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ENVIRONMENTAL HEALTH AND SAFETY
<http://www.dartmouth.edu/~ehs/>

Dartmouth College Environmental Health and Safety Potluck Food Volunteer Form

PROCEDURES AND REQUIREMENTS FOR A POTLUCK MEAL

- This **Food Volunteer Form** must be signed by all food handlers (below)
- A person who is sick, has diarrhea, vomiting, is jaundiced or has a cut or lesion on the hand or wrist must NOT prepare, handle or serve food
- All foods must be thoroughly cooked. KEEP HOT FOODS HOT, above 140°F and KEEP COLD FOODS COLD, below 41°F
- Chilled ingredients must be used for all cold dishes
- Food should be served within 30 minutes of its arrival at the venue
- Food serving time is ONE HOUR for all potentially hazardous foods*
- All food containing milk and dairy products, eggs or egg products, fish, shellfish, wheat, soy and soy products, peanuts and tree nuts must be labelled clearly
- Protect food from dust, flies and people by covering the food
- All leftovers must be discarded
- No HOME-CANNED foods are permitted
- Extension cords must be used carefully to avoid a tripping hazard
- SINGLE USE utensils and plates only
- Provide sufficient trash containers for all waste

**Hazardous foods include: meats, poultry, seafood, dairy products, eggs and bacon, raw seed sprouts, sliced melons, tofu, partially and fully cooked vegetables, potatoes, squash, onions, rice, peppers, sliced fruit and salads.*

I AGREE NOT TO PREPARE, SERVE OR HANDLE ANY FOOD, BEVERAGE OR FOOD CONTACT SURFACES SUCH AS PANS, UTENSILS, DISHES AND PAPERGOODS, IF I HAVE ANY OF THE FOLLOWING:

A. SYMPTOMS:

1. Diarrhea 48 hours before the event
2. Fever
3. Vomiting 48 hours before the event
4. Jaundice (yellowish discoloration of skin or eyes)
5. Sore throat with fever
6. Lesions containing pus on the hand, wrist or an exposed body part (such as boils and infected wounds, however small)

B. MEDICAL DIAGNOSIS WITHIN THREE MONTHS

Whenever diagnosed as being ill with Salmonella Typhi, Shigella spp., Escherichia coli 0157:H7 and other Enterohemorrhagic Escherichia coli (EHEC), Hepatitis A virus, Entamoeba histolytica, Campylobacter spp., Vibrio cholera spp., Cryptosporidium parvum, Giardia lamblia, Hemolytic Uremic Syndrome, Salmonella spp. (non-typhi), Yersinia enterocolitica, Cyclospora cayentanensis, Norovirus and any other disease transmissible through food so designated by the Division of Communicable diseases of the Department in 105 CMR 300.000: reportable Diseases and Isolation and Quarantine requirements.

C. HIGH RISK CONDITIONS

1. Exposure to or suspicion of causing any confirmed outbreak of typhoid fever, shigellosis, E. coli 0157:H7 infection or hepatitis A.
2. A household member diagnosed with typhoid fever, shigellosis, illness due to E. coli 0157:H7, Norovirus or hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed outbreak of typhoid fever, shigellosis, illness due to E. coli 0157:H7 infection or hepatitis A.

I AGREE THAT I WILL PUT ON GLOVES PRIOR TO FOOD HANDLING. I ALSO AGREE TO MAINTAIN GOOD PERSONAL HYGIENE PRACTICES SUCH AS WASHING HANDS FOR TWENTY SECONDS BEFORE HANDLING FOOD, AFTER HANDLING MONEY, USING THE RESTROOM, USE OF TOBACCO, EATING, DRINKING OR TOUCHING THE MOUTH, FACE, HAIR, AFTER ANY BREAK AND BEFORE PUTTING ON GLOVES.

Every person who is handling food for this event must sign their own form

Volunteer name: _____

Signature of volunteer: _____ **Date:** _____

The purpose of this agreement is to ensure that Food Volunteers take appropriate steps to preclude the transmission of food borne illness. Please contact Environmental Health and Safety on 606 646 1762 with questions.