REQUEST FOR APPROVAL OF A TEMPORARY FOOD SERVICE EVENT

Please fill-out and submit the following page to Environmental Health & Safety (EH&S). Be sure to read and sign the statement of acknowledgement. Once completed, send it via email, FAX, Campus Mail or deliver it to the above address for review. You will be notified of approval regarding your food service at the phone number or E-mail that you have listed.

NOTE: Food approval request must be submitted to EH&S AT LEAST three business days prior to the event date.

Please note that additional information can be found at [www.safety.fsu.edu/envhealthmanual.html#food] and forms are available on our website at [www.safety.fsu.edu/forms.html].

If you have questions or concerns, feel free to contact our office for assistance.

Environmental Health Policy (OP-G-1.3.2): Food Service

The Leon County Public Health Unit (LCPHU), under the authority of the Department of Health (DOH) is responsible for regulating licensed and non-licensed food service establishments, food vending establishments, food-catering establishments, food concessions, and residential food service for the FSU main campus.

LCPHU conducts inspections in conjunction with EH&S in an effort to ensure that each establishment is properly designed, built and equipped for its intended purpose; has a safe water supply and waste disposal system; obtains food supplies from approved sources; and maintains food free from contamination and at safe temperatures.

Temporary Food Sales

Temporary food sales are defined as the sale or offering of food to the general public, which includes the general student body, not to exceed 18 days in conjunction with a single event or celebration. Temporary food sales do not include concessions associated with athletic events. They include, but are not limited to, soft drink sales, lemonade stands, snow cones, and the like. Temporary food sales are conducted at portable booths, stands or tables. All temporary food and drinks sold must be obtained from an approved source (food store, bakery, restaurant, caterer, or food distributor which has been approved by the local health authority). No temporary food or drinks from an individual family living unit shall be distributed on campus.

EH&S conducts the random inspection of temporary food sales.

Temporary food sales on FSU's campuses are governed by the following policies:

- Disposable utensils, serving tools, napkins and plates should be used. Food should be handled with sterile tongs or spatulas and/or the server should wear disposable gloves.
- Provisions should be made for keeping food at the appropriate temperature. Hot food should be served immediately after delivery. Cold food should be served immediately after delivery or kept cold until served.
- Potentially hazardous foods such as cream-filled pastries, custards and similar products and meat, poultry and fish, salads or sandwich fillings, and dishes which contain potentially hazardous food, such, but not limited to: fried rice, egg rolls, tacos, hot dogs, and hamburgers must not be sold unless it is obtained from an approved source which has been approved by the local health authority.
- Ice used for consumption must be obtained from an approved source (ice plant or food store - not from a residential home) and kept in its original container until immediate use. Proper disposal must be provided for water created from melting ice to prevent a sanitary nuisance.
- Wet storage of drinks or food is prohibited when the pouring lip or food product is immersed in the ice or ice water.
- Food surfaces must be decontaminated frequently and be protected from handling, dust, sneezes, coughs, insects and all other contaminants.
- An adequate supply of water, disinfectant, soap and disposable towels for cleaning and hand washing must be provided in the work area. Wastewater must be disposed of in an sanitary manner.
- All food contact surfaces including but not limited to: holding pans, dishes, spoons, scoops, spatulas, and coolers must be kept clean, sanitized, and protected from contamination.
- Temporary food sales are prohibited on campus except in the University Union Complex, provided that space has been reserved through the University Union Guest Services Office.

Standards governing these facilities include Florida Administrative Codes:

- Chapter 64E-11 Food Hygiene, Florida Administrative Code
- Chapter 6C2-2.013 Commercial Solicitations
- Chapter 6C2-2.007 Use of Campus Facilities
### Request for Approval of a Temporary Food Service Event

**Complete and return this Page Only**

Food approval request must be submitted to EH&S AT LEAST three business days prior to the event date.

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<th>Person and/or Organization information:</th>
<th>Name of person submitting request</th>
<th>Name of Organization</th>
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<th>Date of the event (month, day, year)</th>
<th>Date Submitted (month, day, year)</th>
<th>Time of the event (example: 8:00A.M. until 4:30 P.M.)</th>
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**Note!** All food must be obtained from licensed vendors. Only baked goods may be prepared at home. Refer to Environmental Health Policy (OP-G-1.3.2) (see previous page or www.safety.fsu.edu/envhealthmanual.html#food) for details.

**Food source information:**

Food items (including drinks and ice): Vendor (i.e. store’s name, restaurant)

Food handling information:

Serving items (plates, napkins, cups, utensils): Vendor (i.e. store’s name, restaurant)

**Baked Goods Only:**

Types of baked goods (i.e. cookies, brownies, and cake): Prepared at:
(i.e. store’s name, residential home address)

**Acknowledgement**

As the contact person for the above organization, I agree to the principles for food handling safety. I am aware that I am responsible for ensuring the safe preparation, handling and serving of food. I am further aware that any changes made to the food event plan will require a new approval by EH&S. I understand that the staff of EH&S conducts random inspections of temporary food events.

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**EHS 1-2**

**August 2007**