

When food is sold or given away by a university organization to persons outside its immediate membership, full compliance with [California Retail Food Code](#) is required.

The sponsoring organization (including UC Merced registered clubs and organizations) of a campus event must obtain a temporary food permit from EH&S (Environmental Health and Safety) when:

- The food/beverage service at the event is not handled by an approved UC Merced caterer; and
- Perishable foods will be on the menu

Procedure for obtaining a temporary food permit

- First, you must have signature authority (authority to sign for your department's, club's or organization's activities) for your organization to apply for a temporary food permit. [Temporary Food Permit Request Form](#). Submit all temporary food permit applications to EH&S and OSL.
- Next, you will need to reserve your space through the appropriate campus department. You must obtain a reservation before applying for the permit.
- Finally, you will need to take “Food Safety Training” which is available online at UC Learning Center <https://uc.sumtotal.host/Core/search>. All organizations applying for the event must take this training before submitting a food permit application to EHS. The organization can also submit Food Handler Certificate with application for review. If you have trouble accessing a course please contact EH&S at 209-228-2255.
- The Office of Student Life also have a course which is held at the beginning of each semester. Please contact OSL at 209-228-5433 or email at studentlife@ucmerced.edu to schedule a training session for your group.
- Please refer to some useful documents/guidelines during an event which can be found on the bottom of the main page.
- If any further questions please contact EH&S at 209-228-2255.

A temporary food permit is not required when:

- Only non-perishable food/beverage items will be served. Only food and beverage items listed in Table-1 below are considered non-perishable foods.
- The sponsoring organization uses an approved UC Merced Caterer, Food Truck or Lakeside Catering.

- A campus office, department or service unit hosts an intra-departmental event within its own facilities (staff meeting, intra-departmental birthday celebration, etc.)
- A campus student service organization hosts an event within its own house that only house members will attend. Exceptions will be made on a case-by-case basis.

When do I need a food permit?

- You will need a temporary food permit when you are serving perishable foods at your event [UCM Temporary Food Event Guidelines](#) and you are not using a UC Merced-approved caterer, food truck or Lakeside Catering. Each temporary permit is issued for a single event. The UC Merced sponsoring organization must apply for a new permit each time it schedules a new event. Exceptions will be granted on a case-by-case basis.
- Upon final approval, EH&S will issue the approved permit to the sponsoring group's representative via e-mail.

Utilize the [flowchart](#) to determine if the Temporary Food Permit is required or not.

Large Scale Events

- All large scale events on Campus must submit an Event Organizer Application to EH&S 2-3 weeks before an event.
- Large Event Organizer Application must only be submitted when an event is open to the general public, campus population and when UCM approved vendor or caterer is not used.
- [Large Event Organizer Application](#)

Non-UC Affiliated Events

- For non-UC affiliated (sponsored by UC Merced) events held on campus property, such as vendor fairs, cultural fairs or sports clinics, the appropriate scheduling office refers the event's sponsor to EH&S to obtain the appropriate permits before booking the reservation request.

Still have questions?

- If you still have questions or feedback, contact OSL at 209-228- 5433 or by email at studentlife@ucmerced.edu.
- Any further questions about the temporary food permit application should be directed to Jim Greenwood at 209-228- 2582.

Table 1. Classification of Non-Perishable Foods

Bakery Products	Cakes, pies and cookies.
Dehydrated Food	Jerky, dried fruits, jams/jellies, trail mixes etc.
Raw Fruit and Vegetables	Most raw fruits and vegetables see exceptions in Table 2.
Non-Dairy Products	Non-dairy creamers.
Snack Foods	Chips, raw or dehydrated fruits/vegetables, candies, pizza.

Table 2-Classification of High Risk or Perishable Foods

Meat and Poultry Products	Beef, pork, lamb, mutton, veal, venison, chicken, turkey, goose, duck, pigeon etc. Pizza being served at a fundraising event.
Animal Based Byproducts	Gravies/ soups/ broth made from ANIMAL stock or containing ANIMAL products.
Fish/Seafood Products	All types of fresh or salt water finfish, mollusks (squid, octopus etc.), crustaceans (crab etc.) and shellfish (mussels, clams, oysters etc.)
Egg Products	From any animal that produces eggs for human consumption e.g. chicken, duck or goose.
Milk and Egg Based Byproducts	Foods that contain milk products or egg products. Includes dry (powdered) egg concentrates (e.g. eggbeaters) AFTER water is added to product and such items as custards, cheesecake etc.
Soy Products	Tofu and other soy products (soy milk etc.).
Raw Fruits and Vegetables	Raw seed sprouts (bean sprouts, alfalfa sprouts etc.), cut melons.
COOKED Legumes, Grains and Vegetables	Beans, rice, pastas and other cereal grains; most vegetables, especially BAKED POTATOES, since they become perishable AFTER they are cooked.