

# **NSYSU Management Regulations for Food Hygiene in Cafeteria and Campus Shop**

History of Amendment and Approval:

Health Committee meeting on 28-04-2010

Health Committee meeting on 09-06-2015

Health Committee meeting on 12-06-2019

Amended and approved for renamed divisions of the Office of Student Affairs at the 4th Executive Meeting on March 30, 2022

## **Article 1 Purpose**

The regulations are stipulated in order to maintain a good dining environment in the University, to promote the cafeteria and the campus shop to improve the quality of meals, and to ensure the hygiene and safety of meals.

## **Article 2 Management**

Health inspections will be carried out according to the “NSYSU Cafeteria Food Hygiene Checklist,” “NSYSU Campus Shop Hygiene Checklist,” “Hygiene Management Measures for Campus Cafeteria and Campus Shops,” and related laws and regulations.

All contractors of restaurants and campus shops are responsible for managing and educating employees on personal hygiene, safety, and operating methods so as to ensure the nutrition, hygiene, and safety of meals.

Employees in restaurants should pass health examinations in public or private hospitals before they can be hired to start work. They also need to go through health check-ups annually after employment. In the meantime, employees are to obtain good personal hygiene habits and be sure to prepare and cook food in the correct manner to prevent incidents that affect hygiene and safety.

Employees of cafeterias and campus shops should participate in the hygiene lectures held by the University or the sanitation lectures and training conducted by institutions approved by the health authority for at least 8 hours every semester without absence.

All contractors of cafeterias and campus shops should pass the food safety management certificate issued by HACCP or the self-management certification for meals or lunch boxes of catering services within six months from the start of the contract.

## **Article 3 Health Inspection**

Health and safety inspection

- (1) The University is entitled to send personnel to each restaurant and campus shop to check the personal hygiene and the hygiene and safety of the working environment. Counseling for improvement will be provided to items that failed the inspection and follow-up inspections will be conducted.
- (2) The Meal Monitoring team shall conduct random checks on a weekly basis and

immediately have the cafeteria or campus store make improvements once any flaws are discovered.

#### Food Microbiological Tests

- (1) The food sold by the contractors is subject to aperiodic microbiological tests conducted by the University.
- (2) When test results do not meet the safety standards, measures shall be taken according to the penalties section and improvements should be made within the allotted time.

#### **Article 4 Penalties**

Contractors are to comply with all regulations in the “NSYSU Cafeteria Food Hygiene Checklist” and “Hygiene Management Measures for Campus Cafeteria and Campus Shops.” In cases of violations, the following penalties shall be borne.

During the period of operation, the contractors should abide by the school's supervision assessment and health inspection. In cases where violations are discovered in inspection, a written warning will be issued by the nutritionist for the first violation. A fine of NT\$500 will be issued for the second violation. A fine of NT\$1,000 will be issued for each violation starting from the third. A meal hygiene notification will be filled in and submitted by the nutritionist to the Space Planning Management and Public Art Committee (hereinafter the Space Planning Committee) and be announced to the public. If the situation severely impairs dining safety, it is entitled to be reported to the Space Planning Committee for examination and discussion and might result in shop closure or termination of the contract.

Food and beverage practitioners should participate in hygiene lectures held by the University or sanitation lectures and training conducted by institutions recognized by the health authorities for at least 8 hours every semester. Shall they fail to comply with the regulations, a meal hygiene notification will be filled in and submitted by the nutritionist to the Space Planning Committee and a fine of NT\$1,000 will be issued for every person who failed to comply with the regulations. Food and beverage practitioners should undergo and pass health checks within two weeks prior to the start of every new academic year or being newly hired, and submit the health check results to the Counseling and Health Service Division. In cases the results are not submitted prior to the deadlines, a meal hygiene notification will be filled in and submitted by the nutritionist to the space Planning Committee and a fine of NT\$1000 will be issued for every person who failed to comply with the regulations. The fine can be issued consecutively. If the results are not submitted after the second notification, the Space Planning Committee will make announcements of the incident to the public. If fines are issued for the third consecutive time, the incident is entitled to be reported to the Space Planning Committee for examination and discussion and might result in shop closure until all files have been submitted.

The food and outside-order lunch boxes sold by the contractor must undergo the unscheduled microbiological sampling test conducted by the University, and the Space Planning Committee will make a public announcement of the results. In cases where test results do not meet the safety standards, for the first violation, a fine of NT\$1,000 will be issued and a meal hygiene notification will be filled in and submitted by the nutritionist to the Space Planning Committee. The contractor shall temporarily stop selling the product in question and make improvements within two weeks. The contractor shall then apply for a second test and only resume sales of the product after passing the test. If the same product fails the second test, the incident is to be reported to the Space Planning Committee for examination and discussion and might result in shop closure or termination of the contract.

All food or food ingredients should be used within the expiration date. In cases of failure to comply, a meal hygiene notification will be filled in and submitted by the nutritionist to the space Planning Committee and the contractor will be ordered to remove the item from the shelf. For items within three days of the expiration date, a fine of NT\$500 will be issued. For items past three days after the expiration date, a fine of NT\$1,000 will be issued. The fine can be issued consecutively and the Space Planning Committee is entitled to make announcements to the public.

In cases of other major flaws that severely impair the health and safety of customers, a meal hygiene notification will be filled in and submitted by the nutritionist to the Space Planning Committee for examination and discussion and might result in shop closure or termination of the contract if the flaw is not removed within the allotted time.

All lunch box makers of cafeteria and campus shop contractors shall pass the food safety management certificate issued by HACCP or the self-management certification for meals or lunch boxes of Catering Services within six months from the beginning of the contract. If the certification is not obtained within the allotted period, a meal hygiene notification will be filled in and submitted by the nutritionist to the Space Planning Committee and the shop will be closed until the certification is obtained. Failure to obtain the certification might result in shop closure or termination of the contract.

Food and beverage practitioners should comply with all regulations posted by the food traceability system, Executive Yuan, and food ingredient registration platform promoted by the Ministry of Education. In cases of violation, a meal hygiene notification will be filled in and submitted by the nutritionist to the Space Planning Committee.

The execution of the aforementioned fines begins when a meal health notification is filled in by the nutritionist and submitted to the Space Planning Committee, which issues a notification of fine to the contractor. The contractor shall pay the fine at the Payroll and Cashier Division within the allotted period. The Payroll and Cashier Division will make a receipt and proof and submit them to the Office of

Accounting, and the fine will be pooled into the University Endowment Fund.

**Article 5    Supplementary Article**

Any matters not properly addressed in the Regulations shall be handled in accordance with the regulations of the University and relevant laws or regulations of health authorities.

The regulations are stipulated in Health Committee meetings and implemented upon approval by the President. The same procedure applies in cases of amendments.