

## Temporary Food Permit Program

Responsible Administrator: Environmental Health Specialist  
Revised: March 2024

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### 1. Program Description

A temporary food facility is a food facility operating out of temporary set up in connection with an approved campus event where food or beverages are served to the public or campus community for consumption. The California Retail Food Code dictates the requirements for the operation of a temporary food facility at a campus event. The goal of this program is to provide reasonable and adequate guidance to the campus community in safe food handling techniques at temporary food events.

### 2. Scope

This program focuses on the permitting and inspection of temporary food facilities at campus events to promote the safe and sanitary preparation and service of food, prevent foodborne illness, and protect consumers from adulterated food products on campus property.

### 3. Definitions

**Adulterated Food Products:** Food that contains any poisonous or deleterious substance that may render the food impure or injurious to health.

Approved UC Irvine Caterers: Caterers who are on the approved UC Irvine Off-Campus Caterer list.

California Retail Food Code (Cal Code): The portion of the California Health and Safety Code which contains the requirements for California retail food facilities.

Potentially Hazardous Food (PHF): A food that requires time or temperature control to limit pathogenic micro-organism growth or toxin formation.

Prepackaged Food: Any properly labeled processed food, prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer, a food facility, or other approved source.

Private Events: Events that are limited to members of a group, department, organization, club, and invited guests.

REHS: Registered Environmental Health Specialist

Temporary Food Facility: A food facility operating out of temporary set up in connection with an approved campus event where food or beverages are served to the public or campus community for consumption.

Utensils: Tools or objects that are used to help you cook, serve, or eat food.

#### 4. Responsibilities

4.1 The REHS enforces the requirements contained in the California Retail Food Code.

4.2 The temporary food permit applicant is responsible for the following:

- 4.2.1 Operating the temporary food facility in compliance with the California Retail Food Code.
- 4.2.2 Ensuring a reservation has been made with [Student Center & Event Services](#) (or another campus Scheduling Office/Venue) and reviewing the [Temporary Food Safety Reference Guide \(Appendix A – Sample Temporary Food Safety Reference Guide\)](#) prior to submitting a temporary food permit application.
- 4.2.3 Completing the [Food Safety Online Training Form \(Appendix D – Food Safety \(Online Form\)\)](#) training prior to submitting a permit request. Events handling food are required to have properly trained food handlers onsite at all times. A member of the organization applying for a food permit who will be handling food (preparation, cooking, and/or serving) is required to take the Food Safety training class. This individual is responsible for providing food safety training for all other members involved in food handling. The Food Safety training shall be completed each academic year (July 1-June 30) and prior to the first event at which food is sold.
- 4.2.4 Submitting a [Temporary Food Permit Application \(Appendix B – Sample Temporary Food Permit Application \(Online Form\)\)](#) application for approval to the department of

Environmental Health and Safety (EH&S) at least ten (10) days prior to the date of the event. (EHS hours are Monday through Friday 7:30am to 4:40pm). For non-UC affiliated (sponsored by UCI) events held on campus property, such as vendor fairs, cultural fairs, or sports clinics, the appropriate scheduling office refers the event's sponsor to EH&S to obtain the appropriate permits prior to booking the reservation request.

- 4.2.5 Ensuring the final temporary food permit is available on-site during the event and all requirements are complied with.

Permits may be DENIED if the event/menu information is incomplete or if the application date is less than 10 days from the event start date. Temporary food facilities are subject to inspection by EHS. Events failing to meet requirements are in violation of the California Retail Food Code and are subject to closure and/or disciplinary action.

## 5. Program Components

### **5.1 Obtaining a Temporary Food Permit for an Occasional Event on University Property**

- 5.1.1 A temporary food permit is required for public events where food or beverages are sold or given away. The requirement to obtain a Temporary Food Permit applies to events sponsored by UCI departments and groups, including Registered Student Organizations (RCOs), that are open to the public or campus community; events that are advertised publicly; or events sponsored by non-UCI groups to the public or campus community where food or beverage is offered either free or for purchase. This includes fundraising efforts on Ring Road. The requirement does not apply to a campus office, department, or service units hosting an intra-departmental event (i.e., staff meeting, intra-departmental celebration, events not open to the public, etc.)

**Permit Exemptions:** The following food items and events do not require a temporary food permit:

Nonperishable individually commercially prepackaged snack food like potato chips, bottled beverages, pretzels, candy, energy/granola bars, etc. Items must be commercially prepackaged in individual servings.

- Events where only group members are in attendance.
- Private events. Private events are limited to members of a group, department, organization, club, and invited guests.
- A food event that is staffed by a UCI approved professional caterer.

- 5.1.2 Non-UC Affiliated Temporary Events: For non-UC affiliated events held on campus property, such as vendor fairs, cultural fairs, or sports clinics, the appropriate scheduling office refers the event's sponsor to EHS to obtain the appropriate permits prior to booking the reservation request.

- 5.1.3 Campus events are capped to 25 food permits per event or as approved by EHS. For events requiring 2 or more food permits, the event organizer is responsible for filling out the [Event Organizer Application \(Appendix C – Event Organizer Application\)](#) and

providing a temporary food permit application for each temporary food booth listed, a site plan, and a food vendor list 21 days prior to the event. The site plan shall show the locations of the food facilities.

## 5.2 Temporary Food Facility Setup

The California Retail Food Code dictates the requirements for the operation of a temporary food facility on campus. The following guidelines were designed to assist in the prevention of foodborne illness:

### **I. CONSTRUCTION**

#### **OVERHEAD PROTECTION**

Temporary food facilities shall have some form of overhead protection. For example, a solid roof construction or a canopy. Please note, overhead protection is subject to [UCI Fire Safety codes](#).

#### **FLOORS**

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

### **II. EQUIPMENT**

Individual temporary food operations may be required to have the following equipment:

- Probe Thermometer
- Equipment to maintain temperatures at 135 F or hotter for hot holding or 41 F or cooler for cold holding of food
- Equipment to reheat pre-cooked foods to a temperature of 165 F or greater
- Tables with non-absorbent, easily cleanable surfaces for holding prepared food
- Food storage equipment
- Smooth, easily cleanable, non-absorbent food preparation surfaces, cutting boards, etc.
- Utensils for cooking and serving food
- Trash containers
- A 2.5-gallon container of potable water with a spigot and a catch basin for wastewater
- Hand soap in a dispenser
- Single use, disposable hand towels
- Three containers for the 3 step “wash, rinse, sanitize” method for washing utensils/equipment
- Dish soap
- Sanitizer and sanitizer strips
- Condiment containers (ex. pump or squeeze type or single service packets)
- Containers for disposal of cooking oil

### **III. 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, are 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.

### **IV. BOOTH IDENTIFICATION**

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

- 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

## **5.2 FOOD HANDLING REQUIREMENTS**

### **I. 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

### **II. 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 the 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 utensil/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.

### **III. 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 must be held cold at or below 45 F, or hot at or above 135 F, not to exceed 12 hours in any 24-hour period. Cold foods held at 45 F and hot foods that are 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 food borne 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.

### **IV. Handwashing Station**

A booth serving **non-prepackaged** food 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 non-prepackaged food 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

#### **V. 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 1 tablespoon of beach 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.**

#### **VI. 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.

#### **VII. 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.

#### **VIII. ICE**

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

#### **IX. Condiments**

Condiments shall be provided in pump or squeeze type containers, or in single serve packets.

#### **X. Animals**

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

### **5.3 APPROVED FOOD SOURCE**

All food shall come from an approved food facility (i.e., permitted kitchen, market, etc.). An approved food facility is a food facility that is permitted and inspected by a local Environmental Health Department.

## **6. Reporting Requirements**

Not applicable

## **7. References**

California Retail Food Code  
California Department of Public Health  
Other Jurisdictions:  
Orange County Health Care Agency  
Los Angeles County Environmental Health  
San Bernardino County Division of Environmental Health  
Long Beach Environmental Health  
Riverside County Environmental Health  
San Diego County Environmental Health

## Appendices

[Appendix A – Sample Temporary Food Safety Reference Guide](#)

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[Appendix C – Event Organizer Application](#)

[Appendix D – Food Safety \(Online Form\)](#)

## 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.

## Appendix B – Sample Temporary Food Permit Application (Online Form)



### Temporary Food Permit Application

\*EH&S requires application at least 10 calendar days prior to the start date of the event.

Today is Monday, March 4, 2024.

Enter the date of your event:  (mm/dd/yyyy)

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Environmental Health & Safety  
4600 Health Sciences Rd.  
Irvine, CA 92697-2725  
ph: 949-824-6200 fax: 949-824-8539  
[safety@uci.edu](mailto:safety@uci.edu)

Appendix C - Event Organizer Application



Office of Environmental Health & Safety  
949-824-6200 | 4600 Health Sciences Road, Irvine, CA 92697

### UC IRVINE EVENT ORGANIZER APPLICATION

This application shall be submitted 21 days prior to event to EH&S for review and approval. An Organizer Application is required for events with 2 or more food vendors.

Name of Event	Today's Date
Reservation ID #	
Location of Event on Campus	
Date of the Event	Event Hours Start/End Times
Number of Food Booths	Number of Food Trucks
<b>ORGANIZATION INFORMATION</b>	
Name of Organization	
Name of Authorized Signer	
Authorized Signer Email	Phone #
<b>ITEMS REQUIRED</b>	
<input type="checkbox"/> Applications – Temporary Food Permit applications (one) for each temporary food booth listed.	
<input type="checkbox"/> Site Plan – Provide a site plan map indicating the location of all food vendors, restrooms, and wastewater disposal area.	
<input type="checkbox"/> Food Vendor List (Food Booth + Mobile Food Trucks) – Submit the attached list of all food vendors for the event (attach more pages as needed).	
<b>ADDITIONAL INFORMATION</b>	
Estimated Crowd Size	
Restrooms Available: Y N	Location:
Electricity Supplied/Available for Food Booths: Y N Some (indicate spaces):	
<b>ONSITE EVENT COORDINATOR NAME AND PHONE NUMBER</b>	
<input type="text"/>	
Event Organizer Signature	Date
For Office Use Only	
EHS Food Safety Program Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Fire Safety Program Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Comments:	

## Event Food Vendor List

Event Name \_\_\_\_\_

Number of Food Vendors \_\_\_\_\_

Food Trucks: If the food vendor is a vehicle, it must be permitted by UCI Dining Services prior to operation.

Assigned Number on Site Plan	Name of Organization or Food Vendor	Contact Name	Main Food Item	For Office Use Only
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

## Site Map of the Event

- Site Map shall be provided by Student Center & Events Services
- Site Map shall be provided by Applicant 1 week prior to the event and will include: food vendors, site location (provide name of nearby buildings and/or streets), restrooms, and wastewater disposal area.

Appendix D - Food Safety (Online Form)

 Risk & Safety  
**TRAINING**  
University of California

### View Food Safety

Please enter the information below and click submit to view this training.

**Name \***

First Last

**Email \***

**University or Institution \***

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