

# University of Wisconsin-Superior

Policy Subject: Food Handling Policy  
Cabinet Division: Administration & Finance  
Policy History: Draft 8-22-13 Revised July 2014  
Effective Date: September 2, 2014

## I. Background and Purpose

The purpose of this policy is to provide the requirements for the safe handling, preparation and serving of foods by any UW-Superior department, organization, or other group on or off University property, and to comply with the state and federal food safety codes and UW System Risk Management and UW-Superior policies.

All food prepared, served, sold, or given away at or for University events must meet or exceed all applicable health standards. The University Dining Service provider has highly trained staff and the proper equipment for the safe preparation, storage, transporting, handling, and serving of food for dining services and catering at University events. Utilizing the services of the University Dining Service catering or an approved alternate food supplier is required according to Yellowjacket Union *Food and Beverage policy* and UW-Superior *Food and Refreshment Policy Using State Funds Policy*.

## II. Scope

This policy applies to all areas owned or operated by the University of Wisconsin-Superior and to all students, faculty, staff and visitors of the University where food will be prepared and/or served at events both on-campus and at off-campus locations. All event organizers are encouraged to utilize the University Dining Service for catering University events and are required to follow all applicable UW System and UW-Superior Risk Management and Financial Policies. Event organizers who are unsure whether this policy applies to their event or the food being offered should contact Administration and Finance at 715-394-8014.

This policy does not apply to:

1. **Potluck socials** where attendees of the “potluck” provide food and beverages to be shared with other attendees. See IV-C for Potluck Social requirements.
2. **Food delivered** for the personal consumption in private office areas or rooms by individuals, such as food delivered from off-campus (e.g. pizza delivery) or personal “brown bag” lunches.
3. **Private residence hall activities** when food is prepared and/or served during private events, such as floor activities or all-hall mixers.
4. **Catered food service** provided and served by the University Dining Service provider.
5. **Concessions and counter snack sales licensed by Douglas County**

## III. Definitions

Alternate Food Supplier: The University Dining Service is the preferred provider for all food events on campus and the exclusive provider within the Yellowjacket Union. Food sources or caterers used by campus groups outside of the Yellowjacket Union must follow all University Financial policies and approved suppliers. Contact the Purchasing Office for pre-approval

information. (See UW-Superior policy: *Food and Refreshment Policy-State Funds for funding guidelines*.)

Donations (Gifts-in-Kind): Any food that is donated for a University event.

Food Coordinator: An individual that is given the responsibility to coordinate all aspects of preparing and serving food at a food event in accordance with provisions of this policy.

Food Event: A University private, community or public function where food is purchased, sold, given away, served, prepared, and/or catered.

Food Handler: Any person who comes in contact with or handles food product during the delivery, preparation, storage and/or serving for an event.

Group: Any recognized University student organization, occupants of a residence hall, student groups or clubs, members of a department, and employees.

Non-Hazardous Foods: Foods that do not require heat or refrigeration to retard spoilage in normal serving times and do not meet the definition of potentially hazardous food. Examples include beverages such as bottled water, soft drinks or coffee, potato chips, popcorn, bagels, baked goods such as donuts, cookies, or muffins, and pre-packaged foods in their original container (e.g. – candy, granola bars).

Potentially Hazardous Food: Any food that requires temperature control (heat or refrigeration) to limit pathogenic microorganism growth or toxin formation (also known as **Time/temperature Control for Safety food, TCS**). Examples: Foods that contain milk products including cheese, eggs, meat, poultry, fish, shellfish, seafood, mushrooms, certain plant products like cooked potatoes, cooked legumes or rice, raw or cooked sprouts, lettuce, tomatoes, cut cantaloupes and melon, or other ingredients including synthetic ingredients capable of supporting growth of pathogenic microorganisms.

Potluck: Attendees of the “potluck” provide prepared food and beverages to be shared with other attendees. The individuals who provide food or beverages at “potlucks” are solely responsible for the safety of the food, its storage and serving, and any illnesses or injuries that may arise from consuming the food. Potlucks are not a University function. University funds cannot be used to provide food for a potluck event.

Private Event: An event where attendance is limited to members of a UW-Superior Department or Group. Examples: Recognition lunches, department meetings, department picnics, residence hall events, team dinners, and snacks at a group or organization meeting. An open invitation is not extended to the public; however, a limited number of guests may attend. (See UW-Superior policy: *Food and Refreshment Policy-State Funds for funding guidelines*.)

Public Event: An event that is open to the campus community and/or the general public. Examples: International or cultural dinners, tailgates, spaghetti fundraisers, banquets, and barbeques.

Time/temperature Control for Safety food (TCS) – See potentially hazardous foods.

University Dining Service Provider: The University's on-campus food service and catering operation.

## IV. Policy Statements

### A. GENERAL REQUIREMENTS

1. Food events for this policy will be divided into events that:
  - a) Utilize only the catering services of the University Dining Service (See V.-A)
  - b) Events that provide only non-hazardous foods, (See V.-B) or
  - c) Events that prepare and/or serve potentially hazardous foods (See V.-C).
2. All food prepared and/or served at events must be purchased, prepared, transported, stored and served must meet all applicable State health regulations and follow all existing UW System Risk Management and Financial Policies.
3. All groups are required to use the University Dining Services for their food events or to meet all applicable State health regulations and follow all existing UW System Risk Management and Financial Policies.
4. All food served at University events must be obtained from the University Dining Services or from an approved alternate food supplier list. Consult with Administration & Finance if other options are required.
5. Donations (Gifts-in-Kind) - Any food that is donated for a University event must be in compliance with all applicable State health regulations and follow all existing UW System Risk Management and Financial Policies. *Potentially Hazardous Foods* (TCS) will not be approved for acceptance. Donations (Gifts-in-Kind) must be approved by Administration & Finance. The University may not participate in establishing a monetary value of a gift-in-kind and must comply with the guidelines established by UW System policy (G2): Extramural Support Administration <http://www.uwsa.edu/fadmin/gapp/gapp2.htm>
6. Any reports of food borne illnesses must be reported immediately to Douglas County Health and Human Services and UW-Superior Risk Management. (See VI. Contacts/Additional Information)
7. Administration & Finance is responsible for implementing this policy and reviewing and approving Food Event Permit applications.

### B. FOOD EVENT PERMITS, LICENSE, AND TRAINING

1. Any group that cooks, prepares, gives away and/or serves potentially hazardous food to the public 4 or more times within a 12-month period will be required to have a Temporary Food Stand License (fee required), an inspection by Douglas County Health and follow the VI. Reference materials- *Wisconsin Food Code Fact Sheet # 27*.  
Exception: *Bake sales are limited to 12 events per year.*
2. If the food is not prepared and served by the University Dining Service, a campus food permit, training, and safe food handling procedures will be required when potentially hazardous foods are prepared and/or served by groups.

3. Food prepared, catered, sold or served to the general public must be prepared in a facility licensed by the resident jurisdiction Department of Health. *Exception: bake sales.*

### C. POTLUCK SOCIALS

Attendees of a “potluck” provide prepared food and beverages to be shared with other attendees, such as holiday potlucks, informal gatherings of friends or co-workers, team booster club potlucks, etc. Potlucks are not considered a University function, but are allowed at UW-Superior under the following conditions:

- a. The individuals who provide food or beverages at “potlucks” are solely responsible for the safety of the food, its storage and serving, and any illnesses, injuries or other damages that may arise from consuming the food, its storage or preparation.
- b. Potlucks must follow all university financial policies. No University funds can be used to purchase the “potluck” food or ingredients.
- c. Potlucks are not permitted in the Yellowjacket Union.
- d. Safe food handling guidelines are useful for ensuring safety at the potluck event.

### V. Policy Procedures

The type of event, the food served, and the expected attendees are the factors in determining if a campus food permit is required. The common food events and their requirements can be described as follows:

#### A. CATERED BY UNIVERSITY DINING SERVICE

1. Examples: Department luncheons, retirement parties, athletic events, large events including the community, awards banquets, or events held in the Yellowjacket Union. Catering is recommended for most large campus and/or community events. Any food event that utilizes the catering services of the University Dining Service is exempt from requiring a campus food permit if the University Dining Service is also serving the food.
2. If the University Dining Service is catering the event but the group is serving the food, a campus food permit is required and training is required for the servers.

#### B. FOOD EVENT PREPARING OR SERVING ONLY **NON-HAZARDOUS FOODS**.

Examples: Private or public department recognition gatherings, department picnics, residence hall events, bake sales, student organization meetings (see Yellowjacket Union Food Policies), small campus events, refreshments, giveaways such as candy.

4. All public and private campus food events are exempt from campus food permit requirements if only non-hazardous foods are served.
5. See V.-D “Special requirements for Bake Sales”.
6. Food should be obtained from the University Dining Service or from an approved food establishment from the UW-Superior Alternate Food Supplier list according to University policies.

7. No training is required.
8. Safe food handling and serving practices found in VI. Reference Materials- *Wisconsin Food Code Fact Sheet # 27* must be followed.

C. **FOOD EVENTS THAT INCLUDE POTENTIALLY HAZARDOUS FOODS (TCS),**

Event Examples: Tailgates, banquets, large community events, campus staff picnics, staff recognition day, international dinners, cultural dinners, spaghetti fundraising dinners, and barbecues. Events include private campus groups and public events open to the campus community or general public, including food events held off-campus.

1. Food events catered and served by the University Dining Service are exempt from campus food permit requirements.
2. A campus food permit is required when any potentially hazardous food is provided by the University Dining Service or approved food vendor, and prepared and or served by non-University Dining Service staff. Training will be required for preparers and servers.
3. A temporary food stand license, fee and inspection by Douglas County Department of Health, will be required when the same group cooks, prepares, gives away and/or serves food to the public four or more times within a 12-month period (on- or off-campus).
4. A food handler training course is required for food coordinators if potentially hazardous food is to be prepared and/or served.
5. Safe food handling and serving practices found in VI. Reference Materials *Wisconsin Food Code Fact Sheet #23* must be followed if potentially hazardous foods are prepared and/or served.
6. If outdoor cooking and/or serving will occur, additional safe food handling practices found in VI. Reference Materials *Wisconsin Food Code Fact Sheet #24* must be followed.

D. **SPECIAL CONDITIONS FOR BAKE SALES**

1. A temporary food stand license, inspection and fee from Douglas County will be required if an individual group exceeds 12 bake sales within a 12-month period.
2. Each group is responsible for the safety of the foods provided, including any illness or injuries that may result from consumption of the food.
3. Food preparation and handling must follow the requirements found in the “*Bake Sale Guideline*” at the city of Milwaukee website listed in VI. Reference Materials.
4. Only non-hazardous foods may be sold or given away at bake sales. Potentially hazardous foods are not permitted to be sold or given away at bake sales. Potentially hazardous foods that are not permitted at bake sales includes, but is not limited to:
  - Cheesecake
  - Pastries
  - Cream, meringue, custard, or pumpkin pies
  - Cream-filled cakes, cupcakes, muffins or donuts

- Frostings and fillings made with cream cheese
  - Home-canned foods
  - Any foods that require refrigeration or heating.
5. All bake sale items must be individually wrapped in plastic, foil, or waxed paper.
  6. Bake sale organizers must record the description of the food provided, who provided it and where it was prepared in the event of an illness or allergic reaction.
  7. A sign or placard stating “Home Baked” must be posted if the foods were prepared in a private home.
  8. Food to be sold or served at bake sales must be labeled if it contains allergens or was prepared using equipment that was used to prepare food containing allergens.
    - Common food allergens include milk and milk products (whey, non-fat milk, casein, sodium caseinate, etc.), citrus, eggs (albumen, whites, meringue), soybeans and soy protein, peanuts (peanut butter, peanut oil, etc.), wheat and wheat proteins (malt, caramel color, flour, etc.), tree nuts (almonds, walnuts, pecans, etc. and their oils), melon, strawberries, shellfish, crustaceans, and fish.
    - Food that contains a food allergen, or was made with the same utensils where food allergens were used, must be labeled with the allergen that it contains. i.e. “*contains peanuts*”

#### E. SPECIAL CONDITIONS FOR BARBECUES

1. Foods served at barbecues are considered potentially hazardous foods and will follow the requirements found in V. – C.
2. Food preparation, handling and serving must follow the requirements found in VI Reference Materials Wisconsin Food Code Fact Sheet #24 *Outdoor Cooking Requirements for Food Establishments*.
3. Barbecues are limited to the serving of pre-cooked hot dogs or sausages, pre-formed frozen hamburgers, packaged rolls, dispenser delivered or single serve condiments (ketchup, mustard, relish), single serve snack foods (potato chips, pretzels), and canned or bottled beverages.
4. A campus fire permit is not required for charcoal grilling using permanent grills established around UW-Superior residential facilities.
5. A campus fire permit is required to use a gas grill or a portable charcoal grill on campus. Gas grills may not be brought from home. Check the fire permit requirements for the park or other venue if using off-campus facilities.
6. Hot oil cookers (turkey cookers) are not permitted on campus except by licensed caterers.
7. Grill use guidelines:
  - a. Starting fluid is not permitted to be stored in residential rooms, offices, etc.
  - b. LP/Propane gas may not be stored within campus buildings.

- c. All cooking fires must be 50 feet or more from any structure, and 15 feet away from any pedestrian walkway, such as a sidewalk.
- d. Fires and grills must be constantly attended until the fire is completely extinguished.
- e. A fire extinguisher must be on-site. Contact Director of Campus Facilities to borrow an extinguisher.

## F. FOOD COORDINATORS

1. Any group sponsoring an event where a campus food permit is required will appoint a Food Coordinator for the event. (Refer to III. Definitions)
2. All Food Coordinators must attend a UW-Superior approved food handling training course. Training sessions will be offered every semester by Administration & Finance department.
3. Food Coordinators will be responsible for the following:
  - a. Supervision and training of food handlers who will participate in the transportation, preparation, serving and storage for the food event.
  - b. Completing and submitting the food permit at least 14 days in advance of the event for review and approval by Administration & Finance.
  - c. Ensuring that the temperatures of all “Potentially Hazardous Foods” are checked upon arrival and at 60 minute intervals using a calibrated food service thermometer.
  - d. Ensure that all serving equipment, utensils and other equipment in contact with food are washed and sanitized before and after each use. The recommended steps to wash and sanitize are: pre-wash (scrape and/or soak), wash in a good detergent, rinse in clean water, immerse in an approved sanitizer at the required strength, and air dry.
  - e. Ensure that food temperatures and sanitizing solution effectiveness are documented on the Food Temperature and Sanitizer Record (Appendix B).
  - f. Return the completed Food Temperature and Sanitizer Record to Administration & Finance within 5 days after the event.

## G. FOOD PERMIT

A food event permit application (Appendix A) is required when potentially hazardous foods are to be prepared and/or served at food events that are not catered or served by the University Dining Service.

- Serving only “non-hazardous foods” at an event eliminates the need for a food permit.
- Use of the University Dining Service to cater and serve at events eliminates the need for a campus food permit.

Food Coordinators must submit a “Food Event Permit Application” (Appendix A) request for approval to Administration & Finance at least 14 days prior to the event. Administration & Finance will review the “Food Event Permit Application” request and send a response to the Food Coordinator approving or denying the event, typically within 3 business days.

- a. Permit requests received by the Administration & Finance department less than 14 days prior to the food event risk non-approval.
- b. The food event may not proceed without an approved food event permit.

- c. The food event permit must be posted at the food event.
- d. The source of the food must be documented on the permit.

If the group expects to conduct 4 or more food events in 12 calendar months, Food Coordinators must submit a “Temporary Food Stand Permit” application and purchase requisition to the Business Office for the fee payment to the Douglas County Health and Human Services (<http://www.douglascountywi.org/index.aspx?nid=488>) at least 14 working days prior to the event.

Food Preparation Kits are available for loan. Kits include: a calibrated food thermometer, 3 portable basins for equipment cleaning, hand washing supplies, sanitizing agent and test strips, disposable aprons, disposable hairnets or hats, and gloves. Contact Administration & Finance Department for access. A damage deposit may be required.

## VI. Contacts/Additional Information

For more information contact:

|   |                                  |
|---|----------------------------------|
| UW-Superior Administration & Finance<br>UW-Superior; Old Main Room 203  | Phone: 715-394-8014              |
| UW-Superior Risk Management<br>• Vice Chancellor for Administration and Finance<br>Douglas County Health and Human Services | 715-394-8014<br><br>715-395-1304 |

## Referenced Materials and Policies

- UW-Superior Policies and Forms:
  - Yellowjacket Union *Food and Beverage Policy*  
([http://www.uwsuper.edu/yu/other\\_policies.cfm](http://www.uwsuper.edu/yu/other_policies.cfm))
  - *Food and Refreshment Policy-State Funds* including the Approved Alternate Food Suppliers List (<http://www.uwsuper.edu/business/policies/food-refreshments.cfm>)
  - Budget Office Fundraising, Raffles, Prizes and Awards Policy  
<http://www.uwsuper.edu/budget/fundraising/>
- Wisconsin Administrative Code Chapter DHS 196 Restaurants
- [https://City.Milwaukee.gov/ImageLibrary/Groups/healthAuthors/CEH/PDFs/Bake\\_Sale\\_Guidelines2](https://City.Milwaukee.gov/ImageLibrary/Groups/healthAuthors/CEH/PDFs/Bake_Sale_Guidelines2)
- Appendix A – Food Event Permit Application
- Appendix B - Food Temperature and Sanitizing Record
- Appendix C- UWS Food Safety Policy Guide
- [https://datcp/Food/Food\\_Code\\_Fact\\_Sheets/](https://datcp/Food/Food_Code_Fact_Sheets/)
  - #23 *Temporary Food Service Guidelines*
  - #27 *Basic Food Safety Tips for Exempt Groups*
  - #24 *Outdoor Cooking Requirements for Food Establishments*

## ATTACHMENTS:

Appendix A - Food Event Permit Application  
Appendix B - Food Temperature and Sanitizing Record



Appendix C – UWS Food Safety Policy Guide



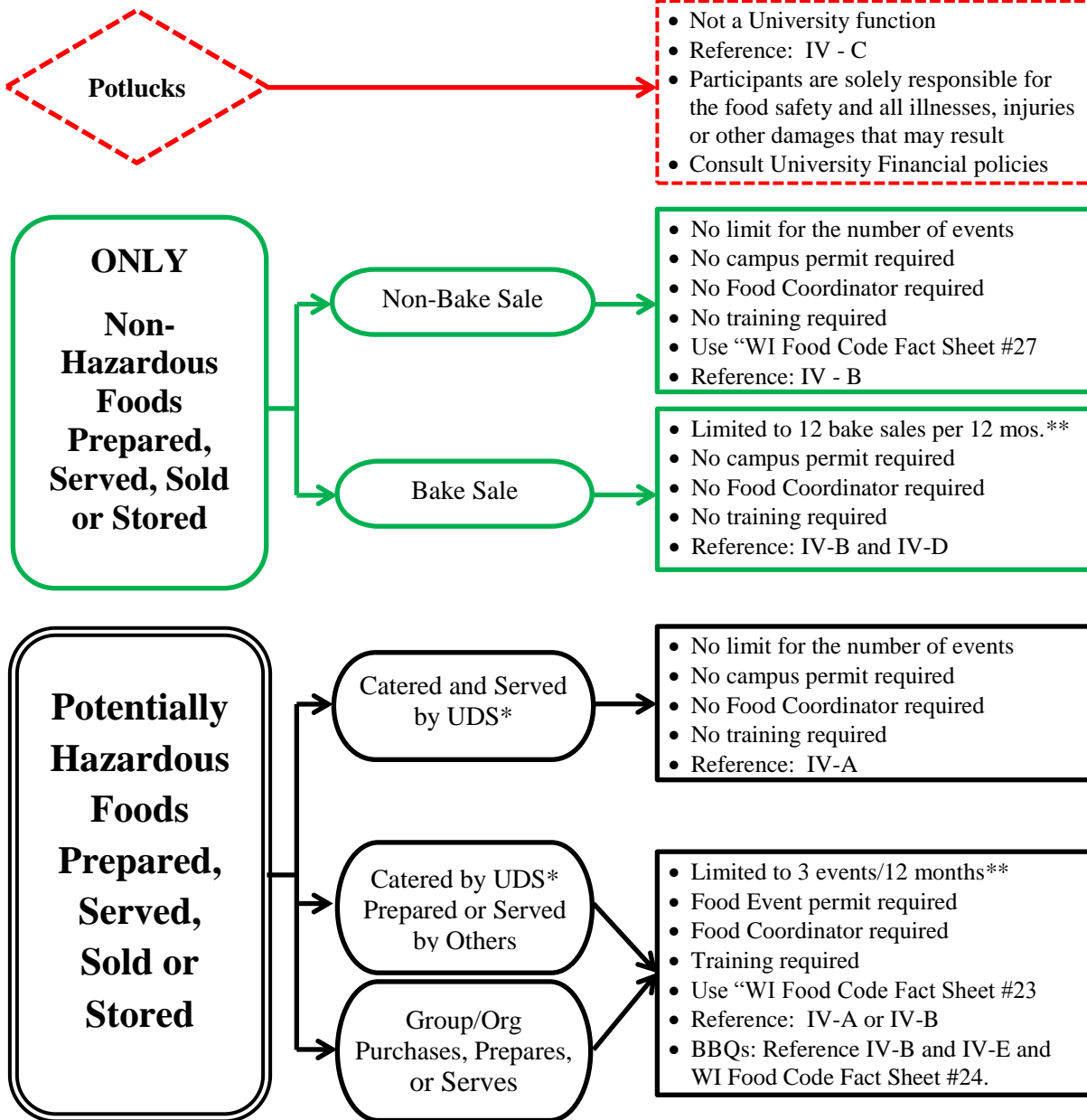
## APPENDIX B FOOD TEMPERATURE AND SANITIZER RECORD

| Event Name:   |  |                   |                              |                   |  |
|---|--|-------------------|------------------------------|-------------------|--|
| Food Coordinator:   |  |                   | Phone No.:                   |                   |  |
| Location of Event:  |  | Event Date:       |                              | Event Hours:      |  |
| Name(s) of Food Handlers Assisting with temperature monitoring (please print):  |  |                   |                              |                   |  |
| <p><b>Sanitizer Test Instructions.</b> Prepare the sanitizing solution according to label or policy instructions. Use the test strips to check the sanitizing solution effectiveness at least every two hours or after changing the solution. Record the results below.</p>   |  |                   |                              |                   |  |
| Sanitizer solution (1) List:  |  |                   | Sanitizer solution (2) List: |                   |  |
| Time:   | Result:                                | Time:             | Result:                      | Time:             | Result:                                |
| Time:   | Result:                                | Time:             | Result:                      | Time:             | Result:                                |
| <p><b>Food Temperature Instructions:</b> Use a food thermometer to measure the temperature of the foods at the start of the event and at 60-minute intervals up to 4 hours and when a new batch of food is added to the service line. After 4 hours, food should no longer be served unless it has been replaced with fresh food. Return this completed form within 5 days following your event to: Administration &amp; Finance Department, UW-Superior. Questions? Contact Administration &amp; Finance Department at 715-394-8014.</p> |  |                   |                              |                   |  |
| Food Item   | Temperature (° F) of Served Food       |                   |                              |                   |  |
|   | Time & Temperature When Food Arrives   | 1 hr. Time & Temp | 2 hr. Time & Temp            | 3 hr. Time & Temp | 4 hr. Time & Temp Discard after 4 hrs. |
| <b>Hot Foods</b>  | <i>Temperature must be above 140°F</i> |                   |                              |                   |  |
| i.e., lasagna   | 10:15<br>146 F                         | 11:15 am<br>145 F | 12:15 pm<br>144 F            | 1:10 pm<br>143 F  | 2:10 pm<br>Discarded                   |
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**APPENDIX C UWS FOOD SAFETY POLICY GUIDE**  
**Follow all UW-Superior Financial and Risk Management Policies**

**Food Event Type**

**Requirements**



**Non-hazardous foods** are foods that do not require heat or refrigeration to retard spoilage in normal serving times and do not meet the definition of a potentially hazardous food. Examples include beverages such as bottled water or soft drinks, coffee, potato chips, popcorn, bagels, donuts, cookies, muffins or other similar baked goods, and pre-packaged foods in their original container (e.g. – a candy bar).

**Potentially Hazardous Foods** are foods that require temperature control (heat or refrigeration) to limit pathogenic microorganism growth or toxin formation. Examples: foods containing milk or milk products, eggs, meat, poultry, fish, shellfish, seafood, mushrooms, or other ingredients including synthetic ingredients that can support pathogen growth; certain plant products like potatoes, legumes, rice, sprouts, cut cantaloupes and melon.

\*UDS means University Dining Service

\*\*Groups that hold more than 3 food events serving Potentially Hazardous Foods or more than 12 bake sales per 12-month period will require a Temporary Food Stand License from Douglas County.