

Food Safety Checklist for Non-Profit Organizations

Brown 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 [Non-Profit Exemption-Understanding Senate Enrolled Act \(SEA\) 190 Guidance](#) 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 Brown County Health Department.*

*(*Sections of Title 410 IAC 7-24 are cited in this document as guidance only.)*

Administrative:

- Please submit a Temporary Application form to the Health Department **prior** to each event, detailing the menu & where each food is obtained (whether purchased or donated by members). There is no charge.
- Food handlers should wear effective hair restraints; hats, scarfs, hairnets
- Food handlers should not wear jewelry or bracelets 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 bandages at all times; gloves should be worn over bandages on hands, & sleeves should cover bandages on arms.

Food Preparation & Handling:

- Before handling food, food handlers should wash hands for at least 20 seconds using soap & warm water. Hand sanitizer is **not** an acceptable substitute for proper hand washing.
- Gloves should be changed as often as needed---when changing tasks, handling different types of foods (i.e. meat, then vegetables), after touching non-food contact surfaces, etc. Always wash hands before donning new gloves.
- 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) if you are going to reheat it for later service. Otherwise, discard.
- 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 open 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- either kept hot --over 135 or cold under 41 degrees --throughout a 4-hour period (41° degrees to 135° degrees is the temperature danger zone!).
- Wash, rinse, & sanitize all food contact equipment and surfaces after use, using only products labeled as "food safe". Mix, test, & use 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.