

ON CAMPUS TEMPORARY FOOD SERVICE POLICIES

The Department of Environmental Health & Safety has adopted the following policies to ensure that basic food sanitation requirements and practices are incorporated into temporary food service locations on campus whether the food be for sale or gratis.

When foods are prepared and/or served by organized University groups for special meals or events of a temporary nature, the Department of Environmental Health and Safety must be notified at least 48 hours in advance. Notification should include a statement in writing of what foods are to be prepared, where they are to be prepared, who is to prepare them, where they are to be served, how they are to be kept hot or cold and/ or protected against contamination, and plans for worker and patron handwashing

A completed "PERMIT TO SELL/SERVE FOOD ON CAMPUS" shall be sufficient for the above required written notification. The approved permit must be displayed at the sale or serving site.

It is necessary that all food products be prepared, held and handled in as safe and sanitary a manner as possible. The food must be prepared in an approved food preparation area such as a University kitchen, a residence hall kitchen, or in some licensed food establishment other than at the University. Preparation of foods in individual homes is generally discouraged.

Acceptable places where food may be prepared for serving on campus include:

- Any licensed location such as a University kitchen, church kitchen, commercial kitchen, fraternity or sorority, etc.;
- The small University student kitchens at, Nelson, Boyd, Brough, Hoover, Voigt and Bryan Halls (with permission of the appropriate persons in charge); See the "Student Kitchen Sanitation Guidelines" for other requirements.
- The kitchens in Resident Directors' apartments.

Foods such as hot-dogs, hamburgers, steaks, etc., may be cooked outside at the location where they are to be sold or served, if the location and handling procedures are satisfactory and cooling or hot-holding is available in an acceptable form.

An exception to the above may be made for products of a non-potentially hazardous nature, such as baked goods (cookies, brownies, etc.), at the discretion of Environmental Health and Safety. If in doubt about the need for a permit, contact the Department of Environmental Health and Safety for guidance.

The above criteria shall not apply to licensed Food Service Operations which in the course of routine business operations provide delivery service of their products to residence halls, etc. However, these businesses must complete and submit for approval the "PERMIT TO SELL/SERVE FOOD ON CAMPUS" for various special events such as festivals, etc., of a temporary nature