

# CAL POLY

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## Administration & Finance

### Environmental Health & Safety

### **Procedures for Temporary Food Facilities**

This procedure establishes acceptable operating standards for food service at temporary events, including meetings, conferences, and other special events on California Polytechnic State University, San Luis Obispo campus. These requirements shall apply when any organization or individual proposes to sell, give away or vend food or beverages in any manner at temporary events.

This procedure does not apply to group or organization sponsored meals for which food is communally prepared for consumption by members of the group or organization. Also exempt is the sale of non-perishable, prepackaged food obtained from a licensed commercial source when such foods are sold in the original packaging provided by the commercial source.

Any questions should be directed to:

Environmental Health & Safety (EH&S)  
805-756-6665  
[environmental-health-safety@calpoly.edu](mailto:environmental-health-safety@calpoly.edu)

#### **General Requirements:**

I. Approval to Serve or Sell Food:

Temporary food facilities which are open to the general public and at which food will be served or sold must obtain a written permit to operate and submit an application verifying the intent to meet the following food booth and operational requirements, pursuant to California Health and Safety Code §114335 - 114363, California Retail Food Code.

Student organizations who wish to sponsor an event which will be open to the public must submit a completed and authorized Application for Health Permit

Temporary Food Facility to EH&S at least two weeks before the event. Organizations or individuals wishing to use an off-campus caterer should verify that that caterer is pre-approved or inform the off-campus caterer that application for approval can be made by submitting an "Off Campus Vendor" application to Central Purchasing at least four weeks prior to the event. (Note: This EH&S approval is just for the food operations only; other approvals for use of facilities, the serving of alcohol, etc., must be obtained).

II. Prohibited Foods:

Except for food prepared by groups or organizations for their own consumption (i.e. private events not open to the public), foods prepared in private homes may not be sold or given away on the Cal Poly campus.

III. Food Preparation and Cooking must be by:

- a. Members of the sponsoring organization working in an approved temporary food facility (food booth or BBQ)
- b. Campus Catering
- c. An off-campus caterer operating in compliance with the requirements of Section 7 of the Campus Food Services Policy.

IV. Demonstration of Knowledge and Training

Temporary food facilities that prepare, handle, or serve non-prepackaged food shall have a person in charge who can demonstrate to EH&S that he or she has an adequate knowledge of food safety principles as they relate to the specific food facility operation. The responsibilities of the person in charge of a temporary food facility shall include the safety of food preparation and service, including ensuring that all individuals who handle, or have responsibility for handling, non-prepackaged foods of any kind, have sufficient knowledge to ensure the safe preparation or service of the food or both.

All individuals that prepare, handle, or serve non-prepackaged food must receive food safety training prior to the event. EH&S will accept the following training programs:

1. American National Standards Institute (ANSI) Accredited Food Protection Manager Certification
2. ANSI Accredited California Food Handler Certificate
3. Cal Poly Food Safety Training Program (assigned through PolyLearn)

## Facility Requirements:

- I. Facility/booth enclosures are required to protect food, utensils, plates, cups, napkins, etc. from flies, dust, public contamination, bird feces, etc.
  - a. Fully enclosed (4 walls, 18"x18" pass through windows) temporary food booth: This includes overhead protection, walls of mesh (16-mesh per square inch) or tarp, washable flooring under all equipment if food preparation includes chopping, slicing portioning, mixing, or other type of method that results in foods stored open or unprotected for periods of time.
  - b. Open-Air (0-3 walls) temporary food booth: This includes overhead protection and washable flooring under all equipment if all food is pre-packaged, stored in covered containers, compartments, or otherwise enclosed and protected between services. The only unprotected foods are stored on the barbecue for preparation and holding and are served directly from the barbecue to the customer.
- II. Restroom and Handwashing Facilities
  - a. Restroom facilities with hot and cold water, soap and towel dispensers must be available within 200 feet of the food preparation and service area unless other arrangements are pre-approved by EH&S.
  - b. Handwashing facilities for temporary food facilities serving non-prepackaged foods and operating for three days or less may include a container capable of providing a continuous stream of warm water (100°F) from an approved source that leaves both hands free to allow vigorous rubbing with pump dispensed liquid soap for 10 to 15 seconds. Hands must be dried only with disposable single-use towels.
  - c. Hand sanitizer and gloves may be used only in conjunction with proper handwashing and not in lieu of.

## Food Handling Sanitation Requirements:

- I. Food Preparation
  - a. All food handling, preparation, and serving shall take place inside an approved food booth or in a Campus Dining facility, unless the EH&S Office has approved of a different preparation site (such as a restaurant, delicatessen, church, or other approved kitchen).
  - b. **Food prepared or stored at home is prohibited.**
  - c. Barbecues outside the booth may be allowed for cooking only. Food must be assembled inside the booth. Barbecue placement must be approved by EH&S and all barbecues must have a fire extinguisher issued by the EH&S office (loaned at no charge).

- d. Deep fat fryers, grills, etc. may require separate screened area, as determined by the campus EH&S office. Any heating device will require a fire extinguisher issued by the campus EH&S office (loaned at no charge).
  - e. Food preparation surfaces must be smooth, easy to clean, and nonabsorbent, such as commercial cutting boards made of hard white plastic. Wood cutting boards are not allowed. All utensils must be kept clean and protected from contamination.
- II. Temperature Control
- a. Proper temperature control shall be provided for all perishable (potentially hazardous) foods. Potentially hazardous foods are foods made in whole or in part with milk products, eggs, meat, poultry, fish, and shellfish. It also includes such products as cream pies, custards, potato salad, meat salads (tuna, chicken, etc.), and cooked beans, rice, pasta, and potatoes.
  - b. All booths shall have an accurate metal probe thermometer to check temperatures of potentially hazardous foods. Hot foods must be kept above 135°F and cold foods must be kept below 41°F. Foods kept between 41°F and 135°F are in the “danger zone;” these temperatures allow bacteria to survive and increase in numbers leading to foodborne illness. Note: Keeping foods at proper temperature will require equipment such as refrigerators, coolers, stoves, grills, steam tables, chafing dishes, etc. to cook and maintain the required temperature for all perishable food.
  - c. Cook and reheat (165°F) potentially hazardous foods to the minimum required temperatures. (See section 114004 of the California Retail Food Code for current cooking temperatures)
- III. Utensil, Equipment, and Surface Cleaning and Sanitizing
- a. All food facilities serving non-prepackaged food must provide methods to manually wash, rinse, and sanitize equipment and utensils. This setup may include three containers large enough to submerge the largest equipment and utensil. The first container shall hold hot (120°F) wash water, the second hot (120°F) rinse water, and the third a 100-ppm chlorine or 200-ppm quat sanitizing solution. Note: To make a bleach-water solution of 100-ppm chlorine, add two teaspoons of bleach to one gallon of water.
  - b. A warm washing sink or containers may be shared by up to four temporary food facilities that handle non-prepackaged food if the sink is centrally located and is adjacent to the sharing facilities.
  - c. Facilities handling non-prepackaged foods must provide a means to clean and sanitize all preparation surfaces and other areas where normal facility operations may result in food spills or contamination.

- d. Provide a bucket containing a 100-ppm chlorine or 200-ppm quat sanitizing solution and keep wiping cloths submerged in the sanitizing solution between uses. Note: To make a bleach-water solution of 100-ppm chlorine, add two teaspoons of bleach to one gallon of water.
  - e. A spray bottle containing approved sanitizer to clean surfaces may only be used with clean wiping cloths or disposable towels to wipe the sprayed surfaces.
  - f. Always allow surfaces to air dry.
  - g. Provide a second container of sanitizing solution when working with raw meats and use separate wiping cloths on ready-to-eat food contact surfaces.
- IV. Wastewater
- a. Water and other liquid wastes, including waste from ice bins and beverage dispensing units, must be drained into and stored in a separate leak proof container.
  - b. Liquid waste must be disposed of through the sanitary sewer (i.e. interior sink drain). Do not dump waste water on the ground, in the street/gutter or down the storm drains.
- V. Food Handlers
- a. Food handlers must be in good health and should not have a cough, cold, sore throat, fever or any infectious disease. If food handlers have a bandage, sore, open wound or rash on their hands or wrists a plastic glove must be worn.
  - b. Food handlers must wash their hands with soap and water before starting food preparation and putting on gloves, after smoking, eating, using restroom, touching clothes, hair or body, and frequently during booth operation.
  - c. A clean apron or outer garment must be worn and hair must be restrained with hats, scarves, or nets if longer than collar length.
  - d. Sanitary food handling techniques must be used at all times. Avoid bare hand contact with foods. Food handlers should use disposable plastic gloves, utensils, or single use tissues to handle food.
  - e. Eating, drinking, smoking, chewing gum or tobacco is not allowed inside the booth.
- VI. Condiments
- a. Condiment containers (ketchup, mustard, onions, relish) must be a pump or squeeze-type container, or have self-closing covers / lids to protect the contents. Single service packets are recommended. No open containers of relish, onions, salsa, etc. are allowed.
- VII. Ice

- a. Ice used for cooling cannot be used for food preparation or in drinks such as soda, snow cones, or shaved ice. Ice coolers and chests must be stored at least 6 inches above the ground.
- VIII. Storage / Service
- a. All food, beverages, utensils, and equipment shall be stored, displayed, and served so they are protected from contamination, and shall be stored off the floor on shelving, boxes, or pallets at least 6 inches above the ground.
  - b. During periods of nonoperation, food shall be stored within a fully enclosed temporary food facility, within a permanent food facility or other facility approved by EH&S, or in approved food compartments where the food is protected at all times from contamination, exposure to the elements, rodents and other vermin, and temperature abuse.
  - c. All unserved hot held potentially hazardous foods must be properly discarded at the end of each operating day.
- IX. Animals
- a. Absolutely no animals are allowed within 20 feet of any food serving areas, indoors or outdoors. Service dogs are exempt.

**Barbecues:**

- I. Barbecue Requirements
  - a. All barbecue units used to prepare food that will be served to the public must be part of an approved food facility, such as a restaurant, a mobile food vehicle (commercial food trailer) or a temporary food booth. These food facilities must be located within 200 feet of the barbecue setup.
  - b. 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).
  - c. All barbecues must have a cooking surface that is easy to clean.
  - d. Barbecues are to be used for cooking only. Food must be assembled inside the booth. The only outside food preparation activities allowed at the barbecue are:
    - i. Cutting apart cooked ribs on grill or cutting board attached to the BBQ unit.
    - ii. Wrapping of grilled foods in paper or foil.
    - iii. Seasoning of food on the grill.
    - iv. Portioning of one side dish that is held on the grill.
    - v. Placing whole, individually barbecued food items such as hotdogs, sausages, quartered chicken, hamburgers, etc. onto / into buns.

- e. If you are only serving whole, individually barbecued food items such as those listed in 'v' above, which are served directly from the grill to the customer, and beverages from approved dispensers, or food and beverage items prepackaged by a wholesaler or at an approved off-site kitchen, you are not required to have an enclosed, screened booth. You are still required to have a BBQ open-air booth. More information is available here on open-air BBQ booths:  
<https://afd.calpoly.edu/ehs/foodsafety.asp>
- f. Note: Serving of tri-tip sandwiches involves slicing and food assembly. You must provide a fully enclosed, screened booth within which to slice and assemble.
- g. All barbecues must have a fire extinguisher issued by the campus Environmental Health & Safety office. Please come to Building 80 to check one out for your event (free of charge).