





- There are some restricted operations where the University may impose additional requirements to protect against health hazards.
- The University may prohibit the sale of some or all potentially hazardous foods. Hot ready to eat food items (e.g. pizza, doughnuts, etc.) must be sold within four hours of original receipt or must be discarded.
- All requirements in the [SUPPLEMENTAL REQUIREMENTS](#) section must be met.

## **II.**

Departments and Colleges may conduct events where food is sold and distributed. Sponsors of food fundraisers must complete a [Student & Department Food Vendor Permit Request](#) and submit it to EHS & Risk Management for approval.

Requests for Temporary Food Dealer's Permits soval.

III.

## FOOD SALE CATEGORIES

### Low Risk:

The following food items may be sold as "Low Risk" food sales if they are prepackaged as individual servings. Homemade baked goods, as well as commercially prepared baked goods (if not originally individually packaged) must be individually wrapped. Potentially hazardous foods are foods that if handled or prepared improperly can cause a foodborne illness. Low risk foods are shelf stable; examples of approved foods are:

Candy	Soda	Chips
Cake	Cookies	Brownies

1. To be classified as a "low risk" category, no food which required refrigeration, or a hot hold can be sold. This includes cream filled pastries, éclairs, cream pies, etc.
2. Beverages are permitted only if they are served from their original, unopened containers. All open beverages (punch, 2-liter bottles, etc.) are prohibited.
3. All bake sale items shall be individually wrapped at original point of preparation. When serving baked goods or other low risk food items, napkins or other appropriate materials must be provided to pick up the individual food item, or they should be individually bagged prior to sale.
4. Bake sale items shall be transported in a covered, dust proof container.
5. Individuals conducting the baking, wrapping or sale of food shall thoroughly wash their hands and use gloves before handling the food product.
6. Apply good sanitation practices in the storage, preparation and display.
7. Servers must wear an effective hair restraint. A hairnet or a cap/hat that covered all hair is acceptable. Loose hair must be tied.
8. If homemade items are being sold, then a sign or placard stating "Homemade" must be posted at each sale location.

### Medium Risk:

Food items requiring special handling, such as refrigeration or heating, may be sold as "Medium Risk" food sales. Any potentially hazardous foods sold must be prepared onsite by members of the organization (except delivered pizza/carry-out pizza).

Medium risk items will be limited to:

Hot dogs	Sandwiches
Nachos (with no chili)	Pizza

During these events:

1. Servers must wear effective hair restraints. A hairnet or a cap/hat that



### Equipment:

1. Food contact with surfaces of equipment shall be protected from contamination by consumers using separating counters, tables, sneeze guards, etc.
2. Provide only single-service articles (e.g. plastic knives, forks, and spoons) to consumers.
3. Provide three containers (large enough to completely immerse the largest knife, fork, or spoon) for utensil washing with the following contents:
  - Container #1 – Potable water and soap mixture
  - Container #2 – Clean potable water
  - Container #3 – Sanitation solution (2 caps full of bleach to 1 gallon of water)
4. Utensils, including ice scoops, shall be provided to minimize handling of foods.
5. Provide a sign for homemade items.

### Personal Hygiene:

1. Provide enough gloves, hand sanitizer and hair restraints for ALL individuals handling food at your event. Pocket sized bottles of hand sanitizer will not be allowed.
2. Individuals/personnel shall maintain a high degree of personal cleanliness and conform to good hygienic practices. They shall be excluded from food preparations if one possesses known infections which may transmit food borne illnesses. Individuals who are feeling ill may not participate in the food sale.
3. All individuals working in the booth ~~will~~ shall wear an effective hair restraint (e.g. ball cap, hairnet, scarf, etc.). In addition, those individuals with hair longer than shoulder length shall tie it back or wear it up under the hair restraint.
4. DO NOT eat, drink or smoke inside the food prep area.

### Toilet Facilities and Waste Disposal:

1. Conveniently located toilet facilities, if provided, will be a distance of at least 50 feet from serving area. Facilities in immediately adjacent buildings are acceptable, if such buildings are unlocked and available for use.
2. Covered containers for refuse and garbage shall be provided.
3. Dispose of all liquid and solid waste properly according to



