PCC Board Policy - B 507

Portland Community College (PCC or the College) is committed to providing a healthy and safe work and educational environment for its employees, students, and visitors. A Risk Management Program is established by the College President. The Risk Manager is responsible to review current programs and provide recommendations to prevent and minimize losses.

Summary

Each year, foodborne illness causes 76 million Americans to become ill, 325,000 Americans to be hospitalized, and 5,000 Americans to die according to the Centers for Disease Control and Prevention. The key factors that contribute to this epidemic are improper hygiene, food storage, and food safety practices. PCC has an ethical, moral, and legal obligation to protect the health of the College community at large by following the laws, procedures, and regulations that have been established by state health agencies and our government to protect the health of the public.

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Appendix

A. Checklist – What Do I Do?
B. Forms and Insurance
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Forms

1. Food Service Agreement
2. Temporary Restaurant License Application by county:
   a. Columbia County
   b. Multnomah County
   c. Washington County
   d. Yamhill County

3. Food Handler Card Information by county:
   a. Columbia County
   b. Multnomah County
   c. Washington County
   d. Yamhill County

4. Vendor’s Certificate of Liability Insurance with AIE – See Appendix B. Forms and Insurance for information

PURPOSE

The College is required to be in compliance with the laws and regulations of county, state, and federal health departments and agencies when serving or distributing food at any campus/center or location. Compliance with these laws and regulations is a College Board Policy based on ORS Chapter 624 and the Code of Federal Regulations (CFR) 9, and is essential to minimize the possibility of food-borne illness for all food-related events scheduled by an individual, a group, or a commercial vendor at any campus/center or location.

The College provides food safety training and guidance for staff and students who wish to participate in an event where food will be served to the PUBLIC at any College campus/center or location. See section: Training.

AUTHORITY

PCC Board Policy B 507 authorizes Safety & Risk Services to develop programs that ensure a healthy and safe environment for the College’s employees, students, and visitors. The guidelines and procedures for Service of Food to the PUBLIC follow that direction by incorporating the laws, rules, regulations, and ordinances of the following authorities:

- ORS 624 Food Service Facilities; SB 631 an amendment to ORS 624.010 (effective January 2014);
- ORS 174.109 defines a Public Body; ORS 174.117 defines a Special Government Body;
- ORS 431.375 defines Local Public Health Services;
- Oregon Health Authority (OHA established 2009);
- U.S. Food and Drug Administration’s Food Code; and
- County Environmental Health departments.

The following College Food Service guidelines and procedures MUST be complied with, if not, a food event cannot go forward.
FOOD SERVICE — College

The College’s Food & Vending Services (Food Services) complies with all appropriate county, state, and federal laws and regulations for the preparation and service of food and beverages to all persons at all the College campuses, centers, and locations.

1. College Operations

The College’s Food Service facilities at any campus/center or location meets the food service design standards required for a commercial kitchen as specified, approved, and inspected by the county’s Environmental Health personnel in the county where the campus or center is located. On-going food operations that do not meet these standards are not permitted to provide food to the PUBLIC.

The College’s Food Services maintains a record of all food events held on any campus/center or location in order to record and evaluate the College’s compliance to all county, state, and federal laws and regulations.

2. Private Event

A private event is where the participants have been personally invited, individually by name, and the event coordinator can produce the names (College G numbers are not acceptable) with current contact information for each participant should the need arise or should this information be requested by the county’s Environmental Health personnel within 90 days after an event. The College does not permit a general email advertising a private event to be sent by the event coordinator. An open sign-in at the door to an event is not permitted.

A Temporary Restaurant License is not required for a private event since food is not being served to the PUBLIC and all participants have been personally invited.

3. Public Event

Senate Bill 631, being enacted January 2014, amends ORS 624.010 – Food Service Facilities. A “Public Body” is redefined to include community colleges as they are no longer given an exemption from licensing when serving food to the PUBLIC.

Oregon law now requires each person or organization that wishes to sell or give out food to the PUBLIC to obtain a Temporary Restaurant License. This means that for each event each food booth or table that is serving or distributing a different food item to the PUBLIC must apply for a separate license. This applies to any temporary operation or an event where food is served to the PUBLIC, such as a carnival, celebration, fair, or festival (e.g., Cinco de Mayo, Humboldt Neighborhood Fair, etc.).

A College department, organization, or student group that wishes to serve food to the PUBLIC at any campus/center or location for a single event must be in compliance with all laws and regulations of the county, state, and federal government, and the requirements of the College. Comply by doing all of the following:

1.) Complete and submit a Food Service Agreement to Sell or Serve Food 25 days prior to the event to Food Services (see Form 1 – Food Service Agreement);

2.) Complete and submit an Application for a Temporary Restaurant License 21 days prior to the event to the county’s Environmental Health Department in the county where the event will be held;
3.) If an outside vendor is used, submit a current vendor Certificate of Liability Insurance with an Additional Insured Endorsement naming Portland Community College as an Additional Insured 21 days prior to the event. See Appendix B: Forms and Insurance;

4.) Demonstrate knowledge of how to Set Up a Food Booth/Table complete with the required handwashing unit;

5.) Be issued a Temporary Restaurant License and pay the license fee to the county’s Environmental Health Department;

6.) Post required documents in open view of consumers during the event;

7.) Have a Person in Charge (PIC) who must have a current Food Handlers Card and is responsible for knowing the food sanitation rules and procedures of the county and the College:
   a) For a College department or student group, a benefitted employee must be the “Person in Charge” and must be in attendance during the county’s inspection process and at all times while food is being served;
   b) For a restaurant or food cart, their employee designated as the “Person in Charge” must be present during the county’s inspection process.

8.) Have a Food Handler Card for each person working at the food booth/table;

9.) Know what Food can be Served to the PUBLIC; and

10.) Know how to properly Sanitize Serving Utensils.

NOTE: The above is a brief list of the requirements necessary to be in compliance for serving food to the PUBLIC at the College. See Appendix A. Checklist – What Do I Do? For a detailed description of each of these ten requirements.

FOOD SERVICE — Non-College Restaurant or Food Cart

A College Event Coordinator who wishes to invite a non-College restaurant or food cart to the College, is responsible for submitting the required Food Service Agreement and all supporting documents to Food Services and Safety & Risk Services in a timely manner, and for guaranteeing that all College guidelines and procedures are followed at all times.

1. Non-College Restaurant
   a. Agreement and Authorization – The restaurant must follow the College’s authorization and application process prior to an event to ensure compliance. The Food Service Agreement must be submitted to Food Services 25 days prior to an event. See Appendix B: Forms and Insurance; and Form 1: Food Service Agreement.
b. **Temporary Restaurant License** – The restaurant must obtain a Temporary Restaurant License from the county wherein the food will be served **21 days prior to the event** in order to serve food away from their inspected and licensed location. NOTE – If the restaurant is applying for a Temporary Restaurant License, a copy of the application must be sent to Food Services **21 days prior to the event**, or if the restaurant has a Temporary Restaurant License, a copy of the license must be sent.

c. **Vendor’s Certificate of Liability Insurance with AIE** – The restaurant must submit a current vendor’s Certificate of Liability Insurance with an Additional Insured Endorsement to Safety & Risk Services **21 days prior to an event**. See Appendix B: [Forms and Insurance](#).

d. **Person In Charge** – The restaurant employee identified as the “Person in Charge” must be present during the county’s Environmental Health inspection process.

e. **Food Handler Cards** – All employees of the restaurant must have current Food Handler Cards when participating at a College event. Each person’s Food Handler’s Card and ID must be available for inspection.

f. **Food to be Served** – All food must be produced at an inspected restaurant’s licensed location, and then may be served “ready-to-eat” at the College’s campus/center or location. This is true regardless if the food is being sold or given away by a College department or student group. Furthermore:

1) The USDA prohibits either the giving away or the reselling of a product that has a meat composition of 3% or higher.

2) **Food may NOT be produced in a home to be sold or distributed to the PUBLIC at the College. THIS IS PROHIBITED.**

g. **Non-Compliance** – The restaurant that **does not** meet the College’s Food Service requirements and the county’s Environmental Health regulations **is not** permitted to provide food to the **PUBLIC** at any College campus/center or location.

2. **Non-College Food Cart**

A food cart (called a mobile food unit) must be licensed and pass a health inspection by the county’s Environmental Health Department where it operates. This applies to any portable vehicle (e.g., espresso cart, hot dog cart, or full-service trailer) where food is prepared, sold, or dispensed to a consumer. The food cart must be on wheels and have the ability to be mobile at all times during operation. It must have no permanent connection to any utility service including water, sewer, or electricity.

a. **Agreement and Authorization** – The food cart operator must comply with the College’s authorization and application process as detailed in this document to ensure compliance. It is the College event coordinator’s responsibility to see that all required documents have been submitted to the College’s Food Services and to Safety & Risk Services in a timely manner. See Appendix B: [Forms and Insurance](#); Form 1: [Food Service Agreement](#).

b. **Food Cart License and County Inspection Fee** – The food cart operator with a current county appropriate Food Cart License, after being approved and authorized by the College’s Food Services, may serve food on College property **without**
obtaining a Temporary Restaurant License. The food cart operator may not modify
the food cart or alter the food service methods after the food cart has been licensed.

The food cart operator may be subject to the county’s Environmental Health
inspection fee in the county where the event is held.

c. **Vendor’s Certificate of Liability Insurance with AIE** – The food cart operator must
submit a current vendor’s Certificate of Liability Insurance with an Additional Insured
Endorsement to Safety & Risk Services **21 days prior to an event** on any College
campus/center or location. See Appendix B: **Forms and Insurance**.

d. **Person In Charge** – The food cart employee designated as the “Person in Charge”
must be present during the county’s Environmental Health inspection process.

e. **Food Handler Cards** – Each person working in the food cart must have a Food
Handler Card. Card and personal ID must be available for inspection.

f. **Food to be Served** – All food must be produced at the inspected food cart, and then
may be served “ready-to-eat” at the College’s campus/center or location. This is true
regardless if the food is being sold or given away by a College department or
student group. Furthermore:

i. The USDA prohibits either the giving away or the reselling of a product that
has a meat composition of 3% or higher.

ii. **Food may NOT be produced in a home to be sold or distributed to the
PUBLIC at the College. THIS IS PROHIBITED.**

g. **Non-Compliance** – The food cart operator that does not meet the College’s Food
Service requirements and the county’s Environmental Health regulations is not
permitted to provide food to the **PUBLIC** at any College campus/center or location.

h. **Restriction** – A non-College food cart is allowed on College property once per term
per campus/center or location.

**AUTHORIZATION and RESPONSIBILITY**

**IMPORTANT —**

If food is being served or distributed to the PUBLIC that HAS NOT been authorized,
licensed, or inspected, THE EVENT WILL BE CLOSED.

1. Any authorized and approved food event on College property is subject to inspection by
the College’s Food Services, Safety & Risk Services, and Public Safety personnel at all
times.

   a. If a potentially harmful food handling practice is detected, food event personnel
   will be required to immediately correct the practice.

   b. If a harmful food handling practice is not corrected, the event personnel will
   cease serving food immediately.
2. It is the College Event Coordinator’s responsibility to see that all required documents have been submitted to the College’s Food Services and to Safety & Risk Services in a timely manner. See Appendix B: Forms and Insurance; Form 1: Food Service Agreement.

3. The following forms must be visibly posted during any College food event. Failure to comply with this requirement will result in closure of the food event and may jeopardize authorization of any future food event:

   - **Form 1**: Copy of the Food Service Agreement; and
   - **Form 2**: Copy of the county’s Application for Temporary Restaurant License; or
   - **Form 3**: Temporary Restaurant License or current Food Cart License and Inspection Form; and
   - **Form 4**: Copy of vendor’s current Certificate of Liability Insurance with AIE – See Appendix B: Forms and Insurance.

4. A current Food Handler Card and personal ID for each person serving food must be available upon request and for inspection.

**TRAINING**

Training for Service of Food to the Public is required for all College personnel and students who are participating in an event where food will be served or distributed to the PUBLIC at a College campus/center or location.

1. A College employee or student participating in a College food event must attend training for Service of Food to the PUBLIC before the event.

2. Training is scheduled through Safety & Risk Services during Fall and Winter Terms and must be completed with certification received by the individual before he or she can participate in a College food event.

3. The “Person in Charge” must have a current Food Handler’s Card and be trained in food preparation, sanitation rules and procedures, and show certification upon request.
APPENDIX A

CHECK LIST – WHAT DO I NEED TO DO?

To assure compliance, follow Steps One through Ten:

** ** ** ** COMPLIANCE ** ** ** **

Any College department, organization, or student group serving food to the PUBLIC on any College campus/center or location will be held responsible for:

- Complying with all county, state, and federal regulations;
- Completing the College’s Food Services application process for approval and authorization;
- Completing Safety & Risk Services requirements and training; and
- Following the Service of Food to the Public document’s procedures and guidelines.

To assure compliance, follow Steps One through Ten:

**Step One** — Complete an AGREEMENT TO SERVE OR SELL FOOD AT PCC

The department, organization, or student group must complete and submit an Agreement to Serve or Sell Food at PCC to the College’s Food Services 25 days prior to an event to receive approval and authorization from Food Services. See Form 1 – Food Service Agreement.

**Step Two** — Complete a COUNTY APPLICATION AGREEMENT

An Application and Inspection Fee Agreement for a Temporary Restaurant License must be submitted 21 days prior to the event to the county’s Environmental Health Department (county where the College campus/center is located).

A copy of that Application for a Temporary Restaurant License must be sent to Food Services 21 days prior to the event as proof that the application has been made. If a non-College restaurant or food cart has a Temporary Restaurant License, a copy of their license must be submitted to Food Services 21 days prior to the event.

County links for a Temporary Restaurant License application are:

- Columbia County
- Multnomah County
- Washington County
- Yamhill County

NOTE – Any individual or group requesting to serve food to the PUBLIC on a College campus/center or location must apply to the specific county where the event will be held for a Temporary Restaurant License for each booth or table serving different foods. The booth/table will be inspected by the county’s Environmental Health personnel on the day of the event and a fee collected before a Temporary Restaurant License is issued.

**Step Three** — Vendor’s Certificate of Liability Insurance with AIE

A vendor (a non-College organization) must submit a Certificate of Liability Insurance with an Additional Insured Endorsement attached, 21 days prior to the event, to Safety & Risk Services. When accepted, the certificate assures that the vendor has current and sufficient
insurance coverage for the planned event, and that the College has been included on their insurance policy as an “Additional Insured” for this event. See Appendix B – **Forms and Insurance**.

**Step Four — Set up Food Booth or Table**

Each food booth or table must be set up to protect food from dust and other contaminates. Counter tops and food preparation surfaces must be non-absorbent, smooth, and easy to clean. If serving food outdoors, the booth/table must have a weather protected top and acceptable floor protection against dirt and insects. Each food booth/table is required to have a handwashing unit*.

NOTE – * One handwashing unit may be shared by no more than two adjoining booths/tables if they are serving food from the **same source or vendor**. When food is served from two different sources or vendors then separate handwashing units must be used for each booth/table.

**Step Five — Receive a TEMPORARY RESTAURANT LICENSE**

Oregon law (ORS 624.025) now requires that each different source or vendor serving food to the **PUBLIC** must have a Temporary Restaurant License issued PRIOR to that operation.

NOTE – If several booths/tables are serving food from the same source or vendor even though the food served is different, then only one Temporary Restaurant License is required for that source or vendor.

A county’s Environmental Health Inspector will:

1) **Review the application** prior to the event. If a problem is apparent, he or she will look to the applicant or organizer for corrections or updates;

2) **On the day of the event**, the county’s Environmental Health Inspector will inspect the booth/table setup with the “Person in Charge.” If corrections are necessary, the corrections must be made immediately or a license will not be issued. **NOTE** – a major failure to receive a license is the lack of an acceptable handwashing unit for the booth/table. Additional inspections and fees may occur if serious public health issues are not corrected.

3) **Issue a Temporary Restaurant License at that time** – if the booth/table passes inspection the license will be issued by the county’s Environmental Health Inspector and must be posted in full view of consumers by the “Person in Charge.”

4) **Accept and pay the Inspection Fee** – the department, organizer, or student group must pay the inspection fee as specified by the county’s Environmental Health Inspector at the time of the inspection. Click a county name on the list below for current fee information:

- [Columbia County](#)
- [Multnomah County](#)
- [Washington County](#)
- [Yamhill County](#)

**Step Six — Post Documents**
A poster board or display must contain the following documents for the serving of food to the PUBLIC and must be in open view for consumers at the booths/tables serving from the same source or vendor:

- Copy of an approved Agreement to Serve or Sell Food at PCC;
- Copy of:
  - Application to the county for a Temporary Restaurant License; or
  - Temporary Restaurant License issued by the county.
- Copy of current vendor’s Certificate of Liability Insurance (if an outside vendor).

**Step Seven — Person in Charge (PIC)**

The Person in Charge must have a current Food Handlers Card and is responsible for knowing the food sanitation rules and procedures of the county and the College.

11.) For a College department, organization, or student group – a benefitted employee must be designated as the “Person in Charge” and must be in attendance during the county’s inspection process and at all times while food is being served;

12.) For a restaurant or food cart – their employee designated as a “Person in Charge” must be present during the county’s inspection process.

**Step Eight — Food Handler Card**

All persons serving food at a food booth/table must have a current Food Handler Card on their person. When requested, the Food Handler Card and personal ID must be presented for inspection.

**Step Nine — Food to be Served**

Food to be Served to the PUBLIC must be purchased from an inspected and licensed supplier or source, from an inspected and licensed commercial kitchen or vendor, or prepared on-site. If prepared on-site, special criteria must be adhered to in order to keep foods at their proper temperature. To protect against health hazards, the county’s Environmental Health Department may impose additional requirements and may prohibit the sale of specific food items.

b. **Meat and Meat Products** – used in the production of food products must be procured from a supplier or source directly inspected by the USDA. Food products (including those with less than 3% meat) must be purchased from an inspected food source or a licensed supplier/vendor.

c. **Ready-To-Eat items** – requiring production (e.g., mixing, slicing, chopping, cooking) and are comprised of less that 3% meat must be purchased from an inspected vendor or licensed supplier, or from a licensed commercial kitchen.

d. **Foods that are exempt** – the following foods are exempt from the Temporary Restaurant License requirements only if they are for immediate consumption:

1) Candy, candied apples, cookies, and non-potentially hazardous confections if procured from a commercial licensed facility.

2) Commercially prepackaged ice cream products and frozen desserts sold in individual servings.
3) Commercially pickled products, and commercially processed jerky, nuts, nutmeats, popcorn and prepackaged foods such as potato chips, pretzels, and crackers.

4) Unopened commercially bottled and canned non-potentially hazardous beverages WITHOUT ICE (ice is considered to be potentially hazardous and is not exempt if it is to be consumed, e.g., ice for soft drinks, snow cones, or shaved ice drinks).
   
   NOTE – It is important to check with Food Services to verify what brands of water and beverages are permitted to be offered to consumers on the College campuses/centers or locations.

5) Coffee and tea, with non-potentially hazardous ingredients.

6) Only Creamers that are labeled “Does not need refrigeration” are to be used.

7) Non-potentially hazardous hot or cold beverages prepared by the consumer from individually packaged powdered mixes and commercially bottled water, not to include fresh squeezed juice.

8) Non-potentially hazardous baked goods for immediate consumption that are obtained from a licensed food service or licensed processing establishment.

   **Food prepared at home may not be served to the PUBLIC!**

**Step Ten — Sanitizing Serving Utensils**

Sanitizing Serving Utensils – If campus Food Service personnel are contacted at least one day in advance, serving utensils may be brought to a College kitchen for approved cleaning and sanitation procedures as required by the county’s Environmental Health Department.

NOTE – only commercial dishwashers approved by the county’s Environmental Health Department may be used to cleanse and sanitize utensils. Serving utensils must be cleansed and sanitized every four hours during an event where food is served to the PUBLIC.
APPENDIX B

FORMS and INSURANCE

FORMS REQUIRED — by Department, Group, Restaurant, Food Cart

a. College Department, Organization, or Student Group — Use Forms 1, 2a or 2b, 3
b. Restaurant — Use Forms 1, 2a or 2b, 3, 4
c. Food Cart — Use Forms 1, 2a or 2b, 3, 4

➢ FORM 1 — College’s Agreement to Serve or Sell Food at PCC
   i. A benefitted and authorized College employee must be the organizer of a food event on any College campus/center or location, and will be the responsible person for submitting all required documents in a timely manner.
   ii. The College’s Food Services Manager may grant authorization and approval for a food event to proceed when the Agreement to Serve or Sell Food at PCC has been submitted and accepted 25 days prior to scheduling a food event at a campus/center or location.

➢ FORM 2a or 2b — County Specific Temporary Restaurant License

Form 2a — Application for a Temporary Restaurant License
   i. If a Temporary Restaurant License has not been secured for a food event, click on the county name for a link to that county’s application site:
      • Columbia County
      • Multnomah County
      • Washington County
      • Yamhill County
   ii. An application must be submitted to the appropriate county’s Environmental Health department 21 days prior to serving food to the PUBLIC on any College campus/center or location.
   iii. A copy of the county’s Application must be submitted to the College’s Food Services 21 days prior to the food event or the operation of a food concession.
   iv. The county’s Temporary Restaurant License, when issued, must be openly displayed at the College campus/center or location where the food is served or distributed.

Form 2b — Vendor’s Temporary Restaurant License
   i. If a vendor has a current Temporary Restaurant License, a copy of the license must be submitted to Food Services 21 days prior to the food event. The Temporary Restaurant License must be openly displayed at the food event.
   ii. If vendor is applying for a Temporary Restaurant License to serve or distribute food at the College, a copy of the completed county Application must be submitted to the
College’s Food Services **21 days prior** to the food event. The Temporary Restaurant License must be openly displayed at the food event.

- **FORM 3 — County Food Handler Card**
  
  i. A Food Handler Card must be specific to the county where the food event is to be held. Click on the county name for that county’s link:
  
  - Columbia County
  - Multnomah County
  - Washington County
  - Yamhill County
  
  ii. A Food Handler Card must be obtained by each person who will serve food **prior** to the scheduling of a food event that is open to the **PUBLIC** on a College campus/center or location. The number of Food Handler Cards required may vary according to the food event:

  - Each person who is handling food at a food booth/table must have a current Food Handler Card and present it with personal ID upon request.
  
  - An operation with a **Temporary Restaurant License** must have a Person in Charge with a current Food Handler Card present at all times.
  
  - Each Food Cart employee must have a current Food Handler Card and personal ID available for inspection at all times.

*Exception to having a Food Handler Card:*

An individual who has successfully passed one of the courses listed below may use this current certification in any county statewide in lieu of the Food Handler Card:

- Multnomah County Manager Certification Course
- Washington County ServSafe Course
- Oregon Restaurant Association, ServSafe Seminar
- ServSafe Examination by the Educational Foundation of the National Restaurant Association
- TAPS Food Safety Manager Certification Training (ServSafe Exam) National Registry of Food Safety Professionals Examination
- Food Safety Manager Certification Examination by Professional Testing, Inc. and the National Registry of Food Safety Professionals
- NEHA Certified Professional Food Manager
- Certified Food Protection Professional Sanitation and Safety Examination by the Certifying Board of the Dietary Managers Association
- Food Service of America – Portland (ServSafe Exam)
- SYSCO Food Services of Portland, Inc. (ServSafe Exam)
- Certification in Food Protection for Managers by Food Marketing Institute (FMI)
- Kroger Level 1 Food Safety Training Class
- American Academy – Independent Study ServSafe Course
- ServSafe Exam
- National Registry of Food Safety Professionals Exam, ServSafe Exam, and Prometric Exam Certification.
Form 4 – Vendor’s Certificate of Liability Insurance with AIE**

a. A commercial food vendor **must** submit a Certificate of Liability Insurance with an Additional Insured Endorsement (AIE)** 21 days prior to serving food on any College campus/center or location.

b. The certificate of insurance with an attached AIE is obtained from the vendor’s insurance carrier or from a special event insurance provider. **See # d: Special Event Insurance below.**

c. The vendor’s certificate of insurance **must include** the following information:
   i. Vendor named as “Insured;”
   ii. General Liability Insurance with a minimum limit of $1 million per occurrence, and $2 million aggregate;
   iii. Description of Operations must include:
      1) Name of the Event;
      2) Date of the Event;
      3) College campus/center or location where Event is to be held; and
      4) Statement that an **Additional Insured Endorsement** is attached.
   iv. Certificate Holder is identified as “Portland Community College, PO Box 19000-Risk 464, Portland, OR 97280-0990.
   v. The acronym “PCC” is not acceptable on an insurance document.

**AIE NOTE - An Additional Insured Endorsement (AIE) changes the vendor’s original insurance policy to add the College as an Additional Insured to that policy “…with respect to liability for ‘bodily injury,’ ‘property damage’ or ‘personal and advertising injury’ caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.”**

The Additional Insured Endorsement must note:
- That “Portland Community College, its elected directors, administrators, and employees are Additional Insured for this named event.”
- Insurance policy number; and
- Name and address of the Additional Insured –
  Portland Community College
  PO Box 19000 - Risk 464
  Portland, OR 97280-0990.

Contact **Safety & Risk Services** with questions or concerns.

**Special Event Insurance**
The following insurance carriers specialize in one or two day event coverage:
- **TULIP INSURANCE** — [TULIP Brochure](#) and [TULIP Instructions](#)
- **GALES CREEK** — [GALES CREEK Insurance Service](#)
APPENDIX C

DEFINITIONS

ALLERGENS—mean those foods that may contain one or more of the eight major food allergens that could trigger a severe allergic reaction in an individual:
1. Milk (any protein from cow’s milk, cream, dry milk, whey, casein);
2. Eggs (e.g., whites, yolks, albumen, and powdered eggs);
3. Soy (e.g., soy beans, soy lecithin, soy protein, soy flour);
4. Wheat (includes spelt, semolina, kamut, triticale);
5. Fish (e.g., salmon, tuna, eel, bass, flounder, cod);
6. Crustaceans (e.g., crab, lobster, shrimp);
7. Peanuts;
8. Tree Nuts (e.g., pecans, walnuts, hazelnuts, cashews, coconut, pine nuts).

APPROVED FOOD SOURCE—means an inspected purveyor or seller, or a licensed commercial kitchen. The FDA Food Code defines “approved” as acceptable to the regulatory authority based on a determination of conformity with principles, practices, and generally recognized standards that protect public health.

BENEVOLENT ORGANIZATION—means an organization or individual existing for charitable, humane, patriotic, religious, philanthropic, recreational, social, educational, civic, fraternal or other nonprofit purposes that provides food to the needy or indigent without charge and does not operate from a permanent kitchen facility (see Oregon Health Authority-Food Safety and ORS 624.101). A benevolent organization may not arrange more than one special event per calendar year for which restaurant service providers are licensed without charge under subsection ORS 624.106.

NOTE - Portland Community College does not have a tax ID reporting number recognizing it as a Benevolent Organization.

COLLEGE PROPERTY—means any Portland Community College District campus, center, or location.

FDA—means the U.S. Food and Drug Administration that publishes the FDA Food Code, a model that assists food control jurisdictions at all levels of government by providing them with a scientifically sound technical and legal basis for regulating the retail and food service segment of the industry (restaurants, grocery stores, and institutions). The Oregon Public Health Division Foodborne Illness Prevention Program adopted the 2009 FDA Food Code, effective date September 4, 2012, as a model to develop or update food safety rules and to be consistent with national food regulatory policy.

FOOD—means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended to be used or sold in whole or in part for human consumption. See FDA Food Code definitions.

FOOD BOOTH—means a booth or table set up in connection with an event where food is prepared or served for consumption by the PUBLIC. Booth construction must be set up to protect food from dust and other contaminants. Counter tops and food preparation surfaces must be non-absorbent, smooth, and easy to clean. Each booth/table serving different food is considered an individual food booth. Each food booth must have a handwashing unit and
must be licensed by the county’s Environmental Health Department. NOTE - Two adjoining booths may share one handwashing unit.

**FOOD & VENDING SERVICE**—means the College’s Food Service Department that is responsible for the quality and safety of food and beverages served or made available to staff, students, and the **PUBLIC** at any College campus, center, or location.

**FOOD SAFETY**—means everything from proper food storage, proper washing of hands, prevention of cross contamination of foods during preparation, use of sanitized utensils and surfaces, proper cooking temperatures, clean up and disinfection, and the many steps in between.

**HANDWASHING UNIT**—means the unit that is set up FIRST in a food booth to wash hands before handling food and utensils. Hands must be washed with soap and hot water when entering the food booth, after using the restroom, after smoking, and anytime hands become contaminated with body fluids (e.g., rubbing the nose or eyes). Cloth towels are not to be used to dry hands; paper towels are to be used and disposed of immediately in a wastebasket on site. One handwashing unit may be used between two adjoining food booths. NOTE – The local Cash & Carry may have units available for under $20.

**HAZARDOUS FOOD**—means a biological, chemical, or physical property in the food that may cause an unacceptable consumer health risk.

**HOME**—means an unregulated and non-licensed facility where food is prepared. Food that has been prepared in a home **may not** be sold, distributed, or given away to the **PUBLIC** at the College; **this is prohibited**.

**LAW**—means the applicable county, state, and federal statutes, regulations, and ordinances concerning food service.

**LICENSE**—means the document issued by a county’s Department of Environmental Health that permits food to be prepared or served for consumption by the **PUBLIC** at an event.

**LICENSED FOOD FACILITY**—means a facility serving food to the **PUBLIC** that must pass a county’s Environmental Health Inspection and be issued a current license as a food service operation.

**NON-HAZARDOUS FOOD**—means food that is not considered **Hazardous Food** or **Potentially Hazardous Food** as defined by the **FDA Food Code**.

**OREGON HEALTH AUTHORITY**—means the public health division that oversees all Oregon’s county Environmental Health departments and is responsible to provide access to quality and affordable health care for all Oregonians. HB 2009 established the Oregon Health Policy Board and Oregon Health Authority and specifies their duties, functions and powers; it transferred health function to OHA from the Department of Human Services. See HB 2009; effective date June 26, 2009; and **OHA Public Health**.

**ORS**—means the Oregon Revised Statutes.
PERSON IN CHARGE (PIC)—means a person who must have a current Food Handlers Card and who is responsible for knowing the food sanitation rules and procedures of the county and the College.

13.) For a College department, organization, or student group – a benefitted employee must be designated as the “Person in Charge” and must be in attendance during the county's inspection process and at all times while food is being served;

14.) For a restaurant or food cart – their employee designated as a “Person in Charge” must be present during the county’s Environmental Health inspection.

PCC—means the Portland Community College District or the College.

POTENTIALLY HAZARDOUS FOOD (PHF)—means foods that require time or temperature controls for safety (TCS) to limit pathogenic microorganism growth or toxin formation.

Potentially hazardous foods are:
- Food of an animal origin (raw or cooked);
- Cooked plant products;
- Raw seed sprouts, cut melons, garlic, and oil mixtures;
- Raw cut leafy green produce, and cut tomatoes.

Examples of PHF are: hamburgers, tacos, hot dogs, spaghetti, chili, cooked rice, cooked potatoes, and cooked beans. See OHA Temporary Restaurant Operation Guide for Food Booths at Events and FDA Food Code.

PRIVATE EVENT—means an event where the participants have been personally invited, individually by name, and the event coordinator can produce the names of the participants with their current contact information should the need arise or should this information be requested by the county’s Environmental Health Department.

NOTE - The College does not permit a general email notice of an event to be sent with the event coordinator waiting until participants arrive to have them sign in at the door.

PROMETRIC—means the U.S. company in the test administration industry that operates a test center network to deliver and administer tests (including Food Handler tests) to approximately 500 clients in the academic, professional, government, corporate, and information technology markets.

PUBLIC BODY—means the state government bodies, local government bodies, and special government bodies. ORS 174.117 defines “special government body” as: (1) (e) A community college district or community college service district established under ORS Chapter 341.

PUBLIC or PUBLIC EVENT—means the definition used by county Environmental Health Departments as follows: “An event is considered to be PUBLIC if it is advertised by flyers, banners, radio, newspaper articles, emails or any other advertising method.” Students, visitors, staff, and the public-at-large are considered to be PUBLIC if any of these advertising methods have been used to communicate an event.

RESTAURANT—means a commercially licensed and inspected establishment where food is prepared and served to consumers.
SAFETY & RISK SERVICE—a.k.a. Risk Management means the College department responsible to review College programs and provide recommendations to prevent and minimize losses to the College in compliance with PCC Board Policy B 507.

SB 631—means the 77th Oregon Legislative Assembly’s Senate Bill 631 that is an amendment to ORS 624.010 passed in 2013 to be enacted January 2014, that now regulates a government facility or Public Body that provides food service to the PUBLIC. A Public Body (now including a community college district) is moved by law from an exempt status into a regulated status.

SERVSAFE—means the credential (certification) that can be obtained by restaurant employees, managers, and owners through the National Restaurant Association Educational Foundation, and is a required credential in most states for food safety and alcohol service responsibility.

SINGLE EVENT TEMPORARY RESTAURANT—means the definition in ORS 624.086 that states: (1) A person may not operate a single-event temporary restaurant without first procuring a license to do so from the Oregon Health Authority. NOTE - a county’s Environmental Health Department acts for OHA.

TEMPORARY FOOD EVENT—means each person or organization that wishes to sell or give out food to the general PUBLIC during a special event is required by Oregon law to obtain a Temporary Restaurant License. Each food booth or table must apply for a separate license for an event where food is served.

TEMPORARY RESTAURANT—means any establishment operating temporarily in connection with any event where food is prepared or served for consumption by the PUBLIC. A temporary restaurant is commonly referred to as a food booth. Oregon law requires that each food booth or food service activity that is open to the PUBLIC be licensed PRIOR to operation. Examples of events include fairs, carnivals, festivals, or any other public gathering. All foods must be prepared on-site or purchased from an approved source. Home-prepared foods may NOT be served to the PUBLIC. See OHA Temporary Restaurant Operation Guide for Food Booths at Events.

TEMPORARY RESTAURANT LICENSE—means the application for and the awarding of a temporary restaurant license for a specific time period by the county’s Environmental Health Department after an inspection is made of a food booth and a fee is paid. A Single Event License is for one booth or table serving different foods and one event only; a new license is required for each booth or table in each new event.

TEMPORARY RESTAURANT OPERATION GUIDE—means the Oregon Health Authority Guidelines for Food Booths at Temporary Events or celebrations. See Temporary Restaurant Operation Guide and OHA Temporary Restaurant Rules.

USDA—means the United States Department of Agriculture.
# AGREEMENT
To Serve or Sell Food at PCC

<table>
<thead>
<tr>
<th>PCC Department, Club, Employee organizing event:</th>
<th>Event Organizer’s Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizer’s PCC Email:</td>
<td>PCC Phone:</td>
</tr>
<tr>
<td>Restaurant or Food Cart Name and Address:</td>
<td>Cell Phone:</td>
</tr>
</tbody>
</table>

**This AGREEMENT is only valid for the Event's Date, Time, and Location specified below:**

<table>
<thead>
<tr>
<th>Date of Event:</th>
<th>Time(s) of Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of Event <strong>(campus/center, bldg/area):</strong></td>
<td></td>
</tr>
<tr>
<td>Name of “Person in Charge”:</td>
<td></td>
</tr>
<tr>
<td>Description of food to be served <strong>(e.g., pizza, hot dogs, burgers, tacos, burritos, chili, etc.):</strong></td>
<td></td>
</tr>
</tbody>
</table>

I/WE understand the risks associated with the distribution or sale of prepared food and food products to the PUBLIC, and I/we will assume total responsibility for all subsequent liabilities.

“Person in Charge” Signature: ______________________ Today’s DATE: ______________________

Telephones: Office: ___________ and Cell: ___________

SUBMIT THE FOLLOWING:
1. Agreement to Serve or Sell Food at PCC – send to Food Services* **25 days prior to event.**
2. Temporary Restaurant License Application copy or copy of current valid license – send to Food Services* **21 days prior to event.**
3. Food Handler Card for “Person in Charge” copy (county specific) – send to Food Services* **21 days prior to event.**
4. Vendor’s Certificate of Liability Insurance with AIE – send original **21 days prior to event** to Safety & Risk Services, Attention: juanita.lognion@pcc.edu.

*FAX to: Food Services at 971-722-4233 or MAIL to: PCC Food Services, SY CC 250, 12000 SW 49th Ave., Portland, OR 97219

**District Food Service Manager (or Designee)**

Authorizing Signature: ______________________ Date: ______________________