Requirements for Non-UW Affiliated Temporary Food Establishment

Can I have a temporary food event on campus?
A temporary food permit is only issued in conjunction with a special event on campus with a specified date, location, vendor and time for no more than 14 days. Prior approval must be obtained from UW Housing, UW Athletics or Campus Event Services. Plus insurance must be approved through Risk Management, and a permit must be obtained from Environmental & Occupational Health Program.

Do I need a permit?
Most events on campus need a Temporary Food Stand Permit. Contact the UHS Environmental & Occupational Health Program to determine if your food event requires a permit. 608-890-1992 or e-mail us at eoh@uhs.wisc.edu

How do I apply for a permit?
- Permits must be applied for online at least 2 weeks in advance. When you hit submit your application it will automatically be sent to the Environmental & Occupational Health and Risk Management for approval. The following will be reviewed:
  - Vendor
  - Insurance
  - Types of Food served
  - Where Food will be prepared/cooked
  - Methods used to keep food hot and cold
  - Safe Food Handling Procedures
  - Any special circumstances (free food, petting zoos)

Food Sources
Food can NOT be canned or prepared at home. All foods must be from an approved source. All foods must be prepared onsite or in a licensed food establishment. Water shall be from an approved source.

The Environmental & Occupational Health Program has the right to limit foods served to those which require limited preparation if the following are not in place:
- Person in charge shall demonstrate knowledge of foodborne disease prevention. As it relates to the food processes occurring at the stand and general food code requirements.
- Food Events preparing potentially hazardous foods shall have water under pressure.
- Food Events shall have a roof, sidewalks, screening of food preparation and utensil washing areas, and sanitary floors.

Insurance
In order to sell food on campus proof of insurance must be provided to Risk Management. You can find more information through Risk Management’s website. [http://www.bussvc.wisc.edu/risk_mgt/certificate_insurance_overview.html](http://www.bussvc.wisc.edu/risk_mgt/certificate_insurance_overview.html)

Or call Debbie Beich at 608-262-8926.

**Personal Hygiene**
Volunteers/workers must wear clean clothes and hair restraints (baseball cap, paper hat, scarf, bandana, pull long hair back). Smoking and eating are not allowed in the food stand area.

**Hand Washing**
Wash your hands:
- Before Handling Food
- Before putting on gloves
- After using the bathroom
- After taking a break (smoking, eating in designated area away from food)
- After coughing or sneezing
- After touching hair or face
- After touching raw meats

Workers/Volunteers handling ready-to-eat foods, such as pizza, buns, cooked meats, must wear disposable gloves and/or use utensils such as tongs, or deli paper.

**Handwash Facilities**
A handwash station is required. Handwash facilities must be in a convenient location for workers/volunteers to use. Grill/cook areas that are separate from other food handling areas should have a handwash station set up at both locations.

Handwash stations must consist of:
- Soap
- Paper towels
- Wastepaper bucket
- Free flowing Water
  - This can be achieved by a large (~5 gal) container with a free flowing spigot
  - If you use this method you will also need a catch pail.

Gloves and Hand Sanitizers are not a substitute for proper handwashing. Gloves and Hand Sanitizer may only be applied after hands have been properly washed.

**Temperatures**
Potentially Hazardous Foods must be kept out of the **Temperature Danger Zone (41°F-135°F)**

Cold foods must be kept at **41°F or below**
Hot foods must be kept at **135°F or above**

**Cooking:** All parts of potentially hazardous foods must reach the required internal temperature found in the Wisconsin Food Code.

Cook food to at least the following temperatures or above for 15 seconds:
- 165°F Poultry, stuffed meats and pastas, pasta dishes containing meat, reheating leftovers using a microwave to cook meat.
- 155°F Ground raw beef and pork, injected meat, eggs not made for immediate service
- 145°F Roasts and Fish fillets

**Cold Storage:** Mechanical Refrigeration units shall be provided to keep potentially hazardous foods at **41°F or below.** Ice Storage in an insulated cooler must be pre-approved by the regulatory authority.
- In Mechanical Refrigeration raw meat must be stored below ready to eat food.
- In Ice Storage a separate cooler is needed to store raw meats, away from ready-to-eat foods. All products stored in ice storage must be packaged to prevent permeation of the ice or water, and the cooler shall be self-draining.

**Hot Holding:** Potentially hazardous foods shall be kept at **135°F or above.** Equipment for hot holding must be approved by the Environmental & Occupational Health Program; the following are good examples of hot holding equipment: Nesco roasters, steam tables or ANSI-approved hot holding equipment.

**Thawing:** Food must be thawed properly such as: in an approved mechanical refrigerator, under running water or part of the cooking process. **Do NOT leave food out at room temperature to thaw, or you will be required to discard the food.**

**Time as a Control:** To use time only as a control written procedures shall be pre-approved by the Environmental & Occupational Health Program prior to your event. Logs shall be made available upon request at the event. Food shall be marked or otherwise identified to show when the food was removed from temperature control. Food must be used or discarded within 4 hours.

**Thermometers**
A calibrated thermometer shall be provided to check the internal temperatures of both hot and cold food. Thermometers must be accurate and have a range of 0°F-220°F. Thermometers must be sanitized before inserting into food. This can be done with an alcohol wipe. All refrigerators, cold holding units and freezers must also have an accurate visible thermometer.

**Sanitizing**
A sanitizing solution must be available at all times during food preparation. Wiping cloths must be stored in the sanitizing solution when not in use. Surfaces must be sanitized before food preparation begins and any time contamination may have occurred.

- Do not add soap or detergent to the sanitizing water solution.
- Bleach is the most common sanitizer. A little goes a long way. Read and follow the instructions on the container. We recommend a concentration of 100 ppm = 1 capful of un-concentrated liquid bleach + 1 gal of water. More is NOT better!

**Dishwashing**

If utensils are going to be washed onsite they need to be washed, rinsed and sanitized. If a 3 compartment sink is not available. You can set this up with 3 large buckets or tubs.

**WASH-** Soapy Water
**RINSE-** Plain Water
**SANITIZE-** Approved Sanitizer (example 50-100 ppm bleach)

Then let air dry

![Tub Diagram](image)

Chemicals (such as bleach) must be stored away from food storage, preparation and service areas.

**Prevent Contamination**

All food, food utensils, and food equipment must be stored at least 6 inches up off the ground. Have plenty of tables at your event.

Unwrapped food must be kept covered.

Napkins should be provided for customers, and all utensils and plates should be disposable.

Condiments should be individual packets, plastic squeeze bottles or pump dispensers.

**Safety**

Grill areas need to be barricaded/roped off from the public.

An appropriate fire extinguisher is needed when conducting outdoor grilling.

**Event checklist**
- Permission for location granted
- Vendors approved by Risk Management
- Discussed event details with a sanitarian
- Obtained Temporary Food Establishment Permit
- Handwash Station
  - 5 gallon container
  - Handwash soap
  - Single service towels
  - Wastewater bucket
- Adequate hot and cold holding equipment
- Single use, non-latex gloves, tongs and/or tissues
- Overhead protection canopy/Screened area if required.
- Thermometer
- Grill areas roped off
- Sanitizer or sanitizer solution
- Test papers to check sanitizer strength
- Dishwashing facilities if necessary
- Hair restraints
- Food storage up off the ground
- Single use utensils and condiments
- Garbage cans
- Appropriate fire extinguisher/s