UALBANY CAMPUS FOOD POLICY

All food and beverages served at the University at Albany must be provided through UAlbany Dining, a contract overseen by University Auxiliary Services at Albany, Inc. (UAS).

POLICY OBJECTIVES

UAlbany Dining recognizes and respects the role of food in the activities of campus departments and student groups. In an effort to ensure the safety and quality of the food provided at special events, meetings etc., the campus community shall adhere to the guidelines and standards set forth in this policy as follows:

I. Public Tabling Events Serving ONLY Non-Time/Temperature Control for Safety (Non-TCS) Foods Given Away or Sold

A tabling event is exempt from the requirement to use UAlbany Dining or obtain a waiver under the following conditions:

- The tabling event is by a recognized student organization that is selling or giving away Non-TCS Foods (See § VII. Definitions and Examples of Non-TCS Foods) in a sanitary manner to raise funds for a charity or for the organization itself
- The student group understands that it assumes the liability and responsibility, including financial, for complying with policy and food service health and safety laws
- The student group has obtained approval from the Office of Student Involvement and Leadership to request space via the Event Management System – EMS Virtual
- The Campus Center management has approved the tabling event via EMS Virtual
- The foods/beverages are purchased from UAlbany Dining whenever possible but may be obtained from an outside vendor, provided the Non-TCS Foods are served and discarded within two (2) hours
- No food prepared or stored at home is permitted
- The tabling event serving Non-TCS Foods takes all precautions that food products are reasonably protected from unnecessary handling or airborne contamination by using gloves, tongs, covers etc. (See the NYS Department of Health website or contact UAlbany Dining (dining@albany.edu) for more information on how to handle Non-TCS Foods in a sanitary manner).

II. Public Events

Foods and beverages served at public events must be purchased from UAlbany Dining. Public events are:

- Campus-wide events: Events that are open to the entire campus community and/or the public (e.g., graduation, homecoming, athletic games, exhibitions, and concerts)
- Recognized student group events: Events sponsored by recognized student organizations/groups and that are open to the campus community and/or public such as fashion shows, meetings, cultural events, galas and parties.

- No food prepared or stored at home is permitted
- The University’s Alcohol Policy must be followed if bar service is a desired part of the event.
III. Private Events or Meetings Serving ONLY Non-TCS Foods Given Away  
In a university setting such as UAlbany, almost all events are considered public. However, all the following criteria must be met to qualify an event as “private”:

✓ Indoor gatherings of 15 people or less  
✓ Not open to or advertised to the general public  
✓ Not charging admission  
✓ Serving only Non-TCS Foods in a sanitary manner and eaten or discarded within two (2) hours  
✓ Food/beverages are given away, not sold.

If an event qualifies as private, please note the following:

▪ The organizing group assumes liability in regards to the safety and wholesomeness of the food items provided and responsibility, including financial, for complying with policy and food service health and safety laws
▪ Foods/beverages should be purchased from UAlbany Dining whenever possible but may be obtain from an outside vendor, provided Non-TCS Foods are served and discarded within two (2) hours
▪ The event sponsors serving Non-TCS Foods takes all precautions that food products are reasonably protected from unnecessary handling or airborne contamination by using gloves, tongs, covers etc.

IV. Cultural and Unique Food Events
The UAlbany Dining’s Cultural Dining Program is a program that was instituted to help meet the cultural needs of the diverse student population on campus while also providing an option for a fun and educational culinary experience. There are two options available as indicated below:

OPTION #1: For recognized student organizations hosting a cultural or unique event/gala and wanting to participate by helping to prepare the food alongside UAlbany Catering, the following must be adhered to:

▪ Twenty (20) business days advanced notice of event is required. Contact UAlbany Catering (catering@albany.edu) to get approval and review menu and recipes
▪ Students should follow all instructions given by the UAlbany Catering staff including appropriate dress and sanitation practices as required by the New York Food Code prior to and during the food preparation and cleanup
▪ The UAlbany Catering staff will determine the number of students needed for food preparation. If the recommended number of students is not available for food preparation, the event may be cancelled, or additional fees incurred
▪ Students must stay until the UAlbany Catering staff approves the work is complete
▪ All food storage, preparation and service will be under the direct supervision of the UAlbany Catering staff
▪ All costs associated with the event are the responsibility of the recognized student organization; this may include menu ingredients, use of kitchen and serving equipment, professional staff time and any other requirements deemed necessary by UAlbany Catering staff
▪ Future permission to engage in this type of activity is contingent upon compliance with these terms and conditions.

OPTION #2: For recognized student organizations hosting a cultural or unique event/gala but wanting UAlbany Catering to prepare the food from provided recipes, the following must be adhered to:
▪ Twenty (20) business days advanced notice of event is required. Contact UAlbany Catering (catering@albany.edu) to get approval and review menu and recipes
▪ Recipes must be provided to UAlbany Catering within 20 business days of the event so there is time to review the requests and assess if supplies/ingredients are possible to obtain
▪ Pre-event menu tasting may incur a fee
▪ All costs associated with the event are the responsibility of the recognized student organization; this will include menu ingredients, professional staff time and any other requirements deemed necessary by UAlbany Catering staff.

V. Campus Employees Offering Food in Offices
Complimentary food items may be provided by campus employees for sharing with their coworkers in their department or office with the understanding that each employee is responsible for the wholesomeness of the food items he or she provides, and takes all precautions that food products are reasonably protected from unnecessary handling or airborne contamination by using gloves, tongs, covers etc.

VI. Alcohol
UAlbany Dining holds the license to serve alcohol on campus. The UAlbany Alcohol Policy regulates the serving and sale of alcoholic beverages on campus. Review the UAlbany Alcohol Policy to insure all necessary requirements are met before arranging for alcohol service on campus.

In addition, event organizers must provide the following documentation (as applicable):
▪ For off-campus groups only: A signed UAlbany Revocable Permit from the Division of Finance and Administration
▪ For groups hosting events outdoors: a Tent permit is required via the Office of Facility Management
▪ For all groups: Documentation of support from the Office of Facility Management for trash and recycle removal (518-442-3480)
▪ For all groups: A per hour room set-up/clean-up fee will be accessed if UAlbany Dining areas are used for the event.

VII. Sale of Commercially Produced Food
The selling of commercially produced or packaged food items on campus is not permitted. The only exception is for fundraising tabling events by recognized student groups as indicted above (see § I.)

VIII. Exclusive Contract for Beverages and Snacks
In addition to UAlbany Dining, UAS has exclusive vending contracts with Pepsi (beverages) and Prestige (snacks). Under these contracts, only Pepsi beverages and Prestige snacks products are authorized to be given away or sold on campus. These exclusive contracts thereby prevent samplings, promotions, and distribution of non-Pepsi beverages (soft drinks, sports drinks, juice or juice-based products, ready to drink coffee/tea, bottled water etc.) or non-Prestige snack items (chips, breakfast bars, candy etc.). Private events and meetings are encouraged to comply with this agreement. Please contact UAS for a list of products and pricing.
IX. Food Policy Violations
The primary intent of this policy is to keep the campus community safe. Any violation of this policy is considered serious and will be referred to UAS for review.

X. Exceptions
This policy does not preclude food prepared off-campus to be sold to individuals, and delivered to the campus (e.g., pizza delivery services) for individual consumption, vending machines that are placed and operated under contract with UAS, and packaged food sold for individual consumption through the University Bookstore.

XI. Disclaimer
This document is strictly a campus food policy. Please check with the various University departments to adhere to all University policies and procedures when hosting an event or meeting at UAlbany (e.g., Office of Facility Management, Office of Environmental Health and Safety, University Police Department, Office of Student Involvement, Parking and Mass Transit etc.).

XII. Definitions and Examples

▪ Time/Temperature for Safety Foods (TCS Foods) as required by Part 14 of the New York State Sanitary Code are:
  o Food and beverages that require time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.
  o Examples of TCS food/beverages include but are not limited to:
    • An animal food that is raw or heat-treated
    • A plant food that is heat-treated or consists of raw seed sprouts
    • Cut fruits/vegetables, such as: cut melons, cut leafy greens, cut tomatoes or mixtures of cut tomatoes that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation
    • Garlic-in-oil mixtures that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation

▪ Non-TCS Food (and beverages) as required by Part 14 of the New York State Sanitary Code are:
  o Food and beverages that do not need heating or refrigeration for food safety. For instance, hermetically packaged food from a commercial establishment, e.g., grocery store.
  o Examples of Non-TCS food/beverages include but are not limited to:
    • Breads
      o Breads containing fruits and/or vegetables are not allowed
    • Rolls and/or cinnamon rolls
    • Biscuits
    • Bagels
    • Muffins
    • Doughnuts
    • Cookies
    • Baklava
• Biscotti
  o No chocolate or candy melts allowed for topping
• Cakes
• Cake pops
  o No chocolate or candy melts allowed for topping
• Cupcakes
• Brownies
• Double-crust fruit pies
• Scones
• Fruit jams, jellies, and marmalades made with high acid/low pH fruits
  o i.e. Apple, apricot, blackberry, blueberry, cherry, clementine, cranberry, currents, elderberry, grape, grapefruit, lemon, lime, nectarine, orange, peach, pear, pineapple, plum, raspberry and strawberry
• Fudge
• Popcorn/caramel corn
• Peanut brittle
• Rice Krispies treats
• Granola and trail mix (using commercially roasted nuts)
• Granola Bars (using commercially roasted nuts)
• Waffle cones and Pizzelle
• Toffee/caramel apples
  o Candy melts are not allowed
• Confections
  o Includes toffees, caramels, hard candies
• Vegetable chips
  o Includes potato chips
• Crackers
• Pretzels

Source:
https://regs.health.ny.gov/volume-title-10/1997429580/subpart-14-1-food-service-establishments

Contact Information
For all food-related questions and catering bookings, contact UAlbany Catering/518-442-5985.

Questions about this policy, contact UAS/518-442-5950.

Please visit the UAlbany Catering webpage for more helpful information on planning a campus event, special student discounts, menus etc.