

Food Permit Requirements and Guidelines

A food permit is issued for a **single event**. A new permit must be obtained for each event or activity. Each member that will be handling the food must complete a Food Handlers Training Course provided by the university which is valid for the academic year. Other food handling certification services received outside HSU but within the state of California are also valid (e.g. ServSafe).

A food permit is **always** required when you are selling, serving, or giving away food. The **only** exceptions are closed club meetings (when only club members are present) but safe food handling should still be practiced.

Permit Information

- Food permits must be submitted at least five business days prior to the distribution of food. Earlier is always better.
- Food cannot be prepared at home unless it is in a licensed commercial kitchen that has provided verification to HSU
- You are only allowed to distribute food when your form is approved
- Self-service is only permitted if food is single-serving, non-temperature controlled, and pre-packaged
- If distributing temperature-controlled food prepared by a vendor and not distributing immediately, ensure you have a plan to maintain "holding temperature for cooked food" (140°F)



Time & Temperature, Control, and Safety (TCS)

- Biological, chemical, physical hazards can develop if these protocols are not met
- Foods that must be temperature controlled include, but are not limited to:
 - * Milk/dairy
 - * Meat and poultry
 - * Cut fruit
- Important temperatures to remember
 - * 165°F - Cooked poultry internal temperature
 - * 145°F - Cooked meat internal temperature
 - * 140°F - Holding temperature for cooked food
 - * 40°F - Refrigerator temperature
 - * Temperature danger zone is 40°F—140°F



Cross-Contamination

- Separate raw meat, poultry, seafood, and eggs from fresh produce, fruit, and ready-to-eat food
- When storing food in the refrigerator, keep cooked foods away from raw or fresh produce
- Always cover foods and store them properly
- Clean and sanitize all equipment and counters
 - * Cleaning removes food
 - * Sanitizing reduces bacteria and pathogens
 - * Bleach ratio to water is 1 tbsp. bleach : 1 gallon water



Food Preparation

- Wash all fresh vegetables and fruits
- Follow food safety guidelines for all potentially hazardous foods (listed on back)
- Store cooked foods in the fridge at or under 40°F within two hours of preparation
- Always use gloves or utensils to handle ready-to-eat foods



Personal Hygiene

- Always wash your hands with hot water after
 - * Handling raw meat/poultry, trash, money, chemicals
 - * Sneezing, coughing, touching your face
 - * Using the bathroom
 - * Eating, drinking
- Wear clean clothes and closed-toe shoes
- Long hair must be tied or covered
- No jewelry worn
- Remember to wash between fingers and under and around fingernails for at least 30 seconds
- Use the paper towel to turn off the water and open the door



Foodborne Illness

- Five common sources
 - * Purchasing food from unsafe sources
 - * Poor personal hygiene
 - * Cross-contamination
 - * Time and Temperature Control (TCS) errors/failures
 - * Poor cleaning/sanitizing
- Symptoms can include
 - * Abdominal pain
 - * Diarrhea
 - * Fever
 - * Nausea
 - * Vomiting



Proper Garbage and Waste Handling



- Dispose of garbage and waste in a timely manner and avoid garbage overflow
- Position containers away from food
- Clean containers regularly
- Keep lids closed

List of Potentially Hazardous Foods

Meats

- Bacon (raw)
- Beef (ground, roasts, steak)
- Gravy
- Ground meats
- Hot dogs
- Lunch meat
- Meat casseroles
- Pork (ground, ham, roasts)
- Processed meats
- Sausage
- Soups
- Stews

Poultry

- Chicken (ground, roasted, barbequed, fried, nuggets, patties, strips)
- Casseroles with chicken/turkey
- Dressing
- Gravy
- Pre-cooked, processed
- Turkey (ground, roast)
- Soups
- Stews

Seafood

- Fish
- Salmon
- Tuna

Bakery Foods

- Cream pastries
- Cream/custard pies and tarts
- Pudding prepared from a mix or scratch

Dairy

- Whipped butter/margarine
- Cheese (mozzarella, cottage, cream cheese, ricotta)
- Cream
- Cream sauce, white sauce
- Dairy whipped topping
- Ice cream
- Milk

Pasta

- Noodles, cooked
- Rice, cooked

Eggs

- Egg casseroles
- Egg dishes
- Deviled eggs
- Fried eggs
- Hard-boiled, soft-boiled eggs
- Omelets
- Scrambled eggs

Fruits & Vegetables

- Dry beans, cooked
 - * Navy, refried, baked
- Potatoes (baked, boiled, mashed, scalloped/augratin)
- Cut/prepared fresh fruits and vegetables (including melons and tomatoes)

Misc.

- Salad dressings prepared from a mix

Please keep in mind that this list only contains examples of some common hazardous foods and does not include all of them.