

NATIONAL TAIWAN UNIVERSITY

Regulations for Restaurant and Commissary Food Hygiene and Safety

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Article 1 (Rationale)

The *National Taiwan University* (NTU or “the University”) *Regulations for Restaurant and Commissary Food Hygiene and Safety* (“the Regulations”) are formulated to preserve the high-quality of restaurants on campus, improve the food quality in restaurants and commissaries, and ensure that food at the University is hygienic and safe.

Article 2 (Definitions)

1. Restaurants and Commissaries: Fixed or mobile facilities that provide food for faculty and students. These shall be determined by the NTU Dining Services Committee (DSC) Executive Group. The DSC Executive Group shall announce designated restaurants and commissaries and amend their status if necessary.
2. The responsible units that fall within the scope of these Regulations are the University Student Housing Service Division, Student Activity Center Administration Division of the Office of Student Affairs, Office of General Affairs, Branch Office of General Affairs at College of Social Sciences, Branch Office of Student Affairs on the Medical Campus, College of Bio-Resources and Agriculture, Athletic Department, College of Medicine Alumni Association and other organizations with attached dining facilities. Notwithstanding the foregoing, the dining facilities at NTU Hospital do not fall within the scope of the Regulations.

Article 3 (Rights and Responsibilities)

1. The DSC Executive Group, in the name of the DSC, is in charge of inspections, assessments, and supervision of food hygiene, management, and equipment at all NTU restaurants and commissaries.
2. As entrusted by the units in charge of signing contracts with as well as the management and supervision of restaurants and commissaries, all responsible parties indicated in Article 2, Paragraph 2 shall establish appropriately staffed dining supervisory groups (student dormitory dining supervisory groups shall be led by dormitory counselors). These groups shall be responsible for inspections, assessment, and supervision of food hygiene, management, and equipment at the restaurants and

commissaries under their purview.

Article 4 (Tenders and Contract Signings)

1. Invitations to tender and contract signings for all NTU restaurants and commissaries shall be managed by the responsible parties according to the relevant rules.
2. Contracts shall include rental periods, equipment and facility maintenance duties, deposit amounts, hygiene requirements and rules, employee health checks and behavior standards, punitive rules, and other agreed on matters.
3. The Regulations shall be attached to all contractual agreements made by NTU restaurants and commissaries, and shall be explicitly mentioned in all tender and contractual documents.

Article 5 (Management)

1. All restaurant and commissary contractors shall use NTU facilities and equipment in the designated places and at the designated times to provide safe, hygienic, and nutritious dining services in accordance with the management procedures laid out in their contracts.
2. All restaurant and commissary contractors shall appropriately maintain all restaurant and commissary equipment and facilities, perform regular upkeep and maintain cleanliness, keep equipment and facilities in a suitable state for regular use, and maintain the cleanliness of areas surrounding restaurants and commissaries. Garbage and waste disposal, as well as oil, smoke, and water discharge shall be dealt with in a manner in keeping with the relevant environmental laws. In order to ensure a hygienic environment, contractors are responsible for restaurant and commissary disinfection, and shall regularly arrange for a professional disinfection service every month.
3. All restaurant and commissary contractors must comply with requirements related to catering operations. Contractors shall improve or add to their facilities of their own accord with the consent of the responsible parties.
4. All restaurant and commissary contractors shall be responsible for the management of and education pertaining to their employees' hygiene, safety and work. In addition, restaurant contractors shall employ personnel with a nutritionist's license to supervise on-site hygiene and nutrition in order to ensure that the foods offered are nutritious, hygienic, and safe.
5. The restaurant and commissary employees shall be on-board only after passing a medical checkup at a public or private hospital, and receiving a staff identity card from the responsible unit at NTU. Employees shall of their own accord arrange a health check every year. Employees shall also maintain appropriate hygiene and cook in accordance with the correct methods in order to guarantee food quality and prevent any negative impact on hygiene and safety.
6. Restaurant and Commissary employees shall without exception at all times wear a clean and tidy uniform and hat (which in principle shall be of a light color) while at work, and shall not wear sandals. Employees must wear a badge with their photograph on it for identification.
7. Restaurant and commissary employees shall stay overnight or take breaks at

designated locations to maintain the hygiene and environment of work areas, which shall not be changed arbitrarily.

8. All restaurants and commissaries shall set aside a portion of each of their food items at random, encase it in plastic wrap to prevent any contact with possible pollutants, mark it with the date and food item type and immediately refrigerate it at a temperature below 7 degrees Celsius for 48 hours in preparation for inspections.
9. If it is suspected that a restaurant or commissary's food has been contaminated, the responsible parties and the NTU Health Center shall be promptly informed. The restaurant or commissary in question shall suspend operations and accept an inspection from the relevant authorities. If the existence of fault is confirmed, the restaurant or commissary shall immediately make improvements and accept a second inspection. Only once this inspection has been passed and all medical compensation has been paid may the restaurant or commissary resume operations. Depending on the severity of the situation, the responsible party may terminate the contract and investigate and take actions according to the applicable law.
10. All restaurants and commissaries shall acquire public liability insurance, property insurance and product liability insurance in accordance with the stipulated rules and regulations. All of the above-mentioned items shall be detailed in a contract which the responsible party is responsible for reviewing.
11. The DSC Executive Group shall host at least one dining hygiene workshop each semester. All dining supervisory group representatives, restaurant and commissary contractors, and employees shall be present at these workshops and shall not be absent under any circumstances.
12. Restaurants and commissaries shall handle smoke emissions from cooking oil in accordance with relevant preventive measures and emissions standards. Environmental protection laws stipulate that restaurants and commissaries shall not contribute to air pollution.
13. Air quality in restaurant and commissary indoor spaces shall meet relevant legal standards.
14. Restaurants and commissaries shall comply with the policies published on the Executive Yuan Office of Food Safety website and the Ministry of Education Campus Food Ingredient Registration Platform. On the same day that meals are served, restaurants and commissaries shall upload their menu as well as lists of ingredients (including seasonings) and suppliers to the Ministry of Education Campus Food Ingredient Registration Platform, along with any certifications and inspection reports.

The aforementioned information shall be prepared with the relevant documentation attached to be submitted to the competent education and health authorities for examination. There shall be no false or fabricated information uploaded.

15. Restaurants and commissaries shall abide by the *Act Governing Food Safety and Sanitation* in completing their food business registration.
16. Restaurants and commissaries shall follow the Ministry of Education *College and University Food Hygiene Management Guidelines*.

Article 6 (Fire Safety)

1. Restaurants and commissaries shall place fire safety equipment in the appropriate

areas and inspect and maintain on a daily basis in order to ensure that they are in a usable state.

2. All restaurant and commissary electrical outlet equipment and electric wires shall not be illegally connected to electrical sources, and must not be altered or replaced without permission. If necessary, the consent of the contracting party, the competent administrative unit, and the Construction and Maintenance Division shall be obtained before any changes may be made.
3. All flammable materials in restaurants and commissaries shall be placed in designated areas. These materials shall be used with care.
4. Electrical or gas appliances and equipment shall be operated according to the procedures laid out in the rules and regulations. If such appliances or equipment malfunctions, the user shall cease usage immediately and bring in a professional to repair it. All appliances and equipment shall undergo regular safety inspections.
5. In order to maintain structural safety, restaurants and commissaries are not permitted to engage in illegal construction or alter the structure of the building in which they are situated of their own accord.
6. Restaurants and Commissaries shall dispatch employees in turns to attend the regular NTU fire safety lectures and respectfully obey the relevant fire safety laws.

Article 7 (Utensils Hygiene)

1. NTU restaurants and commissaries providing reusable eating utensils for eat-in customers are subject to the Regulations and will be inspected once every week.
2. Eating utensil inspections shall be tested for starch and fat residue.
3. The Environmental Protection and Occupational Safety and Health Center may dispatch officials to conduct scheduled and unscheduled inspections. Inspection officials shall in person inspect and select eating utensils to test. Once the inspection is complete, they shall provide a receipt as a record of the inspection. Restaurant operators must post each inspection receipt on the DSC notice board or at a place designated by the inspection body in such a way that it can be easily read.

Article 8 (Hygiene Inspections)

1. Hygiene and safety inspections

- 1) The DSC Executive Group shall dispatch officials to all restaurants and commissaries to inspect the hygiene and safety of personal, operations, food preparation and storage areas. Those who do not pass the inspection shall be guided in making improvements and will receive a follow-up inspection. Inspections will take place as follows:
 - a) Regular inspections: All restaurants and commissaries shall undergo two inspections each semester. The inspection dates shall be decided by the inspection officials.
 - b) Unscheduled inspections: These will be conducted as necessary at the appropriate time.
- 2) The responsible parties' dining supervision groups shall conduct an inspection every week of their own accord. Upon finding any deficiency, they shall immediately supervise the restaurant or commissary contractor in improving the situation.

- 3) The results of hygiene and safety inspections will be recorded in semesterly appraisals to inform contractors of deficiencies and punitive fines.
2. Food product random sample tests
 - 1) When the DSC Executive Group or the responsible parties' dining supervision groups have concerns regarding restaurant or commissary food products, they shall send a random sample to a government hygiene unit to be laboratory tested.
 - 2) If the results of the laboratory test are not in line with safety standards, the situation shall be dealt with in accordance with established penalties. The offending party shall be supervised for a limited time during which they are to make improvements.

Article 9 (Price Setting)

1. Dining supervision groups shall be consulted about price lists enumerating restaurant and commissary food prices. Upon passing review, the proposed prices may be used in accordance with the rules.
2. Restaurant and commissary contractors shall not make changes to the quality or price of food on offer at will. If a change in costs occurs that necessitates a change in the price of a product, restaurants and commissaries shall consult with dining supervision groups to determine and announce the new price.
3. All restaurants and commissaries shall place their food price lists in an easily visible area of the space in which they operate. All food items for sale placed on their counters shall be clearly marked with a price. When price adjustments are made, these price lists and signs shall be updated immediately to avoid disputes.

Article 10 (Rewards and Penalties)

1. Rewards:

Each semester the DSC Executive Group shall recognize contractors with excellent appraisals by inviting the NTU president to approve an announcement awarding a certificate, and shall grant the contractor priority of renewing their contract.

2. Penalties:

All contractors shall observe the hygiene and safety items in the *NTU Restaurant and Commissary Dining Hygiene and Safety Management Checklist* and the *NTU Restaurant and Commissary Environment, Hygiene, and Safety Management Checklist*. Violators shall be penalized as follows.

- 1) If any item in the aforementioned checklists is violated, the first violation will result in a written warning, the second violation will incur a fine of NT\$ 1,000, and every further violation will incur an additional NT\$ 1,000 increase in the fine levied.
- 2) If after a first time violation the contractor does not pass an inspection into the item, a fine of NT\$ 1,000 will be incurred and every subsequent violation will incur an additional NT\$ 1,000 increase in the fine levied. If a contractor fails an inspection 3 or more times in 1 year due to repeated instances of the same violation, the responsible party shall announce the date on which it will suspend operations and a specified time period within which the contractor shall make the necessary improvements. If the contractor does not pass a follow-up inspection within the specified time period, the responsible party may terminate the contract.

- 3) A fine of NT\$ 1,000 will be levied for every contractor and employee who does not attend the DSC Executive Group's dining hygiene and safety lectures each semester, or every employee who does not attend at least 8 hours of hygiene lectures annually.
- 4) For those who do not pass inspection in accordance with Article 7, Paragraph 2, for each fine of NT\$ 1,000 or failure to pass inspection 3 times in 3 months, dining operators shall submit a list of improvement measures to the Environmental Protection and Occupational Safety and Health Center within a specified time period. If they do not implement such measures, the responsible party shall announce the date on which it will suspend operations and a specified time period within which the contractor shall make the necessary improvements. If the contractor does not pass a follow-up inspection within the specified time period, the responsible party may terminate the contract.
- 5) For major deficiencies that could have a serious impact on diners' health and safety, the responsible party shall order the violator to suspend operations until it has made improvements and passed a follow-up inspection; otherwise, its contract may be terminated.
- 6) The contents of the *NTU Restaurant and Commissary Dining Hygiene and Safety Management Checklist* and *NTU Restaurant and Commissary Environment, Hygiene, and Safety Management Checklist* shall be amended by the DSC as necessary.
- 7) If any contractors reject, avoid, or obstruct the DSC Executive Group inspectors' enacting the contents of these rules and regulations, they shall be fined NT\$ 1,000 and may be given follow-up fines. If they incur three fines or encounter a major deficiency, their contract may be terminated.
- 8) Fines shall be paid directly to the Cashier Division.
- 9) If a violator has been notified to pay a fine by the designated deadline but has still failed to do so, the responsible party shall order them to suspend operations until the fine has been settled.

Article 11 (Supplementary Provisions)

Aside from the Regulations, all restaurants and commissaries must also follow all laws and regulations related to dining hygiene and safety enacted by the educational authorities, health authorities, environmental authorities, agricultural authorities, and NTU.

Article 12

The Regulations shall be passed by the Administrative Meeting and then implemented on the date of promulgation.