



**SAN DIEGO STATE
 UNIVERSITY**

**Temporary Food Facility
 Operator Permit Application**

Department/Student Org./Outside Entity Hosting Event:		Food Vendor/Operator:	
Event Organizer:	Phone Number:	Owner/Operator:	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. LOCATION(S) WHERE FOOD AND/OR BEVERAGES WILL BE PREPARED AND STORED
 (Onsite at event or in a permitted food facility only)

1a.	Permitted Food Facility Name:	<input type="checkbox"/> N/A; All food prepared onsite; no offsite storage		
	Permitted Food Facility Address:	City/State:	Zip Code:	

1b.	Menu Overview (general menu description; list individual items below in 1d.):
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1c.	Describe temperature control procedures (hot and cold holding): N/A Food offered does not require temperature control.
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1d.	Check which preparation procedure each menu item requires at the PERMANENT FOOD FACILITY (offsite) . List all items including toppings, sauces, beverages etc. NOTE: ATTACH ADDITIONAL PAGES IF NECESSARY.									
	Food	Thaw	Cut or Assemble	Cook or bake	Cool	Cold Holding	Reheat	Hot Holding	Portion/Package	Storage
	1									
	2									
	3									
	4									
	5									

1e. Check which preparation procedure each menu item requires at the **EVENT/MARKET (onsite)**.
List all items including toppings, sauces, beverages etc. NOTE: ATTACH ADDITIONAL PAGES IF NECESSARY.

	Food	Thaw	Cut or Assemble	Cook or bake	Cool	Cold Holding	Reheat	Hot Holding	Portion/Package	Storage
1										
2										
3										
4										
5										

2. LIST OF FOOD AND/OR BEVERAGE SUPPLIERS (e.g. Grocery stores or distributors where foods and ingredients are purchased or premade)

3. HOW FOOD AND/OR BEVERAGES WILL BE TRANSPORTED (e.g. Type of equipment and vehicle used to transport)

4. LIST ALL EQUIPMENT TO BE USED ONSITE (e.g. Hot and cold holding, utensils, cooking 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) Check box if back up utensils will be provided in case of contamination.

7. DESCRIBE BOOTH SET UP AND ENCLOSURE (Submit booth site plan 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 (Where will handwashing station, water for food preparation etc. be filled?) N/A

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10. DESCRIBE WASTEWATER DISPOSAL (Where will handwashing station catch bucket, other waste water be dumped?) N/A

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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 57
3. Email: EHSfoodsafety@mail.sdsu.edu

QUESTIONS:

If you have questions regarding Temporary Events, contact the Environmental Health Specialist at (619) 594-1858 or e-mail EHSfoodsafety@mail.sdsu.edu.

Initial	VERIFICATION – REVIEW AND 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.
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	I have read and understand the hand washing station requirements.
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	I have received and read the SDSU Guidelines for Dispensing Foods Under a Temporary Food Facility Permit (Page 5).
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	<p>I understand the following conditions may warrant immediate vendor closure, loss of future privileges and disciplinary action:</p> <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.
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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:
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EHS Signature Approval:	Date:
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SDSU GUIDELINES FOR DISPENSING FOODS AT EVENTS

Vendors and Organizer are responsible for implementing Food Safety Standards

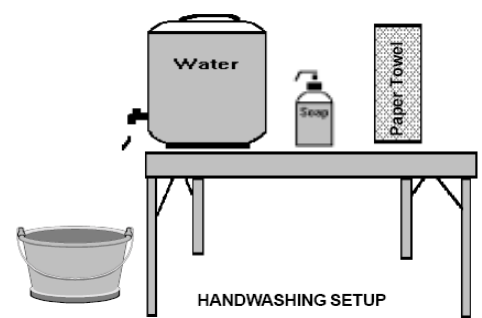
1. Person-in-Charge (PIC) MUST be present in the food booth during all time of operation. PIC must have attended EHS's Food Handler and Permitting training. PIC must train all food handlers.
2. **HAND WASHING:** WASH HANDS FREQUENTLY AND PRIOR TO HANDLING FOOD. Hand washing equipment MUST be located 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



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**.

Illustration B

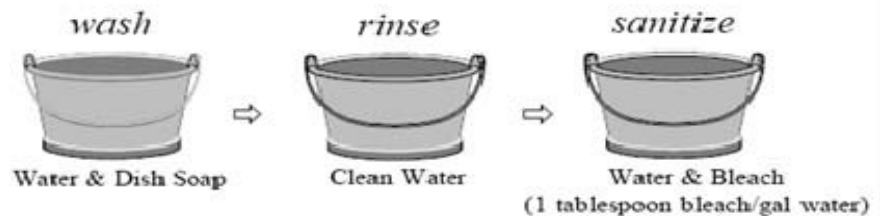


8. Prepare and serve all foods out of reach of the customers. Self service is prohibited unless proper utensils are provided such as individual soufflé cups for dips, toothpicks for individual food samples, tongs for serving chips, paper plates for bread samples, etc. Condition containers shall be a 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



- a. Wash bucket: dish soap and water
- b. Rinse bucket: clean water
- c. Sanitizer bucket: bleach or Quat and water (follow the directions on sanitizer bottle)
- d. Provide **test strips** to monitor sanitizer concentration (50–200PPM for Chlorine; 200-400PPM for Quaternary)

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