

**Application for Health Permit
TEMPORARY FOOD FACILITY**

When food is sold or given away by a University organization to persons outside their immediate membership, full compliance with the California Retail Food Code (CRFC) is required.

The permit application must be submitted to Environmental Health & Safety at least two weeks prior to the event. Other campus procedures may be required.

Exemptions: 1. Events in which participants prepare and eat a communally prepared meal (i.e. department potluck) do not need to complete this application and are exempt from CRFC requirements. 2. The sale (or giving away) of commercially prepared and individually packaged, non-perishable goods, such as cookies, brownies, soft drinks and candy does not require the completion of this application. Other requirements, such as the requirement to purchase these items from Campus Catering/Campus Dining - DO APPLY.

This Section To Be Completed By Applicant – Permits are NOT Transferable

Name of Campus Event:

Event/Facility Location:

Event Operation Date(s): —

Event Operation Hours:

Estimated Number of Attendees:

Will alcohol be served? Yes No

Will free food samples be provided? Yes No

Will electricity be provided? Yes No

Name of Registered Campus Organization:

Names of Responsible Person(s) and Contact Information:

Name	Cell Phone	Cal Poly E-mail
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Training Requirements

Training will be provided via PolyLearn. Please provide names and Cal Poly email addresses of ALL people who will be handling food at your event (a minimum of 3 is required). Training must be completed prior to your event.

Name and Cal Poly Email of Trained Persons

1. Name Cal Poly E-mail
2. Name Cal Poly E-mail
3. Name Cal Poly E-mail
4. Other food handlers include name and Cal Poly e-mail (if applicable):

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4. What type of methods are being used to construct the temporary food facility? Check all that apply:

A durable and readily cleanable floor surface such as concrete, asphalt, wood or tarp

The booth is fully enclosed, 4 mesh or tarp walls, with 18"x18" pass through windows and overhead protection

The booth is open air, 0 to 3 mesh or tarp walls, with overhead protection

Other

5. What type of procedures and methods of food preparation and handling for all menu items? Check all that apply:

A barbeque will be used as part of the cooking process. The barbeque will be sufficiently separated from public access to prevent contamination of the food and injury to the public (5 feet of separation is recommended).

A sneeze guard, cover or other approved method will be provided to protect any food, utensils and equipment from public contamination for customer self-service items and for food cooked or held on equipment positioned at the front of a temporary food facility, within range of the customers.

Other

6. Indicate where food will be purchased/obtained. Check all that apply:

I am preparing my own food on-site in an approved facility or inside the booth

I am using Campus Catering

I am preparing some or all my food off-site. Name of off-site facility:

Other

7. How will food be transported and steps taken to prevent contamination of foods? Check all that apply:

Food is properly covered during transportation

Cold food is maintained at or below 41°F during transportation

Hot food is maintained at or above 135°F during transportation

Only approved food grade equipment and containers are used

Other

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8. How will potentially hazardous foods be maintained at or below 41°F? Check all that apply:

Inside an approved electrical refrigeration unit

Stored on ice, in an ice chest

Displayed on top of ice

Inside refrigerated cart / truck / trailer

Inside an insulated bag

Other

9. How will potentially hazardous foods be maintained at or above 135°F? Check all that apply:

Inside steam table with lids

Inside an approved electrical heating unit

On top of cooking unit

Flammable hydrocarbon jelly or other fuels

Inside an insulated bag

Other

10. What are the procedures for cleaning and sanitizing utensils and equipment? Check all that apply:

A three-compartment sink is located inside the booth

A shared three-compartment sink exists within 100 feet of the booth (shared by no more than four booths)

Approved sanitizers (chlorine, iodine, or quats) are available for sinks and containers for wiping cloths

Sanitizer test strips are provided

Other

Not applicable, we are only serving pre-packaged foods

11. Which one of the following describes your handwashing procedures? Check all that apply:

Handwashing sink (9"x9"x5" required for events lasting three or more days)

Handwashing container (provides continuous stream of water at least 100°F, hands-free spigot, waste water catch basin, dispensed soap, paper towels and trash receptacle)

Cold water with germicidal soap is provided (pre-packaged foods only)

Other

Not applicable, we are only serving pre-packaged foods

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12. I understand and will abide by the following requirements. Check all that apply:

I am aware of the required minimum cooking temperatures for the menu items I am providing and will ensure that the proper cooking temperatures are met.

An accurate probe thermometer will be provided to measure and verify the hot and cold holding and final cooking temperatures of potentially hazardous foods during all times of booth operation.

Food Storage Food will be stored 6 inches off the floor and inside or adjacent to my temporary food facility.

During periods of non-operation, food will be stored inside my fully enclosed temporary food facility or other approved location. Food may not be stored inside a private home.

13. Describe the producers' methods and schedules for removal of trash and waste water (dumping into a storm drain, street or landscaping is prohibited):

IMPORTANT! All food vender booths are subject to inspection. Violation of any of the above may result in closure of your temporary food facility. Please make a copy of the checklist and application for review in preparation for this event and for your records.

I have read, understand and will comply with the Procedures for Temporary Food Facilities and the Campus Food Services Policy. This is not a permit to operate. You must obtain written approval from Environmental Health and Safety before operating. Procedures and forms are available here: <https://afd.calpoly.edu/ehs/foodsafety.asp>

Signature of Authorized Applicant:

Print Name of Authorized Applicant:

Date Phone E-mail

For questions, please contact the Environmental Health & Safety Office by e-mail at environmental-health-safety@calpoly.edu or by phone at (805) 756-6665 or drop by the office in Building 80.

For Office Use Only

Reference (from 25Live):

This permit valid for:

Hazardous Foods: Yes No

Remarks:

Approved by:

Date Approved:

TFF Sent: