



Student Organizations Campus-wide Food Service Policies (Interim Basis)

General Policy Statements

- Any food served to the public on the BGSU campus must be managed according to BGSU’s safe food handling policies. These policies can be found at: www.bgsu.edu/offices/envhs/food/index.htm
- Any event where food is to be sold or requires a donation must be evaluated by Environmental Health and Safety to determine if a temporary food service license must be purchased from the Wood County Health Department for that event.
- If an event involves a request for food brought in from a source other than University Dining Services, a Standard Food Policy Exception Form must be processed. The exception will not be approved unless all required signatures are secured two weeks prior to the event.
- The approval of the food service exception is the responsibility of the facility manager(s) of the specific facility/area where the service is being provided and/or facility manager(s) responsible for the reservation of that area. He/she may also require other signatures, i.e. University Dining Services. Those facility manager(s) are as follows:

Bowen Thompson Student Union, Olscamp Hall, Prout Chapel, and Event Planning Spaces	Director, Student Union and Director, University Dining
Athletic Facilities	Assistant Athletic Director
Recreational Sports Facilities including Ice Arena Lounge	Associate Director, Recreational Sports
Mileti Alumni Center	Director, Alumni Affairs
Residence Halls	Hall Director
Greek Housing	Coordinator, Greek Affairs

Bake Sale Policies – Standard Food Policy Exception Form required

The following policies are provided by Environmental Health and Safety for the serving and/or selling of baked goods (nonperishable). Such items include, but are not limited to: cookies, brownies, pastries (non-cream or custard filled), date bars, and rice crispy treats.

- Cover all food to be served/sold
- Label all packaged food items with a listing of the main ingredients
- Store food, cups, napkins, etc. off the floor or ground
- Use clean dispensing utensils (tongs, napkin) to dispense food or have all food items individually wrapped
- Avoid the use of extension cords
- Provide a container for trash
- Clean all spills and remove debris as necessary
- Properly clean area after sale

If food is to be prepared by individuals within the sponsoring group, it is recommended that a list be developed which identifies the individual who prepared a particular food item.

If donated products are used for a bake sale, then the Donated Food Policies also apply.

Standard Food Policy Exception form must be filled out at least two weeks in advance.

Questions regarding these policies should be forwarded to:

Dave Heinlen
Environmental Health and Safety
College Park Office Building, Room 111
372-2173
daveh@bgnet.bgsu.edu

Bowen-Thompson Student Union Policies

Listed on the Student Union web site under <http://www.bgsu.edu/union>

Cookout Policies

Residential units (specifically Greek housing and the French House) with current Ohio Department of Health food service licenses are permitted to grill food outside, within reasonable proximity to that unit, for the consumption of those in that unit and invited guests.

Other cookouts, open to the public and not covered by the above (food service license ownership), must follow the Student Organizations Campus-wide Food Service policies.

Donated Food Policies - Standard Food Policy Exception Form required

Donated food must come from and be prepared by a food service vendor **licensed** through the Ohio Department of Health.

Depending on amount, food should be delivered in incremental times and maintained at safe temperatures.

Standard food handling policies must be followed at all times. These standard food handling policies can be found at www.bgsu.edu/offices/envhs/food/index.htm

The liability factor of donated food may fall on the University student organization sponsoring the event.

Here are examples of low risk and high risk donated food products:

Low Risk Foods:

Bagels, Baked Goods, Pies (no cream), Cakes, Packaged Snack Foods, Canned Soda, Bottled Water, Candy, Popcorn, Non-processed Fruit and Vegetables

High Risk Foods:

Pizza, Subs, Sandwiches, Salads, Any food that contains protein, Milk, Eggs (non-cooked), Cream Pies

Standard Food Policy Exception forms must be signed off by the student in charge, the organization's advisor, facility manager, and University Dining Services (if applicable) before reservation is confirmed.

Outside Catering Policies - Standard Food Policy Exception Form required

Policies for Catered Events on Campus Utilizing an Off Campus Source

1. All catered events from an off campus source being served on or brought onto campus (which includes meetings, workshops, events, etc.) regardless of location, must first be approved by the facility manager in charge of that location.

2. If approved by the facility manager, review of this outside catering function must occur by the BGSU Department of Environmental Health and Safety and University Dining Services, and a Standard Food Policy Exception form be processed. (See listing above for specific facility managers.)

Residence Life Food Policies

It is essential that the distribution of food at events in residence hall facilities is handled in a safe manner. Please see hall staff for specific policy information.