

## Event Food Safety

The University of West Georgia has a duty to protect its students and guests from food borne pathogens. Any group or individual that plans on serving food on campus is required to complete a food safety plan.

### Group/Department Information

Group/Dept Name: \_\_\_\_\_  
Organization President or Dept. Head: \_\_\_\_\_  
Faculty Advisor: \_\_\_\_\_

### Event

Name of Event: \_\_\_\_\_  
Event Coordinator: \_\_\_\_\_  
    Email: \_\_\_\_\_  
    Phone: \_\_\_\_\_  
Event Type: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location, Attendance: \_\_\_\_\_  
Activities: \_\_\_\_\_

### Food Safety

List all foods that will be served: \_\_\_\_\_  
\_\_\_\_\_  
*(include all consumables, including* \_\_\_\_\_  
*drinks, ice, garnishes, toppings,* \_\_\_\_\_  
*condiments)* \_\_\_\_\_

If your group plans on cooking food, please answer the following questions. Prepare a statement (can be narrative or bullet), which answers the following questions:

1. Who, when and where will the food be purchased?  
\_\_\_\_\_
  
2. Where and how will the raw food be stored?  
\_\_\_\_\_
  
3. Who will prepare (slice, season, etc.) the raw food? What measures will be taken to avoid contamination?  
\_\_\_\_\_
  
4. How will the prepared food be protected from contamination prior to cooking? How will it be refrigerated?  
\_\_\_\_\_

5. Who will cook the food? What measures will be taken to avoid contamination?

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6. To what temperature will you cook the food? How will you determine the internal temperatures?

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7. How will the cooked foods be protected from contamination from the raw foods?

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8. Who will serve the foods? What measures will be in place to avoid contamination?

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9. What measures will be in place to avoid contamination of the cooked foods?

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Submit to UWG Risk Management (UCC Room 309 / [safety@westga.edu](mailto:safety@westga.edu)). Contact us at 678-839-6277 with any questions.

## Event Food Safety

The University of West Georgia has a duty to protect its students and guest from food borne pathogens. Any group or individual that plans of serving food on campus is required to complete a food safety plan.

### Group/Department Information

Group/Dept Name: National Pan-hellenic Council  
Organization President or Dept. Head: Marvin Smith

### Event

Event Coordinator: Marvin Smith  
Email: msmith258@my.westga.edu  
Phone: (770) 344-7618  
Event Type: Pot Luck  
Date: November 28, 2007  
Time: 7:00 – 10:00 PM  
Location, Attendance: Campus Center Room 302 30 people  
Activities: eating and conversation

### Food Safety

List all foods that will be served: chicken, collard greens, macaroni and cheese, bread, peach cobbler, mash potatoes, green beans, cake, drinks are bottled or canned.

(include all consumables, including Prepare a statement (can be narrative or bullet), which answers the following questions:

1. Who, when and where will the food be purchased?
2. Where and how will the raw food be stored?
3. Who will prepare (wash, slice, season, etc.) the raw food? What measures will be taken to avoid contamination?
4. How will the prepared food be protected from contamination prior to cooking?  
How will it be refrigerated?
5. Who will cook the food? What measures will be taken to avoid contamination?
6. To what temperature will you cook the food? How will you determine the internal temperatures?
7. How will the cooked foods be protected from contamination from the raw foods?
8. Who will serve the foods? What measures will be in place to avoid contamination?
9. What measures will be in place to avoid contamination of the cooked foods?

Submit to UWG Risk Management (UCC Room 309 / [safety@westga.edu](mailto:safety@westga.edu)). Contact us at 678-839-6277 with any questions.

1. Sorority members will purchase all foods from ABC grocery on 8/31/06.

2. *The food that requires refrigeration (meat, vegetables, potato salad) will be stored in a member's refrigerator prior to preparation. Ice will remain be stored in freezer and will remain in the bag.*
3. *Around noon on 9/1/06, sorority members will prepare the food. Hands will be washed prior to preparation. The tomatoes will be sliced and the lettuce will be shredded. They will then be placed in zip-lock bags and put back in the refrigerator. The chicken will be seasoned, and then placed in disposable plastic containers. Members will wash their hands before and after handling raw chicken. All the other food will not require preparation.*
4. *Food will remain in the refrigerator until 4:00 PM. At that time, the refrigerated food will be placed in coolers. Special care will be given to ensure that the raw meats do not contaminate the vegetables while in the coolers (or will be placed in separate coolers). Refrigerated food will remain in coolers just prior to cooking or serving.*
5. *Sorority members will cook the food. We will have clean utensils. Those handling raw foods will use food service gloves.*
6. *Chicken will be cooked to an internal temperature of 170°. Hamburgers will be cooked to an internal temperature of 160°. Temperatures will be checked using a meat thermometer. Hot dogs will be cooked to desired tenderness.*
7. *Raw foods and ready-to-serve foods will be on separate tables. Individuals who handle raw foods will wash their hands prior to touching cooked or ready-to-serve foods. Ice used to keep the raw foods cold will not be used to cool drinks.*
8. *Food will be self-serve. Individual, plastic utensils will be used for tomatoes, lettuce, potato salad, dip, mayonnaise and meats. Chips will be placed in a bowl. Hamburger and hot dog buns will be served in a manner that prevents individuals from "digging" into the bags. Servers will fill plastic cups with ice, using a scoop, spoon, or clean food-safety gloves; or they will scoop the ice with the cups, provided they are wearing clean gloves. Potato salad will be served in the container in which it was purchased. All individuals that handle all foods will be instructed to wash their hands and put on clean gloved after they have used the bathrooms, smoked, applied makeup, used tobacco, or have touched their faces.*
9. *Meats will be thrown out after they have been displayed for more than 30 minutes. Potato salad, lettuce, tomatoes, and dip will be thrown out after an hour. Any food that has been contaminated will be thrown out immediately.*

Allison Student

(signed)