Commercial/Off-Campus Vendors
Temporary Food Facility Permit Guidelines

Instructions: The guidelines below were developed to assist commercial food vendors operating on UCSD property. Please review and adhere these guidelines prior to and during an event at UCSD.

It is the responsibility of the UCSD Department of Environment, Health and Safety to regulate the food sold at community events on the UCSD campus and owned properties. This is done in an effort to prevent food borne illness, to protect the public health and to promote proper sanitation amongst the vendors coming onto campus.

The UCSD requirements for temporary commercial vendors are very similar to those required by the County of San Diego Department of Environmental Health. Both UCSD and The County enforce the requirements for temporary commercial vendors as stated in the California Retail Food Code (CalCode). Adherence to that code will guarantee success meeting the UCSD requirements.

This set of guidelines has been developed so that temporary commercial food vendors coming onto campus can best provide safe, sanitary foods and beverages and do their part to prevent food borne illnesses.

1. Permit
   You are required to have an EH&S signed temporary food permit to sell or give away foods to the public at UCSD.

2. Booth Construction
   Booths dispensing prepackaged foods and pre-mix sodas shall have a cleanable floor and over-head protection (such as an Easy Up) canopy.
   Booths preparing, assembling or processing foods shall have overhead protection, a cleanable floor and three sides to their booth.
   - Ground cover – A tarp or wood board to prevent food and beverage supplies from coming into contact with the ground.
   - Name – The name of the food booth (minimum 3 inch letters of contrasting color), city, state, zip code and name of the operator must be legible and clearly visible to the customers.
   - All food items must be prepared, cooked and served from inside the food booth (exceptions are: BBQ/grill or cooking equipment required to be operated outside the booth as per the UCSD Fire Marshal).
   - BBQs are meant for cooking foods only. Any further processing (slicing, portioning, serving etc.) must be done from inside the booth.
   - Fire Extinguisher – If you are grilling, BBQing or using any natural gas equipment, you must have a 2A10BC-rated fire extinguisher. A K-rated fire extinguisher is required if you are cooking with hot oil or frying foods.

3. Food Safety
   Proper temperature control shall be provided during transport and holding for all potentially hazardous foods.
   - Vendors with potentially hazardous foods are required to provide an accurate stem thermometer to check food temperatures.
   - Potentially hazardous foods shall be held at or below 41°F or above 135°F. PHF foods may be held at 45°F for up to 12 hours but must be discarded at the end of the day.
   - Food may only be transported, held and prepared with food grade equipment.

4. Food Protection
   All foods sold, given away, or dispensed from a temporary food facility shall be from an approved source. Food items prepared or stored at home are prohibited.
• Adequate booth space must be provided for the storage and preparation of the foods. All food, beverages and utensils must be protected from contamination.
• Smoking and eating is not permitted in food booths.
• A booth employee that is suffering from a respiratory, intestinal or skin infection, or showing signs or symptoms of infection may not prepare foods, handle foods, clean or be allowed within a food preparation booth.
• All toxic materials (cleaning items, chemicals) must be separated from the food storage and preparation areas.
• Live animals/birds/fowl may not be kept or allowed within 20 feet of any area where food is stored or held for sale.

5. **Dish and Utensil Washing**
   If three (3) or more food preparation booths are at an event together then a utensil washing sink is required. At multiple booth events, one sink can be shared by four (4) booths. If a permitted food establishment is within 200 feet of the event, then that sink may be used, if given permission by the owner/operator of that food establishment. All booths may use that sink.
   • A 3-Compartment sink is required, with minimum compartment sizes of 18"x18"x12".
   • A minimum 100°F hot water supply is required at the sink.
   • A sanitary supply of potable water is required along with an approved means to collect or discard the sink waste water.
   • Ensure that the dishes and utensils are washed in hot soapy water in the first compartment, rinsed in clean water in the second compartment and sanitized in either 100 ppm chlorine or 200 ppm quaternary ammonia in the third compartment of the 3-Compartment sink.

6. **Hand Washing**
   If you are handling foods in any way, then a hand wash station is required to be set up at your booth. Provide a minimum five (5) gallon insulated water container with warm water in it. Ensure that the container has a dispensing valve on it. Provide a catch bucket to catch the wastewater in. Provide a pump-style soap dispenser along with a roll of paper towels.
   • Wash your hands after: handling raw meats, using the restroom, smoking, handling money, removing garbage, and/or whenever you start preparing a different food item.

7. **Restrooms**
   There must be at least one toilet facility per 15 booth employees within 200 feet of the booth. Either mobile toilets (Port-a-Johns) may be provided or a permanent available restroom can be used. The toilets must have handwashing facilities to accompany them.

8. **Ice**
   Ice used to cool foods or beverages shall not be mixed with ice intended for customer consumption. Keep the ice intended for consumption in a marked separate container(s). Always use ice from an approved source and use a scoop to dispense the ice.

9. **Fire Safety**
   If BBQs or gas fired cooking devices are used, they must be located and cordoned off away from public contact.

10. **Policy Enforcement**
    The above provisions must be adhered to for consumer safety and sponsor liability. If immediate risk to the public, by a food vendor, is determined by the EH&S officer, then that food vendor will be required to cease all food sales and discontinue service. The EH&S permit will be suspended until the issue has been resolved and EH&S has officially reinstated the permit. Food events will be monitored and food samples may be taken by the EH&S officer in the course of an investigation.