



Title: **Food Safety**

Number	1-15	Revision	3	Date	4/06	Pages	1 of 9
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POLICY: All food served at University-sponsored Campus and Public events must be obtained from the campus caterer or from a food establishment that is permitted by the Suffolk or Nassau County Department of Health Services. If the Campus caterer is not used, a Food Permit from the Department of Environmental Health & Safety is required. Under no circumstances may food for Campus or Public events be prepared or stored in any private residence or dormitory. All food must be prepared, transported, stored and served in accordance with University policy.

DEFINITIONS:

Barrier Protection System: the wearing of disposable gloves and/or the use of utensils, deli or sanitary paper while preparing and serving food.

Campus Caterer: the University's on-campus food establishment and catering operation.

Campus Event: a University sanctioned campus event that is open to the campus community or public, including convocation, graduation, sporting events, concerts and other sponsored events.

Danger Zone: food temperatures between 40⁰F and 140⁰F which is ideal for bacteria growth.

Foodborne Illness: an infection or intoxication caused by a bacterial, viral, parasitic, or chemical agent transmitted by a food.

Food Coordinator: an individual that is given the responsibility to coordinate all aspects of serving food in accordance with provisions of this policy.

Food Establishment: any place where food is prepared, mixed, cooked, baked, smoked, preserved, bottled, packaged, handled, stored, provided, sold or offered for sale, such as a restaurant, caterer, coffee shop, delicatessen, cafeteria, or pizzeria that has a valid permit to operate such an establishment by the Suffolk or Nassau County Department of Health Services.

Food Source: the location from where the food originates and/or was prepared for consumption. This may mean the food establishment or other sources, such as a grocery store, supermarket or wholesale provider.

Off-Premises Caterer: a food establishment that has been approved by the health department to perform catering functions outside of their permitted facility, and has "Off-Premises Catering" designation on their permit.

Potentially Hazardous Food: any food which consists, in whole or in part, of milk products, eggs, meat, poultry, fish, shellfish, edible crustacean, cooked vegetables, cut melons, lettuce or other ingredients including synthetic ingredients in a form capable of supporting growth of infectious or toxigenic microorganisms.

Private Affair: an unadvertised small gathering of 20 people or less limited to a campus department or group at a private function, such as a meeting, luncheon or a private party. The size of gathering will often dictate how quickly the food can be consumed. Generally, faster for smaller crowds, therefore limiting the time that food can come out of temperature.

Public Event: a large gathering at an event that is open to the general public (e.g., carnivals, exhibitions, fairs, festivals, etc.).

Non-potentially hazardous snack foods: foods that are not considered to be potentially hazardous, such as potato chips, cookies, bagels, muffins, and other similar baked goods. Plain or pepperoni pizzas only are considered non-potentially hazardous snack foods.

PROCEDURE:

1. Responsibilities of Involved Parties

- 1.1. Any department, organization or group sponsoring an event where food is to be served shall appoint a Food Coordinator for the event.
- 1.2. The Food Coordinator is responsible for obtaining any necessary Food Permits and for ensuring that all aspects of this policy are fully and appropriately implemented.

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1.3. The Department of Environmental Health & Safety is responsible for reviewing and approving Food Permit applications, and to provide food safety guidelines and assistance to the Food Coordinator.

2. Determining the Type of Event and Type of Food to be Served

2.1. The type of event or the type of food to be served is a factor in determining if a Food Permit is required. Refer to the Definitions and Appendix A - "Food Permit Flow Chart".

2.1.1.A "Private Affair" does not require a Food Permit.

2.1.2.A "Campus Event" requires a Food Permit, except when the Campus Caterer is used.

2.1.3.A "Public Event" requires a Food Permit from the Department of Environmental Health & Safety, except when the Campus Caterer is used. A Public Event may also require additional permits from the Suffolk County Department of Health Services. These permits may have associated fees.

2.1.4. The serving of only "non-potentially hazardous snack foods" at any event does not require a Food Permit.

2.1.5. All other foods, except for those described in 3.1.1, served at a Campus or Public event require a Food Permit from the Department of Environmental Health & Safety, except when the Campus Caterer is used.

3. Choosing a Food Establishment

3.1. The location of the food establishment is a factor in determining if a Food Permit is required and how the food may be transported to the University. It is essential that safe food temperatures are maintained for all potentially hazardous foods, from the time it is prepared, held, transported, set up, and served (see Section 7.0).

3.2. If the Campus Caterer is selected, a Food Permit is not required. The Campus Caterer has all of the provisions for preparing and transporting food in accordance with Suffolk County Department of Health Services requirements.

3.3. Food establishments outside of the University may be selected provided that they are permitted by Nassau or Suffolk County Department of Health Services. Since the distance of the food establishment from the event may diminish the ability to maintain safe temperatures, the following additional restrictions apply:

3.3.1. If the food establishment is located within a 10-mile radius of the University, the group sponsoring the event can pick up the food.

3.3.2. Transportation of food from greater than a 10-mile radius from the University MUST be performed with the use of equipment that is designed to keep cold foods cold and hot foods hot. It may include a refrigerated truck or other devices for keeping food hot. Cambro type containers may be able to be used for this purpose if food is going to be served and consumed upon arrival. The Department of Environmental Health & Safety must approve the method of transporting.

3.4. An "Off-Premises Caterer" must be used for events where the caterer is preparing and serving food at the event.

3.5. Prepared foods cannot be selected from supermarkets.

4. Potlucks, Barbecues and Picnics

4.1. Potluck luncheons or other similar food events, where individuals who are participating in the event are preparing or bringing a food item to the event, are restricted to Private Affairs only.

4.2. A food permit is required for Campus or Public events that involve a barbecue.

4.3. Barbecues are limited to the serving of hot dogs, hamburgers, packaged rolls, single serve condiments (ketchup, mustard, relish), single serve snack foods (Potato chips, pretzels), and canned or bottled beverages. Hotdogs and hamburgers must be kept frozen, refrigerated or on ice in a cooler prior to barbecuing.

4.4. Foods not recommended for barbecues and picnics include tossed green salad, pasta salad, potato salad, chicken, pork, sausage and other meats.

4.5. Barbecues or picnics that include potentially hazardous foods must be performed by the Campus Caterer or by a permitted food establishment. A Temporary Food Establishment Permit from the Suffolk County Department of Health Services may be required.

4.6. Charcoal grills are allowed for barbecues, as long as self-starting charcoal is used. The use of charcoal

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lighting fluid is not permitted.

4.7. Propane grills are not permitted, unless used by a permitted food establishment.

5. Completing a Food Permit Application

5.1. The Food Coordinator shall fully complete all sections, sign and submit a Food Permit, Appendix B, to The Department of Environmental Health & Safety for any event involving food, except when:

5.1.1. The event is an unadvertised "Private Affair" of 20 people or less.

5.1.2. The Campus Caterer is used.

5.1.3. The only food being served is "non-potentially hazardous snack food".

5.2. The Food Coordinator must submit the completed Food Permit ten (10) days prior to the date of the event to the Department of Environmental Health and Safety (Fax: 2-9683) for approval.

5.3. The Department of Environmental Health & Safety will review the Food Permit application and fax a response to the Food Coordinator.

5.4. The food event may not proceed without an approved Food Permit.

5.5. The food permit must be posted at the food event.

6. Maintaining Proper Food Temperatures

6.1. Safe temperatures for potentially hazardous foods must be maintained when food is transported, held, setup, and served.

6.1.1. The temperature of hot foods must be kept above 140°F.

6.1.2. The temperature of cold foods must be kept below 40°F.

6.2. The safe temperature of food transported from within a 10-mile radius of the University can generally be maintained if it is immediately transported to the University in covered aluminum pans within a cardboard box.

6.3. If the food establishment is located more than 10-miles from the University, a refrigerated truck is required.

6.4. The Food Coordinator or a person authorized by the Food Coordinator must use a food thermometer to measure food temperatures.

6.4.1. A weekly calibrated, metal stem bayonet dial thermometer designed for use in foods with a range of 0^o F to 220^o F and accurate to within 2^o should be used to verify the temperature of all "Potentially Hazardous Foods". Calibration can be accomplished by placing the thermometer into a glass of ice water at 32^o F, loosen the locking nut under the dial, turn the dial to reflect proper temperature, and tighten the locking nut to prevent the dial from moving.

6.4.2. Food temperatures must be taken when the food is first received and at 30-minute intervals thereafter, up to two (2) hours. Food must be discarded after two (2) hours from the time of arrival.

6.4.3. The food establishment delivering the food should be advised that they must take the initial temperature upon its arrival and document same on the receipt.

6.4.4. The food thermometer must be cleaned and sanitized between each use. An alcohol wipe/pad can be used. A separate food thermometer MUST be used when the temperature of kosher foods are taken. Gloves MUST be used when checking food temperatures.

6.4.5. Temperatures must be recorded on the Food Temperature Recording Chart (Appendix C).

6.4.6. The completed Food Temperature Recording Chart must be returned to The Department of Environmental Health & Safety within 5 days after the event is completed.

7. Serving Equipment and Utensils

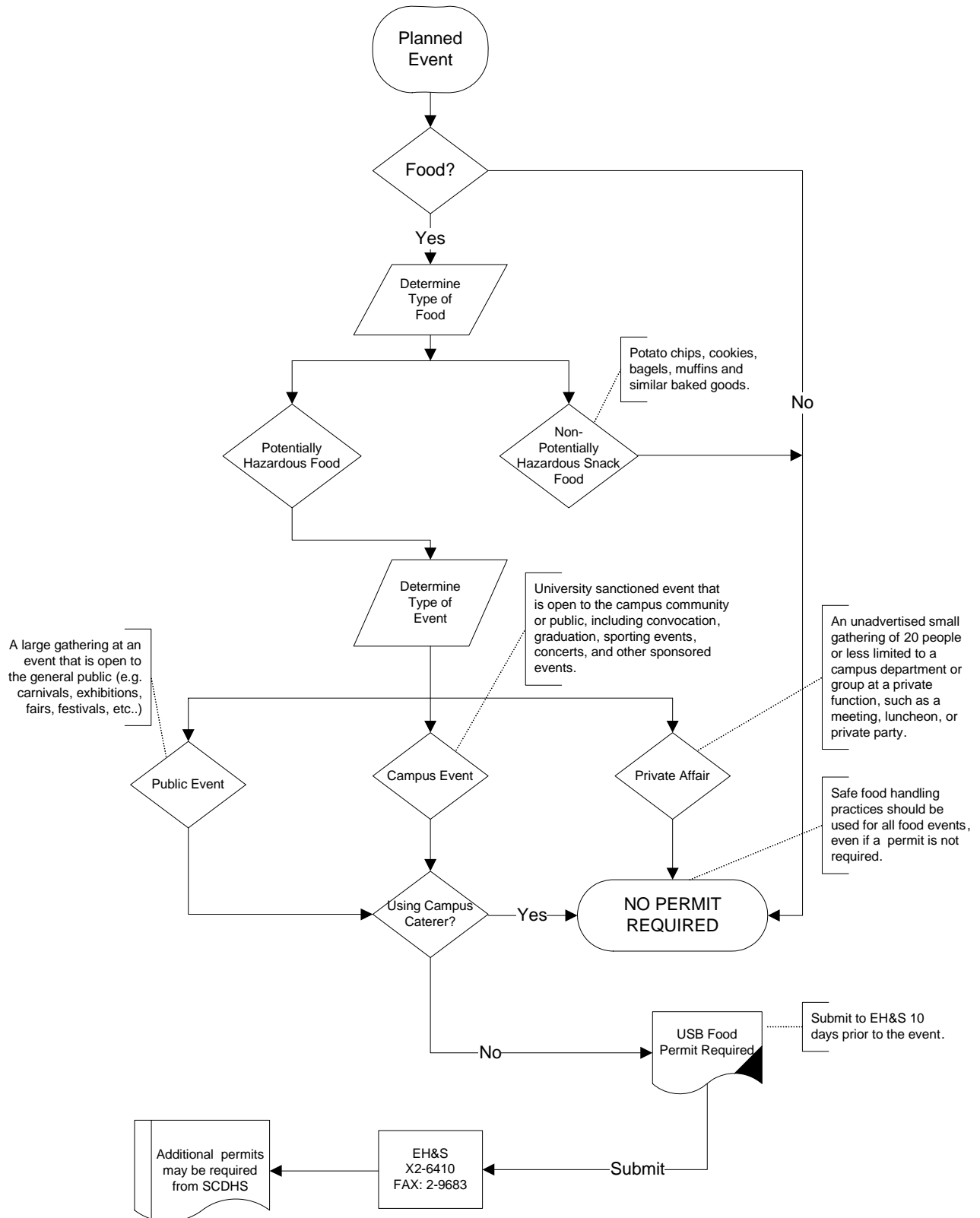
7.1. Sternos and tray racks must be used for serving hot foods. Cold foods should be mechanically refrigerated.

7.2. Serving utensils shall be durable, non-toxic, non-corrosive and permit easy cleaning.

7.3. All serving equipment and utensils shall be sanitized before and after the event. An example of sanitizing solution is 1 ounce bleach to 4 gallons warm water.

7.4. Disposable utensils (knives, spoons and forks) and plates shall be used, unless adequate dishwashing

EH&S Policy 1-15, Food Safety, Appendix A
FOOD PERMIT FLOW CHART



Food Safety

STONY BROOK UNIVERSITY
Environmental Health & Safety
 110 Suffolk Hall, Stony Brook, NY 11794-6200
 Phone: 2-6410; Fax: 2-9683; Zip: 6200
 www.ehs.sunysb.edu

FOOD PERMIT

Instructions: Please read EH&S Policy 1-15, *Food Safety*, before completing this form. The policy is on EH&S' website. This application must be submitted to the Department of Environmental Health & Safety, 10-days prior to the event.

EVENT & CONTACT INFORMATION

Organization's Name:		Filing Date to EH&S:	
Food Coordinator:		Phone No.:	
Campus Address:		FAX:	
Name of Event:		Event Date:	
Location of Event:		Time Food to be Delivered:	
Approximate Number of Attendees:		Event Hours:	

TYPE OF EVENT

<input type="checkbox"/> Private Affair An unadvertised department event of under 20 attendees.	<input type="checkbox"/> Campus Event University sanctioned event that is open to the campus community or public, including convocation, graduation, sporting events, concerts, and other sponsored events.	<input type="checkbox"/> Public Event A large gathering at an event that is open to the general public (e.g. carnivals, exhibitions, fairs and festivals).
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FOOD ESTABLISHMENT / SOURCE

Name:	
Address:	
Contact Name/ Phone No.:	
Permit Number:	Expiration Date:

Does the Food Establishment have 'Off-Premises Catering' on their permit? Yes; No

Distance of Food Establishment from University: within 10 miles; greater than 10 miles

FOOD SAFETY

EH&S USE ONLY

	A	D	A - Approved; D - Disapproved
List the foods you will be serving at the event. Be specific.			
How will food be transported and temperatures maintained during delivery?			
Who will be serving the food (caterer, self serve, sponsoring group)?			
How will safe food temperatures (hot and cold) be maintained during the event? Type of equipment?			
Identify equipment that you will provide and utilize to ensure safe handling. <input type="checkbox"/> Disposable gloves <input type="checkbox"/> Serving Utensils <input type="checkbox"/> Aprons <input type="checkbox"/> Disposable Utensils <input type="checkbox"/> Hair Nets or Hats <input type="checkbox"/> Handwashing Location: _____ <input type="checkbox"/> Food Thermometer <input type="checkbox"/> Other: _____			
Signature of Food Coordinator: _____			

APPROVED

Your application for a food permit has been approved. The Food Coordinator is responsible for ensuring the safe handling of food in accordance with this Food Permit and EH&S Policy 1-15. **The temperature of food shall be taken and recorded on the Food Temperature Recording Chart upon its arrival and at 30 minute intervals.** All food must be discarded after 2 hours.

DISAPPROVED

FOOD MAY NOT BE SERVED AT THIS EVENT!

Your application for a food permit has been disapproved for reasons noted below (see additional comments above).
 Lack of information Transporting
 Food Establishment Handling
 Type of food Other: _____

Reviewed by:

Phone:

Date:

EH&S Policy 1-15, Food Safety, Appendix B, Rev. 2/06

THIS PERMIT MUST BE POSTED AT THE FOOD EVENT

Food Safety

**EH&S Policy 1-15, Food Safety, Appendix C
Food Temperature Recording Chart**

EVENT & CONTACT INFORMATION

Caterer <input type="checkbox"/> Hosting Dept. <input type="checkbox"/> Organization <input type="checkbox"/> (check appropriate box & write in business/dept. name) Name:	
Food Coordinator:	Phone No.:
Caterer/Campus Address:	Fax:
Name of Event:	Event Date:
Location of Event:	Event Hours:

Instructions: Use a food thermometer to measure the temperature of the foods at the start of the event and at 30-minute intervals up to 2 hours. After 2 hours, food should no longer be served unless it has been replaced with fresh food. Return this completed form within 5 days following your event to: EH&S, Food Safety Program, SUNY Stony Brook, 110 Suffolk Hall, Stony Brook, NY 11794-6200 (FAX: 2-9683). Contact EH&S at 2-6410 if you have any questions.

Food Item	Temperature (° F) of Served Food				
	Start (Arrival of Food)	30 min.	1 hour	1-1/2 hours	2 hours
Hot Foods	<i>Temperature must be above 140°F</i>				
i.e., lasagna	146°F	145°F	144°F	144°F	DISCARD FOODS AFTER TWO HOURS
Cold Foods	<i>Temperature must be below 40°F</i>				
i.e., pasta salad	37°F	37°F	38°F	38°F	DISCARD FOODS AFTER TWO HOURS

Food Coordinator (Signature)

Date

*****If this completed form is not received by EH&S, future events by caterer, hosting department or organization may be disapproved*****



Department of Environmental
Health & Safety

FOOD SAFETY POLICY 1-15
DIRECTIVE

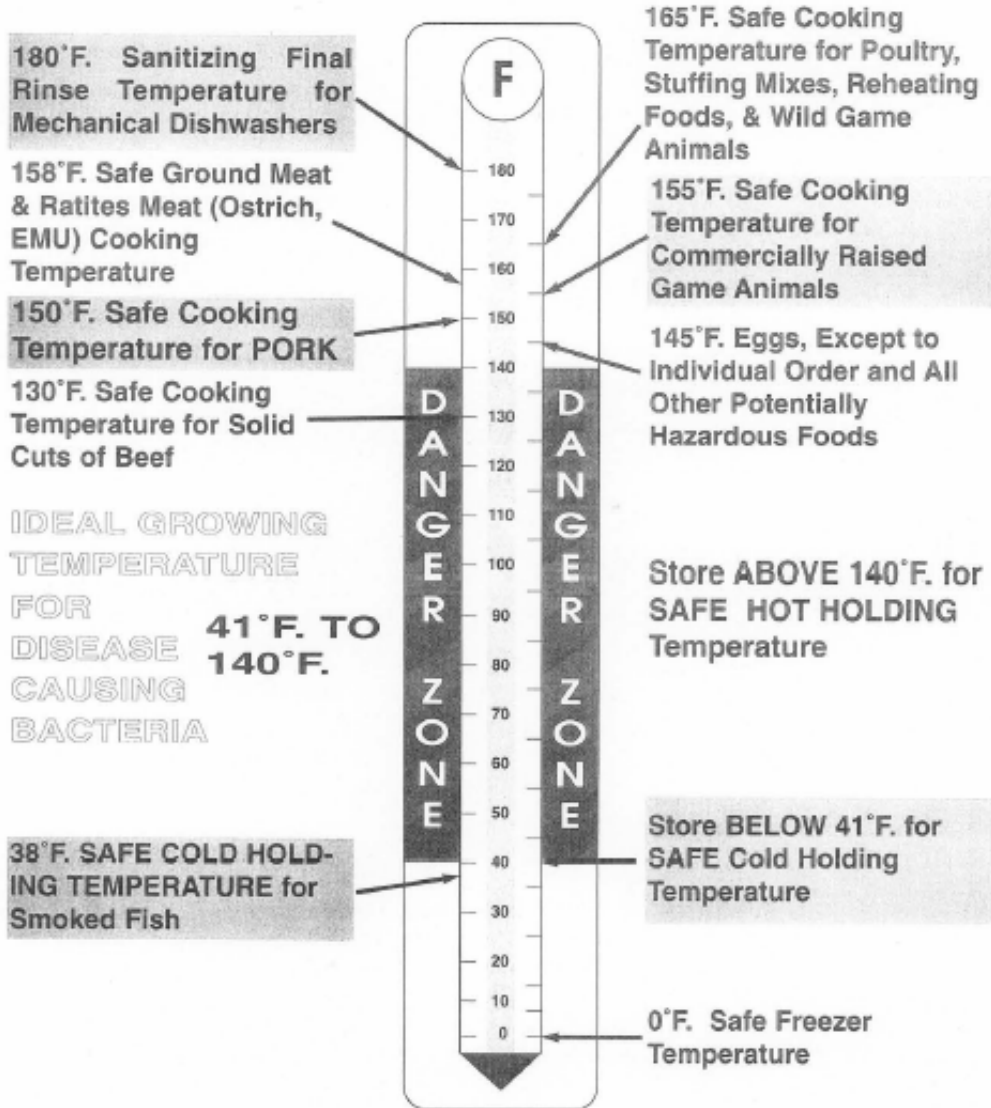
Caterer <input type="checkbox"/> Hosting Dept. <input type="checkbox"/> Organization <input type="checkbox"/> (check appropriate box & write in business/dept. name) Name:	
Food Coordinator:	Phone No.:
Caterer/Campus Address:	Fax:
Name of Event:	Event Date:
Location of Event:	Event Hours:

Effective immediately, and in addition to the requirements of EH&S Food Safety Policy 1-15, all Caterers, Hosting Departments, and Organizations conducting any food event (other than the University's Campus Caterers) shall comply with the requirements of this directive.

1. Hot potentially hazardous foods shall be transported in commercial grade insulated carrier(s) sized to accommodate the amount of hot foods to be delivered.
2. Cold potentially hazardous foods shall be transported in commercial grade, mechanical refrigeration equipment.
3. Food thermometers (properly calibrated to within 2⁰ F), must be used when taking food temperatures and the recording of food temperatures on the Food Temperature Recording Chart shall be conducted by the caterer, or the designated Food Coordinator of the hosting department or organization sponsoring the food event, whomever will actually be serving the food.
4. Off-site set-up equipment including: proposed for hot and cold holding of potentially hazardous foods; overhead protection for food service areas must be provided.
5. Equipment used to transport both clean and soiled tableware, kitchenware, and equipment related to operations shall be provided.
6. A copy of the completed Food Temperature Recording Chart must be given to the Food Coordinator immediately at the conclusion of the event.

Food Coordinator

IMPORTANT TEMPERATURES FOR FOOD SERVICE OPERATIONS



SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES

STEVE LEVY
County Executive



BRIAN L. HARPER, M.D., M.P.H.
Commissioner

10-1120-00240