

# SAFE FOOD HANDLING PRACTICES FOR SPECIAL EVENTS

## Instructions

In preparation for your special event, please read the safe food handling practices listed below. These practices will help to prevent food contamination and foodborne illness.

## Food Purchasing and Storage

### Food Purchasing

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- Only obtain food from a permitted retail or wholesale food facility.
- The food facility must be located within a 30-minute drive from campus.

### General Food Safety

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- A private residence cannot be used for food storage or preparation.
- Store food, utensils, and similar items off the ground.
- Adequately protect food from contamination while being transported, stored, prepared, displayed, and served.
- Keep foods that require time/temperature control (TCS food) below 45°F or above 135°F using proper ice and/or equipment.
  - TCS foods include: meat, poultry pork, fish, dairy, eggs, tofu, sprouts, cut melon, heat-treated plant foods (such as cooked rice or potatoes).

### Cold Storage and Ice Usage

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- When cold holding prepackaged food, use an ice bin or chest bin to store the food.
- Ensure the food items are submerged in ice so that all sides are covered with ice.
- Do not store food in ice if it is not packaged.
- If food is prepackaged, do not submerge it in water or ice if the packaging is not fully sealed shut.
- Protect beverage ice from contamination by keeping it in its packaging inside an ice chest until it is ready to be used.
- Use a clean utensil or scoop to dispense the ice from the bag.
- Ice used for refrigeration purposes shall not be used for consumption in food or beverages.

## Personal Hygiene

### Hand Washing

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- **Your booth does not require a hand washing station if you are only selling pre-packaged food without any samples.**
- Wash your hands before handling food or utensils.

- Follow these steps to wash your hands:
  - Step 1: Wet your hands with running water.
  - Step 2: Lather your hands with soap, and scrub for 20 seconds.
  - Step 3: Rinse off your hands with running water.
  - Step 4: Dry off your hands with a clean paper towel. Use the paper towel to turn off the faucet.
- Wash hands after:
  - handling money
  - using the restroom
  - handling raw meat, poultry or seafood
  - touching your hair, mouth, skin, or wounds
  - smoking or using tobacco
  - taking out the trash
  - handling dirty utensils
  - using a smartphone
  - touching any surface that contaminate hands
  - after returning from a break
- Provide a hand wash station (see requirements below).

## Hand Washing Station Requirements

Item	Description
2-3 gallons of drinkable water	Water container must have a dispensing valve to allow free-flowing water such that both hands can be under running water at the same time.
Large bucket	Kept underneath wash station to collect waste water.
Liquid soap in a pump dispenser	Bar soap is not allowed.
Single-Use Paper towels	Used to dry hands and turn off the valve after washing hands.

## What to Wear

- All students preparing, serving, or handling food or utensils shall wear hair restraints (like hats, hair coverings, or next) to prevent contamination.
- Long hair must be tied back.
- Wear clean clothing.
- Wear minimal jewelry.

## Food Booths

- Easily accessible toilet facilities should be within 200 feet of the event booth.
- Live animals are not allowed inside the booth.
- Anyone who is sick is not allowed in the booth.

# Food Preparation and Service

## Thawing Frozen Food

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- Thaw frozen food as part of the cooking process at the event, followed by immediate preparation.
- Thawing frozen food prior to the event in a private residence is not allowed.
- Do not thaw food by leaving it at room temperature.

## Food Preparation

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- Prepare food inside the food booth only.
- Food preparation must take place at the event site and cannot occur at a private residence or a commercial kitchen.

## Cooking Food

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- Barbecue or grilling equipment should be located outside the food booth in an area that minimizes overhead contamination.
- Thoroughly cook food. The following *final* cooking temperatures ensure food safety:

Food Item	Temperature
Poultry (chicken, turkey)	165°F
Ground beef, sausage	155°F
Steak, pork, and fish	145°F
Any food being reheated	165°F

## Using a Probe Thermometer

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- Provide a clean and calibrated food probe thermometer to monitor food temperatures during storage, cooking, and holding.
- All student groups are responsible for calibrating their own thermometers.
- To calibrate your thermometer:
  - Place the thermometer in a cup with plenty of ice and cold water. The temperature should be 32°F after a few minutes in the water.
  - Dial-type thermometers can be calibrated by adjusting the calibration nut under the dial with a wrench or the hexagonal notch in the thermometer holder (if provided).

## Reheating Food

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- Any foods being reheated should reach at least 165°F before hot holding or service.
- Do not attempt to reheat food in a crock-pot, chafing dish, or other hot-holding devices.
- Any hot held food left over at the end of the day may not be reused the next day.

# Preventing Food Contamination

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- Keep raw animal foods separate from any ready-to-eat foods or any foods that will not be cooked.
- Shield displayed foods from customer contamination (this can be done with a cover or sneeze guard).
- Use single-use disposable plates, cups, and utensils for customers.
- All condiments displayed for customer self-service must be either prepackaged, dispensed from a squeeze pump, or pour devices.
- Use tongs or ice scoops with handles to dispense ice into beverage cups.
  - Store the tongs/scoops outside of the ice bin on a clean surface or in a clean container.
- Store wiping cloths in a sanitizing solution between uses.
  - To create the sanitizing solution:
    - Mix a gallon of water with a half-tablespoon of "germicidal" bleach that lists *sanitizing* directions on the label.
    - Be sure to wear a mask, protective eye wear, and gloves before handling chemicals.

## Utensil Washing

- Utensil washing is recommended for any serving utensils that may need cleaning.
  - Provide three large buckets or tubs for utensil washing with a 3-5 gallon capacity.
    - The first container should have soapy water of at least 100°F.
    - The second container should have clear, hot water of at least 100°F.
    - The third container should have sanitizer and water of at least 75°F. Ensure that the correct concentration of sanitizer and immersion time is being used.
- Utensil washing may not be necessary if extra utensils are available on site.

## Waste Disposal

- Provide an adequate number of trash cans with trash bags.
- Properly dispose of all trash at the end of the event.
- Liquid waste (such as dirty water from hand washing) must be disposed into a sanitary sewer and never on the surface of the ground or in a storm drain.

## Fire & Life Safety

### Items to Get Ready Prior to the Event

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- Obtain a fire permit from the campus fire marshal if any open flame cooking or warming devices will be used, such as: propane, charcoal, Sterno cans, candles.
- Provide a type A/B/C fire extinguisher in the booth if flammable liquids or gas are used.
- Have ready a simple first aid kit.

### Safety During the Event

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- Keep cooking equipment away from customer interference and two feet away from any flammable materials.
- Minimize the use of electrical extension cords. Do not daisy chain. It is a fire hazard and against Occupational Safety and Health Administration (OSHA), National Fire Protection Association (NFPA), and Underwriters Laboratories (UL) standards and safety codes.
  - Daisy chaining refers to power strips and/or extension cords being plugged into other power strips and/or extension cords. Daisy chaining typically occurs when there are not enough established outlets.

# Contact Us

If you have any questions or concerns regarding safe food handling practices for special events, please contact [mrauf@berkeley.edu](mailto:mrauf@berkeley.edu).

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