Any organization serving food on campus that will be made available to the general public must obtain a Food Serving Permit. Please note that this is a food serving permit. Regardless if your organization is cooking any food on campus, a food serving permit is still required to ensure safe storage, handling, and service of foods occurs during your event.

EXEMPT CATEGORIES - permit not required for the following items:

- Professionally catered foods - must still get approval from Risk Management.
- Potlucks - organizations and departments may share food prepared at home, at the personal risk of participants, if the food is offered for free and the potluck is in a closed setting (non-public, invited guests, or members only).
- Food made by a licensed producer that is to be served in the original container and does not require temperature control (example: store-bought cookies, chips, soda, etc.).
- Fruits washed and uncut.
- Popcorn, if made in a standard commercial popper.
- Bake-sale items (example: brownies, cookies, and cupcakes that are dairy-free filled or frosted).
- Coffee and tea without temperature controlled dairy products.

HEALTH AND SANITATION REQUIREMENTS

To ensure the health and safety of our campus community you are expected to comply with the following guidelines. Failure to do so may result in loss of food and/or beverages selling/serving privileges.

GENERAL

- Food that is offered for consumption to the campus community must be prepared in a commercial kitchen or at your specified tabling location. Food or beverage cannot be prepared or cooked in your personal residence.
- List all items and ingredients on your food serving permit. You may not deviate from food items approved on the Food Serving Permit (adding foods not previously approved).
- The individual signing for the food permit must be present during food permit review by Environmental Health and Safety.

PROHIBITED ITEMS
- Poultry of any kind
- Deep-frying
- Whole cuts of pork. Only sliced, pulled, and cubed allowed.

FOOD PURCHASING
- Purchase food from an approved, reputable supplier.
- Buying prepared food (i.e. vegetables that are pre-cut and -washed) is recommended. If purchasing un-washed fruits or vegetables, they must be rinsed thoroughly with potable water before use.
- If purchasing food from a licensed restaurant to serve contact Risk Management to verify the restaurant has a certificate of liability on file with the University.
- Purchase food no sooner than the day before or the day of the event. Maintain proper temperature of food prior to its arrival to campus.

FOOD STAND/BOOTH
- Must be located in a pre-approved reserved space as designated by Student Life and Leadership (for student organizations) or Facilities Reservation and Event Services.
- Sanitize table and place a cleanly laundered or new disposable tablecloth on table prior to food preparation.
- Hand washing facility with running water shall be provided for food handlers. Hand washing detergent or soap and single-service towels shall be provided.
- Must have separate food preparation and customer service areas; customers must not have access to food preparation area.

OUTDOOR-COOKING ON CAMPUS
- Location of Cooking Equipment: pre-approved equipment used to perform open or barbecue cooking shall be placed only at approved locations on concrete, asphalt or dirt paths. Map of pre-approved barbecue locations can be found on the EHS website. The cooking/barbecue equipment must be located more than 25 feet away from any building, flammable fence, structure, or tree and must be more than 50 feet away from any building ventilation intake. Barbeques cannot be under tents or canopies.
- Fire Suppression: an operational water hose connected to a water source must be available at all cooking sites where charcoal grills are used prior to the start of any cooking. When a propane grill is used an ABC fire extinguisher must be available.
- Disposal of Coals: any coals remaining after cooking shall be allowed to cool in a metal or other non-combustible container and shall be removed from campus by the event coordinator/sponsor. Ashes and/or charcoal shall not be dumped anywhere on the campus grounds, in any bushes, shrubs, or planting area, in storm drains, along creek bank or in the creek.

EQUIPMENT
- All food serving equipment must be in good sanitary condition. Coolers, igloo’s, trays, coffee dispensers, etc. must be washed with hot water and soap prior to use.
- No wooden items may be used (utensils, serving spoon, bowls, cutting boards, etc.).

FOOD SERVING
- Food must not be touched by person(s) who are ill or sick.
- All food handlers preparing, handling, or serving food shall always wear clean outer garments and keep their hands clean while engaged in handling food, beverage, or utensils. All food handlers must wash their hands and arms with soap and warm water before commencing work. The person handling cash and or cards may not handle any food items without washing hands prior. Gloves should be worn if physically touching food products.
All perishable food or beverage shall be maintained at or below a temperature of 40° Fahrenheit prior to food service and for the duration of service. Note: real ice must be used in coolers to maintain proper temperature. Ice packs will not be capable of keeping cold foods cold.

Food which will be served hot shall be kept in devices which maintain the temperature of all portions of food above 140° Fahrenheit.

Customers are not allowed to handle food or eating and drinking utensils. Exception is squeeze-type containers, dispensers, or single-use packets.

Unwrapped foods must be served with tongs, spatulas, or large spoons.

Keep food covered to prevent contamination from insects, air-borne contaminants, etc. This can be done by placing a EZ-up over your food serving station or by utilizing lids or foil to cover food.

To prevent tampering, never leave food unattended.

Waste shall be removed and disposed of in a sanitary matter as frequently as necessary. Adjacent areas shall be kept clean and free of litter.

No animals are allowed in food serving or cooking area.

TO REPORT A FOODBORNE ILLNESS CASE
Call Environmental Health and Safety at 530-898-5126