

STONY BROOK UNIVERSITY  
 Environmental Health & Safety  
 110 Suffolk Hall, Stony Brook, NY 11794-6200  
 Phone: 2-6410 Fax: 2-9683 Zip: 6200  
 www.stonybrook.edu/ehs

# FOOD PERMIT

Instructions: Please read EH&S Policy 1-15, *Food Safety*, before completing this application. The policy is on EH&S website.

## EVENT & CONTACT INFORMATION

Organization's Name:		Filing Date to EH&S:	
Food Coordinator:		Phone No.:	
Campus Address:		FAX:	
Name of Event:		Event Date:	
Location of Event:		Time Food to be Delivered:	
Approximate Number of Attendees:		Event Hours:	

## TYPE OF EVENT

Campus Community Event

An event that is only open to the campus community (student, faculty and staff) and their invited guests only.

Instructions:

Food Coordinator must fully complete and submit this food permit application to EH&S at least **10 days** prior to the event.

## FOOD ESTABLISHMENT/SOURCE

Name:			
Address:			
Contact Name/Phone No:			
Permit Number:		Expiration Date:	
Does the Food Establishment have 'Off-Premises Catering' on their permit? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Distance of Food Establishment from University: <input type="checkbox"/> within 10 miles <input type="checkbox"/> greater than 10 miles			

## FOOD SAFETY

List the foods you will be serving at the event. Be specific.

How will the food be transported and temperatures (Hot Food >140°F/Cold Food <41°F) maintained during delivery?

Will any food preparation or cooking be performed on campus?  Yes  No Note: Food must be prepared in a permitted facility only. Additional permits and/or arrangements will be required if cooking on campus.

Who will be serving the food (caterer, self serve, sponsoring group)?

How will safe food temperatures (Hot Food >140°F/Cold Food <41°F) be maintained during the event? Type of equipment?

Identify equipment that you will provide and utilize to ensure safe handling:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Disposable gloves | <input type="checkbox"/> Food thermometer    | <input type="checkbox"/> Handwashing location: _____ |
| <input type="checkbox"/> Aprons            | <input type="checkbox"/> Serving utensils    | <input type="checkbox"/> Other: _____                |
| <input type="checkbox"/> Hair nets or hats | <input type="checkbox"/> Disposable utensils |  |

Signature of Food Coordinator:

## EH&S APPROVAL AND AUTHORIZATION

APPROVED

Your application for a food permit has been approved. The Food Coordinator is responsible for ensuring the safe handling of food in accordance with this Food Permit and EH&S Policy 1-15. The temperature of food shall be taken and recorded on the Food Temperature Recording Chart upon its arrival and at 30 minute intervals. All food must be discarded after 2 hours.

DISAPPROVED

**FOOD MAY NOT BE SERVED AT THIS EVENT!**  
 Your application for a food permit has been disapproved for reasons noted below.

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Lack of information | <input type="checkbox"/> Transport    |
| <input type="checkbox"/> Food establishment  | <input type="checkbox"/> Handling     |
| <input type="checkbox"/> Type of food        | <input type="checkbox"/> Other: _____ |

EH&S Comments:

Reviewed by:		Phone:		Date:	
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EH&S Policy 1-15, Food Safety – Revised April, 2010