

Food Policy

Responsible Office: Dean of Students

Policy Type: Security and Safety

Last Date Revised: January 3, 2020

Policy Objectives: This policy is being implemented to ensure that food is served to the SUNY Old Westbury community with a primary concern for safety and to outline the responsibilities for the College in providing and approving food and beverage services, recognizing contractual obligations and limitations agreed to by the College and associated contractors. The SUNY Old Westbury campus community must adhere to the standards developed in this policy to ensure safe compliance.

This policy does not restrict an individual from purchasing food and non-alcoholic beverage products from local off-campus outlets and bringing the product to campus for individual use.

I. Public Tabling Events: Public tabling is permitted on campus by recognized College student-led organizations. Food items, either sold or given away must be pre-packaged and/or low risk food items. Pre-Packaged Foods are commercially produced food that is packaged before being put on sale or given away and cannot be altered without opening or changing the packaging. Low Risk Foods do not require a specific holding temperature of heat or refrigeration. *Some examples of Low Risk-Foods include: Candy, chips, cookies, whole fruit; Non-cream filled baked products; chocolate; canned or bottled beverages.*

II. Food Policy Violations: The intent of this policy is to keep the campus community safe from avoidable and/or undue risk. A violation of this policy is considered serious and privileges may be revoked for failure to comply.

All violations will be referred to the appropriate campus department for review and will be addressed pursuant to applicable university policies and procedures. For students, this may include charges under the Code of Student Conduct and sanctions. The intent of this policy is to establish procedures related to the safety, handling, and preparation of food and beverages served or given away on the SUNY Old Westbury campus to enforce procedures related to the safety, handling, and preparation of food and beverages served or given away by student-led organizations

Appendix A. Food Policy Procedures

The following section describes the procedures for obtaining approval to serve and distribute food in a safe manner. Student-led organizations are responsible for ensuring tabling and programs are in compliance with the Food Policy.

I. Procedure for Requesting Permission to Table on Campus:

- A. Tabling locations on the SUNY Old Westbury campus include the Student Union Hallways, Campus Center Hallways and Atrium, and Natural Science Building Lobby;
- B. A public tabling event may be requested by a recognized student-led organization with prior approval from the appropriate office and/or department by completing a request through a facility request;
- C. Food items, either sold or given away, must be Pre-Packaged foods only (See Definition of Pre-Packaged Foods) OR must be Low Risk-Foods only (See Definition of Low Risk-Foods);
- D. If the food item, either sold or given away, is prepared from home, it must be clearly labeled that "This food has been home prepared and has not been inspected";
- E. The recognized university organization and/or individual serving Pre-Packaged Foods and/or Low Risk-Foods must take all precautions necessary to ensure that the product is reasonably protected from contamination by using gloves, serving utensils and covers. See NYS Department of Health website for more information on proper handling of Low Risk Foods;
- F. An 8x11 or larger sign must be clearly displayed if the food items, either sold or given away, may contain any of the 8 major allergens which include: Milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat and soy. This is required for all Pre-Packaged Foods and/or Low Risk-Foods;
- G. The recognized student-led organization understands that the liability and responsibility for complying with policy and food service health and safety laws is assumed by the requesting party.

II. Procedure for Requesting Use of Off Campus Food Vendors:

- A. Transported food items must meet all safety standards;
- B. An 8x11 or larger sign must be clearly displayed if the food items, either sold or given away, contain any of the 8 major allergens which include: Milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat and soy.

III. Procedure for Requesting Live Cooking Event:

- 1. Preparation of food items must meet all safety standards;
- 2. Recognized student-led organizations serving food items assume liability regarding safety and wholesomeness of food items provided including complying with policy and food service health and safety laws;
- 3. An 8x11 or larger sign must be clearly displayed if the food items, either sold or given away, contain any of the 8 major allergens which include: Milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat and soy.
- 4. All Fire Safety regulations must be adhered to. Cooking accessories (i.e. hot plates, air fryers, etc.) must be plugged directly into an outlet, may not utilize an extension cord or power strip;
- 5. Food safety and hygiene is very important to ensure that food is stored, prepared and eaten in a clean, safe environment. In most places where food is prepared

and served, food safety and hygiene regulations apply; these cover premises, equipment, storage of food and disposal of waste. It is required that at least one Chartwells staff member oversee the preparation and handling of food.

Attendance by a Chartwells staff member allows student-led organizations to prepare foods outside of the pre-packaged and low-risk foods categories (ie, meat, eggs, dairy, etc.)

6. Approval through the Facility Request form is required; requestor must note that they will be cooking/serving food items. Confirmation from the on-campus food service provider (Chartwells) is required.
7. Although not required, it is strongly advised that any individual and/or members of requesting organization be Serve Safe Certified prior. More information can be found on the [Serve Safe website](#).

IV. Cultural Awareness & Sensitivity:

- A. It is important to note that there are dietary restrictions and food sensitivities for many community members at SUNY Old Westbury. Event requestors need to take care in using recipes with ingredients that cause allergies. There are many religions and cultures with dietary restrictions or food traditions, it is important that all cultures and religions are respected as closely as possible when preparing/serving food.

V. Definitions:

- A. Pre-Packaged Foods are commercially produced food that is packaged before being put on sale or given away and cannot be altered without opening or changing the packaging.
- B. Low Risk Foods do not require a specific holding temperature of heat or refrigeration. *Some examples of Low Risk-Foods include: Candy, chips, cookies, whole fruit; Non-cream filled baked products; chocolate; canned or bottled beverages.*