

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 (students, faculty and staff) and their invited guests only.

**Instructions:**

Food Coordinator's 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 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:

**THIS PERMIT MUST BE POSTED AT THE FOOD EVENT**