

UCSC FOOD PERMIT FOR CAMPUS ORGANIZATIONS

When food is sold or given away by a University organization to persons outside their immediate membership, full compliance with California Retail Food Code (CalCode) is required.

PROCEDURE: In addition to other campus policies, this permit must be completed and approved by the SOAR office at least two weeks prior to the event. If consultation with EH&S is required for a complex event or special foods, allow extra time. **Please call ahead for an appointment** if you are bringing the form to EH&S. Forms will be reviewed regularly by EH&S and additional terms may be applied after an initial approval. Permits are subject to revocation by EH&S at any time, and if any of the approval conditions are not complied with.

EXEMPTIONS: Events where participants prepare and eat a communally prepared meal do not need to complete this form and are exempt from CalCode regulations. Sale or distribution of commercially prepared and individually packaged and labeled for individual sale non-perishable goods such as cookies, brownies, soft drinks and candy does not require review of this form by EH&S.

DESCRIPTION OF PLANNED EVENT

Name of Organization _____

Contact Person: Name _____ Phone _____

email _____

Date(s) and location of event: _____

Time(s) food will be served (start) _____ (end) _____

What food dish(es) will be served? _____

LIST INGREDIENTS _____

Where will food be prepared or purchased? _____

Time food will be picked up/prepared: _____

How will food be transported? What is the estimated transit time? _____

How will perishable foods be kept hot (above 140 degrees) or cold (below 42 degrees)

AUTHORIZATION:(The following conditions must be met) _____

(Approved by / Date)

Two major provisions of the California Retail Food Code are as follows:

Food that is served or sold to the public must be prepared in or purchased from an approved food facility. An approved food facility is a restaurant, market or other retail food establishment licensed by a county health department or any on-campus facility approved by U.C.S.C. EH&S. Other facilities may be approved on a case-by-case basis. For a list of approved campus facilities please see below. **Note:** Use of facilities located in Alameda, San Mateo and San Francisco counties is **discouraged** due to long travel times.

THE USE OF A HOME KITCHEN OR OTHER RESIDENCE, INCLUDING STUDENT APARTMENTS, IS NOT PERMITTED FOR FOOD PREPARATION ACTIVITIES THAT REQUIRE COMPLETION OF THIS FORM.

Approved Food Facilities at UCSC

Women's Center (Cardiff House)
Merrill College Community Room
Village Community kitchen
Cantu GBLTI Center
Hillel Center (off-campus)

Foods that may cause foodborne illnesses must be maintained below 42 degrees or above 140 degrees and are subject to expiration times of 2 hours without temperature maintenance, and 4 hours with temperature assistance (ice or chafing dish use). These foods include but are not limited to beef, dairy, seafood, tofu, cooked rice, cooked beans and poultry.
