

**SAN DIEGO STATE UNIVERSITY
ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT**

**Food Service, Sale & Safety Training
Special Events/Activities
(Student Organizations)**

People may potentially suffer from poisoning or food-borne illness from contaminated food. Therefore, all food/beverages, food contact surfaces and utensils must be protected at all times from unnecessary handling and shall be stored, displayed and served so as to be protected from contamination.

SDSU FOOD AND BEVERAGE POLICY

Aztec Shops has first right of refusal for all events that involve food and beverages prepared or purchased from any off-campus source and requires their signature approval waiving their rights.

SDSU Environmental Health and Safety (EHS) Department requires review and signature approval of perishable food and beverages served, sold, or given from any off-campus source associated with all events/activities on campus that are open to the public.

TYPES OF FOOD/BEVERAGES

Perishable Food/Beverages (pre-packaged or non-prepackaged) include, but are not limited to, the following:

- Meat (hamburgers, hot dogs, hot links, carne asada, deli meat, etc.)
- Poultry (chicken)
- Fish
- Dairy (crème-filled items, yogurt, cream, milk, cheese, ice cream, etc.)
- Eggs (egg salad, deviled eggs, etc.)
- Potato salad
- Rice (fried rice, steamed rice)
- Pizza
- Egg rolls/Lumpia
- Empanadas (meat fillings)
- Baked goods (crème filled)

Non-perishable Food/Beverages (prepackaged) include, but are not limited to, the following:

- Canned or bottled soda, boxed juice, bottled water
- Pretzels, chips, crackers
- Trail mix, granola bars
- Candies

FOOD SERVICE, SALE AND SAFETY REQUIREMENTS

- Fill out and submit an EHS Temporary Food Facility Application Form at least 2 weeks prior to your event/activity, for perishable food/beverages obtained from an off-campus source, which will be served, sold or distributed to the public. Call x46965 to schedule an appointment when submitting the form and obtaining EHS food permit. Forms can be obtained at <http://bfa.sdsu.edu/ehs/foodsale.htm>. (Note: Weekly Meetings (no more than 3 days in any 90 day period) that give or sell food/bev. to its members and guests may be required to complete a TFF Application Form.)
- Perishable food/beverages from an outside vendor (caterer, restaurant, fast food) require verification by EHS and Aztec Shops. The Catering Proposal Form obtained through Aztec Shops Dining Services (West Commons, lower level) will need to be completed and signed by Aztec Shops and EHS. Provide copy of outside vendor's

health permit and latest inspection report or provide outside vendor's establishment #, health permit #, and permit expiration date. You will also be asked to provide copies of a managers food certificate, the caterers/restaurants insurance, and a description of the menu including prep and transportation of the food.

- After review of the TFF Application Form and required verification documents/information, an EHS Food Permit will be issued.
- Post EHS permit during your event.
- Name of the organization must be legible and clearly visible to patrons; letters at least 3 inches in height.
- Student organization can serve/sell/distribute food/beverages up to 4 events per year, up to 3 days per event (Note: Weekly Meetings that give or sell food/bev. to its members and guests and pre-packaged non-perishable food/beverages do not count toward limit).
- No homemade food/beverages allowed; food/beverages must be prepared in a permitted food establishment or on-site at the approved location.

FOOD TRANSPORTATION/STORAGE/PREPARATION/SERVICE/DISPLAY

- All food/beverage preparation must be done on-site; no preparation done at home.
- Adequate hot and cold holding equipment shall be used to ensure proper temperature control during transport and operation.
- All potentially hazardous food/beverages or its ingredients, such as dairy or meat products, shall be held below 45⁰F or above 135⁰F at all times.
- Use a thermometer to check the temperature of perishable hot and cold food (clean thermometer before and after checking each food item).
- Food shall be handled with gloves and food service utensils or materials.
- Raw meat products stored in a separate ice chest.
- Ice used in beverages shall be protected from contamination and shall be maintained separate from ice used for refrigeration purposes.
- Use a separate cutting board and knife for meat products.
- Extra food handling and cooking utensils must be kept on hand.
- Only disposable eating utensils and drinking cups may be used.
- Sodas or punch must be served from original containers or approved dispensing equipment.
- All food/beverages, food containers, utensils and paper products must be kept at least 6 inches off the ground and protected from contamination.
- Condiments shall be protected from contamination and be prepackaged in single service packages for customer self-service or available only from approved dispensing devices (pump, squeeze, self closing).
- No leftovers may be saved for re-service or re-sale.
- Protect and cover food at all times from possible contamination.
- Designate a money handler that will not handle food.

On-site Preparation Requirements for Certain Food/Beverages (non-perishable, non-prepackaged) include, but are not limited to the ff:

- **Fruit or Vegetables**
Procedures: Prewashed, cut on-site wearing gloves; use clean knife/cutting board; provide food handling utensils for store bought platters; keep covered.
- **Baked Goods (Bagels, Muffins, Cookies, Cupcakes, Brownies, etc.) unless crème-filled**
Procedures: Individually wrap on-site wearing gloves; keep unwrapped baked goods covered and provide food handling utensils or napkin/pick-up tissue; keep cream cheese cold; **no home baked goods allowed.**
- **Powdered or mixed drinks**
Procedures: Use bottled water, store bought ice, gloves and approved dispenser (no open pitchers).
- **Coffee/Iced Coffee**
Procedures: Use bottled water, store bought ice, gloves and approved dispenser (no open pitchers); use non-dairy creamer or keep creamer cold; use single service packages sugar/creamer, disposable cups, spoons/stirrers and straws; follow electrical safety requirements.

- **Hot Chocolate**
Procedures: Use bottled water, gloves and approved dispenser (no open pitchers); use single service packages sugar/chocolate, disposable cups, spoons/stirrers; follow electrical safety requirements.
- **Snowcones**
Procedures: Use store bought ice, gloves, approved dispenser and secondary container for syrup; follow electrical safety requirements.
- **Smoothies**
Procedures: Use store bought ice, gloves, approved dispenser, frozen or fresh fruit (see Fruit above) and juice/sugar as packaged; keep milk/ice cream cold; follow electrical safety requirements.
- **Nacho Chips**
Procedures: Wear gloves and use utensils; provide serving utensils for condiments, or must be served by foodhandlers; if cheese or meat is included, follow perishable food requirements

FOOD HANDLER HYGIENE

- Anyone worker who is suffering from a respiratory, intestinal or skin infection is not allowed to prepare, package, or sell food.
- Individuals with uncovered cuts or burns must not prepare, handle or serve food/beverages.
- Bandages on hands must be covered with gloves.
- Individuals preparing or handling food shall wear clean clothing and shall keep their hands clean at all times.
- Personal effects must be stored in a separate area from food preparation and storage.
- Handwashing Station required, except where all food/beverages are prepackaged.
 - Includes: water in container with spigot or dispensing valve, catch bucket, soap from a dispenser, paper towels.

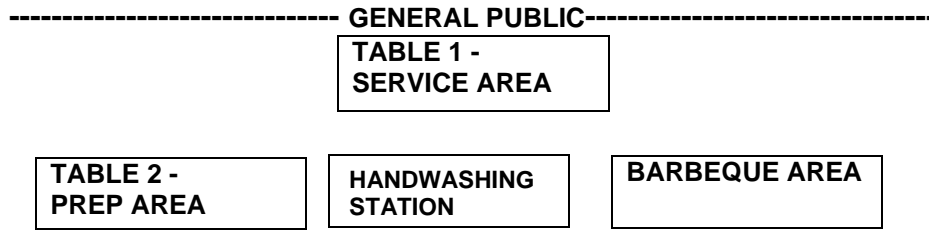
FOOD PREPARATION/COOKING/SERVICE AREA

- The following cooking methods are acceptable on campus: liquid propane gas appliances; electric appliances; propane barbecues or charcoal barbecues using self-starting charcoal.
- Utensils and equipment used for the barbecue must be made of nontoxic materials and constructed and maintained clean and in good repair.
- Grill must be placed on a liner to protect floor surface.
- Each grill shall have a class “ABC” fire extinguisher within 10 feet of the flames (provided by student org.).
- Proper coal disposal by student organization.
- Use of liquid starter fuel is prohibited.
- Smoking is prohibited within 20 feet of any food preparation or service area.
- Live animals may not be kept or allowed within 20 feet where food/beverages are prepared or stored.
- Read the Fire and Electrical Safety section of your Student Handbook.

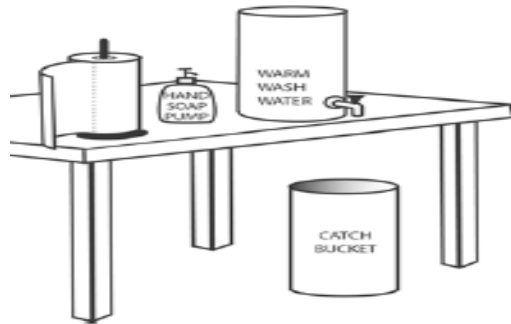
REFUSE

- Dispose of trash in a sanitary manner as frequently as necessary.
- Refuse containers, lined with plastic trash bags, are required.
- Area must be kept clean at all times and left in clean condition at the end of each day’s activity or event.
- Have a broom, dust pan and paper towels or napkins available on site for cleanup of debris/spills.

DIAGRAM OF BBQ SET-UP



- Liner
- "ABC" Fire extinguisher
- No liquid starter fuel
- Allowed at La Tienda on the Open Air Theater Walkway and some exceptions
- 10 feet away from combustible materials
- Must go through Open Space process for approval at least 2 weeks prior



Questions? Call EHS at 619-594-2865 or 619-594-6965.
Chemistry Sciences Laboratory Bldg., Rm. 106, MC 1243, FAX x42854