

Providence University Dining Hygiene Management Regulations

Amended and approved in the dietary committee on October 15, 2019

Article 1

To ensure the hygiene, safety, and quality of food on campus, strengthen the health management of food service personnel, and protect the health of all faculty, staff, and students, these regulations are established.

Article 2

These regulations apply to outsourced campus cafeterias. Vendors within these cafeterias must comply with regular and random hygiene inspections conducted by the university's Dietary Committee. If any violations are found, immediate corrective actions must be taken.

The hygiene management of student-run training cafeterias is the responsibility of the respective departments.

Article 3: Health and Hygiene Management for Food Service Personnel

1. **Health Check:** Food service personnel must undergo health examinations and submit their health check reports before the start of the first semester. New hires are required to pass a health examination by a certified medical institution before being employed.
2. **Illness Reporting:** Personnel diagnosed with or infected by conditions such as hepatitis A, skin diseases on the hands, rashes, abscesses, open wounds, tuberculosis, typhoid, or other acute infectious diseases must inform the cafeteria manager and refrain from engaging in food-handling tasks during the illness period. They may only resume such tasks after a follow-up examination confirms full recovery.
3. **Personal Items:** Personal clothing and belongings must be stored in designated changing areas or lockers and should not be brought into food preparation areas.
4. **Work Attire:** Personnel must wear clean, light-colored work uniforms, hats, and masks while working. Hands must be kept clean, frequently washed, and sanitized. Long nails, nail polish, and jewelry are not permitted.
5. **Food Handling:** When handling ready-to-eat food that will not undergo further heating, personnel must wear sterilized, waterproof gloves or disposable gloves.
6. **Prohibited Behaviors:** Smoking, chewing betel nuts, chewing gum, eating, and other activities that could contaminate food are strictly prohibited while on duty.
7. **Hygiene Training:** Food service personnel must participate in at least eight hours of hygiene (or nutrition) education or training per academic year, provided by the university or by health authorities or recognized institutions.

Article 4: Hygiene and Safety Management of Cafeterias, Kitchens, and Storerooms

1. **Pest Prevention:** Entry points must be equipped with pest prevention measures such as screens, air curtains, positive pressure systems, or other similar devices to prevent pests from entering.
2. **Handwashing Facilities:** Prominent areas in the workplace must have handwashing and drying facilities, including hand brushes and other hygiene tools. Diagrams showing "proper handwashing techniques" should be displayed.
3. **Cleanliness:** The interior and surrounding environment must be kept clean and free of pests or any signs of their presence. Effective pest control measures should be implemented, with facilities in place to prevent pest entry. Livestock and pets are not allowed on the premises.
4. **Drainage System:** The drainage system must be kept clear and odor-free. Floors must be clean and free of standing water.
5. **Refrigeration:** Adequate refrigeration and freezing equipment must be available, maintaining temperatures below 7°C for refrigeration and below -18°C for freezing. Temperature logs and other records must be accurately maintained.

6. Storage: Freezers, refrigerators, and other storage areas must have pallets and shelves, with items stored at least 5 cm above the ground and away from walls. Different types of food, particularly raw and cooked items, should be stored separately to avoid cross-contamination. Regular cleaning and disinfection are required.
7. Cleaning Supplies: Cleaning agents and tools must meet the regulations of relevant authorities and should be clearly labeled and stored in designated areas with a responsible person in charge of their safekeeping.
8. Gas Safety: Regular checks on gas usage and adherence to safety rules are required to prevent hazards.
9. Electrical Safety: Workplace electrical safety should be regularly inspected by qualified personnel, with records properly maintained.
10. Exhaust Hoods: Kitchen exhaust hoods must be cleaned or maintained at least once every three months to prevent the accumulation of grease and pollution. All cleaning and maintenance records must be kept on file for two years.
11. Other Regulations: Additional details can be found in the "Providence University Cafeteria Hygiene Inspection Checklist."

Article 5: Hygiene Management of Cooking and Dining Utensils

1. Cleanliness of Stoves and Exhaust Hoods: Stove surfaces and exhaust hoods must be kept clean and fully functional. Proper exhaust systems should be installed to prevent smoke from polluting other areas.
2. Utensils and Containers: Cooking utensils, containers, and dining utensils must be kept clean and stored properly to prevent secondary contamination.
3. Cleaning Procedures: Stoves and containers must be cleaned according to established procedures and should be free of cracks.
4. Provision of Utensils: Cafeterias must provide a sufficient quantity of dining utensils. Disposable utensils are not to be provided for dine-in meals. For takeout, only disposable utensils made of paper material are allowed.
5. Sterilization of Utensils: Utensils must be thoroughly cleaned, effectively sterilized, and stored in utensil cabinets. These cabinets should be large enough to accommodate all utensils and must be kept in clean areas.
6. Automatic Dishwashers: If using fully automatic dishwashers, only specialized detergents should be used. The dishwasher must have temperature and pressure indicators.
7. Discard Damaged Utensils: Any cooking or dining utensils with chips or cracks must be discarded and not used for storing food or serving individuals.
8. Weekly Residue Checks: Weekly inspections should be conducted to check for starch and fat residues. If found non-compliant, corrective actions and follow-up management must be implemented.
9. Other Regulations: Additional details can be found in the "Providence University Cafeteria Hygiene Inspection Checklist."

Article 6: Hygiene Management of Ingredients and Materials

1. Legal Sourcing of Ingredients and Materials: All ingredients and materials must be sourced from legal suppliers. Each school year, food service providers must proactively provide relevant purchase documentation for inspection.
2. Meat Products: Meat ingredients must pass health inspections, such as CAS certification or meat products from certified slaughterhouses. Relevant purchase documentation must be provided.
3. Fruits and Vegetables: Suppliers of fruits and vegetables must provide a pesticide residue test report, ensuring pesticide levels do not exceed the safety limits set by central authorities.
4. Packaged Foods: Packaged foods must be sealed and properly labeled, with preference given to those bearing CAS and TQF labels. All packaged foods must be used within their expiration dates.
5. Use of Raw Materials and Semi-Finished Products: The "first in, first out" principle should be applied to avoid mixing different batches, and expired materials must not be used.
6. Prohibited Purchases: The purchase of ready-to-eat dishes that have not undergone sufficient heating, such as poached eggs and braised eggs, is prohibited.

7. Regular Safety Inspections: Ingredients must undergo regular safety inspections. Non-compliant items must be improved upon and followed up with proper management.
8. Additional Regulations: Further details are provided in the "Providence University Cafeteria Hygiene Inspection Checklist."

Article 7: Hygiene Management in Food Preparation

1. Separation of Utensils for Raw and Cooked Food: Knives and cutting boards for raw and cooked foods must be clearly labeled and used separately. Special plastic cutting boards must be used for cutting ready-to-eat foods and fruits that will not undergo further heating.
2. Sanitization of Utensils: Knives and cutting boards must be cleaned and sanitized according to proper procedures. When not in use, they should be stored sidewise or hung up to remain dry.
3. Water Quality Standards: Water that comes into direct contact with food must meet drinking water quality standards.
4. Food Preparation Surfaces: Food must be prepared on worktables, and containers or prepared food must not be placed directly on the floor.
5. Storage of Washed Foods: Washed foods awaiting use must be placed on stainless steel racks, with vegetables on the upper level and meat or fish on the lower level. Containers with holes should not be used.
6. Temperature of Heated Foods: The core temperature of heated food must not be lower than 60°C.
7. Prohibition on Reusing Leftover Dishes: Dishes prepared on previous days, leftovers, or sauces must be discarded and are prohibited from being reused or served again.
8. Waste Management: Leftover food, kitchen waste, and used oil must be disposed of in containers with sealed lids, such as garbage bins, kitchen waste bins, and used oil recycling bins, all clearly labeled.
9. Additional Regulations: Further details are outlined in the "Providence University Cafeteria Hygiene Inspection Checklist."

Article 8: Product Labeling Requirements

Vendors must clearly label the manufacturing date and expiration date on all finished products. The sale or storage of any product past its expiration date is strictly prohibited.

Article 9: Sample Retention of High Water Activity and Low Acidity Dishes

For dishes with high water activity and low acidity served daily in the cafeteria, a 200-gram sample of each type must be retained. These samples should be labeled with the date and meal period and stored at a temperature below 7°C for 48 hours for inspection purposes.

Article 10: Compliance and Penalty Regulations for Vendors

1. General Non-Compliance:
If a vendor is found to be in violation of the hygiene regulations outlined in this policy or the "Providence University Cafeteria Hygiene Inspection Checklist," and the same infraction is discovered twice in a single semester, the vendor will receive a "Violation Notice" issued by the Dietary Committee. If the same infraction is found three times or more, a fine of NT\$500 will be imposed for each subsequent violation. In cases where the violation severely impacts food safety, the matter will be escalated to the Dietary Committee for review, and the vendor may be ordered to cease operations until the issue is rectified and a re-inspection confirms compliance.
2. Health Check Violations:
A fine of NT\$1,000 will be imposed for each instance of non-compliance with the health check requirement stated in Article 3, Item 1. Repeated violations may incur continuous fines. If fines accumulate to three instances, the matter will be reported to the Dietary Committee, and the offending individual may be suspended from work until all required documentation is submitted.
3. Food Freshness and Expiry:
All food and ingredients must be fresh and used within their expiration dates. If spoiled or expired food is found, a fine of NT\$1,000 will be imposed for each instance, and continuous fines may be imposed for the same item.
4. Foreign Objects in Food:

If foreign objects such as wires, plastic, or cockroaches are found in the food, a fine of NT\$2,000 will be imposed for each occurrence.

5. Severe Violations:

For major violations that pose a significant risk to consumer health and safety, the case will be reviewed by the Dietary Committee. The vendor may be ordered to suspend operations, and if re-inspection is not passed within the given deadline, the contract may be terminated.

6. Food Poisoning Incidents:

If a suspected food poisoning incident occurs, the vendor may be required to suspend operations for investigation by health authorities. If negligence is confirmed and food poisoning is proven, the vendor will be held fully responsible and liable for compensation. The vendor may resume operations only after rectifying the issue and passing re-inspection. Depending on the severity of the incident, the university reserves the right to terminate the contract.

Article 11: Supplementary Provisions

Any matters not explicitly addressed in this policy shall be handled in accordance with the relevant regulations of the competent authorities.

Article 12: Implementation and Amendments

This policy shall be implemented following approval by the Dietary Committee. The same procedure applies to any amendments.

Approved in the dietary committee on May 27, 2014