UW-Stout

Food Handling Procedures

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I. Purpose

This procedure has been developed to provide guidelines for a safe and healthy environment which includes the prevention of food-borne illnesses. The scope of this procedure covers University facilities and grounds which are intended to be used by and for: recognized student organizations, university departments and associated groups, class activities, and sponsored or invited organizations. These facilities may be used for academic purposes, meetings, conferences, fundraisers, and special events as defined by separate individual facility and space policies. This procedure applies to events on the campus and grounds where food is served.

II. References

- Building Supervisors List
- US Department of Agriculture Food Safety Brochure: “Fight Bac”
- Wisconsin Department of Agriculture, Trade & Consumer Protection Model Food Code ATCP 74 (appendix)

III. Procedures

Serving food at events on University facilities and grounds requires compliance with approved service methods contained within this policy and related appendices.

Food shall be prepared and served using one of the following approved providers or procedures:
1. University Dining Services is the food service provider for the University of Wisconsin-Stout. Dining Services employees are trained in food safety via the National Restaurant Association’s “ServSafe” program. For more information, see University Dining Services.

2. Commercially prepackaged, shelf-stable food (see Appendix 1) is allowed at Athletic Department events offering concessions under the guidance of ServSafe-certified athletic staff. Prepackaged foods such as this are also allowed under certain conditions in other areas (see Appendix 1).

3. Commercially-prepared takeout/delivery items, or non commercially-prepared, homemade, or student potluck food is allowed only under special conditions with a Temporary Food Service/Food Sale Permit (see Appendix 2).

4. Staff-prepared potluck food is unregulated, although organizers of potlucks shall use proper food preparation techniques (see Appendix 1).

5. Academic food preparation activities - including for-credit instruction - are not regulated by this procedure.

IV. Records

Food permit records will be kept at the Memorial Student Center (MSC) reservations desk for MSC events, and at the Student Life Services Office for all other events.

V. Approvals

___________________________________________  Date___________
Phil Lyons, Assistant Vice Chancellor
Student Life Services

___________________________________________  Date___________
Jim Uhlir, Executive Director
Health and Safety

___________________________________________  Date___________
Diane Moen, Vice Chancellor
Administrative & Student Life Services
Appendix [X]

Program Review Log

(this to page to follow last page of program page or appendices)

<table>
<thead>
<tr>
<th>Review Date</th>
<th>Changes Made to Program</th>
<th>Reviewed By</th>
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<tbody>
<tr>
<td>March 10, 2009</td>
<td>Review Completed</td>
<td>Diane Moen</td>
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