Food Distribution and Sale Policy  
(This Policy does not Address Alcohol)

This policy is for student groups, student organizations, and vendors who would like to offer food at the Law School. This policy is designed to ensure that the Law School complies with the Washington State Retail Food Code and applicable University policies.

Scope of Policy: Food

Distribution of individually wrapped, commercially prepared items and those identified on the Exempt and Exempt with Local Approval list are items student clubs and organizations can sell for fundraising purposes so long as you follow the guidelines below.

Commercially produced non-Potentially Hazardous (PHF) baked goods and specific food items offered for sale are exempt from permit requirements per the following conditions stated in the Washington State Retail Food Code - Chapter 246-215 WAC:

1. Only commercially produced, ready-to-eat non-PHF are offered for sale (such as cookies, doughnuts, muffins, and pre-packaged popsicles, ice cream bars, candy bars, jerky and soda)
2. Food items are served without direct hand contact, limited portioning, sanitary single-use articles only (such as paper plates, napkins, wax paper squares).

Additional items may be exempt from the permit requirements of Chapter 246-215 WAC but they must meet the other provisions of the rules and written approval from Spokane Regional Health District must be obtained prior to sales. These menu items include popcorn and flavored popcorn prepared from commercially packaged, non-potentially hazardous ingredients, cotton candy, crushed ice drinks, chocolate-dipped bananas, prepared from bananas peeled and frozen in an approved facility, or individual samples of non-potentially hazardous sliced fruits and vegetables.

“Exempt from Permit with Local Approval” means you are exempt from obtaining a permit, but not exempt from the other requirements of the Food Code. To serve items that are “Exempt from Permit with Local Approval” requires that you complete the Application-Exemption From Permit and submit with the $25.00 fee, in addition you will need to and obtain approval from the Spokane Regional Health District prior to operating.

Private vs. Public Events

Private Event
The Washington State Retail Food Code (Chapter 246-215 WAC) defines a private event as a “private gathering limited to members and guests of members of a family, organization, or club, where the event is not open to the general public, and where food is provided without compensation”. Per the Food Code, a private event is not considered a “food establishment” and therefore is not subject to the regulations or permit requirements contained in the Food Code. As long as you are not charging for the food and it is not open to the general public, your event would be considered a private event. As a private event, the permission of Spokane Regional Health District is not required for you to serve food.

If you intend to sell non-exempt food that is either prepared in an approved kitchen or purchased from a licensed establishment, you must obtain a Temporary Food Establishment Permit.
Public Event
Any event that is open to the public, where non-law school members are present including spouses, children, visitors to the Law School, etc. (Guests of members may attend a private event.)

Other Events
A "potluck" means an event where: (a) People are gathered to share food; (b) People attending the event are expected to bring food to share; (c) There is no compensation provided for people bringing food to the event; (d) There is no charge for any food or beverage provided at the event; and (e) The event is not conducted for commercial purposes. Potlucks are not subject to the regulations or permit requirements contained in the Food Code and do not require permission of SRHD.

Sodexo – Food Service
Sodexo is willing to help prepare food for your club events. For example, if you are having a special Indian Night, Sodexo is willing to purchase the ingredients and make the recipes for your group. Because this process is a little unique, please contact them at least one month in advance. For other food prep, Sodexo can also supply a HACCP culinarian to supervise food prep in their licensed kitchen at $25.00 per hour – 3 hour minimum-- but depends on the time/day. Most functions would be out of the Cataldo kitchen. If Sodexo is not serving the food, whoever is serving the food from your group must have a food handler’s permit. To make arrangements, please contact Chef Thomas Morisette at thomas.morisette@sodexo.com.

If Sodexo is unable/unwilling to make the food and you want to use an outside vendor/restaurant, you must use a vendor with a catering license because they are “delivering” it to GU.

Types of Permits

Washington State Food Worker Card
If your club/organization will be preparing any food or serving unwrapped food, at least one club/organization member, who will be present at the event, needs a Food Worker Card. The card is relatively easy to acquire. A Food Worker Card can be obtained by taking a class online through the Spokane Regional Health District. The online course and test takes about an hour and there is a $10.00 fee. To register for the online class, go to the website at http://www.srhd.org/links/fwc-test.asp. The permit is good for two years from the date issued.

Temporary Food Establishment (TFE) Permit
If there is a charge for the food, or if the event is open to the public, then a TFE permit is required. If a permit is required, the food must be prepared in an approved kitchen. A home kitchen is not considered an approved kitchen. A temporary food establishment permit application (attached) must be made at least 14 days prior to the event. TFE permit categories are based on food safety risk of menu items and range in cost from $160.00 to $480.00 (2015 fees).

Obtaining Permit(s)

You can obtain the TFE application forms from the Spokane Regional Health District website at http://www.srhd.org/.

For specific questions regarding food sales or distribution at your event, please contact Jan Gilliam at Spokane Regional Health District, 509.324.1541 or jgilliam@srhd.org.

All food sales or distribution events must be approved by the Dean of Administration prior to advertising your event.