

MUST ALLOW 5 DAYS FOR PROCESSING



Request for Authorization to Offer/Sell Potentially

Hazardous Food

To ensure that adequate measures are taken to prevent food borne illness, all CSUN groups not licensed to sell food in Los Angeles County must complete this Request for Authorization. This form must be executed at least five (5) days prior to the event and applies only to food sales and/or serving. For a description of what types of foods are considered potentially hazardous, please refer to the information on page 2 of this form. Map to EH&S is on page 3. For questions, please call (818) 677-2401. **Make sure to print all 3 pages. Permit must be signed by MIC Representative prior to EH&S approval.**

Name of Organization: _____

Date/Time of event (note: permit must be executed 5 days prior to event): _____

Description of food to be offered or sold (please specify if frying of food will take place): _____

Name and address of store/restaurant where food will be purchased: _____

Will the food be prepared on-site or in licensed food facility: _____

During storage/transport, how will the food be maintained below 41°F or above 135°F? _____

How will you maintain a 3 foot clearance around the barbeque? (if applicable) _____

What will be available in case of a fire? _____ Fire Extinguisher with ABC _____ 5 gallon bucket of water _____ N/A

Location on campus where foods will be offered or sold: _____

Food Handler	Food Handler Signature

Agreement: For the privilege of selling foods on campus, the applicant organization agrees to comply with the Guidelines for Selling and/or Offering Potentially Hazardous Food Handout. The club and/or organization conducting a food sale **must** display the original food permit for the duration of the sale. Failure to display the original food permit (i.e. not a scanned or photocopied version of the original form) may result in the loss of the privilege to offer/sell potentially hazardous foods.

Representative (Print & Sign): _____ Date: _____

Cell phone: _____ CSUN Email address: _____

MIC Representative Name: _____ EH&S Representative Name: _____

MIC Signature and Date: _____ EH&S Signature and Date: _____

Comments: _____

Potentially Hazardous Food (PHF)

- Poultry, egg, pork or beef products
- Potato, macaroni, fish or chicken salads
- Meat and fish sauces
- Milk and dairy products
- Cooked pasta and vegetables
- Casseroles, soups and vegetable juices
- **Prohibited Food**
 - Whipped cream or custard filled pies, cakes or doughnuts
 - Food prepared at home

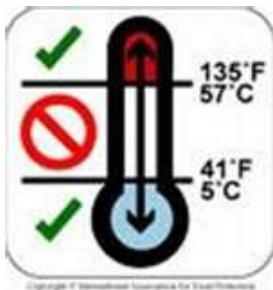
Personal Hygiene

- No jewelry is allowed except for wedding bands
- Wash hands with soap prior to handling food (*antiseptic hand gel CANNOT take the place of initial hand washing*)
- Disposable gloves must be worn at all time and be replaced if gloves rip or food handler's task change (*i.e. working on the grill to cutting vegetables*)
- Small lacerations must be completely covered with a clean bandage
- Food must NOT be touched if food handler is ill/sick

Food Protection

- Unwrapped food must be served with utensils such as tongs or forks
- Protect food with covers or plastic wrap when transporting or storing food
- Disposable plates, cups and eating utensils must be clean
- Self-serving of unwrapped food is PROHIBITED
- Single use paper towels and condiments packages must be provided
- Thaw food in refrigerator the night before event. (*never thaw at room temperature*)

Food Storage and Holding Temperature



- All PHF must be stored at 41° or less
- Keep hot food hot (*above 135°*) and cold food cold (*below 41°*)
- Ice coolers must be self-draining to let out water as the ice melts
- Use separate coolers for raw meats and ready to eat food

Food Cooking Temperature

- Must use meat thermometer in thickest part of the meat when checking internal cooking temperature
- Internal cooking temperature must be held for 15 seconds
- Meat thermometers may be obtained from MIC



- 165° Chicken
- 155° All Ground meat
- 145° Seafood and chops of pork, beef, veal and lamb

Food Preparation

- Food must be obtained from approved sources (i.e. market or restaurant)
- Facility must also be licensed through the Los Angeles County Health Department

Fire Safety

- At minimum, a 20 pound “ABC” or “K” rated fire extinguisher and/or a 5 gallon bucket of water must be next to cooking area
- A 20 pound “K” rated fire extinguisher is required when frying food (*see image below for reference*)
- Three (3) foot clearance between the public and barbeque
- NO cooking under canopies or trees
- Charcoal barbeques are permitted, but ashes must be disposed of safely (*i.e. empty metal container or cooled briquettes into a bucket of water*)

K

Cooking media (Vegetable or Animal Oils and Fats)



Permit Information

- Food Permit must be signed by MIC prior to Department of Environmental Health and Safety (EH&S) approval
- EH&S will randomly survey event to insure
 - Proper personal hygiene
 - Food protection guidelines
 - Safe storage, holding and cooking temperatures
 - Fire safety
 - Food handlers
 - Current and approved permit
- Infractions will be reported to MIC
- List of event food handlers must be provided
- Permit must be executed five (5) days prior to event
- MIC may be reached at 818-677-5111

[Click here for Google directions](#)

EH&S is located East of Parking Lot C6, off of Halsted Street

