

**University of California, Berkeley**  
**Policy Issued: September 1, 2015**  
**Effective Date September 1, 2015**  
**Supersedes: None, New Policy**  
**Next Review Date: September 1, 2020**



## **Mobile Food Facilities**

Responsible Executive: Vice Chancellor-Administration & Finance

Responsible Offices: Environment, Health & Safety (EH&S)

Contact: Environment, Health & Safety  
(510) 642-3073, [ehs@berkeley.edu](mailto:ehs@berkeley.edu)  
Nights and weekends or in an emergency call (510) 642-3333

## **Policy Statement**

Mobile food facilities (MFFs) are allowed on the University of California, Berkeley campus only as part of an approved special event providing a benefit to the campus, or when installed in a fixed location associated with a campus building for permanent operation under permit issued by EH&S. Their operation is subject to approval by Environment, Health & Safety (EH&S) and the campus police (UCPD). Mobile food facilities include, but are not limited to, trucks, trailers, carts, bicycles, and may include auxiliary equipment such as portable fryers, stoves, and grills that are located adjacent to the MFF during operation.

## **Scope of Policy**

This policy affects everyone who wishes to bring food trucks or other mobile food facilities onto campus. It includes mobile food facilities servicing construction sites on a temporary basis. It is not meant to include portable set-ups that operate as Temporary Food Facilities (TFFs) per the California Retail Food Code. Examples of TFFs include fundraising efforts by student organizations selling food on Sproul Plaza and booths that contain food preparation activities associated with special events (Intercollegiate Athletics sporting events).

## **Why We Have This Policy**

Mobile food facilities, especially food trucks, have become popular attractions at campus events. However, their unregulated activity can lead to (among other things) foodborne illnesses, explosions, fires, and property damage. The purpose of this policy is to establish rules for the location and operation of mobile food facilities.

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## **Procedures**

### **Compliance**

All mobile food facilities on campus must adhere to pertinent sections of the [California Retail Food Code](#).

The location and operation of mobile food facilities on campus is subject to Section 231 of the [Berkeley Campus Regulations Implementing University Policies](#). The presence of each mobile food facility on campus requires prior approval from the Chancellor's designee for Section 231, currently the Executive Director-ASUC Student Union.

The Chancellor's designee for Section 231 makes the final determination as to whether the presence of a food truck provides a benefit to the campus.

Mobile food facilities may not manufacture, distribute, dispense, possess, use, or sell alcoholic beverages.

Mobile food facilities will comply with the campus's [Zero Waste Guidelines](#) and [No-Smoking policy](#).

### **Forms and Approvals**

The following information pertains to MFFs participating in special events. At least ten days prior to arrival on campus, each mobile food facility vendor will work with its campus host to submit the following:

1. A copy of its business license and current health permit to EH&S.
2. A Special Event Permit application for Food & Fire (online through EH&S website).
3. A [Third Party Sales Request](#) application.
4. A Special Event Parking Permit application that includes a footprint.
5. An Amplified Sound Request (if the mobile food facility will play music).
6. A Certificate of Insurance that meets the following requirements:
  - a. The vendor must be listed as the Insured.
  - b. The REGENTS OF THE UNIVERSITY OF CALIFORNIA must be listed as an additional insured.
  - c. The Insurer/Producer name and contact information must be on the Certificate.
  - d. The insurance policy start and end dates must encompass the date of the event.
  - e. Proof of General Liability coverage for at least \$1,000,000 (\$2,000,000 for products/completed operations) and Automobile Liability coverage for at least \$1,000,000.
  - f. If the vendor is bringing employees onto campus, proof of California Workers' Compensation coverage.

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**Inspections**

All mobile food facilities participating in special events are subject to inspection for food and fire safety prior to operating at the event.

Food Safety

All mobile food facilities must possess a current and valid health permit issued by a local health department jurisdiction in which they normally operate. A copy of the health permit must be submitted to EH&S prior to participation in a campus special event. The permit must be available on the MFF, including a copy of the most recent health department inspection for the authority having jurisdiction.

The inspection will include, but not be limited to, the following:

- Personal hygiene of all food handlers
- MFF equipment, including but not limited to hot and cold running water at sinks, proper food temperatures in mechanical refrigerators and steam tables, exhaust hood operation, and wastewater containment
- Cleanliness of MFF and absence of pest activity

Mobile food facilities will not be allowed to operate on campus property if the food safety inspection reveals any significant public health violations.

The mobile food facility will display the Special Event Permit received from EH&S in a place readily visible to the public.

Fire Safety

EH&S's Fire Prevention Division will inspect mobile food facilities at each event, or on an annual or semi-annual basis depending on the type of MFF and its fire suppression system. The inspection will include, but not be limited to, the following:

- Visual inspection of all piping, hose connections, and propane cylinders
- Leak test of piping and hose connections
- Suitability of location

Mobile food facilities will not be allowed to operate on campus property if the fire inspection reveals any deficiencies.

The Fire Prevention Division will charge for the inspection at a predetermined rate based upon existing fee structure. Contact the Fire Prevention Division for current rates.

The mobile food facility will display the Special Event Permit received from EH&S's Fire Prevention Division in a place readily visible to the public.

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**Preferred Vendors**

Mobile food facilities that pass food and fire inspections and comply with all other campus requirements are eligible to become preferred vendors with [Event Services at the ASUC Student Union](#), which will strongly recommend use of those preferred vendors to campus clients.

**Location of Mobile Food Facilities**

Food trucks and large food trailers at special events will operate only in existing campus parking spaces and must have a permit for use of the space. Requests for an exception to this requirement will be submitted to EH&S and the UCPD at least ten days prior to the event.

Mobile food facilities serving construction zones should operate within the confines of the construction zone, to the extent feasible, in a place subject to approval by the site superintendent. They do not need to be in an existing campus parking space.

Mobile food facilities, such as coffee carts, operating under an annual health permit from EH&S will have their location and cart design approved by the office of the Vice Chancellor-Real Estate and EH&S.

Mobile food facilities will generally not be permitted to roam the campus due to fire and life safety concerns, parking issues, and competition with existing permanent food facilities across the campus.

**Responsibilities**

**Campus Departments:**

- Determine whether they want mobile food facilities in their campus space.
- Direct mobile food facilities to this policy.
- Provide support for the processes in this policy as necessary.
- Submit Special Event Permit applications to EH&S.
- Respond to customer complaints regarding mobile food facilities they bring to campus.

**Environment, Health & Safety (EH&S):**

- Takes administrative responsibility for this policy, interprets the policy for the campus, and revises the policy as necessary.
- Approves the location and operation of mobile food facilities in cooperation with Parking & Transportation and UCPD.
- Reviews and approves the submission of Special Event Permit applications from campus units.
- Inspects mobile food facilities for food safety and fire safety.

**UCPD:**

- Provides enforcement services for this policy as necessary.

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- Approves the location of mobile food facilities in cooperation with Parking & Transportation, EH&S, and the VCRE office as necessary.

**Parking & Transportation:**

- Provides parking permits for mobile food facilities based upon criteria reviewed and approved by EH&S and the UCPD.

**Event Services at the ASUC Student Union:**

- Approves mobile food facilities' commercial use of campus space.
- Compiles a list of preferred vendors and recommends use of the vendors on that list to campus clients.

**Vice Chancellor-Real Estate**

- Approves location and cart design of mobile food facilities operating under an annual health permit from EH&S.

## **Web Site Address for This Policy**

<http://campuspol.berkeley.edu/policies/foodtrucks.pdf>

## **Glossary**

**Event:** A planned public or social occasion.

**Mobile food facility (MFF):** A portable operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption at the retail level or at private functions. Mobile food facilities include, but are not limited to, trucks, trailers, carts, bicycles, and auxiliary equipment such as portable fryers, stoves, and grills used in conjunction with MFFs.

**Temporary Food Facility (TFF):** a non-permanent set-up for the preparation and service of food to the general public which includes a booth or canopy for food and equipment protection, and operates not more than three days in any 90-day period. TFFs are approved through Special Event Permit applications to EH&S.

## **Related Documents and Policies**

Berkeley Campus Regulations Implementing University Policies: <http://sa.berkeley.edu/campus-regulations>

Berkeley Campus Smoking Policy: <http://campuspol.berkeley.edu/policies/tobaccofree.pdf>

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Berkeley Campus Zero Waste Guidelines:

<https://www.ocf.berkeley.edu/~recycle/data1/zerowasteevent/Zero%20Waste%20Caterering%20Guidelines.pdf>

State of California Retail Food Code: <http://www.cdph.ca.gov/services/Documents/fdbRFC.pdf>