

UC SANTA BARBARA

POLICY AND PROCEDURE

FOOD SERVICES

Contact: Environmental Health & Safety or Housing, Dining & Auxiliary Enterprises

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FOOD SERVICES

I. SCOPE

This policy governs all Catered Events, food distribution, and food sales (including vending) that are hosted or administered by members of the University community or that use University-managed funds or facilities.

II. DEFINITIONS

Food Services: For purposes of this policy, Food Services means the provision, drop-off, delivery and/or distribution of food, Catered Events or food sales (including vending) that are hosted or administered by members of the UCSB community or that use UCSB-managed funds or facilities. This includes events held on or off UC-owned or leased facilities.

Catered Events: For purposes of this policy, Catering Events includes Express Catering and Full-Service Catering.

- **Express Catering** means drop-off that may or may not include set-up and/or clean up services.
- **Full-Service Catering** means delivery service that includes set-up, and serving and/or handling of food.

Food Vendor Permit: Food Vendor Permits are located at the [Environmental Health & Safety, Food and Drink](#) webpage under UCSB Vendor Permit Forms.

III. POLICY

To enhance our working environment and the collegial relationships between faculty, students, and staff, a diversity of food choices will be provided and conveniently located on the campus.

All Food Service providers, whether campus-based or off campus, must meet campus and industry health standards and conform to all applicable state laws.

All individuals and Departments, as well as any individual or group that use UCSB-managed funds, or facilities that provide, sell, or otherwise distribute food on campus for any reason, must do so in accordance with the procedures outlined in Sections IV and V of this policy and under the procedures outlined in the Environmental Health & Safety website under [Catering Services](#).

IV. PROCEDURES AND RESPONSIBILITIES

- A. Campus Dining, Campus Catering, Campus Concessions, and The Club & Guest House have exclusive right and responsibility for providing all Food Services for all University-sponsored events on campus or on any campus-owned or leased property.
 1. Campus Catering has first right of refusal to provide catering for any UCSB-Catered Event on campus or at any campus-owned or leased property. For these events please contact catering@ucsb.edu. If Campus Catering is not available to service a Catered Event please refer to [Environmental Health & Safety Catering Services](#).
 2. The Club & Guest House has the right of first refusal for providing all Food Services hosted at The Club & Guest House. For more information, see [The Club & Guest House Catering](#).
 3. Campus Concessions has right of first refusal for providing Food Services for events held at campus athletic facilities, tournaments, concerts, and Arts & Lectures events, regardless of whether the event is organized by an official University Department or an unaffiliated organization. For more information, see [Environmental Health & Safety Food Concessions](#).
- B. Vending: Campus Dining is the exclusive provider of vending, including candy, snack, prepared food, and beverage, at all University-owned or managed properties.
- C. Food Trucks: Campus Concessions has exclusive responsibility for the review and approval of the use of any food truck on the UCSB campus. Any Department or unaffiliated organization seeking to use a food truck at an event must first contact Campus Concessions for approval. See [Environmental Health & Safety Catering Services](#) and [Food Concessions](#) for more information.
- D. Environmental Health & Safety may perform inspections of food sales, distribution, and catering providers as necessary. If practices, standards, or guidelines are not followed, or proper approvals are not in place, Environmental Health & Safety may require corrections to be made or discontinue the distribution of food by that provider.
- E. Risk Management is responsible for determining whether off-campus food vendors and caterers meet University insurance requirements. Insurance requirements for off-campus food vendors may be obtained from the Office of Risk Management.

V. EXCEPTIONS

- A. The University Children's Center is responsible for providing snacks and limited lunches for the University Children's Center.
- B. Multicultural Center staff, after having been trained in professional food safety, may prepare or supervise the preparation of food in the Multicultural Center kitchen to enhance particular Multicultural Center programs. The food may only be offered and consumed during scheduled events. The Multicultural Center is responsible for reviewing, approving, and supervising the event and food preparation and distribution. Guidelines for these events may be obtained from the Multicultural Center.
- C. Registered Student Organizations may have one food sale per month per group. Permits are required and must be authorized by Student Engagement and Leadership and displayed at the food sale. Food sales must operate in conformity with all applicable rules and regulations

regarding fundraising activities on campus. (See the Campus Regulations Applying to Campus Activities, Organizations, and Students for additional information.)

- D. **Non-Catered Events:** The following are not Catered Events and do not require you to contact Campus Catering:
- **Potlucks:** Individuals or Departments may provide light refreshments for meetings or have potlucks for Department gatherings only when basic sanitary practices and campus and industry health standards are met. The Health & Safety Code may be obtained from Environmental Health & Safety. Food picked up from off campus, regardless of where it is purchased, does not require a Food Vendor Permit.
 - **Food pick-up for on or off campus events:** Departments may pick up food from any store or restaurant (for any dollar amount) to bring to the event, no additional permissions are required, no Food Vendor Permit is required, and the restaurant does not need to be on the Environmental Health & Safety Approved Off-Campus Food Vendor List.
- E. **Pizza Delivery:** Departments may order pizza (any dollar amount) without contacting Campus Catering for a first right of refusal. A UCSB Food Vendor Permit is not required for pizza delivery.
- F. **Food and Beverage drop-off Under \$300.00:** For any food or beverage orders under \$300.00, Departments may order for food and/or beverage drop-off without contacting Campus Catering for a first right of refusal. A UCSB Food Vendor Permit is not required; however, you must order from a Vendor on the Environmental Health & Safety Approved Off-Campus Food Vendor List.
- G. **Exhibitors:** Exhibitors at Campus Events are restricted to the following distribution methods without a campus Food Vendor Permit:
1. Distributions of food must be limited to snack size, commercially made and packaged, shelf-stable food items (e.g. candy, trail mix, individually wrapped cookies, soda, etc.). These items must remain in their commercial packaging.
 2. Only sample portions of non-potentially hazardous beverages (e.g. coffee with individually packaged sugars, and shelf-stable creamers) may be distributed.
 3. Food items that could potentially interfere with catering operations cannot be distributed in any area where Campus Catering entities have right of first refusal.
 4. No potentially hazardous food items or on-site preparation of food is allowed without prior approval and a valid campus Food Vendor Permit.
- H. **Requests for Exceptions:** All other Departments or individuals, as well as individuals or groups that use UCSB-managed funds or facilities that wish to seek an exception to this policy for any reason, must submit their request to the Vice Chancellor of Administrative Services for consideration. A copy of the approved exception should be provided to Environmental Health & Safety for record-keeping purposes. An approved exception does not exempt the requesting department, individual, or group from the safe food handling and distribution practices as outlined in the [California Retail Food Code](#).

VII. REFERENCES AND RELATED POLICIES AND RESOURCES

[California Retail Food Code](#)

[Environmental Health & Safety Catering Service](#)

[The Club & Guest House Catering](#)

[University Guidelines on Contracting for Services](#)

[University Policy on Management of Health, Safety, and the Environment](#)

[UCSB Risk Management Information on Food & Drink](#)

Please direct questions about this policy to **Environmental Health & Safety or Housing, Dining and Auxiliary Enterprises**. For general policy questions or comments about this website, please contact policy@ucsb.edu.
