

Policy for Food Service at Temporary Events Open to the Public
Indiana University Northwest
Frequently Asked Questions

1. I am planning an event that will be open to the public. Food will be available at this event. What approval is needed?

Temporary food events that offer prepackaged food and/or beverages in individual servings that are not potentially hazardous foods are exempt from the approval process. However, the prepackaged food and/or beverages must be obtained from a licensed retail source.

Temporary food events where food and/or beverages are not prepackaged in individual servings and/or are potentially hazardous must comply with the Policy for Food Service at Temporary Events Open to the Public. This requires the organizer to use an approved on-campus contracted food service provider or another compliant provider. If an approved on-campus food service provider is not providing the food and/or beverages for the event, a Temporary Event Food Service Application (TEFSA) will need to be completed and submitted to the University Office of Environmental, Health, and Safety Management (UOEHSM) at least seven days prior to the event for approval.

2. A student group/club is interested in having a bake sale. How does this event fit into the Policy for Food Service at Temporary Events Open to the Public?

Home-prepared food is strictly prohibited at events covered by this policy.

The Indiana State Department of Health mandates expressly: “Food prepared in a private home may not be used or offered for human consumption in a food establishment.” This prohibition applies to items sold at bake sales.

3. My department is planning an end-of-semester pitch-in meal. Does the Policy for Food Service at Temporary Events Open to the Public apply?

The Policy for Food Service at Temporary Events Open to the Public applies to events that are either open to the public or are otherwise not “internal events.” Internal events are events or functions that occur on university property where the attendees are limited to the group’s internal members. A departmental end-of-semester pitch-in meal where the attendees are faculty, staff, and other invited guests is exempt from this policy and its requirements.

4. I am interested in using a food service provider that is not on the approved vendor list. What would I need to do to have this food service provider approved?

The following materials need to be collected and forwarded to Patricia Fowler, Environmental Health & Safety Specialist, UOEHSM, for review and approval. A second copy should be forwarded to Kathryn Manteuffel, Manager of Environmental Health & Safety, for proper filing on the Northwest campus.

- Contact information (name, address and phone number of responsible agent) for the food service provider.
 - Copy of the food service provider's insurance certificate.
 - Copy of the food service provider's most recent health inspection by a recognized authority (Porter County Health Department, Lake County Health Department, Gary Health Department, etc.)
5. Where can I find policy-related resources such as the Temporary Event Food Service Application and General Guidelines for Food Safety at Temporary Events?

These are available online. See below for specific links.

Temporary Event Food Service Application

http://www.ehs.indiana.edu/Food_Protect/Temporary%20Food%20Service%20Application.pdf

Food Safety at Temporary Food Events (General Guidelines)

http://www.ehs.indiana.edu/Food_Protect/Food%20Safety%20Brochure%20Temporarily%20Events.pdf

Food Protection Services, University Office of Environmental Health & Safety

<http://www.ehs.indiana.edu/food.html>

Temporary Food Service Provider Compliancy List (UOEHSM)

http://www.ehs.indiana.edu/Food_Protect/approved%20temporary%20food%20service%20providers.pdf

6. Who can I contact if I still have questions about the Policy for Food Service at Temporary Events Open to the Public (Indiana University Northwest)?

You are welcome to contact Kathryn Manteuffel or Patricia Fowler for clarification on this policy.

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