



Temporary Food Service FAQs

UW-Madison UHS Environmental and Occupational Health Department (EOH) and UW-Madison Risk Management issue temporary food service authorization and licenses to ensure food safety and protect the public from foodborne illness.

What is a temporary food stand?

A temporary food stand is a location where food is prepared, handled, and/or sold in conjunction with a special event, sales promotion, festival, or public exhibition.

When should I start planning for my temporary food event?

It is never too soon to start planning for your event. Your application needs to be submitted a minimum of **two weeks prior** to your event. You will need to know the following information to fill out your event application: date(s), location(s), approved food vendor(s)/where you getting your food from, person in charge of the event, and the number of people expected at your event.

Who needs prior *authorization* to serve or sell food on campus?

Anyone who will serve or sell any type of food on campus needs authorization from EOH and Risk Management. Some food types are exempt, please read the “Temporary Food Service Policy” for more information. If you are not sure if your event requires authorization, please fill out an application on EOH’s website and our staff will get back to you.

Who is required to obtain a temporary food *license*?

For-profit businesses selling food on campus owned or leased grounds in Dane County are required to obtain a temporary food license from EOH. The cost of a temporary food event license is \$170 per fiscal year (July 1st-June 30th). Do you already have a Mobile or Temporary License from the State of Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP)? Please email EOH a copy of your license(s). EOH accepts licenses granted by DATCP. Food stands that already have a license from DATCP are subject to inspection by University EOH inspectors. Inspection fees may apply.



Why do I need authorization and/or a license to serve or sell food?

University Health Services' stated mission is "To enhance learning and student success by promoting, protecting, and restoring health and well-being." EOH and UW-Madison Risk Management want to make sure you and your customers are safe. The authorization and/or a license process ensures the food you purchase comes from an approved and inspected source. The authorization and/or license process also provides education about how to prevent foodborne illness. EOH enforces the temporary event requirements outlined in the Wisconsin Administrative Code, ATCP 75 and the Wisconsin Food Code in order to keep the public safe.

Where can I get the supplies I need?

Many retailers have all of the supplies you need. For example, disposable 2.5 gallon water jugs can be purchased in the water and soft drink aisle at most grocery stores for use in your handwashing station. Disposable gloves can be purchased at drug or hardware stores. Most supplies can also be purchased online or at restaurant supply stores.

Student organizations, non-profit, and charitable organizations can pick up gloves, antiseptic hand towelettes, and handwashing signs from EOH for no cost. Please let EOH know **at least three days prior to your event** if you plan on picking up any of the supplies listed above.

Grilling events are required to have a handwashing station and a calibrated thin probe thermometer. EOH sells handwashing station supplies: water jugs, soap, and paper towels for \$6. Probe thermometers are also available for purchase (\$10/each). Please let EOH know **at least three days prior to your event** if you plan on purchasing any of the supplies listed above.

Who do I contact if I have questions?

University Health Services Environmental and Occupational Health

EOH@uhs.wisc.edu

(608) 890-1992