



San Diego State University
Environmental Health & Safety Department
Food Safety Program
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**SAN DIEGO STATE
UNIVERSITY**

Temporary Food Facility Operator Permit Application

General Information	
<p>Register special events involving food in the Event Approval System (EAS), if applicable. EAS # is required for Student Organizations for ALL on campus events. If campus event is at an OUTDOOR SPACE, EAS # is required for SDSU organization (office, department, school, college, etc.) and non-SDSU organizations. A food permit application must be submitted for special events which involve providing food and/or beverages to the public. All applications and required documents must be submitted to the Environmental Health and Safety Department (EHS) AT LEAST 10 BUSINESS DAYS prior to the event. A food permit will be issued only after approval by EHS. EHS will provide an electronic copy of the food permit prior to the event. This is not an approval for any other aspects of the special event. Additional approvals may be required, i.e. Aztec Shops Catering Waiver. Student Life and Leadership will provide the final approval for the registered event.</p>	
Check once complete	Complete and submit application along with the following required documents:
<input type="checkbox"/>	1. Permit Application (pp. 1-4; initialized and signed p.4). Keep the Guidelines on p.5 as a resource.
<input type="checkbox"/>	2. County Health Permit of food facility where food was prepared (other than from Aztec Shops) unless purchased directly from a retail/wholesale store (i.e. Costco, Vons etc.) <input type="checkbox"/> N/A
<input type="checkbox"/>	3. Most recent inspection report of the food facility where food was prepared (other than from Aztec Shops) unless purchased directly from a retail/wholesale store (i.e. Costco, Vons etc.) <input type="checkbox"/> N/A
<input type="checkbox"/>	4. Commissary kitchen agreement/letter if using a kitchen that is not owned or operated by vendor. <input type="checkbox"/> N/A
<input type="checkbox"/> <input type="checkbox"/>	5. Catering Waiver (if obtaining food other than from Aztec Shops) <input type="checkbox"/> N/A
<input type="checkbox"/>	6. Drawing of set up and enclosure. <input type="checkbox"/> N/A
<div style="display: flex; justify-content: space-between;"> <div> Type of Event: <input type="checkbox"/> Private Event (invite only) <input type="checkbox"/> Public Event (open to public/campus) </div> <div> Type of Permit: <input type="checkbox"/> Single Event Permit <input type="checkbox"/> Annual Permit (Multiple events/year) </div> </div> <p>Event Description - select one:</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Fundraising <input type="checkbox"/> Aztec Nights </div> <div> <input type="checkbox"/> Farmers Market <input type="checkbox"/> GreenFest </div> <div> <input type="checkbox"/> Athletic <input type="checkbox"/> Greek Week </div> <div> <input type="checkbox"/> High School Conference <input type="checkbox"/> Concert/Show </div> <div> <input type="checkbox"/> Other: _____ </div> </div> <p>Food/Beverages served or sold to: <input type="checkbox"/> Anyone <input type="checkbox"/> Members Only <input type="checkbox"/> Organizers Only <input type="checkbox"/> Ticket Holders</p> <p>**Only allowed up to 4 single events per year if operating as a Non-Profit Temporary Food Facility.</p>	
<p>VENDORS AND EVENT ORGANIZERS ARE RESPONSIBLE FOR IMPLEMENTING FOOD SAFETY STANDARDS.</p> <p>Event Organizers that are organizing events with two or more food vendors must submit an Event Organizer Permit Application.</p> <p>Contact San Diego State University, Environmental Health and Safety Department (Food Safety Program) for additional information on applications and food safety: (619) 594-2865 or EHSfoodsafety@mail.sdsu.edu.</p>	



SAN DIEGO STATE UNIVERSITY

Temporary Food Facility Operator Permit Application

Student Org./Department/Outside Entity Organizing Event:		Foodservice Provider/Vendor at Event (Student Org./Dept./Outside Entity)	
Event Organizer Name:	Phone Number:	Operator/Owner Name:	Phone Number:
Email:		Email:	

Person in Charge:

Person in Charge must have completed the EHS Food Handling and Permitting Training and be onsite throughout the entire event.

Event Name:		EAS Number:
Event Location:	Event Date/s:	Event Time/Duration:

1. LIST FOOD FACILITIES WHERE FOOD AND/OR BEVERAGES WILL BE PREPARED AND STORED BY FOOD OPERATORS

1a.	Permitted Permanent Food Facility Name:		Food and beverages will be held and prepared on-site at event; no off-site storage, prep. or handling. Ingredients obtained on day of event. Complete 1e. and 2 below.								
	Permitted Permanent Food Facility Address:		City/State:		Zip Code:						
1b.	Menu Overview (describe general menu; list individual items below in 1d.):										
1c.	Describe temperature control procedures (cooking, hot and cold holding): N/A Food and beverages does not require temp. control.										
1d.	List food and beverages <u>prepared in advance</u> of event and check which procedures will occur <u>off-site</u> at the PERMITTED PERMANENT FOOD FACILITY . List all items including toppings, sauces, etc. <u>ATTACH ADDITIONAL PAGES IF NECESSARY.</u>										
	Food and Beverages		Thaw	Cut or Assemble	Cook or Bake	Cool	Cold Holding	Reheat	Hot Holding	Portion/Package	Storage
	1										
	2										
	3										
	4										
	5										

1e.	List food and beverages provided and check which preparation procedure(s) will occur <u>on-site</u> at the event. List all items including toppings, sauces, etc. <u>ATTACH ADDITIONAL PAGES IF NECESSARY.</u>										
		Food and Beverages	Thaw	Cut or Assemble	Cook or Bake	Cool	Cold Holding	Reheat	Hot Holding	Portion/Package	Storage
	1										
	2										
	3										
	4										
	5										

2. LIST PERMITTED FOOD FACILITIES (on and off campus vendor), RETAIL OR WHOLESALE STORES WHERE FOOD AND/OR BEVERAGES WILL BE OBTAINED FOR SERVICE OR HANDLING ON SITE BY FOOD OPERATORS. Complete 1e. above too.

3. HOW FOOD AND BEVERAGES WILL BE TRANSPORTED (e.g. Describe food and beverage containers and travel distance and time.)

4. LIST ALL EQUIPMENT TO BE USED ONSITE (e.g. Cooking, hot and cold holding equipment, utensils, etc.)

5. DESCRIBE HANDWASHING STATION (Must provide unless serving unopened, prepackaged foods/beverages) N/A

6. DESCRIBE UTENSIL WASHING FACILITIES AND SANITATION PROCEDURES (Must provide for events greater than four (4) hours unless nonprofit TFF) Back up utensils will be provided in case of contamination.

7. DESCRIBE SET UP AND ENCLOSURE (Submit drawing of set up and enclosure with application - hand drawn is acceptable)

8. DESCRIBE HOW FOOD HANDLERS WILL BE TRAINED. Select who will be dispensing food below:
☐ Self-Service ☐ Members ☐ Catering ☐ Other

9. DESCRIBE POTABLE WATER SOURCE (For hand washing station, food and beverage preparation etc.?)

N/A

10. DESCRIBE WASTEWATER DISPOSAL (If you will have a handwashing station catch bucket, other waste water be dumped?)

N/A

A TFF permit is valid for one single food booth only. If a vendor is operating more than one booth at an event, a permit must be obtained for each booth location. Separate applications must be submitted. The permit must be posted in the booth at all times. If a vendor will be operating at more than one event at San Diego State University on the same day, each location must be permitted separately. This applies to all TFF permit types, including single and multi-event.

SUBMITTING A TFF PERMIT APPLICATION

Submit your permit application to the Environmental Health and Safety Department at:

1. Interoffice mail: 1243
2. Drop off in office: Hardy Tower; Room 58
3. Email: EHSfoodsafety@mail.sdsu.edu

QUESTIONS:

If you have questions regarding Temporary Events, contact the Environmental Health Specialist at (619) 594-2865 or e-mail EHSfoodsafety@mail.sdsu.edu.

VERIFICATION – REVIEW AND INITIAL		
Initial	Applications without initials and/or signatures will not be processed and may be returned to the applicant.	
	I understand my application must be submitted and received at least 10 business days prior to the event. If my application is received less than ten days prior to the event, it may not be approved or the menu may be restricted. Once my application is approved, NO changes may be made without approval by the EHS Department. Unauthorized changes may be subject to permit suspension. The checklist and application are completed and all required documentation is attached.	
	I have read and understand the hand washing station requirements.	
	I have received and read the SDSU Guidelines for Dispensing Foods Under a Temporary Food Facility Permit (Page 5).	
	I understand the following conditions may warrant immediate vendor closure, loss of future privileges and disciplinary action: <ul style="list-style-type: none"> ■ No current permit approved by Environmental Health; ■ No hand washing station, unless all items are packaged or in bottles or cans; ■ Foods prepared at/or brought from home; ■ Critical violations and/or imminent health hazards; or ■ Lack of equipment or capacity to hold potentially hazardous foods at required temperatures. 	
This is to certify that the information provided is true and correct. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this permit and the operation of this business. I have received training and will train all other food handlers. The Person-in-Charge will be present throughout the event and will ensure all food handlers comply with the SDSU Guidelines for Dispensing Foods at Events. I understand that non-compliance with the requirements can result in immediate closure, loss of future privileges and disciplinary action. The university is not responsible for any outbreak of foodborne illness from special event food service, sale, or promotion.		
Printed Name of Applicant:		Signature of Applicant:
		Date:
EHS Signature Approval:		Date:

SDSU GUIDELINES FOR DISPENSING FOODS AT EVENTS

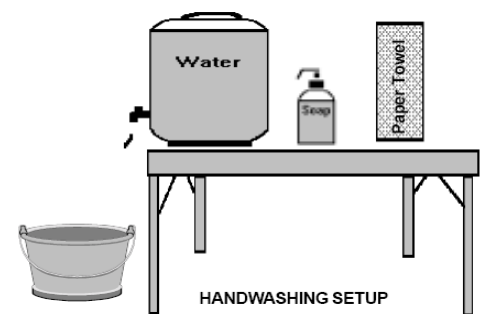
Vendors and Organizer are responsible for implementing Food Safety Standards

1. Person-in-Charge (PIC) MUST be present in the food booth during all time of operation. PIC must have attended EHS's Food Handler and Permitting training. PIC must train all food handlers.
2. **HAND WASHING:** WASH HANDS FREQUENTLY AND PRIOR TO HANDLING FOOD. Hand washing equipment MUST be located within 10 feet of the food stand. Handwashing equipment must be set up first - prior to any food preparation.
 - a. Provide soap, running water via gravity spigot, paper towels, and catch bucket.
 - b. A hand washing device supplied with a minimum of 5 gallons running water from an insulated container (Illustration A & B) with a spigot which can be turned on to allow potable, clean, warm water (temperature between 70°F and 110°F) to flow over hands into a waste receiving bucket of equal or larger volume. Gravity fed devices must have a minimum of 2 inches water above the spigot.
 - c. Hand sanitizer **DOES NOT** replace proper handwashing.

Illustration A



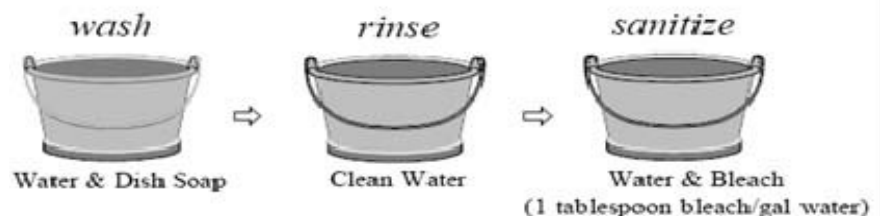
Illustration B



3. **ALL** foods must be from an approved source. Prepare all food in a permitted food facility or on-site.
4. Use **MECHANICAL REFRIGERATION** or **INSULATED COOLERS** to keep potentially hazardous foods cold.
5. Ice used for refrigeration purposes cannot be used for consumption in food or beverages.
6. Always keep potentially hazardous foods, such as meats, fish, poultry, cooked rice, and salads at **41°F or colder or 135°F or hotter**. Provide a thermometer for monitoring internal food temperatures.
7. **Reheat** food quickly to **165°F** and **hold at 135°F or higher**. Outdoor use of "Sterno" and chafing dishes is **not recommended**.
8. Prepare and serve all foods out of reach of the customers. Self service is prohibited unless proper utensils are provided such as individual soufflé cups for dips, toothpicks for individual food samples, tongs for serving chips, paper plates for bread samples, etc. Condiment containers shall be a pump type, squeeze container, or have covers/lids to protect the contents.
9. Wear clean clothing and practice good personal hygiene. NO smoking is allowed in the food booth. NO eating or drinking (from open containers) at the food service/display counters. NO pets or animals allowed inside food booth.
10. Store all foods, beverages, ice, utensils and paper products at least six inches above the ground or floor. Label **chemicals** and store soap, sanitizer, insect sprays and chemicals away from food and food related items.
11. Transport all food products in insulated coolers in clean vehicles.
12. Provide a canopy for the food stand. If at an event where the tent/canopy is on grass or dirt surface, you MUST provide flooring (mats, plywood, etc.) for the booth. Exception: all foods and beverages are packaged and remain unopened when served. TFF's handling open foods must enclose the food facility with 16 mesh per square inch screens. Food service windows not to exceed 216 sq. inches and should be covered when not in use. Food operations that have adjoining BBQ units should have a pass through window or door at rear or side of booth.
13. Name of the facility, city, state, ZIP Code, and name of the operator shall be legible and clearly visible to patrons.
14. Provide electricity needs for cooking and lighting. NOTE: Open flame cooking may require Fire Marshal approval prior to event. Contact Kristen Ross at (619) 594-2856 for more information. No lighter fluid allowed at on campus events - charcoal must be pre-soaked with lighter fluid. Provide a fire extinguisher (Type ABC for open flame and/or Type K for grease).
15. **UTENSIL WASHING EQUIPMENT:** Provide three labeled buckets big enough to accommodate the largest utensil – when required. (See illustration C)

Illustration C

UTENSIL WASHING SETUP



16. Failure to comply with the above guidelines can result in a (1) immediate closure (2) loss of future privileges or (3) disciplinary action.