



Food Sales/Service on Campus

We are pleased that you have chosen to sponsor an event to help enhance your campus experience. Since you will be serving food, we would like to help you have a successful event and protect the health of the campus community and your customers. The procedures as outlined in the *California Health and Safety Code* and enforced by the San Bernardino County Department of Environmental Health Services are the minimum required for food events at CSUSB.

The key to protecting your customers is to correctly handle the food you plan to serve. Improper food handling can result in food-borne illnesses that can be caused by food poisonings and/or food-borne infections.

- Food Poisonings occur when hazardous substances are accidentally added to food or when bacteria growth in the food is substantial enough to allow the production of toxic levels of waste products in the food, after which, the food is consumed.
- Food-borne Infections occur when food inadvertently suffers microbial contamination, the food is consumed, and the microbes grow within the host (consumer) to a level that causes an infection and resulting illness.

Potentially hazardous foods are foods most often associated with food poisonings or food-borne infections. To help prevent problems, these foods **must be maintained at or below 41° Fahrenheit (F) or at or above 135° F**. Potentially hazardous foods are those that are capable of: (1) supporting rapid and progressive growth of infectious or toxicogenic microorganisms, or (2) supporting the growth or toxin production of *Clostridium botulinum*. Following are examples of non-potentially hazardous foods and potentially hazardous foods.

- Examples of Non-potentially Hazardous Foods include most: cookies; non-cream filled or iced cakes, pies, or pastries; fruits, vegetables, nuts, and various potato or corn chips.
- Examples of Potentially Hazardous Foods include most: meats, poultry, fish, eggs and certain dairy products.
- Because potentially hazardous foods have a much greater potential for causing problems and require more skilled handling and storage procedures than other types of foods, the requirements for being able to serve such foods on campus are more strict. Please remember all food handling must follow the *California Uniform Retail Food Facilities Law* and any applicable San Bernardino County requirements.
- To ensure that the university is effective in preventing food-borne illnesses and maintains regulatory compliance **all campus groups wishing to serve food at an event will be required to fax a completed Food Event Notification (included at the end of this procedure) at least 10 working days prior to the event to CSUSB Environmental Health and Safety Department (EHS) at (909) 537-7049.**
- **Off-campus groups** intending to serve food to the campus community or the public must contact the San Bernardino County Department of Environmental Health Services (909) 387-4608 (or <http://www.sbcounty.gov/dehs/food/foodbusiness.htm>) to acquire a **One-Time TFF Application for Permit or Community Event TFF Package**. The health department will then help instruct the group on proper food handling procedures. A health department representative may also inspect the food service operation during the event to help confirm the safety of the operation.
- **For campus groups**, a Food Event Notification form can be obtained from:
Student Leadership & Development (SLD) at SMSU-203 – Ext. 75234;
Event Scheduling at CO-132 (Lower Commons) – Ext. 75236;
SMSU Scheduling at SMSU-103 – Ext. 75962

**Basic food handling safety procedures must be followed regardless of the types of food being served.
Food MUST be purchased from an approved source.**

Definitions:

Campus Community – CSUSB Students, Faculty and Staff.

Campus Group – Any association whose membership consists of only people from the campus community.

Public – All people who are not part of the campus community.

Off-Campus Group – Any association whose membership does not consist solely of people from the campus community.

EHS thanks you for your campus participation.

Please call us at **(909) 537-5179** (or Ext. 75179 from on-campus)
if you have any questions or wish more information.

Good luck on your event!



Please fax completed form to Environmental Health & Safety: (909) 537-7049

Food Event Notification Form

Name (Organization):			
Event Title:			
Event Date:			
Event Location:			
Start Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM	End Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM

"My signature confirms that I have read the information on Food Sales/Service on Campus and fully understand that it is my responsibility to maintain a safe operation to help protect the health of the campus community and/or the public. I agree to comply with all requirements established by the State of California for serving food and/or beverages. If I do not understand a requirement or if I need information on the requirements, I will contact the CSUSB Environmental Health and Safety Department or the San Bernardino County Department of Environmental Health. *If I fail to comply with the requirements I understand that my operation may be closed immediately by campus or San Bernardino County authorities.*"

Name of Official Organization Representative:	
Department:	Extension:
Phone Numbers (include all):	
Signature: _____	Date: _____

Room/Space Reserved with Event Scheduling or SMSU:	<input type="checkbox"/> NO	<input type="checkbox"/> YES – RID # _____
Room/Space Reserved with Housing:	<input type="checkbox"/> NO	<input type="checkbox"/> YES

For EHS Only	
Date Form Received: _____	Form: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Date Form Returned: _____	
Attended Food Safety Training: <input type="checkbox"/> NO	<input type="checkbox"/> YES – Date: _____
Accepted By: _____	Date: _____

Please submit this form to:

CSUSB Environmental Health and Safety
5500 University Parkway, San Bernardino CA 92407
Fax to: (909) 537-7049 or
Deliver to: ES-102

Remember to include page 2 and 3 of this form!

A copy of the approved notification is required to be posted at the event site of operation. After faxing the notification, please contact the Environmental Health and Safety Office at least three (3) days prior to the event for approval confirmation and to obtain a written copy of the signed approval for posting purposes.

CSUSB FOOD OR BEVERAGE TEMPORARY EVENT FACT SHEET

PERSON IN CHARGE OF FOOD STAND:	PHONE NUMBER FOR PERSON IN CHARGE OF FOOD STAND:
NAME OF EVENT COORDINATOR (PERSON IN CHARGE OF EVENT):	FOOD MANAGER TRAINING CERTIFICATES: <input type="checkbox"/> NO <input type="checkbox"/> YES
PHONE NUMBER OF EVENT COORDINATOR:	FOOD WORKER TRAINING CERTIFICATES: <input type="checkbox"/> NO <input type="checkbox"/> YES
ORGANIZATION HOLDING THE EVENT:	

FOODS

<input type="checkbox"/> ONLY PREPACKAGED FOODS OR DRINKS WILL BE SERVED	<input type="checkbox"/> FOOD PREPARATION AT BOOTH
<input type="checkbox"/> POTENTIALLY HAZARDOUS FOODS – See “Foods Sales/Services on Campus” at: http://adminfin.csusb.edu/ehs/Forms.htm .	
FOODS/DRINKS TO BE SOLD/SERVED AT STAND:	
INDICATE SOURCE OF FOODS/DRINKS:	
WILL ANY FOOD(S) BE PREPARED PRIOR TO THE START OF THE EVENT? <input type="checkbox"/> NO <input type="checkbox"/> YES	
IF YES, INDICATE WHERE AND WHEN FOOD WILL BE PREPARED:	
WILL ANY FOODS BE PREPARED DURING THE EVENT? <input type="checkbox"/> NO <input type="checkbox"/> YES	
IF YES, INDICATE WHEN AND WHAT:	
WHAT TYPE OF HOT/COLD TRANSPORTATION EQUIPMENT WILL BE USED?	
WHAT IS THE DISTANCE AND LENGTH OF TIME TRANSPORTED?	
IF THE EVENT IS TWO OR MORE DAYS, WHERE AND HOW WILL FOOD BE STORED WHEN THE FACILITY IS NOT OPERATING?	
HOW WILL ANY LEFTOVERS OF COOKED FOODS BE HANDLED AT THE END OF EACH DAY?	

FOOD STAND (INDICATE MATERIALS USED)

HAND WASH SINK WITH PRESSURIZED HOT AND COLD WATER IN BOOTH?	<input type="checkbox"/> NO <input type="checkbox"/> YES
OR	
MINIMAL HANDWASH SETUP IN THE BOOTH?	<input type="checkbox"/> NO <input type="checkbox"/> YES
WALLS AND ROOF MATERIAL:	
FLOOR:	
FULLY ENCLOSED BOTH (IS REQUIRED FOR FOOD/DRINK PREPARATION):	<input type="checkbox"/> NO <input type="checkbox"/> YES
SERVICE OPENING NO LARGER THAN 15" x 18" THAT CAN BE CLOSED:	<input type="checkbox"/> NO <input type="checkbox"/> YES

UTENSILS & EQUIPMENT

DESCRIBE ALL EQUIPMENT TO BE USED AT THE EVENT FOR: COLD HOLDING – 45° F OR BELOW:
HOT HOLDING - 135° OR ABOVE:
COOKING/REHEATING:
PREPARATION SURFACES:
OTHER EQUIPMENT (I.E. BLENDER, SODA DISPENSER, ETC.)

HOW WILL FOOD TEMPERATURES BE MONITORED DURING THE EVENT?
2-COMPARTMENT UTENSIL WASHING SINK WITH HOT & COLD RUNNING WATER (IS REQUIRED FOR FOOD/DRINK PREPARATION) - <input type="checkbox"/> NO <input type="checkbox"/> YES PROVIDED HOW:
LOCATED WHERE:
WHAT TYPE OF SANTIZER WILL BE USED AT THE EVENT FOR SANITIZING UTENSILS AND FOOD CONTACT SURFACES? <input type="checkbox"/> BLEACH <input type="checkbox"/> QUATERNARY AMMONIUM
HOW WILL WASTEWATER BE DISPOSED OF (WATER FROM UTENSIL AND HANDWASHING STATION)? <input type="checkbox"/> PUBLIC SEWER <input type="checkbox"/> OTHER – EXPLAIN

ADDITIONAL EVENT INFORMATION

HOW WILL POTABLE (DRINKING) WATER BE OBTAINED DURING THE EVENT FOR FOOD PROCESSING AND UTENSIL WASHING?
WILL ELECTRICITY BE PROVIDED FOR THE FOOD BOOTH OPERATOR? <input type="checkbox"/> NO <input type="checkbox"/> YES
IF YES, WHAT IS THE SOURCE? <input type="checkbox"/> PUBLIC UTILITY <input type="checkbox"/> GENERATOR(S)
WILL LIGHTING BE AVAILABLE AFTER DARK? <input type="checkbox"/> NO <input type="checkbox"/> YES
IF THE EVENT IS SCHEDULED FOR MORE THAN ONE DAY, WILL THE TFF HAVE CONTINUOUS ELECTRICITY TO POWER REFRIGERATOR(S) OVERNIGHT? <input type="checkbox"/> NO <input type="checkbox"/> YES
ARE RESTROOM FACILITIES WITH HANDWASHING WITHIN 200 FEET? <input type="checkbox"/> NO <input type="checkbox"/> YES
DESCRIBE GARBAGE/TRASH DISPOSAL (INCLUDING FREQUENCY OF PICK-UP):