

Temporary Food Permit Checklist and Application

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. Specific information on requirements can be found at <https://afd.calpoly.edu/ehs/foodsafety.asp>.

Procedure:

The permit application **must** be submitted to Environmental Health & Safety, at least **two weeks prior to the event**. Other campus procedures may be required. See “Campus Food Services Policy” located at <https://afd.calpoly.edu/ehs/foodsafety.asp>.

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.

Checklist to Operate an Approved-Temporary Food Facility:

- **Complete application and submit to Environmental Health and Safety TWO WEEKS PRIOR TO EVENT.**
- **Demonstration of knowledge** (knowledge of food safety principles, see the “Food Safety Training Program” handout located <https://afd.calpoly.edu/ehs/foodsafety.asp>.)
- **Food from an approved source** (no home prepared foods)
- **Proper booth enclosure, floor covering, identification** (full/partial enclosure depending on operation). See “Campus Procedures for Temporary Food Facility Operations (Food Booths)” at <https://afd.calpoly.edu/ehs/foodsafety.asp> for proper booth instructions.
- **Food, equipment, utensils - Approved and Protected from Contamination**
 - Sneeze guards
 - Customer self service (condiments, single service utensils)
 - Food covered and off floor
 - BBQ equipment barricaded from public access (risk and contamination prevention)
- **Appropriate cold and hot holding temperatures** (cold food below 45F, hot food above 135F)
- **Foods cooked to the minimum required temperatures** (165F)
- **A probe thermometer available to verify proper holding and cooking temperatures**
- **Hand washing facilities** (water container with hands-free spigot, soap, paper towels, catch basin, trash receptacle, sanitary wipes and gloves)
- **Container(s) of sanitizing solution with wiping cloths** (100 ppm bleach or 200 ppm quaternary ammonium)
- **Trash and waste water disposal** (water disposed of into sewer only)
- **Toilet facilities** (available within 200 ft)

Application for Temporary Food Permit

Requirements are based on the California Retail Food Code, California Health and Safety Code §113700-114437, §114381.2 states that a permit application must be submitted to the enforcement agency by each temporary food facility operator.

Please check the appropriate boxes or fill in blanks - attach additional pages if necessary.

1. Names(s) of responsible person(s) and phone number(s) for contact during booth operation:

Name:

Cell Phone:

E-Mail

Name:

Cell Phone:

E-Mail

2. Campus Event Name and Date

Event Name:

Start Date/Time End Date/Time

3. Temporary food facility information

Name of Facility:

Facility Location:

I have read, understand and will comply with the “Food Safety Training Program” power-point handout located at <https://afd.calpoly.edu/ehs/foodsafety.asp>.

5. Homemade foods are *prohibited*. All foods must be prepared on-site

I am preparing my own food on site

6. Describe the proposed menu to be sold or given away to the public

7. **Required:** Facility enclosures are required to protect food, utensils, plates, cups, napkins, etc. from flies, dust, public contamination, bird feces, etc. Please check which type of enclosure you will have:

Fully enclosed (4 walls, pass through windows) temporary food booth with facility identification. Overhead protection, walls of mesh 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,

Open-Air (0-3 walls) temporary food booth with facility identification. 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.

8. Describe how food temperatures will be maintained during transport from an approved food facility to the event:

Indicate where food will be purchased/obtained:

9. Describe the proposed procedures and methods of food preparation and handling for all menu items:

A barbeque will be used as part of all 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.

10. The following *cold temperature control* will be provided for the cold holding of potentially hazardous food to ensure storage below 45F:

Ice chests (food fully submerged in ice)

Ice bath and tubs

Refrigerated truck

Refrigerator

Other (specify)

11. The following *hot temperature control* will be provided for the hot holding of potentially hazardous foods to ensure storage above 135F (un-served food must be thrown away at the end of each operating day):

Camp Stove

Steam table and lids

Sterno and hotel trays

Electric stove top

Double steamer

Other (specify) _____

12. Minimum Cooking Temperature

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.

13. Thermometer

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.

14. Food Storage

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

15. Non-Operations Food Storage

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.**

16. The following sanitizing solution(s) will be used for surface wiping cloths and utensil sanitization. Separate containers of sanitizer and wiping cloths are required for use with raw meat products:

100 ppm chlorine solution (bleach-water)

200 ppm solution of quaternary ammonium

25 ppm iodine solution

Other (specify) _____

17. 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 vendor 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.

THIS IS NOT A PERMIT TO OPERATE. You must obtain written approval from Environmental Health and Safety before operating.

Questions? Environmental Health & Safety Direct line: 805-756- 6665

Contact Building 80 E-Mail: environmental-health-safety@calpoly.edu