

**UNIVERSITY OF HOUSTON-CLEAR LAKE
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

Effective Date January 7, 2022		Number F 01
Subject Temporary Food Permit Policies and Standard Operating Procedures		
Reference 25 TAC 228.222, 25 TAC 229		Special Instructions None
Distribution UHCL Faculty, Staff, Students, and Guests	Reevaluation Date January 7, 2024	No. Pages 14

I. PURPOSE

Food can cause illness if not handled, prepared, or served properly. Therefore, precautions must be taken to ensure no food-related illnesses will affect the health and wellbeing of anyone in the UHCL community.

When faculty, staff, students, and/or visitors do not utilize the food service provider on campus, and want to cook and/or distribute food on campus, steps must be taken to ensure food is purchased, handled, prepared, and served in a safe manner according to state food health regulations for the public. The university has developed this SOP, the *Temporary Food Permit Policies and Standard Operating Procedures* to address those requirements.

Anyone requesting to distribute food on campus must apply online for a Temporary Food Permit, comply with the requirements of the [Texas Temporary Food Establishments, in 25 Texas Administrative Code \(TAC\) Rule §228.222](#) (including references to other sections in [Chapter 228](#)), and the requirements set forth in this document.

This SOP provides details of the UHCL Temporary Food Permit Program, and does not in any way replace or supersede Food Safety and Health Regulations set forth by any city, county, the State of Texas, or any federal regulations. Where this policy or local regulation sets stricter standards, the stricter standard shall be followed.

II. POLICY

UHCL has an exclusive agreement with Chartwells, the UHCL Dining (Food) Services provider on campus. It is a violation of that agreement to allow any other outside vendors to sell food products or provide samples to our campus community without requesting Chartwells services first. This also applies to departments, groups, and/or organizations at

UNIVERSITY OF HOUSTON-CLEAR LAKE ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT

UHCL using university funds greater than \$100, or more than \$500 for UHCL-Pearland. To do this, obtain approval from University Procurement Department by submitting a [Food Service Waiver Request form](#) for on campus (UHCL or UHCL-Pearland). The Waiver Request Authorization form must be submitted a minimum of ten business days prior to event by email to the [University Procurement Department](#) or in person. Catering requests with Chartwells may be submitted via: <https://dineoncampus.com/uhcl/fresh-fork-catering>.

Non-profit employee and student groups may sell food items for fundraising purposes. Student Organizations registered with the Office of Student Life are considered non-profit. Individuals wanting to make profit are not under the purview of UHCL Temporary Food Permits, and are not authorized by UHCL EHS. See cottage food production in section IV. Procedures, item V.

Store made or donated foods items may only be distributed for free at events. They may not be sold or distributed by or for “donations”.

All outside caterers/vendors/restaurants/contractors providing food at UHCL and UHCL-Pearland must have a valid City or County Health Permit and Food Service Manager’s Certification.

Food and beverages are categorized into LOW, MEDIUM, and HIGH Risk Categories. Each level has responsibilities for all participants, which are designated as Responsible Person(s) and Event Assistant(s).

Food Handler Training is required for all participants in any risk category. Links to training are included in each section, and at the end of this document in section IV.X.

III. DEFINITIONS

- A. EHS – Environmental, Health and Safety Department
- B. Event Assistant – Individual that prepares and/or distributes food or drink to the public.
- C. Food Handler – A “food employee”, or individual working with food, food equipment or utensils, or food contact surfaces, that has successfully completed a food handler safety training accredited by the Texas Department of State Health Services (TDSHS) or the American National Standards Institute (ANSI). Nominal Fees are associated with obtaining these training certificates, which are paid directly to the training provider and are at the expense of the applicant/organization. Training may be found at the following links: <http://www.learn2serve.com> or <https://www.servsafe.com>.

**UNIVERSITY OF HOUSTON-CLEAR LAKE
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

- D. Food Manager – Individual responsible for ensuring the food service establishment and associated food handlers follow all food safety regulations. One who understands time and temperature control requirements of food in purchasing, storage, handling and preparation to prevent foodborne illness; and has successfully completed a food manager training accredited by the Texas Department of State Health Services (TDSHS) or the American National Standards Institute (ANSI). Fees are associated with obtaining this training certificate, which are paid directly to the training provider and are at the expense of the applicant/organization. Training may be found at the following links: <http://www.learn2serve.com>, <https://www.servsafe.com>, or <https://www.houstonconsumer.org/food-permits/food-manager-food-handler-certification>
- E. OFP – Open Flame Permit. When open flame will be needed (i.e., sterno for hot holding), select OFP on the temporary food permit application, upload the [fire extinguisher training](#) certificate for the Fire Watch person(s), and the OFP will be generated along with the TFP if/when approved.
- F. PPE – Personal Protective Equipment, such as gloves, hair restraint, and face mask.
- G. SOP – Standard Operating Procedure. Typically refers to this document.
- H. Responsible Person – The applicant of the TFP and/or OFP, who is trained, and ensures the food service and/or event, and event assistant(s) adhere to policies and procedures.
- I. TFP – Temporary Food Permit. A one-time use permit that is approved for a specific date and time range, with a maximum of four hours. The link to apply is at: <https://apps.uhcl.edu/EHS/PermitRequests>.
- J. Low Risk Category – includes foods that are shelf stable, ready-to-eat, non-perishable, low moisture content, or are preserved and do not require any form of heating or cooling before being served. They must also be individually wrapped, bottled or canned at the location they were made (point of origin). Examples include: dry baked goods such as cookies, brownies, cupcakes, and cake slices. Low risk does not include cream cheese toppings or cream or fruit filled items.
- K. Medium Risk Category – covers heat-and-eat foods that are commercially pre-cooked or preserved, such as canned beans or chili, shelf stable cheese, or hot dogs, which are required to be warmed up by microwave, slow cooker, sterno fuel cans, or similar. These foods must be heated up immediately after opening, kept hot, and consumed within 4 (four) hours of preparation.

**UNIVERSITY OF HOUSTON-CLEAR LAKE
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

- L. High Risk Category – covers food cooked from raw ingredients, that must be stored and/or maintained at specific temperatures (either hot, refrigerated or frozen), and all foods not covered by Low or Medium Risk Categories. HIGH Risk Category foods are no longer allowed at UHCL, unless they are professionally cooked, or certain large events hosted by UHCL departments arranged well ahead of time.

- M. Catering Services – for the purpose of this policy, a catering service is a properly licensed entity which provides food services (cooking and/or provision of cooked and/or uncooked food) at an event. The catering service is required to have properly trained personnel along with all necessary equipment to maintain temperature control and handling of food before, during, and after the event.

IV. PROCEDURES

- A. All UHCL employees and students requesting to serve food are required to apply online for a Temporary Food Permit (and Open Flame Permit if applicable) at least 14 days prior to the proposed event.**
 - 1. You will need a valid UHCL email and login credential to use the online system.
 - 2. Only employees or students with a UHCL email can be the Responsible Person (applicant) and request the TFP through website.
 - 3. Temporary Food Permit requests can be found at the following link:
<https://apps.uhcl.edu/EHS/PermitRequests>
 - 4. The “Username” is your faculty, staff, or student email prefix, same as your UHCL computer and email account login (e.g. lastname@uhcl.edu, or lastname1234@uhcl.edu).

- B. Student Organizations must be officially recognized and registered with the UHCL Student Life Office before they may apply online for temporary food permit.**

- C. UHCL Scheduling must confirm site reservation before applying to the TFP and/or OFP online. Food permit approval is separate from scheduling, which may be found at:**
<https://www.aaiscloud.com/UHoustonClearlake/default.aspx?home>.

- D. A Declaration of Acknowledgement (DOA) of having read this SOP must be submitted in the online permit system for each applicant/Responsible Person before an application can be completed online. After the DOA is uploaded, the application link will appear.**
 - 1. The Responsible Person and Event Assistant(s) are required to read this SOP and sign a DOA stating they have read and understand this SOP.

**UNIVERSITY OF HOUSTON-CLEAR LAKE
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

2. Declaration of Acknowledgement(s) can be submitted as one sheet with several signatures, or individually online. Submitting individually allows for the DOA to be searched by name for later applications.
3. The DOA signature page is good for one year, and can be found at the following link:
<https://apps.uhcl.edu/EHS/PermitRequests>

E. Food Handler Training certificate is required from the Responsible Person(s) and event assistant(s) before permit approval.

1. Nominal Fees are associated with obtaining these training certificates, which are paid directly to the training provider and are at the expense of the applicant/organization. Training may be found at the following links: <http://www.learn2serve.com> or <https://www.servsafe.com>.
2. Upload a copy of the current certificate to the online permit system.

F. Applicants who do not have a valid UHCL email account, such as community members renting UHCL facilities for events (not for food/beverage profit—see also Cottage food production below in subsection V.), must be sponsored by the Scheduling department or department/location renting from if reserved separate from the Scheduling department. The sponsor will be responsible for submitting the TFP, training certificates, and any other requirements which must be met for the event. The sponsor will not be responsible for event compliance, but will ensure compliance by the external customer and/or their caterer. If online assistance is not possible, a [paper version](#) may be submitted by email to FoodPermits@uhcl.edu with the same 14 day advance request.

G. To request catering from the campus food service provider, contact Chartwells at foodservice@uhcl.edu.

H. Open Flame Permit (OFP)

1. An OFP is required to approve the use of open flames for food cooking, hot holding, or decorative purposes. This includes items such as chafing fuel cans, wood/charcoal grills, barbecue pits, propane grills, candles, sparklers, tiki torches, oil lamps, bonfires, etc.
2. A designated Fire Watch must always be present when open-flame equipment is in use. This person may be the same as the Responsible Person/Applicant.
3. The designated Fire Watch must complete Fire Extinguisher Training and upload certificate before an OFP can be approved. This free, short training may be found at: <http://www.fireextinguishertraining.com>. Click on the tabs/links on the website and learn about A/B/C and K extinguisher types.

**UNIVERSITY OF HOUSTON-CLEAR LAKE
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

4. The Responsible Person for the OFP is required to ensure all participants of the event adhere to all policies and procedures, and must be present at all times.
5. To request an OFP, check “use of open flames” on the TFP application. The OFP will be generated automatically along with the TFP if/when TFP is approved.
6. Print the OFP and place it on your table during the event.

I. Allergens

1. Potential allergens must be listed on a sign for patrons. An allergen sign will be generated and emailed along with your TFP when you select which allergen ingredients you will have in the application. The common allergens listed are eggs, milk, peanuts, tree nuts, soy, wheat, fish, shellfish, MSG, and sulfite preservative. You can type in and add any other potential allergen ingredients.
2. Print and post this allergen sign at your event.

J. Application Changes

1. The TFP and OFP expire upon completion of the event. If the event is rescheduled, a new site reservation is necessary, and applicants should contact the EHS Department by email to request TFP and/or OFP permit modifications, otherwise a new application for a TFP and/or OFP will need to be submitted.
2. If there are any modification requests to the already approved application (e.g. changes to the food items, changes to the Event Assistants on site, caterer/vendor listed on an approved TFP) then those changes must be approved by the EHS Department well in advance of the event, similar to a new permit request. Please note that if the changes involve a change in risk level, the TFP may not be approved.

K. Private Events Exemption

1. A TFP is not required when an organization, campus office, department, or service unit hosts a private event within their own area (e.g. staff meeting, intra-departmental birthday celebration) and food is served to members only.
2. These personal and/or private events held by an immediate group or organization are closed to the public. “Members Only” and/or “No Visitors Allowed” signage is required to be displayed and clearly visible if the event is held in a public area.
3. Events are not considered private if they are advertised around campus to other students, faculty staff, etc.
4. Food must still be in accordance with federal and state safety rules, including fresh ingredients from approved sources, within storage “best by” timelines, in sound

**UNIVERSITY OF HOUSTON-CLEAR LAKE
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

condition (e.g., correct color & odor, texture, not slimy), kept at the required temperatures before, during, and after cooking.

5. Dishes should be covered for dust and sneeze protection. Clean utensils, hand hygiene and hand sanitizer or gloves should be utilized.

L. LOW Risk Category and Requirements

1. LOW Risk Category foods are shelf stable, ready-to-eat, non-perishable foods that have a low moisture content, or are preserved. This food does not need temperature control before being consumed. It does not need to be reheated or kept cold.
2. LOW Risk Category homemade food items must be pre-packaged, individually wrapped, single servings. These food items may not be unwrapped and cut into smaller serving portions on campus per the Temporary Food Permit [regulations](#).
3. Examples of LOW Risk Category foods include: individually wrapped candy, single serving sized soda or juice bottles/cans, single serving sized potato chip packages, individually wrapped baked items (e.g., prepackaged: cookies, brownies, cake slices), single serving popcorn bags/cups.

Candy Confections (e.g. lollipops, chocolate)	Baked Items (e.g. cookies, brownies, cupcakes, cake)	Items Fried at home (e.g. chips, donuts)
Beverages (e.g. soft drink, juice, water)	Snacks (e.g. nuts, seeds, trail mix, popcorn)	Other (e.g. beef jerky, pickles)

4. Any food and/or pastries that include dairy, cream, or fruit fillings and/or toppings (e.g. éclairs, cream pies) have high moisture content and are perishable, so are not allowed.
5. Beverages are permitted only if they are served from their original, unopened, single serving containers. All large opened beverages (e.g. punch bowls, 2-liter bottles, igloo drink dispensers, hot coffee dispensers), and those required to be kept cold or hot are prohibited in this category, and require a Medium or High-Risk Category application.
6. **All person(s) making or handling food must have Food Handler or Manager Certification.** Training may be found at <http://www.learn2serve.com> or <https://www.servsafe.com> or <https://www.houstonconsumer.org/food-permits/food-manager-food-handler-certification>.
7. Milk and dairy raw ingredients must be pasteurized.
8. All baked goods must be individually wrapped at the original point of preparation, and shall be transported in a clean, covered, dust-proof container.
9. If serving portions from a commercial package (for free distribution only) that is not individually wrapped by the vendor (e.g., box of donuts, tray of cookies), the container must be closed/shielded to protect from contamination, and napkins, gloves, hand

**UNIVERSITY OF HOUSTON-CLEAR LAKE
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

sanitizer, serving utensils or other appropriate materials must be provided to pick up items in a sanitary manner, or they should be individually bagged prior to distribution.

M. MEDIUM Risk Category and Requirements

1. MEDIUM Risk Category foods are commercially pre-cooked, reheatable, ready-to-eat food items, preserved during manufacturing, that are required to be warmed-up by microwave, slow cooker, chafing fuel cans, or similar.
2. In this category, food items are potentially hazardous. “Safe-zone” temperature regulation before and during serving to the public is required for most items.
3. These reheatable, ready-to-eat food items must be consumed within 4 hours after opening and final preparation. Anything not consumed after that time must be discarded.
4. **All person(s) making or handling food must have Food Handler or Manager Certification.** Training may be found at <http://www.learn2serve.com> or <https://www.servsafe.com> or <https://www.houstonconsumer.org/food-permits/food-manager-food-handler-certification>.
5. Examples of MEDIUM Risk food items that are allowed to be prepared or **put together on campus, non-professionally, by opening, combining, mixing, heating, etc.:**

Processed Preserved Dairy Product (e.g. canned cheese, coffee creamer)	Processed Preserved Fruit and Vegetables (e.g. canned fruits, pickles)
Processed Preserved Grain Product (e.g. corn chips, bread, popcorn)	Processed Preserved Protein Product (e.g. hot dog, canned chili, refried beans)
Hot Drink Dispenser Beverages (e.g. coffee, tea, water based hot cocoa)	Chilled Drink Dispenser Beverages (e.g. punch, lemon-aid)

6. **Professionally cooked and served foods prepared by a caterer/restaurant are also in the MEDIUM Risk Category.**
7. Potentially hazardous foods in the MEDIUM risk category must be prepared onsite by Event Assistants, or delivered by or picked up from a professional food business.
 - a. *It is strongly recommended to have food prepared and packaged or served by professional caterers and/or vendors.* When made, transported, and served by the restaurant, the organization/department does not need food handler training.
 2. If food is purchased from professional company, but transported and served by the organization / department, all food handlers must have Handler or Manager training.
8. Applicants planning to use an open flame device must obtain an Open Flame Permit (OFP). See section H.

**UNIVERSITY OF HOUSTON-CLEAR LAKE
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

9. Any applicable LOW Risk Category requirements also apply.

N. HIGH Risk Category and Requirements

1. HIGH Risk Category foods are no longer allowed at UHCL, unless they are professionally cooked, or certain large events hosted by UHCL departments and arranged well ahead of time. **Individuals and groups may not otherwise cook HIGH Risk foods at home and distribute on campus, for free or donation or fundraising or profit.**
2. When faculty, staff, student organizations, and/or visitors cook HIGH Risk category food and distribute to the general public, those individuals assume responsibility for public food safety rules just as the campus food service provider, or other professional vendor/caterer/restaurant would.
3. **When applying for a HIGH Risk Food Permit, all person's making or handling food must have taken Food Handler or Food Manager training.**
4. **HIGH Risk TFP will only be allowed for certain large events if someone possessing Food Manager training is present to supervise.** Having more than one trained Food Manager is recommended for larger events requiring multiple serving stations and for backup purposes.
5. Food Handler and Manager training may be found at <http://www.learn2serve.com> or <https://www.servsafe.com> or <https://www.houstonconsumer.org/food-permits/food-manager-food-handler-certification>
6. UHCL may prohibit the sale of some or all potentially hazardous foods.
7. The following items are examples of HIGH-Risk Category items:

Dairy Product (e.g. cheese, milk, yogurt)	Fat (e.g. olive oil, oil mixtures)	Fruit (e.g. melon, stone fruits)
Grain Product (e.g. pasta, pizza, tamale)	Other Protein Food (i.e. tofu, soy, sprouts)	Meat (e.g. beef, lamb, pork)
Poultry (e.g. chicken, duck, turkey)	Seafood (e.g. crustacean, fish, shellfish)	Vegetable (e.g. bean, potato, rice)

8. Meat, pork, and poultry products shall be initially cooked to the following minimum internal temperatures: Poultry = 165°F, Ground Meats and Pork = 155°F, Other Meats = 145°F. Once cooked, they must be held hot at 140°F.

**UNIVERSITY OF HOUSTON-CLEAR LAKE
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

9. Potentially hazardous food already cooked that will be served hot (instead of cold) needs to be reheated prior to the start of the event; must be done rapidly to 165°F or above for at least 15 seconds. Microwave oven, conventional oven, stove, or electrical skillet may be used. Crock pots, chafing dishes, or food warmers shall not be used to rapidly reheat foods – they may only be used for hot holding after food is reheated.
10. After cooking or reheating, potentially hazardous foods (e.g., foods which consist in whole or in part of meat, poultry, seafood, dairy, cooked beans, rice, potatoes, pasta) must be maintained at 140°F or above for hot foods, or 40°F or below for cold foods.
11. A properly scaled and calibrated metal stem-type thermometer must be on site and used to monitor proper internal cooking and holding temperature of food when served.

O. Personal Hygiene / PPE / Illness

1. Apply good sanitation practices in purchasing, storage, preparation, display, and serving of the food. Individuals conducting the baking and/or wrapping of food shall thoroughly wash their hands before handling.
2. Gloves, hand sanitizer, and hair restraints must be provided. All individuals shall maintain a high degree of personal cleanliness and conform to good hygienic practices.
 - a. All individuals handling food shall wear an effective hair restraint (e.g., ball cap, hair tie, hair net, scarf). Individuals with hair longer than shoulder length shall tie it back, and/or wear it up under the hair restraint.
 - b. Servers must wear disposable gloves and/or use a serving utensil.
3. Servers must wash hands before handling food, when changing gloves, after using the restroom, touching face or body, handling trash, etc. Servers may not wear food gloves outside of the serving station, replace gloves after handling non-food items, use sanitizer regularly.
4. Any individual feeling ill (e.g., runny nose, sore throat, cough, fever, jaundice, stomach or digestive illness) or with an infection (nasal, throat, skin infected wound, or boil) may not handle or prepare food.
5. Do not eat or drink inside the food prep area.

**UNIVERSITY OF HOUSTON-CLEAR LAKE
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

P. Food Transportation

1. If not professionally transported or catered, use insulated carriers (e.g., thermal tote bag, clean dry blanket, thermos/coolers, catering hot box) to keep hot/cold items hot/cold; and separate hot and cold items from each other.
2. Food should be delivered to the campus event as close as possible to serving time, to prevent food from potentially being out of temperature control with staging or wait time.

Q. Serving Hot Food

1. Food cooked and/or typically served hot **must be kept hot** utilizing one or more of the following: electric skillet, slow cooker (microwaved first), or chafing fuel cans (OFP required along with fire extinguisher and training).
2. Additional/Extra food containers not being served/kept hot on table – must be kept hot in a thermal container, or cold in an ice chest and then reheated, prior to serving with temperature control.
3. Containers must remain covered and sealed throughout the food event.

R. Serving Cold Food

1. Food must be kept cold using one or more of the following: double bowl on top of a larger bowl with ice, ice pan with small bowls or plates for condiments, otherwise it should be kept in an ice chest.
2. 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 an ice scoop and disposable gloves to handle ice. Do not use bare hands or a cup (which is touched by bare hands).
3. Containers must remain covered and sealed throughout the food event.

S. Equipment and Utensils

1. Surfaces of equipment with food contact shall be protected from contamination by consumers, by using engineering controls such as separating counters, tables, sneeze guards, etc.
2. Provide only single-service articles (e.g. plastic knives, forks, and spoons) to consumers.
3. Utensils, including ice scoops, shall be provided to minimize handling of food and beverage items. All serving utensils must be washed, rinsed, and sanitized before use or reuse.

**UNIVERSITY OF HOUSTON-CLEAR LAKE
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

4. Bring extra utensils in case they are needed. Washing in the bathroom sink is not acceptable. Proper washing includes three containers (large enough to completely immerse the largest knife, fork, or spoon) with the following contents:

Container #1 – Potable water and soap mixture

Container #2 – Clean potable water

Container #3 – Sanitation Solution (2 capfuls bleach to 1 gallon of water, or equivalent container directions).

5. Store all food, utensils, plates, cups, and napkins at least 6 inches above the ground.
6. Chafing fuel cans shall be only be the open can-hole gel type, which burn completely and pose less of a spill hazard than the liquid wick type. Burn completely prior to disposal. Unconsumed fuels may not be disposed of in regular trash.

T. Booth Construction (mostly for outdoors)

1. Provide a ceiling in food preparation and service areas when outside such as a wood or canvas canopy that protects the interior of the established food preparation and serving area from weather and other potential contaminating agents.
2. Dust and Pests (e.g. flies, roaches, rodents, bird poop) shall be controlled. Doors, walls, screening, and other measures may be required to restrict.
3. Floors shall be constructed of concrete, asphalt, tight wood, tarps, outdoor carpet, or other cleanable material approved by health authorities.
4. Carpeted floors may require protective covering to protect from food spillage and potential cleaning fees charged back to the Responsible Person.

U. Toilet Facilities

1. Conveniently located toilet facilities must be provided. Immediately adjacent to UHCL buildings is acceptable, if such buildings are unlocked and available for use.
 2. Handwashing sink with soap must also be available for event assistants after use.
-
1. [Waste Disposal](#)Covered containers for waste and garbage shall be arranged or provided by the Responsible Person.
 2. Dispose of all liquid and solid waste properly according to UHCL regulations. No large quantities of liquid food or hot food items are to be placed in campus trashcans.

**UNIVERSITY OF HOUSTON-CLEAR LAKE
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

3. Chafing fuel cans may be extinguished/put out with a candlesnuffer, and then wait until cooled before properly being disposed. If the fuel can is empty, the can may be recycled or put in the regular trash. If it is not empty, you may place the lid securely back on and keep it for reuse.
 - a. Do not put full or partially full chafing fuel cans in the trash as this is considered hazardous flammable waste due to the fuel content.
 - b. If you need to dispose of any unwanted fuel chafing cans, contact the EHS Department at 281-283-2104, 281-283-2106, or send an email to EHS@uhcl.edu. Please allow several days for pickup.

V. Cottage Food Production Operations are no longer permitted at UHCL. Cottage Food Operations are small business individuals and groups selling certain types of food items for profit, and has annual monetary restrictions and item type restrictions. Individuals wishing to make profit must get their temporary food permit from the city instead.

W. Violations

1. First violation may be subjected to a warning and the Responsible Person and Event Assistant(s) may be required to review SOP and training.
2. Second violations may be suspended from approval of Temporary Food Permits.
3. Violations may be forwarded to the Office of Student and Academic Affairs for further review and/or disciplinary action.

X. Links

1. City of Houston Food Manager Certificate Website – <https://www.houstonconsumer.org/food-permits/food-manager-food-handler-certification>
2. ServSafe Food Handler Certificate Website – <https://www.servsafe.com>
3. Learn2Serve Food Handler Certificate Website – <http://www.learn2serve.com>
4. Fire Extinguisher Training Website – <http://www.fireextinguishertraining.com>
5. Fresh Fork Catering Website – <https://dineoncampus.com/uhcl/fresh-fork-catering>
6. UHCL Permit Requests Online Website – <https://apps.uhcl.edu/ehs/permitrequests/>
7. UHCL Food Permits E-Mail – foodpermits@uhcl.edu
8. UHCL EHS E-Mail – ehs@uhcl.edu
9. UHCL Procurement Department E-Mail – uhclprocurement@uhcl.edu
10. UHCL Scheduling Website – <https://www.aaiscloud.com/UHoustonClearlake/default.aspx?home>
11. Texas Temporary Food Establishments, [Rule §228.222 Website](#)

**UNIVERSITY OF HOUSTON-CLEAR LAKE
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

ELECTRONIC APPROVAL

Al Black

Director of Environmental, Health & Safety

Date: January 7, 2022

REVISION LOG

Revision Number	Approval Date	Description of Changes
2	1/7/22	Update to SOP template, training for low and medium risk, exclude home cooked high-risk
1	10/26/2017	SOP Document created/policy formalized

University of Houston Clear Lake

DECLARATION OF ACKNOWLEDGEMENT (DOA)

By signing this form I declare I have read, understand, and agree to abide by the Temporary Food Permit Policies and Standard Operating Procedures (SOP), UHCL EHS Document Number F01.

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____