



## Temporary Food Facility Permit Guidelines Off-Campus Groups & Commercial Vendors

California State University San Marcos • Safety, Risk & Sustainability Services  
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Safety, Risk & Sustainability (SR&S) 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 [UARSC](#) requirements.**

### **Commercial/Off Campus 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

#### **2. Booth Set Up**

- Booths selling prepackaged foods and beverages shall have over-head protection.
- Booths preparing, assembling, or processing foods shall have:
  1. Overhead protection
  2. Three sides
  3. A cleanable floor (to prevent food and beverage supplies from contact with the ground)
- Booths utilizing BBQs or other gas fueled cooking devices shall:
  1. Separate the cooking device from the public
  2. Provide a 2A10BC-rated fire extinguisher (or a K-rated extinguisher if frying foods or otherwise cooking with hot oil)
  3. Set up the cooking devices behind the booth and out from under the canopy
- The name of the booth shall be posted in letters at least 3 inches high and in a contrasting color.
- The city, state, zip code, and name of the booth operator must be legible and clearly visible to the consumer.
- Live animals shall be kept at least twenty (20) feet away from the booth

### **Food Protection & Safety**

- All foods sold, dispensed, or given away shall be from an approved source
- **Food prepared or stored at home is prohibited**
- Proper temperature control shall be provided during transport and holding for all potentially hazardous foods. In general shall be held at or above 135°F or at or below 41°F. PHFs can be held at 45°F for up to 12 hours but must be discarded after.
- Food shall be transported, held and prepared with food grade equipment.
- Adequate space shall be provided for storage and preparation for food
- Chemicals shall be separated from food storage and preparation areas
- Vendors with potentially hazardous foods shall have an accurate stem thermometer to check food temperatures.

- All food, beverages and utensils shall be protected from contamination.
- Smoking and eating in booth is prohibited.
- An individual who is suffering from an illness is not allowed to work the booth.
- All food preparation, cooking and serving must be done from inside the food booth. Only grilling and cooking on equipment that is required to be outside the booth is allowed.

### **Handwashing**

A handwashing station is required if you are handling food in any way. You must have a minimum of 5 gallons container of insulated water with a dispensing valve, pump style soap dispenser, single use paper towels and a catch bucket for the rinse water.

### **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
  1. 3 Compartment sink with a minimum compartment size of 18'X18'X12'
  2. Potable Hot water supply of a minimum of 100°F
  3. Soap and sanitary supply

### **Restrooms**

There must be at least one lavatory facility for every 15 employees within 200 feet of the booth. Temporary lavatories may be used if a permanent facility is not within 200 feet.

### **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 SR&S. The CSUSM food permit will be suspended until the issue has been resolved and the correction has been approved by SR&S. Food events will be monitored and food samples may be taken by SR&S for investigation purposes, if needed.