1. Purpose

The purpose for this Standard Operating Procedure (SOP) is to outline the requirements for selection, approval, and inspection of food trucks operating on Kennesaw State University's (KSU's) campuses and to safeguard KSU's students, employees, and visitors from the risk associated with the use of mobile food trucks.

2. Scope

The SOP applies to all food truck events on facilities owned, leased, or operated by KSU and to all KSU employees, students, and food truck owner(s) involved organizing such events.

3. Definitions

Mobile Food Truck – A licensed motorized vehicle or mobile food unit that is temporarily stored on a premises where food items are prepared and sold to the general public.

4. Exemptions

The procedure does not apply to:

- University catering or a caterer that supplies food ordered by and paid for by the University under a food caterer service contract with the University.
- A food truck at an athletic event operating as an approved subcontractor by Intercollegiate Athletics as one of its food service contractors.
- Mobile food delivery whose sole purpose on campus is to deliver food order(s) prepared and prepackaged offsite by a restaurant/kitchen for an individual customer at their residence or office.
- Stationary food carts and kiosks operating under a current service contract through University Dining.
- Table food distribution at a campus location and time approved by a sponsored or registered student organization with a Catering Exemption form and the Environmental Health and Safety (EHS) Department's approval.

5. Roles and Responsibilities

A. Event Organizer

- Selects food truck vendor that meets requirements in this document.

- Provides the appropriate documents, including permit/license or Certificate of Insurance (COI) to facilitate review and approval.
- Schedules safety inspection of the mobile food truck before the event starts.
- Ensures the food truck vendor complies to KSU policies and procedures.

B. Food Truck Vendor

- Provides, to KSU, copies of permit, inspection report, and certificate of insurance.
- Complies with the Food Services Rules and Regulations issued by Georgia Department of Public Health and KSU policies and procedures (https://dph.georgia.gov/sites/dph.georgia.gov/files/related_files/site_page/EnvHealthFinalFoodRules.pdf).
- Takes all steps necessary to protect the safety and health of KSU's students, employees, and visitors during the performance of their work by establishing, administering, and enforcing safety rules that meet federal, state, and local laws, rules, and regulations and KSU policies.
- Ensures the safety of vendor's own employees, including informing their personnel of the hazards associated with their operations, implementing necessary controls, and providing employees with personal protective equipment (PPE).
- Ensures proper disposal of all waste materials resulting from vendor's operation at KSU.
- Contains, appropriately cleans, and reports any leak, spill, or release of oil or any hazardous material that occurs while on KSU's campus(es) to the EHS Department.

C. Environmental Health and Safety

- Reviews food truck event for compliance with KSU safety policies and procedures.
- Reviews and approves COI submitted by the food truck vendor.
- Completes safety inspection of mobile food truck before the event starts.

6. Environmental Health and Safety Requirements

- All food truck operations on KSU grounds must be reviewed and obtain approval of the EHS Department, Risk Management, and other units on campus.
- Complete the Food Truck Prior Approval Request found on the EHS website. A request for food truck operations on campus must be submitted at least **21 days in advance** of the event.
- Safety inspection by EHS Fire and Life Safety Team must be completed once the truck is onsite but before commencement of operations. The event organizer is responsible for scheduling the inspection.
- The food truck vendor must provide necessary documentation when required, including, but not limited to, valid COI, license, and inspection reports.
- Food trucks may only operate at the time and from KSU's campus locations approved by the University.
- Each food truck must be duly permitted to operate in Cobb County by the Cobb & Douglas Public Health. Cobb & Douglas Public Health maintains a list of mobile food trucks permitted to operate in Cobb and Douglas Counties. The event organizer must hire only vendors that are

listed by Cobb & Douglas Public Health or provide proof of being permitted to operate in the county.

- While on KSU's property, the food truck must carry and display a valid permit and the current inspection report from the Cobb & Douglas Public Health.
- Food truck vendors must not dispose of any products or materials, including rinse/wash waters, spilled materials, or any waste, into KSU's ground, streets, gutters, storm drains, water, or creeks.
- No cleaning of the food trucks should be performed on the KSU premises.
- Any unauthorized or unpermitted vendor found participating in an event shall be made to immediately leave the University's premises.
- Any vendor found violating the requirements of this procedure shall be made to immediately leave the University's premises.

7. Procedure

1. The event organizer selects a food truck vendor from the list of vendors permitted to operate in Cobb County.
2. The event organizer requests from the vendor required documentations, including COI, license/permit, and inspection reports.
3. The event Organizer submits a request for EHS approval, providing the COI, license/permit, and inspection records.
4. EHS reviews and approves or denies the food truck services. If approved, EHS will provide approval documentation to the event organizer.
5. The event organizer attaches the EHS approval in the request for contract approval in the KSU's Contract Management System (Agiloft).
6. Once the food truck event is approved by KSU, the event organizer contacts EHS Fire and Life Team at firesafety@kennesaw.edu to schedule inspection of the food truck prior to commencement of the event.
7. The food truck vendor sets up the food truck at the approved campus location and for the approved time.
8. After the event, the food truck vendor cleans up the site and removes the vehicle from the campus location.