

UNIVERSITY OF RHODE ISLAND  
DEPARTMENT OF SAFETY & RISK MANAGEMENT

STANDARD OPERATING PROCEDURE

SUBJECT: Food Handling / Food Vendor Policy

Number: 99-5-1

**POLICY:** Insurance procedures mandate that all food must come out of licensed kitchens and a "Certificate of Insurance" (hereinafter referred to as "Certificate") must be provided by the food vendor to the URI Department of Safety and Risk Management. Additionally, this Policy must be adhered to in order to insure compliance with all Health Department Rules and Regulations.

**APPLICABILITY:** This policy applies to URI Kingston Campus, Narragansett Bay Campus (GSO), W. Alton Jones Campus, and Providence CCE Campus. Further, it applies to all departments and organizations on each of these campuses.

**PURPOSE:** To insure proper food handling to avoid the risk of illness and possible liability by the University of Rhode Island for expenses associated with individuals getting sick and need medical attention as a result of improper food handling.

**PROCEDURE:**

**Basic Guidelines:** Food vendors must provide a "Certificate" on an event-by-event basis. It is the responsibility of the organization for which that vendor will be doing business to obtain the "Certificate" and forward it to the Department of Safety & Risk Management in a timely fashion. No food vendor will be allowed to do business on University property without proof of insurance. Failure to provide proof of insurance prior to the event will result in the vendor being barred from doing business for that event.

The "Certificate" shall confirm that the vendor has sufficient products liability and general liability insurance coverage in place for the event for which he/she is on campus. The University of Rhode Island should be named as an additional insured; specifically, the wording on the "Certificate" shall be as follows: "THE UNIVERSITY OF RHODE ISLAND, BOARD OF GOVERNORS FOR HIGHER EDUCATION, AND THE STATE OF RHODE ISLAND."

**Department Social Events With NO Outside Guests ~ On University Property :** (Such as birthday or holiday parties, cookouts, etc.). If the attendees are STAFF ONLY (this includes student staff), food may be prepared, cooked, and/or brought in by the individuals in the Department. It is not necessary to have present a person certified in food handling. It should be noted that the student, faculty, or staff group will be held liable for any expense associated with individuals getting sick and needing medical attention. THE UNIVERSITY WILL NOT BE HELD LIABLE FOR DEPARTMENT EVENTS OF THIS TYPE.

Outside guests are considered as those individuals NOT employed by the University of Rhode Island. URI students not employed by the University as student help are considered outside guests.

Internal Events WITH Outside Guests ~ On University Property: Food MUST BE prepared, cooked, and/or brought in by URI Dining Services or a licensed kitchen who shall also provide a "Certificate" to the Department of Safety & Risk Management. In lieu of URI Dining Services or other licensed kitchen, should the group choose to prepare and/or cook their own food on the premises, a person certified in food handling MUST BE present while the food is being prepared and/or cooked. Said certified person can be hired (at the group's expense) through URI Dining Services. Failure to do so will result in the group being held liable for any expense associated with individuals getting sick and needing medical attention. THE UNIVERSITY WILL NOT BE HELD LIABLE IF POLICY IS NOT FOLLOWED.

Buffets On University Property: Groups may pick up food items from a licensed kitchen/restaurant and set up buffet tables. It is not necessary for a certified food handler to be present at the buffet service. A "Certificate" is required and food must be labeled in accordance with Health Department Regulations.

Events OFF University Property: The facility of homeowner at whose place the food was prepared/cooked shall be liable for any expense associated with individuals getting sick and needing medical attention. THE UNIVERSITY WILL NOT BE HELD LIABLE FOR DEPARTMENT OR ORGANIZATION EVENTS OF THIS TYPE.

UNIVERSITY OF RHODE ISLAND  
DEPARTMENT OF SAFETY & RISK MANAGEMENT

STANDARD OPERATING PROCEDURE

SUBJECT: Miscellaneous Vendor Policy

Number: 99-5-2

**POLICY:** Insurance procedures mandate that all non-University vendors doing business on University property must provide to the URI Department of Safety and Risk Management a "Certificate of Insurance" (hereinafter referred to as "Certificate").

**APPLICABILITY:** This policy applies to URI Kingston Campus, Narragansett Bay Campus (GSO), W. Alton Jones Campus, and Providence CCE Campus. Further, it applies to all departments and organizations on each of these campuses.

**PURPOSE:** To insure the safety of all individuals, including faculty, staff, students, and visitors.

**PROCEDURE:** Any non-University vendor doing business in any manner on University of Rhode Island property must provide a "Certificate of Insurance" (hereinafter referred to as "Certificate") to the URI Department of Safety and Risk Management. Vendors must provide a "Certificate" on an event-by-event basis. It is the responsibility of the organization for which that vendor will be doing business to obtain the "Certificate" and forward it to the Department of Safety and Risk Management in a timely fashion. No vendor will be allowed to do business on University property without proof of insurance. Failure to provide proof of insurance prior to the event will result in the vendor being barred from doing business for that event. (If the vendor does not have insurance, coverage may be obtained by the organization hosting the event by contacting Frank McGovern or Anne Gregson at the Department of Safety & Risk Management (874-2618) at least ONE WEEK PRIOR TO THE EVENT. Insurance coverage will then be obtained through the University's Tenants/Users Commercial General Liability at the ORGANIZATION'S EXPENSE.)

The "Certificate" shall confirm that the vendor has sufficient products liability and general liability insurance coverage in place for the event for which he/she is on campus. The University of Rhode Island should be named as an additional insured; specifically, the wording on the "Certificate" shall be as follows: "THE UNIVERSITY OF RHODE ISLAND, BOARD OF GOVERNORS FOR HIGHER EDUCATION, AND THE STATE OF RHODE ISLAND."