

Temporary Food Stand Policy

UW-Madison
Environmental Health Program
University Health Services
Revised August 2011

The sale of foods to the general campus community can take place at approved temporary food stands in the lobby areas of UW-Madison buildings and on university grounds, subject to the following conditions and procedures.

PERMIT:

- 1) To sell food and/or beverages, a temporary **food stand** permit must be approved and issued by the Environmental Health Program prior to the requested sales date. Registered student organizations are qualified to obtain temporary food stand (TFS) permits.
 - a. Permits must be applied for online at: <http://www.uhs.wisc.edu/campus-health/environmental-health/permits.shtml> at least two weeks prior to the event.
 - b. The cost is \$5.00 for each permit / stand.
 - c. Permits are issued for a specific: building or UW Madison grounds location, vendor, food and time.
 - i. Any changes to the permit must be pre-approved through the Environmental Health Program.
 - d. Each Stand must have its own permit.
 - e. Environmental Health Program must be notified of cancelations prior to the event.
- 2) Registered Student Organizations are allowed five (5) permits per semester for the sale of **ready-to-eat** foods.
 - a. Ready-to-eat foods are foods that do not require further cooking at the food stand; such as canned/bottled soda and juices, individual bags of chips, whole fruit, bagels, commercially pre-made pizza, doughnuts, and other foods ordered from an approved licensed food vendor.
- 3) Registered Student Organizations are allowed three (3) permits per academic year for the sale or free distribution of food items **prepared on-site**.
 - a. Some examples of food items prepared on-site include commercially pre-cooked brats, commercially pre-formed burgers, pancakes and eggs.
 - i. In addition, temporary food stands that involve cooking or grilling are required to have "Special Events Insurance". Information about this insurance is available from the Office of Risk Management, 720 University Avenue, 608-262-8926, or at the Risk Management website: www.bussvc.wisc.edu/risk_mgt/risk_mgt.html
 - ii. A food thermometer and a handwash station are required at all on-site cooking events.

FOOD:

- 1) **Home-prepared foods cannot be sold or served to the general public.**
- 2) When holding a Food event on property owned or leased by the University you must first contact The Wisconsin Union <http://www.union.wisc.edu/catering/> or University Housing <http://www.housing.wisc.edu/dining/catering/> to ascertain whether they can cater the event. If neither can select an approved vendor, a listing of approved vendors can be found at the Office of Risk Management website www.bussvc.wisc.edu/risk_mgt/risk_mgt.html under the “Certificates of Insurance” section.
- 3) Grilled meats are limited to commercially pre-formed hamburger patties and commercially pre-cooked meats (such as pre-cooked brats, sausages and chicken breasts).
 - a. All hamburgers must be cooked to at least 155 °F throughout to prevent pathogenic *E. coli* infections.
- 4) To minimize the risk of *Salmonella* infections, pasteurized eggs must be used for all egg or egg-containing items cooked on-site, and the grilling of raw chicken is not allowed.

“Temporary Food Events- Safety Sheet” will be issued along with every permit. A copy of the Temporary Food Events-Safety Sheet can also be found at: http://www.uhs.wisc.edu/environmental-health/documents/temporary_foodstand_guidelines.pdf

Failure to follow the Temporary Food Stand Policy and Temporary Food Events-Safety Sheet may result in disciplinary actions, such as future permits being denied, or other means to ensure food safety.

EXEMPTIONS:

A permit may NOT be required for: *(verify with Environmental Health Program at 262-1809 or foodstand@uhs.wisc.edu)*

- 1) Distribution of free “ready-to-eat, pre-packaged” food items associated with special events or promotions. Examples of these types of food items include candy bars, individual bags of chips, and individually wrapped subs that have been purchased from approved licensed vendors. Whole fruits, such as oranges and bananas, are also considered “ready-to-eat”, but are not required to be pre-packaged or individually wrapped.
- 2) Picnics, luncheons or pot luck parties where food is provided by or purchased by organization/department sponsors and/or members, and the event is **only open to members and limited to 50 participants**. Money cannot be taken in exchange for the food and donations cannot be collected.

To sell food items on “non-university” property (including State Street Mall and city sidewalks on campus) a food stand permit needs to be obtained from Public Health Madison & Dane County (243-0330) & Madison City Clerks Office (266-4601).

For additional information contact the Environmental Health Program office at 262-1809 or foodstand@uhs.wisc.edu