

STANDARD ADMINISTRATIVE PROCEDURE

24.01.04.M1.02

Food Safety and Sanitation

Approved March 21, 2002

Revised September 17, 2008

Supplements [System Policy 24.01](#), [System Regulation 24.01.04](#) and [University Rules 24.01.04.M1](#)

SAP Statement

The purpose of this procedure 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 TAMU 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 are 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 temporary food service operations on the university shall operate in accordance with the Texas Food Establishment Rules and are subject to inspection by the Brazos County Health Department and Environmental Health and Safety (EHS). This does not apply to purchases of food and beverage for personal consumption or closed events such as private tailgate parties, cook-outs, picnics, potluck dinners, departmental or student organization events that are **not open for consumption by the general public**.

2. RESPONSIBILITIES

2.1 Persons or groups securing food or beverage for an event are responsible for confirming the eligibility of a non-University food vendor to serve food or beverages on the Texas A&M University campus through EHS. The delivery or service of food and/or beverages by unauthorized providers is prohibited.

- 2.2 Persons or groups using a non-University commercial food vendor that delivers food or provides catering service for Texas A&M University affiliated departments are responsible for submitting the required EHS Food Distribution Form found at <http://ehsd.tamu.edu>.
- 2.3 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 EHS to resolve issues of unsanitary conditions.
- 2.4 Application to the Brazos County Health Department for temporary food permits and to TAMU EHS for a Food Distribution Form must be submitted at least 72 hours prior to the start of the event.
- 2.5 When preparing and serving food to the public on the University campus or at a University sponsored event, a non-commercial non-University food vendor must obtain a Temporary Food Permit issued by the Brazos County Health Department in addition to submitting EHS Food Distribution Form. The Temporary Food Permit and the Food Distribution Form are ONLY valid for the event referenced on the certificate and will expire 72 hours after issuance.
- 2.6 EHS shall investigate complaints involving food safety and general sanitation issues; work with responsible parties to correct out of compliance conditions; and coordinate with the Brazos County Health Department on any sanitation enforcement issues.
- 2.7 Texas A&M University EHS is responsible for inspections of temporary food service events in all TAMU buildings and grounds. These inspections can be at the on-campus food preparation site or the non-University food vendor's service location and may include, but are not limited to:
 - a. operation, condition and maintenance of facilities,
 - b. quality and quantity of foods served,
 - c. food preparation and content
 - d. methods of service
 - e. safety and sanitation,
 - f. condition of equipment, and
 - g. employee food handling certification.
- 2.8 EHS is authorized by the provisions of this SAP and the corresponding rules to shutdown non-University food vendor operations on campus or at University sponsored events when:
 - disregard of safe food handling practices are found during the preparation or service of food at an on-campus or University sponsored event,

- multiple offenses to the provisions of University Rules and SAP's are found.

Note: Bake sales are exempt from the requirement to obtain EHS and the Brazos County Health Department certification. The baked goods must be pre-portioned and wrapped (i.e. plastic wrap) prior to the event. This eliminates the need for a hand washing station, and the need to clean and sanitize utensils at the site. It is also recommended that all of the baked goods should be labeled with product names and a list of ingredients. This is helpful to individuals who may have food allergies or sensitivities. The food label may be in the form of an attached label on the package, a placard, or as a recipe that is available to the consumer.

Contact Office

For SAP clarification or interpretation, contact [Environmental Health and Safety \(EHS\)](#) at 979-845-2132.