

PROCEDURES FOR FOOD EVENTS

(Revised: 9/30/2016)

There are some steps you will need to follow to ensure that your group's liabilities will be reduced. As you may not know, the California Health & Safety Code has required that people selling or providing food service must have an **approved food handler** for the operation as of January 16, 1999. The only exception to this requirement is that an approved food handler will not be required at food events that do not utilize a Restaurant or Caterer and where the only food being served is manufactured, prepackaged and **nonperishable**. At California State Polytechnic University, Pomona, the Los Angeles County Board of Health must approve food handlers.

Here is a checklist that you must follow to receive approval to organize your event. The appropriate forms will be obtained at the Office of Student Life, Building 26, along with the Event Application. The advisor/sponsor will be responsible for the organization's adherence to the rules, the agreement as signed on the application and to the restrictions as set forth by the Environmental Health & Safety Department (EH&S). The **EH&S Department will make spot checks** for each sale or service to insure all health provisions are being followed. An evaluation of the food service may be made at any time and if immediate corrections are not made, your food event may be closed immediately and **a violation warning to the organization will be issued**. Additionally, any contaminated food will be removed for disposal.

- Clubs must be registered with Office of Student Life and Cultural Centers (OSLCC) and have an **Event Application** form prepared for the date/time/location of the event. Multiple signatures may be required in addition to Environmental Health and Safety. Event Applications are required for all outdoor venues and campus buildings with the exception of the BSC.
 - Your responses on the Event Application form will determine which departments must approve your application **and** if a Food Permit is required.
 - University Police and Risk Management signatures are not required unless noted by OSLCC or EH&S. EH&S approval of the event application is only required if food will be served **and** a Food Permit will also be required.
- Read the following Food Event Procedures and be sure you understand the requirements.
- Prepare your Food Permit Application on Page 7, including all required signatures. Be sure any supplemental paperwork is included if **Box B** or **Box C** is used.
- Bring your completed **Event Application** and **Food Permit Request** to Environmental Health and Safety (98-B1-35) at least **two (2) weeks** before the date of your event. EH&S will approve your forms if complete and return the original copy to you. EH&S will also sign your Event Application at this time as well.
- Bring your approved Food Permit and signed Event Application back to OSLCC for final approval of your event. If complete, OSLCC will confirm your event location and you will be formally scheduled.

CONDITIONS OF APPROVAL:

The following are conditions of approval that must be observed for the Food Permit to be active. Failure to meet the conditions below will result in immediate closure of the event and may lead to enforcement action taken by the University.

1. Permit grantees must follow all procedures identified herein.
2. If using Box B or Box C on your Food Permit Request, a Certified Food Handler must be present to oversee food handling operations and that the appropriate policies in the attached packet are being observed. Food cannot be served if the food handler is not present for any amount of time.
3. Your Approved Food Permit and all supporting documentation constitute your authorization to serve food on campus. As such, those items must be posted and visible during your event when food will be served. Failure to comply with these procedures will result in termination of the event and any food will be immediately discarded.

Any questions, please e-mail Environmental Health & Safety at ehs@cpp.edu or call X4697.

VENDOR FOOD EVENTS

- A. Vendors are defined as off-campus food providers who may supply food which will be distributed on campus by a third party or a vendor may distribute the food on campus directly. Vendor food events shall be permitted on campus but are subject to regulation by the Campus President or designee as to the time, place and manner. Vendor food events in violation of established campus directives regarding time, place and manner are prohibited and subject to termination.

TIME: Monday through Friday, **8:00 AM to 9:00 PM**

PLACE: The Quad or University Park

MANNER: Vendor food events, which do not interfere with classes in session or obstruct the free flow of pedestrian or vehicular traffic and which are carried out without shouting, voice amplification or other loud noise and without provocation, harassment or disturbance of persons in the area are permitted.

- B. Typical foods approved for regulated sales are:

1. Baked goods, without cream or custard toppings or fillings, such as: bread, rolls, cookies, most cakes, and doughnuts
2. Cultural specialty foods
3. Candies
4. Hot dogs, frozen hamburger patties, chicken, beef items (other than ground beef)
5. Lemonade, fruit punch or drinks (never use a galvanized container for an acid food or drink since chemical poisoning can occur). Beverage (OSL has a copy of Pepsi approved products) may not be served separately and if served as a meal deal, canned beverages may only be Pepsi products.

<http://www.pepsicobeveragefacts.com/home/find#/>

- C. Care must be taken in the preparation, handling and serving of readily perishable foods. These foods are capable of supporting rapid and progressive growth of microorganisms, which can cause food infections or food intoxications.
- D. Clearances and exceptions to the Vendor Food Event Policy must be approved.
- E. No products are to be sold that compete with University Foundation-owned franchises or a contracted vendor presently in operation or in future negotiation status.

EXAMPLES: Any franchised vendor who may be a competitor of Carl's Jr., Taco Bell, Panda Express, Subway, Qdoba, Kikka Sushi, Round Table Pizza, Denny's Diner, Einstein's Bagels, The Poly Trolley, Starbucks, Peet's Coffee, Freshen's, The Farm Store

- F. Product review and product handling must be approved by the Environmental Health & Safety Department and must meet County of Los Angeles Department of Health Services Guidelines.
- G. All vendors must have a valid County Health Permit within the County of residence **and** comply with all requirements of the County of Los Angeles Department of Health Services

If the vendor is an independent provider without an approved establishment (e.g. Kettle Corn, Popcorn, Lemonade Stand etc.) a Temporary Health Permit may be required and authorization from Cal Poly Environmental Health and Safety.

VENDOR FOOD EVENTS (cont.)

- H. All vendors must provide a **certificate and endorsement** of public liability insurance from a carrier that has a rating of A or better with a financial rating of 7 or better, in an amount not less than \$1,000,000 for injuries, including accidental death, to any one person, and subject to the same minimum for each person, in an amount not less than \$1,000,000 for each accident and property damage insurance in an amount not less than \$500,000.

The certificate **and** endorsement must include the following as an additional insured: (*verbatim*)

That the State of California, the Trustees of the California State University, the University and the employees, officers, and agents of each of them are included as additional insured.

The State, the Trustees and the University, and the employees, officers and agents of each of these will not be responsible for any premiums or assessments on the policy.

- I. No off-campus food vendor may promote or sell a product for more than one (1) day and no more than twice (2) in an academic year.

Note: The endorsement above must be written word-for-word under the description section of the Policy. Policies listing the University as a Certificate Holder are not sufficient and will not be approved.

- I. Vendor Food Trucks: In addition to providing required insurance and Public Health License, if a food truck or similar mobile vendor is intended to be used, the Food Truck Disclaimer form located at the end of this document must be displayed at the point of sale during the entire event to serve as a notice to the consumer. The disclaimer must be visibly posted where transactions are completed (i.e. near cash register). Please note that Vendors may need to show proof of insurance for vehicle coverage on their policy.

CAMPUS COMMUNITY

1. Student groups selling their own products (i.e., bake sales, bar-b-ques, their ethnic specialties, etc.) must have approval from the Environmental Health and Safety **after** the appropriate Event Application forms have been started with Office of Student Life (OSLCC).
2. Student groups are required to know and practice basic County of Los Angeles Health Services Food Handling Codes (i.e., food storage, sanitation, food temperatures, etc.) and are subject to inspection by the Department of Environmental Health and Safety, the Cal Poly Pomona Foundation, Inc., the County of Los Angeles Health Services and OSLCC. Any group/club will be required to have trained personnel present as an approved food handler or the event will not be approved. All student groups must comply with the Food Sanitation Program Policy (attached)

If organizations are found to be in violation, they are to cooperate with the above-named organizations to immediately correct violation(s) and, if directed to, will dispose of any contaminated food and/or cease operation due to violation(s).
3. A student group that sells products purchased from a major recognized Grocery Store or franchised operation must show written proof of permission from the company allowing the student organization to re-sell or serve their product.
4. Any reports of foodborne illness must be reported immediately to the Environmental Health and Safety Department by calling (909) 869-4697 or University Police (909) 869-3070 for after hours or immediate assistance.

RULES GOVERNING FOOD SALES OR SERVICE

1. Prohibited Foods

Because of the serious potential food poisoning hazards, the following foods and events are prohibited and cannot be sold or served on campus:

- Potluck events of any kind
- All home canned foods, jams, preserves.
- All homemade potato, macaroni, chicken, ham, tuna, deviled egg or similar salads containing mayonnaise. (Commercially prepared salads of these types may be served with adequate safeguards, using Box B on the food permit request form.)
- All home cooked ground beef, pork, fish or poultry products, meat salads, casseroles or sauces.
 - Beef and poultry can be cooked on campus only if in compliance with this program. (e.g. tacos, bacon wrapped hot dogs, cheeseburgers/sliders etc.)
- All cakes, pies or pastries, which have a creams, whipped cream, custard filling or icing, cream cheese, butter.
- All home-prepared high protein items (i.e., cheese enchiladas, etc.)
- **All home-prepared tamales**
- No ground meats (except frozen hamburger patties).
- Drinks sold or distributed separately (*must be part of a meal combo and on Pepsi approved list*)
<http://www.pepsicobeveragefacts.com/home/find#/>

The following foods are normally acceptable, provided adequate safeguards are utilized:

- Foods that are manufactured, prepackaged and nonperishable. (*Sealed by the manufacturer and opened by the consumer*)
- Commercially prepared salads of these types may be served with adequate safeguards.
- Cakes, pies and pastries that do not have a cream, whipped cream or a custard filling or icing.

2. Food Stand Construction

Stands in which food is prepared shall be enclosed on the top with wood, canvas, plastic, fine mesh screening or similar material (canopies are available at Pastimes). Earth floors are not permitted. Such floors shall be covered with materials such as clean canvas, wood or cleanable carpet. Smooth asphalt and concrete floors are acceptable. Food stand shall not be located under trees or vegetation, unless protected by a canopy.

3. Open Flame/Barbecue Cooking

Open flame cooking equipment may be located adjacent to the stand, but not in an area subject to customer or overhead contamination (i.e., trees, birds, people, etc.). Open flame cooking equipment must be Fire Marshal approved. All open flame cooking equipment must be located at a safe distance from combustible or flammable materials. Equipment shall be placed to avoid customer contact with all heating/cooking devices.

4. Animals

Live animals, birds or fowl are not permitted inside the stand. Food stand must be at least 35 feet away from animal petting or other attractions.

5. Temperature Control

Adequate facilities must be provided for keeping cold food below 41° Fahrenheit and hot foods 140° Fahrenheit or hotter at all times.

6. Food Protection

Smoking inside the food preparation/serving area(s) is prohibited. All foods must be protected from dust or other contamination during transport, storage and service by using covers, plastic wrap or other suitable methods. Condiments and other food items must be served in a manner that prevents contamination by the customer. Unwrapped foods must be served with tongs, forks

RULES GOVERNING FOOD SALES OR SERVICE (cont.)

or other suitable utensils. Soft drinks and other beverages (OSL has a copy of Pepsi approved products) must be served from the original containers or dispensing equipment approved by the EH&S Department. Plates, cups and eating utensils must be single service. Persons serving foods must have clean hands, clean outer garments and not suffer from respiratory, gastrointestinal or skin infections. Food handlers who may come in contact with food must wear plastic disposable gloves. Ice used in customer beverages shall be protected from contamination and shall be maintained separate from ice used for refrigeration purposes. All ice shall be stored in leak-proof containers. All food and utensils shall be stored off the ground at least 6" on shelving or pallets within the stand. All food, beverages and utensils shall be protected at all times from unnecessary handling and shall be stored, displayed and served so as to be protected from contamination by dirt, dust, insects or other customers.

7. Sanitation

Adequate trashcans must be provided for disposal of waste material. The area surrounding the food service must be kept clean at all times and left in clean condition at the conclusion of each day's service. All liquid waste shall be lawfully disposed of at approved dump stations. This includes, but is not limited to, grease, ice condensate, beverage waste, etc. The stand shall be located within a reasonable distance of toilet and handwashing facilities. The facility must have soap, potable hot and cold water. It is recommended that the facilities provide at least one toilet for each 175 women and 250 men.

8. Sales or Service Period

Food sales or service is limited to two (2) consecutive days. Unusual circumstances will be considered on an individual basis. No off campus food vendor may promote or sell a product for more than one (1) day and no more than twice (2) in an academic year.

9. Responsibility for Food Sanitation

The **advisor/sponsor** assumes responsibility for the organization observing all rules of the food sanitation program.

10. Surveillance of Food Sales or Service

Food Permit applications must be signed by the advisor/sponsor prior to submitting the form to the Environmental Health & Safety Department. Food permits will only be issued upon the approval of the Environmental Health & Safety Department. The Environmental Health & Safety Department will make spot-checks of each food sale or service to ensure that all health provisions are being followed. Reports indicating deficiencies will be forwarded to the advisor/sponsor.

FOOD SANITATION PROGRAM

POLICY

All on-campus food sales or service requested by a University-sanctioned organization, group, person or activity will be approved by the Environmental Health & Safety Department (EH&S) three (3) working days prior to the scheduled event.

In keeping with OSLCC requirements for Event Scheduling, all club events that require an OSLCC Event Application and approval must have an approved EH&S Food Permit 2 weeks prior to the event.

Each club and organization wishing to serve food must have an approved food handler present at each event to supervise the food sanitation. An approved food handler is not required at events that do not utilize a Restaurant or Caterer and where the only food being served is manufactured, prepackaged and nonperishable.

PURPOSE

The purpose of the University Food Sanitation Program is to protect the health of the food consumer on campus. **This protection has become more important in the last few years due to the change in eating habits of society, the increase in food events on campus and the liability associated with that.** The students, staff and faculty bringing their lunches from home less frequently, eating more snacks and eating on the run reflect these changed eating habits. The custom of serving foods to encourage sociability is also more prevalent today, as well as the increased popularity of ethnic goods. Growth of the University has resulted in an increase in the number of on-campus clubs and organizations. Consequently, more food events are being held on campus as fundraising projects.

Quick processing of convenience foods and the multiplicity of handlers make transportation, storage and serving considerations very important. Greater vigilance is required to protect food against further contamination and/or infectious agents. The contamination by dust, vermin, rats, etc., is disease producing and esthetically unacceptable. The illnesses resulting from infectious agents are frequently very debilitating and potentially lethal. Some of the diseases produced by food contamination are strep throat (a frequent disease in a young population), botulism, typhoid fever, dysentery and scarlet fever. Foods prepared at home are more likely to produce contamination because they may not be prepared under optimum sanitary conditions. Thus, the likelihood of contamination is greater. Food-borne illnesses are costly in terms of time and money to students and staff. Potential liability, as well as moral responsibility to exercise reasonable precautions, exists for the University.

OBJECTIVES

The food protection measures, as outlined in the RULES GOVERNING FOOD SALES OR SERVICE are intended to accomplish the following objectives:

1. Allow for strict observance of personal hygiene by all food service participants.
2. Keep potentially hazardous food refrigerated and/or heated at all times to prevent the growth of any pathogenic microorganisms that may be present.
3. Apply good sanitation practices in the storage, preparation, display and service of food.
4. Supervise cooking of certain foods of animal origin to ensure the destruction of pathogenic microorganisms that may be present.
5. Provide for adequate equipment and facilities for the proper conduct of operations.
6. Protect against any accidental contamination of the food by any toxic substance.
7. Place responsibility for observing the rules and regulations with the advisor/sponsor for the organization.

Food Permit Request Form

Requests submitted the day-of, or day before an event will NOT be approved.

Event Location: _____ Date: _____ Time: _____

Type of Event (picnic, food sale, banquet): _____

Name of club/department/organization sponsoring event: _____

Student club/organization ___ ; Faculty/staff ___ ; Off-campus organization ___ ; Other _____

COMPLETE BOX A, B or C, whichever applies, and request all signatures at the bottom of page. Little Caesar's, Domino's Papa John's, Chick fil A, In-N-Out, Krispy Kreme and other franchises are **not permitted on campus.**

A EVENT WITH ONLY PREPACKAGED FOOD ITEMS (Non-perishable items packaged individual servings)
Store where food will be purchased: _____
Describe food you will serve: _____

B EVENT WITH FOOD ITEMS NOT PREPACKAGED (food prepared/served by registered Food Handler)
Store where food will be purchased: _____
Describe food you will serve: _____
How will food be cooked? How will food be kept hot/cold? _____
Certified person who will supervise food preparation and serving:
Signature _____ Print name _____ Certificate Exp. Date _____
ATTACH A COPY OF THE CURRENT FOOD HANDLER CERTIFICATE

C FOOD WILL BE SUPPLIED BY A RESTAURANT, CATERER, FOOD TRUCK (off campus vendor)
Name/Address of Restaurant: _____
Describe food you will serve: _____
How food will be kept hot/cold: _____
Will Restaurant/Caterer deliver food? **Yes / No** Will Restaurant/Caterer serve the food? **Yes / No**
Attach all required documents from restaurant: Check each box [] below to indicate document is attached:
1. Current insurance verification *including* certification that Cal Poly is named as an Additional Insured. []
2. A current L.A. County Food Permit for the restaurant. []
3. A current Food Handler Certificate for the restaurant employee who will supervise serving. []
4. Food Truck Disclaimer Notice is attached (If a food truck will be used. Must be color copy) []

If restaurant will **not** serve food, indicate certified person who will supervise food transportation and serving:
Signature _____ Print name _____ Certificate Expiration Date _____
ATTACH A COPY OF THE CURRENT FOOD HANDLER CERTIFICATE

REMINDER: Certain items are prohibited, such as ground beef and creams. (See *Food Event Policy* for details)

CERTIFICATION: I certify that the above information is complete and correct. I have read, and understand the Cal Poly Food Event Policy and agree to follow all requirements set therein.

Club President/Department Chair: Signature _____ Print _____ Date _____

Signature of Club Advisor Signature _____ Print _____ Date _____

Environmental Health and Safety _____ Date _____

FOOD EVENT APPLICATION & APPROVAL INSTRUCTIONS

(Do Not Submit This Page)

You will need to complete a food event application form. Based on the type of food you are serving you will need to complete the general sections and one of the following Boxes:

- **Box A** is for the service of manufactured, prepackaged and nonperishable foods.
- **Box B** is for the service of food prepared/served by a Certified Food Handler. Information on becoming a Certified Food Handler is available on the EH&S Web at <http://www.cpp.edu/~ehs/files/common/pdf/cfhlac.pdf>. The food handler will need to sign the form. You will need to attach the following documents to your application:
 - Copy of the certification for the certified food handler present at the event.
- **Box C** is for food from a Restaurant or Caterer. The food handler will need to sign the form. You will need to attach the following documents to your application:
 - Copy of the certification for the certified food handler present at the event.
 - Copy of the Restaurant or Caterer's County Food License.
 - A Certificate of Public Liability Insurance for the Restaurant or Caterer. The certificate must be from a carrier that has a rating of A or better with a financial rating of 7 or better, in an amount not less than \$1,000,000 for injuries, including accidental death, to any one person, and subject to the same minimum for each person, in an amount not less than \$1,000,000 for each accident and property damage insurance in an amount not less than \$500,000. The certificate must have the following endorsement: **"That the State of California, the Trustees of the California State University, the University and the employees, officers, and agents of each of them are included as additional insured."**
 - If using a Food Truck, a color copy of the Food Truck Disclaimer Notice must be attached. The disclaimer must be posted on the Food Truck in a conspicuous location at the point of sale.

Additional instructions are available on the EH&S Web Site at <http://www.cpp.edu/~ehs/food-permits.shtml>

Once the form is complete you need to submit it and supporting documents to the Environmental Health & Safety Department, in Building 98, Room B1-38, for final approval. A map showing the location of the Environmental Health & Safety Department is available on the EH&S Web Site at <http://www.cpp.edu/~ehs/contact-us/index.shtml>.

Please note that Food Permits will NOT be granted to club organizations without an OSLCC Event Application.

Environmental Health and Safety is located inside Institutional Risk directly across the hall from Human Resources.

Please feel free to contact Environmental Health & Safety at (909) 869-4697, if you have any questions.



NOTICE TO CONSUMER

FOOD TRUCK VENDORS ARE **NOT** AGENTS OR REPRESENTATIVES OF CAL POLY POMONA OR CAL POLY POMONA FOUNDATION, INC. VENDORS ARE **NOT** AFFILIATED IN ANY WAY WITH CAL POLY POMONA OR CAL POLY POMONA FOUNDATION, INC. VENDORS ARE **NOT** AUTHORIZED TO MAKE ANY REPRESENTATIONS OR PROMISES OF ANY KIND OR TYPE ON BEHALF OF CAL POLY POMONA OR CAL POLY POMONA FOUNDATION, INC. VENDORS ARE INDEPENDENTLY OWNED AND OPERATED.

CAL POLY POMONA AND/OR CAL POLY POMONA FOUNDATION, INC. HAVE **NOT** INSPECTED AND ARE **NOT** ENDORSING ANY VENDOR, ITS FOOD, ITS PRODUCTS OR ITS SERVICES. CAL POLY POMONA AND/OR CAL POLY POMONA FOUNDATION, INC. DO **NOT** SUPERVISE THE OPERATIONS OF ANY VENDOR.

CAL POLY POMONA AND/OR CAL POLY POMONA FOUNDATION, INC. MAKE **NO** REPRESENTATIONS, WARRANTIES, PROMISES OR ASSURANCES OF ANY KIND OR TYPE ABOUT ANY VENDOR, ITS FOOD, ITS PRODUCTS OR ITS SERVICES, INCLUDING FOOD PRICE, QUALITY OR SAFETY.

CUSTOMERS ARE **SOLELY RESPONSIBLE** FOR SELECTING THE VENDOR FROM WHOM THEY PURCHASE FOOD, PRODUCTS OR SERVICES. CUSTOMERS ARE **SOLELY RESPONSIBLE** FOR DETERMINING THAT FOOD, PRODUCTS OR SERVICES ARE SAFE AND SUITABLE FOR THEM. CUSTOMERS SHOULD USE COMMON SENSE AND EXERCISE CAUTION IN DECIDING WHETHER FOOD, PRODUCTS OR SERVICES ARE SAFE AND SUITABLE.