



CALIFORNIA STATE UNIVERSITY STANISLAUS

POTLUCK NOTIFICATION FORM

This form is to be used for private/members only pot lucks. Any food provided to and/ or sold to the public must comply with the Temporary Food Permit policy, and fill out a Temporary Food Permit (TFP) Application.

<http://www.csustan.edu/RiskManagement/Documents/TempFoodPermit.pdf>

Please complete, sign at the bottom of page 2, and return to Safety & Risk Management. Contact Safety & Risk Management with any questions, risk@csustan.edu or (209) 667-3114.

EVENT DETAILS:	
NAME OF DEPARTMENT/ORGANIZATION	
DATE OF POTLUCK	
TIMES (Beginning – Ending) Cooked food may only be set out for 2 hours	
SPECIFIC LOCATION	
CONTACT PERSON	
CONTACT PERSON PHONE #	
CONTACT PERSON EMAIL ADDRESS	

FOOD ITEM(S) (e.g. beef, canned soda, ketchup)	HOW WILL FOOD TEMPERATURE BE MAINTAINED? (e.g. cooler, crock pot, sterno, chaffing dishes, ect.)



CSU Stanislaus Environmental Health, Safety & Emergency Management

Health and Sanitation Requirements for Food Servers

FOOD STAND/BOOTH

- Must be located in a pre-approved and reserved space.
- Must be covered with overhead protection for all food preparation and storage areas.
- Must have separate food preparation and customer service areas; customers must not have access to food preparation area.

OUTDOOR-COOKING ON CAMPUS

- Location of Cooking Equipment: Equipment used to perform open or barbecue cooking shall be placed only at approved and safe locations (not obstructing pathways).
- Grills or other approved cooking equipment must be separated from public access by using ropes or other approved methods to prevent contamination of the food and injury to the public.
- The cooking/barbecue equipment must be located more than 25 feet away from any building, flammable fence, structure or tree and must be more than 50 feet away from any building ventilation intake. May be adjacent to food stand/booth.
- Pre-approved gas grills are allowed; charcoal grills are NOT PERMITTED on campus.
- An ABC fire extinguisher must be available, on-site at the event.
- Deep fat fryers, grills, etc. may require separate screened areas in accordance with fire codes.

PREVENTING FOODBORNE ILLNESS

- All foods obtained from a licensed retail food vendor shall be picked up just prior to the actual scheduled serving time. Early pick-ups are not allowed due to the potential of improper storage and handling.
- Don't accept any donated food from an unlicensed vendor or caterer.
- To prevent potential tampering, never leave food unattended.
- Keep hands, clothing and food preparation and serving areas clean at all times.
- Cooked food should only be left out for a maximum of 2 hours.

TO REPORT A FOODBORNE ILLNESS CASE

Safety & Risk Management @ 667-3035

University Police Department @ 667-3114

FOOD PREPARATION GUIDELINES

Groups and organizations preparing food to be served on campus should adhere to the following applicable standards:

1. FOOD PREPARED OR STORED AT HOME IS PROHIBITED, EXCEPT AT MEMBERS ONLY SMALL GROUP POTLUCKS, WHERE FOOD WILL NOT BE SOLD/ GIVEN TO THE PUBLIC.
2. Hand washing facility shall be nearby for food handlers and shall be equipped with hot and cold running water. Hand washing detergent or soap and single-service sanitary towels shall be provided. No person shall begin or resume work after visiting the toilet without first washing his/her hands.
3. All multi-use utensils and other equipment used in connection with the preparation, service, and display of food, shall be kept clean and in good repair. Unwrapped foods must be served with tongs.
4. Single-service eating and drinking utensils must be used for consumers.
5. Waste shall be removed and disposed of in a sanitary manner as frequently as necessary. Adjacent areas shall be kept clean and free of litter.
6. All foods must be protected from dust or other contamination, including condiments.
7. Potentially hazardous food & beverage shall be maintained at or below a temperature of 45 degrees Fahrenheit or below. Hot foods must be maintained at 135 degrees Fahrenheit or above.
8. All food handlers preparing, handling, or serving food shall wear clean outer garments and shall keep their hands clean at all times while engaged in handling food, beverage, or utensils. All such food handlers shall wash their hands and arms with soap or detergent and warm water before commencing work.
9. Smoking and the use of tobacco is prohibited inside food stand/booth.
10. No animals are permitted inside food stand/booth.

RESPONSIBILITY FOR FOOD SANITATION

The club advisor is responsible for the organization observing all rules of the Health and Sanitation program for the event serving food.

I have read and understand the guidelines stated above. _____
(Event Contact Signature)

Printed Name of Person Signed Above: _____ Contact Phone #: _____

SRM Received and Reviewed: _____ Date: _____