

Health and Safety Guidelines For Campus Departments Conducting Self-Catered Events

Self-catering refers to situations in which a sponsoring University department chooses to provide the labor necessary to purchase and pick-up food and supplies from local retailers/restaurants, serve the food, and clean up following the event. It is important to note that:

- All food and beverage must be obtained from a licensed restaurant or business.
- Food and beverage prepared in a private home may not be served.
- Alcoholic beverages are not permitted at self-catered events.
- The Titan Student Union and other building/facilities may require campus departments to complete a form prior to a self-catered event. Please contact the owner of the campus building/facility where the event will be held for additional information.

Procedures and guidelines for student-sponsored self catered or vendor-catered events are available at: <http://rmehs.fullerton.edu/healthandsafety/EnvironmentalHealth.asp>.

Food Safety

1. All food or beverages must be obtained from permitted restaurants or caterers (no home preparation).
2. Food handlers must wash their hands before handling food and after any activity which could contaminate their hands such as coughing or sneezing.
3. Avoid cross-contamination when handling food.
4. When holding potentially hazardous food for more than 4 hours, keep hot foods hot (above 135° F);-cold foods cold (below 41° F). These foods may never be left at room temperature for more than 4 hours.
5. Potentially hazardous foods include: high protein foods, cooked high carbohydrate foods such as, cooked vegetables, and cut melons.
6. Dry or highly acidic foods are not potentially hazardous (chips, breads, carbonated drinks, doughnuts, washed raw vegetables, and nuts).
7. Refrigerate and freeze leftovers promptly in small containers or discard them. Do not store any food in laboratory refrigerators or freezers.
8. Immediately after the event, seal all food garbage in plastic garbage bags-and dispose of the bags in a dumpster.

For more information regarding food safety requirements contact Scott Bourdon at (714) 278-3083.

Environmental Health & Instructional Safety (EH&IS) may elect to inspect an on campus event at which food is served as determined necessary/appropriate to ensure onsite compliance with University policies and procedures and the California Retail Food Code. If these requirements are not or cannot be met, and the infractions result in a risk to public health, EH&IS may require a department to discontinue serving food and to discard it.

Food Pick Up: Driver Safety

Any University employee or volunteer driving on University business must among other things:

- Be 18 years of age or older
- File a “Driver Record Information” form (INF 254) with University Police
- Be approved to drive on University business by University Police
- File a form STD 261 with Travel Operations (CP-300) (if driving a personal vehicle on University business)
- Complete defensive driver training

Only those employees or volunteers whose job classification or responsibilities include or permit driving may drive on University business. Accidents involving University employees or volunteers driving on University business must be reported promptly to the Office of University Risk Management. For more information about how to report an accident or if you have any questions about driving requirements, please call John Beisner at extension 4937 or visit on-line at: www.eco.rutgers.edu