Indiana University
Policy for Food Service at Temporary Events Open to the Public
Revised December 2012

I. Purpose and Background

Indiana University's many groups and affiliations often participate, organize, and hold various events offering the service or sale of food to students, faculty, staff, and the general public. Due to the nature of food service, any food-related disease outbreak has the potential of affecting a large number of individuals with potentially severe consequences.

Public food service within the State of Indiana is regulated by the Food Protection Program of the Indiana State Department of Health (ISDH) and is delegated by ISDH to local health jurisdictions. At Indiana University, ISDH has delegated regulatory authority to Indiana University's Office of Environmental Health and Safety (EHS) through a Partnership Agreement. EHS enforces the Indiana Food Codes and also develops internal university policies relating to food protection. This policy is intended to provide guidance for events involving the sale or service of food that are not currently registered and inspected by EHS including, but not limited to, temporary food service during events such as: community events, festivals, or student fundraisers.

II. Scope

This policy applies to all operational areas and properties owned or operated by Indiana University and to all students, faculty, staff, and guests of the Indiana University community. This policy applies to events that are either open to the public or are otherwise not “internal events”, as that term is defined herein, where food service is planned. This policy applies to the following Indiana University campuses/properties: Bloomington (IUB), Bradford Woods, Columbus (IUPUC), Gary (IUN), Kokomo (IUK), South Bend (IUSB), New Albany (IUS), and Richmond (IUE). For events held on the IUPUI campus please see the following link: http://www.ehs.iupui.edu/food-safety.asp

III. Definitions

Approved Vendor: Approved vendors include current on-campus food vendors as well as caterers or other food service establishments that hold a current Monroe County Health Department Permit and/or that are under the inspection authority of a federal, state, or local health department and have been approved for on-campus use by EHS and the Indiana University Office of Insurance, Loss Control & Claims (INLOCC).

EHS: Indiana University’s Office of Environmental Health and Safety Management
**Event Open to the Public:** For purposes of this policy, an “event open to the public” is any event or function that:

- Is sponsored, organized, or hosted by any group of university students, faculty, or staff and is held on university property, or

- Is sponsored, organized, or hosted by a non-university entity with expressed permission from an appropriate university entity to conduct the event on University property; and

- Either or both of the following apply:
  1. Is intended to be open to anyone without reference to affiliation with the university; or
  2. Is advertised as being open to the public in any media

**INLOCC:** The Indiana University Office of Insurance, Loss Control & Claims

**Internal Event:** An event or function that occurs on university property which has not been advertised as being open to the public in any media and where the attendees are limited to the group’s internal members.

**Potentially Hazardous Foods:** Foods that, in order to be safe, must be stored and displayed either at specified temperatures as established by regulatory authorities. The holding temperature of foods shall be 41 degrees F for cold foods and 135 degrees F for hot foods.

**Temporary Food Establishment:** “A food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.” As defined by 410 IAC 7-24, Retail Food Establishment Sanitation Requirements.

**University:** Indiana University and properties thereof administered by Indiana University.

**IV. EXCEPTIONS and EXEMPTIONS**

This policy does not apply to Internal Events which include most intradepartmental functions such as faculty and staff pitch-ins, weddings, complimentary meals for a department’s faculty, prospective students or graduates, and the like.

This policy does not apply to any events that utilize on-campus vendors that are regulated and inspected by EHS.

This policy does not apply to events where the only foods or beverages served are commercial, individually prepackaged items and are not considered to be potentially hazardous foods. This includes individual packages of chips, bottled water, and items of the like.

Event organizers who are not sure whether this policy applies to their event should contact EHS at (812) 855-6311 and/or visit our website at [http://www.ehs.iu.edu/topics/food-protection/index.shtml](http://www.ehs.iu.edu/topics/food-protection/index.shtml).
V. REGULATORY REFERENCE and STANDARDS

All food service events open to the public must be in compliance with this policy, the Office of Insurance, Loss Control & Claims, and 410 IAC 7-24 Retail Food Establishment Sanitation Requirements. This includes the prohibition of home-prepared foods at events covered by this policy, including items sold at bake sales.

VI. PLANNING REQUIREMENTS

In order to plan and hold an event that is open to the public, the food service arrangements must be made by the organizer in one of the following ways:

1. Use one of the on-campus contracted food vendors for the event. This includes on campus entities such as: IUB - Residential Programs and Services, Sodexo (IMU), and IU Athletics Dining. IUN - Comfort Catering, IUSB Dining Services, IUS Dining Services, IUE Dining Services, and IUK – AVI Food Systems. Use of these vendors exempts the organizers from submitting a Temporary Event Food Service Application (TEFSA)

2. For the use of any other vendor, complete and submit a TEFSA online here, at least seven days prior to the event. The TEFSA will require the organizer to:
   a. Submit information about the location, date, and time of the event
   b. Describe the processes that will be used to ensure the safe serving of food and,
   c. Use foods and beverages from approved vendor(s) as determined by EHS/ORM
      i. If the vendor you wish to use is a current permit holder from the Monroe County Health Department then no additional action is required.
      ii. If the vendor you wish to use is not a current approved vendor and/or located outside of Monroe County, Indiana, contact EHS/ORM for instructions for adding vendors to the approved list.
      iii. If EHS determines that the selected vendor is not in compliance with 410 IAC 7-24, the organizer of the event will have to choose another vendor.

If alcohol is to be served at any event, public or internal, the organizer must get a specific approval for the alcohol service from the Office of Insurance, Loss Control & Claims. A link to the policy can be found under the ‘Additional Planning Considerations’ section of this document.

VII. ADDITIONAL PLANNING CONSIDERATIONS

University Policies:
All events must be in accordance with all applicable university policies and procedures such as INLOCC’s Requirements for Temporary Service of Food on Indiana University Premises and Requirements for Service of Alcoholic Beverages on Indiana University Premises which covers vendor’s insurance requirements for food and alcohol service.

Location Requirements:
For events planned by recognized Student Groups: In addition to compliance with this policy, student groups are required by the Office of Student Life and Learning to obtain a separate approval from that office for the location where an event is to be held.
Events to be held at Residential Programs and Services facilities: Event planners should contact RPS for space approval.

Events to be held on IU Athletics Properties: Event planners should contact IU Athletics for space approval.

Expenses to Be Paid Through IU Purchasing:

Other than purchases of items that are prepackaged in individual servings that are not potentially hazardous foods, Purchasing will not approve a purchase order or requisition order for expenditures associated with an event open to the public unless the organizer has used a compliant provider that has also been approved by Purchasing as a vendor that is qualified to do business with the university, which includes the provision of required tax documentation, insurance documentation, proven capability to provide the desired product or service, and other factors. University Purchasing develops and maintains a current inventory of responsible and reliable vendors.

VIII. FOOD SAFETY GUIDANCE FOR TEMPORARY EVENTS

Below are some basic food safety guidelines for temporary events.

Potentially hazardous foods must be stored and displayed at safe temperatures. **Cold foods must be held at 41°F or below, and hot foods held at 135°F or above at all times.**

- Recommended for cold holding: mechanical refrigeration, freezers, dry ice, heavy-duty insulated coolers (not foam) with drained ice.

- Recommended for hot holding: ovens, grills, warming cabinets, propane units, chafing dishes with Sterno, thermal Cambro units.

- All food on display must be effectively covered (e.g., tents) or be individually wrapped to prevent contamination from patrons, dust, flies, rain, or other elements.

- Handling of food must be minimized by appropriate use of utensils such as scoops, tongs, spoons or forks. Gloves may be worn over properly washed hands so long as they are changed when they become damaged or soiled.

- Hands must be kept clean. Hand washing facilities must be provided. (An urn of warm water, pump soap, a roll of paper towels and a bucket to catch water will be adequate in most cases to establish a temporary means for handwashing).

- Clean outer garments and hair restraints should be worn. Smoking and eating is not allowed in areas where food is prepared. Only healthy workers should prepare and serve food.

- Proper waste containers with lids must be provided.

For more guidance please visit our website: [http://www.ehs.iu.edu/topics/food-protection/index.shtml](http://www.ehs.iu.edu/topics/food-protection/index.shtml); or contact our office.