

UCSC FOOD PERMIT FOR CAMPUS ORGANIZATIONS

When food is sold or given away by a University organization to persons, outside their immediate membership, full compliance with California Uniform Retail Food Facilities Law (CURFFL) is required.

PROCEDURE: 1.) In addition to other campus policies, this permit must be completed and approved by the Office of Environmental Health & Safety (9-2553) at least two weeks prior to the event. The permit can be completed electronically and emailed to ehs@cats.ucsc.edu or you can print the form out and bring it to the EH&S trailer. **Please call ahead for an appointment if you are bringing the form in.** 2.) The form must be returned to SOAR before the event.

EXEMPTIONS: Events where participants prepare and eat a communally prepared meal do not need to complete this form and are exempt from CURFFL regulations. 2.) Sales, or distribution of commercially prepared and individually packaged non-perishable goods such as cookies, brownies, soft drinks and candy does not require completion of this form.

Two major provisions of the California Uniform Food Facilities Law are as follows:

Food that is served or sold to the public must be prepared in or purchased from an approved food facility. An approved food facility is a restaurant, market or other retail food establishment licensed by a county health department or any on-campus facility approved by U.C.S.C. EH&S. Other facilities may be approved on a case-by-case basis. For a list of approved on campus facilities please see below. **Note:** Use of facilities located in Alameda, San Mateo and San Francisco counties is discouraged due to long travel times.

THE USE OF A HOME KITCHEN OR OTHER RESIDENCE, INCLUDING STUDENT APARTMENTS, IS NOT PERMITTED FOR ACTIVITIES THAT REQUIRE COMPLETION OF THIS FORM.

Foods that may cause food borne illnesses must be maintained below 42 degrees or above 140 degrees. These foods include beef, dairy, seafood, tofu, cooked rice, cooked beans and poultry.

DESCRIPTION OF PLANNED EVENT

Name of Organization _____

Contact Person: Name _____ Phone _____ email _____

Date(s) time and location of event: _____

What foods will be served- LIST INGREDIENTS

Where will food be prepared or purchased? _____

How will perishable foods be kept hot (above 140 degrees) or cold (below 42 degrees)

AUTHORIZATION:(The following conditions must be met) _____

The contacts for the approved kitchens are as follows. Please make sure you request the room with enough prep and clean up time. If you have tried emailing and calling the contact and don't hear back in a timely manner, go to the venue to request a confirmation on using the space. **You must get an Event Approval Form signed to use the approved kitchens. I will sign your form at a meeting before you go get their signature, so remember to cruztime me or come by my office hours.**

To make an appointment with the staff who signs your Food Permit, Kitty Woldow, Environmental Health & Safety Programs Manager, 831-459-1448 (office)

kittyw@ucsc.edu. Her office is located in the trailers behind the Engineering 2 Bldg. Ask her for directions if you need them. You can also cruztime her and follow with an email to confirm a meeting time!

I would like a copy of your food permit when it is signed, so we have a record of facilities our orgs. are using.

Let me know if you have any questions. Make your food simple and fun, with options for vegan and vegetarians. Thanks for providing sustainable, yummy food for your events. Joyce

Women's Center-

<http://www2.ucsc.edu/wmcenter/reserveWC.htm>, women@ucsc.edu or 831-459-2291.

Merrill College Community Room-

<http://merrill.ucsc.edu/activities/reservations/index.html>,
email: bushnell@ucsc.edu.

Village Community kitchen- Susi Nicholson, smnich@ucsc.edu, 459-3941

Also, PICA has a blogspot with recipes! <http://picarecipes.blogspot.com/>
Check it out and think about if the SEC and ESLP wants to create a recipe blog which will help with current and future food ideas for events!

Cantu GLBTI Center- <http://www.queer.ucsc.edu/about/about.shtml>, Tam Welch,
Program Coordinator, 831-459-2468

Hillel Center (off-campus)- **Santa Cruz Hillel • 222 Cardiff Place • Santa Cruz, CA 95060 •**

831-426-3332 • info@santacruzhillel.org • <http://www.santacruzhillel.org>

G. Is there anything else you would like to add? This questionnaire is a test draft, and any feedback or questions on the questions we choose to ask, or our process for choosing who we fund is welcome. So far each section of this request form is only taken into consideration when choosing how much to pay to send people to events. This form will be reviewed by the organization you are requesting funding through; budgetary considerations are voted on by current members. Staff will schedule a travel meeting prior to use of any funds for this proposal.

Thank you!

The Student Environmental Center
&
Education for Sustainable Living Program
@ UC Santa Cruz

Updated: 7_11jr