

Food Safety Checklist for Non-Profit Organizations

Pike County Health Department

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*Indiana State Food Law (Indiana Code (IC) 16-18-2-137 exempts organizations that are tax exempt under IC 6-2.5-5-21(b)(1)(B), (C), and (D) from the definition of a "food establishment". This law allows non-profits to sell food **not more than 15 days in a calendar year** without obtaining a permit from the local health department, provided the menu is not "extensive" & the food is made & labeled by the organization's members. Please review <https://www.in.gov/isdh/files/SEA190%20FinalGuidance.pdf> to ensure that the organization meets the requirements specified in the law. These organizations are also exempt from the Food Handler Certification rule. Questions should be directed to Pike County Health Department. (*Sections of Title 410 IAC 7-24 cited as guidance only.)*

Administrative:

- ☐ Please submit a Non-Profit Notification form to the Health Department **prior** to each event, detailing the menu & where each food is obtained (whether purchased or donated by members).
- ☐ During the event, assign staff to handle either food **or** money. Food handlers should not handle money.
- ☐ Food handlers should wear effective hair restraints. Hair longer than chin length should be secured with an elastic band, not just a cap.
- ☐ Food handlers should not wear jewelry on hands or wrists.
- ☐ Members not directly involved in the event should stay outside food preparation, food storage, or warewashing areas.
- ☐ Do not allow anyone who has been ill within 24 hours of the event to handle food. Open sores on hands or arms should be covered with sterile bandages at all times; gloves should be worn over bandages on hands, & sleeves should cover bandages on arms.

Food & Water Sources:

- ☐ All food & water should be obtained from sources that comply with applicable state & local regulations. If well water is to be used, the water should be tested & approved by Indiana State Department of Health.
- ☐ Food should be clean, wholesome, & free from adulteration or misbranding, & if applicable, properly labeled.

Food Preparation & Handling:

- ☐ Before handling food, workers should wash hands for at least 20 seconds using soap & warm water. Hand sanitizer is **not** an acceptable substitute for proper hand washing.
- ☐ **Avoid bare hand contact with "ready to eat" foods!** Use disposable gloves, deli paper, or utensils when handling foods that will not be cooked.
- ☐ Wash hands and change gloves when switching tasks, handling different types of foods (i.e. meat, then vegetables), & after touching non-food contact surfaces, etc.
- ☐ Use separate cutting boards & utensils when handling raw meats, poultry, or fish, & when handling fruits & vegetables.
- ☐ Thaw potentially hazardous foods properly in a microwave, refrigerator, or in cold running water---**never** thaw food at room temperature.
- ☐ Use a properly calibrated stem-type thermometer to ensure food is cooked to proper internal food temperatures. (*Sec. 182 -185)
- ☐ Reheat all potentially hazardous foods so all parts reach 165° for at least 15 seconds. Use equipment designed to heat foods rapidly & reach 165° within 2 hours. Never use low wattage equipment such as crock pots or warming trays to reheat cold foods.
- ☐ Cool all potentially hazardous foods rapidly to 70° within 2 hours, then to 41° or below within the next 4 hours. (*Sec. 189)
- ☐ Maintain all potentially hazardous foods at safe temperatures---135° or above for hot foods, 41° or below for cold foods, & 0° for frozen foods.

Food Protection:

- ☐ Protect food products at all times from potential contamination by consumers or the environment.
- ☐ Store all food & beverage products, ice, utensils, single-service items, food preparation equipment, handwashing, & warewashing facilities at least 6" above the floor or ground at all times.
- ☐ Provide overhead protection for all food & beverage service, preparation, storage, warewashing, & handwashing areas. (Please check with the Fire Marshall before using open grills or deep frying equipment, & ensure that the proper type of fire extinguisher is available at all times.)
- ☐ Use proper utensils (single-use gloves, tongs, deli tissue, etc.) to handle unpackaged ready-to-eat food products. **NEVER touch ready-to-eat food with bare hands!**
- ☐ Protect single-service utensils from contamination. Supply packaged utensils, or place utensils in a container with handles facing UP. Straws & toothpicks should be wrapped individually or in a dispenser.
- ☐ Condiments should be individually packaged or in clean dispensers. To prevent contamination, dispensers should be covered overhead, & washed & sanitized before being refilled. Condiments that require refrigeration should be maintained at 41° or below.
- ☐ Dispose any foods that were not temperature-controlled* throughout a 4-hour period (*under 41° degrees or over 135° degrees).
- ☐ Wash, rinse, & sanitize all food contact equipment after use, using only products labeled as "food safe". Mix, test, & apply sanitizer as directed on the product label. Allow all food contact equipment (dishes, utensils, tables, etc.) to air dry.

Ice:

- ☐ For drinks or shaved ice treats, use only ice from an approved & properly labeled source.
- ☐ Keep ice in closed/covered containers, & dispense only with an ice scoop. Between use, store ice scoop with handle up & not in contact with ice.
- ☐ In order to prevent cross-contamination, do not drop bags on the ground or floor to break ice apart.
- ☐ Ice used to cool food or beverage products should never be used in drinks.