreement: For the privilege of selling foods and/or beverages on campus, the sponsoring Organization shall complete on-line Food Handler Training prior to selling/offering 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 the 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 – EH&S.

No liability will be assumed by Cal State LA, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community.

All signatures shall be obtained in the following order:

- 1. Student Organizations - need all signatures**
- 2. Other Organizations - 1, 3, and 4 only**

1. Signature of Sponsoring Organization Chairperson	DATE
2. Center for Student Involvement <i>(USU 204) (Student Organizations Only)</i>	DATE
3. University Auxiliary Services, Inc. <i>(Golden Eagle Bldg. 314)</i>	DATE
4. Environmental Health & Safety <i>(Corporation Yard Bldg. 244)</i>	DATE



Guidelines for Selling/Offering Potentially Hazardous Food

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

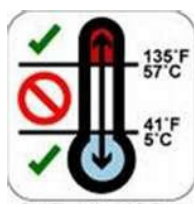
Personal Hygiene

- 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 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
- 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

Food Temperature



- **165° Chicken**
- **155° All Ground meat**
- **145° Seafood and chops of pork, beef, veal and lamb**

Food Preparation

- 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 must have a minimum score of 85

(<https://ehservices.publichealth.lacounty.gov/ezsearch>)

Permit Information

- Temporary Food Permits must be signed by **ALL** required parties prior to Department of Environmental Health and Safety (EH&S) approval
- EH&S will randomly do event inspections to insure;
 - Proper personal hygiene
 - Food protection guidelines
 - Safe storage, holding and cooking temperatures
 - Certified food handlers
 - Current and approved permit
- Non-compliance will be reported to Facility Use and/or Student Life.

Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

FOOD HANDLER TRAINING COURSE

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

- Search Box

Faculty/Staff: <https://my.calstatela.edu>

- CSU Learn

TYPE: Food Safety and Handling

The screenshot shows a search interface with a navigation bar at the top containing icons for user, groups, books, and a profile. A search bar is present with the text 'food safety and handling'. Below the search bar, it indicates 'SHOWING 20 OF 570 RESULTS FOR "FOOD SAFETY AND HANDLING"'. The results are sorted by 'RELEVANCE'. The first result, 'Food Safety and Handling', is highlighted with a red box. A red circle highlights the 'SELECT' button in the dropdown menu for this result, which includes options like 'Start', 'View Details', 'Add To Playlist', 'Manage Assignments', and 'Register Others'. The second result, 'Food Allergen Safety', is also visible below.