



Department of Environmental Health & Safety

# Food Permit (Temporary) Procedures

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# ON CAMPUS TEMPORARY FOOD SERVICE PROCEDURES

The Department of Environmental Health & Safety has adopted the following procedures to ensure that basic food sanitation requirements and practices are incorporated into temporary food service locations on campus whether the food be for sale or gratis.

When foods are prepared and/or served by organized University groups for special meals or events of a temporary nature, the Department of Environmental Health and Safety must be notified at least 48 hours in advance. Notification should include a statement in writing of what foods are to be prepared, where they are to be prepared, who is to prepare them, where they are to be served, and where they are to be refrigerated or otherwise protected against contamination between the time of preparation and serving.

A completed "PERMIT TO SELL/SERVE FOOD ON CAMPUS" shall be sufficient for the above required written notification. The approved permit must be displayed at the sale or serving site.

It is necessary that all food products be prepared, held and handled in as safe and sanitary a manner as possible. The food must be prepared in an approved food preparation area such as a University kitchen, a residence hall kitchen, or in some licensed food establishment other than at the University. This precludes the preparation of the food in the homes of individuals.

Acceptable places where food may be prepared for sale or gratis distribution on campus include:

- Any licensed location such as a University kitchen, church kitchen, commercial kitchen, fraternity or sorority, etc.
- The small University student kitchens in Shively, Nelson, and Bryan Halls (with permission of the appropriate persons in charge); see the "Student Kitchen Sanitation Guidelines" for other requirements.
- The kitchen in Resident Directors' apartments.

Foods such as hot dogs, hamburgers, steaks, etc., may be cooked outside at the location where they are to be sold or served, if the location and handling procedures are satisfactory and refrigeration is available in an acceptable form.

An exception to the above may be made for products of a non potentially hazardous nature, such as baked goods (cookies, brownies, etc.), at the discretion of Environmental Health and Safety. If in doubt about the need for a permit, contact the Department of Environmental Health and Safety for guidance.

The above criteria shall not apply to licensed Food Service Operations which in the course of routine business operations provide delivery service of their products to residence halls, etc. However, these businesses must complete and submit for approval the "PERMIT TO SELL/SERVE FOOD ON CAMPUS" for various special events such as festivals, etc., of a temporary nature.

# General Sanitary Guidelines for Temporary Food Operations

1. Provide mechanical refrigeration or adequate freeze-packs or ice in an impervious cooler with a drain to keep potentially hazardous foods at or below 41 degrees F. when served cold;
2. Provide a method to keep potentially hazardous foods at 135 degrees F. or higher when being displayed for hot serving;
3. If charcoal or other heat is used for hot foods, position equipment to avoid contact with hot surfaces by patrons, and extinguish all ashes before disposal.
4. Store all foods, utensils, etc., at least six (6) inches off the floor or ground.
5. Provide treated moist towelettes for food workers and patrons to clean hands as needed if running water, soap, and single use towels are not immediately available;
6. Provide extra, previously cleaned and sanitized serving utensils if suitable dishwashing facilities are not immediately available;
7. All foods must be purchased from an approved source such as a retail market or other commercial food distributor – no home-canned foods, no home-butchered meats, etc.
8. Pre-prepared foods must be prepared in a licensed food service operation or other site approved by the department of Environmental Health & Safety;
9. Keep foods covered to prevent air-borne and insect contamination;
10. Avoid handling of foods with bare hands as much as possible;
11. Do not dump any wastes on the ground other than normal, clean drainage from ice chests. Clean up area after the event.
12. Prepare foods as close to the time of serving as possible.

ck 12/3/2010

# Student Kitchen Sanitation Guidelines

1. Potentially hazardous foods consisting of or containing meats, dairy products, poultry, seafood, cooked rice, cooked potatoe, egg products, raw seed sprouts, cut melons, or garlic-in-oil mixture must be stored at or below 45 degrees F. If at any time the refrigeration unit exceeds 45 degrees for a period of four hours or longer, the potentially hazardous foods stored therein must be destroyed.
2. Refrigeration units must be equipped with an accurate and easily readable thermometer readily visible to anyone opening the door.
3. Tableware and kitchenware that are used in common by persons using the kitchen must be properly cleaned and sanitized immediately after use. In a two compartment sink, wash with an iodine detergent/sanitizer and rinse for approximately one minute in an iodine detergent/sanitizer. In a three compartment sink, wash with soap, rinse in clear water, then sanitize in either a chlorine (bleach) or iodine sanitizer for approximately one minute. Utensils should then be air dried.
4. Floors must be kept reasonably clean at all times. Do not place mop water into food preparation or utensil washing sinks.
5. Refuse must be removed at the end of each day to prevent the attraction and feeding of insects and rodents.
6. Food contact surfaces such as counters and cutting boards must be washed after each use with a clean moist cloth wetted with fresh sanitizing solution.
7. A sink for handwashing must be readily available and supplied with warm running water, soap, and single use towels.
8. Refrigerators must not be crowded with foods. Crowding prevents proper air circulation and the rapid cooling of foods. Store raw meats, poultry, fish, and raw shell eggs on lower shelves and ready-to-eat foods on upper shelves to minimize the chances of cross contamination.
9. Foods must not be stored past their life expectancy. When in doubt, throw it out! Food storage areas including refrigerators must be kept clean.
10. Store all foods and utensils at least six inches off of the floor.
11. Failure to meet these guidelines or other "Kitchen Club" guidelines may result in the closing of the kitchen until it is demonstrated that they will be met.