People may potentially suffer from food poisoning or food-borne illness from contaminated food.

Therefore, all food/beverages, food contact surfaces and utensils must be protected at all times from unnecessary handling and shall be stored, displayed and served so as to be protected from contamination.
Topics Covered

- Food Policy
- Weekly Meetings vs Special Events
- Types of Food/Beverages
- Food Service, Sale, and Safety Requirements
- Food Transport/Storage/Prep/Display/Service
- Food Handler Hygiene
- Storage/Prep/Cooking Area
- Refuse
Aztec Shops has first right of refusal for all events that involve food and beverages prepared or purchased from any off-campus source and requires their signature approval waiving their rights.

Environmental Health and Safety Department requires review and signature approval of perishable food and beverages served, sold or distributed from any off-campus source associated with all events on campus that are open to the public.
WEEKLY MEETINGS

Refer to the Food Guidelines for Weekly Meetings

- **Restaurant/Fast Food (“To-Go”) Food list**
  - No EHS permit required.

- **Grocery Store Food list**
  - No EHS permit required.

- **Other (not on lists)**
  - Food/beverage must be obtained from health permitted food facility.
  - No EHS permit required.

Note: No homemade food/beverages allowed. No on-site preparation.
Refer to Special Events Food Safety Requirements.

- Open to the public.
- **Examples:** AzFest, Carnival Day/Greek Week, BBQ Sale, and other public fundraising events
- No homemade food/beverages allowed - food/beverages must be prepared in a permitted food establishment or on-site at the approved location.
SPECIAL EVENTS

- Food Safety Training required.
- EHS Temporary Food Facility (TFF) Application Form and permit required, for perishable food/beverages prepared/cooked on site or from off-campus source/vendor, at least 2 weeks prior to the event.
- Perishable foods/beverages from an outside vendor (caterer, restaurant, fast food) require verification by EHS – Complete a Catering Proposal Form from Aztec Shops Dining Services.
Special Event

- Post EHS permit, issued by EHS, during your event.
- Name of the organization must be legible and clearly visible to patrons; letters at least 3 inches in height.
- Allowed up to 4 events per year, and up to 3 days per event (weekly meetings, high school conferences and non-perishable (prepackaged) food/beverages do not count toward limit).
Non-perishable Food/Beverages (prepackaged)

- Canned soda
- Boxed juice
- Bottled water
- Chips
- Pretzels
- Trail mix
- Granola bars
- Crackers
- Candy
Perishable Food/Beverages

- Meat (hamburgers, hot dogs, hot links, carne asada, deli meat, etc.)
- Poultry (chicken)
- Fish
- Dairy (crème-filled items, yogurt, milk, cheese, ice cream, etc.)
- Eggs (egg salad, deviled eggs, etc.)
- Potato salad
- Rice
- Pizza
- Egg rolls/Lumpia
- Empanadas
All food/beverage preparation must be done on-site; no preparation done at home.

Adequate hot and cold holding equipment shall be used to ensure proper temperature control during transport and operation.

All potentially hazardous food/beverages or its ingredients, such as dairy or meat products, shall be held below 45F or above 135F at all times.

Use a thermometer to check the temperature of perishable hot and cold food (clean thermometer before and after checking each food item).
FOOD TRANSPORTATION/
STORAGE/PREPARATION/DISPLAY
FOOD TRANSPORTATION/STORAGE/PREPARATION/DISPLAY

- Protect/cover food from possible contamination.
- Food shall be handled with gloves and food service utensils.
- Raw meat products shall be stored in a separate ice chest.
- Ice used in food and beverages shall be protected from contamination and shall be maintained separate from ice used for refrigeration purposes.
- Use a separate cutting board and knife for raw meat products.

DON'T CROSS-CONTAMINATE
Extra food handling and cooking utensils must be kept on hand. Only disposable eating utensils and drinking cups may be used.

Sodas or punch must be served from original containers or approved dispensing equipment.

All food/beverages, food containers, utensils and paper products must be kept at least 6 inches off the ground and protected from contamination.

Condiments shall be protected from contamination and be prepackaged in single service packages for customer self-service or available only from approved dispensing devices (pump, squeeze, self closing).

No leftovers may be saved for re-service/re-sale.
Designate a money handler that will not handle food.
FOOD HANDLER HYGIENE

- Anyone foodhandler who is suffering from a respiratory, intestinal or skin infection is not allowed to prepare, package, or sell food.
- Individuals with uncovered cuts or burns must not prepare, handle or serve food/beverages.
- Bandages on hands must be covered with gloves.
- Individuals preparing or handling food shall wear clean clothing and shall keep their hands clean at all times.
- Personal effects must be stored in a separate area from food preparation and storage.
- Handwashing Station required, except when all food/beverages are prepackaged.
  - Includes: water in container with spigot or dispensing valve, catch bucket, soap from a dispenser, paper towels.
HANDWASHING STATION
HANDWASHING STATION
water container with spigot
The following cooking methods are acceptable on campus: liquid propane gas appliances; electric appliances; propane barbecues or charcoal barbecues.
FOOD PREPARATION/
COOKING/SERVICE AREA

- Utensils and equipment used for the BBQ must be made of non-toxic materials, constructed and maintained clean and in good repair.

- Grill must be placed on a liner.

- Use of Liquid starter fuel is PROHIBITED!

- Student Org shall dispose of used coal.
Each grill shall have a class “ABC” fire extinguisher within 10 feet of the flames.

Fire Extinguisher shall be provided by the student organization.
Smoking is prohibited within 20 feet of any food preparation or service area.

Live animals may not be kept or allowed within 20 feet where food/beverages are prepared or stored.

- Read the Fire and Electrical Safety section of your Student Handbook.
TABLE 1 - SERVICE AREA

TABLE 2 - PREP AREA w/ Handwashing station

BARBEQUE AREA
- Liner
- “ABC” Fire extinguisher
- No liquid starter fuel
- Allowed at La Tienda on the Open Air Theater Walkway and some exceptions
- 10 feet away from combustible materials
- Requires Open Space Reservation request at least 2 weeks prior to event

----------------------------------------------- GENERAL PUBLIC-----------------------------------------------
REFUSE

- Dispose of trash in a sanitary manner as frequently as necessary.
- Refuse containers, lined with plastic trash bags, are required.
- Area must be kept clean at all times and left in clean condition at the end of each day’s activity or event.
- Have a broom, dust pan and paper towels or napkins available on site for cleanup of debris/spills.
On-site Preparation Requirements for Certain Food/Beverages

- **Fruit or Vegetables**
  - **Training:** Cut on-site wearing gloves; use clean knife/cutting board; provide food handling utensils for store bought platters; keep covered.

- **Baked Goods (Bagels, Muffins, Cookies, Cupcakes, Brownies, etc.) unless crème-filled**
  - **Training:** Individually wrap on-site wearing gloves; keep unwrapped baked goods covered and provide food handling utensils or napkin/pick-up tissue; keep cream cheese cold; no homemade baked goods allowed.

- **Powdered or mixed drinks**
  - **Training:** Use bottled water, store bought ice, gloves and approved dispenser (no open pitchers).

- **Coffee/ Iced Coffee**
  - **Training:** Use bottled water, store bought ice, gloves and approved dispenser (no open pitchers); use non-dairy creamer or keep creamer cold; use single service packages sugar/creamer, disposable cups, spoons/stirrers and straws; follow electrical safety requirements.
On-site Preparation Requirements for Certain Food/Beverages

- **Hot Chocolate**
  - **Training:** Use bottled water, gloves and approved dispenser (no open pitchers); use single service packages sugar/chocolate, disposable cups, spoons/stirrers; follow electrical safety requirements.

- **Snowcones**
  - **Training:** Use store bought ice, gloves, approved dispenser and secondary container for syrup; follow electrical safety requirements.

- **Smoothies**
  - **Training:** Use store bought ice, gloves, approved dispenser, frozen or fresh fruit (see Fruit above) and juice/sugar as packaged; keep milk/ice cream cold; follow electrical safety requirements.

- **Nacho Chips**
  - **Procedures:** Wear gloves and use utensils; provide serving utensils for condiments, or must be served by foodhandlers; if cheese or meat is included, follow perishable food requirements.
Questions? Call EHS at 619-594-2865 or 619-594-6965.

Chemistry Sciences Laboratory Bldg., Rm. 106, MC 1243, FAX x42854