

UALBANY CAMPUS FOOD POLICY

The University at Albany has elected to contract with University Auxiliary Services at Albany, Inc. (UAS), a non-profit organization, to provide the food services on campus in an effort to minimize costs and maximize convenience, value and safety to students, staff, faculty and visitors.

In order to exceed the expectations of the University, UAS has elected to have an exclusive dining services contract with UAlbany Dining, managed by Sodexo, Inc.

All food and beverages served on campus must be provided through UAlbany Dining with the limited exceptions indicated below (*See* § I, III, V, VI, IX, and XIII) or if UAlbany Dining determines that it is unable to provide the requested food service -- *which is extremely rare* -- it may issue a [waiver](#) at its discretion (*See* § VIII).

POLICY OBJECTIVES

UAS 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 Low Risk 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 Low Risk Foods (*See* § XV. *Definitions and Examples of Low Risk 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 or prepared at home provided Low Risk Foods are served and discarded within two (2) hours.
- If the food is prepared at home, a sign is clearly posted stating:

NOTICE

**THIS FOOD HAS BEEN
HOME PREPARED AND HAS
NOT BEEN INSPECTED.**

- The tabling event serving Low Risk 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](#) for more information on how to handle Low Risk Foods in a sanitary manner).

II. Public Events

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.
- Foods and beverages served at public events must be purchased from UAlbany Dining
- No food prepared or stored at home is permitted;
- The University's Alcohol Policy must be followed if bar service is desired.

III. Private Events or Meetings Serving ONLY Low Risk Foods Given Away

In a university setting such as UAlbany, almost all events are considered public.

However, all of the following criteria must be met to qualify an event as 'private':

- ✓ Indoor gatherings of 20 people or less;
- ✓ Not open to or advertised to the general public;
- ✓ Not charging admission;
- ✓ Serving only Low Risk 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 or prepared at home provided Low Risk Foods are served and discarded within two (2) hours;
- If the Low Risk Food(s) is prepared at home, a sign must be clearly posted stating:

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- The event sponsors serving Low Risk 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](mailto:catering@albany.edu) (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;
- A “Waiver of Liability” form must be signed by all students who assist in the preparation of the food in UAlbany facilities. UAlbany Catering will provide this form;
- 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; and
- 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 prepared the food from provided recipes, the following must be adhered to:

- Twenty (20) business days advanced notice of event is required. Contact [UAlbany Catering](mailto:catering@albany.edu) (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.
- 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. Social Gatherings Held in Residential Life Facilities

Social gatherings in residential life locations are exempt from the requirement to use UAlbany Dining or obtain a waiver under the following conditions:

- Gatherings of 20 people or less;
- Only open to students/staff at one specific quad/University apartment;
- Not charging admission;
- Serving only Low Risk Foods in a sanitary manner and eaten or discarded within two (2) hours;
- Food/beverages are given away, not sold;
- Residential Life staff and/or 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;
- Food should be purchased from UAlbany Dining whenever possible, but may be purchased from an outside vendor as long as the items are Low Risk Foods;
- The Res Life staff serving Low Risk Foods takes all precautions that food products are reasonably protected from unnecessary handling or airborne contamination by using gloves, tongs, covers etc.
- If the food is prepared at home, a sign is clearly posted stating:

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VI. 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.

VII. 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.

VIII. Off Campus Food Vendors

All food and beverages served on campus for events must be provided through UAlbany Dining unless UAlbany Dining determines that it is unable to provide the requested service thereby it may issue a [waiver](#). Off-campus food vendors are generally not permitted access to University controlled space. Such restricted access includes events where payment for the catering services is to occur, as well as events where no monies will be exchanged, such as a sponsored event.

If UAlbany Dining waives its right to provide food and service for an event -- *which is extremely rare* -- the off campus food vendor must provide the following documentation (as applicable):

- Obtain a Food Service Permit for UAlbany from the [Albany County Health Department](#)
- Obtain a Certificate of Insurance, which documents the following:
 - Commercial auto insurance of \$1,000,000 single limit for bodily injury and property damage;
 - General liability per occurrence limit of \$1,000,000 per occurrence and general aggregate limit of \$2,000,000;
 - Additional insured on a primary non-contributory basis to include University Auxiliary Services at Albany, Inc., the University at Albany, the University at Albany Foundation, Empire Commons Student Housing, Inc., the State University of New York, the Dormitory Authority of the State of New York and the State of New York;
 - Liquor Liability Coverage (only if alcohol will be served).
- Review the [Sterno Use Policy](#) and then complete the [Sterno Type Cooking Fuel Use Permit](#) that must be approved by the University's [Office of Environmental Health and Safety](#).
- Comply with the [UAlbany Alcohol Policy](#).

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: [Tent permit](#) from the [Office of Environmental Health and Safety](#)
- For all groups: Documentation of support from Office of Facility Management for trash and recycle removal (518-442-3480)
- For all groups: A \$50/hour room set-up/clean-up fee if UAlbany Dining dining areas are used for the event.

The process to use an off campus vendor can take up to three months, so please plan accordingly. Submit the waiver form entitled, [Request for Approval to Serve Food from Non-UAlbany Dining Sources Form](#), to the UAlbany Dining Office Manager, CC B36, 518-442-5985 at least twenty (20) business days before your event.

IX. Donated Food

If an organization wishes to use donated food that is potentially hazardous, it must submit the waiver form entitled, [Request for Approval to Serve Food from Non-UAlbany Dining Sources](#), to the UAlbany Dining Office Manager, CC B36, 518-442-5985 at least twenty (20) business days before an event to determine if the item(s) meets acceptable specifications. If the donated food is low risk, the waiver is not required.

Money donated to purchase food, or a discounted price for food products, is not considered a food donation.

X. Sale of Commercially Produced Food

The selling of commercially produced or packaged food items on campus is not permitted without a subcontract agreement with [UAlbany Dining](#). The only exception is for fundraising tabling events by recognized student groups as indicted above (see § I.)

XI. 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 generally 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.

XII. 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.

XIII. 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.

XIV. 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 Environmental Health and Safety](#), [University Police Department](#), [Office of Student Involvement](#), [Parking and Mass Transit](#) etc.).

XV. Definitions and Examples

- Low Risk Foods are defined as food and beverages that:
 - Do not require a holding temperature of heat or refrigeration to retard spoilage within a normal serving time; and/or
 - Are commercially packaged, preferably hermetically sealed containers and in the original container; and/or
 - Are individually wrapped or contained; or
 - Fruits sold in the natural form [i.e., whole] and washed before serving.

Examples of Low Risk Foods and Beverages include:

Candy
Chips
Cookies
Whole Fruit
Non-Cream Filled Baked Products
Popcorn
Trail Mix
Chocolate
Peanut Butter
Popsicles
Cheese pizza
Hard pasteurized cheese
Bagels
Crackers
Vegetable Platter
Canned or bottled beverages

- Potentially Hazardous Foods are defined as:
 - Foods that are natural or synthetic and that need to be held at 41°F or colder or 135°F or hotter because they are in a form capable of supporting the rapid and progressive growth of infectious or toxigenic bacteria; the growth and toxin production of *Clostridium botulinum* or the growth of *Salmonella* Enteritidis;
 - Foods of animal origin that are raw or heat-treated.

Examples of Potentially Hazardous Foods include:

Deli trays
Cheese or meat sandwiches
Soft unpasteurized cheese
Cut fruit
Custards
Raw or cooked hamburgers and hot dogs
Barbecue pork and chicken

Macaroni salad
Deviled eggs
Ice cream
Salads
Seafood or shellfish
Vegan proteins (e.g., tofu, tempeh, seitan, beans)

*Source: U.S. Food and Drug Administration. 2001. Food Code. The complete publication is available on-line at:
<http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/default.htm>*

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.