



STANDARD ADMINISTRATIVE PROCEDURE

24.01.01.M4.02 Food Safety and Sanitation

Approved March 21, 2002

Revised September 17, 2008

Revised November 4, 2010

Revised February 11, 2014

Revised June 5, 2019

Next scheduled review: June 5, 2024

Standard Administrative Procedure Statement

Texas A&M University recognizes the public health and risk management interests inherent in the establishment of consistent standards, practices and processes governing the provision of food and beverage service on University property or at University sponsored events. 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 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. This SAP applies to all University buildings, grounds, and property located in Brazos County and thus under the jurisdiction of the Brazos County Health District (BCHD). All food service operations shall operate in accordance with the Texas Food Establishment Rules (TFER) and are subject to inspection by BCHD and/or Environmental Health and Safety (EHS). Food service and sanitation on University property located outside of Brazos County or at TAMUQ shall operate in accordance with the local authority having jurisdiction over public health. Food service at TAMUG shall operate in accordance with contractual obligations to Chartwells including exclusivity and right of first refusal, as outlined in section 2.2 of this SAP.

This policy applies to food paid for through TAMU Procurement Cards, Financial Management Operations (FMO), Student Business Services (SBS), and donated food from an approved source that will be served to the public.

This SAP does not apply to purchases of food and beverage for personal consumption or closed events such as departmental and student organization events, private tailgate parties, cook-outs, picnics, meetings, or potluck dinners that are **not open for consumption by the general public**.

In any instance where a tailgate party, picnic, meeting, or potluck dinner organized by a University department or student group extends the service or sale of food to the general public, the individuals responsible for preparation of the food must obtain appropriate certifications from Environmental Health and Safety and the Brazos County Health District as specified in Sections 3 and 4 of this procedure.

Note: Bake sales are exempt from the requirement to obtain EHS and Brazos County Health District approval. The baked goods must be pre-portioned and wrapped (e.g., 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 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.

2. LOCATION RESTRICTIONS

2.1 Only the Texas A&M University dining vendor, Chartwells, may deliver, serve or cater food in dining areas of their facilities, dining halls, restaurants, food kiosks, snack bars, or banquet halls maintained by University Dining (for a complete list of restricted locations, go to <https://dineoncampus.com/tamu/where-to-eat>).

2.2 Food service and sanitation at TAMUG shall operate in accordance with the Galveston County Health District (GCHD), the local authority having jurisdiction over public health (<https://www.gchd.org/public-health-services/environmental-health-services/-/consumer-health-services/food-service-establishments>), and contractual obligations to Chartwells. This includes the exclusive right to provide and manage the campus dining service program, the exclusive right to provide catering in the Waterfront Pavilion, and the right of first refusal for catering in all other facilities.

2.2.1 In the event that Chartwells declines to provide catering service, the requesting department should contact TAMUG Environmental Health and Safety to ensure compliance with GCHD food safety programs.

2.2.1.1 All external food service vendors that will be serving or selling food to the public are required to be permitted by the applicable GCHD

food service code and provide proof of their permit and liability insurance.

2.2.1.2 If you are hosting or coordinating a meeting, tailgate, party, potluck meal, or other closed event, and the service of food is not open for consumption by the general public, and Chartwells has declined to provide catering service, then the requesting department does not need to provide proof of their permit and liability insurance.

2.2.2 Any questions regarding compliance with the remainder of this Standard Administrative Procedure should be directed to TAMUG Administration & Auxiliary Services.

2.3 Food and non-alcoholic beverages may be served by approved vendors in University facilities or on University grounds not restricted for food or beverage service by Section 2.1 of this procedure, by the respective Dean (for buildings housing academic activities), or by the respective Vice President (for buildings housing non-academic activities). University provisions governing alcoholic beverages are published in SAP 34.03.99.M0.01, *Alcoholic Beverages*. All references to “beverage(s)” in this procedure are to non-alcoholic beverages.

2.4 Food delivery or catering services may be provided by non-University food vendors in outdoor locations on University grounds so long as:

2.4.1 The event is sponsored by a group or department affiliated with Texas A&M University,

2.4.2 The provision of food for the event does not interfere with University operations or academic activities, and

2.4.3 The outdoor location is not adjacent to a University Dining facility (restricted locations listed at <https://dineoncampus.com/tamu/where-to-eat>).

2.5 Persons or groups securing space for events are responsible for confirming that food or beverages may be served in the facility in which the event is scheduled and that any required Concessions Permits (through the office of Student Activities) have been obtained. The event sponsor is responsible for obtaining access to the facility, securing it when the event has ended, ensuring that the location used is cleaned and returned to its pre-event condition, and repairing any damage occurring to University property in relation to the event. Costs associated with necessary cleaning or repairs resulting from a particular event shall be the responsibility of the department or student organization securing the space.

2.6 Food and beverage service may not be provided in areas where sanitation problems or pest infestation have not been mitigated (Example: under treed areas

with concentrated bird populations). Under no circumstances will food be dispensed in the Billy Pickard Pedestrian Passageway under Wellborn Road.

3. REQUIREMENTS FOR NON-UNIVERSITY COMMERCIAL FOOD VENDORS

- 3.1 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 <https://ehs.tamu.edu/programs/food-safety/> at least seven days prior to the start of the event.
- 3.2 In addition to the EHS Food Distribution Form, a commercial food vendor must have a retail food permit issued by the Brazos County Health District. If a commercial food vendor is based in a county outside the jurisdiction of BCHD, the food vendor must obtain a Temporary Retail Food Permit or other required authorizations (or for events outside of Brazos County, the relevant health authority). Application to BCHD for temporary food permits must be submitted at least 72 hours prior to the start of the event. EHS will not approve the Food Distribution Form if the vendor is not properly permitted.
- 3.3 Non-University commercial food vendors who are authorized to serve food on University property may only gain access to University locations during events sponsored or authorized by Texas A&M University departments, groups, or organizations, and may only serve food in the scheduled location specific to the event for which the vendor was hired.
- 3.4 Commercial food vendors assume responsibility for food clean-up, trash removal, reimbursement to University departments or groups for damages caused by the vendor to University property, securing appropriate permits for parking, complying with parking regulations, and paying fines resulting from parking violations.

4. REQUIREMENTS FOR NON-COMMERCIAL NON-UNIVERSITY FOOD VENDORS

- 4.1 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 Retail Food Permit issued by the Brazos County Health District in addition to submitting the EHS Food Distribution Form found at <https://ehs.tamu.edu/programs/food-safety/>. 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.
- 4.2 Application to the Brazos County Health District for temporary food permits must be submitted at least 72 hours prior to the start of the event. EHS requires submission of a Food Distribution Form seven working days prior to the start of the event.

5. RESPONSIBILITIES

- 5.1 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.
- 5.2 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. A non-University food vendor must provide service in such a way that there are no additional costs to Texas A&M University beyond the purchase price for the food and catering services. Incidental use of University facilities by non-University food vendors must be avoided. Delivery or catering services clean-up and trash removal must be fully carried out by the persons or groups hosting the event such that no additional custodial or maintenance support is necessary to return the facility to its pre-event condition.
- 5.3 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 District on any sanitation enforcement issues.
- 5.4 The Brazos County Health District is responsible for inspections of all food service operations in all TAMU buildings and grounds. This responsibility will be carried out in conjunction with Environmental Health & Safety. BCHD may notify EHS when a facility is in need of inspection, though unannounced inspections may be conducted at any time by the BCHD and/or EHS. These inspections may include, but are not limited to:
 - a. operation, condition and maintenance of facilities
 - b. food preparation and content
 - c. methods of service
 - d. safety and sanitation
 - e. condition of equipment
 - f. employee food handling certification.
- 5.5 EHS will coordinate with BCHD for any foodborne illness investigations and/or complaints.
- 5.6 EHS and BCHD are 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,
 - any practices or conditions are found to be a potential threat to public health, or

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

5.7 EHS is responsible for the review and approval of EHS Food Distribution Forms.

6. WAIVER OF UNIVERSITY LIABILITY

6.1 Each non-University commercial food vendor that delivers or serves food or beverages on University property or at University sponsored events MUST, as a condition of receipt of the University's authorization, agree to indemnify, hold harmless and release the University from all liability associated with the operations and services of the non-University food vendor.

6.2 Each non-University commercial food vendor that requests authorization to serve food or beverages on University property or at University sponsored events MUST secure the required liability insurance policy(ies), and if requested, provide proof of liability insurance by way of submission of a Certificate of Insurance.

7. AUTHORITY OF THE UNIVERSITY

7.1 As a condition of serving food on the Texas A&M University campus, a non-University food vendor agrees to allow a representative of the Brazos County Health District and/or Environmental Health and Safety to review, inspect, and/or evaluate the operations of the non-University food vendor's on-campus food preparation or service location.

7.2 Representatives designated by the University as indicated in Section 5.6 are also authorized by the University to direct any non-University food vendor to leave University premises. EHS and/or BCHD may condemn and/or embargo food items or prohibit the sale of such items if deemed in the interest of public health and safety.

Related Statutes, Policies, or Requirements

Supplements [System Policy 24.01](#), [System Regulation 24.01.01](#), [University Rule 24.01.01.M4](#)

Contact Office

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