TEMPORARY FOOD SERVICE AND SPECIAL EVENT GUIDELINES AND REQUIREMENT

1. Do not prepare any potentially hazardous food at home. All food served must be prepared on site or in an inspected, approved kitchen.

2. The handling of extremely hazardous foods such as meat salads, potato salads and cream pies requires special care to minimize the danger of foodborne illness from these highly dangerous products. Please contact Texas Tech University Environmental Health and Safety if you are going to sell products in this category.

3. Proper temperature must be maintained in transport and on site. Please keep hot foods at 140 degrees or above and cold foods 45 degrees or below always. Provide facilities for maintaining food temperatures, such as sterno (warmers) and containers of ice.

4. Keep a food thermometer in your booth to check food temperatures.

5. All food transported to the site and all food kept on site must be protected from contamination (dust, flies, etc.) always.

6. Avoid unnecessary handling of foods using dispensing utensil, ladles, plastic gloves, etc.

7. No one with cold-like symptoms, flu, skin infections, or other sickness, is permitted to work with food.

8. Always keep bleach available to sanitize all utensils washed and to sanitize all food preparation and service surfaces. (proper dilution: 1 tablespoon bleach per 1 gallon of clear rinse water) 50ppm.

9. Always wash hands upon arriving, after using the restroom, and after contaminating hands from routine work (i.e. taking money, etc.). It is required to use an insulated container with a spigot that can be turned on to allow potable, clean, warm water to flow for handwashing. It also required to use of a wastewater container, soap, disposable towels and a waste receptacle.

10. All ice used must be from an approved source and arrive at the site in sealed bags and be handled in a way that protects it from contamination.

11. An overhead covering must protect all food booths. Booths serving only packaged foods may be exempt from requirements.

12. Do not place foods directly on the ground. Elevate to prevent contamination from spills and rain.

13. Provide conveniently located trash containers at each booth.

14. Approved facilities must be provided to wash and sanitize all utensils.

15. No eating, drinking or smoking is allowed while engaged in food handling. Wash hands after eating, drinking or smoking before resuming food handling.

16. All wastes, including wastewater, resulting from the booths operation must be disposed of in a sanitary manner.

17. Foods, including condiments, which are displayed for self-service must be protected using food shields or other effective means. (pump dispensers)

18. All operators of stands must give due consideration fly control in either the construction of the stand or in satisfactory operational procedures. If screening is used, wire mesh screening of not less than 16 mesh per square inch will satisfy this requirement. Fly bait or other control measures may be required.

19. Non-potentially hazardous food such as cookies or cakes shall be pre-package and served as individual servings.

20. All tableware conveyed to the consumer will be disposable, single, service items (plastic, paper, etc.).

21. Food contact surfaces including cutting boards will be smooth, nonporous, and easily cleanable.

22. Food shall be obtained from sources that comply with the law (FDA, USDA, and State Health Department).

23. Packaged food shall be properly labeled according to federal and state law (USDA, Texas Department of Health).
24. No person or persons with open cuts, wounds, boils, eye infections, or signs of upper respiratory infection (cold/flu like symptoms) will be allowed to handle food.
25. Trash containers with liners shall be provided as necessary.
26. Fire extinguisher shall be provided as necessary.

The Environmental Health and Safety Department (EHSD) reserves the right to inspect all food preparation areas and facilities. EHSD reserves the right to pick up any food item for sampling of bacterial contamination and the lab reports will be made available to the sponsoring organization or vendor. EHSD shall, if deemed in the interest of public health and safety, condemn food items or prohibit the sale of such items. If you have any questions, please contact the Texas Tech Environmental Health and Safety office at (806) 742-3876.