

Acknowledgment of Requirements for On-Campus PIZZA ONLY Events

Open or Available to the General University Community or Public, With 25 or More Attendees

This form is to be used for events where the **only** perishable food to be offered consists of pizza. Pizza to be procured from, and prepared by, licensed retail establishments. The only other foods allowed to be served in conjunction with the pizza under this permit consist of carryout foods from licensed food facilities where the food is packaged or pre-packaged for the consumer.

Examples of pre-packed carryout foods include: chips, candies, donuts, pretzels, cookies, crackers, canned or bottled soda, water, etc. These are foods that do not require **hot or cold** holding.

Once the completed page 2 is received by BCD, the event is considered approved.

Required Food Protection

All Foods Served Are To Be Protected from Contamination During Transport, Display, and Service

MN Food Code 4626.0320 3-306.11 – Food Display

Paragraph A. Except for nuts in the shell and whole, raw fruits and vegetables that are intended for hulling, peeling, or washing by the consumer before consumption, **food on display shall be protected from contamination** by the use of packaging; counter, service line, or salad bar food guards, display cases, or other effective means.

General Requirements and Food Safety Information

1. All **Potentially Hazardous Food (PHF)** can and will support bacterial growth. PHF includes food of animal origin that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons. To ensure the safety of your guests, be sure you receive your pizza hot (above 135° F) to avoid potential pathogenic bacterial growth. Do not leave PHF foods at room temperature for more than 3 hours—transport time and serving time included. Discard all leftovers held at room temperature for 3 hours or more.
2. To comply with MN Food Code, open boxes of pizza accessible to everyone's hands, and/or sneeze/cough aerosol droplets, are to be avoided. *Therefore, set-up and serving configurations are to minimize potential contamination of foods by guests from coughing, sneezing, random touching, etc., and need to include the use of barriers (e.g., sneeze shields, table placement, barriers, closed boxes, etc.) or by having the pizza dispensed under the control of designated servers.*
3. Avoid bare hand contact. If potato chips, cookies, etc., are on the menu for buffet service, either leave

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in original individual wrapping, or take measures to eliminate hand contact (*where were the hands of your guests just before they stuck them into the chip bag?*). Servers wearing food grade gloves should serve your guests, or tongs or scoops need to be provided for the guests.

4. Use only single service disposable eating and drinking utensils. Some examples of these are: single use food papers, napkins, toothpicks, spoons, forks, etc. These items are for single use only and should **not** be reused.
5. Ice baths used to hold beverage containers (bottles, cans) should be **continuously drained** to an appropriate receptacle to prevent hand contaminated ice water coming in contact with the mouth contact surfaces of containers (you don't want someone effectively washing their hands in the water being used to cool your drink!)
6. All work or table surfaces shall be cleaned and sanitized before any food or food containers are placed on the surface. Household bleach, mixed at a ratio of one tablespoon to a gallon of potable water, is a good sanitizing solution. Sanitizing solution shall be applied with a single service, disposable cloth. Disposable cloths shall also be used to wipe up food spills, etc.
7. Individuals participating in set-up or serving of the food shall: a) maintain their hands in a clean condition, b) wash hands after using the toilet, handling raw food, smoking, or other contamination of the hands, c) wear clean outer garments and effective hair restraint (hats are OK), and d) **not serve food when knowing they have a communicable disease.**
8. ***Permission to engage in future similar events may be contingent upon compliance with these requirements.***

Once the completed form is received by BCD, your event is considered approved.

I / We have read and understand these Pizza Event Requirements, and agree to adhere to all requirements and policies as presented above throughout the duration of the Event:

Group/Organization: _____

Event Date: _____

Event Location: _____

Signature: _____ Email: _____

Print Name: _____ Date: _____

Send the completed form to BCD at bcd@umn.edu or by fax to (612) 625-6667.

For additional questions, contact Mark Rossi at (612) 625-6152 or rossi101@umn.edu.