The Indiana State Department of Health’s “Retail Food Establishment Sanitation Requirements” (Title 410 IAC 7-24) in part defines a retail food establishment as: “an operation that is conducted in a mobile, stationary, temporary, or permanent facility or location, where consumption is on or off the premises, and regardless of whether there is a charge for the food.”

This code also states that “Food prepared in a private home may not be used or offered for human consumption in a retail food establishment.” This includes items sold at bake sales.

- A “Temporary Event Food Service Application” must be filled out and submitted to this department at least seven days prior to the event. If a group is selling only pre-packaged, not potentially hazardous food such as canned soda, pretzels, chips, cookies, etc., there is no need to fill out this form.

- All foods must be purchased from approved sources (see above).

- Potentially hazardous foods (pizza, hamburgers, hot dogs, chili, etc.) must be stored and displayed at safe temperatures. **Cold foods must be held at 41°F or below and hot foods held at 135°F or above at all times.**
  - **Recommended for hot holding:** ovens, grills, warming cabinets, propane units, chaffing dishes with Sterno, thermal Cambro units.
  - **Recommended for cold holding:** mechanical refrigeration, freezers, dry ice, heavy-duty insulated coolers (not foam) with drained ice.

- All food on display must be effectively covered (tents) or be individually wrapped to prevent contamination from patrons, dust, flies, rain, or other elements.

- Handling of food must be minimized by appropriate use of utensils such as scoops, tongs, spoons or forks. Gloves may be worn over properly washed hands so long as they are changed when becoming damaged or soiled.

- Hands must be kept clean. Hand washing facilities must be provided. (An urn of warm water, pump soap, a roll of paper towels and a bucket to catch water will be adequate in most cases).

- Clean outer garments and hair restraints should be worn. Smoking and eating is not allowed in areas where food is prepared. Only healthy workers should prepare and serve food.

- Provide proper waste containers with lids.