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<p align="center"><b>STONY BROOK UNIVERSITY</b>                  Environmental Health &amp; Safety                  110 Suffolk Hall, Stony Brook, NY 11794-6200                  Phone: 2-6410; Fax: 2-9683; Zip: 6200                  www.ehs.sunysb.edu</p>	<b>FOOD PERMIT</b>
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**Instructions:** Please read EH&S Policy 1-15, *Food Safety*, before completing this form. The policy is on EH&S' website. This application must be submitted to the Department of Environmental Health & Safety, 10-days prior to the event.

EVENT & CONTACT INFORMATION			
<b>Organization's Name:</b>		<b>Filing Date to EH&amp;S:</b>	
<b>Food Coordinator:</b>		<b>Phone No.:</b>	
<b>Campus Address:</b>		<b>FAX:</b>	
<b>Name of Event:</b>		<b>Event Date:</b>	
<b>Location of Event:</b>		<b>Time Food to be Delivered:</b>	
<b>Approximate Number of Attendees:</b>		<b>Event Hours:</b>	

TYPE OF EVENT		
<input type="checkbox"/> <b>Private Affair</b> An unadvertised department event of under 20 attendees.	<input type="checkbox"/> <b>Campus Event</b> University sanctioned event that is open to the campus community or public, including convocation, graduation, sporting events, concerts, and other sponsored events.	<input type="checkbox"/> <b>Public Event</b> A large gathering at an event that is open to the general public (e.g. carnivals, exhibitions, fairs and festivals).

FOOD ESTABLISHMENT / SOURCE			
<b>Name:</b>			
<b>Address:</b>			
<b>Contact Name/ Phone No.:</b>			
<b>Permit Number:</b>		<b>Expiration Date:</b>	
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	EH&S USE ONLY	
List the foods you will be serving at the event. Be specific.	A	D
		A - Approved; D - Disapproved
How will food be transported and temperatures maintained during delivery?		
Who will be serving the food (caterer, self serve, sponsoring group)?		
How will safe food temperatures (hot and cold) 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"/> Serving Utensils <input type="checkbox"/> Aprons <input type="checkbox"/> Disposable Utensils <input type="checkbox"/> Hair Nets or Hats <input type="checkbox"/> Handwashing Location: <input style="width: 100px;" type="text"/> <input type="checkbox"/> Food Thermometer <input type="checkbox"/> Other: <input style="width: 100px;" type="text"/>		
<b>Signature of Food Coordinator:</b> _____		

<p align="center"><input type="checkbox"/> <b>APPROVED</b></p> <p>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&amp;S Policy 1-15. <b>The temperature of food shall be taken and recorded on the Food Temperature Recording Chart upon its arrival and at 30 minute intervals.</b> All food must be discarded after 2 hours.</p>	<p align="center"><input type="checkbox"/> <b>DISAPPROVED</b></p> <p align="center"><b>FOOD MAY NOT BE SERVED AT THIS EVENT!</b></p> <p>Your application for a food permit has been disapproved for reasons noted below (see additional comments above).</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Lack of information</td> <td><input type="checkbox"/> Transporting</td> </tr> <tr> <td><input type="checkbox"/> Food Establishment</td> <td><input type="checkbox"/> Handling</td> </tr> <tr> <td><input type="checkbox"/> Type of food</td> <td><input type="checkbox"/> Other: _____</td> </tr> </table>	<input type="checkbox"/> Lack of information	<input type="checkbox"/> Transporting	<input type="checkbox"/> Food Establishment	<input type="checkbox"/> Handling	<input type="checkbox"/> Type of food	<input type="checkbox"/> Other: _____
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<input type="checkbox"/> Food Establishment	<input type="checkbox"/> Handling						
<input type="checkbox"/> Type of food	<input type="checkbox"/> Other: _____						
<b>Reviewed by:</b> _____	<b>Phone:</b> _____	<b>Date:</b> _____					

THIS PERMIT MUST BE POSTED AT THE FOOD EVENT