

## Food Safety and Permit Program

Responsible Administrator: Environmental Health Specialist  
Revised: January 2024

**Summary:** This section outlines the policy and procedures related to the Food Safety and Permit Program that is administered through the Environmental Health & Safety (EHS) Department.

1. Program Description .....	1
2. Scope .....	1
3. Definitions.....	1
4. Responsibilities .....	2
5. Program Components .....	3
6. Reporting Requirements .....	4
7. References .....	4

### 1. Program Description

The goal of this program is four-fold:

- The campus Registered Environmental Health Specialist (REHS) serves as a resource person for the campus community for current information on Food Safety and Foodborne Illness prevention.
- To focus on the inspection of retail food facilities on campus property in order to promote the safe and sanitary preparation and service of foods and prevent foodborne illness within the campus community.
- To provide reasonable and adequate guidance in reporting alleged outbreaks of foodborne illness on campus property.
- To provide reasonable and adequate guidance to the campus community in safe food handling techniques at temporary events.

### 2. Scope

This program focuses on the permitting and inspection of retail food facilities (e.g., campus restaurants and markets) and the food/beverage service at temporary events in order to promote the safe and sanitary preparation and service of foods, prevent foodborne illness, and protect consumers from adulterated food products on campus property.

### 3. Definitions

**Adulterated Food Products:** Food that contains any poisonous or deleterious substance that may render the food impure or injurious to health.

**Approved UC Irvine Caterers:** Caterers who are on the Approved UC Irvine Off-Campus Caterer List.

**CALCODE:** the formal name for the sections of the California Health and Safety Code that apply to retail food facilities.

Catering: When a restaurateur prepares, transports and serves the food/beverage items at an event.

Certified Food Safety Professional: Title of the professionally certified food handler.

Foodborne Illness Outbreak: A group of people developing the same illness (symptoms) after ingesting the same food product.

Foodborne Illness: A disease that is carried or transmitted to persons by food.

Food Vehicles: Hot Trucks/Catering Trucks (Mobile food preparation units), Ice Cream Trucks, Packaged Grocery Vehicles, and Carts.

Owner/Employee Food Safety Certification: A California State law requiring each retail food facility to have at least one professionally certified food handler on staff.

Occasional Event: An event being held on University property for a limited period of time, including, but not limited to: student food sales, banquets, food sales and community events where food/beverage is served at the event.

Restaurant or Market Operator: UC Irvine Dining Services and the off-campus vendors operating retail food facilities on campus property.

Retail Food Facilities: cafeterias, satellite food facilities and temporary food facilities residing on campus property.

REHS: Registered Environmental Health Specialist (i.e. Health Inspector.)

UCI Sponsoring Organization: A UC Irvine department, service organization, student group or student organization.

#### **4. Responsibilities**

4.1 The REHS enforces the requirements contained in the California Retail Food Code (CALCODE)

4.2 The restaurant or market owner is responsible for the following:

4.2.1 Operate the facility in compliance with CALCODE

4.2.2 Retain at least one certified food safety professional on staff. The certified food safety professional is responsible for providing job specific food safety training for all employees who are involved in food preparation.

4.3 The UC Irvine sponsoring organization is responsible for the following:

4.3.1 Ensure a reservation has been made with Student Center & Event Services (or another campus Scheduling Office/Venue) prior to submitting the temporary food permit application.

4.3.2 Obtain a Temporary Food Permit from Environmental Health and Safety if the food/beverage service at the event is not handled by an Approved UC Irvine Caterer:

- [On-campus Caterers](#)

- [Off-campus Caterers](#)

- 4.3.3 Ensure a Temporary Food Permit is submitted to EHS for final approval at least ten (10) calendar days prior to the beginning date of the event. (EHS business hours are Monday through Friday 7:30 A.M. to 4:30 P.M.). **Observed campus holidays ARE NOT considered a business day.**
- 4.3.4 Ensure that no food or beverages are served or consumed inside a classroom facility or lecture hall.
- 4.3.5 Ensure the final temporary food permit is available on-site during the event.

## 5. Program Components

### 5.1 Retail Food Facilities

#### 5.1.1 Retail Food Facility Permits and Inspections

- The restaurant or market owner/operator must obtain a health permit from Environmental Health and Safety prior to opening the facility for business. The campus REHS will issue the restaurant or market owner/operator a valid Health Permit when the facility meets CALCODE requirements.
- The campus REHS conducts regular inspections of the campus food facilities to determine if the facility meets CALCODE requirements.
- Legal enforcement, such as an office hearing or a temporary closure, is used when education and persuasion efforts fail to bring a food facility into compliance.
- Special investigations are conducted in response to reports from the campus community of possible foodborne illnesses or dirty conditions in food facilities.
- Food safety information, resource material, and community education is provided upon request.

#### 5.1.2 Food Facility Closures

When a food facility is found to be unsanitary or other conditions exist which constitute an immediate and substantial danger to public health, the facility is closed until the immediate danger to public health has been eliminated. Such conditions may include but are not limited to, lack of hot water, sewage back-up, lack of potable water or electricity, rodent or insect infestation, inability to maintain foods at safe temperatures or gross insanitation.

#### 5.1.3 Plan Check

This program reviews the plans for all new and remodeled food facilities on campus property to ensure that these facilities are constructed in accordance with applicable requirements. The following are examples of food facilities that need plans: restaurants, markets, bakeries, bars/taverns, residential dining cafeterias and convenience stores.

Plans and specifications will be submitted to the responsible administrative entity, for example Design and Construction Services or Facilities Management.

#### 5.1.4 Food Vehicles

Mobile food vehicles operated by off-campus vendors on campus property must have a valid health permit issued by the Orange County Health Care Agency/Division of Environmental Health in order to operate on campus property.

### 5.2 Foodborne Illness Investigations

5.2.1 The Environmental Health and Safety Office (EHS) responds to all reports of suspected foodborne illnesses implicating food sold or served on campus property.

5.2.2 Reporting a Suspected Foodborne Illness:

- Step 1: Contact your medical service provider as soon as possible. The physician's diagnosis is a key element in assisting our office in determining whether you became ill from eating food at the facility or from the vending machine on campus.
- Step 2: After seeing your physician, contact EH&S immediately at (949)-824-6200 or email [safety@uci.edu](mailto:safety@uci.edu). Please review the [Foodborne Illness Investigations](#) information before placing the call; this information is vital for EH&S to properly follow-up on your request.

5.3 Obtaining a Temporary Food Permit for an Occasional Event on University property.

Please refer to the Temporary Food Permit Program.

## 6. Reporting Requirements

Not applicable

## 7. References

- California Department of Food and Agriculture
- California Department of Public Health
- California Environmental Health Association
- California Retail Food Code (CALCODE)
- Centers for Disease Control
- Food Safety Information
- National Sanitation Foundation
- U.S. Department of Agriculture
- U.S. Food and Drug Administration
- Catering Information
  - On-campus Caterers
  - Section 500, UC Irvine Food Service Guidelines

**Other Jurisdictions:**

Orange County Health Care Agency

Los Angeles County Environmental Health

San Bernardino County Division of Environmental Health

Long Beach Environmental Health

Riverside County Environmental Health

San Diego County Environmental Health