


# GUIDELINES

 <b>ATENEO</b>	<b>Unit</b> : Office for Food Safety and Quality Assurance	<b>Ref. Code</b> : GL - SQ - 02
	<b>Section</b> : Food Safety	<b>Rev. No</b> : 00
	<b>Title</b> : JGSOM (LS 126/127) Food Business Innovations	<b>Page No</b> : 1 of 5
		<b>Date</b> : 03 AUG 2015

## A. Purpose

The purpose of this document is to serve as a guide to the Students under the School of Management Business Acceleration Programs (SOMBA), specifically those students who are into food business innovations. Essentially, these students who are trained to become Entrepreneurs in the Food Industry shall have the right mindset as a Food Business Operator (FBO) on importance of food safety and quality to assure product fitness for use, the mandated food regulatory laws where restaurant and good personnel hygiene practices must be complied with, basic principles of applied food technology, thus, ensure safety of consumers whilst attaining customer satisfaction.

## B. Objectives

### General

To raise the level of awareness of the student food business entrepreneurs on the importance of food safety when handling and processing foodstuffs before distribution and sale in the Philippine market.

### Specific

- To inform the students on OFSQA mandated procedures they need to observe for all food business development ventures.
- To support and encourage student entrepreneurs to enhance industry and consumer confidence in their products, thus ensure these are wholesome, unadulterated, and aimed in the protection of public health from foodborne and waterborne illnesses.

## C. Scope

This guideline is applicable for all student food business innovations under the School of Management taking LS 126 and LS 127 and SOMBA Program. The activities for food product development may be food sales for distribution to the Ateneo community, the Philippine market and for exporting of goods, and non-food sales (i.e. food sampling such as during prototype day or participation in catering activities).

## D. Obligations of Food Business Operators

The principal responsibility of student food entrepreneurs is to ensure that products developed have control systems in place that will enable prevention, elimination and reduction of food safety risks to consumers.

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## E. Strategy Formulation ( Conceptualization of Business)

During LS 126 (Strategy Formulation) and the summer class for SOMBA Program, the students should have been able to do the following:

1. First, the students should conceptualize the business that they wish to introduce to the market.
2. Second, the students should determine if the business will be food- related business or a non-food business. (Please see Appendix 1)

Note:

- a. **ONLY food business ventures** will undergo OFSQA assessment and approval.
  - b. **ONLY** Low Risk products will be allowed for food sales.
  - c. **MEDIUM TO HIGH RISK PRODUCTS** will **ONLY be allowed** for food sales or public consumption, if the FBO have partnered with a Food Manufacturing Industry who will be responsible in the product formulation, microbiological examination, processing and packaging of the products. A food Technologist or licensed Nutrition Dietitian, whichever is applicable to product developed, must be consulted by the student entrepreneur. *(Please refer to PROCESSED FOOD PRODUCTS CLASSIFICATION ACCORDING TO MICROBIOLOGICAL RISK (Department of Health, Administrative Order No. 2014- 0029, September 8, 2014)*
  - d. Home Cooked Products will not be allowed for Categories 2 and 3, and Products belonging to Medium to High Risk Foods.
3. Third, the students should choose which type of food business they would like to introduce to the market:

**CATEGORY 1:** Cooked/ Non- processed food products/Ready to Eat Meals (RTE) (e. g. rice meals, burgers, sandwiches, salads, beverages etc.).Product restriction: tomato- based food products (e.g. tomato pasta, tomato soup, tomato dressings etc.)

**CATEGORY 2:** Pre- packed food products/ Processed food products/ Preserved Foods (e. g. jams, marmalade, sweet sauces, tea, herbal infusions, cocoa mixes etc.)

**CATEGORY 3:** OTHERS, (Fortified Products/ Products with Nutrition Claims/ Disease Specific Meals (DSM) addressing health conditions (e.q. Cookies for Diabetics, Moringga Spread fortified with Vitamin A) )

4. Fourth, the students should meet the food safety requirements of the OFSQA for the specific food business chosen.

## F. OFSQA Requirements for Assessment and Approval

1. Completely fill out the SOMBA Food Business Application Forms.
2. Submit the requirements per assigned Food Category.

<b>REQUIREMENTS FOR ASSESSMENT AND APPROVAL OF OFSQA</b>	<b>CATEGORY 1 Cooked/ Non-processed food products/Ready to Eat Meals (RTE) (e. g. rice meals, burgers, sandwiches, salads, beverages etc.).</b>	<b>CATEGORY 2 Pre- packed food products/ Processed food products/ Preserved Foods (e. g. jams, marmalade, sweet sauces, tea, herbal infusions, cocoa mixes etc.)</b>	<b>CATEGORY 3 Others, Fortified Products/ Products with Nutrition Claims/ Disease Specific Meals (DSM) addressing health conditions (e.q. Cookies for Diabetics, Moringga Spread fortified with Vitamin A)</b>
1	Completely Filled Out SOMBA Food Business Application Form approved by SOMBA adviser	Completely Filled Out SOMBA Food Business Application Form approved by SOMBA adviser	Completely Filled Out SOMBA Food Business Application Form approved by SOMBA adviser
2	Outside Food Handler: Stool and Sputum Exams with Medical Clearances Student Food Handler: Stool Exams with Medical Clearances (Valid for 3 Months), or Updated Health Permits from local government would be acceptable.	Outside Food Handler: Stool and Sputum Exams with Medical Clearances Student Food Handler: Stool Exams with Medical Clearances (Valid for 3 Months), or Updated Health Permits from local government would be acceptable.	Outside Food Handler: Stool and Sputum Exams with Medical Clearances Student Food Handler: Stool Exams with Medical Clearances (Valid for 3 Months), or Updated Health Permits from local government would be acceptable.
3	N/A	If products are toll packed/manufactured, or made by a licensed commercial food establishment, commissary, or pilot food plant, disregard requirement # 2 and submit an updated Sanitary Permit	If products are toll packed/manufacture d, or made by a licensed commercial food establishment, commissary, or pilot food plant, disregard requirement # 2 and submit an updated Sanitary Permit
4	Attend One on One consultations to be conducted by the OFSQA.	Attend One on One consultations to be conducted by the OFSQA.	Attend One on One consultations to be conducted by the OFSQA.

REQUIREMENTS FOR ASSESSMENT AND APPROVAL OF OFSQA	<b>CATEGORY 1</b> Cooked/ Non-processed food products/Ready to Eat Meals (RTE) (e. g. rice meals, burgers, sandwiches, salads, beverages etc.).	<b>CATEGORY 2</b> Pre- packed food products/ Processed food products/ Preserved Foods (e. g. jams, marmalade, sweet sauces, tea, herbal infusions, cocoa mixes etc.)	<b>CATEGORY 3</b> Others, Fortified Products/ Products with Nutrition Claims/ Disease Specific Meals (DSM) addressing health conditions (e.q. Cookies for Diabetics, Moringga Spread fortified with Vitamin A)
5	Product retention per every product produced for 300 consumers must be submitted to OFSQA in an enclosed and sanitized containers.	Product retention per every product produced per every variety must be submitted to OFSQA ( 3 actual samples each)	Product retention per every product produced per every variety must be submitted to OFSQA ( 3 actual samples each)
6	Indicate food packaging material. Food packaging materials should comply with Ateneo Institute of Sustainability (AIS) packaging guidelines.	Indicate food packaging material.	Indicate food packaging material.
7	N/A	Sanitary Permit is required. Therefore, if Sanitary Permit is lacking, the food manufacturer must be able to submit a letter indicating the products developed, the quantity produced and production manager in charge per every batch of product made. This will only be acceptable if the manufacturer such as food pilot plants in a school setting have food related courses.	Sanitary Permit is required. Therefore, if Sanitary Permit is lacking, the food manufacturer must be able to submit a letter indicating the products developed, the quantity produced and production manager in charge per every batch of product made. This will only be acceptable if the manufacturer such as food pilot plants in a school setting have food related courses.

REQUIREMENTS FOR ASSESSMENT AND APPROVAL OF OFSQA	<b>CATEGORY 1</b> Cooked/ Non-processed food products/Ready to Eat Meals (RTE) (e. g. rice meals, burgers, sandwiches, salads, beverages etc.).	<b>CATEGORY 2</b> Pre- packed food products/ Processed food products/ Preserved Foods (e. g. jams, marmalade, sweet sauces, tea, herbal infusions, cocoa mixes etc.)	<b>CATEGORY 3</b> Others, Fortified Products/ Products with Nutrition Claims/ Disease Specific Meals (DSM) addressing health conditions (e.q. Cookies for Diabetics, Moringga Spread fortified with Vitamin A)
8	N/A	For <u>bottled/processed products</u> , complete details such as processing, product labelling and assistance sought from Consultant must be clearly stated.	For <u>fortified products</u> or DSM's, complete details such as processing, product labelling and assistance sought from Consultant must be clearly stated.
9	N/A	Certificate of Analysis per Product/Batch produced must be submitted by the food manufacturer.	Certificate of Analysis per Product/Batch produced must be submitted by the food manufacturer.
10	N/A	For Products with declared shelf life, a shelf life study and microbiological analysis per product and batch produced must be submitted by the food manufacturer.	For Products with declared shelf life, a shelf life study and microbiological analysis per product and batch produced must be submitted by the food manufacturer.

**Note:**

1. Incomplete requirements will not be processed.
2. For assistance on list of accredited food testing laboratories, kindly refer to this link: <http://www.fda.gov.ph/industry-corner/central-laboratory-all-registered-products-with-notifications-clearances-and-certifications/list-of-laboratories-recognized-by-fda>
3. For further assistance/clarifications on the guidelines, please email at fsqa@ateneo.edu or contact the Office for Food Safety and Quality Assurance at 4266001 Local 4174- 4176.