

# Temporary Food Facility

## REFERENCE GUIDE

Issued: August 2023

This reference guide has been developed to assist food service operators and event organizers in operating a safe and sanitary temporary food facility, while complying with the requirements of the California Retail Food Code (CalCode).

Temporary food facility operators planning to sell or give away food on campus to the public or campus community are required to submit a temporary food permit application to Environmental Health & Safety. For more information and to access the UCI temporary food permit application, please visit our website at [Temporary Food Permit Application Process // Environmental Health & Safety // UCI](#). Completed applications need to be submitted 10 calendar days prior to the event and are only valid for the specified site and date. Thank you for your interest in participating in a temporary food event at UCI.

### Temporary Food Facility Setup

#### Overhead Protection

Temporary food facilities shall have some form of overhead protection (i.e., a solid roof construction or a canopy). Please note that overhead protection is subject to [UCI Fire Safety codes](#) and is not required for individually sized nonperishable commercially prepackaged snack food.



#### Floors

A floor constructed of concrete, asphalt, tight wood, or another similar cleanable material is required for non-prepackaged food facilities.

#### Location of Equipment

Food equipment shall be inside the booth, except open flame cooking equipment. Any open flame cooking equipment intended for outdoor cooking, such as a propane BBQ or propane stove, is required to be located outside and adjacent to the food booth. No overhang shall be directly above it. If using an open flame or electric cooking or hot holding device, or propane BBQ, contact [UCI Fire Safety](#) for approval.

Approved cooking equipment located outside of the canopy or tent must be sectioned off with ropes, cones, or other approved means to prevent contamination of food and injury. Usage of any open flame or heat-producing cooking equipment shall require an approved [UCI Fire Safety](#) fire extinguisher at the cooking location.

#### Booth Identification

The temporary food facility shall have a sign containing the following information in an area that is clearly visible to customers:

- Business, Organization, or RCO name in lettering at least 3 inches high
- City, state, and zip code of the operator in lettering at least 1 inch high

The name shall match the name on the UC Irvine temporary food permit application.

## Food Handling Requirements

### Food Handlers

- Must be in good health and free from disease
- Shall wear clean clothing and restrain long hair
- Must wash their hands with soap and water prior to starting or returning to food preparation or service activities.
- Shall not eat, sample food, drink, or smoke inside the booth

### Food Preparation

All food preparation must take place inside the temporary food booth at the event or in an approved food facility that has been permitted by a local environmental health office. Food prepared or stored in a private home is not allowed.

- All food booths shall have overhead protection for all food preparation, food storage, and utensils/equipment washing.
- Food and beverages must be stored 6 inches off the floor and be protected from contamination. No food shall be stored on the ground.
- Food preparation surfaces shall be smooth, easy to clean, and nonabsorbent and shall be cleaned and sanitized on a regular basis with an approved sanitizing solution.
- Food shall be protected from customer contact, insects, dust, and other sources of contamination during transportation, preparation, and display.
- Safe food handling techniques shall always apply. When practical, food handlers shall use tongs, serving utensils, disposable gloves, or single-use tissue paper when handling food.

Food Preparation	All food preparation must take place inside the temporary food booth or in an approved food facility. Food prepared or stored at home is not allowed.
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### Temperature Control

Adequate temperature control shall be provided for all perishable, potentially hazardous foods (PHFs), and pre-cooked (frozen, canned) foods during preparation, transport, and service. When cooking potentially hazardous foods (PHFs), ensure to cook to the correct internal temperature and provide adequate temperature control. PHFs such as meat, poultry, seafood, eggs, cooked vegetables, salsas, tomatoes, cut melons, and dairy products that are left out of temperature, can grow organisms that cause food-borne illness.

#### Temperature Holding Requirements

Hot PHF Holding Temperature: 135 F or higher

Cold PHF Holding Temperature: 45 F or below for up to 12 hrs in a 24 hr period

Cold food held between 42 - 45 F and hot food that is left over at the end of the operating day must be thrown away and may not be saved for future use. If cold PHFs are kept at 41 F or below, they do not need to be discarded at the end of the day. It is important to maintain food at the required temperature during transport to the temporary food facility. All foods, including ready-to-eat food items, shall be covered at all times except when in use.

A food thermometer shall be available to regularly check food temperatures. All PHFs to be served or distributed must be held at the required holding temperatures.

Hot and cold holding temperatures limit the growth of organisms that cause foodborne illnesses in PHFs. However, if time without temperature control is used as a public health control for safe food, the food must be discarded within 4 hours from the point in time when food is removed from temperature control. The use of the 4-hour rule must be approved by EH&S prior to the event. Use of this process includes but is not limited to:

- Ability to identify what time the food item has been removed from proper holding temperature.
- Labeling or equivalent identification of when the 4-hour time frame has elapsed.

### Handwashing Station

Food booths that handle unpackaged or open foods or beverages shall have a handwashing station. The handwashing station must be set up inside the food booth in an unobstructed area that is easily accessible.

A temporary food booth that handles unpackaged or open foods or drinks is to provide a handwashing station as outlined below:

- A 2.5-gallon (or larger) container of water with a spigot/faucet that provides a continuous flow of water.
- Liquid soap in a pump dispenser
- Paper towels
- Catch basin for wastewater



### Why wash your hands?

Keeping hands clean is one of the most important steps we can take to avoid getting sick and spreading germs to others. A number of infectious diseases can be spread from one person to another by contaminated hands. These diseases include gastrointestinal infections, such as salmonellosis, and respiratory infections, such as colds.

Washing your hands properly with soap and water is your first line of defense against food-borne illness and the spreading of germs that cause disease. When to wash your hands in the booth?

- Upon entering the food booth, before handling food
- Before, during, and after preparing food
- Between handling raw and cooked or ready-to-eat food
- After eating or drinking
- After blowing your nose, coughing, or sneezing
- After handling dirty plates, money, or garbage
- When your hands have been contaminated in any way

### Utensil and Equipment Washing Station

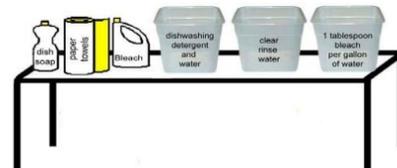
Food preparation booths require a 3- step utensil/equipment washing setup or have access to a 3- compartment sink for washing any utensils or equipment needed for food preparation or serving. **Washing stations are not required for booths that are limited to prepackaged food.**

If the event organizer does not provide a washing station, each booth that is preparing food is

responsible for providing their own. A 3-step washing station should consist of three large tubs or containers to submerge the largest utensil or equipment. Containers need to be set up on a table with enough area for dirty utensils and a separate area for air drying clean utensils.

### How to set up a washing station:

1. Wash container: Fill with soap and water for washing
2. Rinse container: Fill with clean water for rinsing
3. Sanitize container: Mix warm water with a sanitizer, such as bleach or a quaternary ammonium-based sanitizer. Sanitizer test strips must be available to test the concentration.  
Acceptable types of sanitizers:



- Chlorine (i.e., bleach) at 100 parts per million (ppm): Carefully add approximately one tablespoon of bleach for each gallon of water. Soak utensils for 30 seconds.
- Quaternary Ammonium at 200ppm: Soak utensils for 60 seconds.

4. Air Dry: After fully submerging utensils in the sanitizing solution, allow utensils to air dry. Do not use a cloth or paper towel to dry the utensils, as it may re-contaminate them. Air dry utensils in a clean area on the table or a clean shelf.

Each container must be properly labeled as “wash, rinse, sanitize.” Additional washing stations, such as those needed to wash fruits or vegetables, must be pre-approved by EH&S.

**For events lasting 4 hours or less, an approved adequate set of backup utensils may be provided in lieu of a 3-compartment wash station.**

### Waste Disposal

Each temporary food facility shall have lined garbage cans in sufficient quantities and dispose of solid and liquid waste properly. Liquid waste shall not be discharged onto the ground or into a storm drain.

### Restrooms

Restrooms facilities with hot and cold running water, liquid soap, and paper towels shall be available within 200 feet of a temporary food facility unless other arrangements are pre-approved by EH&S.

### Ice

Ice used for cooling or chilling shall not be used for consumption. Ice used for consumption shall not have a scoop or serving utensil nor anything else in the ice

### Condiments

Condiments shall be provided in a pump or squeeze-type containers or in single serve packets. All customer self service food items and utensils must be stored in such a way to prevent contamination, examples of acceptable equipment include: sneeze guards, hinged covers over food, protected dispensers.

### Animals

No animals are allowed within 20 feet of any food serving areas, indoors or outdoors. Service animals are exempt.

## Approved Food Source

All food shall come from an approved food facility (i.e., commercial kitchen, market, etc.). An approved food facility is a food facility that is permitted and inspected by a local Environmental Health Department. Receipts must be maintained in the event the inspector requests verification of the source of the purchased food.

## Temporary Food Facility Event Checklist

### Permit

- Event space reserve
- UC Irvine Temporary Food Permit submitted and approved
- Booth has a person in charge who has taken the Food Safety training present as stated in the application

### Booth

- Has the name of the organization or business
- Has overhead protection

### Food Source

- Food is from an approved source (not stored or prepared at home).

### Food Temperature Holding

- A thermometer is available to monitor food temperatures, if applicable.
- Adequate equipment to maintain potentially hazardous food at cold and/or hot holding temperatures is available, if applicable.
- Containers are properly marked, if applicable.

### Food Storage

- Food is covered and stored at least 6 inches off the ground. No food is stored on the ground.
- Ice used for consumption is not used for cold holding.

### Handwashing (if applicable)

- At a minimum, a 2.5-gallon container of water with a spigot/faucet that provides a continuous flow of water is available.
- A catch basin for wastewater is available.
- Liquid soap in a pump dispenser is available.
- Paper towels are available.

### Utensil and Equipment Washing Station (if applicable)

An approved washing station method is available.

## Reference: California Retail Food Code (CALCODE)

Contact **EH&S at (949) 824-6200** or [safety@uci.edu](mailto:safety@uci.edu) for questions.