Guidelines for the Safe Sale or Serving of Food and Beverages

All University Departments and student clubs and organizations may from time to time want to serve or sell food on the Campus of the University of Pittsburgh at Bradford. The following guidelines will help to keep you and your guests safe; allow the University to observe local and state regulations on safe food handling; and uphold contractual agreements between the University and approved vendors.

GUIDELINES: The sale or serving of food and beverages of any kind at functions, fundraisers, or programs by anyone other than the authorized, exclusive University vendors, Metz Culinary Management, Callihan Vending, Pepsi Bottling Company and/or vendors associated with the Panther Shop or other University Contracts, is only permitted with written approval from the University's Director of Auxiliary Services or designee unless noted below as an exception.

NOTE: Grilling is never an exception and must be approved by Conference Services in and around University buildings with exception of Housing and Athletic Facilities. The Office of Residential Life and Housing must approve all grilling in and around Housing areas. The Athletic Director working with the Director of Facilities Management must approve all grilling at all Athletic Facilities. In addition, grilling is not permitted near a building intake and is specifically prohibited during scheduled events in Blaisdell Hall, Harriett B. Wick Chapel, and the Frame-Westerberg Commons that are not associated with the requested event. All grilling must follow the food handling and food safety guidelines described herein.

EXCEPTIONS: Food sales or serving of food by University departments and registered student organizations is permitted so long as products:

A. Have been prepared by the University food service provider, Metz Culinary Management. The Office of Conference Services can assist you with ordering and menu selection. OR

B. Are commercially prepared, used for meetings or university programming and total cost does not exceed $100 (ie. pizza, subs, baked goods)(Use Food Safety Guidelines) OR

C. Are identified on the Approved Food Sale or Serving List (See Addendum 1: Approved Food Sale or Serving List) OR

D. Are not used for any catered function. All events on campus requesting catering must use Metz Culinary Management or University contracted service OR

E. Are pre-packaged for resale OR

F. Are not required to be temperature controlled (See Addendum 2: Food Safety Guidelines for Serving Hot and Cold Foods) OR
G. Are part of a Potluck: Potlucks are gatherings where food prepared at home is provided for small groups of faculty, staff or students on University property. Potlucks are permitted as long as groups do not charge admittance, ask for donations or charge for food at these events. The potluck cannot be advertised to the public. For your safety, the Safety Guidelines for Serving Hot and Cold Foods must be followed when hosting potlucks.

NOTE: ALL food sales or serving of food must include a table tent with the following message: "These food items may contain nut products or other allergens.” & “Ingredients: Etc...”

CLEAN-UP/STORAGE/RETURN:

Please contact the appropriate conference services scheduler for established policies regarding clean-up/ storage/return of any unused food items or related materials.

APPROVED FOOD SALE OR SERVING LIST EXAMPLES:

1. Individually sized, commercially prepackaged food (e.g., chips, candy, cookies, etc.)
2. Baked products that do not contain cream or egg fillings that need to be refrigerated
3. Donuts
4. Popcorn
5. Soft pretzels
6. Cotton candy
7. Snow-Cones
8. Candied or caramel apples, as long as the apples are not sliced
9. Whole fruits or vegetables, which have not been sliced or cut in any way
10. Bagels, muffins, breads, or other bread products
11. Chips, and tortilla chips with salsa or cheese that do not require refrigeration
12. Non-Alcoholic Beverages are permitted only if they are served from their original containers.
13. Coffee and/or tea served with sweeteners and nondairy creamers

- *Special pricing for registered student organizations can be found in the Student Organization Catering Guide.

- *ALL food sales or serving of food must include a table tent with the following message: "These food items may contain nut products or other allergens." For Homemade items a sign must be present with the following message: “Homemade/Not Inspected”

- *ALL items for bake/confectionery sales must be wrapped in individual portions before being brought to campus. Food must be wrapped in any substance that will permit the food to be seen by the buyer and keep the food free of contamination. A list of ingredients used to prepare the bake sale item must be put on the outside wrapping of the food item, with the name of who prepared it and the date it was prepared.

- *ALL Food Sales not on University Property must follow the mandated Health and Food Handling Policies required by that location.

For information regarding purchasing food, contact University Purchasing.

For further information regarding the safe sale or serving of food and beverages, please contact the Director of Auxiliary Services.
FOOD SAFETY GUIDELINES FOR SERVING HOT AND COLD FOODS

The following food safety information will help prevent a food-borne illness when serving hot/cold foods:

KEEP HOT FOODS HOT!

- Hot foods need to be kept at 140F or higher. Hot foods should be brought to a potluck event in a crock pot or other heated food container with the food temperature already at 140F or higher. The heated container should be plugged in immediately (or the flame heater lit) to maintain a temperature of at least 140F. Any hot foods brought in non-heated containers need to be placed in a heated oven to maintain a food temperature of 140F or higher.
- A food thermometer (metal stem) should be used to check the temperature of hot foods when they arrive, and every 30 minutes during holding and at the time of cooking if grilling has been approved to take place.
- Make sure that the hamburger or ground beef in any dishes has been thoroughly cooked - there should not be any visible pink color. If grilling has been approved, ground beef patties need to be heated to an internal temperature of 155F for 15 seconds to deactivate any pathogenic bacteria (such as E. coli O157H7).
- Hot foods that have cooled to room temperature should not be reheated; throw them away. (Food-borne illness organisms grow best at warm temperatures!)

. . . AND COLD FOODS COLD!

- Readily perishable cold foods (such as pasta salads, cold cut meats and potato salads) need to be kept at a temperature of 40F or below. It is best to keep cold foods in a refrigerator until just ready to serve. If you do not have access to a refrigerator or there is not enough room in the refrigerator, use an insulated cooler and pour ice on top of sealed food containers.
- Two hours is the maximum time food should be left un-refrigerated.
- A food thermometer (metal stem) should be used to check the temperature of cold foods when they arrive and every 30 minutes to see if the refrigerator or insulated cooler is keeping foods properly chilled.

FOOD HANDLING AND PROTECTION

- Everyone needs to thoroughly wash his or her hands before working with foods.
- Keep beverage ice separate from ice used to chill foods in a cooler; and do not handle ice with bare hands - use a clean cup or scoop.
- Keep food and utensils covered until serving time.
- Food should not be exposed to temperatures above 40F and below 140F for more than 4 hours including preparation and transportation time.
- Do not take leftovers home - toss them out. The food has been handled by many people and may be contaminated.