When food is 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.

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. Available here.

**Procedures:** All food should be 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 at Nelson, Brough, Hoover and Bryan Halls (with permission of the appropriate persons in charge); See the “Student Kitchen Sanitation Guidelines” for other requirements.
- The kitchens 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.

All forms must be returned to 140 University Service Center located at 49 Factory Street or faxed to (740) 593-0808 for approval.

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**FDA’s Holiday Food Safety Tips**

**Work Parties and Residence Hall Gatherings During the Holidays Can Quickly Lead to Foodborne Illnesses**

Holiday work parties, residence hall parties, family dinners, and other gatherings where food is served are all part of the holiday cheer. But the merriment can change to misery if food makes you or others ill. Typical symptoms of foodborne illness are vomiting, diarrhea, and flu-like symptoms, which can start anywhere from hours to days after contaminated food or drinks are consumed. The symptoms usually are not long lasting in healthy people—a few hours or a few days—and usually go away without medical treatment. But foodborne illness can be severe and even life-threatening to anyone, especially those most at risk.

(Continued on page 2)
Plan Ahead — Make sure the location meets your needs.
Be sure you have enough oven, stovetop, refrigerator, freezer, and work space. Find out if there’s a source of clean water. If not, bring water for preparation and cleaning.

Store & Prepare Food Safely
Refrigerate or freeze perishable food within 2 hours of shopping or preparing; 1 hour when the temperature is above 90 °F.
Find separate preparation areas in the work space for raw and cooked food. Never place cooked food back on the same plate or cutting board that held raw food. Wash cutting boards, dishes, utensils, and work surfaces frequently with hot, soapy water.
Wash hands with soap and warm water for at least 20 seconds before and after handling food and after using the bathroom, changing diapers, or handling pets.

Safe Food Handling
Always wash your hands before and after handling food. Keep your kitchen, dishes and utensils clean also. Always serve food on clean plates — not those previously holding raw meat and poultry. Otherwise, bacteria which may have been present in raw meat juices can cross contaminate the food to be served.

Cook Thoroughly
If you are cooking foods ahead of time for your party, be sure to cook foods thoroughly to safe minimum internal temperatures.
Cook all raw beef, pork, lamb and veal to an internal temperature of 160 °F as measured with a food thermometer.
Cook all poultry to a safe minimum internal temperature of 165 °F as measured with a food thermometer.

Use Shallow Containers
Divide cooked foods into shallow containers to store in the refrigerator or freezer until serving. This encourages rapid, even cooling. Arrange and serve food on several small platters rather than on one large platter. Keep the rest of the food hot in the oven (set at 200-250 °F) or cold in the refrigerator until serving time. This way foods will be held at a safe temperature for a longer period of time. REPLACE empty platters rather than adding fresh food to a dish that already had food in it. Many people’s hands may have been taking food from the dish, which has also been sitting out at room temperature.

The Two-Hour Rule
Foods should not sit at room temperature for more than two hours.
Keep track of how long foods have been sitting on the buffet table and discard anything there two hours or more.

Keep Hot Foods HOT And Cold Foods COLD
Hot foods should be held at 140 °F or warmer. On the buffet table you can keep hot foods hot with chafing dishes, slow cookers, and warming trays. Cold foods should be held at 40 °F or colder. Keep foods cold by nesting dishes in bowls of ice. Otherwise, use small serving trays and replace them.

Need to Reheat?
Food must be hot and steampy for serving. Just “warmed up” is not good enough.
Use the stove, oven, or microwave to reheat food to 165 °F. Bring sauces, soups, and gravies to a boil.

When In Doubt, Throw it Out!
Discard food left out at room temperature for more than 2 hours; 1 hour when the temperature is above 90 °F. Place leftovers in shallow containers. Refrigerate or freeze immediately.

Foodborne Bacteria
Bacteria are everywhere but a few types especially like to crash parties. Staphylococcus aureus, Clostridium perfringens and Listeria monocytogenes frequent people’s hands and steam tables. And unlike microorganisms that cause food to spoil, harmful or pathogenic bacteria cannot be smelled or tasted. Prevention is safe food handling.
If illness occurs, however, contact a health professional and describe the symptoms.

Be Food Safe! Prepare with Care
• CLEAN. Wash hands, utensils, and surfaces often.
• SEPARATE. Don’t cross-contaminate.
• COOK. Use a food thermometer.
• CHILL. Chill food promptly.

See also: [http://www.fsis.usda.gov/fact_sheets/Turkey_Basics_Stuffing/index.asp](http://www.fsis.usda.gov/fact_sheets/Turkey_Basics_Stuffing/index.asp)