

Subject: Food Safety Policy	Date: 8/18/20
EH&S Program: Occupational Health	Next Review: 8/18/23
Scope: Hospital and Campus Wide	Original: 1996

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy:

The purpose of this policy is to provide the requirements for the safe handling, preparation and serving of foods by any Stony Brook University/Hospital department, organization, or other group on or off University/Hospital property, and to comply with the county, state and federal food safety requirements.

Definitions:

Campus Food Service Provider: the University’s on-campus food establishment and catering operation.

Campus Community Event: A CAMPUS COMMUNITY event is where attendance is by invitation only. The event is **only** open to the entire campus community (students, faculty and staff) and their invited guests. All CAMPUS COMMUNITY events require a “Food Permit” from the Department of Environmental Health & Safety (EH&S). “Food Permit” applications must be submitted to EH&S at least **10** days prior to the event.

Cooking: is the act of preparing food by applying a heat source.

Food-borne 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 Truck: any large vehicle that is equipped to prepare and serve food. Only used for foods that require minimal handling and storage. These include, but are not limited to coffee trucks, frozen dessert trucks and fast food trucks.

Heating: to make a food or liquid hot by placing it in an oven or on a stove top in an appropriate pan. Foods can also be heated on a grill outdoors or in a microwave oven.

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 are considered non-potentially hazardous snack foods. All other pizza toppings are considered potentially hazardous.

Off-Premises Caterer: an external food establishment that has been approved by Suffolk County Department of Health Services (SCDHS) to perform catering (heating up and/or serving food only) outside of their permitted facility, must have an "Off-Premise Catering Permit" issued by SCDHS. Note: External food service providers who are delivering (dropping-off) food only must have an "Off Premise Delivery Permit" issued by SCDHS.

Potentially Hazardous Food: any food (natural or synthetic) that require temperature controls to be in place because they are capable of supporting growth of infectious or toxigenic microorganisms. Potentially hazardous foods include all foods of animal origin, a food of plant origin, cut melons, raw seed sprouts, garlic and oil mixtures, starch foods (rice, beans, cooked noodles, soy, etc.) naturally contaminated foods (cooked potatoes, smoked fish, etc.).

Private Event: a PRIVATE event is where attendance is limited to a Stony Brook University Department or Group. All PRIVATE events are exempt from food permit requirements as long as the food is obtained from the campus caterer or from a food establishment that is permitted by SCDHS.

Preparation: the slicing, chopping, combining ingredients, cooking, re-heating, wrapping, packaging and the serving of bulk-food items.

Public Event: a PUBLIC event is open to the campus community and the general public. All PUBLIC events, regardless of size, who utilize caterer(s) other than the campus caterer, must be permitted by the SCDHS and require a SCDHS "Organizer's Temporary Event Permit" application be submitted to SCDHS at least **21** days prior to the event. Additionally, each individual vendor serving food is required to submit a Vendor's Temporary Event Permit application to SCDHS at least 14 days prior to the event. An EH&S "Public Event Notification Form" must also be submitted to EH&S at least **21** days prior to the event.

Re-heating: (a) the entire mass of all precooked, refrigerated potentially hazardous food that is to be reheated must be heated to 165 degrees Fahrenheit (73.9 degrees Celsius) or above within two hours and held above 140 degrees Fahrenheit (60 degrees Celsius) until served.

(b) precooked potentially hazardous foods from commercially processed hermetically sealed containers and precooked potentially hazardous foods in intact packages from commercial food processing establishments that are to be heated for the first time within the food service establishment must be heated to 140

degrees Fahrenheit (60 degrees Celsius) within two hours and held above 140 degrees Fahrenheit (60 degrees Celsius) until served.

Procedures:

A. Responsibilities

1. Involved Parties

- a. Any department, organization or group sponsoring an event where potentially hazardous food is to be served shall appoint a Food Coordinator for the event.
- b. The Food Coordinator is responsible for:
 - 1) Determining which food permits are necessary and for obtaining the food permits.
 - 2) Ensuring that all aspects of this policy are fully implemented. EH&S will provide food safety guidelines and assistance to the Food Coordinator as necessary.
- c. EH&S is responsible for:
 - 1) Reviewing and approving Food Permit (Appendix C) applications for CAMPUS COMMUNITY events only.
- d. SCDHS is responsible for:
 - 1) Reviewing and approving food permits for PUBLIC events.
- e. FSA is responsible for:
 - 1) Providing SCDHS an annual list of campus planned PUBLIC events catered by the campus caterers.

2. Determining Type of Food Permit(s) Required

- a. The type of event, the type of food served, and the food establishment are the factors in determining which food permits, if any, are required.
- b. Each University event will be categorized as a PRIVATE, CAMPUS COMMUNITY or PUBLIC event (see definitions).
- c. All PRIVATE events are exempt from food permit requirements as long as the food is obtained from the campus caterer or from a food establishment that is permitted by a County or City Department of Health Services.
- d. Serving **only** "non-potentially hazardous snack foods" at an event eliminates the need for a food permit. All other foods require a food permit.
- e. Use of the Campus Caterer eliminates the need for a food permit. Use of all other food establishments requires a food permit.
- f. For additional guidance, refer to ([Appendix A](#)) - "Food Permit Selection Chart."

3. Selecting a Food Establishment

- a. Selection of the Campus Caterers for CAMPUS COMMUNITY and PUBLIC events is preferred to food establishments outside of the University because food permits will not be required for the event.
- b. Food establishments outside of the University may be selected, provided that they are permitted by a County or City Department of Health Services.
- c. Food establishments with an "Off-Premises Caterer" certification must be used for events where the caterer is preparing and serving food at the event and/or if the caterer is delivering or dropping-off food only.
- d. Stony Brook University is a Green campus, therefore food establishments outside of the University are required to deliver food in bio-degradable and compostable containers. The use of bottled water should be discouraged.
- e. Prepared foods from supermarkets cannot be purchased and served.

4. Completing a Food Permit Application

- a. Food Coordinators for all CAMPUS COMMUNITY events must submit a "Campus Community Event Food Permit" application to EH&S at least **10** days prior to the event
 - 1) Fax to 631-632-9683
 - 2) Email ehs@stonybrook.edu
 - 3) EH&S will review the "Campus Community Event Food Permit" application and fax or email a response to the Food Coordinator.
- b. Food Coordinators for all PUBLIC events must submit a Suffolk County "Organizer's Temporary Event Permit" application to the Suffolk County Department of Health Services at least **21** days prior to the event.
 - 1) Include a copy of NYS Tax Exemption Certificate so that the filing fee is not required. Late fees cannot be waived.
 - 2) Mail both forms to: Suffolk County Department of Health Services, Food Control, Suite 2A, 360 Yaphank Ave., NY 11980.

Counter Hours: M-F 9:00 AM - 4:00 PM

Switchboard: (631) 852-5999

M-F 8:30 AM - 4:30 PM

- c. Food Coordinators for all PUBLIC events must also submit a "Public Event Notification Form" to EH&S at least **21** days prior to the event.
- d. The food event may not proceed without an approved food permit.
- e. The food permit must be posted at the food event.

5. Maintaining Proper Food Temperatures

- a. If the food establishment is located within a 10-mile radius of the University, the group sponsoring the event can pick up the food. The safe temperature of food can generally be maintained if it is immediately

- transported to the University in covered containers within a cardboard box.
- b. Transportation of food from greater than a 10-mile radius from the University must be performed by the food establishment 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 passive 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. EH&S must approve the method of transporting food for private events.
 - c. Safe temperatures for potentially hazardous foods must be maintained when food is transported, held, setup, and served.
 - 1) The danger zone for food temperature is between 41⁰F and 140⁰F which is ideal for bacteria growth.
 - 2) The temperature of hot foods must be kept above 140⁰F.
 - 3) The temperature of cold foods must be kept below 41⁰F
 - d. The Food Coordinator or a person authorized by the Food Coordinator must use a food thermometer to measure food temperatures.
 - 1) A weekly calibrated, metal stem bayonet dial thermometer designed for use in foods with a range of 0⁰ F to 220⁰ F and accurate to within 2⁰ should be used to verify the temperature of all "Potentially Hazardous Foods".
 - 2) Calibration can be accomplished by placing the thermometer into a glass of ice water at 32⁰ 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.
 - 3) 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.
 - 4) 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.
 - 5) 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) Temperatures must be recorded on the Food Temperature Recording Chart ([Appendix B](#)).
 - 7) The completed Food Temperature Recording Chart must be returned to EH&S within 5 days after the event is completed.

6. Serving Equipment and Utensils

- a. Sternos and tray racks must be used for serving hot foods. Cold foods

- should be mechanically refrigerated.
- b. Serving utensils shall be durable, non-toxic, non-corrosive and permit easy cleaning.
 - c. 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.
 - d. Disposable utensils (knives, spoons and forks) and plates shall be used, unless adequate dishwashing facilities are available.
 - e. No open food displays are allowed. A sneeze guard must be utilized or the food must be individually wrapped.
 - f. No open ended coffee stirrers are allowed unless they are in dispensers or individually wrapped.

7. Food Handling

- a. Caterers who need to prepare and cook food on campus must first contact Faculty Student Association (FSA) at 632-5326, fill out and submit a "Catering Kitchen Use Agreement" form.
- b. Caterers who wish to prepare and cook food in any outdoor location (e.g., tent) must obtain a Temporary Food Establishment Permit from the SCDHS.
- c. Gas induction cooking on campus is not allowed inside buildings.
- d. All food service personnel shall wash their hands thoroughly before serving food.
- e. Food service personnel should be provided with aprons, head coverings (hat or hair net) and disposable gloves.
- f. Personnel who are ill (cold, flu, fever); or who have a known communicable disease; or who have lesions on arms, hands, face or other exposed parts of the body shall not be allowed to handle utensils, prepare or serve food.
- g. No manual contact with ready to eat foods. Personnel shall use the barrier protection system (disposable gloves, deli paper or utensils, such as tongs) when preparing and/or serving food.

8. Food Trucks

- a. All food trucks, with the exception of trucks exclusively selling prepackaged or commercial goods, will require a permit from SCDHS.
 - 1) In order to obtain a food truck permit from SCDHS, an application must be completed with all required information.
 - 2) Within 5 days SCDHS should notify the food truck owner whether the application was approved or denied.
 - 3) If approved, a pre operational safety inspection will be issued, assessing the capabilities of the vehicle to meet the standards as it pertains to the information on the

application.

- 4) A permit will not be required if the person in charge of the food truck has held a permit within the last 2 years, granted that permit applies to the same type of truck.
- b. During all hours of operations, a certified food safety person must be on board. This person must be recertified every 3 years.
- c. Contact the Campus Dining Marketing Office for details regarding operations on campus.

9. **Additional Requirements for Bake Sales, Potlucks, Barbecues and Picnics**

- a. Bake sales are allowed only if non-potentially hazardous foods are being prepared and brought from home and/or from a properly licensed food establishment (for additional requirements read section h. below).
- b. Potluck events are allowed for PRIVATE events (for additional requirements read section h. below).
- c. All food permitting requirements as defined in Section 2 must be complied with for barbeques and picnics.
- d. 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 **refrigerated** prior to barbecuing (for additional requirements read section h. below).
- e. Charcoal grills are allowed for barbecues as long as self-starting charcoal is used. The use of charcoal lighting fluid is not permitted.
- f. Propane grills are not permitted unless used by a permitted food establishment.
- g. Barbecues or picnics that include potentially hazardous foods (tossed green salad, pasta salad, potato salad, chicken, pork, or sausage) must be performed by the Campus Caterer or by an off-premises caterer.
- h. Departments holding food events such as bake sales, potluck events, barbeques or picnics in which food is prepared and brought from home must display a "Home Prepared Food Sign" issued by the Suffolk County Department of Health Services (SCDHS) at the event. The Home Prepared Food Sign can be obtained at this SCDHS website under "Educational Materials and Signs."

10. **Incident Reporting**

- a. All incidences involving food-borne illness shall be reported immediately to EH&S (2-6410).
- b. EH&S is responsible to notify the FSA Director and SCDHS involving all incidences of food-borne illness.
- c. The University Hospital Emergency Room is required to notify SCDHS for patients testing positive for food-borne illness.

References and Resources:

[EHS 1-15 Food Safety Webpage](#)

Appendix A

FOOD PERMIT SELECTION CHART

Instructions: Choose the column that describes your event. Read column(s) downward.

Choose Event Type	On / OFF Campus	Food Permit Determination
Private Event (Private Group or SBU Dept./Group)	On Campus Food Provider (i.e Campus Food Services)	NO EHS Food Permit Required
	Off Campus Food Provider (i.e off premises caterer or restaurant)	NO EHS Food Permit Required
Campus Community Event (Open to Campus Community & INVITED Guests Only)	On Campus Food Provider (i.e Campus Food Services)	NO EHS Food Permit Required
	Off Campus Food Provider (i.e off premises caterer or restaurant)	EHS Food Permit Required 
Public Event (Open to General Public)	On Campus Food Provider (i.e Campus Food Services)	NO EHS Food Permit Required
	Off Campus Food Provider (i.e off premises caterer or restaurant)	SCDHS Food Permit Required 

1. Permit" issued by SCDHS.
2. External Food Providers who are heating up and/or serving food are required to have an "Off-Premise Catering Permit" issued by SCDHS).

Appendix B

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 41°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

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

FOOD PERMIT

Instructions: Please read EH&S Policy 1-15, *Food Safety*, before completing this application. The policy is on EH&S website.

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

Campus Community Event

An event that is only open to the campus community (student, faculty and staff) and their invited guests only.

Instructions:

Food Coordinator must fully complete and submit this food permit application to EH&S at least **10 days** prior to the event.

FOOD ESTABLISHMENT/SOURCE

Name:			
Address:			
Contact Name/Phone No.:			
Permit Number:		Expiration Date:	
Does the Food Establishment have 'Off-Premises Catering' on their permit? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Distance of Food Establishment from University: <input type="checkbox"/> within 10 miles <input type="checkbox"/> greater than 10 miles			

FOOD SAFETY

List the foods you will be serving at the event. Be specific.

How will the food be transported and temperatures (Hot Food >140°F/Cold Food <41°F) maintained during delivery?

Will any food preparation or cooking be performed on campus? Yes No Note: Food must be prepared in a permitted facility only. Additional permits and/or arrangements will be required if cooking on campus.

Who will be serving the food (caterer, self serve, sponsoring group)?

How will safe food temperatures (Hot Food >140°F/Cold Food <41°F) 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"/> Food thermometer	<input type="checkbox"/> Handwashing location: _____
<input type="checkbox"/> Aprons	<input type="checkbox"/> Serving utensils	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Hair nets or hats	<input type="checkbox"/> Disposable utensils	

Signature of Food Coordinator: _____

EH&S APPROVAL AND AUTHORIZATION

<input type="checkbox"/> 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.	<input type="checkbox"/> DISAPPROVED FOOD MAY NOT BE SERVED AT THIS EVENT! Your application for a food permit has been disapproved for reasons noted below. <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Lack of information</td> <td><input type="checkbox"/> Transport</td> </tr> <tr> <td><input type="checkbox"/> Food establishment</td> <td><input type="checkbox"/> Handling</td> </tr> <tr> <td><input type="checkbox"/> Type of food</td> <td><input type="checkbox"/> Other: _____</td> </tr> </table>	<input type="checkbox"/> Lack of information	<input type="checkbox"/> Transport	<input type="checkbox"/> Food establishment	<input type="checkbox"/> Handling	<input type="checkbox"/> Type of food	<input type="checkbox"/> Other: _____
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<input type="checkbox"/> Food establishment	<input type="checkbox"/> Handling						
<input type="checkbox"/> Type of food	<input type="checkbox"/> Other: _____						

EH&S Comments:

Reviewed by: _____	Phone: _____	Date: _____
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EH&S Policy 1-15, Food Safety – Revised April, 2010

EHSD0087C (04/10) **THIS PERMIT MUST BE POSTED AT THE FOOD EVENT** www.stonybrook.edu/ehs