

NSAC Food and Beverage Service Policy

Effective July 17, 2006 - Revised July 2010

This policy applies to all events where food is prepared on the NSAC and AgriTECH Park campus, sold on campus, or provided on campus by a paid caterer. The liquor policies apply to all service of liquor on the NSAC and AgriTECH Park campus.

This policy does not apply to informal groups on campus planning "pot lucks" (social events where attendees bring food to share with others), although it is recommended that anyone bringing food to campus to share with others visit the food safety websites provided. Pot luck events that are planned on campus cannot take place in Cox's Cupboard, Haley Snack Bar, Riverview Room, Jenkins Lounge or the cafeteria, or any other areas where Chartwells is serving food at the same time.

NSAC requires that all persons who are considering preparing/serving food on campus must be aware of:

Government Food Safety Requirements –

- 1 <http://www.gov.ns.ca/agri/foodsafety/>
- 2 <http://www.gov.ns.ca/snsmr/paal/agric/paal006.asp>

These state (in addition to other requirements) that a "Temporary Food Permit" is required for any food sales and those actually responsible for the food preparation and serving must have taken a "Food Handlers Course for Volunteers." **All food preparation on campus must meet government regulations regarding food safety.**

Exclusive Food Service Contract

The provision of food services on the NSAC and AgriTECH Park campus is governed by a contract NSAC has signed with Chartwells Food Services. The contract provides that all provision and preparation of food on campus is the responsibility of Chartwells.

For Chartwells contact information, visit:
<http://dineoncampus.ca/nsac/?cmd=theStaff>

NSAC Special Events

Request for Provision and Preparation of Food on Campus

Those groups or departments that want an exemption to the exclusivity of the Chartwells Contract to supply/prepare and serve food (samples included) on campus must follow these steps:

1. Apply in writing to the Associate VP Academic for Students indicating

- a. date, time, location, details of food supply, preparation methods, staff in charge with appropriate food handling safety course, storage facilities, holding facilities , number expected to be served
 - b. the reason for requesting an exception to the “exclusivity” clause in the Chartwells Food Service Contract
 - c. all requirements of the food safety regulations (see above web site address) have been met
2. Once approval for the event is received from the AVP, apply to the Food Safety division of the Department of Agriculture for a **Temporary Food Permit** for the event. This permit should be requested 30 days in advance of the event. Application form can be found on the following link:
<http://www.gov.ns.ca/agri/foodsafety/applications.shtml>

The Department contact locally for Food Safety can be found at:
<http://www.gov.ns.ca/agri/contactus/staffdir/division.asp?dept=agr&orgLevelID=117>

Student Fundraising

If a student group wants to raise funds by selling food products, the group must follow the request for exemption process outlined above, including obtaining a Temporary Food Permit, if necessary.

Partnership with Chartwells for special preparation requirements

If product (other than alcohol) has been donated, it can be prepared by Chartwells and served, if the supplier meets standards acceptable under government regulations (i.e. is a government inspected site) and to Chartwells staff. There will be a handling/preparation charge.

For any events on campus, please feel free to contact Chartwells for guidance in making your event successful.

Liquor Policies

NSAC staff should be aware of the following regarding the consumption of alcohol on campus:

1. NSAC has a liquor license which includes all areas of campus. When you are hosting an event with alcohol, the license dictates that the product must be purchased under the license and served by Chartwells.
2. In the case of weddings, there is provision within the license (when it is approved by the college - represented by the Associate Vice President Academic for Students) for the wedding organizers to get a special event license to serve “wedding wine – special label,” but that must be

purchased and tagged appropriately. That is the only product that can be served under the special license exception.

3. Donated alcohol products cannot be served at, or available for, events on campus.

Food and Beverages in Courses

Food and beverage sampling in courses is permitted if consumption is required for instructional purposes and limited to enrolled students. All food preparation must comply with these guidelines. Use of alcoholic beverages for instructional purposes is permitted provided that it is used only in the classroom and is necessary to meet the course's learning objectives. In addition, only those students who are over the age of 19 are permitted to sample the product.