



INDIANA UNIVERSITY

OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR UNIVERSITY ACADEMIC AFFAIRS

University Environmental Health and Safety

APPENDIX B – CAMPUS SPECIFIC PROCEDURES FOR TEMPORARY EVENTS (IUB, Bradford Woods, IUE, IUK, IUN, IUPUC, IUS, and IUSB)

1. Scope

In addition to the requirements detailed in the Temporary Event Food Service Program, Appendix B covers requirements and procedures that apply to all specified areas owned or operated by Indiana University and its affiliates as well as all students, faculty, staff, and guests of the Indiana University community. These procedures apply to events where food service is planned that are either 'open to the public' or are otherwise not 'internal events', as defined in the Glossary of this document. These procedures apply to the following Indiana University campuses/properties: Bloomington (IUB), Bradford Woods, East (IUE, Richmond), Kokomo (IUK, Kokomo), Northwest (IUN, Gary), Columbus (IUPUC, Columbus), Southeast (IUS, New Albany), and South Bend (IUSB, South Bend). These procedures do not apply to events on the IUPUI campus. For events held on the IUPUI campus please see Appendix C.

Event organizers who are not sure whether these procedures apply to their event should contact IUEHS at (812) 855-6311 and/or visit our website at <http://www.ehs.iu.edu/topics/food-protection/index.shtml>.

2. Planning Requirements

In order to plan and hold an event that is open to the public, the food service arrangements must be made by the organizer in one of the following ways:

2.1 Vendor Requirements: Use one of the on-campus contracted food vendors for the event.

This includes on campus entities such as:

- Bradford Woods Dining Services
- IUB:
 - i. Residential Programs and Services,
 - ii. Sodexo (IMU),
 - iii. IU Athletics Dining
 - iv. IU affiliated Greek House kitchens
- IUE Dining Services,
- IUK-Rozzi's Catering,
- IUN- Progressive Dining Group,
- IUPUC Dining Services,
- IUS Dining Services, and
- IUSB Dining Services

Use of these vendors exempts the organizers from submitting a TEFSA.

(Note: Some of these vendors and campuses have 'first right of refusal' and exclusivity for food service in their buildings or campuses. Please check with the vendor prior to arranging an event with food service.)

Or,

For the use of any other vendor, complete and submit a TEFSA online [here](#), at least seven days prior to the event. The TEFSA will require the organizer to:

- Submit information about the location, date, and time of the event.
- Describe the processes that will be used to ensure the safe serving of food.
- Use foods and beverages from approved vendor(s) as determined by IUEHS, INLOCC, and IU's Office of Procurement Services.
- If the vendor you wish to use is an IUEHS approved vendor or a current permit holder from the Monroe County Health Department then no additional action is required other than completion and submittal of the TEFSA.
- If the vendor you wish to use is not a current approved vendor and/or located outside of Monroe County, Indiana, contact IUEHS/INLOCC for instructions for adding vendors to the approved list.
- If IUEHS determines that the selected vendor is not in substantial compliance with *Title 410 IAC 7-24*, the organizer of the event will have to choose another vendor.

2.2 Mobile Food Establishment Requirements: If using a Mobile Food Establishment at your event, then meet and follow these IUEHS requirements:

- Vendor must first have approval for business and a location on campus through IU's Office of Procurement Services and INLOCC prior to contacting IUEHS for their event.
- Vendor must supply current valid permit from the jurisdiction in which they operate and a copy of their commissary agreement.
- Prior to setting up on campus for the first time, the vendor shall arrange a pre-operational health inspection with IUEHS. If the vendor is located outside of Monroe County, they must also submit a copy of their latest health inspection report. If IUEHS staff are unable to make a site visit for a pre-operational inspection due to time and distance (if occurring on a regional campus for example), then the health inspection reports will be used to determine the compliance status and approval of the vendor for the event.
- Vendor must meet *Title 410 IAC 7-24: Retail Food Establishment Sanitation Requirements* and the requirements in this Program which includes the submittal of a Temporary Event Food Service Application (TEFSA) at least seven (7) days prior to the event.

2.3 Additional Location Requirements: In addition to the Location Requirements provided in the Program, event planners should contact Residential Programs and Services (RPS) for events to be held at RPS facilities. Event planners should contact IU Athletics for events held on IU Athletic Properties.

3. Related Documents and Forms

[Temporary Event Food Service Online Application](#)

[Decision Tree for Temporary Events Open to the Public](#)

[Guidelines for a Safe Temporary Food Event](#)

[Food Safety Guidance for On Campus Pizza](#)

[Food Safety Guidance for Bake Sales](#)

[Food Safety Guidance for Outdoor Events](#)

[Guidance for Temporary Handwashing and Dishwashing](#)

[Bacteria Control Chart](#)

[Handwashing and Drying Procedures for Food Employees](#)

[IUB and Regional Food Protection Website](#)

[Temporary Food Service Provider Compliancy List \(Indiana University Northwest Campus Only\)](#)