



## Iowa State University Food Sales or Service Agreement

**Please read this Agreement carefully. To be authorized to serve food at Iowa State University, the Agreement must be signed by the Organization representative who will be in charge of the food service. There must be an Agreement for each campus event that your Organization is requesting to participate in and the Agreement must be on file at the Office of Risk Management, 3618 Administrative Services Building (FAX 515-294-3105) prior to the event.**

### Requirements for Food Service or Sales

**Commercial Food Vendors:** Food sales by vendors other than Iowa State University Dining Service require prior review and approval by the Office of Risk Management (ORM) to become an authorized food vendor. (See SORM-Food Vendor Insurance Fact Sheet). An original certificate of insurance is required five (5) days prior to the event for licensed food vendors for review and approval by the Office of Risk Management. (See insurance fact sheet)

**Condiments or food on display:** Condiments or food on display must be protected or covered. (For example: Ketchup and mustard should be in squeeze containers or individual packets, pickles should be in individual packets)

**Foil or Plastic Wrap:** Don't reuse foil or plastic wrap.

**Food Contact Surfaces:** Must be in good repair and clean. Cleaning of preparation surfaces must be done with 100 ppm solution of sanitizer and change the solution often. (Approximately 1 gallon of water to 1 tablespoon of bleach)

**Food Source:** All food items or supplies must come from approved sources that comply with all state laws and regulations for food service establishments. Almost all food and beverages purchased at a grocery store, discount warehouse, or licensed food establishments will be considered an approved source. Home-canned food items are **prohibited** from use at ISU public events.

- All food items must be wholesome and free of contamination.
- All fruits and vegetables shall be washed before being used.
- All meat must be checked to make sure the dates on packaging indicate the meat has not been held more than one year in frozen storage. The meat must be for commercial preparation, USDA or State of Iowa inspected (donated products that are packages of meat which are stamped "not for sale" by a meat locker **cannot** be used).
- All meats and poultry products shall be either Federal or Iowa inspected products.
- Milk shall be served in the original container or from an approved dispenser.

**Grilling Meat:** Grills must be inspected and approved prior to use and specific safety requirements followed.

**Hand Wash:** A means of washing hands must be established. A water container must be used that allows the user to wash hands freely without continuously depressing the spigot or tilting the container. A bucket to collect wastewater must be below the hand washing container. Hand soap, hand sanitizer, and disposable paper towels must be on-site at all times during the event. Hands must be wiped dry with paper or disposable towels (no cloth towels are allowed).

**Ice:** Ice must be obtained from a commercial source such as a grocery store, convenience store, etc. There should be separate ice coolers, one with ice to store food items and a separate one with ice used to fill drink cups.

**Iowa Code for Temporary Food Establishments:** The Iowa Code for Temporary Food Establishments must be followed. Contact Office of Risk Management or City of Ames Sanitarian for a current copy.

**On-site Preparation:** **Food must be prepared on site at the event unless transported by a licensed food vendor. Home food production is limited to baked goods.**

**Leftovers:** No unused perishable food brought to the event location may be stored for re-use. Unused or left-over food (i.e. meat, potato salad, etc.) must be disposed after all temporary food stand events.

**Paper Products:** Only single service items may be used to serve to the public.

**Plastic Gloves:** Hand held food, (i.e. sandwiches and ice cream cones) that require handling with hands rather than utensils must be assembled and handed out by hands covered with plastic gloves. New gloves must be used if contamination of the gloves occurs, such as handling money etc.

**Raw Foods:** Keep raw foods, especially meats, packed separate from cooked and prepared food items.

**Temperatures while serving:** Foods should be kept no more than two hours at temperatures between 40 degrees F and 140 degrees F. Do not let food stand in the sun. Hot foods should be served from roasters or warming containers and cold foods served in containers kept in an ice bath or insulated hard-sided cooler.

**Hot/Cold Hold:** Food requiring refrigeration must be held below 41 degrees F during transportation and prior to preparation or sale. Hot foods must be transported at a temperature above 140 degrees F. Food can be transported in insulated hard-sided coolers or thermal containers, but cold foods should not be transported in the trunk of a car.

**Thermometer:** A stem type thermometer capable of measuring temperatures from 0 degrees to 220 degrees F should be used. Cooking temperatures should be closely watched. Please use the following guidelines:  
Brisket (Raw Meat): 145 degrees F                      Hamburger (Ground Meat): 155 degrees F  
Hot Dogs: 155 degrees F                                      Chicken (Poultry): 165 degrees F  
**Note:** Chicken is generally not recommended for temporary food stand service. If it is used, the ISU Student Organization must be able to meet State Code for safe handling.

**Holding temperatures for all meat: 140 degrees F**

**Three Compartment Sink (or 3 tubs):** A portable three compartment sink must be used for utensil washing. The first tub is used for warm soapy water, the second tub is to rinse, the third tub is to sanitize. To make sanitizer the proper strength for washing utensils, mix 1 tablespoon of bleach for every gallon of water used.

**Utensils/Plates:** Use clean dishes and utensils for serving, not those used in preparation. Serve cooked foods on clean plates, not ones that have held raw meat, poultry or fish.

**Vending Contracts:** Organizations cannot sell foods that are in violation of the university's vending contracts.

**Waste:** Port-a-potties and trash receptacles must be provided if not already available.

**Water:** An approved water source must be established and available during the time of food sales.

**Workers or Volunteers:** All workers or volunteers must sign a log sheet which includes: name, address, telephone, date and hours worked. The log must be kept on file for 30 days by the person in charge of the event and made available to the City Sanitarian or State Department of Health upon request.

**Personal Hygiene:** Workers or volunteers must have clean hands, clothing and appropriate hair restraint. Do not handle foods if you have any gastric upset, communicable diseases or open cuts or sores. Smoking, eating and drinking in food booths is not allowed.

**Special Circumstances:** All requests for exceptions from any of these requirements or any changes to an approved food sales agreement must be submitted to the Office of Risk Management for approval **prior to the event.**

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As the authorized representative of this organization, I take responsibility for ensuring that my organization abides by the requirements as outlined in this Iowa State University Food Sales or Service Agreement at the event listed on page 1 of this document.

**Organization:** \_\_\_\_\_

**Organization Representative (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Office of Risk Management  
3618 Administrative Services Building (ASB)  
Ames, Iowa 50011  
Phone: 515 294-7711  
FAX: 515 294-3105**



## **Instructions for Worker or Volunteer Log**

1. The worker/volunteer log is to be kept at the serving stand for the entirety of your serving and preparing time.
2. Any person who handles, prepares, or serves food must fill out the log including date, name, assignment, and time in and out.
3. This log is not to be used as a sign-up sheet.  
It must be filled out completely and thoroughly with actual times in and out of the serving stand.
4. After the event, one copy of the log should be submitted to the Office of Risk Management.

**Office of Risk Management**  
**3618 Administrative Services Building (ASB)**  
**Ames, Iowa 50011**  
**Phone: 515 294-7711**  
**FAX: 515 294-3105**

5. The primary contact of the event must maintain a copy of this log for 30 days after the event and must be made available to the City of Ames Sanitarian or the State Department of Health upon request.