

# Ming Chuan University Procedures for Managing Food Sanitation

Revised and passed at the Administrative Council Meeting on April 25, 2016

- Article 1 These procedures were established in accordance with the Ministry of Education's policy of University Sanitation Law, Procedures for Sanitation Management of School Foodservice Consumer Cooperatives, and the January 2016 revision of Practical Guidelines for Managing Food Sanitation at Institutions of Higher Education.
- Article 2 All food court employees, including cooks and food servers, are required to have a physical health check-up once a year which should comply with *Physical Checkup for Foodservice Employees* including chest x-ray, serology test, and skin disease test. Before the semester begins, employees should submit their health checkup reports to the Campus Health Services Section to list for one year reference and for follow up counseling. If the report is not submitted at said time, punishment is incurred in accordance with the regulations. In addition, the University reserves the right to require the employees to cease working or to suspend the business, with no objection.
- Article 3 Vendors' sanitation managers and foodservice employees shall attend at least one sanitation seminar or training 8 hours in a year held by the central competent health authority or other approved institutions and keep the attendance proof for reference.
- Article 4 Campus foodservice cooks shall hold a qualified technician certificate and participate in a chef certification workshop in accordance with regulations.
- Article 5 Campus foodservice employees must comply with the following regulations regarding their personal hygiene.
1. Foodservice employees must wear clean working clothes and head coverings or mesh caps to cover their hair effectively in order to keep hair, dandruff or other materials from falling into foods.
  2. Foodservice employees shall wear a mask that covers mouth and nose whether having a direct or indirect contact when cooking, processing instant food without heating or cutting cooked foods.
  3. Foodservice employees shall always keep their hands clean and shall not have long nails or nail polish, decorations (such as rings, bracelets,

and watches, etc.), nor any cosmetics or medicine on the skin that may cause food contamination or be in contact with food. They shall wash and sanitize their hands thoroughly in accordance with *Steps of Proper Hand Washing for Food Servers*.

4. While preparing foods, employees must not eat, smoke, chew betel nut or gum, chat intentionally for a long time, sing, or engage in any other behaviors that may cause possible food contamination.
5. If foodservice employees have wounds on their hands, they shall wear clean waterproof or latex gloves after proper bandaging. They shall change and disinfect their gloves regularly and are not allowed to have direct contact with instant foods. Instant foods are edible goods with no cooking steps before serving.

Article 6 Workspace facilities planning, maintenance and management should be in a safe and clean environment which distinguishes among contaminated area, quasi-clean area, clean area, and general work area by moving lines of work, food storage, kitchen drain and grease trap functions, and cooking safety, to avoid cross-contamination of ingredients. Employees are required to always maintain a clean environment.

Article 7 Restaurant and kitchen equipment and management must comply with the following regulations:

1. At the workplace entrance there should be hand washing and hand drying equipment, as well as hand-washing brush with hygiene kit, and a diagram showing proper handwashing.
2. Screen doors, window screens, air curtains and other anti-bacterial equipment must be installed at kitchen entrances, exits, doors, windows and other passages. Floor mats should also be placed near the entrances.
3. The inside and surrounding areas of the facility shall be clean without any traces of disease vectors and shall be cleaned and disinfected at least once every month. Prior to disinfection, please notify the General Affairs Division at least 3 days in advance and fill in and photograph the *Disinfection and Vector Control Form* for the record. After disinfection, please submit the photos to Campus Health Services Section for reference.

4. Use separate cutting boards and cutting tools for raw meat and cooked meat. Sanitize the cutting **boards and cutting tools after use and place them in proper storage devices.**
5. Shall have adequate freezing and refrigeration equipment the temperature of which can be viewed from the outside and which can be kept clean. Temperature for refrigerator should be below 7°C, freezer below 18°C, and thermos above 60°C. Stored food shall be properly packaged and marked. Be sure to complete the *Refrigerator (Freezer) Temperature Record Form* every day.
6. Foods, tableware, containers, and packaging materials shall not directly touch the ground, and shall be kept at least 5 cm away from the walls and 15 cm above the ground to prevent food contamination.
7. Maintain a smooth, odor-free drainage system. The floor shall be clean with no accumulated water.
8. Set up designated garbage cans and food waste barrels with lids to implement recycling. Garbage cans shall be washed daily and kept clean.
9. Certified fire-fighting equipment must be installed in kitchen.
10. It is prohibited to house or care for any animals in the restaurant or workplace.
11. Personal belongings should be placed in a specific area, not in the food preparation area.
12. Complete self-inspection every day in accordance with the attachment to these procedures, *Ming Chuan University Food Sanitation Management Checklist* and submit the checklist to the Campus Health Services Section of Student Affairs Division every month for reference.
13. Other: For further details, please refer to the attachment to these procedures, *Ming Chuan University Food Sanitation Management Checklist*.

Article 8 Tableware sanitation management must comply with the following regulations:

1. Foodservice establishments should provide a sufficient number of eating utensils. For dining in, the facility is not to take the initiative to provide disposable utensils, and takeaway is restricted to disposable paper tableware.

2. In accordance with the relevant rules of Article 21 of Waste Disposal Act: Foodservice in private schools shall not provide plastic bags of less than 0.06 mm in thickness. If a plastic bag of 0.06 mm thickness or more is to be provided, consumers need to pay an additional fee for the bag which cannot be included in the cost of purchased goods. Any violators are sanctioned in accordance with Item 3, Article 51 of Waste Disposal Act.
3. When handwashing is used for cookware or tableware, it shall follow the standard of three-sink handwashing. If there is no three-sink equipment, it is not permissible to use the same sink to clean foods, containers, and tableware; and it is required to use specified detergent that conforms to relevant food sanitation regulations.
4. Tableware should be cleaned and effectively disinfected, and placed in tableware storage cabinets. The storage cabinets should be sufficient to accommodate all dishes in a clean area.
5. Cookware or tableware with any chips or cracks shall be discarded and shall not be used in serving or as dinnerware.
6. Starch and fat residues test shall be conducted every week; and substandard results must be followed up by improvement and tracing management.
7. Set up grease traps and clean at least once every day. Also, fill in the relevant cleaning record for reference.
8. Other: For further details, please refer to the attachment to these procedures, *Ming Chuan University Food Sanitation Management Checklist*.

Article 9 Water use in restaurants and kitchens must comply with the following regulations:

1. Shall set up water reservoir and water supply equipment, and appropriate protective measures (such as check valves) keeping water at least three meters away from possible contamination from filthy places, septic tanks and any other pollution sources.
2. Tap water supply area shall use tap water as the water source. Groundwater shall not be used for cooking.
3. Drinking water and non-drinking water pipes should be completely

separated and labeled; they cannot be used interchangeably.

4. Water reservoir (tower, sink) shall be cleaned at least once every year. Prior to disinfection, please notify the General Affairs Division 3 days in advance. After disinfection, please submit photos to Campus Health Services Section for reference.
5. Other: For further details, please refer to the attachment with these procedures, *Ming Chuan University Food Sanitation Management Checklist*.

Article 10 Ingredients, materials, and food preparation sanitation management must comply with the following regulations:

1. All ingredients and materials should be from legitimate sources. Meat ingredients must meet health inspection standards, and, each semester, campus food vendors should take the initiative to provide relevant proof of purchase for checking.
2. Packaged foods shall be sealed and completely labeled. Use of raw materials or semi-finished products shall be based on the “first in, first out” principle to avoid mixed-use. Also, materials that have exceeded shelf life are not to be used.
3. Clean foods shall be placed on stainless steel shelves where vegetables are on the top layer and meat and fish on the bottom. Food containers shall not have holes.
4. Heating-Hot Food Holding Center temperature shall not be lower than 60°C. Prepared foods shall not be left at room temperature more than two hours. No expired or deteriorated foods are allowed.
5. Dishes, leftovers, or dips not made that day shall be discarded; their reuse is prohibited.
6. Deep-fryer oil shall be tested regularly and *Change of Deep-fryer Oil Form* should be filled in. Once every week, the University campus health management staff is to examine the oil. Vendors not meeting qualifications the first time must provide the text paper for follow-up second examinations.
7. Food suppliers shall use ziplock bags or sealed plastic bags to completely seal high water activity and low acidic foods for storage in the refrigerator freezer (below 7°C) at the Campus Health Services Section

with indication of date and meal. If no one has any abnormal reaction after 48 hours, it then can be discarded.

8. Regular ingredient safety inspection shall be arranged, and improvement and tracing management shall be applied to cases not meeting standards.
9. Edible ice cubes in dining places shall comply with health sanitation regulations. Ice shovels and ice scoops shall be placed in specific areas, not in the ice machine. This shall be checked at least once every academic year. Vendors are responsible to send out the ice to a test unit and paying the related fee.
10. Other: For further details, please refer to the attachment to these procedures, *Ming Chuan University Food Sanitation Management Checklist*.

Article 11 Before 12 noon on the day that food is served, each vendor shall log in to the *Ingredient Platform* and renew the meal information such as daily menu, all ingredients (including seasoning), and food suppliers.

Article 12 If the University discovers suspected food poisoning cases, emergency first aid measures shall be undertaken. When necessary, infected individuals will be sent to hospital and their family or emergency contact person will be notified. At the same time, the University shall contact and help local health agency to deal with the situation, and report to the central competent health authority immediately.

Article 13 If the University foodservice is contracted, the person in charge and relevant personnel shall enforce cafeteria sanitation management and insure their operations with accident insurance and food liability insurance in accordance with these procedures and relevant regulations.

Article 14 Penalties: All vendors shall comply with these procedures and the attached *Ming Chuan University Food Sanitation Management Checklist*. Any violation shall be dealt with in accordance with relevant regulations:

1. ★★ means “Major Items”: A penalty of NT\$1,000 and deadline for improvement are sanctioned on those who fail for the first time to meet standards on the same item. Incomplete improvement and repeated violations will be fined an additional NT\$1,000 each time.
2. ★ means “Minor Items”: For the first violation on the same items, the

attached form *Deficiency Improvement Notice* is addressed to vendors to request improvement by a certain time. Incomplete improvement and further violations will be fined NT\$1,000 each time; and thereafter, repeat offenders will be fined an additional NT\$1,000 each time.

3. No ★ mark means “General Items”: For the first two violations on the same item, the attached form *Deficiency Improvement Notice* is addressed to vendors to request improvement by a certain time. Incomplete improvement and further violations will be fined NT\$500 each time; and thereafter, repeat offenders will be fined an additional NT\$500 each time.
4. In regard to the calculation cycle of violations stated in Article 14, Clause 1, 2, and 3, a month is the statistical unit; violation frequency is recounted each month.
5. Food and beverage sanitation incidents shall be dealt with in accordance with the attributes of *Foreign Objects in Food* as follows:
  - (1) Acceptable natural products such as vegetable caterpillars and snails, etc. – Refund the cost to the customer. Though there is no fine, if more than two bugs are found, one *Deficiency Improvement Notice* is recorded and this is dealt with according to Article 14, Clause 3 “General Items.”
  - (2) Negligence during food processing such as steel wire brush, gravel and burnt coal, etc. – Besides refunding the cost to the customer, vendor also needs to pay the customer NT\$500. One *Deficiency Improvement Notice* is recorded and this is dealt with according to Article 14, Clause 3 “General Items” with supervision for immediate improvement.
  - (3) If an incident is related to disease vectors (flies, bugs), rice weevils, cockroaches, ants, or soured, rotten, or moldy food, etc, it is dealt with in accordance with Article 14 Clause 1 “Major Items” and 30% of the fine for this item is allotted as compensation to the customer.
6. If food poisoning is suspected, as necessary, the business shall be suspended while health unit investigation proceeds. If it is found to be due to negligence, the restaurant shall take full responsibility and do all it can to compensate the victims. Compensation for victims’ suffering and

penalties are discussed at a separate meeting. Vendor may re-open the business upon re-examination showing improvement. The University may terminate the contract depending on the severity of the incident.

Article 15 Concurrent with the date of implementation of these procedures, Ming Chuan University Procedures for Managing Food Sanitation passed on March 21, 2005 are abolished.

Article 16 These procedures and the attachment, Ming Chuan University Food Sanitation Management Checklist, are the ex-officio documents for the University agreements with foodservice vendors. Matters not covered in these procedures should be processed in accordance with other related University regulations.

Article 17 Upon being passed at the Administrative Council Meeting and approved by the President, these procedures were implemented. Any revision must follow the same procedure.

## Chuan University Food Sanitation Management Checklist

Check Date : Y M D

- Taipei Campus  
 Taoyuan Campus  
 Kinmen Location

Restaurant Name :

Person in Charge of the Restaurant :

Check Items		Good	Fair	Poor	Abnormal Condition Description
Workplace Sanitation Management	★ ★ 1. Workplace shall not have cockroaches, rats, flies, or other disease vectors or their traces.				
	★ 2. Containers for raw food and cooked food shall be clearly distinguished to avoid cross-contamination (Cooked food cannot be contaminated.).				
	3. All tableware and containers used in the workplace shall be placed in designated places, shall be clean at all times, and returned to their places after use.				
	4. Workplace shall set up garbage cans and food waste barrels that are easy to clean with lids, and are leak-proof. Garbage and food waste shall be properly classified and cleaned up regularly.				
	5. Workplace floors, walls, ceilings, pillars, roof, lights, and screen doors shall be clean at all times to avoid any water accumulation or being wet.				
	6. Workplace drainage system shall function smoothly, and have grease trap and disease vector prevention devices. Grease trap devices shall be regularly cleaned and a cleaning record maintained.				
	7. Handwashing area shall have effective detergent and employees shall follow proper hand washing steps.				
	★ 8. There shall be at least 2 sets of cutting boards and cutting tools for raw meat and cooked meat, used and stored separately to avoid cross-contamination. Clean gloves and mask shall be used when cutting cooked meat. Cutting boards used for instant (non-cooked) vegetables and fruits must not be wooden.				
	9. Food shall be prepared on the kitchen counters. Preparation area and cooking area shall be clean at all times and too much food residue and garbage shall be avoided on the counter and floor.				
	10. Cooked food shall be handled using disinfected clean clothes, cutlery and cutting boards. Containers for cooked food shall not be stacked.				
	11. Packed meal boxes shall not be placed on the floor.				
	12. Heating-Hot Food Holding Center temperature shall not be lower than 60°C. Prepared foods shall not be left at room temperature for more than two hours. No expired or deteriorated foods are allowed.				
	13. Food containers shall be clean with lids that seal tightly.				

	14. Waste must be classified for collective storage according to its nature. At the end of work, seal and place easily rotten waste outside of food preparation area to be cleaned.				
	15. Clean tableware shall pass starch and fat residues test.				
2. Employee Hygiene Management	★ ★ 1. Employees shall have physical health checkup at least once every academic year. If one may have caused food contamination, upon post-treatment examination, he/she may resume working.				
	★ 2. Employees must wear clean working clothes and head coverings or mesh caps to cover their hair effectively. When serving foods, they shall wear a mask. If there is a direct contact with foods, they must wear disposable gloves.				
	★ ★ 3. Vendors' sanitation managers and employees shall attend at least one sanitation seminar or 8 hours of training each year held by the central competent health authority or approved institutions.				
	4. Employees shall take off their working clothes before leaving the workplace or going to the restroom; and put it back on and wash hands upon return.				
	5. Employees shall always keep their hands clean and shall not have long nails or nail polish, decorations, nor apply any cream or medication to hands.				
	6. While preparing foods, employees must not eat, smoke, chew betel nuts or engage in other behaviors that may cause possible food contamination.				
	★ 7. If employees have wounds on their hands, they shall wear waterproof gloves to work after proper bandaging and are not allowed to have direct contact with instant foods.				
	★ 8. Food servers who have direct contact with instant foods or cut cooked foods shall completely clean and disinfect their hands, wear clean disposable gloves and mask. If one has an upper respiratory disease, his/her mask shall completely cover the mouth and nose.				
	9. Fingers shall not be in contact with food or inside of the tableware.				
3. Inspection and Storage Sanitation Management	1. Food items have inspection records for reference: Packaged food shall be clearly labeled in complete packaging which complies with relevant regulations. Inspection records for bulk foods shall include the purchase record from bulk food manufacturers or purchase origin, product name, purchase date, and purchase amount, etc.				
	2. Inspected foods or semi-finished products shall be stored quickly in places (dry food storage room or freezer/refrigerator) which comply with sanitation regulations to prevent contamination.				
	3. Temperature control for frozen and refrigerated foods: Refrigerated Food Center temperature is between 0°C to 7°C and Frozen Food Center temperature is below 18°C, area kept clean and temperatures viewable from outside. Refrigerator (Freezer) Temperature Record Form must be filled in every day.				
	4. Foods stored in refrigerator/freezer shall not exceed the maximum load line or amount to have the best chilling and freezing outcomes.				

nt	5. Dry food storage room and freezer (refrigerator) shall have shelves to keep foods away from walls and floor. All stored food shall be labeled with date and used by the principle of “first in, first out” to avoid expired ingredients.				
	6. Means and conditions for thawing frozen foods shall be correct to avoid cross-contamination with other foods.				
	7. Prepared foods and semi-finished products shall be properly placed. Ingredients shall be completely packaged to avoid cross-contamination.				
	8. No food-related production, semi-finished and finished products, meal boxes, utensils, containers, etc. shall be placed on the floor.				
4. Other	★ ★ 1. Edible ice cubes shall comply with health sanitation regulations. Inspection shall be conducted at least once every academic year. Ice shovels shall not be placed in the ice machine.				
	★ ★ 2. Deep-frying oil quality shall be tested regularly, and Change of Deep-frying Oil Form maintained.				
	★ ★ 3. Clean tableware shall be stored in an area with no risk of contamination.				
	4. Washed tableware shall meet the standard of triple-sink dishwashing. If the facility is not thus equipped, the same sink may not be used to clean foods, containers, and tableware.				
	5. Tableware that is nicked, cracked, out of shape, discolored, or faded shall not be used to place food in or for serving.				
	★ 6. The designated portion of high water activity and low acid food dishes produced each day shall be classified and sealed according to regulations, stored in a refrigerator under 7°C for 48 hours and recorded for reference.				
	7. Personal belongings should be placed in a specified area, not in the food preparation area.				
	8. It is prohibited to care for any animals in the foodservice facility, workspace or related accommodations.				
	★ 9. A sufficient amount of tableware shall be provided for dining in, no plastic (including styrofoam) disposable cutlery may be used.				
	10. Complete daily self-check according to Food Sanitation Management Self-Check.				
	★ 11. Before 12 noon each day that food is served, each vendor shall log in to the <i>Ingredient Platform</i> and renew information such as daily menu, ingredients (including seasoning), and food suppliers.				
	★ 12. Shall comply with relevant food safety and sanitation regulations established by the Ministry of Education, Ministry of Health and Welfare, Environmental Protection Administration, and the University.				
	★ 13. Before the 5 <sup>th</sup> of each month, submit <i>Food Sanitation Management Self-Check</i> and <i>Refrigerator (Freezer) Temperature Record Form</i> from the previous month to Campus Health Services Section of the Student Affairs Division for reference.				
	14. According to vendor’s existing equipment, the <i>Disinfection and Disease Vector Control Form</i> , <i>Dry Storage Room Temperature and Humidity Table</i> , <i>Change of Deep-fryer Oil Form</i> , <i>Ingredients Inspection Form</i> , and <i>Grease Trap Devices Cleaning Record</i> shall be completed monthly and submitted for reference.				

N O T E S	<p>1. ★★ means “Major Items”: A penalty of NT\$1,000 and deadline for improvement are sanctioned on those who fail for the first time to meet standards on the same item. Incomplete improvement and repeated violations will be fined an additional NT\$1,000 each time.</p> <p>2. ★ means “Minor Items”: For the first violation on the same items, the attached form <i>Deficiency Improvement Notice</i> is addressed to vendors to request improvement by a certain time. Incomplete improvement and further violations will be fined NT\$1,000 each time; and thereafter, repeat offenders will be fined an additional NT\$1,000 each time.</p> <p>3. No ★ mark means “General Items”: For the first two violations on the same item, the attached form <i>Deficiency Improvement Notice</i> is addressed to vendors to request improvement by a certain time. Incomplete improvement and further violations will be fined NT\$500 each time; and thereafter, repeat offenders will be fined an additional NT\$500 each time.</p> <p>4. Please pay the penalty fees to the Bursar Section of General Affairs Division. Vendors will be charged an additional 10% overdue fine each day for those fees not paid before the deadline. The University may order the vendor to temporarily cease doing business if the fee is overdue by more than 10 days.</p>
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S u g g e s t i o n s	
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S i g n a t u r e s	Vendor Representative:	Responsible Person of Campus Health Services Section	Section Chief of Campus Health Services	Assistant Dean of Student Affairs	Dean of Student Affairs
	Campus Inspector:				

Co-organizing Unit (General Affairs Division) :

Attached Chart

## Ming Chuan University Food and Beverage Sanitization Management Deficiency Improvement Notice

Taipei Campus

Taoyuan Campus

Date Issued : Y M D

Vendor Name	
Inspection Date	Y M D Hr
Deficiencies Noted	<input type="checkbox"/> <b>Major Items</b> :  <input type="checkbox"/> <b>Minor Items</b> :  <input type="checkbox"/> <b>General Items</b> :
Improvement Deadline	<input type="checkbox"/> <b>Major Items</b> : Please improve before ____Y____M____D. Violators will be dealt with according to penal regulations. <input type="checkbox"/> <b>Minor Items</b> : Please improve before ____Y____M____D. If not improved and a violation is noted the second time and beyond, it will be dealt with according to university penal regulations. <input type="checkbox"/> <b>General Items</b> : Please improve before ____Y____M____D. If not improved and a violation is noted the 3 <sup>rd</sup> time and beyond, it will be dealt with according to university penal regulations.
Vendor Confirmation	Vendor's Signature :
Student Affairs Division Campus Health Services Section	1. Track deficiency and improvement progress by deadlines 2. Campus Food Service Inspection Committee tracks deficiencies and improvement situation
General Affairs Division	<input type="checkbox"/> Inform subordinate vendors to improve deficiency <input type="checkbox"/> Inform control vendors to pay penalty fees
Monetary Penalty	According to penal regulations, amount (NT\$) that vendor needs to pay for this deficiency is:
Notes	

The original copy is kept by the Campus Health Services Section of Student Affairs Division. Photocopies are given to the vendor to improve the noted deficiency and to the Bursar Section to control receivables.