Follow all UW-Superior Financial and Risk Management Policies

Food Event Type

Potlucks

ONLY
Non-Hazardous Foods Prepared, Served, Sold or Stored

Non-Bake Sale

Bake Sale

**Requirements**

- Not a University function
- Reference: IV - C
- Participants are solely responsible for the food safety and all illnesses, injuries or other damages that may result
- Consult University Financial policies

**Potentially Hazardous Foods Prepared, Served, Sold or Stored**

Catered and Served by UDS*

Catered by UDS* Prepared or Served by Others

Group/Org Purchases, Prepares, or Serves

**Requirements**

- No limit for the number of events
- No campus permit required
- No Food Coordinator required
- No training required
- Use “WI Food Code Fact Sheet #27
- Reference: IV - B

- Limited to 3 events/12 months**
- Food Event permit required
- Food Coordinator required
- Training required
- Use “WI Food Code Fact Sheet #23
- Reference: IV-A or IV-B

**Non-hazardous foods** are foods that do not require heat or refrigeration to retard spoilage in normal serving times and do not meet the definition of a potentially hazardous food. Examples include beverages such as bottled water or soft drinks, coffee, potato chips, popcorn, bagels, donuts, cookies, muffins or other similar baked goods, and pre-packaged foods in their original container (e.g. – a candy bar).

**Potentially Hazardous Foods** are foods that require temperature control (heat or refrigeration) to limit pathogenic microorganism growth or toxin formation. Examples: foods containing milk or milk products, eggs, meat, poultry, fish, shellfish, seafood, mushrooms, or other ingredients including synthetic ingredients that can support pathogen growth; certain plant products like potatoes, legumes, rice, sprouts, cut cantaloupes and melon.

*UDS means University Dining Service

**Groups that hold more than 3 food events serving Potentially Hazardous Foods or more than 12 bake sales per 12-month period will require a Temporary Food Stand License from Douglas County.