



Environmental Health and Safety

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Temporary Food Permit, Requirements, and Guidelines

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



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Temporary Food Permit, Requirements, and Guidelines

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Applicability:

This guideline applies to all persons or organizations serving food to the public on university grounds or the general campus community in a temporary manner. This includes but is not limited to public student club events, department sponsored events opened to the public, and events where a third-party vendor is brought onto campus that do not exceed 25 days (consecutive or not) in a 90-day period.

This guideline does not apply food service that exceeds 25 days in a 90-day period or food that is served to members within their organization, private events, or events that are conducted off campus.

For food events lasting longer than 25 days in a 90 day period, contact EH&S for permitting requirements. For food events conducted off campus, contact the local Health Department for permitting requirements. Merced county's Environmental Health Division can be reached at 209-381-1100.

Application:

1. All food servers and prepares must take the "Food Safety Training" or have a Food Safety Handler Card.
 - 1.1. The Food Safety Training is available to students, staff, and faculty at the following link [UCLC Training Center](#). If you have trouble accessing a course, please contact hrtraining@ucmerced.edu.
 - 1.2. The Office of Student Life also have a course which is held at the beginning of each semester. Please contact OSI at 209-228-5433 or email at studentlife@ucmerced.edu to schedule a training session for your group.
2. You must submit your application ten (10) business days in advance. Late submissions could have delays which can result in your event not being approved by the date of the event. You may submit the application at <https://dbsforms.ucmerced.edu/forms/ehs-food-events-permit-application>
3. If critical violations that are an immediate hazard to health are found during inspection and cannot be corrected, the permit will be suspended, and food service ceased.

Requirements and prohibitions:

Requirements will be categorized into service types starting with the type that requires the least number of requirements to the most.

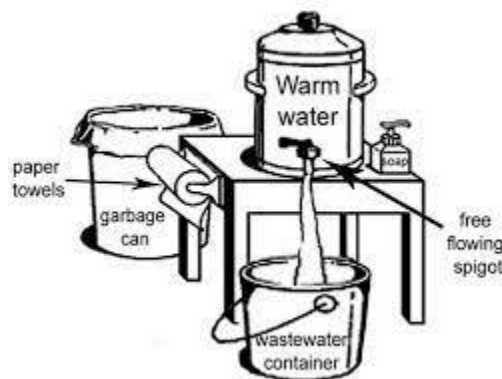
Requirements for prepackaged non-perishable food. (See table 1 at the end of the guideline for more example; foods will need to be prepackaged in an approved manner prior to the event):

1. All food servers and preparers must be in good health.

2. All food servers must have good hygiene when serving food. This includes clean garments, aprons, and hair restraints. Nails must be trimmed when preparing or serving food.
3. Single use nonlatex gloves are required if any of the following is true:
 - 3.1. When there is any rash, cuts, sores on the hands and wrist.
 - 3.2. When there is worn jewelry on the hands other than a plain wedding band. Jewelry and watches on the wrist are not permitted.
4. All food servers must take the food safety training and practice good food safety.
5. **Food cannot be made from home** unless it is done under a Cottage Food Operation, Microenterprise Home Kitchen Operation, or part of a baked goods sale for a school organization.
6. Food must be purchased from a permitted seller. You have the right to check their health permit.
7. Food must be stored at a minimum of **6 inches off the floor**.
 - 7.1. Prepare boxes, shelves, or extra tables to store food on.
8. Food must be protected from contamination. Food found to be contaminated will be required to be discarded.
9. Food service location must meet fire marshal requirements.

Requirements for serving non-prepackaged non-perishable food. (See table 1 at the end of the guideline for more example):

1. In addition to the requirements noted in the last section, the following requirements will also need to be met.
2. A hand washing station must be provided with in the booth or area where the food is being prepared. A sink that is outside of a booth is not permitted.
 - 2.1. The hand washing station must include a water container with a spigot that can provide a continuous flow of warm water without the need of manipulating.
 - 2.2. Soap, paper towels, and a wastewater container are also required as part of the set up.



- 2.3. An indoor event is exempt from a temporary hand sink setup if there is a hand washing sink within 15-20 feet from where the food is being prepared and is not part of a restroom. Restroom hand washing sinks do not meet the requirement due to the greater risk of touching a surface that is not sanitary. (e.g. the restroom door.)

- 2.4. If event is longer than 3 days, a pressurized sourced of warm water for hand washing must be provided.
3. All food portioning must be done with utensils or gloves. No bare hand contact is permitted.
4. A bucket with towels in sanitizer, at a concentration of 50ppm chlorine, or a combination of paper towels and sanitizer wipe must be available to wipe any spills.
 - 4.1. Contact EH&S for sanitizer strength tester. Typical mix is ½ to 1 teaspoon of regular strength unscented liquid bleach to one gallon of water.
5. **For outdoor food both:**



- 5.1. A canopy and screens, with a 16 mesh per square inch, is required.
- 5.2. Canopies and screens need to have an Office of the State Fire Marshal seal or have a CPAI-84 label. Please contact the campus Fire Marshal if you have questions regarding this requirement.
- 5.3. Booth must be located in an area where the flooring is concrete or asphalt. Some exceptions may be permitted with additional requirements. EH&S will contact you to discuss additional requirements when setting up over grass or dirt.
- 5.4. A garbage container is required in the booth.
6. **Self Service:**
 - 6.1. Self-service is only permitted when food is self-served in an enclosed space (e.g. In a booth or building), except for the following
 - 6.1.1. A dispenser is used (condiments, or drinks)
 - 6.1.2. The food is prepackaged.
 - 6.2. Serving utensils must be provided to for each container of food. Extra utensils are required so contaminated utensils can be replaced.
 - 6.3. A person is responsible for overseeing that no food contamination is happening. If food was contaminated, the food must be discarded.

Requirements for serving perishable food. (See table 2 at the end of the guideline for more examples)

1. In addition to the requirements noted in the last two sections the following requirements must be meet.
 - 1.1. When food are individually prepackaged by the vendor that you purchased the food from and you do not intend to portion the food afterwards, hand washing requirements does not apply.

2. For food that requires refrigeration to prevent bacterial growth (to be referred to as “cold food”) (e.g. cut tomatoes, cut cucumbers, cut melons, milk, salad mixes, mayo, butter, any other food where the manufacturer notes that refrigeration is required):
 - 2.1. **Cold food** must be kept at or below **45°F** and must be discarded at the end of the event.
 - 2.2. Cold food may be kept in an ice chest with ice. The food must be as submerged as possible to provide proper cooling. Food on top of ice will not properly cooled.
 - 2.3. Cold food may be kept in refrigerators if available.



- 2.4. If during inspection, food is measured at or above 51F and no other control were set in place, food will be required to be discarded.
3. For food that requires heating to prevent bacteria growth (to be referred to as “hot food”) (e.g. pizza, bbq, nachos, hot chocolate, soups, wings):
 - 3.1. **Hot food** must be kept at or above **135°F** and must be discarded at the end of the event.
 - 3.2. Hot food must be kept in a heating container unless it is served immediately (off the grill, onto a plate, then to the customer’s hands with no waiting in between)
 - 3.2.1. Heating containers include but is not limited to chaffing dishes, crock pots, and heated Cambro. **Heat lamps are prohibited in an outdoor set up** because the campus is windy reducing its effectiveness.



- 3.3. If during inspection, food is measured at or below 125°F and no other control were set in place, food will be required to be discarded. Food measured between 125°F to 135°F

will be required be reheated to 165°F. This may ruin the taste or texture of certain food and should just be discarded.

4. A **Time as a Public Health Control** (to be known as “TPHC” or “Time Control”) is permitted if the following are met.
 - 4.1. Foods under time control are marked with the time it was taken out of temperature control and 4 hours after that time. For food that is purchased and brought on campus, this time starts when the food is picked up.
 - 4.2. When **4 hours have passed**, the food must be discarded.
 - 4.3. If foods are found without time labels and are not within the required temperature range, the food will be required to be discarded.
5. A thermometer is required to check temperatures when not using TPHC.
6. Perishable foods must be kept hot or cold if transporting for longer than 30 minutes.

Requirements for preparing and/or cooking food:

1. In addition to the requirements noted in the previous three sections, the following requirements must be met.
2. When in an outdoor event, general cooking and preparing of food must be done inside the booth.
3. When using an **open-air barbeque**, the following must be done:
 - 3.1. Contact the fire marshal for permission.
 - 3.2. Barbeque must be section off so that passerby is protected from burns and the food is protected from contamination from passerby.
4. Cook to the appropriate temperatures listed in table 3. A thermometer is required to verify that cooking temperatures are met.
5. Water must be from a potable source. Water from the tap or commercially bottled water is acceptable. Water from a well is not permitted.



University of California, Merced Specific Restriction(s):

1. Food service at temporary food events is limited to 4 hours due to the lack of availability for utensil washing. If you would like to serve food for longer than 4 hours, you will need to contact EH&S at foodsafety@ucmerced.edu or at 209-285-8947 to discuss utensil washing details prior to the event.

Who can sell or prepare food on campus:

1. Registered Student Clubs and Organizations (RCOs)
 - 1.1. Catlife applications must be submitted either prior or concurrently with EH&S health permit. EH&S applications will not be approved until a notification is received from OSI that a Catlife application has been submitted.
2. Campus affiliates
3. Non-campus affiliates (vendors)

3.1. 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. All vendors are required to be pre-approved vendor for campus. No unapproved vendor is allowed on campus property.

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. 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 for more information on insurance or applicable campus requirements.

Tables:

Table 1-Classification of Non-Perishable Foods

Baked Goods	Cakes with plain frosting and no added perishable ingredient after cooking. Fruit pies. Cookies. Breads. See Table 2 for high risk baked goods
Dehydrated/Preserved Foods	Jerky, dried fruits, jams/jellies, chips.
Whole Raw Fruit and Vegetables	Most raw fruits and vegetables see exceptions in Table 2.
Shelf stable drinks	Powdered drinks, bottled or canned drinks, fresh lemonade, fresh orange juice.
Other	Popped popcorn (no butter) with or without non-perishable seasonings. Food with the manufacture label indicating no refrigeration required

Table 2-Classification of High Risk or Perishable Foods

Meat and Poultry Products	Beef, pork, lamb, mutton, veal, venison, chicken, turkey, goose, duck, pigeon.
Animal Derived Products	Butter, eggs, milk, reconstituted powdered egg and milk, cheese, non-dairy products made with dairy derived products.

Fish/Seafood Products	Fish, mollusks (squid, octopus etc.), crustaceans (crab etc.) and shellfish (mussels, clams, oysters etc.)
High Risk Fruits and Vegetables	Raw seed sprouts (bean sprouts, alfalfa sprouts etc.), cut melons, cut tomatoes, cut cucumber.
Cooked Legumes, Grains and Vegetables	Beans, rice, pastas and other cereal grains, cooked vegetables, cooked mushroom.
Cooked Foods	Pizza, tacos, burgers, sausages etc.
Mixed or complex foods	Tofu, pies with custard, custards, breads with stuffing, drinks mixed with dairy, and any food combination with a food listed in table 2.
Other	Any food with a manufacturer's label stating refrigeration is required

Table 3- Minimum Internal Cooking Temperatures Chart

135°F	Plant base products, mushrooms, and ready to eat food from a hermetically sealed container (e.g. nacho cheese).
145°F for 15 seconds	Whole muscle fish and beef, seafood, eggs.
155°F for 15 seconds	Ground meats (beef, pork, ratite), mechanically tenderized and injected meats, ground fish and pork
165°F for 15 seconds	Poultry, stuffed fish, pasta, and stuffed foods. Reheated food such as prepared meat loaf, cooked seafood, etc.

FAQ

Q: Why do I need to apply for a temporary health permit at UC Merced?

A: Under California law, any food served to the public must be reviewed and regulated by the local enforcement agency for food safety to reduce the chances of a food borne illness outbreak.

Q: What are the criteria(s) to determine if my event is open to the public or private?

A: Your event is considered private when admittance is limited to members and/or special guests only (e.g., staff and student staff, student club members, and other invited guest).

Q: What is considered part of the general campus community?

A: The campus community includes staff, student staff, faculty, and the general student body. Events open only to staff, student staff, and/or faculty are not part of the general campus community because those falls under a private event classification.

Q: Where do I apply for a temporary health permit?

A: You can apply at <https://dbsforms.ucmerced.edu/forms/ehs-food-events-permit-application>

Q: Who needs to take the food safety training?

A: Anyone who is serving food, including pouring and portioning, is required to take the food safety training. Someone who does not work with the food, such as cashiering only, does not need to take the food safety training.

Q: If I get a health permit, do I have to take the food safety course? / If I get my food safety training, do I need to apply for a health permit?

A: You need both a health permit and taken the food safety training. The food safety training is a requirement of the permit.

Q: Do I need a hand washing station if I have gloves?

A: You still need a hand washing station even when using gloves. If dirty hands got the gloves, the gloves also got dirty.

Q: Can I use the hand washing station in the restroom nearby?

A: No, the hand washing station should not require you to go through doors. Accidentally brushing against objects or opening the canopy screens could contaminate your hands.

Q: Can I use hand sanitizer in leu of hand washing?

A: No, hand sanitizer does not wash away dirt and debris.

Scenario: Food server A came from using the restroom where they opened the door with their hands. Many people had come out of the restroom without washing their hands and opened the same door. Even though food server A washed their hands, their hands are essentially contaminated with waste particles again. Would sanitizer only be acceptable for you when food server A serves you food?

Appendix #1

Temporary Food Event Checklist

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

- Event Space reserved and verified. Groups must register with <https://catlife.ucmerced.edu/>
- Fire Marshal approval: if using an open flame cooking device or BBQ, contact Fire at (209)-217-7231.
- Temporary Food Permit posted in a location visible to patrons
- Canopy or other overhead protection when outside
 - Screen mesh when dispensing or preparing food
- Hand wash station (must set up before operating): Set up with **warm** water.
 - Paper towels
 - Liquid soap in pump style container
 - Container with spigot/sink
 - Catch basin/sink
- Containers for disposal such as; Garbage bags/containers, Liquid waste containers, Recycling containers
- Food storage
 - Shelves, pallets, or tables to keep food off the ground
 - Food containers with covers
 - Containers with spigots for bulk beverages
 - Food condiment dispensers (bottles, pumps, etc.)
 - Refrigeration equipment or ice chest for holding foods cold (below 45°F)
 - Hot holding equipment (above 135°F)
- Food preparation tables
- Food utensils (extra utensils recommended)
- Food handling disposable gloves (no latex)
- Ice and ice chests
- Commercially bottled water used in foods and/or beverages, when water from a tap is not available (tap water from a private well is prohibited)
- 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
- Metal probe thermometer (range 0° F – 220° F). Alcohol wipes for cleaning probe.
- Hair confinement (hair ties, caps, hair nets, etc.)
- Fire extinguisher
- A small bucket with towels in 50 ppm bleach solution or sanitizer wipes for surface disinfection. ()
- 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
- Cleaning equipment when longer than 4 hours