

UNIVERSITY OF HOUSTON
DEPARTMENT OF PUBLIC SAFETY
FIRE MARSHAL'S OFFICE

**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 Aramark 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 UH Auxiliary services.
2. All outside caterers or contractors providing food at the University of Houston must be in possession of a valid Health Permit (City of Houston, Harris County, or the State of Texas).
3. All outside caterers or contractors providing food at the University of Houston 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 Department of Public Safety Fire Marshal's Office (FMO). 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** working days prior to the proposed event.
6. Prior to obtaining a Temporary Food Dealer's Permit, a site reservation must be confirmed.
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 FMO for a permit extension before the original permit is to expire. Otherwise a new permit will need to be filed.
8. Faculty, staff, or students providing temporary food service establishments on campus, shall comply with the requirements of the Texas Department of Health; Rules on Food Service Sanitation, Section 229.170; and the City of Houston Food Ordinance, Article II Chapter 20. Failure to comply with these rules and regulations will result in the revocation of the Temporary Food Dealer's Permit, and appropriate University disciplinary action.
9. There are some restricted operations where the University may impose additional requirements to protect against health hazards.
10. The University may prohibit the sale of some or all potentially hazardous foods. Hot ready to eat food items (e.g. pizza, doughnuts, etc.) must be sold within four hours of original receipt or discarded.
11. Temporary food establishments planning to use barbecue pits, reheating, or hot holding devices that require an open flame, must obtain an Open Flame Permit from the FMO.

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. Home-made baked goods as well as commercially prepared baked goods (if not originally individually packaged) must be individually wrapped. Submit “Low Risk” forms for food that is not potentially hazardous. 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
 - Bake sale items (e.g., cake, cookies, brownies)
1. No food which requires refrigeration can be sold. This includes: cream-filled pastries, éclairs, cream pies, etc. Foods that must be kept warm are also prohibited.
 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 the original point of preparation. If serving donuts, napkins or other appropriate materials must be provided to pick up the individual donuts, 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 and/or wrapping or sale of food shall thoroughly wash their hands before handling the food product.
 6. Apply good sanitation practices in the storage, preparation, display.
 7. 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/carry-out pizza). Any food requiring preparation by a charcoal, wood burning or propane device will be allowed in designated campus locations (Lynn Eusan Park, Butler Plaza and the UC Satellite Patio).**

“Medium Risk” items will be limited to:

- Beef/Chicken tacos
- Hamburgers
- Sandwiches/Hot dogs
- Nachos
- Pizza

During these events:

1. Servers must wear an effective hair restraint.
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. Protect food that is served. Use insulated carriers (i.e. thermos/coolers) to keep hot/cold items hot/cold, and separate hot/cold items from each other.

HIGH RISK:

All other food sales not listed above are considered “High Risk”. The sale of any “High Risk” food item, whether hot or cold, purchased or donated, will be allowed by University policy only for those whom first obtain a Food Handlers Certificate through the City of Houston

(<http://www.houstontx.gov/health/Food/foodmanagers.html>), a SERVSAFE Food Handler's Certificate (<https://www.servsafe.com/home>) or an approved source. Fees are associated with obtaining these certificates. Once the certificate is obtained the application for the University of Houston's Temporary Food Dealer's Permit may be submitted to the Fire Marshal's Office. 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 still applies.

REQUIREMENTS FOR TEMPORARY FOOD DEALER'S PERMIT

Each food stand or booth temporarily selling food at the University of Houston requires a Temporary Food Dealer's Permit. Permits are issued by the Department of Public Safety Fire Marshal's Office (FMO), General Services Building.

The following list identifies guidelines that must be met while operating a temporary food establishment. If you have any questions, contact the Fire Marshal's Office at 713-743-1635.

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: Poultry = 165 degrees F; Ground Meats and Pork = 155 degrees F; and Other Meats = 145 degrees 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 degrees F** or *above* for *hot foods*, or **41 degrees F** or *below* for *cold foods*.
- 4) 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.
- 5) A properly scaled **metal stem-type thermometer** shall be used to monitor the proper internal cooking and holding temperatures of potentially hazardous foods.
- 6) Potentially hazardous foods needing to be reheated prior to the start of the event; must be done *rapidly* to **165 degrees 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.
- 7) 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 gloves and hand sanitizer.
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.
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 shall be provided. Facilities in immediately adjacent UH 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

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:

1. 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.** 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.

Link to permit:

<http://www.uh.edu/fire/forms/Temporary-Food-Dealers-Permit-Application.pdf>