



CALIFORNIA STATE UNIVERSITY, STANISLAUS TEMPORARY FOOD PERMIT (TFP) APPLICATION

- It is the intention of the University that the Food Service Provider will prepare and serve food for all events on campus, except as may be waived pursuant to the Campus Food Policy.
- A Temporary Food Permit must be obtained by any group that intends to serve food on campus that is not prepared by the Food Service Provider and is made available to the general public.
- Applicants should review the CSU Stanislaus Campus Food Policy at:
http://www.csustan.edu/sites/default/files/BF/Documents/CSUStanislausCampusFoodPolicy_02-01-12.pdf
- It is recommended that food is purchased for an event AFTER approval has been obtained through the TFP process.
- The Temporary Food Permit application must be submitted to the SLD Advisor or Auxiliary & Business Services no less than ten (10) calendar days prior to the event. If serving/selling individually packaged items the Temporary Food Permit application must be submitted no less than five (5) calendar days prior to the event.

EVENT DETAILS:

EVENT NAME/TITLE: _____ DATE OF EVENT: _____

EVENT LOCATION: _____

EVENT TYPE: _____ Fundraiser _____ Free to Public
 _____ Members only/Private Event

NAME OF CLUB/ORGANIZATION/DEPARTMENT: _____

NAME OF CAMPUS CONTACT PERSON: _____ OFFICE NUMBER: _____

CONTACT PERSON EMAIL: _____ CELL PHONE: _____

WHERE ARE YOU GETTING THE FOOD FROM?:

_____ Food purchased from Campus Dining, but prepared by Organization/Department

_____ Off-Campus Vendor Name: _____ Address: _____

_____ Off-Campus Vendor Name: _____ Address: _____

_____ Off-Campus Vendor Name: _____ Address: _____

_____ Donation From: _____ Address: _____

MENU PLANNING DETAILS		
FOOD ITEM(S) (Examples: hot dogs, canned soda, ketchup)	OFF SITE PREP YES/NO	COOKING PROCEDURES

HOW WILL FOOD TEMPERATURE BE MAINTAINED? (examples: COOLER, GRILL, CROCK POT, FRY PAN, ETC)

WILL YOU USE DRY ICE? _____ YES _____ NO

WILL FOOD BE TRANSPORTED TO SITE? _____ YES _____ NO

WHAT IS THE LENGTH OF TIME SITE TO SITE? _____

HOW WILL FOOD BE SERVED (IE: TONGS, SPATULAS, SPOONS, ETC.)? _____

I hereby make an application for a permit to conduct a temporary food facility (booth) in accordance with University Policy, the laws, ordinances and regulations that are now or may hereafter be enforced by the State of California, or under jurisdiction of the Stanislaus County Department of Environmental Resources pertaining to the event described within this application. I attest that the information in this application accurately describes how food will be distributed to the public.

SIGNATURE OF APPLICANT: _____ DATE: _____

APPROVAL & WAIVER

SLD ADVISOR (U103)/DEPT. HEAD OR DESIGNEE: _____ DATE: _____

FOR STUDENT ORGANIZATIONS ONLY: TFP REQUEST DATE #1 _____ #2 _____ #3 _____ #4 _____

AUXILIARY AND BUSINESS SERVICES: _____ DATE: _____

CAMPUS DINING MANAGER: _____ DATE: _____

SAFETY AND RISK MANAGEMENT REVIEW: _____ DATE: _____



CSU STANISLAUS ENVIRONMENTAL HEALTH, SAFETY & EMERGENCY MANAGEMENT

HEALTH AND SANITATION REQUIREMENTS FOR FOOD SERVERS

Any group serving food on campus, that is made available to the general public, must complete a Temporary Food Permit, which should accompany this information form.

FOOD STAND/BOOTH

- Must be located in a pre-approved 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
- 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 food obtained from a licensed retail food vendor shall be picked up just prior to the actual scheduled serving time. Early pickups 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 preparing and serving areas clean at all times.
- Gloves may be worn to protect food. It is important that gloves are changed on a regular basis, or as soon as they get dirty.

TO REPORT A FOODBORNE ILLNESS CASE

Safety & Risk Management @ (209) 667 – 3035 University Police Department @ (209) 667 – 3114

FOOD PREPARATION GUIDELINES

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

- FOOD PREPARED OR STORED AT HOME IS PROHIBITED
- 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.
- 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.
- Single-service eating and drinking utensils must be used for consumers.
- 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.
- All food must be protected from dust or other contamination, including condiments.
- Potential 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.
- 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.
- Smoking and the use of tobacco is prohibited inside food stand/booth.
- 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 Coordinator Signature)

Date

Printed Name of Person Signing Above

Contact Phone Number