The following are the necessary steps and requirements in order for an organization to sell or give away foods on campus to the public.

1. **Obtain a temporary food facility permit.** Apply for a temporary food facility permit from UCSD Environment, Health & Safety at least 5 working days prior to your event. Student organizations must apply at least 3 weeks in advance through their student organization advisor. Departments may email or fax their completed form to EH&S (858) 822-3194/jeisert@ucsd.edu. EH&S will review the permit, contact you if changes are needed, and then email or fax the approved application to you. Keep the approved form on site during the event.

2. **Plan the menu with food sanitation in mind.** Obtain, prepare and store foods that will be sold or given away to the public according to the following guidelines:
   - **Food may not be stored or prepared at home,** with the exception of individually wrapped non-perishable baked goods.
   - **Obtain all other foods from an approved vendor** operating under the license and inspection of the local health department. Suitable vendors include retail grocery stores, wholesale suppliers, commercial restaurants, delicatessens, and caterers.
   - **Follow careful temperature control measures if you're serving potentially hazardous foods.** Foods containing high-protein ingredients (beef, pork, poultry, fish, shellfish, eggs, milk, cheese, tofu, rice, beans, potatoes, etc.) support bacterial growth and can cause food borne illnesses. Plan to keep hot foods hot and cold foods cold by:
     - Cold hold all readily perishable foods in an ice chest or refrigerator at or below 41°F until served.
     - Hot hold all hot foods at a temperature at or above 135°F from the time of preparation until served.
   - **Extensive food preparation at the booth site is not permitted.** Actions such as making a soup or a casserole from scratch are not permitted. Limited food preparation actions, such as slicing, grilling, cooking, simple assembling and serving are permitted. Prepare and cook all extensive foods in the International Center or other approved facility prior to transport to the site.
     - **Important:** Hot foods transported at less than 135°F must be served within 30 minutes of delivery.
   - **Select premixed, pre wrapped products:**
     - **Beverages:** Serve only premixed, unopened, canned or bottled beverages. Ice in the drinks for consumption is not permitted.
     - **Condiments:** Provide condiments in squeeze-bottle type containers or individual self-serve packets.
     - **Utensils:** Use only disposable eating and drinking utensils maintained in a sanitary condition at all times.

3. **Plan the location and configuration of your facility.** Meet the following requirements when you select a location and set up your facility.
   - Ensure that restrooms for the booth employees to use are within 200 feet of the booth.
   - Plan a fire safety layout similar to the suggested configuration:
     - General public
     - Table
     - Fire extinguisher
     - Barbeque
4. **Set up a handwash station at your booth.** If you plan to cook or grill foods at your booth, then a handwash station is required to be present (i.e. grilling meats, cooking rice, cooking hot dogs). Limited food preparation, such as dish up service, scooping and serving fully cooked foods do not require a handwash station. Serving prepackaged foods only does not require a handwash station either. A handwash station can either be one of the provided stand-alone stations that the Price Center has (limit 4 booths per station), or must be set up at the booth. The handwash station at the booth must contain:

- A minimum 2 gallon container of water with a spigot tap
- Bottle of pump style liquid or foam soap
- Roll of paper towels to dry the hands with
- Catch bucket or basin to catch the dirty water with

![Handwash Station Illustration](image)

**Price Center Handwash Station** or **Booth Handwash Station**

5. **Obtain a fire extinguisher if necessary.** If you are going to use a gas-fired grill or barbeque, you must provide one 5 or 10 pound ABC rated fire extinguisher.

- **Place the extinguisher within 75 feet of the grill or barbeque.** Make sure that booth workers can get to the extinguisher easily and quickly.
- **Cordon off** grills and barbeques from the public.

6. **Follow sanitary food handling practices.**

- **Do not allow people that are ill to handle, prepare or serve food.**
- Wash your hands with soap and warm water before beginning work, immediately after using the toilet facilities, and at other times as necessary to prevent the contamination of foods.
- **Confine all long hair.** Ensure that any hair beyond shoulder length is tied up, secured in a hat or the food handler wears a hair net.
- **Use tongs, spatulas, or disposable plastic gloves as appropriate when preparing, handling or serving food.** This is done to reduce bare hand contact with the foods.
- **Do not defrost potentially hazardous foods at room temperature.** Use one of the following methods for properly defrosting frozen food:
  - Defrost food quickly in a microwave oven then transfer it to a refrigerator.
  - Allow frozen food to defrost in a refrigerator overnight.
- **Smoking is not allowed in food preparation or serving areas.** Ensure that all employees smoke outside of the booth away from foods and food preparation areas.