

LAMAR UNIVERSITY

EHS & RISK MANAGEMENT DEPARTMENT

TEMPORARY FOOD DEALER'S POLICIES AND PROCEDURES

1. Properly registered students may conduct events where food is catered, sold or distributed as a part of their fundraising efforts. Faculty and staff may conduct catered events. The University has an exclusive agreement with Chartwells to manage the campus food service program. It is a violation of the agreement to allow any other outside vendors to sell food products or provide samples to our campus community. Questions concerning the use of food vendors should be directed to Lamar University administration.
2. All outside caterers or contractors providing food at the University *must* be in possession of a valid Food Establishment Permit.
3. All outside caterers or contractors providing food at the University *must* possess a certified Food Service Manager's Certification.
4. Faculty, staff, or students serving food at an event and/or intending to use a caterer/outside contractor to cater an event on campus, must follow all rules and regulations mandated by the Office of Risk Management. The individual who obtains the Temporary Food Dealer's Permit is responsible for ensuring all participants of the event adhere to all policies and procedures.
5. Faculty, staff or students shall submit a request for a Temporary Food Dealer's Permit at least **three** business days prior to the proposed event. Any student organization who does not submit their permit and any additional paperwork at least three business days prior to their day of the event will receive a time violation. Please see the Violations section below for more information.
6. Before submitting a Temporary Food Dealer's Permit, a site reservation must be confirmed.
 - a. If obtaining a Temporary Food Dealer's Permit in person, proof of confirmation must be provided.
7. Temporary Food Dealer's Permits expire upon completion of the event except when a variance is granted. If the event is forced to be postponed, please contact the Office of Risk Management for a permit extension before the original permit is to expire. Otherwise, a new permit will need to be submitted.
8. If there are any changes to the items listed on the approved food permit, then those changes must be approved by the Office of Risk Management prior to the event. Food that is served but not listed on the food permit could result in restriction from serving food at the event and an automatic suspension.

9. Faculty, staff and students providing temporary food service establishments on campus shall comply with the requirements of the Texas Food Establishment Rules, Section §228.222 (Page 150); (https://www.austintexas.gov/sites/default/files/files/Health/Environmental/RevisedSite/2015T FERFieldManual20151013_18_.pdf). Failure to comply with these rules and regulations listed in the Requirements for Temporary Food Dealer’s Permit section below will result in the revocation of the Temporary Food Dealer’s Permit, and appropriate University disciplinary action.
10. There are some restricted operations where the University may impose additional requirements to protect against health hazards.
11. The University may prohibit the sale of some or all potentially hazardous foods. Hot ready to eat food items (e.g.. pizza, dough-nuts, etc.) must be sold within four hours of original receipt or must be discarded.

FOOD SALE CATEGORIES

Low Risk:

The following food items may be sold as “Low Risk” food sales provided that they are prepackaged as individual servings. Homemade baked goods, as well as, commercially prepared baked goods (if not originally individually packaged) *must* be individually wrapped. Potentially hazardous foods are foods that if handled or prepared improperly can cause a foodborne illness. Low risk foods are shelf stable; examples of approved foods are:

Candy	Soda	Chips
Cake	Cookies	Brownies

1. To be classified as a “low risk” category, no food which required refrigeration or a hot hold can be sold. This includes cream filled pastries, éclairs, cream pies, etc.
2. Beverages are permitted only if they are served from their original, unopened containers. All open beverages (punch, 2 liter bottles, etc.) are prohibited.
3. All bake sale items shall be individually wrapped at original point of preparation. When serving baked goods or other low risk food items, napkins or other appropriate materials must be provided to pick up the individual food item, or they should be individually bagged prior to sale.
4. Bake sale items shall be transported in a covered, dust proof container.

5. Individuals conducting the baking, wrapping or sale of food shall thoroughly wash their hands and use gloves before handling the food product.
6. Apply good sanitation practices in the storage, preparation and display.
7. Servers must wear an effective hair restraint. A hairnet or a cap/hat that covered all hair is acceptable. Loose hair must be tied.
8. If homemade items are being sold, then a sign or placard stating “Homemade” must be posted at each sale location.

Medium Risk:

Food items requiring special handling, such as refrigeration or heating, may be sold as “Medium Risk” food sales. Any potentially hazardous foods sold must be prepared onsite by members of the organization (except delivered pizza/carry-out pizza).

Medium risk items will be limited to:

Hot dogs	Sandwiches
Nachos (with no chili)	Pizza

During these events:

1. Servers must wear effective hair restraints. A hairnet or a cap/hat that covers all there is acceptable. Loose hair must be tied.
2. Servers must wear disposable gloves or use a serving utensil. Servers must not wear gloves outside of the serving station, and must always wash their hands before changing gloves and use sanitizer regularly.
3. All serving utensils must be washed, rinsed and sanitized before reuse. Using the bathroom sink is not an acceptable way to wash, rinse and sanitize serving utensils.
4. Food must be protected from contamination. Use insulated carriers (i.e. thermos/coolers) to keep at proper temperature (cold hold = 41°F and below; hot hold = 135°F and above) and separate hot and cold items from each other. Depending on the food items, you may need to keep insulated carriers in an ice bath to keep food cold or hot when food permit is submitted for review.

High Risk:

The sale of any “High Risk” food item, must be approved by the Office of Risk Management. Additional requirements and precautions will be applied.

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Exceptions for allowing a High Risk food sale event may be approved with prior authorization from the Fire Marshal’s Office. The adherence to the University of Houston’s policies and procedures listed in this document applies.

- All “high risk” events selling food **must** have a food handler’ on site at all times and must be able to show proper identification when asked.

The following items are examples of “High Risk” items.

Milk and milk products	Shell eggs	Baked or boiled potatoes
Poultry (Chicken, Turkey)	Fish	Cooked Rice
Tofu	Meats: Beef, Pork, Lamb	Heat treated plant food
Soy – protein foods	Shellfish and Crustacea	Garlic and oil mixtures
Raw sprouts and seeds	Cut melons	Cooked beans

REQUIREMENTS FOR TEMPORARY FOOD DEALER’S PERMIT

Each food stand or booth temporarily selling food at the University requires a Temporary Food Dealer’s Permit. Permits are issued by the University Office of Risk Management.

The following list identifies guidelines that must be met while operating a temporary food establishment. If you have any questions, contact the Risk Management Office at (409) 880-7115.

Food and Food Preparation:

1. Food shall be obtained from approved sources and be in sound condition.
2. Meat and poultry products shall be cooked to the following minimum internal temperatures:
 - a. Poultry = 165°F
 - b. Ground meats and pork = 155°F
 - c. Other meats = 145°F
3. Potentially hazardous foods (e.g. foods which consist in whole, or in part of meat; poultry; seafood; dairy; cooked beans; rice; potatoes; or pasta; etc.) must be maintained at **135°F** or above for *hot foods*, or **41°F** or below for *cold foods*. A calibrated thermometer must be on site when potentially hazardous foods are sold/served.
4. A properly scaled **metal stem-type thermometer** shall be used to monitor the proper internal cooking and holding temperatures of potentially hazardous foods.
5. All food, regardless of risk level, must be properly covered at all times to prevent from exposure or possible contamination.
6. Ice used for human consumption must be from an approved source, and stored in bags until used and dispensed properly. **DO NOT** store any food in water, or ice that is intended for human consumption. Use ice scoop or disposable gloves to handle ice. Do not use bare hands.
7. Potentially hazardous foods needing to be reheated prior to the start of the event; must be done rapidly to 165°F or above for at least 15 seconds. A microwave oven, conventional oven, stove,

or electrical skillet may be used. Crock pots, chafing dishes, or food warmers CANNOT be used to rapidly reheat foods.

8. Store all food, utensils, plates, cups, and napkins at least 6 inches above the ground.

Equipment:

1. Food contact with surfaces of equipment shall be protected from contamination by consumers using separating counters, tables, sneeze guards, etc.
2. Provide only single-service articles (e.g. plastic knives, forks, and spoons) to consumers.
3. **Provide three containers** (large enough to completely immerse the largest knife, fork, or spoon) for utensil washing with the following contents:
 - **Container #1** – Potable water and soap mixture
 - **Container #2**– Clean potable water
 - **Container #3** – Sanitation solution (2 caps full of bleach to 1 gallon of water)
4. Utensils, including ice scoops, shall be provided to minimize handling of foods.
5. Provide a sign for homemade items.

Personal Hygiene:

1. Provide enough gloves, hand sanitizer and hair restraints for ALL individuals handling food at your event. Pocket sized bottles of hand sanitizer will not be allowed.
2. Individuals/personnel shall maintain a high degree of personal cleanliness, and conform to good hygienic practices. They shall be excluded from food preparations if one possesses known infections which may transmit food borne illnesses. **Individuals who are feeling ill may not participate in the food sale.**
3. All individuals working in the booth shall wear an effective hair restraint (e.g. ball cap, hairnet, scarf, etc.). In addition, those individuals with hair longer than shoulder length shall tie it back, or wear it up under the hair restraint.
4. DO NOT eat, drink or smoke inside the food prep area.

Toilet Facilities and Waste Disposal:

1. Conveniently located toilet facilities, if provided, will be a distance of at least 50 feet from serving area. Facilities in immediately adjacent buildings are acceptable, if such buildings are unlocked and available for use.
2. Covered containers for refuse and garbage shall be provided.
3. Dispose of all liquid and solid waste properly according to university regulations.

Booth Construction: If provided

1. Provide a ceiling in food preparation and service areas (wood, canvas, or other material that protects the interior of the establishment from weather and other potential contaminating agents).
2. Dust shall be controlled. Floors shall be constructed of concrete, asphalt, tight wood, tarps, outdoor carpet, or the cleanable material approved by the health authority.
3. Pests (flies, roaches, or rodents) shall be controlled. Doors, walls, screening, and other measures may be required when necessary to restrict the entrance of flying insects.

VIOLATIONS:

Offenders with repeated violations of the requirements, policies and procedures on three separate events will be subject to a temporary suspension of applying for the Temporary Food Dealer's Permit. **Any organization operating without a Temporary Food Dealer's Permit will be immediately placed on suspension until the start of the next academic year.** All members planning on participating in a future event shall undergo food safety re-training prior to receiving their next Temporary Food Dealer's Permit. Any organization that accumulates three or more violations, will be immediately placed on suspension