

**FOOD SAFETY PROGRAM-TEMPORARY FOOD EVENTS****Guidelines for Temporary Food Events****Authority:**

California Health and Safety Code, Division 104 Environmental Health, Part 7 California Retail Food Code, Chapter 11, Temporary Food Facilities (114335 – 114363). The CSUSM Injury and Illness Prevention Program (Rev. 11/09), Title 8 CCR 3203.

**Exemptions:**

1. Events in which participants prepare and eat a communally prepared meal (such as department potluck) do not need to follow this guideline and are exempt from California Retail Food Code (CRFC) requirements. Such an event is not sanctioned by Risk Management & Safety (RM&S).
2. The sale (or giving away) of commercially prepared and individually packaged non-perishable goods such as cookies, brownies, soft drinks and candy do not need to follow this guideline and are exempt for CRFC requirements.

**Event Coordinators at Cal State San Marcos shall:**

1. Complete and submit a Request for Facility Use (RFU) to Events and Conference Services (ECS) indicating that your event will have food or beverages. Indicate what type of food (prepared or pre-packaged) or beverage event will be coordinated and any other pertinent information. See ECS guidelines for the time allotted for such events.
2. Maintain an on-site presence during booth set-up and during the event.
3. RM&S will do a risk assessment of the event to determine the extent of the food safety knowledge that must be demonstrated by the event coordinator. At a minimum, all people who prepare or serve food, wash dishes, or handle unwrapped food or utensils are required to have a current and valid food handler's card that demonstrates their knowledge about their assigned duties and general food safety.

**Temporary Food Facility (TFF) operators at California State University San Marcos shall comply with the following:**

1. Food facility requirements shall be determined by the enforcement agency based on the food service activity to be conducted, the type of food that is to be prepared or served, the length of the event, and the extent of food preparation that is to be conducted at a community event within a temporary food facility. At CSUSM the enforcement agency is Risk Management and Safety or their delegated authority. (Section 114335(c))
2. Based upon local environmental conditions, location, and other similar factors, the enforcement officer may establish additional structural or operational requirements, or both, as necessary to ensure that foods are of a safe and sanitary quality. (Section 114363)
3. If TFF is a retail establishment, they should provide a current license and inspection record from a county health department and provide documentation to RM&S, if requested.
4. Adhere to California State Fire Marshal Guidelines and provide a 2A10BC portable fire extinguisher if cooking food.
5. Obtain foods only from approved sources. No foods will be allowed that are prepared in a private home. All food preparation at a community event shall be conducted within the temporary food facility or other approved food facility. (Section 114339(a) & 114341(a))

6. Provide equipment to hold food below 41 ° or above 135°F. During operating hours of the temporary food facility, potentially hazardous food must be held at a temperature not to exceed 45° F for up to 12 hours in any 24-hour period. At the end of the operating day, potentially hazardous food that is held at 45°F shall be destroyed in a manner approved by the enforcement agency. At the end of the operating day, potentially hazardous food that is held at or above 135°F shall be destroyed in a manner approved by the enforcement officer. (Section 114343(a, b &c) & 114354(b))
7. Use only food grade equipment. (Section 114354(c))
8. When used for refrigeration purposes, ice shall not be used for consumption in food or beverages. (Section 114355).
9. Ensure that prepackaged foods are properly labeled.
10. Use a probe thermometer to ensure adequate temperatures for potentially hazardous foods.
11. Protect food and condiments from cross contamination.
12. Prohibit live animals from within 20 feet of the booth.
13. Post the business name, city, state, and zip code of on each booth in letters at least three inches high. (Section 114337)
14. Provide one toilet within 200 feet for every 15 food handlers. (Section 114359(a & b))
15. Provide a hand washing facility with warm water (>105°), a catch basin for the wastewater, liquid pump hand soap, and paper towels at each toilet facility and at each TFF.(Section 114358(a, c & d))
16. Store all food and related items at least 6 inches off the ground.
17. Provide adequate capacity for liquid waste and dispose of it in a manner approved by RM&S.
18. Provide a durable readily cleanable floor surface within the TFF that has been approved by RM&S. TFF's that handle non-prepackaged food shall provide floors constructed of concrete, asphalt, tight wood, or other similar cleanable material kept in good repair. Facilities shall be equipped with overhead protection for all food preparation, food storage, and ware-washing areas. Overhead protection shall be made of wood, canvas, or other materials that protect the facility from precipitation, dust, bird and insect droppings, and other contaminants. (section 114347 & 114349)
19. Locate BBQ units 15 feet from any booth and 20 feet from any permanent structure and locate all other cooking equipment within the booth. (section 114341 (b & c))

**When operating for more than 3 Consecutive Days:**

1. A legible site plan will be submitted to RM&S that is drawn to scale of the locations and descriptions for the TFF, restrooms, utensil washing, hand washing, and janitorial facilities.
2. Provide a 3-compartment sink with hot (>120°) and cold running water unless an accessible permitted sink is located within 100 feet or unless a common sink is shared.
3. Serve foods through the pass-through window or directly from the BBQ.
4. Enclose all unpackaged food booths and provide pass-through openings no larger than 432 square inches. Provide minimum 16-mesh when using screens for enclosures.

**All Temporary Food Facilities**

Immediate correction is required whenever a risk factor violation occurs at a permanent or temporary establishment, even when the inspector is not in your facility. If the violation cannot be immediately corrected a suitable alternative must be implemented or the impacted area or process must be closed until the violation is corrected. Failure to take immediate corrective action increases the risk that a foodborne illness outbreak will be caused by your facility. RM&S (or delegated authority) is the local enforcement agency and has the authority to close or limit the operation of a temporary food facility. The sponsor, responsible party, or licensed establishment is liable for any issue that results from their failure to comply with the above requirements. Failure to comply with these guidelines may result in closure and loss of future privileges.