

# UCSC FOOD PERMIT FOR CAMPUS ORGANIZATIONS

When food is sold or given away by a University organization to individuals outside their immediate membership, full compliance with the 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 or EH&S at least two weeks prior to the event. Food safety training provided by EH&S is required for each group on an annual basis prior to approval. **Please contact EH&S at (831) 459-2253 or [ehs@ucsc.edu](mailto:ehs@ucsc.edu) for an appointment.** 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? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 and/or cold? \_\_\_\_\_ Hot = above 135° Cold = below 41°

\_\_\_\_\_

**UC Food Safety Staff Only** The following conditions must be met:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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**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 UC Santa Cruz EH&S. Other facilities may be approved on a case-by-case basis. For a list of approved campus facilities contact UCSC EH&S at (831) 459-2253.

*THE USE OF A HOME KITCHEN OR OTHER RESIDENCE, INCLUDING STUDENT APARTMENTS, IS NOT PERMITTED FOR FOOD PREPARATION ACTIVITIES.*

Potentially hazardous food (PHF) ***must*** be maintained below 41 degrees or above 135 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.

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