

Event Checklist


Before the Event



- Ensure all food handlers complete the online UCR Food Safety training. ucrllearning.ucr.edu
- Reserve a space
- Submit a food permit request. <http://ehs.ucr.edu/environmentalhealth/foodpermit.html>
- Check email for approved UCR Temporary Food Permit.
- Purchase food from an approved source <https://procurement.ucr.edu/goods-services/caterers>

Event Day

Setup/Equipment

- Display a **hard copy** of UCR Temporary Food Permit.
- Prepare food on approved smooth, easily cleanable, and non-absorbent surfaces.
- Clean all equipment and utensils prior to use.
- Provide a 10' x 10' canopy with 4-sided mesh netting. Close and maintain all sides of mesh netting closed throughout the duration of the event. 
- Note:** For pre-packaged, non-perishable foods, side screens are not required.
- Provide a hand wash station that is accessible to all food handlers/booth staff members.
- Provide sufficient amount of garbage containers for each booth and in public eating areas.
- Ensure restroom facilities are located within 200 feet of the booth (Belltower, Rivera Lawn, and Pierce Lawn all are approved areas).

Food Preparation/Storage

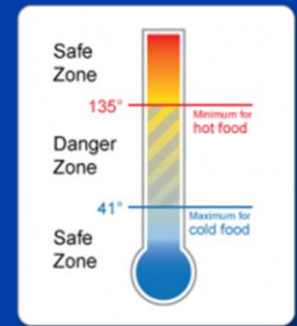
- Ensure all food has been prepared or stored at home. All food preparation (chopping, dicing, slicing, etc.) and food service to public must be from inside the enclosed food booth, unless specifically approved by EH&S.
- Store all food, beverages and utensils at least six inches off the ground/floor.
- Separate ready-to-eat foods from raw foods.
- Ensure condiments are protected from contamination by:
 - being kept in dispensers that are designed to provide protection
 - original containers designed for dispensing
 - individual packages or portions
- Separate ice for human consumption from ice used for refrigeration purposes.
- Ensure proper labeling for pre-packaged foods: Common name, List of ingredients in descending order of predominance weight, Net weight of contents, and Name and place of business**

Got PHF?

- Milk and Dairy
- Meat and Poultry
- Seafood and Fish
- Eggs
- Soy Products
- Cut Melons, Fruits & Vegetables
- Cooked food and grains (rice, beans, pasta, baked potatoes, etc.)

If you serve Potentially Hazardous Food you must:

- Maintain all food in proper temperature
 - Cold holding = 41°F or below
 - Hot holding = 135°F or above



- Provide and use an accurate thermometer ($\pm 2^\circ\text{F}$) for checking food temperatures.
- Separate raw meats to avoid cross-contamination.
- Provide a portable 3-compartment sink with adequate supply of potable hot/cold running water under pressure . No more than four food booths can share one 3-compartment sink.
- Separate barbeque/grill from public access with a rope or approved barricade.
- For barbeque/grill, use a 5 gallon propane tank as a fuel source.



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Food Handler Practices

- Wash hands before starting work, before putting on gloves, after touching raw, fresh or frozen beef, poultry, fish or meat, after removing garbage, using the cell phone, after using the restroom, and after eating, sneezing or drinking.
- Change gloves when ripped, torn, or contaminated, and when necessary.
- Use hats/Hair nets to restrain hair when preparing, serving, or handling food or utensils.
- Ensure no eating, drinking, or smoking in the booth.
- Allow only the food handlers listed on the permit inside the booth.
- Use utensils such as scoops, forks, tongs, paper wrappers, or gloves to handle ready-to-eat foods.

Off Campus Vendor

- Familiarize yourself with [UCOP Policy 5402](#), which generally prohibits contracting catering services from off-campus. For more information, contact Matthew Burke (matthew.burke@ucr.edu or 951-827-3095).

California Health and Safety Code

The above provisions must be followed. Food events will be monitored. If a sample is believed to be contaminated or the above provisions are violated, the food event may be terminated by the activities coordinator or EH&S. Future food events may not be approved. For more information, contact Environmental Health & Safety by phone (951) 827-5528 or email temporaryfoodpermits@ucr.edu.