

Subject: Food Sale/Distribution Policy and Procedures	Department Name: Safety & Risk Management	Effective Date: 2001 Issue Date: July, 2010
	Type: Complete Revision	Approval:

I. Policy Purpose

The sale and/or distribution of food and beverages on university property by other than California State University, Stanislaus Campus Dining, is prohibited unless special authorization is obtained prior to the event from the appropriate parties (see Procedures Section IV.).

II. Policy Scope

- A. The Stanislaus County Department of Environmental Resources (SCDER) places the responsibility for the integrity of food sales on the local administration where the event is held. At CSU Stanislaus it is the responsibility of the Office of Safety & Risk Management (SRM). Food sales or dispensing of food on campus by recognized university organizations is coordinated through the SRM office, student leadership (ASI/USU, Student Affairs), and Campus Dining.
- B. Per the October, 2009 California Retail Food Code (CalCode), temporary food service on university premises' must meet the following criteria:
 - 1. The group must be a recognized CSU Stanislaus organization [§113842(b)].
 - 2. The food must be given or sold at an approved community event [§113930].
 - 3. No more than four (4) Temporary Food Permits may be granted annually [§114332.1].
 - 4. All health and sanitation requirements for food servers must be followed [Chapter 10.5]
- C. This policy shall not apply to private sale or distribution of food between individuals where no general or public solicitation, exposure for sale, or offer is involved (i.e. potluck). Individuals may not sell or dispense food on campus.
- D. This policy applies to non-alcoholic beverages only. For alcohol use guidance please refer to the University policy on *The Sale, Consumption, and Possession of Alcoholic Beverages*.
- E. Anyone selling or dispensing perishable food products should be aware of potential risks. Should illness be attributed to the product sold or dispensed, the organization and/or persons responsible may be subject to legal action.
- F. Student leadership, in conjunction with the SRM Office, will provide information to assist in planning a food event. However, California State University, Stanislaus does not bear responsibility for the quality or condition of foods served by student organizations.
- G. No home preparation of food for public consumption is allowed.

III. Definitions

annually – calendar year from January 1st – December 31st

approved community event – Any time food is distributed to non-members, uninvited guests, or general public on campus including but not limited to: student fundraisers in the quad, athletic events, concerts and other large special events.

fundraiser – Recognized university organizations may provide food/drink in exchange for payment, and/or donations, in order to support their programs.

potluck – Recognized university organizations may share food prepared at home at the personal risk of participants; the food must be offered for free (no cost/donation); this must occur in a closed setting (e.g. non-public, invited members/guests-only); the University will not be liable for food borne illnesses associated with foods prepared at home.

recognized university organization – Any student organization authorized by Student Affairs or Associated Students, Inc.; any university department, unit, work group, committee, or meetings, etc.

Temporary Food Permit (TFP) – A multipage form that must be completed by any organization (university affiliated or not) who wishes to sell or dispense food on campus at approved community events; food servers must comply with all health and sanitation requirements listed on the TFP; groups may be granted no more than four (4) TFPs for approved community events annually.

IV. Procedures

The following procedures must be followed by all student, non-student, or outside organization/vendors who wish to sell, solicit, expose for sale, offer for sale, or otherwise distribute food items for human consumption within the boundaries and areas of responsibilities of CSU Stanislaus. All food and beverages served at approved community events must be prepared, stored and served in accordance with the regulations described in this policy, the *Temporary Food Permit*, and the CalCode. Permission must be obtained a minimum of 14 calendar days in advance of the event by following the procedure listed below.

- A. Reserve facilities and equipment via the university online reservation system.
- B. Complete the *Temporary Food Permit* request form.
- C. Meet with Campus Dining Catering Coordinator and obtain a signature for the Campus Dining Waiver on page two (2) of the *Temporary Food Permit*.
- D. Once the Campus Dining Catering Coordinator has reviewed and signed the waiver portion of the *Temporary Food Permit*, and at least 14 calendar days prior to the event date, leave the forms at the Office of Safety & Risk Management. Requestors will be contacted with questions, instructions, and notification of approval/disapproval of the permit.