



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.

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 3.9

- 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.
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- 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](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.
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- 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.
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- All food truck operations on KSU

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.

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