

# Temporary Food Service Guidelines

1. Ice used for human consumption must be from an approved source and held in bags until used and dispensed properly. Do not store any food in contact with water or undrained ice.
2. Protect the floor surface with polyethylene plastic sheeting or suitable non-porous material to prevent staining the floor during food preparation and serving. Otherwise food service vendor will supply a pressure washer and pressure wash the area to the approval of the event coordinator. (Not Applicable if serving over hard, non-porous floor)
3. Protect food contact surfaces of equipment from contamination by consumers using separating counters, tables, sneeze guards, etc.
4. Provide only single-service articles (e.g. plastic knives, forks and spoons).
5. Provide potable water for cleaning and sanitizing utensils. Provide three containers with the following contents:
  - Container number one - water and soap mixture
  - Container number two - clean water
  - Container number three - water and one capful of bleach mixture
6. Ensure approved hand-washing facilities are readily available.
7. Dispose of all liquid and solid waste properly. **All grease used for cooking at UHCL will be taken off campus for disposal.**
8. Provide a ceiling in food preparation and service areas (wood, canvas or other material that protects the interior of the establishment from weather and other agents) if serving within 6 feet of any wall or ceiling.
9. Provide all individuals working in the booth with an effective hair restraint (ball cap, hair net, scarf, etc.) In addition, those individuals with hair past their shoulders shall pull it back or wear it up under the hair restraint.
10. All potentially hazardous foods (meat, poultry, dairy, beans, rice, potatoes, pasta, etc.) must be maintained at one hundred forty (140.0) degrees Fahrenheit or above or forty-five (45.0) degrees Fahrenheit or below.
11. Potentially hazardous foods needing to be reheated prior to start of event must be done so rapidly to one hundred sixty-five (165.0) degrees Fahrenheit or above. Microwave oven, conventional oven, stove, or electric skillet may be used. DO NOT use crock pots, chafing dishes or food warmers to rapidly reheat potentially hazardous foods (those are just for keeping food warm, not for reheating quickly).
12. Store all food, utensils, plates, cups, and napkins at least 6 inches above the ground.
13. Do not eat, drink or smoke inside the food booth area (Applies mainly to those serving food, but discourage attendees from eating in the serving area as well).

**TEMPORARY FOOD DEALER'S PERMIT/REQUEST FORM**

1. **Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Responsible Party:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

2. **Location where the food operation will occur:** \_\_\_\_\_

3. **List all food items to be served:** \_\_\_\_\_

4. **Where and in what manner will the food items be prepared?** \_\_\_\_\_

5. **Where and in what manner will the food items be stored?** \_\_\_\_\_

6. **What arrangements have been made for the disposal of all grease associated with the food operation?** \_\_\_\_\_

7. **Purpose of the activity?** \_\_\_\_\_

8. **Date of activity?** \_\_\_\_\_ **Time of Activity:** \_\_\_\_\_

9. **Will the food operation require the use of an open grill, barbecue pit, sterno, or similar fuels? Y / N (circle one)**

10. **If yes, will a portable fire extinguisher of the appropriate size be available? Y / N (circle one)**

**I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE POLICIES, PROCEDURES AND GUIDELINES WHICH ADDRESS THE USAGE OF THE TEMPORARY FOOD DEALER'S PERMIT**

**Requesting Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Issuer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_