

West Virginia University

Food Safety and Sanitation Program

I Statement, Purpose and Scope

- A Statement: WVU is committed to assuring safe and sanitary food supplies are provided to students, staff, faculty and visitors from any WVU sanctioned source or operation on WVU's campuses and property state-wide.
- B Purpose: To establish minimum standards, requirements, goals, and responsibilities of persons and organizations involved with providing food on WVU campuses.
- C Scope: This shall include WVU operated food services, WVU contractor operated food services, temporary vendors, student organizations, and other wvu sanctioned campus entities providing food to the public.

II Responsible Parties

- A Environmental Health and Safety (EHS)
 - 1 Hire and assign a West Virginia Registered Sanitarian as the Food Safety and Sanitation program administrator
 - 2 Maintain a thorough knowledge of the science of food safety, food safety laws and regulations applicable to WVU food operations and activities.
 - 3 Monitor sanitation and Code compliance of WVU campus food operations and activities. Create and forward various forms of records and correspondence needed to communicate conditions found to the responsible parties.
 - 4 Respond to complaints and requests for assistance from employees, customers, management, regulatory officials, and the public.
 - 5 Act as liaison between the University and health authorities when need to resolve issues, responding to their complaint or food safety investigations, and to provide training and education to health department personnel.
 - 6 Assist food service operations and persons conducting activities so as to assure compliance with applicable Codes.
 - 7 Maintain food sanitation records of reports, renovation and construction plans, and written communications.
 - 8 Assist with food service operations with construction and renovation planning and implementation to assure Code and sanitation compliance.
 - 9 Assist the WVU Athletic Department with food service operations associated with Athletic events and facilities. This will include:
 - i Assist with pre-season Athletic sanitation and food service preparations which include stadium EHS survey.
 - ii Plan review of alterations and renovations of food service facilities.
 - iii Attend pre-game planning meetings.

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- 10 Retain copies of food service inspection and managements' inspection violation response plans.
- 11 Retain copies of food service plan review documents submitted to the health department for review and correspondence associated with the plan review.

B Food Service Operations Responsibilities

- 1 Maintain compliance with all applicable food sanitation Codes and regulations.
- 2 Maintain employee and management food sanitation training in compliance with local and state health departments' and EHS requirements.
- 3 Forward copies of health department food sanitation inspections and their written corrective action plan to EHS soon after each health department conducted inspection.
- 4 Maintain original copies of inspections and operational permits.
- 5 Maintain copies of food worker employee health notification training forms and forward copies as outlined in the EHS Food Employee Health Notification Training Program.

C Others

- 1 Comply with good sanitation practices and Codes.
- 2 Student organizations shall comply with all applicable food sanitation regulations and with EHS's TEMPORARY FOOD SERVICE REQUIREMENTS FOR WVU CAMPUS ORGANIZATIONS, which can be found on the EHS web site (http://ehs.wvu.edu/home/environmental_health_sanitation/campus_temporary_food_service_operations) , when providing food to the public.
- 3 Temporary food vendors shall:
 - i Comply with all applicable food service regulations
 - ii Provide a safe environment by complying with the National Electric Code, shall not impede egress or create tripping hazards, tents must meet Fire Code flammability requirements, use of propane fueled cooking equipment must not pose hazards to workers, facilities, or to the public.
- 4 Comply with stormwater regulations while operating on WVU's Campus.
- 5 Manage all food, waste, and debris storage so that no pollutants are discharged to the environment.

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III Procedures

- A Food operations and activities covered by this Program shall comply with all applicable Federal, State and Local food sanitation laws and regulations. At a minimum this will include:
 - 1 West Virginia Food Service Sanitation Regulation (64CSR17 Food Establishments).
 - 2 WV Office of Environmental Health Services Temporary Food Service Guidelines.
 - 3 Local Health Department food service employee and manager training requirements (State Code and local ordinances).
 - 4 Hotel and restaurant defined (WV State Code 16-6-3).
 - 5 WV Dept of Agriculture, Inspection of Meat and Poultry (61CSR16).
 - 6 WV Dept of Agriculture, Frozen Desserts and Imitation Frozen Desserts (61CSR4B).
- B Food Service operations shall notify EHS whenever health department officials arrive at their food service operation for conducting inspections or investigations.

IV Training

- A Food Services shall conduct Food Worker Health Notification training and maintain records in compliance with WVU EHS Food Employee Health Notification Training Program. Information for this program can be accessed from the EHS web pages
http://ehs.wvu.edu/home/environlnmental_health_sanitation/FS_Training.
- B Food Service Operations shall comply with local health departments' requirements for food worker and management training. NOTE: Food service worker training requirements may vary significantly from county to county.
- C Food Services shall maintain copies of Food Service manager and worker's training.

V Program Review

- A EHS will coordinate a review of the program annually or as necessary.