

NATIONAL TAIWAN UNIVERSITY

Directives for the Health Management of Outsourced Boxed Meals

January 21, 1998 Approved by the Dining Services Committee at its 16th meeting
March 24, 1998 Passed by the 2,049th Administrative Meeting
January 26, 2000 Amended and passed by the Dining Services Committee at its 20th meeting
January 19, 2005 Amended and passed by the Dining Services Committee
January 15, 2008 Amended and passed by the Dining Services Committee

- Article 1 The National Taiwan University (“the University”) Dining Services Committee (“the Committee”) formulates the NTU *Directives for the Health Management of Outsourced Boxed Meals* (“the Directives”) to ensure dining safety and safeguard the health of students and faculty members at the University, as well as to strengthen the management of outsourced boxed meals procurement by academic/research divisions, administrative units, restaurants, cooperatives, dining establishments, and shops (collectively, “departments”) at the University.
- Article 2 The Dining Services Committee Executive Group (“the Group”) shall periodically request a list of boxed meal providers who have received excellent evaluation results from the competent health and administrative authority and forward the list to all departments at the University to serve as a reference when ordering boxed meals. Departments shall choose the listed providers when making order decisions.
- The list of providers, as described in the preceding paragraph, shall consist of providers who have been issued a Quality Food Mark or certified as having good food hygiene by a competent health authority after undergoing regular or spot inspections/evaluations.
- Article 3 Except with justifiable cause, departments shall only order boxed meals from providers that are selected as outstanding providers by the competent health and administrative authority. Departments shall also order from two or more providers at the same time to offer diners some degree of choice.
- Article 4 The competent administrative unit of any department that sells boxed meals shall submit a photocopy of the contracted boxed meal providers’ business registration certificate, a health inspection report issued by the local competent authority within the most recent month, and other necessary information (including the name of the responsible person, address of the company or factory, telephone number, and the average number of boxed meals to be sold to the University each day) to the Group within the first 15 days of each semester or whenever such information changes. The Group shall compile the aforementioned information, submit it to the Ministry of Education for reference, and notify the (New) Taipei City Department of Health for enhanced food safety inspections and reviews.
- Each competent administrative unit shall publish its boxed meal providers’ basic information and their most recent inspection reports at premises where boxed meals are sold.

- Article 5 At the start of each semester, the Committee shall appoint agents to make on-site health inspections at all premises where boxed meals are produced.
- Article 6 Every department selling boxed meals shall sign a written contract with its providers in accordance with applicable regulations. Contracts shall clearly stipulate that providers comply with health and food safety regulations, and shall define the penalties for breaches of contract and require that providers take out an appropriate product liability insurance policy.
- Article 7 Each department shall require its contracted providers to deliver boxed meals at a designated time, which shall be as close to dining hours as possible (one hour before dining hours at the earliest). Each department shall then carry out a preliminary inspection of the boxed meals' contents, smell, packaging, and labeling. If any health concerns are identified, the department in question shall send the affected boxed meals back to the provider.
- Article 8 Each department shall be heedful of sanitary conditions in areas where boxed meals are temporarily stored. Boxed meals shall not be placed on the ground, exposed to direct sunlight, or stored near disease vectors, dust, stagnant water, or slippery surfaces.
- Article 9 Boxed meals may be stored for no more than 2 hours during summer or 3 hours during winter. At the end of each day, all unsold boxed meals shall be discarded and may not be sold later.
- Article 10 Each department shall establish a system for preserving boxed meals for inspection: One serving of each variety of boxed meals shall be randomly selected each day to serve as a sample. Samples shall be wrapped in plastic wrap, on which the date, type of meal (breakfast/lunch/supper), and provider's name shall be indicated. The samples shall immediately be refrigerated at below 7°C for 48 hours for inspection purposes. Individual departments shall take precautions to prevent cross-contamination of samples.
- Article 11 The NTU Cooperative shall submit samples of the boxed meals it sells to the Taipei City Department of Health for inspection on the dates designated by the Group. The inspection shall include tests for preservatives and the most probable number (MPN) of E. coli and coliform bacteria. Test results shall be submitted to the Group for reference and published at premises where the boxed meals are sold.
- Article 12 Any person affiliated with the University who finds a boxed meal to have peculiar smell or to exhibit other anomalies shall notify the Committee (Student Housing Service Division, Office of Student Affairs) or the Health Center without delay so that the necessary action may be taken.
- Article 13 Faculty members or students found to exhibit signs of food poisoning (such as nausea, vomiting, abdominal pain, or diarrhea) shall be sent to a medical institution for examination and treatment. If necessary, emergency care shall be administered, and the patient's family members informed. The Ministry of Education and the local health authority must be notified of the situation and response measures taken with all due speed.

- Article 14 The competent administrative unit for each department selling boxed meals shall perform weekly inspections to ensure that its subordinate departments are in compliance with boxed meal sample preservation and inspection guidelines. The Committee shall appoint agents to perform similar inspections twice per semester.
- Article 15 Failure to comply with the Directives shall be handled in accordance with Article 10 of the University's *Regulations for Restaurant and Commissary Food Hygiene and Safety*.
- Article 16 The Directives shall be approved by the Committee before promulgation and implementation. The same shall apply when amendments are made.