

CALIFORNIA STATE UNIVERSITY, FRESNO FOOD DISTRIBUTION DECISION TREE

Applicable to all food distributions
Includes: catering for private and public events, food giveaways (water, snacks, new products, pizza, etc.), and food/beverage sales

Will the food be prepared and served by University Food Services?

YES - No further paperwork is necessary. (Stop)

NO

You must obtain an approved University Food Services Waiver

- **30 days in advance:** Complete the waiver request form & submit it to University Food Services for review. *University Food Services reserves the right to refuse any request.*

Will the food be distributed to the public (given away or sold)?

YES - (Continue)

NO

Distribution is limited to invited guests only. Paperwork requirement limited to the Food Services Waiver. You will be contacted by University officials if there are any other requirements associated with providing food at your event that must be met. (Stop)

Note:

"Public" includes anyone in the campus community or the general public who can walk by and receive or purchase the food.

"Community Event" is defined by California Health and Safety Code section 113755 as: "... an event that is of civic, political, public, or educational nature... approved by the local enforcement agency."

Is the food distribution limited to whole fruit; commercially obtained, prepackaged beverages and/or snacks (such as nutrition/granola bars, candy)?

NO - In addition to obtaining a Food Services Waiver, your food distribution must be in conjunction with a "community event", and you must:

- **2 weeks in advance:** Submit application forms to the Fresno County Health Department (FCHD). Application forms provide notification of the details associated with the event and the food. You will be contacted by the FCHD if there are any other requirements that must be met.
- Meet all FCHD Community Event Food requirements which may include:
 - Food booth construction
 - Hand washing set up and utensil sink (3-compartment sink)
 - Food safety training certification
- FCHD may choose to inspect the food booth(s). Food vendors and organizers are responsible for any associated inspection fees or fines.

YES - Paperwork requirement limited to the Food Services Waiver request form. You will be contacted by University officials if there are any other requirements associated with providing food at your event that must be met. (Stop)

Information and forms are available at:

www.csufresno.edu/ehsrms/riskmgmt/events/foodreq.shtml

For assistance with this process, please contact:
Office of EHS, Risk Management and Sustainability
Office: (559) 278-7422