24.01.99.L1.07 Food Safety and Sanitation

Approved: June 23, 2014
Last Revised: XXXXXXXXX
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Standard Administrative Procedure Statement

The purpose of this SAP is to set forth responsibilities for those involved in food safety and sanitation.

Procedures and Responsibilities

1. GENERAL
Sanitary conditions shall be maintained in all Texas A&M International University (TAMIU) buildings and grounds, at University sponsored events, and at all functions conducted on University property. Sanitation refers to the establishment of environmental conditions favorable to human health. General sanitation includes, but is not limited to, public restroom facilities, drinking water, wastewater, solid waste disposal, pest control, and general cleanliness of facilities.

Food safety includes food preparation and food service. All food service operations at the University shall operate in accordance with the Texas Food Establishment Rules and are subject to inspection by the Webb County Health Department and/or the Office of Environmental Health and Safety.

Persons or groups that sponsor events shall maintain facilities and grounds in a sanitary condition, report potentially unsanitary conditions to appropriate Departments/Units, and work with Environmental Health and Safety to resolve issues of unsanitary conditions.

2. RESPONSIBILITIES
All food distribution on campus (sold or given away) must meet the following minimum guidelines:

2.1 Student Organizations
   TAMIU students who distribute food on campus must:
   2.1.1 Attend training and receive a food permit offered through the Office of Environmental Health and Safety.
   2.1.2 Student organizations must receive approval from the Office of Student Activities and submit an Event Registration Form.
2.1.3 Student organizations must receive written approval from the University’s Food Contractor, which has the first right of refusal for serving food on campus.

2.1.4 If working with outside vendors that will be on campus, student organizations must make sure all requirements listed below are met with copies of all required documents submitted to the Office of Student Activities.

2.1.5 If students wish to distribute food off campus, they must meet with the City of Laredo Health Department to receive a permit and receive approval from the Office of Student Activities.

2.2 Outside Vendors

Food distribution from off campus vendors must meet the following guidelines:

2.2.1 Coordinate through Event Services Department.

2.2.2 Receive written permission from University Food Contractor, which has the first right of refusal for serving food on campus.

2.2.3 Obtain a temporary food permit from the City of Laredo Health Department located at 2600 Cedar. (approximately $20)

2.2.4 Present the permit to the Event Services Department four (4) days prior to event.

2.2.5 Provide proof of general liability insurance coverage to Event Services Department.

2.2.6 Departments or organizations utilizing more than one outside vendor must provide a list of all vendors to Event Services.

2.3 Responsibilities of the Office of Environmental Health and Safety

2.3.1 Provide Food Handler Training to student organizations and departments wishing to distribute food on campus;

2.3.2 Conduct unannounced inspections of student organizations/ departments food distribution areas; and

2.3.3 Investigate complaints involving food safety and general sanitation issues, work with responsible parties to correct any non-compliant conditions, and coordinate with the City of Laredo Health Department on any sanitation enforcement issues.

**Related Statutes, Policies, Regulations, Rules or Requirements**

Supplements System Policy 24.01, System Regulation 24.01.01; Texas Food Establishment Rules

**Contact Office**

For further information or clarification, contact Office of Environmental Health and Safety at (956)326-2756.