



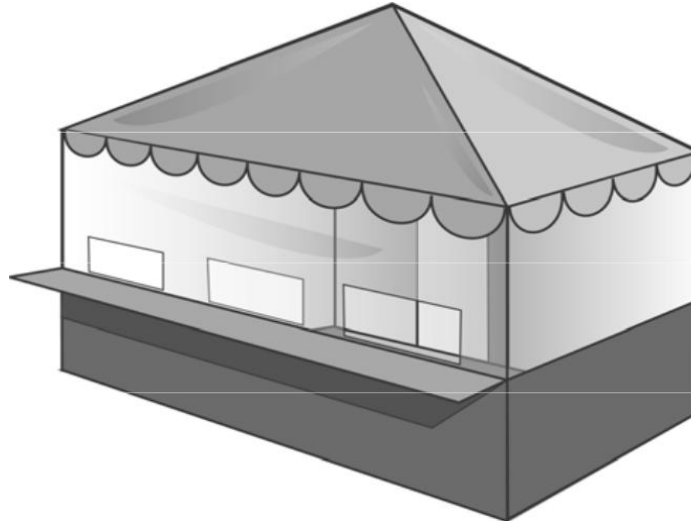
**Environmental Health and Safety**  
**SAFETY, SERVICE AND SUPPORT**  
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BIOLOGICAL CHEMICAL ERGONOMICS ENVIRONMENTAL PUBLIC HEALTH

# Temporary Food Permit, Sales and Food Based Events Requirements and Guidelines

*Prepared by UC Merced Office of Environmental Health & Safety (EH&S)*



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# Temporary Food Facilities

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## Introduction:

This procedure applies to all UC Merced temporary events where food is sold, served or given to the general public or campus community; such as student club events, department and campus affiliate events, and events where a third party vendor (caterer) is brought onto campus. ***Temporary food event can vary from 1 day to 25 days. \*TFF LIMIT: 25 consecutive or non-consecutive days in a 90 day period.*** These procedures protect health, prevent disease and promote healthy practices among the campus community.

The Environmental Health & Safety (EH&S) has developed this guideline to prevent any foodborne illness from food served by temporary food facility vendors on campus. The following factors can contribute to a foodborne illness at an organized food event:

- Poor hand washing practices.
- Food is not stored at proper temperatures (cold food must be at 41° F or less and hot food must be at 135° F or higher).
- Workers with illness preparing and serving the food.
- Unapproved sources of food such as cooking and storing food at home for a public event.
- Not sanitizing surfaces that have been contaminated with raw chicken juices, or from cracking raw eggs.
- Poor food handling practices, such as not cooking food to the appropriate temperature which would kill pathogens.
- Tasting food with hands or multiuse utensils while inside the booth.
- Equipment becomes contaminated, such as cutting boards, knives, spoons etc., and has not been properly disinfected.

## **Permit Requirements:**

A temporary food facility is any establishment operating temporarily in connection with any event where food is prepared or served for consumption by the public. The California Retail Food Code Law dictates the requirements for the operation of a temporary food facility. Individuals or groups planning to provide food at an event on campus must first obtain a temporary food permit from UCM Environmental Health and Safety Department.

## **Permit Exemptions:**

- **Bake Sales:** Cookies, brownies, and baked goods that are nonperishable confections must be prepackaged, labeled, and have no creams or fillings that require refrigeration.
- **Private Events:** Private events are limited to members and invited guests so are not considered public events and therefore, not required to obtain a permit if it occurs less than three days in any 90-day period.
- **Prepackaged Snack Foods:** Potato chips, candy, soda in cans, etc. are exempt as long as the items are nonperishable, and do not require refrigeration.
- **Regular Coffee (NOT Espresso):** Only packaged, non-refrigerated creams and individually packaged condiments are permitted. No milk items requiring refrigeration are allowed.

**All other food events are required, by law to be permitted through EH&S (Environmental Health & Safety).**

## Who can sell or prepare food on campus:

### 1. **Registered Student Clubs and Organizations (RCOs):**

Clubs and organizations are limited to type of food sales or food service by classifications of food items based on health and safety issues. RCOs must submit a temporary food permit application to the EH&S (Environmental Health and Safety) and OSL (Office of Student Life) at least **two weeks** prior to their event, complete food safety training online on UCLC and request a food training session for the group from OSL or verify they have already received training in the last 24 months.

### 2. **Campus affiliates:**

Campus affiliates are non-RCO groups on campus, sponsoring departments, or faculty.

**Affiliates must also submit a temporary food permit application to EH&S at least two weeks prior to the event.**

### 3. **Vendors:**

Commercial food vendors wishing to come to campus must first be invited by an RCO or UC Merced affiliate as part of an event or program. The vendor, RCO, or campus affiliate must submit an application to EH&S at least **two weeks** prior to the event.

[UCM Approved Caterers List](#)

## Non – UC Merced Affiliated Events:

For non – UC affiliated (sponsored by UC Merced) food events held on campus property, such as vendor fairs, cultural fairs, or sports events, the appropriate scheduling office must refer the event sponsor to EH&S for an [Event Organizer Application](#) and [Temporary Food Event Application](#). EH&S will provide the Temporary Food Permits. Since this may involve a campus Facility Use Agreement and/or insurance requirements, allow a minimum of 4 weeks processing time. All other campus vendor requirements must also be followed. Contact UC Merced Risk Services [riskservices@ucmerced.edu](mailto:riskservices@ucmerced.edu) for more information on insurance or applicable campus requirements.

## When do you need a Temporary Food Permit?

You will need a temporary food permit when you are selling, serving, or giving away perishable food to the general public or campus community at your event. **The temporary food permit is issued by EH&S for a single event and food permit must be displayed at the event at all times. A new permit must be obtained for each event or activity.**

The use of a home kitchen or other residence, including student apartments, is not permitted for activities that require a Temporary Food Permit. **Currently no kitchen areas on campus are approved to prepare food. Contact EH&S for further questions.**

**A) Temporary Food Permit is not required when:**

1. Only non-perishable food/beverage items (appendix #3, table 1) will be served, sold or given away. Any RCO group giving away non-perishable food must still submit a fundraising application to OSL and EH&S in place of a food permit. <http://studentlife.ucmerced.edu>.
2. The sponsoring organization uses UC Merced Dining Services for their event.
3. Vendors authorized/contracted by Dining Services.
4. A UC Merced approved off-campus vendor is catering a small scale or club activity, normally a closed club meeting or small speaker event; typically this is a drop off service or the catering is being provided and has a set serving time.
5. A campus office, department, or service unit hosts an intra-departmental event within its own facilities for invited members/guests only (staff meeting, birthday celebration, potluck, etc.). Participants attend at their personal risk; the University will not be liable for food borne illnesses associated with foods prepared at home for intra-departmental events.

**Location:**

No food events may be conducted in such a way as to impede free access into or out of any University building. ***Locations and set up are subject to OSL, EH&S and Fire Marshal approval.***

## Procedures:

### 1. Registered Clubs or Organizations:

All Registered Clubs or Organizations (RCOs) must apply for and obtain a Temporary Food Permit from EH&S and OSL. The event sponsor begins the approval process by logging into [CatLife.ucmerced.edu](https://catlife.ucmerced.edu) and submitting an Event Notice form. The event sponsor must also submit a [Temporary Food Permit Application](#).

Food sales and food preparation by student groups are limited due to classification of foods, equipment, and health concerns. Due to time and temperature and other health factors, EH&S and OSL rarely will provide a temporary food permit for high risk or perishable foods (refer to Appendix 3, Table 2). However, if you believe your organization can meet all safety standards and has secured all equipment necessary, you may still submit a request for review. EH&S will review your application and the sponsor of the event will be notified if the event is approved or not approved. **For approved events, temporary food permit must be displayed at the event. Any event taking place which does not have an approved permit displayed will be shut down. No food substitutions may be made without a revised permit being approved.** Your temporary food event is subject to inspection by the UC Merced Office of Environmental Health & Safety. EH&S requires all California Retail Food Code (Cal/Code) requirements be met in order to prepare, sell or give away food on campus. In the event that during an inspection, improperly prepared or handled food is observed, you may be required to discontinue the sale and/or dispose of the item deemed to be unsafe. See appendix #3 for specific food handling guidelines.

### 2. Campus Affiliates:

Campus affiliates must submit a Temporary Food Permit application to EH&S, at least **two weeks** prior to the event for approval. The application can be found at: [https://ehs.ucmerced.edu/sites/ehs.ucmerced.edu/files/documents/ucm\\_temporary\\_food\\_event\\_application\\_updated\\_7.2018.pdf](https://ehs.ucmerced.edu/sites/ehs.ucmerced.edu/files/documents/ucm_temporary_food_event_application_updated_7.2018.pdf)

EH&S will review your permit and notify you whether the event is approved or not approved. EH&S requires all California Retail Food Code (Cal/Code) requirements be met in order to prepare, sell or give away food on campus.

### 3. **Commercial Food Vendors:**

All commercial food vendor sales must be approved by the EH&S and UCM Purchasing. The following requirements must be met by all commercial food vendors:

- a. Be on the UC Merced pre-approved caterers list. Contact Procurement Services at (209) 228-4669 for information on how to have a vendor added to the list.
- b. Meet all applicable UC Merced insurance and other requirements; contact Risk Services (209) 228-4705 for more information.
- c. Have a current health permit and acceptable health inspection score from Merced County.
- d. Obtain an approved Temporary Food Permit from EH&S. A new Temporary Food Permit must be obtained for each new event. The application is found at:  
[https://ehs.ucmerced.edu/sites/ehs.ucmerced.edu/files/documents/ucm\\_temporary\\_food\\_event\\_application\\_updated\\_7.2018.pdf](https://ehs.ucmerced.edu/sites/ehs.ucmerced.edu/files/documents/ucm_temporary_food_event_application_updated_7.2018.pdf)
- e. Follow all requirements of the California Retail Food Code (Cal Code)  
<http://www.publichealth.lacounty.gov/eh/docs/specialized/cacode.pdf> . Key requirements listed in Cal Code are summarized in appendices 1-3.
- f. Will be subject to inspection by UC Merced Office of Environmental Health & Safety and may be shut down or have to dispose of particular food items if unsafe practices are observed.

In addition to requirements listed in appendices 1-3, Merced County's web site includes additional guidelines, details on setting up and needed equipment to meet health requirements for offsite sales and food preparation. If you cannot meet the requirements in appendices 1-3 and County requirements, you will not be able to set up, prepare or sell food during a UC Merced event. For more information, see Merced County Community Event Food Vendors Checklist.

<http://www.co.merced.ca.us/index.aspx?nid=1636>

### **Additional Information:**

For additional information contact:

1. Office of Student Life at (209) 228-5433 or <http://studentlife.ucmerced.edu/>
2. Office of Environmental Health & Safety at (209) 228-2255 or <http://ehs.ucmerced.edu/>
3. Risk Services at (209) 228-4705 or [riskservices@ucmerced.edu](mailto:riskservices@ucmerced.edu)



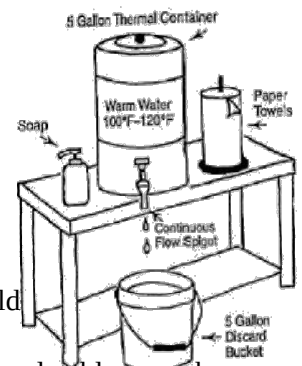
## Appendix #1

### Food Preparation Check List for Serving or Selling Food at UC Merced

To serve or sell food on campus at a temporary event you must be able to meet UC Merced and Merced County Temporary Food permit requirements.

Depending on the type of preparation the following may be needed:

- ☐ Event Space reserved and verified. Groups must register with <https://catlife.ucmerced.edu/>
- ☐ Venue Diagram and Event Setup submitted to EH&S.
- ☐ Fire Marshal approval; if using an open flame cooking device or BBQ, contact Fire at (209)-217-7231.
- ☐ Metal probe thermometer (range 0° F – 220° F) and system for recording times and temperatures (digital preferred). Alcohol wipes for cleaning probe.
- ☐ Hand wash station (must set up before operating): Set up with **warm** water.
  - ☐ Insulated container with spigot, (can use sports cooler with spigot that stays open)
  - ☐ Paper towels
  - ☐ Liquid soap in pump style container
  - ☐ Catch basin
- ☐ Sanitizer wipes for surface disinfection
- ☐ Commercially bottled water used in foods and/or beverages
- ☐ Refrigeration equipment or ice for holding foods cold (below 41°F)
- ☐ Hot holding equipment (above 135°F)
- ☐ Separate containers for potentially hazardous and ready to eat food
- ☐ Ice for consumption (drink ice)
- ☐ Separate storage containers for ice used for drinks and ice used for keeping foods cold
- ☐ Cooking equipment
- ☐ A barrier to block heat generating equipment from public contact (rope, chairs, plywood, tables, saw horses, etc.); an alternative is to locate heat generating equipment in a part of the booth not accessible to the public
- ☐ Containers for disposal such as; Garbage bags/containers, Liquid waste containers, Recycling containers
- ☐ Food utensils
- ☐ Food containers to protect food from contamination, covers for food containers
- ☐ Food handling disposable gloves
- ☐ Food preparation tables
- ☐ Food storage shelves, pallets, or tables to keep food off the ground
- ☐ Food condiment containers with attached lids
- ☐ Containers with spigots for bulk beverages
- ☐ Hair confinement
- ☐ Electrical cords and electrical cord trip hazard prevention items (duct tape, hang overhead, etc.)
- ☐ Electrical generator (if needed)
- ☐ Money handling equipment; separate from food service
- ☐ Temporary Food Permit posted in a location visible to patrons
- ☐ Fire extinguisher
- ☐ Cleaning utensils



### ***Vendor Food Safety Procedures***

Vendors who provide food on campus are expected to follow all aspects of the California Food Safety Health Code, known as "Cal Code". The following specific guidelines also apply for any event on campus. Additional requirements or changes to these procedures may be required by the UC Merced Office of Environmental, Health & Safety.

- All food service prep space (trailers, tables, etc.) are to be properly cleaned and sanitized prior to coming in contact with raw or ready to eat (RTE) foods. The University will apply the appropriate chemicals needed to clean and sanitize.
- Each trailer must be equipped with a handwashing sink. The handwashing sink is to be used for handwashing **only** and under no circumstances should be used to wash or prepare food.
- Although the food code permits 4 hours between cleaning and sanitizing of food contact surfaces and utensils, the University requires a two (2) hour best practice system. **All surfaces are to be cleaned and sanitized after two (2) hours of service, and soiled utensils are to be removed and stored for washing and replaced with a new set of utensils.** Two identical bins with tight fitting lids for two separate sets of utensils to make the switch out simple and safe are required.
- In the event the vendor is to prepare and serve food for more than four (4) hours, an ancillary ware washing sink for washing, rinsing, and sanitizing equipment is required.
- In addition to maintaining an operating permit and adequate health inspection scores from Merced County, the vendor is subject to inspection by UC Environmental Health and Safety which will perform routine inspections of their operating and food safety practices. UC Merced will provide approved vendors with a Temporary Food Permit. The vendor must keep a copy of their most recent County and/or or UC issued health inspection report on file per California law in the event a customer asks to view it. The campus Temporary Food Permit must be displayed.
- Preference is for all third party vendors to have a ServSafe certified staff member on site each meal service. Training options are available.

## ***Guidelines for Food Safety at Temporary Events***

There are over 250 different illnesses caused by contaminated food or drink, which result in millions of food borne outbreaks and thousands of deaths each year. A food borne illness outbreak occurs when a group of people develop the same illness after ingesting the same type of food. In many cases, contaminated foods look, smell and taste normal. In order to prevent food borne illness, microorganisms such as bacteria, viruses or protozoa, must not be given the chance to grow and multiply or contaminate foods.

The following guidelines were designed to assist in the prevention of food borne illnesses.

### **Wash Your Hands**

Wash your hands with soap and water:

- Before and after preparing food, especially after handling raw meat, fish or poultry and before handling ready-to-eat food.
- After using the restroom or other activities that interrupt you while preparing food.

### **Prevent Cross Contamination**

- Keep raw meats, fish and poultry separate from other foods. Don't allow their juices to drip on other foods.
- Cover all food in the refrigerator.
- Thoroughly clean all fruits and vegetables as soon as possible after purchase to remove surface contamination.
- Safely handle ready-to-eat foods during all phases of food handling. Ready-to-eat foods are food products that will be consumed in the same form as purchased at the store. They can become perishable foods (support pathogenic bacterial growth) through cross contamination. An outbreak of food borne illness occurred when a knife used for cutting raw beef was used to slice watermelon without first washing the knife.
- Use separate counters, cutting boards and utensils for preparing raw and cooked food.
- Clean and sanitize cutting boards and work surfaces after handling raw meat, poultry or fish and before using them for other food.
- Wash equipment in hot, soapy water and then rinse thoroughly with clean, hot water. Let cutting boards and utensils (after cleaning) soak for one minute in a bleach and hot water solution (2 teaspoons of bleach per gallon of water) and then air dry.
- If gloves are worn while handling food, replace gloves and wash hands as needed to prevent contamination of other foods. For example, if handling raw meat and then vegetables, remove the gloves, wash your hands and use a clean pair of gloves before handling the vegetables.
- Use disposable towels to clean spills. Studies have shown that the dish towel or sponge is frequently the most bacteria laden object in the kitchen.
- When barbecuing or cooking raw meat, fish or poultry, use a different plate & utensils for cooked food than the one that held raw food.

## Cook Foods Thoroughly

To be free of most bacterial contamination, all perishable foods (see Table 2), especially meats must be cooked to at least the following internal temperatures

**Table A- Minimum Internal Cooking Temperatures Chart**

|                                         |                                                                                                                                                                                                                                                                |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 145°F for 15 seconds                    | Fish, seafood, veal, lamb, mutton, pork products (roasts, cured pork-hams), raw shell eggs, any fish or meat not specifically mentioned below.                                                                                                                 |
| 155°F for 15 seconds                    | Ground meats (beef, pork, ostrich, emu etc.), ground fish and inspected game animals.                                                                                                                                                                          |
| 165°F for 15 seconds                    | Poultry, wild game (not inspected), stuffed fish, meat, pasta, poultry or stuffing containing fish, meat or poultry.                                                                                                                                           |
| 165°F for 15 seconds                    | Any dish containing previously cooked food (i.e. leftovers).                                                                                                                                                                                                   |
| 165°F at the center of the food product | All raw animal foods cooked in a MICROWAVE. The food should be rotated and stirred at least midway through the cooking process, covered to retain moisture and allowed to stand covered for two minutes following cooking to allow for post-cooking heat rise. |

- Use the "small batch cookery" approach when preparing any perishable foods (see Table 2). Bring out only as much food as you need to complete one particular step in the recipe. For example, do not have all the ingredients for chicken salad on the counter at the same time. The produce can be contaminated with the raw chicken juice and then re-contaminate the cooked chicken when all the ingredients are combined.

## Low Risk Foods or Non-Perishable Foods:

Typically low risk foods do not require temperature, time or extended food safety standards for service. Pre-packaged food with ingredient labels that do not require refrigeration or heat source are considered low risk food items.

- Low-risk foods are defined as non-perishable, low-water-foods not requiring refrigeration. Contact EH&S for further details on approved food items. *LOW risk foods do not require temperature or time restrictions.*
- Low-risk foods must be individually wrapped or pre-packaged and contain a list of all ingredients.
- Ice may be used to store drinks, but ice used to cool drinks or food can't be dispensed to customers.

**Table 1-Classification of Non-Perishable Foods**

|                          |                                                             |
|--------------------------|-------------------------------------------------------------|
| Bakery Products          | Cakes, pies and cookies.                                    |
| Dehydrated Food Products | 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. |

**High-Risk Foods or Perishable Foods:**

High risk foods are typically foods requiring refrigeration or any foods not pre-packaged. High risk food are typically high protein, high fat foods but also include soy products, fruits and vegetables and cooked legumes or grains.

**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.                                             |

**Store Food Properly-Keep Hot Food Hot and Cold Food Cold**

- Refrigerate or freeze perishable foods right away after coming home from the store.
- Thaw frozen food in the refrigerator or microwave oven, not on the counter or in the sink.
- After cooking, do not let cooked food stand out at room temperature.
- Keep hot food above 135°F or cool in the refrigerator. Hot food can be placed in shallow containers in the refrigerator to help cool it quickly. If food is left out to cool, heat resistant pathogens can multiply and produce toxins. Refrigeration or heat prevents the growth of microorganisms.
- Cold foods must be kept below 41°F.
- Refrigerate or freeze leftovers promptly in shallow covered containers or tightly wrapped bags.

## **Finally-Remember the 4-Hour Rule**

It takes only a couple of hours for a few bacteria to multiply and cause a food borne outbreak when the food is not refrigerated or kept hot. Follow these procedures:

- Chill down all perishable foods still requiring further preparation AFTER 90 MINUTES outside of the fridge.
- Ensure all perishable foods are kept hot (135°F or above) or cold (41°F or less) while you are serving OR
  - o Cold perishable foods must be tossed out 3 hours after leaving the refrigerator. Remember to include prep time at home/restaurant, travel time to campus, and serving time.
  - o Hot perishable foods must be served as soon as possible. Hot perishable foods that have been on the service line for over 1.5 hr should not be served.
  - o Exception: When cooking equipment is available and you can reheat the menu items, reheat the food to 165°F. After the reheat, throw out the food within 1 hour.
  - o In either case, after 3 hours, all leftovers should be tossed out. Do not save leftovers for later consumption for your own health and safety.

### **At Your Event**

- All raw meats and dishes containing meat, rice or beans are to be kept hot and served immediately after cooking or refrigerated immediately.
- All perishable foods must be reheated to 165°F before serving unless they will be served cold.
- Transport all perishable foods on ice (use an ice cooler with ice).
- Use chafing dishes or a warming device to keep food hot (above 135°F) until served. Equipment is available at most party rental or department stores.
- You can place all cold foods on ice.
- Perishable bakery products (custards, meringues etc.) are not allowed to be prepared at home and therefore cannot be sold at a food booth.