

## **National Sun Yat-sen University Notice on Sanitation Management for Externally Sourced Boxed Meals**

1. The Notice was defined to protect the food sanitation and safety of University staff and students by strengthening sanitation management of externally sourced boxed meals sold by co-operatives.
2. All co-operatives that sell externally sourced boxed meals should collect a photocopy of the business (factory) registration of their chosen meal box suppliers, the most recent test report from the local health authorities and the supplier's details (person-in-charge, company or factory address, telephone, approximate number of boxed meals to be supplied to the University each day) and deliver it to the Physical and Health Division for compilation before all of the information is submitted to the local health agency for reference.
3. All co-operatives that sell externally sourced boxed meals should sign a written contract with the supplier in accordance with the law. The contract should explicitly state that the food supplied should be safe and sanitary, as well as the penalties for breach of contract.
4. All co-operatives that sell externally sourced boxed meals should require the vendor to deliver the boxed meals at the specified time. This time should be as close to dining time as possible and may not be earlier than 10:30 AM. Boxed meals not sold by 2:00PM should be disposed of and may no longer be sold.
5. All co-operatives that sell externally sourced boxed meals should pay attention to the sanitation of the holding area for boxed meals. The boxed meals may not be placed on the ground, in direct sunlight, in areas prone to disease vectors, or in dusty, water-logged, damp and slippery locations.
6. All co-operatives that sell externally sourced boxed meals should set up a boxed meal sampling mechanism where one of the ordered boxed meals is chosen at random for storage. The boxed meal should be wrapped in cling-film, labeled with the date and

meal type, then kept in refrigerated storage at below 7 degrees Celsius for 48 hours for future inspection. Measures should be taken to prevent contamination.

7. All co-operatives that sell externally sourced boxed meals should consent to having personnel sent by the University's testing unit sample a boxed meal for microorganism testing once a week. Testing shall include total bacteria count and *e.coli* bacteria count.
8. If any faculty member, staff or student shows signs of suspected food poisoning (symptoms such as nausea, vomiting, abdominal pain, diarrhea etc.) then the co-operative should take the necessary emergency first-aid measures and notify their family. The situation and response should also be reported to the University Physical and Health Division as soon as possible.
9. Any matters not covered in this Notice shall be handled in accordance with the relevant laws and regulations.