

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Safety
AREA: Environmental Health and Life Safety

Number: 06.03.04

SUBJECT: Food Sanitation Program

I. PURPOSE AND SCOPE

The University of Houston food service establishments are subject to Texas Department of State Health Services and University of Houston System rules and regulations. University of Houston policies and procedures are developed to ensure compliance with these regulatory authorities. Find the Texas Food Establishment ~~rules~~-Rules [here](#).

The purpose of the Food Service Sanitation Program is to protect the University of Houston faculty, staff, students, and visitors by providing safe, and sanitary, food establishments on campus with implementation of the Hazard Analysis Critical Control Point (HACCP) program.

The Food Service Sanitation Program shall apply to all food establishments on the University of Houston campus. These approved food establishments shall include, but not be limited to residential cafeterias, delicatessens, caterers, food trucks, temporary food service establishments, farmers' markets, and any other establishment where food and beverages are prepared or served to the UH community, whether for a charge or no charge.

II. POLICY

It is the policy of the University of Houston to provide and monitor safe and sanitary food service establishments on this campus. The Food Service Sanitation Program will ensure a safe and sanitary environment by enforcing the most current [Texas Department of State Health Services](#) guidelines; Texas Food Establishment Rules (TFER) will be used for all food service establishments on campus and additionally monitor compliance with federal health rules and regulations.

III. DEFINITIONS

A. Food Safety Specialist: A person authorized by the University of Houston to conduct food sanitation inspections of campus food establishments and investigate any report of unsafe food, food handling or potential foodborne illness.

~~B.~~ TFER: Texas Food Establishment Rules.

~~B.C.~~ Food Safety Team: This team includes the Food Safety Specialists and their direct supervisor; the team completes all on-campus food sanitation inspections and investigates any reports regarding unsafe food, food handling or potential foodborne illness.

~~C.D.~~ Food Establishment: An operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption.

~~D.E.~~ Food Employees: An individual working with unpackaged food, food equipment or utensils, or food-contact surfaces.

IV. OBJECTIVES

- A. Reduce the incidence of foodborne diseases on the University of Houston campus.
- B. Monitor the food safety and sanitation practices at all food service establishments on campus and ensure continuous improvements.
- C. Increase surveillance of food establishments by providing additional monitoring for food service establishments deemed to be serving high-risk food and beverages.
- D. Provide additional education to all food service managers and employees as deemed necessary.
- E. Provide updated information to food facility managers on any changes from the [U.S. Food and Drug Administration](#) and the [Texas Department of State Health Services \(TFER\)](#).
- F. Ensure all food service supervisors, managers, and persons in charge have attended the [City of Houston, Health and Human Services, Consumer Health Division, Food Manager's Certification Course](#) or [other accredited food service manager's course deemed equivalent to the City of Houston Certification Course](#). All Food Manager's Certificates must be maintained, posted, and current.
- G. Ensure all food employees have a valid Texas-accredited food handler's certification within 60 days of employment.
- H. In the event a UH food safety specialist determines food is not fit for human consumption or equipment is not maintained in proper working condition, the UH Food Safety Specialist will have the authority to remedy the situation, up to and including ceasing operations until the safety issue is corrected and a second inspection of the issue has been conducted by the UH food safety specialist.

V. TEMPORARY FOOD DEALER PERMIT RULES

- A. Departments, colleges, and student organizations applying for temporary food dealer permits must read and abide by the Temporary Food Dealer's Policies and Procedures found [here](#).
- B. All food establishments must obtain a permit from the UH Fire Marshal's Office prior to operation. Any establishment that operates without an approved permit will be closed down until obtaining a proper permit.
- C. UH Food Safety Specialists may revoke any temporary food dealer's permit [upon discovery of](#) unsafe food practices or any other unsafe act or condition discovered during an inspection.
- D. This policy does not apply to purchases of food and beverages for personal consumption or closed events such as those hosted privately by a department or student organizations, private tailgate parties, cook-outs, picnics, or potluck dinners that are not open for consumption by the general public.

VI. ADDITIONAL TEMPORARY FOOD DEALERS' INFORMATION

- A. Departments and student organizations wishing to apply for a temporary food dealer permit must do so either through <http://www.uh.edu/getinvolved/> or by visiting the UH Fire Marshal's Office at least three business days prior to their scheduled event. Some additional paperwork may be required prior to approval by the Food Safety Team. All food items must be approved by the Food Safety Team. Certain types of food are not allowed to be served, including sushi and wild game meat.
- B. ~~For example, e~~Outside caterers and contractors are required to provide a valid food establishment permit and food manager's certificate. High-risk foods require an organization member to obtain a food handler's certificate.
- C. A complete list of ~~temporary Temporary food Food dealer's Dealer's~~ policies and procedures can be found at the following web site:
<http://www.uh.edu/ehls/general/food-safety/temp-dealer/policy/UH%20Temporary%20Food%20Dealers%20Policy.pdf>.

VII. REVIEW AND RESPONSIBILITY

Responsible Parties: UH Fire Marshal
 Assistant Vice President for Campus Safety
~~Assistant Associate~~ Vice President for ~~Administration~~

Review: Every five years on or before August 30

VIII. APPROVAL

Assistant Vice President for Campus Safety

Vice President for Student Affairs and Enrollment Services

Senior Vice President for Administration and Finance

President

Date of President's Approval: _____

IX. REFERENCES

[Texas Administrative Code, Chapter 228](#)

[UH Temporary Food Dealer's Policy](#)

[City of Houston, Health and Human Services, Consumer Health Division, Food Manager's Certification Course](#)

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	TBD	Initial edition