

**The following are conditions for the service of *Potentially Hazardous Foods* that may be allowed (with prior approval) at temporary–open to the public–events at Ball State University.**

### **FOOD SOURCES:**

- Potentially hazardous foods* served at temporary fundraisers, concessions, presentations, vendor sales, or similar events on Ball State property are limited to commercially-prepared pizza, hot dogs and sausage, nachos, deli sandwiches, and similar foods that are precooked, easily prepared, and served with a minimum of food handler or consumer contact.
- Potentially hazardous foods* include the above, and any of the following, foods: meat, poultry, dairy, eggs, cooked vegetables, cut melons, sliced tomatoes, cut leafy vegetables, or any foods containing those items which make them subject to the rapid growth of infectious microorganisms.
- No foods may be prepared in a private home or dwelling.** All foods must be obtained from a wholesale or retail food service establishment (grocery, restaurant), that is routinely inspected by a regulatory agency. Any subsequent preparation or handling of the food must be performed at the location of the food service event.

### **FOOD HANDLING:**

- Ensure that all utensils, food contact surfaces, and equipment used in the preparation or serving of food items have been adequately washed and sanitized (1 tablespoon of household bleach in a gallon of water for 30 seconds of contact) prior to use.
- Foods must be in a container protected with a covering to prevent contamination during transportation, holding, and service. No pets or children may be in the transport vehicle.
- Potentially hazardous foods as referenced herein intended for immediate consumption, including pizza, must be maintained at an internal temperature at or above 135 °F by mechanical means (electric hot box). Cold foods, such as deli sandwiches, must be maintained at an internal temperature at or below 41°F by mechanical means or in ice chests. If not, they must be managed by a method known as *time in lieu of temperature control* (see below):

**Time in Lieu of Temperature:** Fully-cooked or ready-to-eat potentially hazardous foods may be held for a period of up to four (4) hours outside of mechanical temperature control provided that the package containing the food item is marked with the time that it is removed from temperature control (e.g. the time that pizza is removed from a pizza oven). Event organizers must be able to demonstrate that a procedure is in place to monitor this time period. The food item must be discarded once the four (4) hour period has elapsed. The remaining food items not consumed at the end of this time period must be *disposed in a secure manner* and may not be given to guests or others for later consumption.

### **FOOD SERVICE:**

- Food is to be served by means of tongs, spoons, spatulas, deli paper, or gloves. **Bare-hand contact with ready-to-eat foods is strictly prohibited.**
- Eating, drinking, chewing gum and smoking by event participants or volunteers during food service is prohibited.

- Volunteers must wash hands at frequent intervals while serving food and immediately following activities such as eating, drinking, smoking, changing gloves, or the use of restroom facilities. *The use of a chemical hand sanitizer is not an acceptable substitute for hand washing.*
- Food handlers must have no open cuts, sores, etc., on their hands or arms unless covered.
- Volunteers serving food items must wear a hat, hairnet, visor or scarf and remove jewelry from hands.

**WATER/BEVERAGE HANDLING:**

- Potable (drinkable) water must be provided from an approved source.
- Ice used to chill food and packaged drinks cannot be used for consumption.

**FOOD ALLERGENS:**

- The eight most common food allergens are:  

<i>Milk</i>	<i>Eggs</i>	<i>Peanuts</i>	<i>Soybeans</i>
<i>Wheat</i>	<i>Fish</i>	<i>Shellfish</i>	<i>Tree nuts (walnuts, cashews, etc)</i>
- Individuals who are allergic or very sensitive to food can touch or smell food and have an allergic reaction. Some allergic reactions can be severe and require hospitalization.
- The food providers should be aware of, and make known, the allergens that may be present in the foods they are serving by using labels, signs, or lists of ingredients.

**SANITATION AND SAFETY:**

- Handwashing stations must be provided on-site** by the event organizers unless reasonably available in nearby campus restrooms;
- Provide adequate disposable napkins and hand drying towels;
- Eating utensils must be single use and disposable, and displayed in a manner that protects them;
- Provide covered trash containers.

***Important: No person may participate in the fundraiser, promotion, or event if experiencing any nausea, vomiting, or diarrhea, if you have a sore throat with fever, or if any family members or roommates have experienced gastrointestinal flu-like symptoms including nausea, vomiting or diarrhea within 48 hours prior to the event--or if diagnosed with any of the following illnesses: Salmonellosis, Shigellosis, Shigella toxin-producing Escherichia coli, Hepatitis A, or Norovirus.***

By participating in this approved food service event, food contributors and food handlers agree to abide by the provisions of these requirements. Individuals and/or organizations that violate this policy are subject to an immediate cancellation of the event. Severe or repeated violations may also result in the revocation of privilege to reserve space on campus. Violations of the Indiana Food Code may also be addressed by the BSU EHS Office as the regulatory authority delegated by the Indiana State Department of Health for food safety and compliance at the university.

***If you have any questions on acceptable food items for the event, or safe food handling, please contact the BSU Environmental Health and Safety Office: 765-285-2825, or baclidence@bsu.edu***