



University Office of Environmental, Health, and Safety Management  
Indiana University

Food Protection Program  
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## Guidelines for On Campus Bake Sales

### Requirements:

- All food events taking place on campus that are open or offered to the public must comply with IU's [Temporary Event Policy](#).
- A [Temporary Food Service Event Application](#) must be completed and submitted to IU-EHS at least seven days prior to the event. The application must include the date, location, vendor, contact information, and menu items.



### Food Safety:

- Home prepared food items are prohibited to sell to the public according to the Indiana Food Code.
- Items in the bake sale must be either store bought, prepackaged or individually packaged, or made in a certified kitchen (a kitchen that is inspected by a regulatory authority) and preferably under the supervision of a certified food handler.
- To minimize the risk of triggering food allergies at least one copy of ingredient statements for each item must be at the point of sale and available to consumers. The ingredients must contain every ingredient as well as sub-ingredients for each item. At the end of the list if one of the 8 major allergies is contained in the product it must be stated in bold (i.e.—**CONTAINS: WHEAT, EGG, MILK**).
- The 8 major allergens include: milk, eggs, peanuts, tree nuts, fish, shellfish, soy, and wheat.
- No bare hand contact with ready-to-eat food (i.e.—cooked muffins, cookies, pie, etc.) is permitted in the Indiana Food Code. Food service gloves, clean and sanitized utensils, or clean deli paper (or equivalent) must be used to touch and serve the items. Hands must be washed prior to putting on [food service grade gloves](#).
- It is recommended to designate one person to handle money and another to handle foods. This will reduce the risk of cross contamination.
- All food items should be stored covered or protected as much as possible. All food should also be stored at a minimum of 6 inches off the ground.
- A bleach water concentration between 50—100ppm will suffice for sanitizing surfaces and utensils.

### Appearance:

- Proper and frequent hand washing must occur.
- Clean clothes should be worn the day of the event
- Hair restraints and closed toed shoes should be worn when working with exposed foods.
- Excessive jewelry should be removed prior to the event.

Additional guidance can be found [here](#). If you have any questions about your event please contact our office.