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| University of Alaska Anchorage | Section EHS/RMS |
| ADMINISTRATIVE SERVICES MANUAL | Part Policy |
| Policies and Procedures | Statement 6 |
| Title <i>FOOD SERVICE SANITATION</i> | Effective Date 10/09/09 |

*Routine
Inspections*

UAA food service operations are subject to inspection by EHS/RMS and/or the Municipality of Anchorage's Sanitarians. EHS/RMS will make routine inspections of all food service units operated by the university or operated on university property and will respond to food sanitation complaints, regardless of their source. The minimum standards acceptable for food unit operations are those described in Municipality of Anchorage regulations. Results of inspections will be discussed with the food service manager or other appropriate supervisory personnel, followed by a written report to appropriate staff.

*Inspection
Recommendations*

Generally, the recommendations resulting from inspections will be in one of three classifications:

1. Where the sanitarian's recommendation involves the presence of "imminent danger," appropriate personnel and the Associate Vice Chancellor for Facilities and Campus Services will be apprised of the situation. Corrections should be made immediately.
2. Those items noted in the examination which can be corrected within a short period of time utilizing currently available funds should be corrected within 30 days of receipt of written notice. Exception may be granted if appealed in writing within 15 days.
3. Those sanitation items noted as a result of an inspection which require substantial expenditures to correct should be noted in writing and be assigned a priority by the food services manager and the sanitarian.

Recommendations to discontinue an operation can be made on the basis of:

1. Imminent danger due to a single source of danger, or

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2. From the compounding of risks due to the magnitude of the problems involved, or
3. From a failure to complete recommended corrections within the allotted time period.

The decision to discontinue an operation until corrections can be made is the prerogative of the Vice Chancellor for Administrative Services. Appeals of a specific decision should be addressed to that office.

Special Occasions

Food service provided for special occasions and activities must be approved by EHS/RMS (786-1351 or ayssg@uaa.alaska.edu). Promotional materials for the event should not be released until EHS/RMS advises the sponsoring unit of food sanitation standards and grants approval for the intended food sale or service. This approval requirement does not apply to events that are catered by UAA Food Service or contracted and licensed food vendors.

The minimum standard acceptable for occasional or periodic food service on the campus will be that described in regulations issued and administered by the Municipality of Anchorage for temporary food service establishments.. The municipality provides training for the periodic event sponsors at a cost of \$25 for a class or \$10 for a challenge test only. Temporary permits range in price from \$20 to \$250 depending on the complexity of food preparation and duration of the event. Arrangements can be made by calling 343-4200.

Bake Sales

Bake sales that do not sell potentially hazardous foods and are generally restricted to dried baked goods (no cream pies), commercially packaged/non-perishable foods and intact fruit do not usually require a permit. Potentially hazardous foods include items that spoil quickly without refrigeration or other preservation techniques. Animal products that are obtained from non-commercial sources cannot be sold or served to the public. Contact EHS/RMS at 786-1351 or at ayssg@uaa.alaska.edu

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if you need assistance with determining the need for a special food service permit.

Office Parties

Since office parties are not generally considered open to the public, permits are seldom required. However, departments are advised to take reasonable precautions with food sanitation during these events.

Charitable and Public Events

While small club activities that are not open to the public generally do not require permits; proper food handling techniques should still be followed. As soon as an event is open to the public, sanitation regulations apply. "Open to the public" can best be described by asking this question: Can anyone outside of the small group, department, club, or can other significant numbers of university employees, students and guests be served food at the event? If the answer is yes, a permit is required. Technical circumvention of this rule is not permitted and the objective here is to limit or restrict the number of people who might potentially be exposed to food borne diseases. Even if the event is a charitable activity, a permit is still required. In addition, adequate sanitation facilities should be available in terms of handwashing stations and toilets for both employees and participants.

Food served at these activities with the exceptions noted under *Bake Sales* must be obtained from inspected commercial sources and prepared in licensed and inspected facilities. Foods prepared in residential kitchens such as chili and spaghetti are prohibited from serving to the public, but may be served to small private affairs as long as good sanitations is maintained.

Public Picnics

Several times a year, UAA may sponsor large picnics which are open to the public and these are also subject to sanitation regulations. For the most part, these are allowed after the sponsoring group obtains a permit and receives basic food sanitation training. Again ... food must be obtained from commercial and inspected sources and home made items with the exception of dried baked goods are prohibited. Barbequing and

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serving of inspected meat is allowed at these picnics as long as the conditions of the permit and food sanitation are met.

Wild Game

Wild game and fermented meats (moose, beaver, bear, fowl and their eggs, caribou, bison, marine mammals, etc.) are prohibited from serving to the public. While these foods are an important cultural aspect of many Alaskans, they are also a significant source of food borne illnesses in Alaska. Therefore, they can only be served at non-public events (relatively small and invitation only). Commercial and inspected sources of some of these foods like caribou and bison are available and are allowed to be served to the public.

Assistance

The EHS/RMS (786-1351 or ayssg@uaa.alaska.edu) is available in a consulting or training role to any unit of the University upon request within the general subject area of food sanitation.