

**ISTANBUL TECHNICAL UNIVERSITY**  
**SAFE AND SUSTAINABLE FOOD MANAGEMENT DIRECTIVE**

**SECTION ONE**

**Purpose, Scope, Basis and Definitions**

**PURPOSE**

**Article 1.** The purpose of this Directive is to regulate the principles regarding the safe and sustainable management of food production and sales places and cafeteria services operating in ITU campuses within the responsibility and authority of the ITU Rectorate.

**SCOPE**

**Article 2.** This Directive, in all ITU campuses, covers the legal, administrative and technical principles related to the issues below, the principles and regulations for the formation of policies and programs in line with these principles, and the provisions regarding their implementation.

- a. Ensuring that all staff and students have access to safe food,
- b. Sustainable food management and informing stakeholders.

**BASIS**

**Article 3.** This Directive has been prepared taking into account the following principles.

- “Food Hygiene Regulation”, published in the Official Gazette dated 17 December 2011 and numbered 28145,
- “Turkish Food Codex Microbiological Criteria Regulation”, which was published in the Official Gazette dated 29 December 2011 and numbered 28157,
- “Waste Management Regulation”, which came into force after being published in the Official Gazette dated April 2, 2015 and numbered 29314,
- "Zero Waste Regulation", which came into force by being published in the Official Gazette dated 12 July 2019 and numbered 30829,
- “Turkish Food Codex Regulation” which entered into force by being published in the Official Gazette dated 19 February 2020 and numbered 31044

In addition, the following points were taken into consideration while preparing this Directive.

- Istanbul Technical University Waste Management Directive,
- TS EN ISO 22000 - Food safety management systems - Requirements for all organizations in the food chain

## **DEFINITIONS**

**Article 4.** In this Directive, the below-mentioned expressions refer to the ensuing definitions:

- a. University: Istanbul Technical University,
- b. Safe and Sustainable Food Commission (SSFC): The commission established to carry out the tasks specified in the Directive,
- c. Units: Businesses such as cafeterias, restaurants, canteens, cafeterias in all campuses of the university,
- d. Unit Supervisor: The administrative manager of the units specified in clause "c",
- e. Zero waste: The goal defined as a waste prevention approach that includes the prevention of waste, more efficient use of resources, reduction of food waste, establishment of an effective collection system and recycling of waste,
- f. Zero hunger: Working together to ensure that all individuals, everywhere, have access to the safe, healthy and nutritious food they need,
- g. Food safety: The whole of the measures taken for the elimination of physical, chemical and biological pests in the production of healthy and nutritious foods, in the stages of obtaining raw materials, processing, storage, distribution and consumption,
- h. Sustainability: While ensuring the continuity of production and diversity, making the life of humanity permanent,
- i. Sustainable food: Food systems in which the access to food and nutritional needs of future generations are taken into account by taking necessary measures on a social, economic and environmental basis to meet the current food needs of all individuals.

## **SECTION TWO**

### **General Principles, Executive Principles, Management Units, Duties and Obligations**

#### **GENERAL PRINCIPLES**

**Article 5.** All food businesses within the scope of responsibility and authority of the University are managed in accordance with the following principles:

- a. It is essential to ensure that all stakeholders have access to safe and healthy food.
- b. It is essential to ensure continuous, sustainable access to food for all stakeholders within the framework of sustainable food policy and to determine strategies to achieve zero waste and zero hunger goals.

#### **EXECUTIVE PRINCIPLES**

**Article 6.** Safe and Sustainable Food Management Directive is carried out by the ITU Safe and Sustainable Food Commission. The execution of the related works is met by the personnel to be appointed by the Rector's Office/Dean's Office/Directorate or the administration.

## **MANAGEMENT UNITS**

**Article 7.** Management units are defined as follows:

- a. Safe and Sustainable Food Commission: It consists of at least two (2) faculty members, preferably Food Eng., Environmental Eng., Business Eng. or Industrial Eng., assigned by the Rector and at least five (5) members including Head of Health, Culture and Sports Department, Director of Food Affairs Branch, and Secretary General.
- b. Chair of the Safe and Sustainable Food Commission: It is appointed by the Rector among the members of the Safe and Sustainable Food Commission.
- c. Food Safety Inspection Commission: It consists of at least four (4) members, including a faculty member from the Food Engineering Department, the Head of the Health, Culture and Sports Department, and a Food Engineer/Food Technician from the Food Affairs Branch.
- d. The term of office of the members serving in the commissions specified in subparagraphs a and b of this article is three (3) years. A commission member whose term of office has expired may be reassigned or dismissed by the Rector before the expiry of his term, following the procedure in his assignment.

## **DUTIES AND OBLIGATIONS**

### **Safe and Sustainable Food Commission**

**Article 8.** Safe and Sustainable Food Commission is responsible for the coordination of the work of the units in all processes related to the safe and sustainable management of food products consumed for education, training, research, production, service and other activities in ITU campuses within the responsibility and authority of the ITU Rectorate and also the correct and effective implementation of the directive. The Commission fulfills this responsibility with the authority it receives from the Office of the Rector. The duties and responsibilities of the commission:

- a. Determining the difficulties encountered in the execution of the Directive, producing solutions to overcome the difficulties, and determining the Implementation Principles of this Directive,
- b. If there are changes in the legislation specified in Article 3 or in other cases, the Directive should be reviewed and updated,
- c. Organizing trainings and information/awareness-raising meetings for the participation of all stakeholders,
- d. Inviting the officials/supervisors of the units to the meeting,
- e. Evaluation of the food services by the Head of Health, Culture and Sports Department or the commission to be assigned, on whether the food services are carried out in accordance with the provisions of this Directive, and presenting the evaluation results of each year as a report to the Rectorate,
- f. Identifying strategies to reduce food loss and waste,
  - Preparing information posters and making announcements to prevent waste,
  - Production planning,
  - Determining the strategies for the evaluation of the surplus production,

- Proper disposal of organic wastes and vegetable waste oils
- g. Identification/evaluation of measures to ensure zero hunger, especially among students,
  - Food scholarship,
  - Free soup and water supply through water dispensers in the campuses,
  - Providing low-priced and nutritious food alternatives,
- h. Preferring food supply from local producers at the purchasing stage,
- i. Inspection of compliance with the price lists determined by the authorized persons assigned by the Rectorate,
- j. Use of seasonal food products,
- k. Increasing special nutritional options (vegan, vegetarian, celiac patient, food intolerance, etc.),
- l. Providing suggestions for informing consumers in terms of nutritional value and allergen risks (presenting in menus and / or in the form of posters),
- m. Developing strategies for healthy nutrition and informing stakeholders (Balanced nutrition, calorie value, traffic light system - reducing salt, fat and sugar contents, reducing carbon emission rates),
- n. Reducing plastic packaging waste, promoting packaging materials suitable for recycling,
- o. Encouraging the use of environmentally friendly cleaning and disinfection materials,
- p. Determining strategies to increase awareness on sustainable food,
  - Trainings, events, informative posters and announcements, development of social media activities, organization of student competitions

### **Food Safety Inspection Commission**

**Article 9.** Whether food services are carried out in accordance with the provisions of this Directive is inspected at least once every three months by the Head of Health, Culture and Sports Department or the commission to be assigned. The report prepared as a result of the inspection is submitted to the Rectorate. The duties and responsibilities of the commission:

- a. Consideration of hygienic conditions in all related processes,
- b. Inspecting whether the physical conditions of the places where food service is provided are suitable,
- c. Inspection and control of all stages related to food hygiene in the process of supply, preparation, storage and presentation of food,
- d. Evaluating complaints and requests from students and staff and presenting solutions.

### **Unit Supervisor**

**Article 10.** The duties and responsibilities of the Unit Supervisor are as follows:

- a. Ensuring that the principles of the "Safe and Sustainable Food Management Directive" are fulfilled in the unit,
- b. Notifying SSFC of the data requested by the commission/board from the unit under its responsibility,

- c. Evaluating the data collected regarding the situations that may pose a threat to food safety, if any, and taking the necessary measures to eliminate the problem,
- d. Transmitting all information and statistics compiled in the unit to SSFC.

## **THE DECISION-MAKING PROCESS OF THE SAFE AND SUSTAINABLE FOOD COMMISSION**

**Article 11.** The commission convenes with the absolute majority of the total number of members and takes decisions with one more than half of the number of people attending the meeting. The commission holds its regular meetings every three (3) months and may convene extraordinarily, if necessary, upon the call of the chairman of the commission. It may also hold extended meetings attended by representatives of the Units.

### **SECTION THREE**

#### **Enforcement and Execution**

#### **ENFORCEMENT**

**Article 12.** This directive enters into force on the date it is accepted by the University Senate.

#### **EXECUTION**

**Article 13.** The provisions of this directive are executed by the Rector.