

**İZMİR INSTITUTE OF TECHNOLOGY**  
**SAFE AND SUSTAINABLE FOOD MANAGEMENT DIRECTIVE**

**FIRST SECTION**  
**Purpose, Scope, Basis, and Definitions**

**Purpose**

**ARTICLE 1-** (1) The purpose of this Directive is to regulate the principles regarding the safe and sustainable management of food production and sales areas and cafeteria services operating on the İzmir Institute of Technology (İYTE) campus under the authority and responsibility of the İYTE Rectorate.

**Scope**

**ARTICLE 2-**(1) This Directive covers the legal, administrative, and technical principles related to the following topics on the İYTE campus, as well as the principles and regulations for establishing policies and programs based on these principles, and provisions regarding their implementation:

- a) Ensuring access to safe food for all personnel and students,
- b) Sustainable food management and informing stakeholders.

**Basis**

**ARTICLE 3-** (1) This Directive has been prepared considering the following principles.

- a) "Food Hygiene Regulation" published in the Official Gazette dated December 17, 2011, and numbered 28145,
- b) "Turkish Food Codex Microbiological Criteria Regulation" published in the Official Gazette dated December 29, 2011, and numbered 28157,
- c) "Waste Management Regulation" published in the Official Gazette dated April 2, 2015, and numbered 29314,
- ç) "Zero Waste Regulation" published in the Official Gazette dated July 12, 2019, and numbered 30829,
- d) "Turkish Food Codex Regulation" published in the Official Gazette dated February 19, 2020, and numbered 31044,
- e) İzmir Institute of Technology Waste Management Directive.

**Definitions**

**ARTICLE 4-** (1) In this Directive, the following terms refer to:

- a) Institute: İzmir Institute of Technology,
- b) Safe and Sustainable Food Commission (GSGK): The commission established to carry out the duties specified in the Directive,
- c) Units: Businesses on the Institute's campus, such as cafeterias, restaurants, and canteens,
- ç) Unit Supervisor: The administrative manager of the units defined in paragraph "c",

- d) Zero Waste: The target defined as the approach to prevent waste, use resources more efficiently, reduce food waste, establish an effective collection system, and recycle waste,
- e) Zero Hunger: Working together to ensure all individuals everywhere have access to the safe, healthy, and nutritious food they need,
- f) Food Safety: All measures taken to eliminate physical, chemical, and biological hazards in the production of healthy and nutritious food during the stages of obtaining raw materials, processing, storage, distribution, and consumption,
- g) Sustainability: Ensuring continuity in production and diversity while making human life permanent,
- ğ) Sustainable Food: Food systems that ensure current food needs are met for all individuals while taking social, economic, and environmental measures to secure future generations' access to food and nutritional needs.

## **SECOND SECTION**

### **General Principles, Execution Principles, Management Units, Duties, and Responsibilities**

#### **General Principles**

**ARTICLE 5-** (1) All food businesses within the Institute's responsibility and authority are managed according to the following principles:

- a) Ensuring access to safe and healthy food for all stakeholders is essential.
- b) It is essential to provide continuous and sustainable access to food for all stakeholders within the framework of a sustainable food policy and to determine strategies for achieving zero waste and zero hunger targets.

#### **Execution Principles**

**ARTICLE 6-** (1) The Safe and Sustainable Food Management Directive is executed by the İYTE Safe and Sustainable Food Commission. The relevant tasks are carried out by personnel assigned by the Rectorate/Dean's Office/Directorate or Administration.

#### **Management Units**

**ARTICLE 7-** (1) Management units are defined as follows:

- a) **Safe and Sustainable Food Commission:** Composed of at least five (5) members, including at least two faculty members (preferably from Food Engineering, Environmental Engineering), the Head of the Health, Culture, and Sports Department, the Branch Manager of Nutrition Services, and the food engineer working in Nutrition Services, all appointed by the Rector.
- b) **Chair of the Safe and Sustainable Food Commission:** Appointed by the Rector from among the members of the Safe and Sustainable Food Commission.
- c) **Food Safety Inspection Commission:** Composed of the Head of the Health, Culture, and Sports Department, at least three (3) members for food inspection and health from the Health,

Culture, and Sports Department, one (1) member from the Occupational Health and Safety Unit, one (1) member from the Department of Construction Affairs and Technical Services, and one (1) member from the Administrative and Financial Affairs Department. The Chair of the Food Safety Inspection Commission is the Head of the Health, Culture, and Sports Department.

ç) The term of office for members serving on the commissions specified in subparagraphs "a" and "b" of this article is three (3) years. A commission member whose term has expired can be reappointed by the Rector following the appointment procedure or may be removed from office.

## **Duties and Responsibilities**

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

**ARTICLE 8-** (1) The Safe and Sustainable Food Commission is responsible for coordinating the work of all units related to the safe and sustainable management of food products consumed on the İYTE campus for education, research, production, services, and other activities, under the responsibility and authority of the İYTE Rectorate. The commission fulfills this responsibility with the authority granted by the Rectorate. The duties and responsibilities of the commission are:

- a) Identifying difficulties in implementing the Directive, developing solutions to overcome these difficulties, and determining the Implementation Principles of the Directive,
- b) Reviewing and updating the Directive in case of changes in the legislation specified in Article 3 or other circumstances,
- c) Organizing training sessions and information/awareness meetings for stakeholder participation,
- ç) Inviting unit supervisors/inspectors to meetings,
- d) Evaluating whether food services comply with the provisions of this Directive, as assessed by the Head of the Health, Culture, and Sports Department or the appointed commission, and submitting an annual report to the Rectorate,
- e) Developing strategies to reduce food loss and waste:
  1. Preparing awareness posters and announcements to prevent waste,
  2. Establishing strategies to manage surplus production,
  3. Ensuring the proper disposal of organic waste and used vegetable oils, and determining/evaluating measures to ensure zero hunger, especially among students,
  4. Providing free soup and water through water dispensers on campuses,
  5. Providing affordable and nutritious food alternatives.
- f) Developing strategies to raise awareness of sustainable food,
- g) Organizing training, activities, informative posters, announcements, social media activities, and student competitions..

## **Food Safety Inspection Commission**

**ARTICLE 9-** (1) The meal services are inspected at least once every two (2) months by the Head of the Health, Culture, and Sports Department or an appointed commission to determine if they comply with the provisions of this Directive. A report is prepared based on the findings of the inspection. Sanctions are applied for deficiencies identified during the inspection under the relevant contract provisions. The duties and responsibilities of the commission are:

- a) Considering hygienic conditions in all related processes,
- b) Inspecting whether the physical conditions of the meal service areas are suitable,
- c) Inspecting and controlling all stages related to food hygiene during the supply, preparation, storage, and presentation of food,
- ç) Evaluating complaints and requests from students and staff and providing suggestions for solutions,
- d) Inspecting compliance with price lists determined by authorized persons appointed by the Rectorate,
- e) Preferring the procurement of food from local producers during the purchasing stage,
- f) Using seasonal food products,
- g) Increasing special dietary options (vegan, vegetarian, celiac disease, food intolerance, etc.), and making suggestions to inform consumers about nutritional values and allergen risks,
- ğ) Developing strategies for healthy eating and informing stakeholders (balanced nutrition, reducing calorie value, salt, fat, and sugar content, reducing carbon emission rates)

## **Unit Supervisor**

**ARTICLE 10-** (1) The duties and responsibilities of the Unit Supervisor are:

- a) Ensuring compliance with the principles of the "Safe and Sustainable Food Management Directive" within the unit,
- b) Reporting data requested from the unit by the commission/board to the GSGK,
- c) Evaluating collected data regarding any situations that may threaten food safety,
- ç) Submitting all collected information and statistics within the unit to the GSGK.

## **Decision-Making Process of the Safe and Sustainable Food Commission**

**ARTICLE 11-** (1) The commission meets with the absolute majority of the total number of members and takes decisions with the participation of more than half of those attending the meeting. The commission holds regular meetings every three (3) months and may hold extraordinary meetings upon the call of the commission chair when necessary. Additionally, extended meetings may be held with the participation of unit representatives.

## **THIRD SECTION**

### **Implementation and Execution**

#### **Implementation**

**ARTICLE 12-** (1) This Directive enters into force as of the date it is approved by the İYTE Senate.

**Execution**

**ARTICLE 13-** (1) The Rector executes the provisions of this Directive.