

**Environmental Health and Safety  
Policy #MAN08  
Food Safety Program Manual**

**Version #2.0**

**Effective: 07/26/2021**

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1. PURPOSE:

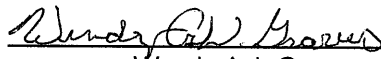
Cover page for FAU Food Safety Program Manual

2. CONTENTS:

**FAU Food Safety Program Manual, 13 pages.**

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Approved and issued by order of:

  
Wendy Ash Graves  
Director, Environmental Health and Safety

DATE: 07/22/2021

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**POLICY MAINTENANCE SECTION**

<b>Last Revision Date</b>	07/21/2021
<b>Last Revision By</b>	W. Ash Graves
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**THIS POLICY RESCINDS ALL OTHER WRITTEN DIRECTIVES REGARDING THIS TOPIC.**

3. RECORD OF CHANGES/STATUS CONTROL:

<b>Version</b>	<b>Date</b>	<b>Summary of Changes</b>	<b>Reviewed By</b>
2.0	07/21/2021	Process changes.	• W. Ash Graves



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FLORIDA ATLANTIC  
UNIVERSITY

ENVIRONMENTAL HEALTH AND SAFETY

# Food Safety Program Manual

Florida Atlantic University  
Office of Environmental Health and Safety  
July 26, 2021

## Table of Contents

Introduction.....	3
Temporary Food Service Events.....	3
Using An Appropriate Food Source .....	4
Outside Vendors/Food Service Establishments.....	4
Food Protection.....	4
Food Temperature.....	4
Ice Usage.....	5
Personal Hygiene .....	5
Hand Washing.....	5
Physical Structure.....	5
Cleaning and Sanitizing Utensils/Food Area .....	5
Sanitation Controls .....	6
Foodborne Illness Reporting.....	6
Education and Training.....	6
Food Preparation Events.....	6
New Food Service Establishments .....	7
Inspection and Enforcement .....	7
Appendix A – FAU Food Safety Permit Guide .....	8
Food Service Permit.....	9
Appendix B – FAU Food Service Permit.....	11
Appendix C – Guide to Glove Use in Food Service.....	12

## 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 Centers for Disease Control and Prevention 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. 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.

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.

## Temporary Food Service Events

All events fully catered by Chartwells or an outside vendor, where no member of the FAU community is serving food, do not require a Food Safety Permit.

All clubs, groups, departments, students, or event coordinators hosting open events where potentially hazardous food is served to all students, employees and/or the general public must complete the FAU Food Safety Permit which can be found on the EH&S Food Safety website: <https://www.fau.edu/ehs/safety/food-safety-program/>. See Appendix A of this document for details on the Food Safety Permit process.

**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.

## Food Events that **DO NOT** Require a Permit

- Serving food at a **closed event**.
- Serving prepackaged food and drinks only
- Serving food exclusively to your department, club or group.
- Only beverages served.
- Serving WHOLE fruits and vegetables.
- Fully catered event; no food service by FAU.
- No food or beverages are served.
- Event is held off campus.

**Closed Event** – Defined as any event with limited membership and control of access by those not a member of the club, group, class, or department. These are small events with few attendees.

## Using An Appropriate Food Source

All food on campus must be from a source that has been approved by the County Health Department, 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 Food Service Permit must be completed and approved by the supervisor of the Sponsoring Department 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

Departments applying for food safety permits must submit a copy of a valid food service permit and certificate of liability insurance (if vendor is fully catering the event) along with the completed permit application to their supervisor for approval several days prior to the event to avoid delays.

All FAU staff, faculty or students who will be serving, handling, or storing food, must complete Food Safety Training in Skillsoft and annotate training information on the permit application. Once approved the completed application and supporting documents must be submitted to EH&S and Business Services to receive final approval from Business Services.

## 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

Adequate 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 do 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.

To complete the training follow these brief instructions:

1. **Send an e-mail to OIT at [security-training@fau.edu](mailto:security-training@fau.edu), provide names and z numbers of trainees and request to be assigned the “Food Safety and Handling” training.**
2. **Complete the training and annotate training dates for each trainee on the permit application.**

## **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 which includes cooking food on campus will be determined by the Supervisor and EH&S 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 County Health Department. The County Health Department will review the information to determine whether 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 and/or the County Health Department, will periodically inspect events or food service spaces 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 – FAU Food Safety Permit Guide

**Florida Atlantic University**  
**Food Service Permit**  
**Guide**

**Purpose:** To provide requirements to guard against foodborne illness, and to comply with applicable regulations. All FAU campus events that involve food must comply with the Florida Administrative Code (FAC) 64E-11 and all other applicable regulations.

<b>Food Safety Permit Event Criteria</b>	
1. Food Safety Permit is required when:	2. Food Safety Permit is <b>not</b> required when:
<ul style="list-style-type: none"> <li>• No items in column 2 apply.</li> <li>• Serving food at an <b>open event</b>.</li> </ul> <p><i><b>Open Event</b> – Defined as any event accessible to all students, employees and/or the general public.</i></p>	<ul style="list-style-type: none"> <li>• Any <u>one</u> of the items listed below applies:               <ul style="list-style-type: none"> <li>• Serving food at a <b>closed event</b>.</li> <li>• Serving prepackaged food and drinks only</li> <li>• Serving food exclusively to your department, club or group.</li> <li>• Only beverages served.</li> <li>• Serving WHOLE fruits and vegetables.</li> <li>• Fully catered event; no food service by FAU.</li> <li>• No food or beverages are served.</li> <li>• Event is held off campus.</li> </ul> </li> </ul> <p><i><b>Closed Event</b> – Defined as any event with limited membership and control of access by those not a member of the club, group, class, or department.</i></p>
<p><b>Note:</b> Food prepared at home <u>must never be served or offered for sale</u> to the public on campus (this includes athletic events, fundraisers, and potlucks)</p>	

**Obtaining a Food Event Waiver and Food Safety Permit**

**Step 1: Events on Boca or Jupiter Campuses-Contact Business Services for Food Waiver. (Events on other Campuses see Step 2.)**

- a) Complete the food waiver application. The application for a food waiver can be found at: <http://www.fau.edu/business-services/forms/Food%20Waiver%20-%20060618.pdf>. In addition, waiver applications can be picked at Student Services Building 8 West Room 124. For more information regarding Food Waiver Requests, please contact Business Services at 297-2041 or [bizservices@fau.edu](mailto:bizservices@fau.edu)
- b) Once the approved Food Waiver has been returned to the sponsoring department, the department will obtain the Certificate of Insurance (for fully catered onsite events) and Business License for all vendors.

- c) The sponsor of the event must complete Step Two - FAU Food Safety Permit Form to complete the process if serving food and drinks at open events.. **The event is not approved without completing Step 2.**

### **Step 2: FAU Food Safety Permit Form**

- a) All applicable spaces must be complete. 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.
- b) 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; <http://www.fau.edu/ehs/training/>, also see instructions under FAU Food Safety Program Manual "Education and Training."
- c) All FAU servers must complete the training and their names and dates of training entered on the form.
- d) Please make sure to list all safety procedures being used during the event to ensure food is kept safe and at the proper temperatures.
- e) The Director of the Sponsoring Department or other appropriate approver must complete the following:
- Verify all fields of the form are complete.
  - Verify the presence of a food waiver from Business Services.
  - Verify that all servers have completed the EHS Food Safety Training.
  - Sign the form
- f) Once the form is complete, it will become your permit.

### **Step 3. Food Safety Permit Package**

After approval by the Director of Sponsoring Department, the sponsor will send a copy of the Food Safety Permit Package to EHS and Business Services including:

- Completed Food Safety Permit Form,
- Approved Food waiver,
- Certificate of Insurance (for fully catered events only)
- Business License

### **Step 4 – Display of Food Safety Permit Package**

Sponsors must display the Food Safety Permit Package prominently at events.

### **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 focus of these inspections are on 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 – FAU Food Service Permit

**Form available here: (Form Updating with Revision)**

**Appendix C – Guide to Glove Use in Food Service**

## 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.