

East Carolina University Operating Procedure for Mobile Food Trucks & Trailers

(Updated October 12, 2021)

Operating Procedure

Food Truck Services on any ECU property or ECU leased property is exclusively reserved for those trucks owned and operated by University Dining Services and/or its food service contractor. Occasional exceptions to this procedure can be made by the express written consent of the Director of Dining Services, or their designee assuming compliance to all procedures and processes noted in Occasional Exceptions.

Occasional Exceptions

The procedures apply to all University and non-University groups and commissioned vendors using University facilities and/or grounds for food truck services whether on ECUs Main Campus, Health Science Campus or other leased property. No food truck and trailer can work on ECU property without being on the Dining Services approved Food Truck Vendor List.

All food trucks and trailers on campus must adhere to pertinent sections of the North Carolina Food Code.

The on-campus food truck locations are pre-approved by ECU Dining Services in conjunction with parking & EH&S. If any other location is requested, an evaluation will be conducted by the above, notifying the requestor when completed. The operation of food trucks and trailers on-campus is subject to approval by the Director of Dining Services or their designee. The Facilities Usage Application Packet and related materials (if any) must be submitted to Aramark Dining Services Contractor at least 30 days prior to any sales or service at this email address: Dining@ecu.edu. Acceptance of the application does not constitute approval. Reservations are confirmed subject to requirements and processes of ECU. The presence of any food trucks and trailers on campus requires prior approval from this entity.

Food trucks and trailers may not manufacture, distribute, dispense, possess, use, or sell alcoholic beverages. All sales are commissionable to the University's foodservice vendor at 15% of net.

Food trucks and trailers may only sell food & Pepsi products; no other goods, wares, or other items may be sold

Food trucks and trailers will comply with ECU's No-Smoking policy (<https://www.ecu.edu/prr/05/20/09>)

Forms and Approvals

The following information pertains to food trucks and trailers using University facilities and/or grounds for Food Services. At least 30 days prior to arrival on campus, each Mobile Food Truck vendor will work with ECU Dining Services Contractor (Dining@ecu.edu) to become an approved Food Truck Vendor on campus. On-campus Departments/Offices seeking to bring food trucks and trailers to campus make those requests to Dining Services (Dining@ecu.edu).

Along with the application the following documents must be submitted to our ECU Dining Services: <https://dining.ecu.edu>

1. A copy of the current Pitt County Health permit(s)
2. A Certificate of Liability Insurance (provided by email) that meets the following requirements:
 - a. The vendor must be listed as the insured.
 - b. East Carolina University must be listed as an additional insured.
 - c. The Insurer/Producer name and contact information must be on the Certificate.
 - d. The insurance policy start and end dates must encompass the date of the event.
 - e. Proof of General Liability coverage for at least \$1,000,000.
3. A completed Supplier Information Request Form (with copy of voided payment check); link will be sent upon approval for an occasional exception.
4. Valid W-9.
5. Submit a valid vehicle registration.
6. Complete & finalize the registration process with the University's food service contractor. The food truck owner will receive an electronic contract via "restaurant row" docuSign.

Inspections

All food trucks and trailers doing business on ECU's campus are subject to inspection for food and fire safety by an ECU representative.

Food Safety

All food trucks and trailers must possess a current and valid health permit issued by Pitt County health department. A copy of the health permit must be submitted to Aramark as part of the approval process. The permit must be available on the Food Truck, including a copy of the most recent Pitt County health department inspection.

Vehicle Safety

All food trucks and trailers must possess a current valid vehicle registration and NC Inspection document. Food trucks and trailers will not be allowed to operate on university property if the food or vehicle safety inspection reveals any significant public health violations.

Fire Safety

The ECU Director of EH&S *may* inspect applicable food trucks and trailers at any time while on ECU property. The inspection may include, but not be limited to, the following:

- Visual inspection of all piping, hose connections, and propane cylinders
- Leak test of piping and hose connections
- Suitability of location

Food trucks and trailers will not be allowed to operate on campus property if the fire inspection reveals any deficiencies.

Sanitization Standards

- ALL itinerant vending units must provide a HAND WASHING SINK per health department regulations.
- Hand wipes are not an acceptable alternative hand washing

- Trucks must have commercial refrigeration.
- All trucks/carts should be thoroughly cleaned and disinfected prior to reopening. Disinfect all surfaces, utensils, and equipment, even if they were cleaned before the Food Truck unit was closed.
- State of NC DPH requires any disinfectant used be registered with the EPA for use in a hospital setting and labeled as bactericidal, viricidal, and fungicidal (alcohol alone is not an acceptable disinfecting agent). All disinfectant solutions must be legibly labeled with the disinfectant name and any dilution requirements.
- Disinfection is for hard non-porous surfaces, glass, metal and plastic Porous/soft materials cannot be disinfected and must be discarded after use.
- Food trucks and trailers must prevent the disposal of any materials, including rinse or wash water, any spilled materials or any waste into streets, gutters, storm drains, or creeks

Location of Food Trucks and Trailers

Food trucks and large food trailers will operate only in approved spaces as determined by ECU Dining. Food trucks and trailers will not be permitted to roam the campus due to fire and life safety concerns, and parking issues.

Responsibilities

Client (On-campus Department/Office) Requesting Food Truck Services

- Contact Dining Services (Dining@ecu.edu) to request food trucks for an event. ECU Dining will review request, check List of Approved Food trucks and trailers, and a final decision will be conveyed in writing by the Director of Dining Services.

ECU Dining:

- Approves or Does Not Approve the request. If approved, also approves the location of food trucks and trailers in cooperation with ECU PD, Building Managers and EHS.

Environment, Health & Safety (EH&S):

- May Inspect food trucks and trailers for food safety and fire safety on behalf of the University.

Aramark, Dining Services Contractor:

- Accepts and processes vendor applications
- Maintains up-to-date Approved Food Truck Vendor List
- Shares Approved List with ECU Dining Services when any change (addition/removal) occurs.
- Manages and distributes all commissions

ECU Dining Contractor, Aramark:

- Schedules and maintains accurate records on food truck business held on campus.

Food Trucks and Trailers Vendor:

- Vendor assumes responsibility for any damage caused to any UNIVERSITY property by VENDOR'S patrons or by Vendor, its equipment and/or its activities.
- The Vendor shall clean the area surrounding the VENDOR's mobile food apparatus. All areas of university property shall be left in the same condition as received. Any required repairs shall be performed in a timely manner at the Vendor's expense. Vendor must bag all trash and place the bagged trash in trash receptacles/dumpster.
- Vendor agrees to provide and abide by the following safety policies:
 - a. Generators
 - i. Vendor agrees to an inspection of propane lines before any portable mounted cooking apparatus is put into service.
 - ii. Vendor shall be prepared with enough propane for the duration of the agreed upon service time.
 - iii. No generator can be fueled or re-fueled when they are hot.
 - iv. Generators must be 10 feet from any propane or gasoline tank, or the apparatus.
 - b. Fuel Source
 - i. Gasoline cans shall be 10 feet from any source of ignition
 - ii. Propane tanks not mounted on vehicles shall be placed 10 feet from any building, tent, or source of ignition. Tanks shall be secured to a non-combustible stake with non-combustible
 - iii. Solid Fuel (wood, charcoal, or other fuel)
 - Is not stored above any heat-producing appliance or vent.
 - Is not stored closer than 3 ft. to any cooking appliance.
 - Is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods.
 - Is not stored in the path of the ash removal or near removed ashes.
 - Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day.
 - Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container.
 - c. Tents
 - i. Tents and canopies must be factory labeled as flame resistant in accordance with NFPA-701

- ii. Tents and canopies shall be anchored with tent stakes, water barrels will not be allowed unless accompanied by a statement signed and stamped by a licensed engineer stating the water barrels are equal to staking.
- iii. Erected tent shall be approved by NC State Fire Marshal when tent exceeds 400 square feet.

d. Safety Equipment

- i. Vendor must provide at least one, working fire extinguisher for the mobile food apparatus
- ii. Vendor shall use UL listed extension cords labeled for outdoor use. Cords shall not be installed to create a trip hazard or where they can be driven over. Cords shall be 12 gauge (minimum).
- iii. Driving Conditions - All mobile food apparatus must have roadworthy tires
- iv. Wheel chocks shall be used on tires when vehicle is parked. (Wheel chocks (or chocks) are wedges of sturdy material placed closely against a vehicle's wheels to prevent accidental movement.