

## Food Safety Guidelines\*

*Safe steps in food handling, preparation, storage, and serving are essential to prevent food borne illness and maintain proper hygiene. We hope these tips and protocols help you have a safe and well-planned event.*

### Food Preparation & Storage

- Preparation of samples should be done on smooth, clean surfaces (i.e., tables) that are protected from customer traffic. If possible, consider having a table just for food prep to give you more space and help keep your display area organized.
- Any fruits and vegetables must be rinsed thoroughly in clean water. Should a potable water supply not be available on-site, rinse products in advance and store in disposable food bags.
- Bring several clean knives and cutting boards. These items should be stored in protective plastic containers, food storage bags, or wrapped in plastic wrap.
- Any slicing or food preparation should be done on cutting boards. Every two hours, replace soiled knives, cutting boards, etc. with clean items. Store items in use in closed containers.
- Store soiled items in a closed bag or container to avoid attracting insects.

### Food Serving

- All food should be protected from customer handling, coughing, sneezing, or other contamination by wrapping, platter covers, or other effective barriers.
- Display food samples on clean plates, platters, or trays.
- Utilize utensils, paper cups or bowls, toothpicks, and napkins to distribute food samples.

### Maintain Proper Temperatures

- Before serving time, keep cold food at or below 40 °F. Place in a cooler with a cold source such as ice or frozen gel packs. When serving, keep food cold by nesting dishes in bowls of ice or use small serving trays and replace often.
- Keep hot food hot – at or above 140 °F. Place cooked food in chafing dishes, preheated steam tables, warming trays, and/or slow cookers. When serving, keep food hot with chafing dishes, slow cookers, and warming trays.
- Keep coolers closed. Once on site, limit the number of times the cooler is opened as much as you can. This helps to keep the contents cold longer.
- Food samples should not sit out for longer than 2 hours, or 1 hour if the outdoor temperature is above 90° F. If it does – it's best to discard it.

### Personal Hygiene

- Avoid bare hand contact with food by wearing disposable gloves and using suitable utensils such as spatulas, spoons, and tongs.
- Wear clean clothes and if you have long hair, tie it back.
- Wash hands frequently when cutting, serving, and handling exposed food. Also, wash hands thoroughly after using the rest room, coughing, sneezing, handling soiled equipment, or engaging in any other activity that contaminates your hands.
- If you don't have access to nearby hand washing facilities, or are outdoors, simply use a water jug, a soap dispenser, and paper towels set up in your area. Or consider using moist, disposable towelettes for cleaning your hands.

*Data Gathered from the Following Sources:*

1. Michigan Department of Agriculture; *Guidelines for Providing Safe Food Samples at Farmers' Markets*
2. U.S. Food and Drug Administration's *Food Facts; Eating Outdoors, Handling Food Safely*
3. USDA's *Safe Food Handling; 7 Food Safety Steps for Successful Community Meals*

*\*This document provides an overview of food safety guidelines and is not a fully comprehensive resource. Last updated: 10/12/12*