

## **Policy for Food Service at Temporary Events Open to the Public Indiana University Northwest**

### **Applicability**

This policy applies to events that are either open to the public or are otherwise not “internal events,” as that term is defined herein, and where food service is planned.

This policy does not apply to internal events, which include most intradepartmental functions such as holiday pitch-in meals or “treat tables,” end-of-semester dinners for a department’s faculty and graduates, and the like. However, if alcohol is to be served at an internal event, the organizer must get a specific approval for the alcohol service from Risk Management. The guidelines for serving alcohol may be accessed at the Risk Management website at [www.indiana.edu/~riskmgmt/alcohol.htm](http://www.indiana.edu/~riskmgmt/alcohol.htm).

This policy does not apply to events that are open to the public where the only foods or beverages served are prepackaged in individual servings and are not potentially hazardous foods, as that term is defined herein.

Event organizers who are not sure whether this policy applies to their event should contact the University Office of Environmental, Health, and Safety Management (UOEHSM) at (812) 855-3233 or visit the UOEHSM website at [www.ehs.indiana.edu/food.html](http://www.ehs.indiana.edu/food.html).

### **Definitions**

Event Open to the Public: For purposes of this policy, an “event open to the public” is any event or function that:

- Is sponsored, organized or hosted by any group of university students, faculty or staff;
- Is held on university property;
- Includes a temporary food establishment, as that term is defined by law and this policy; and either or both of the following:
- Is intended to be open to anyone without reference to affiliation with the university; or
- Is advertised as being open to the public in any media.

An event open to the public (or “Event”) may last from a few hours to several days.

Internal Event: An event or function that occurs on university property where the attendees are limited to the group’s internal members.

Provider: A caterer or other food service facility that is under the inspection of the university or a federal, state, or local health department.

**Compliant Provider:** A compliant provider is a provider that has been determined by UOEHSM to be in compliance with the Indiana State Department of Health (ISDH) rules 410 IAC 7-22 and 7-24 based on a review of the provider's most recent inspection records. UOEHSM's website includes a list of the providers for which it has inspection reports already on file and identifies which are currently in compliance status or non-compliance status.

**Temporary Food Establishment:** "A food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration." This definition is from the 2001 FDA Model Food Code and ISDH rule 410 IAC 7-24, Retail Food Establishment Sanitation Requirements.

**Potentially Hazardous Foods:** Foods that, in order to be safe, must be stored and displayed either refrigerated (41°F or below for cold foods such as custards, mayonnaise-based foods, and the like) or heated (135°F for cooked meats, casseroles, hot side dishes and the like).

**UOEHSM:** University Office of Environmental, Health, and Safety Management.

## **Standards**

Food service at events open to the public must be in substantial compliance with the ISDH rule 410 IAC 7-24, Retail Food Establishment Sanitation Requirements, for all food service establishments, including temporary events.

## **Planning Requirements**

In order to plan an event open to the public that is in compliance with this policy, the food service arrangements must be made by the organizer in one of the following ways. Compliance with this policy is the responsibility of the event organizer.

1. Use an approved on-campus contracted food service provider for the Event.
2. Complete a Temporary Event Food Service Application (TEFSA) and submit it to UOEHSM for approval at least seven days prior to the Event. The TEFSA will require the organizer to:
  - \*Purchase all foods from a compliant provider or providers.

*In the event that the organizer plans to serve both catered foods and foods or beverages that are prepackaged in individual servings and are not potentially hazardous foods, the latter category of foods may be purchased from any licensed retail source.*

\*Work with UOEHSM to ensure that a copy of the selected provider's most recent inspection report is available for review.

If UOEHSM determines that the selected provider is not in compliance with 401 IAC 7-22 and 7-24 (see explanatory endnote), the organizer of the Event will need to choose another provider.<sup>i</sup>

**SERVICE OF HOME-PREPARED FOOD IS 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.

**Other Planning Considerations:**

Expenses To Be Paid Through IU Purchasing:

Other than purchases of items that are prepackaged in individual servings that are not potentially hazardous foods, Purchasing will not approve a purchase order or requisition order for expenditures associated with an event open to the public unless the organizer has used a compliant provider that has also been approved by Purchasing as a vendor that is qualified to do business with the university, which includes the provision of required tax documentation, insurance documentation, proven capability to provide the desired product or service, and other factors. University Purchasing develops and maintains a current list of responsible and reliable vendors.

Alcohol Service:

If alcohol is to be served at an event open to the public, the organizer must get a specific approval for the alcohol service from Risk Management. The guidelines for serving alcohol may be accessed at the Risk Management website at [www.indiana.edu/~riskmgmt/alcohol.htm](http://www.indiana.edu/~riskmgmt/alcohol.htm).

Events Planned by Student Groups:

It is the responsibility of the sponsoring Faculty Advisor(s) to ensure compliance with this and other applicable university policies at events planned by student groups and/or clubs.

***All forms referenced in this policy, as well as UOEHSM’s guidelines for proper temperature, presentation, hygiene and other issues associated with food service, may be accessed via the Internet at <http://www.ehs.indiana.edu/food.html>. Questions may be directed to (219) 981-4230 or (812) 855-3233.***

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<sup>i</sup> If the most recent inspection report for a proposed provider shows four or more critical violations, as that term is defined in 410 IAC 7-24, UOEHSM undertakes additional investigation to determine whether the provider has a history of unsatisfactory inspection reports. If so, that provider will be placed on UOEHSM’s “non-compliance” list. That provider may request the applicable regulatory agency to do a new inspection and may submit subsequent inspection reports in order to be moved to compliance status for purposes of this policy. UOEHSM updates its list of approved providers upon the receipt of any new information in order to keep its website up-to-date for groups’ planning purposes.

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## **Guidelines for Temporary Events**

Potentially hazardous foods must be stored and displayed at safe temperatures. Cold foods must be held at 41°F or below, and hot foods held at 135°F or above at all times.

- Recommended for cold holding: mechanical refrigeration, freezers, dry ice, heavy-duty insulated coolers (not foam) with drained ice.
- Recommended for hot holding: ovens, grills, warming cabinets, propane units, chaffing dishes with Sterno, thermal Cambro units.
- All food on display must be effectively covered (e.g., tents) or be individually wrapped to prevent contamination from patrons, dust, flies, rain, or other elements.
- Handling of food must be minimized by appropriate use of utensils such as scoops, tongs, spoons or forks. Gloves may be worn over properly washed hands so long as they are changed when they become damaged or soiled.
- Hands **must** be kept clean. Hand washing facilities must be provided. (An urn of warm water, pump soap, a roll of paper towels and a bucket to catch water will be adequate in most cases).
- Clean outer garments and hair restraints should be worn. Smoking and eating is not allowed in areas where food is prepared. Only healthy workers should prepare and serve food.
- Proper waste containers with lids must be provided.

There are a few exceptions to this policy, therefore, please contact UOEHSM, 812-855-6311 for further information.