



## **FOOD SAFETY PROGRAM**

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**FLORIDA ATLANTIC UNIVERSITY  
ENVIRONMENTAL HEALTH & SAFETY  
FOOD SAFETY PROGRAM**

## **Introduction**

Worldwide migration and distribution of food products contribute to the increased possibility of getting sick from food. Most people do not realize they are ill from food; usually the flu is incorrectly blamed for the illness. Foodborne illnesses can be caused from improper handling, cooking, and storage of purchased and prepared foods. Since food is an ideal reservoir for pathogens to grow and multiply, food served at an event or celebration provides a mechanism for food illness to occur.

The Center for Disease Control states there are over 250 pathogens that can contaminate food. Each year these pathogens cause 48 million human illnesses, 128,000 hospitalizations, and 3,000 deaths in the US. In order to safeguard against foodborne illness and to comply with applicable regulations, the following policy and procedures are issued for events planning to serve food at FAU.

## **Temporary Food Service Events**

All FAU events on all campuses that involve food must comply with the [Florida Administrative Code \(FAC\) 64E-11](#) on Food Hygiene and other pertinent regulations. These regulations were designed to prescribe practices and procedures to prevent foodborne illness and food contamination. All clubs, groups, departments, students, etc. hosting special events where potentially hazardous food is served to the FAU community or general public (where public is defined as anyone who is not a member of the club, group, or department, etc.) must complete the [FAU Temporary Food Service Event Permit Application](#), (TFSE) which can be found on the EH&S Food Safety website: <http://wise.fau.edu/facilities/ehs/safety/Food-Safety-Program.php>. Potentially hazardous foods are defined as any perishable food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish or other ingredients capable of supporting growth of infectious or toxigenic microorganisms. Pre-packaged foods and drinks (chips, candy, soda cans etc.) do **not** have to obtain a permit if there is no food preparation during the event. University clubs, organizations, departments and groups etc. that are having a private meeting or event do **not** have to obtain a permit.

In conjunction with filling out the TFSE application, a Food Waiver Request must be filled out through Business Services. Once a waiver is submitted to Business Services, they will fax or e-mail the approval request to EH&S. Applications must be submitted to Environmental Health and Safety (EH&S) two weeks prior to the scheduled event. EH&S will review the application form to ensure that the food being served is in compliance with the regulations and is safe for the university community. A food permit will not be issued unless: (1) an approved vendor/caterer is being used, (2) all food servers have completed food safety training, and (3) all documentation is in place. Upon approval of the event, EH&S will issue a permit directly to Business Services for the sponsor to either pick up or receive via e-mail. **The permit must be available for review during the event.**

Departments etc. planning to bring food to campus for a private party, celebration or meeting do not need to submit the application form. However, each party or celebration organizer/sponsor must ensure that the food is from an approved source and FAU food safety policy and procedures are followed. Examples of a private party include a birthday party for a co-worker or small office Christmas party.

## **Approved Food Source**

All food on campus must be from a source that has been approved by the CHD, Dept. of Agriculture or Dept. Business and Professional Regulation. An approved food source may be a caterer, grocery store, restaurant, or pizzeria. FAU encourages the use of the contractual food service on campus. For all scheduled **public** food events, the [FAU Temporary Food Service Event Permit Application](#) must be completed and approved by EH&S unless Pre-packaged foods are served. Because it is impossible to control food prepared, cooked or stored at home, *food prepared at home must never be served or offered for sale to the public on FAU campuses* (this includes athletic events, fundraisers, and potlucks).

## **Outside Vendors/Food Service Establishments**

All outside caterers/vendors that provide food for a FAU temporary food service event must submit a copy of a valid food service permit and certificate of liability insurance (if serving the food) to EH&S at least 10 days prior to the event. Once approved by EH&S, the vendor's name will be placed on an outside vendor's approval list (see Appendix C) that will assist groups in choosing a vendor. Groups may select other legitimate vendors not contained on the list, provided the vendors submit a copy of a valid food service permit, certificate of liability insurance, and adhere to FAU food safety policy and procedures. EH&S periodically updates the vendor list as new vendors meet the criteria and to ensure that approved vendors used on campus have a current food service license.

## **Food Protection**

Food transported, stored, prepared, cooked, displayed, served, or sold shall be protected from dust, flies, vermin, unclean equipment/utensils, coughs/sneezes, and other sources of contamination. Effective shields or covers must be utilized to protect food from contamination. If the food service event is intended for sale of only packaged food, the food packages shall be protected from dust, dirt, and other sources of contamination during storage and serving. Food on display for consumption for more than two hours should be discarded in the trash if not consumed at the event. These food items must not be served at a later date. Prepackage, non-perishable food does not have to be discarded and can be used at a later date.

## **Food Temperature**

Refrigeration or heat helps deter the growth of microorganisms on food. Cold foods served at an event must be kept at 41 degrees Fahrenheit or below to prevent the growth of microorganisms that cause foodborne illness. To maintain the temperature for cold foods, refrigerators or coolers should be utilized. Hot foods must be kept at 140 degrees Fahrenheit or above. The use of chafing dishes, hot plates or other warming devices should be used to maintain the appropriate temperature. This type of equipment can be rented at most restaurant or party supply stores. Food, such as pizza or hoagies that is served immediately (within 15 minutes of delivery on campus) does not have to be maintained at the appropriate temperature listed above.

## **Ice Usage**

Ice that will be consumed or may come in contact with food used at events must be obtained from an approved source, not brought from home. Ice machines on campus that are intended for human consumption can be used at special events, but ice machines located in FAU laboratories must not be used at food events. Ice storage chests or bins must be cleaned and sanitized before use. A scooper, tongs or self-serving dispenser must be used to serve the ice to participants. A scooper or tongs must be stored in a way that protects it from contamination between uses. A cup, glass or server's hands must never touch the ice. Ice used for cooling stored food or drink container must never be used for human consumption.

## **Personal Hygiene**

All personnel working for an event where food items are served must be free from illness or communicable disease. Persons afflicted with wounds, pustules or respiratory infection could be a source contamination and therefore should not be handling, serving or preparing food. All personnel involved with the food event should have clean, appropriate attire and maintain a high degree of personal cleanliness. Persons with long hair should tie back their hair or use hairnets while working with or near the food.

## **Hand Washing**

All food service events shall have access to a hand washing sink or provide an adequate supply of potable water for employee hand washing in the food service area. The potable water may be provided in clean portable containers equipped with on/off valves. Soap and single-service towels shall be available for hand washing and hand drying. Hands should be washed before preparing and serving different foods, after going to the bathroom and/or eating, and whenever engaging in other activities that may soil or contaminate hands. Glove use should not be a substitute for hand washing. Guidelines for glove use in food service can be found in Appendix D. Hand sanitizer may be used for food service events that are not involve food preparation.

## **Physical Structure**

Overhead protection shall be provided at all food service events where food is prepared or portioned on premises. An awning or canopy structure may be utilized and can be obtained from a party supply store. If food is served at campus events for more than 3 days, the physical structure where the food preparation occurs shall be protected from the entrance of flying insects and other vermin.

## **Cleaning and Sanitizing Utensils/Food Area**

All food service operations without effective facilities for cleaning and sanitizing tableware shall provide only single-service (disposable) articles for use by the participants of the event. An adequate supply of spare preparation and serving utensils should be available and used to replace those that may become soiled. A sanitizing solution in a bucket or spray bottle must be available at all times to adequately sanitize the food-contact surfaces and to properly clean up spills. A sanitizing solution can be a commercialized brand of disinfectant or 10% bleach solution made with one part bleach to nine parts water.

## **Sanitation Controls**

Trash, refuse and garbage must be properly disposed of in a sanitary manner. Trash containers must have lids, which are kept closed and must be placed three to five feet from food service areas except for containers used in food preparation area. Liquid waste must be disposed of in a manner that will not create a nuisance or public health hazard. Liquid waste must not be discarded on the ground or into the storm water system. Grease generated by outside vendors must be taken off campus for proper disposal.

## **Foodborne Illness Reporting**

Anyone becoming ill or sick after consuming food on campus should seek medical attention immediately. Student Health Services or the primary physician will contact CHD or EH&S and report their findings. EH&S will work in conjunction with the CHD to perform an epidemiological investigation to determine if any food illness has occurred. If necessary, samples will be taken and laboratory analysis performed to determine what pathogen(s) caused the illness. The information gathered during the investigation will be used to determine the appropriate medical treatments needed, to notify people who may be affected by the illness, and to find methods to prevent such an illness from occurring again.

## **Education and Training**

EH&S will provide educational material on the subject of food safety to groups planning a campus food event. All persons involved with preparing, cooking, serving or transporting of food for a public event must complete the [FAU Food Safety Training](#). All food preparation events must follow food safety procedures to prevent cross-contamination and foodborne illness.

## **Food Preparation Events**

This includes all events where food will be purchased by a group/organization from an approved vendor and will be cooked and served on campus. An example would include a barbeque at the barbeque pits by Student Housing. All applications submitted to EH&S which includes cooking food on campus will be determined on a case by case basis. Variables which will determine approval include, but are not limited to: size of event, number of people being served, number of food servers, food preparation area, hand washing availability, and items used for food safety.

## **New Food Service Establishments**

All food service establishments on FAU property must submit a permit application and floor plans to the CHD. The CHD will review the information to determine whether or not all the environmental health requirements are met. Upon approval, permits will be issued to the establishment so they may open for business. A food service establishment must not open for business until the approval process is completed and the approval is secured.

## **Inspection and Enforcement**

EH&S, in conjunction with the CHD, will periodically inspect events to ensure compliance of all applicable rules and regulations. EH&S will assist groups with compliance issues. The main focus of the policy and procedures is to promote food safety. However, if an event jeopardizes the public with possible food contamination, the food service at the event will be terminated immediately, and the sponsors or vendors may forfeit their right to host another campus food event.

## Appendix A



# Florida Atlantic University TEMPORARY FOOD SERVICE EVENT APPLICATION Policy & Procedures



### Purpose

The information found in the FAU Food Safety Program is designed to provide guidelines and rules to guard against foodborne illness, and to comply with applicable regulations. Food served in a university setting presents a safety concern since people from different ages and health status attend classes, work, and utilize the campus facilities. Improper handling, cooking, serving, and storage of purchased and/or prepared foods can cause foodborne illness. In order to safeguard against foodborne illness, the following policy and procedures are issued for events planning to serve food.

### Temporary Food Service Events

All FAU events that involve food must comply with the [Florida Administrative Code \(FAC\) 64E-11](#) and all other applicable regulations. This will ensure that the food is safe for the university community. Please note that **food prepared at home must never be served or offered for sale to the public on campus** (this includes athletic events, fund raisers, and pot lucks). All **public** food events must complete a Temporary Food Service Event (TFSE) application unless they are serving only Pre-packaged food and drinks. After EH&S approves a food event, a Temporary Food Service Permit will be issued. The permit must be available for review during the event.

### Prior to Filling out EH&S Application

- All food event sponsors serving to the public must contact the Director of Business Services to determine if a waiver request must be made. If Chartwells is being used, a waiver is not necessary. For all other food services, a food waiver must be granted by Business Services. The application for a food waiver can be found at: <http://wise.fau.edu/studentunion/forms/foodwaiver.pdf>. In addition, waiver applications can be picked at SU Suite 204. For more information regarding Food Waiver Requests, please contact Business Services at 7-2041. Once the application is approved, the approved waiver is sent to EH&S for approval. **The sponsor of the event must complete the EH&S application to complete the process if they are serving potentially hazardous foods to the public.** A permit is **not** required for private events or events serving Pre-packaged food and drinks. EH&S will not approve any public food event without the EH&S application and the approved waiver from Business Services.

### When Filling Out Application

- Please complete all applicable spaces.
- Please make sure to give contact information including phone number and email.
- Please give complete list of all food and drink being served during the event.
- When using a caterer or vendor not on the approved vendor list, please go to The Florida Department of Business and Professional Regulation Website to search for a license number: <http://www.myflorida.com/dbpr/>.
- If license number or permit number cannot be found, please contact vendor or caterer directly.
- If caterer/vendor is serving the food during the event, the caterer's Indemnity Insurance must be provided.
- If caterer/vendor is not serving the food, all persons involved with cooking, serving, and transport of food must complete the FAU Food Safety Training which is available at: <http://wise.fau.edu/divdept/envhs/Foodsafety/>.
- Please make sure to list all safety procedures being used during the event to ensure food is kept safe and at the proper temperatures.

### After Completion of Application Process

- After approval by both Business Services and EH&S, EH&S will send Food Service Event Permit to Business Services. Sponsors of the food event can then pick up both the food waiver and the food permit. Please have **both** displayed during the event.

### General Rules: *(For further details, please refer to the Food Safety Manual or call EH&S)*

- Temporary food service event sponsors or vendors must notify EH&S two weeks prior to the scheduled event.
- All foods and beverages shall be from sources approved by the CHD. Food prepared in a private home shall not be used or offered for sale to the university community or visitors on campus.
- Food while being transported, stored, prepared, displayed, served, or sold shall be protected from dust, flies, vermin,

- unclean equipment/utensils, coughs/sneezes, and other sources of contamination.
- All potentially hazardous foods shall be kept at 41 degrees Fahrenheit or below for cold foods, and 140 degrees Fahrenheit or above for hot foods.
  - Overhead protection shall be provided at all food service operations when food is prepared or portioned on premises.
  - When potentially hazardous food is prepared at temporary food service events of more than 3 days, the physical structure where the food preparation occurs shall be protected from the entrance of flying insects and other vermin.
  - Ice that will be consumed or come in contact with food shall be obtained from an approved source, and shall be held in a way that protects it from contamination until dispensed.
  - All food service events, which prepare food on premises, shall provide an adequate supply of potable water for cleaning and employee hand washing. Soap and single-service towels shall be available for hand washing and hand drying.
  - Hands should be washed before preparing and serving different foods, after going to the bathroom and/or eating, and whenever they become soiled.
  - All food service operations without effective facilities for cleaning and sanitizing tableware shall provide only single-service articles for use by the consumer. Also, an adequate supply of spare preparation and serving utensils should be available and used to replace those that become soiled.
  - A sanitizer solution in a bucket or spray bottle must be available at all times to adequately sanitize the food preparation surfaces.
  - Liquid waste shall be disposed of in a manner that will not create a public health hazard or a sanitary nuisance. Liquid waste must not be discarded into the storm water system.

### **Inspection and Enforcement**

EH&S will periodically inspect events to ensure compliance of all applicable rules and regulations. EH&S will assist groups with compliance issues. The main focus of the policy and procedures is to promote food safety. However, if an event jeopardizes the public with possible food contamination, the food service at the event will be terminated, and the sponsors or vendors may forfeit their right to host another campus food event.

## Appendix B



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### **FAU TEMPORARY FOOD SERVICE EVENT PERMIT APPLICATION**

*A permit is required for all events serving food to the public (faculty, staff, student body, visitors) on FAU campuses*  
**For questions or assistance, please contact EH&S**

Click here for the permit application:  
<http://wise.fau.edu/divdept/envhs/Foodsafety/fs-permit-app.htm>

Appendix C



**ENVIRONMENTAL HEALTH AND SAFETY**

**TEMPORARY FOOD SERVICE EVENT  
APPROVED VENDORS**

Click here for a current list of approved vendors:

<http://www.fau.edu/facilities/ehs/info/APPROVED-VENDORS.pdf>

## Appendix D



### FLORIDA ATLANTIC UNIVERSITY ENVIRONMENTAL HEALTH AND SAFETY



## GUIDE TO GLOVE USE IN FOOD SERVICE

Hands provide a mechanism to transmit harmful microorganisms to food; therefore, good hand washing practices are critical in food service. Contamination of hands can occur after using the bathroom, coughing, sneezing, and while preparing different type of foods. Limiting the amount of bare hand contact with food will decrease the chance of food contamination. Gloves are often used in food service but should not replace the necessity of hand washing. The following information will assist groups that utilize gloves in food service.

- Avoid the use of latex gloves in food service operations. Latex gloves may cause allergic reactions in certain sensitized individuals. Alternatives to latex gloves include polyvinyl, nitrile, chloroprene, and polyethylene.
- Always change gloves if the gloves get ripped, torn, or contaminated.
- Hands must be washed thoroughly after taking off gloves and before putting on new gloves.
- With prolonged wearing; gloves can become more contaminated than bare hands because contamination is less noticeable on gloves. Limit the use of gloves and touching food by using forks, tongs, spatulas, deli paper, and napkins during food service.
- Never reuse a glove. Discard gloves immediately after use.
- Remove gloves and replace with new gloves at least every two hours to prevent dermatitis. Remember to wash and dry hands thoroughly when replacing gloves.
- If severe dermatitis occurs after wearing gloves, contact your personal physician.