

Southwestern University - Student Organization Food Safety Procedures

If your organization is hosting an event with food, please make sure you follow the proper procedures.

- If your event is being catered, please contact Student Activities to make sure the proper paperwork (e.g. a contract with Sodexo or another agency) is completed.
- If you are serving, preparing, cooking, or baking food for your event, please review the food safety guidelines, at least 48 hours in advance, with Student Activities.

When You Are Serving Food:

- Servers must wash their hands and/or use hand sanitizer. Student Activities can provide gloves if needed.
- Make sure all serving utensils are clean.
- Do not cross-contaminate serving utensils.
- Make sure all food is labelled, and an ingredient list is available.
- If food needs to be kept warm, you may borrow wire racks from Student Activities, but you must provide the foil pans and chafing fuel.
- If food needs to be kept cold, make sure you have an ice chest on site.
Cold food may not be left out for longer than 10 minutes
- All food can only be left out for 2 hours.

When You Are Making Food:

- Make sure to wash hands, utensils, and dishes before beginning to cook.
- Do not cross contaminate utensils or surfaces. This is the easiest way for bacteria to spread.
- Follow all instructions for properly cooking food.
- Keep track of all ingredients used.
- Cook food to the safe temperature to kill harmful bacteria by using a good quality food thermometer.

Event Information

Organization hosting event: _____

Date of Event: _____ Location: _____

Contact Name: _____ Contact Email: _____

I have attended food safety training with Student Activities and understand the importance of food safety. I agree to follow the policies and procedures set forth in order to prevent foodborne illness for attendees of this event.

Signature

Printed Name

Date

Be a BAC Fighter

Make the meals and snacks from your kitchen as safe as possible. **CLEAN:** wash hands and surfaces often; **SEPARATE:** don't cross-contaminate; **COOK:** to safe temperatures, and **CHILL:** refrigerate promptly. Be a BAC Fighter and reduce your risk of food borne illness!



Visit "Ask Karen" at FoodSafety.gov to ask a food safety question

Call the USDA Meat & Poultry Hotline:
1-888-MPHotline (1-888-674-6854)

FDA Food Information Line
1-888-SAFEFOOD (1-888-723-3366)

See www.fightbac.org for free downloadable brochures, fact sheets, stickers, and other great stuff! Materials for educators can be ordered through the on-line BAC store!

The mission of the non-profit Partnership for Food Safety Education is to end illness and death from food borne infection.

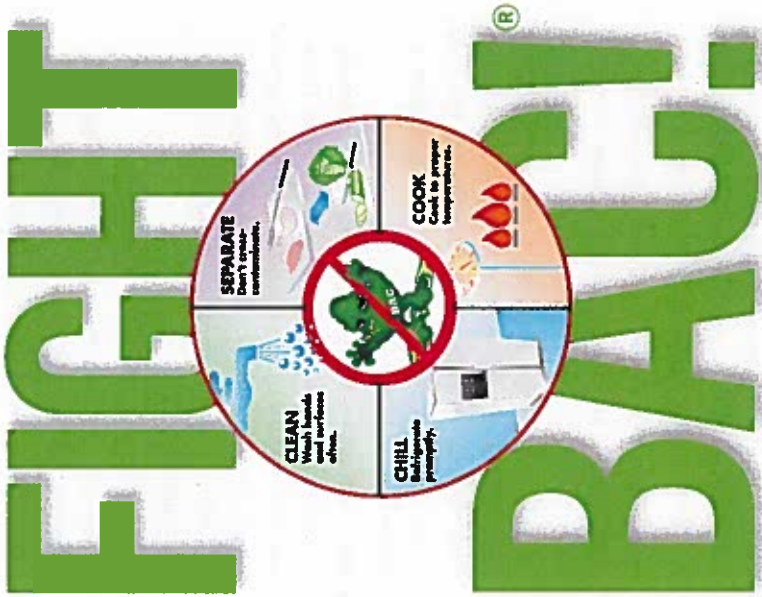
Please go to www.fightbac.org for more information on how you can get involved and to sign up to receive food safety e-cards!

Apply the heat... and Fight BAC!

Cooking food to the safe temperature kills harmful bacteria. So **Fight BAC!** by thoroughly cooking your food as follows:

SAFE MINIMAL INTERNAL TEMPERATURES <i>As measured with a food thermometer</i>	
Beef, pork, veal and lamb (roast, steaks and chops)	145°F with a 3-minute "rest time" after removal from the heat source.
Ground Meats	160°F
Poultry (whole, parts or ground)	165°F
Eggs and egg dishes	160°F Cook eggs until both the yolk and the white are firm. Scrambled eggs should not be runny.
Leftovers and casseroles	165°F
Fin Fish	145°F
Guidelines for Seafood	
Shrimp, Lobster, Crabs	Flesh pearly and opaque
Clams, Oysters, and Mussels	Shells open during cooking
Scallops	Milky white, opaque and firm

2011 PFSE



FIGHT **FOODBORNE BACTERIA**

Four Simple
Steps to
Food Safety

www.fightbac.org

Sign up to be a BACFighter at www.fightbac.org



BAC (foodborne bacteria) could make you and those you care about sick. In fact, even though you can't see BAC—or smell him, or feel him—he and millions more like him may have already invaded the food you eat. But you have the power to *Fight BAC!*[®]

Foodborne illness can strike anyone. Some people are at a higher risk for developing foodborne illness, including pregnant women, young children, older adults and people with weakened immune systems. For these people the following four simple steps are critically important:



CLEAN: Wash hands and surfaces often

Bacteria can be spread throughout the kitchen and get onto hands, cutting boards, utensils, counter tops and food. To *Fight BAC!*[®] always:

- Wash your hands with warm water and soap for at least 20 seconds before and after handling food and after using the bathroom, changing diapers and handling pets.
- Wash your cutting boards, dishes, utensils and counter tops with hot soapy water after preparing each food item and before you go on to the next food.
- Consider using paper towels to clean up kitchen surfaces. If you use cloth towels wash them often in the hot cycle of your washing machine.
- Rinse fresh fruits and vegetables under running tap water, including those with skins and rinds that are not eaten.
- Rub firm-skin fruits and vegetables under running tap water or scrub with a clean vegetable brush while rinsing with running tap water.



SEPARATE: Don't cross-contaminate

Cross-contamination is how bacteria can be spread. When handling raw meat, poultry, seafood and eggs, keep these foods and their juices away from ready-to-eat foods. Always start with a clean scene—wash hands with warm water and soap, and wash cutting boards, dishes, countertops and utensils with hot water and soap.

- Separate raw meat, poultry, seafood and eggs from other foods in your grocery shopping cart, grocery bags and in your refrigerator.
- Use one cutting board for fresh produce and a separate one for raw meat, poultry and seafood.
- Never place cooked food on a plate that previously held raw meat, poultry, seafood or eggs.



COOK: Cook to safe temperatures

Food is safely cooked when it reaches a high enough internal temperature to kill the harmful bacteria that cause illness. Refer to the chart on the back of this brochure for the proper internal temperatures.

- Use a food thermometer to measure the internal temperature of cooked foods. Make sure that meat, poultry, egg dishes, casseroles and other foods are cooked to the internal temperature shown in the chart on the back of this brochure.
- Cook ground meat or ground poultry until it reaches a safe internal temperature. Color is not a reliable indicator of doneness.
- Cook eggs until the yolk and white are firm. Only use recipes in which eggs are cooked or heated thoroughly.
- When cooking in a microwave oven, cover food, stir and rotate for even cooking. Food is done when it reaches

the safe internal temperature as measured with a food thermometer.

- Bring sauces, soups and gravy to a boil when reheating.



CHILL: Refrigerate promptly

Refrigerate foods quickly because cold temperatures slow the growth of harmful bacteria. Do not over-stuff the refrigerator.

Cold air must circulate to help keep food safe. Keeping a constant refrigerator temperature of 40°F or below is one of the most effective ways to reduce the risk of foodborne illness. Use an appliance thermometer to be sure the temperature is consistently 40°F or below. The freezer temperature should be 0°F or below.

- Refrigerate or freeze meat, poultry, eggs and other perishables as soon as you get them home from the store.
- Never let raw meat, poultry, eggs, cooked food or cut fresh fruits or vegetables sit at room temperature more than two hours before putting them in the refrigerator or freezer (one hour when the temperature is above 90°F).
- Never defrost food at room temperature. Food must be kept at a safe temperature during thawing. There are three safe ways to defrost food: in the refrigerator, in cold water, and in the microwave. Food thawed in cold water or in the microwave should be cooked immediately.
- Always marinate food in the refrigerator.
- Divide large amounts of leftovers into shallow containers for quicker cooling in the refrigerator.
- Use or discard refrigerated food on a regular basis. Check [USDA cold storage information at www.fightbac.org](http://USDA.coldstorageinformationatwww.fightbac.org) for optimum storage times.