

# IFF GUIDE 2026

## Hygiene Safety

Office of Hokkaido University Festival Executive Committee

Hygiene Safety Staff

IFF Staff

### Introduction

Food poisoning during the Festival is a matter of life, 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.**

Hokudai-sai Staff will provide guidance and instructions for improvement to any Tent that violates the contents of this document. If a Tent repeatedly receives such guidance and instructions, or in the case of a serious violation, disciplinary actions may be taken, including restrictions on activities. In addition, actions may be taken by the Health Center and the Administration Office.

### Submissions

Name of documents	Date of Distribution/Application	Deadline	Submission Method
Recipe Details	4/20 20:00	4/28 23:59	Web
Hygiene Safety Agreement	distributed on 4/20 (GA#3)	5/1 (GA#4)	paper medium
Recipe Details for Revised Submission	5/2 14:00	5/6 23:59	Web
Recipe Details for Final Submission	5/11 18:30	5/13 23:59	Web
Food Menu	Prepared after Recipe Details are determined	6/1 (GA#7)	paper medium

#### Recipe Details

After submitting the initial draft of the Recipe Details, you will be required to make revisions yourselves under the review of the Hygiene Safety Staff. You will be asked to revise any ingredients or cooking processes that the Hygiene Safety Staff determine to be unsafe from a food hygiene perspective. Please carefully follow the advice of the Hygiene Safety Staff and make the required revisions. If the revisions are not made, the provision of the relevant food items may not be approved.

#### Hygiene Safety Agreement

This document requires the signatures of the Tent Leader, Vice Tent Leader, and Hygiene Safety Manager. It will be distributed at GA#3, so please bring the document with all three signatures completed to GA#4.

#### Food Menu

The Food Menu is a document prepared for visitors to Hokudai-sai who will enjoy unfamiliar dishes. Please begin preparing it **after the Recipe Details have been finalized.** Due to past allergy-related incidents, 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)

**Required Items :**

- Menu Name
- Menu Description
- Ingredients (all)
- Photo

→The photo on the right is an example from previous years.



## The Three Principles to Prevent Food Poisoning

### 1. Do not allow contamination (keep clean)

Wash your hands frequently not only before cooking, but also during cooking and when plating.

Wash and sanitize cooking utensils, and dry them thoroughly. Always wash them before sanitizing.

Use separate cooking utensils depending on the type of food.

⇒**First, make every effort to prevent foodborne pathogens from adhering. This alone will significantly reduce the risk of food poisoning.**

### 2. Do not allow growth (cooling)

Store all food in a refrigerator or freezer. Ensure proper temperature control of the refrigerator and freezer.

Do not store food at room temperature, even if it has been cooked.

Consume food as soon as possible.

⇒**Even a short break in proper temperature control can cause bacteria to grow rapidly.**

### 3. Eliminate (heating)

Ensure that food is thoroughly heated to the core.

Even if foodborne bacteria are killed, some toxins produced by these bacteria are heat-resistant.

⇒**Do not over-rely on sanitization by heating, and pay even greater attention to “1. Do not allow contamination” and “2. Do not allow growth.”**

## Food Service Regulations

**【Prohibited】**Provision of menu items that do not comply with the IFF Guide Hygiene Safety (this document) and the Hokudai-sai Food Hygiene Guideline (distributed at GA#1 / URL:

<https://part.hokudaisai.com/docs/71/Hokudai-sai%20Food%20Hygiene%20Guideline.pdf>)

**【Prohibited】**Completing cooking outside the Section and only selling within the Section

→**【Required】**Processes such as heating must be carried out within the Section

**【Prohibited】**Having more than five menu items (as it makes safety management by the Hygiene Safety Staff and investigation in the event of an incident difficult)

→**【Required】**Limit the number of menu items to five or fewer

**【Prohibited】**Provision of meat, seafood, and eggs without heating

→**【Required】**These items must be thoroughly cooked before serving

**【Prohibited】**Cutting or skewering meat and seafood either inside or outside the tent

→**【Required】**Purchase items that are already cut and skewered

**【Prohibited】**Provision of vegetables without heating, or use of spoiled vegetables

→**【Required】**All vegetables must be heated, and preparation must be carried out in a clean, single room under the supervision of the responsible person

**【Prohibited】**Provision of raw fruits (those with hygiene concerns)

→**【Required】**As a general rule, use canned fruits (exception: fruits such as bananas, for which canned products do not exist, may be permitted depending on hygiene conditions)



**【Prohibited】**Provision of handmade creams, jelly, or pudding (as they take time to prepare and pose a high risk of bacterial growth)

→**【Required】**Use commercially prepared products

**【Prohibited】**Provision of non-heated cream derived from animal fat

→**【Required】**Ensure it is heated before serving

**【Prohibited】**Sale or consumption of alcoholic beverages

**【Prohibited】**Reusing marinade liquid

→ **【Required】**Use fresh marinade liquid each time

**【Prohibited】**Marinating outside a refrigerator or for more than one hour

→ **【Required】**Marinate in a refrigerator and limit the marinating time to within one hour

## Cooking and Storage

**【Prohibited】**Preparation or cooking from the previous day

→**【Required】**All processes must be carried out on the same day

**【Prohibited】**Leaving food at room temperature

→**【Required】**Meat, seafood, eggs, and dairy products must be stored using refrigeration equipment such as a refrigerator

**【Prohibited】**Preparing large quantities in advance

→**【Required】**Prepare in small batches, and if advance preparation is necessary, store in a refrigerator or Heated Display Case for no more than 2 hours

**【Prohibited】**Carrying over opened ingredients to the next day

→**【Required】**All opened ingredients must be used up on the same day

**【Prohibited】**Cutting food inside the tent (all ingredients)

→**【Required】**Carry out such work in a clean indoor environment with proper washing facilities, under the supervision of the responsible person

**【Prohibited】**Cutting meat and seafood is prohibited in all cases.

→**【Required】**Purchase items that are already cut or skewered

**【Prohibited】**Processes involving fermentation (e.g. use of yeast)

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

**【Prohibited】**Use of knives or other sharp tools within the Section

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

**【Prohibited】**Involvement of individuals who are unwell or have injuries on their hands in food preparation

**【Prohibited】**Wearing accessories (e.g. bracelets, rings) during cooking

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

- Apron
- Triangular bandana (or cap)
- Disposable cooking gloves
- Disposable face mask

**【Required】**Please come to the IFF Tent to pick up alcohol sanitizer on June 4th (Thu) 20:00 - 20:30

**【Prohibited】**Leaving soups at room temperature

→**【Required】**Keep heating until just before serving and stir regularly (avoid the temperature range of 20–50°C, where bacteria easily multiply)

**【Prohibited】**Using water from the Sink or campus water supply when cooking rice

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

**【Prohibited】**Using rice that requires rinsing

→**【Required】**Be sure to use pre-washed rice

## Required Equipment

**【Required】**Tents handling meat, seafood, eggs, or dairy products must install a refrigerator or freezer.



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To ensure proper food safety management, the use of a refrigerator or freezer is mandatory for all IFF Tents from this year. Please arrange one either by preparing it yourselves or by renting it. Storage using only a Cooler is not permitted. If your Tent does not use any meat, seafood, egg, or daily products, please inform IFF Staff via Email.

### **[CRITICAL] Mini Water Station**

The Mini Water Station is used within the tent for washing hands and cleaning cooking utensils.

To prevent food poisoning, installation is mandatory for each Tent as required by the Health Center.

Prepare the following five items and set them up as shown in the diagram on the right.



1. Poly tank with a faucet (recommended capacity: 18L or more)
2. Stand (e.g. table or chair)
3. Bucket (capacity: 5L or more)
4. Soap
5. Paper towels

**[Required]** Water from the Mini Water Station must be used only for washing hands and cleaning cooking utensils.

**[Prohibited]** The use of water from the Mini Water Station for preparing food or beverages such as soup is strictly prohibited.

## Other

**[Prohibited]** Selling food outside tents or providing samples

**[Required]** If you are subject to a hygiene check by the IFF Executive Committee or Hokudai-sai Office, immediately make improvements if any issues are identified

**[Required]** Transport refrigerated food in sealed cooling containers, and store it promptly in a refrigerator upon arrival

## Important Reminders for All IFF Tents

1. Do not carry out preparation or cooking from the previous day.
2. Do not prepare large quantities in advance.
3. Use all opened ingredients on the same day. Carrying them over to the next day is prohibited.
4. Regardless of whether they have been opened or not, storing food in the tent overnight is prohibited. All food must be taken home after each day.
5. Do not leave food at room temperature. In particular, leaving meat, seafood, eggs, or milk at room temperature is extremely dangerous.
6. Prepare appropriate cooling equipment (e.g. refrigerator, freezer, Cooler) as necessary to store ingredients.  
For details, please refer to the sections "Cooking and Storage" and "Required Equipment".
7. Cutting ingredients (excluding meat and seafood) must be carried out in a clean indoor environment with proper washing facilities.
8. Meat and seafood must be purchased and used in a pre-cut or pre-skewered state.
9. Fermentation must not be included in the cooking process under any circumstances.
10. A Mini Water Station must be installed in the tent.
11. If any hygiene-related issues are pointed out by the IFF Executive Committee or Hokudai-sai Office during Hokudai-sai, they must be corrected immediately.
12. The use of knives or other sharp tools is prohibited within the Section.