



Food Safety Guidelines for Temporary Campus Food Sales or Distribution to the Public

Revised 10/4/11

Background

The CDC estimates that 76 million Americans get sick each year from foodborne illness. In order to reduce the risk of a foodborne illness outbreak on campus, it is important that food safety rules are followed at all functions where food is served. The following health and safety rules have been adopted to ensure that food offered to the public on our campuses meets all State and local requirements for the preparation, handling and serving of food.

Due to the limited food protection capabilities of temporary facilities, service from a temporary facility is restricted to the sale of prepackaged and prepared foods, reheating of prepared foods, cooking of meats and a very limited number of food preparation activities.

Authority

Nonprofit charitable temporary food facilities are regulated by the state of California under the California Health and Safety Code, chapter 10, article 13.5. The Orange County Health Care Agency places the responsibility for the integrity of food sales from a temporary food facility on the local administration where the event is held.

To be considered a Nonprofit Charitable Temporary Food Facilities you must meet the following criteria:

1. Your group must be a recognized campus organization.
2. The food must be given or sold at an approved community event.

This policy does not apply to private sales or distribution of food between individuals where no general or public solicitation, exposure for sale, or offer is involved (i.e. potluck, coffee and snacks at department meetings, etc).

Definitions

Bake Sales/distribution - sales/distribution of items such as cookies, brownies, and cupcakes which do not contain cream, whipped cream, or custard filling.

Barbeques - an outdoor cookout where food is cooked over an open fire. Barbeque grills must be propane powered. **No charcoal barbeques are allowed.**

Facility Reservation Request Form - request form issued by the Office of Student Life for food sales/distribution by any recognized student organization.

Food Handler - Any person who comes in contact with or handles food product during the delivery, preparation, and serving for an event. Food handlers must always follow proper health and safety guidelines.

Food Source - The location from where the food originates and/or was prepared for consumption. This may mean the food establishment or other sources such as a grocery store, supermarket or wholesale provider. All food sources must be currently licensed by the Orange County Health Department.



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Non-Potentially Hazardous Foods - Foods that are not considered hazardous, and do not require heat or refrigeration to retard spoilage in normal serving times. Examples would include potato chips, bagels, non-dairy or non-cream-filled brownies, cookies, donuts, cupcakes, popcorn, and food products that are made and contained by a licensed producer that are to be dispensed in the original container and do not require temperature control.

Public Events – events where advertising and inducements exist for the campus community to attend. Examples include fundraisers or receptions, where other than invited district faculty, staff, and student groups attend.

Private Events – events limited to invited district groups such as department meetings, lunches, receptions, staff gatherings, coffee breaks, and class meetings. Private events are not regulated by this policy; however, safe food handling practices should always be followed.

Prohibited Foods – All prepared or stored at home food is prohibited for sale or distribution at Public Events.

Potentially Hazardous Foods - Foods that require temperature control because they are capable of supporting the growth of harmful microorganisms. This includes anything other than baked goods or coffee and doughnuts.

Ready to Eat or Pre-Packaged Foods – Examples of these types of food items include candy bars, bags of chips, or granola bars. Whole fruits, such as oranges, apples and bananas, are also considered “ready to eat”, but are not required to be pre-packaged or individually wrapped.

Authorization for Food Sales/Distribution

Food sales or dispensing of food on campus by recognized campus organizations is coordinated through the Office of Student Life and the Office of Auxiliary Services.

Organizations offering food to the public must submit a Facility Reservation Request Form available from the Office of Student Life. This request form should be submitted at least 14 business days prior to the event. Permission for campus sales/distribution and activities will be by the Office of Student Life. All campus events are subject to inspection and failure to comply with district regulations can result in closure, loss of future privileges and disciplinary action. A copy of a completed Facility Reservation Request Form must be posted at the event site.

A Facility Reservation Request Form is not required for:

1. Picnics, luncheons or potluck parties where food is provided by or purchased by the organization/department sponsors and/or members, and the event is only open to members and guests.

Groups from Santa Ana College are highly encouraged to use the services of the college's food service contractor for their culinary needs. The contractor has a highly trained staff and the proper equipment for the safe preparation, storage, transporting, handling, and serving of food at campus events.



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General Rules

Chartered student organizations, in order to raise funds in support of their programs or to provide food as an integral part of an organization event, may be granted a reasonable number of approvals to sell or dispense food on campus, provided the specific health and safety regulations listed below are followed:

- 1. Home-prepared or stored foods cannot be sold or served to the general public.**
2. All products being provided at the event shall not breach any of the district's exclusivity contracts with its current vendors. (For example, the district has an exclusivity contract with Pepsi; as such, you cannot sell any non-Pepsi products. Generic brands are permissible).
3. All food must be purchased or supplied by either the campus food contractor, or a vendor licensed by the Orange County Environmental Health, i.e. Ralphs, Costco, Chronic Tacos, Corner Bakery.
4. Food items obtained from a licensed retail food vendor shall be picked up or delivered just prior to scheduled serving time,
5. Potentially harmful food such as meats, and dairy products, and related items must be maintained at 40° F or below to prevent harmful bacteria from growing. This temperature requirement also applies to prepared foods served chilled.
6. Hot prepared foods must be kept at a minimum of 140°F.
7. All foods must be covered during display and transport to protect from coughing, sneezing, dust, or debris. Covering may consist of a hard plastic case or plastic wrap
8. Self service may be allowed only when food items are individually wrapped. Unwrapped foods must be served to the public using tongs, wax paper, or paper napkins.
9. All equipment and utensils must be smooth, non-absorbent, easily cleanable, and made of non-toxic materials.
10. All food preparation, food storage, and warewashing areas are to be equipped with overhead protection.
11. Outer garments must be clean.
12. Hair restraints are required. A baseball cap, paper hat, scarf, or any other form of effective hair restraint must to be worn when handling unwrapped food items.
13. Servers must have clean hands that are free of open wounds and communicable diseases and must wear gloves when assembling food.
14. Hands must be thoroughly washed before food handling begins. Use vinyl gloves when unwrapped food must be handled directly. Use hand wipes/gel in between glove changes
15. Food Handlers should not handle the money exchange; a separate organization member should serve that role.
16. Smoking is not permitted in food service areas.
17. Plates, cups and eating utensils must be single service type. Condiments must be offered in individual packets or available from squeeze or pump type containers.
18. All food, food containers, and utensils must be stored at least six inches above ground.
19. Beverages may be poured from an original manufacturer's container into a disposable cup as a single serving.
20. Ice used for refrigeration purposes shall not be used for consumption in food or beverages.
21. Adequate capacity trash cans with tight fitting lids must be provided at each site.



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Procedures

General Safety Guidelines for Bake Sales And Non-Potentially Hazardous Food Sales

- Obtain a Facility Reservation Request from the Office of Student Life at least 14 business days in advance of your event.
- **No home baked foods are allowed**
- All food must be obtained from a licensed and approved food source (grocery store, etc.)
- Acceptable food items for a bake sale include:
 - Fruit pies
 - Cakes and cookies
 - Muffins
 - Candy
 - Bread
- Unacceptable food items for a bake sale include:
 - Custard filled doughnuts and custard pies
 - Pumpkin pie
 - Cheesecake
 - Meringue pies
 - Real cream pies
 - Cream-filled cupcakes or doughnuts
 - Cream cheese frostings and fillings
- Keep food covered at all times to protect it from insects, dust, etc.
- Baked goods must be individually wrapped or you must provide a display cover. Covering may consist of a hard plastic case or plastic wrap. Unwrapped items must be handed to the public using tongs, wax paper, or paper napkins. Self service of individually wrapped items is allowed.
- All foods must be kept at least 6 inches off the ground.
- Overhead protection is required (an awning, a tent, under the overhang of a building, etc.)
- Self service liquid containers must be fully enclosed to prevent access to the liquid contents.
- Self service items such as creamer, sugar, must be individually wrapped. Sugar and dry creamer may be served in a closed shaker type container. The public may not spoon these items directly from open containers.
- If you do not have ingredient information for all your products, a disclaimer should be displayed indicating "Ingredients information is not available so if you have a food allergy, please make a safe purchase decision."
- A copy of the Facility Reservation Request Form must be made available at the activity site.

General Safety Guidelines for Potentially Hazardous Food (PHF) Sales

In addition to following the guidelines above you must:

- Obtain a Facility Reservation Request from the Office of Student Life at least 14 business days in advance of your event.
- **No home cooked/prepared/stored foods are allowed**
- All food must be obtained from a licensed and approved food source (grocery store, etc.)
- Food handling including preparation, storage, assembly and service must take place within a pre-approved, enclosed structure.
- Keep food covered at all times to protect it from insects, dust, etc.
- All foods must be kept at least 6 inches off the ground.
- Overhead protection is required (an awning, a tent, under the overhang of a building, etc.)
- Self service liquid containers must be fully enclosed to prevent access to the liquid contents.
- Self service items such as creamer, sugar, must be individually wrapped. Sugar and dry creamer may be served in a closed shaker type container. The public may not spoon these items directly from open containers.
- Provide handwashing facilities in each booth. Handwash facilities include warm water (provided in an insulated container), a bucket to catch the wastewater, liquid pump soap, and single service paper towels.
- Provide a metal probe thermometer to check holding temperatures of food.
- Adequate temperature control must be provided for all perishable (potentially hazardous) and pre-cooked foods, including during the preparation, transport and service stages.
- Cold foods -- The maximum temperature of potentially hazardous cold food and beverages is 41°F. To maintain this temperature you could use one of the following methods:
 - Refrigeration
 - Using Ice in coolers with drainage plug
 - Using Dry Ice
 - Using pans with ice
- Hot foods -- The minimum holding temperature of potentially hazardous hot food and beverages is 140°F. To maintain this temperature you could use one of the following:
 - Chafing dishes or inexpensive aluminum pans and racks with sternos (at party rental stores)
 - Slow cookers and electric roasters
 - Rent hot holding units.
 - Propane cooking stoves
- Pre-cooked foods -- Pre-cooked, potentially hazardous hot foods and beverages must be heated to a minimum temperature of 165°F and maintained at a holding temperature of at least 140°F.
- Foods re-heated in a microwave must be brought to a minimum internal temperature of 180°F then hot held at 140°F or above.
- Food in transit must be protected from contamination and must meet the temperature requirements noted above.
- Sanitize the food preparation area frequently using 1 tablespoon chlorine bleach in 1 gallon warm water (75 degrees F):
 - Counter tops and equipment
 - Cutting boards, sinks, scrubber and brushes. Use plastic cutting boards, not wood.

Barbeques

- Open flame barbecues and other open flame cooking equipment (grills, propane appliances, etc.) are subject to state fire codes and **will only be approved in very limited situations.**
- Only propane type BBQ's will be allowed. **No charcoal barbeques.**
- Open flame cooking equipment must be located outside the booth and cordoned off to prevent the entrance of unauthorized persons.
- All food cooked on the barbeque must be protected from dust, dirt, insects, rodents, and other forms of contamination.
- Grilled meats are limited to pre-formed, frozen hamburger patties, steaks and pre-cooked meats such as sausages obtained from a licensed vendor. Also allowed are meats such as carne asada and teriyaki chicken that have been prepared by a licensed or permitted food supplier or restaurant.
- Foods which are cooked on the barbeque must be dispensed directly from the barbeque using sanitary utensils and stored in clean containers with covers or wrapped if not immediately served. No self-service.
- BBQ's must be located at least 10' from any building and a 10lb fire extinguisher must be available for use.
- All foods that are going to be cooked on the outdoor equipment must be stored inside the booth. Only small quantities of food in closed containers awaiting the cooking process may be allowed outdoors.
- All food preparation must take place within the booth.
- Serve grilled food on a clean plate, not one that held raw meat or poultry.
- A copy of the Facility Reservation Request Form must be made available at the activity site.

Cultural Events-

RSCCD recognizes the importance of campus cultural events, and understands the necessity to prepare and deliver truly authentic multicultural and ethnic foods to enhance these events. In an effort to ensure that the authenticity and cultural traditions are upheld while at the same time, maintaining compliance with all Health and Safety Procedures (as outlined in this policy), there are options available to meet the food needs for these events including:

- Ordering pre-cooked food from an approved ethnic restaurant or food facility and serving it at your booth, following all the health and safety procedures in this policy.
- Working collaboratively with the campus food service provider, and hiring them to provide all aspects of the catered event:
 - a. Recipe and menu development is completed with the advisement and guidance from the campus sponsoring organization. Advance taste testing would be included.
 - b. Preparation of food is completed in a campus facility with the assistance from the sponsoring campus organization. Supervision and main preparation would be by the campus food service provider. An authorized list of the sponsoring organization's members allowed in the kitchen preparation areas will be developed and approved by the dining contractor and enforced by the sponsoring organization.
 - c. Delivery and service of the catered event may be offered by the dining services staff and/or with participation by the members of the sponsoring organization.

Checklist for Basic Equipment Required in Temporary Food Facilities

This is not intended to be a comprehensive list for all food facilities. Individual operations may require equipment not included on this list (e.g., knives, blenders, skewers).

Minimum Food Storage, Preparation, and Service Equipment:

- Accurate metal-stemmed probe thermometer
- Equipment to maintain temperature of hot ($>140^{\circ}\text{F}$) foods (croc pots, chafing dishes)
- Equipment to maintain temperature of cold ($<41^{\circ}\text{F}$) foods (ie., refrigerator, ice chest, pans lined with ice)
- Equipment to reheat ($>165^{\circ}\text{F}$) pre-cooked foods
- Tables, with non-absorbent, easily-cleanable surfaces, for holding prepared foods
- Pallets or shelves for storing (minimum six inches off ground) equipment and foods prior to use
- Smooth, easily cleanable, non-absorbent food preparation surfaces, cutting boards, etc.
- Utensils for cooking and serving foods
- Leak- and fly-proof trash containers with plastic trash bag liners
- Clean aprons or outer garments
- For handwashing, a two gallon container of potable water (minimum) with dispensing valve or an on-site source of running, potable water
- Handsoap in a dispenser
- Single-use, disposable handtowels
- Three containers, approximately five (5) gallon capacity each, two (2) for washing and sanitizing food preparation surfaces and utensils, and one (1) for catching handwash waste water
- Dish Soap
- Sanitizer e.g., 1 tablespoon chlorine bleach in 1 gallon warm water (75 degrees F).
- Condiment containers (e.g., pump or squeeze type, units with self-closing lids, or single service packets)

Minimum Food Booth Requirements:

- Material to enclose areas where there are open flames or barbecues (e.g., rope, caution tape)
- Booth must be entirely enclosed
- Floor surface must be easily cleanable (e.g., asphalt, tarp, plywood)
- Pass-through door or window at rear or side(s) of booth if outdoor cooking has been approved

Sample Hand Washing Area

