



Temporary Food Facility Permit Guidelines Campus Organizations

California State University San Marcos • Safety, Health & Sustainability Services
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Safety, Health & Sustainability (SHS) regulates food sold and distributed at public events on the California State University San Marcos (CSUSM) campus with the goal of preventing food borne illness, protecting public health, and promoting proper food sanitation. CSUSM requirements for Temporary Food Facilities operated by commercial vendors or other off-campus groups are based on the California Retail Food Code (CalCode) and similar to those required by the County of San Diego Department of Environmental Health. **Temporary Food Events must comply with applicable [Event and Conference Services](#) and [CSUSM Corporation](#) requirements.**

On-Campus Group and Student Organization Operators of Temporary Food Facilities at CSUSM shall comply with the following:

1. Permit

- An approved **CSUSM Temporary Food Facility Permit** is required to sell or distribute foods to the public
- Every person in the booth who handles food must have either a valid **San Diego Food Handler's Card** or a **CSUSM Temporary Food Handler's Certificate**.

2. Booth Set Up

- Booths shall utilize tables that are easily cleanable
- Booths using BBQs or other gas fueled cooking devices shall:
 - a. Separate the cooking device from the public
 - b. Provide a 2A10BC-rated fire extinguisher (or a K-rated extinguisher if frying foods or otherwise cooking with hot oil)
 - c. Set up the cooking devices behind the booth and out from under any canopy
- Adequate space shall be provided for storage and preparation for food
- Booths shall be set up within 200 feet of restrooms

3. Food Protection & Safety

- All foods sold, dispensed, or given away shall be from an **approved source**
- **Food prepared or stored at home is prohibited**
- **Follow careful temperature control during transportation and holding of all potentially hazardous foods** (i.e. high-protein foods like meat, poultry, dairy products, rice, and beans). In general they shall be held at or above 135°F or at or below 41°F.
- **Extensive food preparation at the booth is not permitted.** Permitted preparation includes slicing, grilling, cooking, simple assembly, and serving.
- Food shall be transported, held, and prepared with equipment that is clean and in good condition
- All food, beverages and utensils shall be protected from contamination
- **Use tongs, spatulas, and/or disposable plastic gloves as appropriate when preparing, handling, or serving food.**
- Smoking and eating in booth is prohibited
- An individual who is suffering from an illness is not allowed to work the booth

4. Handwashing

- **Wash your hands with soap and warm water:**
 - a. Before working in the booth
 - b. After using the restroom
 - c. As needed to prevent contamination of the food
- d. A handwashing station is required if you plan to cook or grill food. A handwashing station must contain:
 - a. A container of potable water that holds at least 2 gallons and has a spigot tap
 - b. A bottle of soap with a pump
 - c. A roll of paper towels
 - d. A bucket to catch the dirty water.
- e. Booths serving pre-packaged foods or conducting limited food preparation (dish up service, scooping, plating, etc.) do not require a handwashing station.

5. Dish and Utensil Washing

- Depending on the scope of the event and the type of food preparation/service at your booth, a utensil washing sink may be required.
- Sink Requirements
 - a. 3 Compartment sink with a minimum compartment size of 18'X18'X12'
 - b. Potable Hot water supply of a minimum of 100°F
 - c. Soap and sanitary supply

6. Ice for Consumption

- Must be kept separated for ice intended for cooling food and/or beverages.
- Must come from approved source.
- Must have a designated ice scoop and it shall be placed in a separate container not located in the ice container.

Policy Enforcement

The above provisions shall be adhered to for consumer safety and sponsor liability. A food vendor can be required to cease all food sales and service if there is an immediate risk to the public as determined by SHS. The CSUSM food permit will be suspended until the issue has been resolved and the correction has been approved by SHS. Food events will be monitored and food samples may be taken by SHS for investigation purposes, if needed.