

IFF GUIDE 2025

Hygiene Safety

Office of the Hokkaido University Festival Executive Committee

General Affairs Department Hygiene Safety Staff
IFF Staff

Introduction

Food poisoning during the Festival is a matter of life and death, and safety must be given the highest priority. In the past, there have been cases of food poisoning at university festivals, resulting in a ban on food service the following year. Accidents related to food hygiene can cause irreversible damage. Do not let your guard down just because you have participated in previous years.

This document was prepared based on guidance from the Sapporo City Kita Health Center and discussions with the Hokkaido University Administration.

The Hokudai-sai Staff will provide instructions and guidance to participating Tents that violate the contents of this document. Repeated violations or serious infractions may result in penalties, including restrictions on activities. In addition, separate penalties may be imposed by the Health Center or the Administration Office.

Required Documents

Name of document	Date of distribution	Deadline	Submission method
Recipe Details ver.1	4/21 20:00	5/1 23:50	Web
Hygiene Safety Agreement	distributed on 4/21 (GA#3)	5/9 (GA#3)	paper medium
Recipe Details ver.2	5/12 18:30	5/14 23:50	Web
Recipe Details ver.3	5/19 18:30	5/21 23:50	Web
Food Menu	Prepared after Recipe Details are determined	6/2 (GA#7)	paper medium

Recipe Details

After submitting Version 1 of the Recipe Details, the Hygiene Staff will check the contents, and you will be asked to revise them to Version 2 and Version 3 as needed. If the Hygiene Safety Staff determine that any ingredients or cooking processes pose a risk from a food hygiene perspective, you will be asked to make corrections. Please listen carefully to the advice of the Hygiene Safety Staff and make sure to revise your Recipe Details accordingly.

Hygiene Safety Agreement

The Hygiene Safety Agreement requires the Tent Leader, Vice Tent Leader, and Hygiene Safety Manager's sign. It will be distributed on GA#3. Have it signed and make sure to bring it to GA#4.

Food Menu

The Food Menu is created for Hokudai-sai visitors to enjoy unfamiliar dishes. Please begin creating it **only after your Recipe Details have been finalized**. Due to a past incident involving food allergies, all IFF Tents are required to prepare a Food Menu.

Size : A4・color (No page limit, both vertical and horizontal orientations are acceptable.)

Language : Japanese (For visitors・You may include other languages, but Japanese is mandatory)

Must include :

- Menu Name
- Explanation of menu
- Ingredients (All)
- Picture

→Picture on the right is an example from the past



The Three Principles to Prevent Food Poisoning

1. Prevent Contamination (Cleanliness)

- Wash your hands frequently—not only before cooking, but also during food preparation and plating.
- Clean and sanitize all cooking utensils, and make sure they are completely dry. Always wash before sanitizing.
- Use separate cooking utensils depending on the type of food.
⇒ The key is to avoid contaminating food with harmful bacteria in the first place. This alone significantly reduces the risk of food poisoning.

2. Prevent Bacterial Growth (Cooling)

- Always store food in a refrigerator or freezer, and manage the temperature properly.
- Even cooked food should not be kept at room temperature.
- Consume food as soon as possible.
⇒ Bacteria multiply rapidly when temperature control is inadequate.

3. Eliminate Bacteria (Heating)

- Be sure to heat food thoroughly all the way to the center.
- While heat can kill bacteria, the toxins produced by bacteria are often heat-resistant.

⇒ **Don't overly rely on heating—pay extra attention to 1. Prevent Contamination and 2. Prevent Bacterial Growth.**

Food Service Regulations

【Prohibited】 Serving menu items that violate the *IFF Guide 2025 Hygiene Safety* (this document) or the *Hokudai-sai Committee Food Hygiene Guidelines* (URL: https://part.hokudaisai.com/iff/terms/iff_eisei.php?lang=en).

【Prohibited】 Completing food preparation outside the Tent and conducting only sales within the Tent.

→ **【Required】** Food preparation like heating must be conducted within the Tent.

【Prohibited】 Offering more than five menu items (this makes it difficult for Hygiene Safety Staff to manage safety and identify causes in case of an incident).

→ **【Required】** Limit your menu to five items or fewer.

【Prohibited】 Serving raw or undercooked meat, seafood, or eggs.

→ **【Required】** All such ingredients must be thoroughly cooked before serving.



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【Prohibited】 Cutting or skewering meat or seafood inside or outside the Tent.

→ **【Required】** Purchase these ingredients that are already cut and skewered.

【Prohibited】 Serving raw vegetables or using spoiled vegetables.

→ **【Required】** Cook all vegetables thoroughly. Food preparation must be carried out in a unified location within the group and under the supervision of the Tent Leader.

【Prohibited】 Serving raw fruit (due to hygiene concerns).

→ **【Required】** Use canned fruit as a general rule. (Exception: fruits like bananas, for which canned versions do not exist, may be permitted depending on hygiene conditions.)

【Prohibited】 Serving handmade cream-based items, jelly, or pudding. (high risk of bacterial growth due to long preparation time.)

→ **【Required】** Use pre-packaged items.

【Prohibited】 Serving raw cream made from animal fat.

→ **【Required】** Heat such cream thoroughly before serving.

【Prohibited】 Selling or consuming alcoholic beverages.

Food Preparation and Storage

【Prohibited】 Preparing or cooking food the day before the event.

→ **【Required】** Complete all cooking and preparation processes on the same day.

【Prohibited】 Leaving food at room temperature.

→ **【Required】** Store meat, seafood, eggs, and dairy products using a refrigerator or other cooling equipment.

【Prohibited】 Preparing food in large batches in advance.

→ **【Required】** Cook in small portions. If advance preparation is necessary, store the food in a refrigerator or Heated Display Case for no more than 2 hours.

【Prohibited】 Carrying over opened ingredients for use on the following day.

→ **【Required】** Use all opened ingredients within the same day.

【Prohibited】 Cutting ingredients (all types) inside the Tent.

→ **【Required】** Perform cutting in a clean indoor environment with proper washing facilities, under the supervision of the Tent Leader.

→ **【Prohibited】** Cutting or skewering meat and seafood is strictly prohibited under any circumstances. Purchase them pre-cut and pre-skewered.

【Prohibited】 Cooking processes involving fermentation (e.g., using yeast).

→ **【Required】** Select menu items that do not require fermentation.

【Prohibited】 Using knives or other sharp tools in the Tent.

→ **【Required】** Any tasks requiring knives must be completed indoors in advance.

【Prohibited】 Allowing anyone with poor health or hand injuries to participate in cooking.

【Prohibited】 Wearing accessories (bracelets, rings, etc.) while cooking.

→ **【Required】** Wash hands, sanitize with alcohol, and wear the following:

- Apron
- Sanitary Cap (Triangle Bandana or Hat)
- Disposable Cooking Gloves
- Disposable Face Mask

【Required】 Pick up alcohol sanitizer from the HUISA Tent by 9:00 AM on Friday, June 6.

【Prohibited】 Leaving soup or broth at room temperature.

→ **【Required】** Keep heating until just before serving, and stir occasionally. (Avoid the 20–50°C range where bacteria multiply easily.)

【Prohibited】 Using water from Sinks or on-campus water sources for cooking rice.

→ **【Required】** Use clean water such as mineral water.

【Prohibited】 Using any rice other than rinse-free rice (*Musenmai*).

→ **【Required】** Always use rinse-free rice.

Required Equipment

【Required】 Refrigerator (for meat, seafood, eggs, and dairy products) or Cooler.

【Most Important】 Mini Water Station

The Mini Water Station must be set up inside the Tent for washing hands and cooking utensils. To prevent food poisoning, the Sapporo City Kita Health Center requires each Tent to install a Mini Water Station.

Please prepare the following five items and set them up as shown in the diagram on the right:

1. A water container with a spout (18L or larger recommended)
2. A stand (table, chair, etc.)
3. A bucket (capacity of 5L or more)
4. Soap
5. Paper towels



Others

【Prohibited】 Selling food outside tents or offering food samples.

【Required】 If a hygiene check is conducted by HUISA or the Hokudai-sai Office, immediately make any corrections if issues are pointed out.

Important Reminders for All IFF Tents

1. Do not prepare or cook food the day before the event.
2. Do not prepare large quantities of food in advance.
3. Use all opened ingredients within the same day.
4. Do not leave food at room temperature.
Leaving meat, seafood, eggs, or milk at room temperature is especially dangerous.
5. Prepare cooling equipment (such as refrigerators, freezer and cooler box) as needed to store ingredients.
For details, refer to the “Food Preparation and Storage” and “Required Equipment” sections of this guide.
6. Cut ingredients (other than meat and seafood) in a clean indoor environment with proper washing facilities.
7. Meat and seafood must be purchased pre-cut or pre-skewered.
8. Fermentation must not be included in any cooking process.
9. A Mini Water Station must be installed inside your Tent.
10. If hygiene issues are pointed out by HUISA or the Hokudai-sai Office during the Festival, make corrections immediately.
11. The use of knives or other blades inside the Section is prohibited.