

# Food Protection

PS-EHS-05

## About This Policy

**Effective Dates:**

03-31-2016

**Last Updated:**

03-31-2016

**Responsible University Administrator:**

Office of the Executive Vice President for University Academic Affairs

**Policy Contact:**

University Environmental Health and Safety

[iuehs@indiana.edu](mailto:iuehs@indiana.edu)

## Scope

This policy applies to all food service, preparation, storage, and sales in all areas owned or operated by Indiana University and its affiliates. These registered operations include, but are not limited to; residential dining, catering operations, temporary events, athletic concessions, Greek organizations and any other facility where food is prepared, processed, or released to an individual or group.

## Policy Statement

The policy of Indiana University is to provide safe, sanitary, and unadulterated food service. Indiana University will maintain compliance with federal, state, and local public health rules and regulations. By adoption of this policy Indiana University administration grants the authority to University Environmental Health and Safety to enforce the contents of this policy and accompanying program documents.

## Reason For Policy

Indiana University is resolute in sustaining compliance with the established Partnership Agreement between the Indiana State Department of Health (ISDH) and Indiana University Environmental Health and Safety (EHS) which provides regulatory authority for state food law for the areas specified in the agreement. This includes the establishment of annual registration and fees for applicable retail food establishments.

IUPUI Environmental Health and Safety and the Marion County Public Health Department (MCPHD) achieve compliance through a separate partnership agreement whereby MCHPD provides regulation and enforcement of local and state food law for the IUPUI campus.

In addition to regulation, all properties are subject to university policies designed to ensure safe food service for all IU community members and guests.

## Procedure

Policy administration is to be established through the applicable Food Protection programs, Retail Food Establishments programs and Temporary Event Food Service programs under university policy and the enforcement of local, state, and federal rules and regulations. All visitors, students, employees, including staff and faculty, volunteers, external vendors, contracted vendors, and applicable retail food establishments must meet and follow their respective campus programs and applicable regulations for food protection when offering or selling food to the campus public. IUEHS and applicable regulatory authorities will oversee, review, permit, register, inspect, regulate, and enforce university programs and food safety regulations within their purview on all IU campuses.

## Retail Food Establishments

Any Indiana University owned, operated, or affiliated entity which stores, serves, prepares, packages, vends, or otherwise provides food for human consumption, such as campus housing units, dormitories, Greek housing units, concession stands, academic buildings, and other food service vendors under contract with Indiana University, are required to follow the following procedures:

### Food Protection Program for Retail Food Establishments

## Temporary Food Events

Any entity not specified under Retail Food Establishments which serves food to the public for fourteen or fewer consecutive days in conjunction with a single event or celebration with the approval of the university on any Indiana University campus is required to follow the following procedures:

### Temporary Event Food Service Program

## Food Service Employee Health

All food employees shall report to their person-in-charge (PIC) if they are experiencing any of the following symptoms:

- Diarrhea
- Fever
- Vomiting
- Jaundice
- Sore throat with fever
- Lesions (such as boils and infected wounds, regardless of size) containing pus on the fingers, hand or any exposed body part.

They shall also notify their PIC whenever diagnosed, or when someone they live with is diagnosed, with Salmonellosis, Shigellosis, Escherichia coli (E.coli), Hepatitis A virus, or Norovirus. PICs shall notify IUEHS when employees report these conditions.

IUEHS will work with the establishment to ensure that the proper exclusion, restriction, and clearance to return to work are provided and followed. The [linked questionnaire](#) shall be used by food service establishments when reporting to IUEHS.

### Note the following exceptions to this policy:

- Vending machines offering individually and commercially packaged non-potentially hazardous foods.
- Private temporary events that are not open to the public.
- Programs operated by Indiana University off-campus. These operations are covered by the local health department or equivalent entity with jurisdiction. IUEHS is available for consultation and assistance in these instances.
- Some temporary retail food events may be pre-approved in blanket form by IUEHS with sufficient and appropriate program documents being filed with this office. See the Temporary Event Food Service Program for more details.

University Environmental Health and Safety (IUEHS) is responsible for:

- Liaising with other applicable related groups and regulatory authorities, such as the Indiana State Department of Health and the Marion County Public Health Department.
- For all Indiana venues outside of Marion County, Indiana, IUEHS is additionally responsible for:
  - Implementing, regulating, and enforcing this Policy and its appendices, the Partnership Agreement with the Indiana State Department of Health, and applicable food law.
  - Conducting pre-operational, routine, follow up, temporary, and other inspections of food service facilities and special events that provide food for short periods of time.

- Conducting mandatory plan reviews for change of ownership, renovation, and/or newly constructed retail food service establishments and grant approval of plans, once compliant, prior to the start of construction and operation of the establishment.
- Conducting consumer complaint and foodborne illness investigations as needed.
- Offering and conducting food safety education and training when needed or requested.
- Conducting occasional non-regulatory Food Defense Vulnerability Assessments and assisting Retail Food Establishments in developing and maintaining Food Defense Plans.
- Conducting enforcement, interpretation, and recommendations of rules and regulations under IUEHS purview and that are referenced in this policy.
- Ensuring every Retail Food Establishment registers with IUEHS annually and pays an annual registration fee.
- Providing technical support and consultation to all IU Retail Food Establishments and events.
- Implementation, regulation, and enforcement of all elements of the Temporary Event Food Service Program.

Retail Food Establishments are responsible for:

- Performing all food service operations in accordance with this policy and with all applicable regulations.
- Ensuring that food service employees are aware of and comply with, the Indiana University Food Service Employee Health provisions of this policy.
- Cooperation with inspectors and timely remediation of deficiencies found during inspections.
- Completing and submitting all registration documents, plan review materials (in conjunction with architects), and fees in a timely manner.
- Providing notification to regulatory authority for any significant equipment changes and/or facility upgrades.

Temporary Food Establishments are responsible for:

- Performing all food service operations in accordance with this policy and all applicable regulations.
- Ensuring that food service employees are aware of and comply with, the Indiana University Food Service Employee Health provisions of this policy.
- Cooperation with inspectors and timely remediation of deficiencies found during inspections.

University Architects Office is responsible for:

- Completion and submission of plan review materials to IUEHS. (Plans for the IUPUI campus are to be submitted directly to the MCPHD See Marion County Public Health Department for additional guidance.)
- Consultation, design and construction meetings with various stakeholders within the University.
- Supervising contractor's work.

University Departments, Groups, and Affiliated Organizations holding events with food service are responsible for:

- Submitting temporary event applications to the appropriate groups within the established timeframes for review.
- Ensuring compliance with applicable requirements detailed in this policy, and any additional requirements provided by IUEHS or the Marion County Public Health Department (MCPHD).
- Using best practices and following applicable food safety rules and regulations in an effort to minimize the chance of foodborne illness.

Indiana University's Office of Insurance, Loss Control & Claims (INLOCC) is responsible for:

- Ensuring that vendors meet INLOCC insurance liability and vendor requirements for the service of food and alcohol.

Indiana University's Office of Procurement Services, Auxiliary Services is responsible for:

- Ensuring that vendors are in compliance with departmental policies, contracts, exclusivity, and first right of refusal relating to food service on Indiana University properties.

Marion County Public Health Department (MCPHD) is responsible for:

- Reviewing and approving food establishment plans, licensing, inspecting, investigating complaints and foodborne illnesses and otherwise regulating retail food establishments on the IUPUI campus.

## Definitions

Policy and program definitions may be sourced through the applicable local, state, or federal rule or regulation. Additional definitions are available within program documents.

## Sanctions

Sanctions for failure to comply with Indiana Food Law are detailed in

## Additional Contacts

Public Health Manager	812-856-5482	<a href="mailto:iuehs@iu.edu">iuehs@iu.edu</a>
University Environmental Health and Safety	812-855-6311	<a href="mailto:iuehs@iu.edu">iuehs@iu.edu</a>
Environmental Health and Safety, IUB	812-855-6311	<a href="mailto:iuehs@indiana.edu">iuehs@indiana.edu</a>
Environmental Health and Safety, Indiana University Regional Campuses	219-981-4230	<a href="mailto:regehs@iu.edu">regehs@iu.edu</a>
Environmental Health and Safety, IUPUI	317-274-2005	<a href="mailto:ehs@iupui.edu">ehs@iupui.edu</a>

## History

This policy was established in March 2016.

### Related Information

[IUB and Regional Campuses Retail Food Establishments](#)  
[IUB and Regional Campuses Temporary Event Food Service](#)  
[IUB and Regional Campuses Food Protection Homepage](#)  
[Certification of Food Handler Requirements](#)  
[IUPUI Food Safety Homepage and Policies](#)  
[IUPUI Special Events](#)  
[Marion County Public Health Department](#)  
[Title 410 IAC 7-24: Retail Food Establishment Sanitation Requirements](#)

### Related Forms

Application for Plan Review  
Operator Response to Inspection  
IUB and Regional Campuses Registration Application for a Retail Food Establishment  
IUB and Regional Campuses Registration Application for a Temporary Food Establishment  
IUPUI Campus Event Application