

Food Service and Safety

FSU Food Service Facilities

Food safety and sanitation at Florida State University (FSU) is regulated by the Environmental Health Program through the Florida Department of Health (DOH) in Leon County. The Department of Health works with certain [food service establishments](#) to help ensure their products are not a source of [foodborne illness](#) by maintaining rules and regulations through periodic inspections.

DOH regulated food service establishments include food service operations in institutional settings (such as schools and assisted living facilities), civic and fraternal organizations, theaters, and seasonally operated concession areas. These facilities must comply with codes and standards in [Chapter 64E-11, Florida Administrative Code, Section 381.0072, Florida Statutes](#), and the [2013 Food and Drug Administration \(FDA\) Food Code](#). These regulatory documents cover all aspects of food hygiene including food suppliers, food protections, safe handling procedures, training requirements, and facility operations.

DOH inspects FSU's on-campus contracted food service facilities including dining halls and concession stands, and other FSU associated food service, such as sorority and fraternity houses, at least annually. Inspection results are published online and can be viewed by any member of the public through DOH's [Food Hygiene Inspections Reports and Data](#).

Residence hall kitchens are not regulated by DOH. Kitchens should be maintained by residents and facility problems reported to [University Housing](#). Similarly, departmental office break rooms or kitchens do not fall under DOH guidelines. It is the responsibility of the employees who use these facilities to maintain and use equipment safely and support and promote general cleanliness and housekeeping principles. Food prepared in residence halls or break rooms should only be for consumption by an individual or a private group.

Food Service at Campus Events – Food Permit

If a [Recognized Student Organization](#) (RSO), FSU Department, or other organization would like to serve food from an outside vendor as part of an open event on campus, a Food Permit is required.

- Open event - any meeting, gathering, or social activity that is available to any member of the FSU community (students, faculty, staff, or guests) and/or the general public.
- Examples of open events: information session, RSO tabling, open meeting, 5K

A Food Permit is not required for a closed event.

- Closed event – available only to members of the host organization, with limited size and scope
- Examples of closed events: members-only meeting, member service day or retreat, office party, thesis defense
- Closed events also include:
 - Events hosted by non-FSU affiliated organizations with an on campus contracted facility rental, e.g. private sports tournament at the Rec Sports Plex, concert at Ruby Diamond, etc.
 - Departmental gatherings attended by FSU employees only

A Food Permit is an online document that is a part of [Campus Event Services' Event Proposal](#) (EP). The Food Permit, through [Nole Central](#), is reviewed by the Department of Environmental Health and Safety (EH&S) staff. In addition to event details required for an EP, such as event location and expected attendance, when food is planned for an event, Nole Central will walk the requestor through inputting specific details about food plans. By completing all requested food information and the EP, the Food Permit is automatically submitted for review by EH&S. Required information includes:

- List of food items that will be served
- The vendors that will provide each food item
- Food service details including food setup, service items, and service plans

In order to ensure that all campus partners have adequate time to review event details and work with event organizers, EPs must be submitted at least 10 days prior to the requested event. For Food Permits, requests that are not submitted on time may not be approved.

EH&S will review all Food Permits and respond to requests through Nole Central (RSOs) or via email (departments and outside organizations). Food should not be served without Food Permit approval from EH&S.

Submitting a Food Permit Request

To submit an Event Proposal and Food Permit request:

- For Recognized Student Organizations, create an event through your RSO's page in Nole Central: <http://nolecentral.dsa.fsu.edu>
- For FSU departments or outside organizations, fill out an easy online form at: <https://nolecentral.dsa.fsu.edu/submitter/form/start/22918>

Food Service at Campus Events – Food Safety

To maintain compliance with DOH regulations, specific guidelines have been put in place for food safety. In order to receive approval for a Food Permit request, the following conditions must be met:

- All food items must be fully cooked and fully prepared by a licensed food service vendor.
- Vendor licensing will be verified by EH&S. Vendors must be currently permitted by the [Florida Department of Business and Professional Regulation](#), [Florida Department of Agriculture and Consumer Services](#), or other appropriate regulatory authority.
- Food must be obtained from the vendor in the form in which it will be consumed.
- No additional food preparation or unnecessary food handling should occur.
- No homemade food items are allowed. This includes baked goods prepared in a residential kitchen and beverages prepared on-site such as tea or lemonade.
- Ice must be obtained from an approved source (ice plant or food store – not from a residential home or on-campus freezer) and kept in its original container until use.
- All beverages must be kept in original containers from the vendor.

In addition, further specific food safety guidelines may be required for an event, depending upon event location, food service plans, or other conditions as determined by EH&S. General food safety guidelines that should be applied to all events include:

- Disposable utensils and serving tools should be used to handle food. There should be no direct hand contact with any food items. If food at an event is self-serve, serving tools should be provided for each food item.
- All food handlers must wash their hands and wear disposable gloves. When available, gloves should be latex-free.
- Gloves should only be used to handle food. Gloves should not come into contact with money, cell phones, or the eating surfaces of utensils, plates, or cups.
- Provisions should be made to serve food immediately after it has been obtained from the vendor. Food should not be kept in an uncontrolled temperature environment for more than 2 hours.
- Leftovers should be discarded in appropriate waste containers immediately after the event, or after food has been left out for more than 2 hours. Leftovers should not be reused for future events (with an exception for prepackaged, non-perishable food items).

- Food events should be held in locations with unrestricted access to handwashing facilities. Hand sanitizer can be provided, but handwashing facilities are required.
- Food items should be kept covered to reduce the risk of exposure to germs and other contaminants.
- Individuals who present signs of illness, or are recently recovered from illness, should not handle food items.

EH&S may recommend additional food safety guidelines specific to an event. These will either be communicated directly to the event contact or posted through Nole Central. If food plans change after a Food Permit has been approved, please contact EH&S as soon as possible to update.

EH&S will conduct random inspections of events that have received Food Permit approval. If conditions at an event are deemed in violation of Food Permit guidelines, EH&S may request food service to immediately stop and be reevaluated. If an organization continually conducts food service in an unsafe manner, EH&S may follow up with organization advisors, the [Student Organization Advisory and Resource \(SOAR\) board](#), or other University authority to work with groups to ensure safe and successful future events.