



University of Houston  Clear Lake

## Temporary Food Permit Policies and Procedures

*Standard Operating Procedure for Temporary Food Permits, Open  
Flame Permits, Foodservice and Related Credentials*

*Environmental, Health and Safety Department*

*October 26, 2017*

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**SUMMARY**

This Standard Operating Procedure (SOP) is for faculty, staff, students, and/or guests at the University of Houston-Clear Lake (UHCL) and the University of Houston-Clear Lake Pearland Campus required to obtain a Temporary Food Permit (TFP) and/or an Open Flame Permit (OFP). LOW, MEDIUM, and HIGH risk food categories have been set forth to simplify the responsibilities assumed by the applicant and Event Assistant(s). HIGH risk category applications will require a certified Food Handler present during events.

**PURPOSE**

- 1.0 The information in this SOP does not in any way replace or supersede Food Safety and Health Regulations set forth by the cities of Houston, Pasadena, Pearland; Brazoria County, Harris County, the State of Texas, or any federal regulations, but are meant as a guideline for the UHCL Food Safety Program set forth by the UHCL Office of Environmental, Health, and Safety (EHS).
- 2.0 When faculty, staff, students, and/or visitors at UHCL do not utilize the services of the food service provider on campus, or another authorized vendor, and they want to cook and/or distribute food to the general public, necessary steps will be taken to ensure they possess proper credentials to handle, prepare, and serve food in a safe and responsible manner in accordance with state food health regulations.
- 3.0 Food if handled, prepared, or served improperly can cause foodborne illness, therefore it is imperative that the greatest possible care be taken to ensure no food-related illnesses affect the health, wellbeing and attendance of the student body, faculty, staff, and visitors of UHCL.

**SCOPE**

This SOP applies to all faculty, staff, students, vendors, and visitors of UHCL and UHCL-Pearland campus.

**DEFINITIONS**

- 1.0 EHS – Environmental, Health and Safety Department
- 2.0 Event Assistant – Under the supervision of a certified Food Handler, prepares and distributes food and drinks to the general public.
- 3.0 Food Handler – A “food employee”: An individual working with unpackaged food, food equipment or utensils, or food contact surfaces.
- 4.0 Food Handler Certificate – Proof that such person has successfully completed a food handler program accredited by the State of Texas or similar food safety courses accredited by the American National Standards Institute (ANSI) or Texas Department of State Health Services (TDSHS).
- 5.0 OFP – Open Flame Permit
- 6.0 PPE – Personal Protective Equipment
- 7.0 SOP – Standard Operating Procedure
- 8.0 TFP – Temporary Food Permit

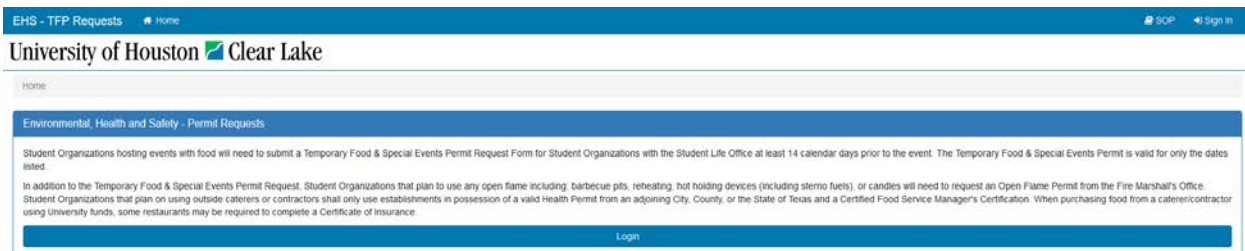
**POLICIES**

- 1.0 UHCL has an exclusive agreement with a food service provider on campus. It is a violation of the agreement to allow any other outside vendors to sell food products or provide samples to our campus community without requesting their services first (excluding UHCL Pearland Campus). To request catering from the campus food service provider go to: <https://thefreshforkuh.catertrax.com>.
- 2.0 All departments, groups, and/or organizations at UHCL (excluding UHCL Pearland Campus) must obtain approval from University Procurement Department via the Waiver Request Authorization Form prior to securing any catering services, when using university funds that are greater than \$100. The Waiver Request Authorization Form must be submitted a minimum of ten business days prior to event at: [UHCLProcurement@uhcl.edu](mailto:UHCLProcurement@uhcl.edu).
- 3.0 Faculty, staff, students and/or vendors providing temporary food service on campus, shall comply with the requirements of the Texas Temporary Food Establishments, 25 Texas Administrative Code (TAC) Rule §228.222.

- 4.0 Store made items may only be distributed for free at events. They may not be sold or distributed “by donation”, which may require a redistribution license, unless the group has written approval from the store manager to resell.
- 5.0 All outside caterers/vendors/contractors providing food at UHCL and the UHCL Pearland Campus must be in possession of a valid Health Permit (e.g., City of Houston, Harris County, City of Pearland, Brazoria County, City of Pasadena or the State of Texas) and a Food Service Manager’s Certification.

## **PROCEDURES**

### **APPLY ONLINE**



- 1.0 All UHCL faculty, staff, and students are expected to apply via the online website. For those that have a valid UHCL email address, apply online at: <https://apps.uhcl.edu/EHS/PermitRequests/>.
  - 1.1 Username is your faculty, staff, or student email prefix, same as UHCL computer and email account login (e.g. [LastnameX@uhcl.edu](mailto:LastnameX@uhcl.edu), [Lastname1234@uhcl.edu](mailto:Lastname1234@uhcl.edu)). Only faculty, staff, or students with a UHCL email can be the Responsible Person (applicant) and request the TFP through this website.
- 2.0 The Responsible Person (applicant) for the TFP and/or OFP is responsible for ensuring all participants of the event adhere to all policies and procedures. The Responsible Person, Food Handler(s), and Event Assistant(s) of the event must have read, and understood this SOP, and signed a Declaration of Acknowledgement.
  - 2.1 Signed Declaration of Acknowledgement(s) are to be uploaded online with each permit application, with signatures from each person handling food at the event.
- 3.0 A student organization must first be officially recognized and registered with the UHCL Student Life Office prior to applying online.
- 4.0 All applicants shall submit permit requests at least 14 days prior to the proposed event.
  - 4.1 Permits requests submitted within 14 days of an event may receive a time violation.
- 5.0 A site reservation must first be confirmed by UHCL Scheduling before applying online.
- 6.0 To request catering from the campus food service provider go to: <https://thefreshforkuh.catertrax.com>.
- 7.0 All permitting related questions may be submitted to: [foodpermits@uhcl.edu](mailto:foodpermits@uhcl.edu).

### **APPLY FOR OPEN FLAME PERMIT**

- 1.0 Applicants planning to use wood/charcoal grills, barbecue pits, propane grills and/or hot holding of food devices that require an open flame must obtain an OFP.
- 2.0 An OFP is required if open flames are to be used for other reasons (e.g., tiki torches, oil lamps, bonfires).
- 3.0 Fire Extinguisher Training must be completed by a designated fire watch before an OFP can be approved.
- 4.0 A site reservation must first be confirmed by UHCL Scheduling (when applicable).
- 5.0 When applying online, only faculty, staff, or student members with a UHCL email (i.e., [LastnameX@uhcl.edu](mailto:LastnameX@uhcl.edu), [Lastname1234@uhcl.edu](mailto:Lastname1234@uhcl.edu)) can apply. This Responsible Person (applicant) must choose their employee or student organization when applying online at: <https://apps.uhcl.edu/EHS/PermitRequests/>.
  - 5.1 If applying online is not available, the applicant shall obtain a current electronic version of the OFP from the UHCL EHS website under ‘Forms’, and upload the completed application to: [EHS@uhcl.edu](mailto:EHS@uhcl.edu).
- 6.0 Those operating equipment requiring an open flame permit (e.g., sterno can burners, propane, wood/charcoal grill) must be competent and trained on its use and operation.
  - 6.1 A designated fire watch must always be present when open-flame equipment is in use.

- 7.0 All applicants shall submit permit requests at least 14 days prior to the proposed event.
- 7.1 Permit requests submitted within 14 days of an event may receive a time violation.

### APPLICATION CHANGES

- 1.0 TFP and OFP expire upon completion of the event except when a variance is granted.
- 2.0 If the event is rescheduled, a new site reservation confirmation is necessary.
- 3.0 Applicants should request an update with EHS at: [foodpermits@uhcl.edu](mailto:foodpermits@uhcl.edu) for TFP and/or OFP permit modifications several days before the original permit, otherwise a new TFP and/or OFP will need to be filed.
- 4.0 If there are any changes to the food items, Event Assistants, and/or details listed on an approved TFP or OFP, then those changes must be approved by EHS prior to the event.

### EXEMPTIONS

- 1.0 A TFP is not required when an organization, campus office, department, or service unit hosts an event within their own facilities (e.g., staff meeting, intra-departmental birthday celebration) and food is served to members only. These personal and/or private events held by an immediate group or organization are strictly closed to the general public.
- 2.0 “Members Only” and/or “No Visitors Allowed” signage must be displayed and clearly visible if the event is held in a public area.
- 3.0 An Open Flame Permit still applies if any open flames are to be used for any reason (e.g., tiki torches, oil lamps, bonfires), but food will not be served using flames, in which case the OFP can be applied for separately.
  - 3.1 The applicant for the OFP is responsible for ensuring all participants of the event adhere to all policies and procedures.

### PERSONAL HYGIENE/PPE

- 1.0 Gloves, hand sanitizer, and hair restraints must be provided.
- 2.0 All individuals shall maintain a high degree of personal cleanliness and conform to good hygienic practices.
- 3.0 Any individual who is feeling ill (e.g., runny nose, cough, fever, stomach or digestive illness) or who possesses known infections which may transmit food borne illnesses shall be excluded from food preparations.
- 4.0 All individuals working in the event shall wear an effective hair restraint (e.g., ball cap, hair tie, hair net, scarf). In addition, those individuals with hair longer than shoulder length shall tie it back, and/or wear it up under the hair restraint.
- 5.0 Do not eat, drink, or smoke inside the food prep area.
- 6.0 Servers must wear disposable gloves and/or use a serving utensil. Servers must not wear gloves outside of the serving station, must replace gloves after handling non-food items, and must always wash their hands upon changing gloves and use sanitizer regularly.

### TRANSPORTING FOOD

- 1.0 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.
- 2.0 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.

### SERVING HOT FOOD

- 1.0 Food being served must be kept hot utilizing one or more of the following: electric skillet, crock pot/Slow cooker (microwaved first), or sterno warmer (OFP required along with fire extinguisher and training).
- 2.0 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.
- 3.0 Containers must remain covered and sealed throughout the food event.

**SERVING COLD FOOD**

- 1.0 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.
- 2.0 Containers must remain covered and sealed throughout the food event.

**EQUIPMENT**

- 1.0 Food contact with surfaces of equipment shall be protected from contamination by consumers using separating counters, tables, sneeze guards, etc.
- 2.0 Provide only single-service articles (e.g., plastic knives, forks, and spoons) to consumers.
- 3.0 Utensils, including ice scoops, shall be provided to minimize handling foods.
- 4.0 All serving utensils must be washed, rinsed, and sanitized before use or reuse.
- 5.0 Using the bathroom sink is not an acceptable way to wash, rinse, and sanitize serving utensils, so individual(s) should be prepared with extra serving utensils.
- 6.0 Bring extra utensils in case needed, or 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 or equivalent container directions).
- 7.0 Sterno warmer cans shall be the open can hole, gel type only, which burn completely and pose less of a spill hazard than liquid wick type.

**BOOTH CONSTRUCTION**

- 1.0 Provide a ceiling in food preparation and service areas when outside such as with wood, canvas, or other material that protects the interior of establishment from weather and other potential contaminating agents.
- 2.0 Dust shall be controlled. Floors shall be constructed of concrete, asphalt, tight wood, tarps, outdoor carpet, or other cleanable material approved by the health authority.
- 3.0 Carpeted floors may require protective covering to protect from food spillage and potential cleaning fees charged back to the group.
- 4.0 Pests (e.g., flies, roaches, rodents) shall be controlled. Doors, walls, screening, and other measures may be required when necessary to restrict the entrance of flying insects.

**TOILET FACILITIES/WASTE DISPOSAL**

- 1.0 Conveniently located toilet facilities shall be provided. Facilities in immediately adjacent UHCL buildings are acceptable, if such buildings are unlocked and available for use.
- 2.0 Covered containers for refuse and garbage shall be arranged or provided by event organizer.
- 3.0 Dispose of all liquid and solid waste properly according to UHCL regulations, with no hot food items or large quantities of liquid/fluid food items placed in campus trash cans.
- 4.0 Sterno cans may be extinguished/put out with a sterno or candle snuffer, then wait until cooled. If the sterno is empty, the can may be recycled or put in regular trash. If it is not empty, place the lid securely back on it, and keep for reuse with the group or take it home. Do not put partial or full sterno cans in the trash, as this is a hazardous waste due to the flammable fuel content.

**HOME OPERATIONS FOOD STATEMENT**

- 1.0 Homemade food items produced by individuals and groups (not licensed restaurants and catering companies) at home and/or on campus must display Home Operations Food Statement signage at the event location.
- 2.0 It will display the ingredient information. Make sure to declare all potential allergens, including common ones (i.e., soy, eggs, milk, wheat, tree nuts, peanuts, fish, and shellfish).

**FOOD PREPARATION**

- 1.0 Fresh food shall be obtained from approved sources within storage “best by” timelines and be in sound condition (e.g., meat: correct color & odor, texture not slimy, bounces back after pressed on) and have been



kept at the temperatures required before and after cooking.

- 2.0 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°.
- 3.0 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. 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 – they may only be used for hot holding after food is reheated.
- 4.0 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.
- 5.0 A properly scaled and calibrated metal stem-type thermometer must be on site and shall be used to monitor the proper internal cooking and holding temperature of potential hazardous food when served.
- 6.0 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 or a cup (which is touched by bare hands).
- 7.0 Store all food, utensils, plates, cups, and napkins at least 6 inches above the ground.

#### **CATEGORY RISK – LOW**

- 1.0 LOW category risk foods are shelf stable, have a low moisture content, and do not need temperature control before being opened, or are food that does not need to be reheated so that the condition required for eating is reached. The following food items may be distributed to the general public at the LOW category provided that they are prepackaged as individual servings, unless served from a commercial package/container. Examples are: 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, donuts), single serving sized popcorn bags/cups.
- 2.0 If serving from a commercial package/container (e.g., baker-box dozen donuts), where they are not individually wrapped from the vendor, napkins, serving utensils or other appropriate materials must be provided to pick up the individual items, or they should be individually bagged prior to distribution. The container must also be closed or shielded to protect from contamination.
- 3.0 Any food and/or pastries which include dairy, cream, or fruit fillings and/or toppings (e.g., éclairs, cream pies) which have high moisture content and are perishable are not allowed.
- 4.0 At this category, no food or drinks which require refrigeration can be distributed to the general public.
- 5.0 At this category, no food or drinks required to be kept warm can be distributed to the general public.
- 6.0 Beverages are permitted only if they are served from their original, unopened containers. All large opened beverages: punch bowls, 2 liter bottles, igloo drink dispensers, hot coffee dispensers etc. are prohibited at this category.
- 7.0 All baked goods, as well as commercially prepared baked goods must be individually wrapped at the original point of preparation, and shall be transported in a clean, covered, dust-proof container.
- 8.0 Apply good sanitation practices in the storage, preparation, displaying, and serving of the food. Individuals conducting the baking and/or wrapping of food shall thoroughly wash their hands before handling food.

#### **CATEGORY RISK – MEDIUM**

- 1.0 These are potentially hazardous food items that have been cooked during manufacturing, and/or prepared by professional caterers and/or vendors. Foods that require reheating or refrigeration, food that requires safe-zone temperature regulation before and/or during serving to the general public are in the MEDIUM risk category. Only controlled reheating and refrigeration of these professionally prepared food items are allowed.
- 2.0 Reheatable or ready-to-eat food items must be consumed within 4 hours after final preparation, otherwise it should be discarded. Applicable LOW risk category requirements will also apply.

- 3.0 Foods items intended for professional catering and/or cooked by a professional vendor/caterer/restaurant are allow to be handled and/or served by the Event Assistants.
- 4.0 Commercially precooked, preserved foods which simply need warm-up by microwave are acceptable.
- 5.0 The only approved food items that are allowed to be prepared by combining, mixing, and heating on campus at the MEDIUM risk category are: hot dogs, (canned) cheese, nachos chips, pickled foods, preserved foods, preserved sauces & spreads, popcorn, pasteurized milk creamers, hot coffee and/or tea.
- 6.0 Potentially hazardous foods in the MEDIUM risk category must be either prepared onsite by Event Assistants, or delivered by or picked up from a professional food vendor/caterer/restaurant.
- 7.0 When cooked by a professional vendor/caterer/restaurant, provide signage to declare all potential allergens, including common ones (i.e., soy, eggs, milk, wheat, tree nuts, peanuts, fish, and shellfish).
- 8.0 Applicants planning to use an open flame device must obtain an OFP.

### CATEGORY RISK – HIGH

- 1.0 When faculty, staff, students organizations, and/or visitors to the university plan on cooking any HIGH category risk food items with the intent to distribute to the general public, those individuals assume the food safety responsibility that would have otherwise been held by the campus food service provider, or some other qualified vendor/caterer/restaurant. HIGH risk TFP will only be allowed per University policy, for those who first obtain a Food Handler Certificate through either ServSafe, Learn2Serve, the City of Houston or another accredited source. Nominal Fees are associated with obtaining these certificates, are paid directly to the accredited source, and are at the expense of the applicant/organization.
- 2.0 Once the Food Handler Certificate has been obtained, upload a copy when applying online.
  - 2.1 If applying online isn't available, upload a copy with your email application.
- 3.0 A person with a Food Handler Certificate must supervise and be present during these food service events.
- 4.0 To avoid the possibility of unexpected events, and/or for larger events requiring multiple serving stations, it is recommended that more than one person obtain the Food Handler Certificate.
- 5.0 UHCL may prohibit the sale of some or all potentially hazardous foods.
- 6.0 The following items are examples of Category Risk – HIGH items:

Milk	Cooked Potatoes	Other Protein Foods – i.e. Tofu, Soy
Poultry – i.e. Chicken, Turkey	Cooked Vegetables	Raw Sprouts and Seeds
Meats – i.e. Beef, Pork, Lamb	Cooked Rice	Garlic and Oil Mixtures
Fish	Cooked Beans	Unpasteurized Eggs – i.e. Chicken Shell Eggs
Shellfish and Crustacea	Cut Raw Fruits – e.g. Melons, Stone Fruit	Cooked Pastas

### VIOLATIONS

- 1.0 First time offense, individuals and groups will be asked to read this SOP again.
- 2.0 Second time offense will be given a warning.
- 3.0 Any organization that accumulates three or more violations of the requirements, policies and procedures on three separate events will be subject to a temporary suspension of applying for the Temporary Food Permit.
- 4.0 After being placed on suspension, all members planning on participating in a future event shall undergo food safety training or re-training prior to being able to receive their next Temporary Food Permit.
- 5.0 Any organization operating without a Temporary Food Permit will have their food operations shut down immediately, and placed on suspension until trained or retrained, possibly until the start of the next semester or suspension for the next semester if the violation occurs at the end of a semester.



**LINKS**

- 1.0 Catertrax: <https://thefreshforkuh.catertrax.com>
- 2.0 City of Houston Food Manager Certificate:  
[http://www.houstontx.gov/health/Food/food\\_manager\\_certification\\_class.html](http://www.houstontx.gov/health/Food/food_manager_certification_class.html)
- 3.0 Fire Extinguisher Training: <http://www.fireextinguishertraining.com/>
- 4.0 Learn2Serve Food Handler Certificate: <http://www.learn2serve.com>
- 5.0 UHCL EHS E-Mail: [EHS@uhcl.edu](mailto:EHS@uhcl.edu)
- 6.0 UHCL EHS Permit Requests Online: <https://apps.uhcl.edu/EHS/PermitRequests/>
- 7.0 UHCL Food Permits E-Mail: [foodpermits@uhcl.edu](mailto:foodpermits@uhcl.edu)
- 8.0 UHCL Procurement Department: [UHCLProcurement@uhcl.edu](mailto:UHCLProcurement@uhcl.edu)
- 9.0 ServSafe Food Handler Certificate: <https://www.servsafe.com>
- 10.0 Texas Temporary Food Establishments, Rule §228.222:  
[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=T&app=9&p\\_dir=N&p\\_rloc=173720&p\\_tloc=&p\\_ploc=1&pg=5&p\\_tac=&ti=25&pt=1&ch=228&rl=222](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=T&app=9&p_dir=N&p_rloc=173720&p_tloc=&p_ploc=1&pg=5&p_tac=&ti=25&pt=1&ch=228&rl=222)

**TEMPORARY FOOD PERMIT (Use Current Electronic Form)**

1.0 Version – FOO.DOC.001.04

**University of Houston  Clear Lake****Temporary Food Permit****Contact Information**

Responsible Person:   
 Email:   
 Phone:   
 Organization Name:   
 Name of Event Assistant(s) and certified Food Handler(s) at event:

Thermo-Insulated Cold Ice Chest  
 Thermo-Insulated Hot Chest  
 Thermo-Insulated Bag  
 Thermo-Insulated Blanket  
 Convection Hot Box  
 Convection Cold Box

**Event Information**

Event Name:   
 Event Date:   
 Event Serving Time (4Hr Max): Start:  End:   
 Has a site reservation been confirmed?  Yes  No  
 Campus Location of Event:   
 Who will the food be served to?   
 Will food and/or event require an OFP?  Yes  No  
 If yes, what will be your Open Flame Equipment?

At Home  
 At Event Location  
 At Restaurant, or  
 Pre-packaged at Store

Open to Anyone (General Public),  
 Faculty/Staff, or Members Only

Already prepared from store, or  
 Cutting/marinating at the event

**Food Information**

What Risk Level Category are you applying for?  Low  Medium  High  
 What is your finished food item(s) / dish named?   
 List ALL Food / Beverage Ingredients and Allergens:   
 How will the List Above be kept in the Hot / Cold Safe Zones During Transport?   
 List the source(s) you'll get the Food / Beverage Ingredients from:   
 Where will the Food / Beverage Ingredients be Prepared?   
 How will the Food / Beverage Ingredients be Prepared?   
 What equipment will be used for Preparing / Cooking?   
 How will the Prepared Cooked be kept in the Hot / Cold Safe Zones During Serving?


Chafing Dish and Sterno Warmers,  
 Slow Cooker/Crock Pot,  
 Cooler with Ice, or N/A

If you are using a caterer to serve food at your event

Will the event be catered by a restaurant or company,  
 where the employees from the restaurant or company will be serving at the event? If so, fill out below.

Caterer Name:  Address:   
 Caterer Phone:  City, State:   
 ZIP:

Issued by EHS Department

Approval Name: Food Safety Inspector Signature:  Date: 10-14-2017

Version – FOO.DOC.001.04

**OPEN FLAME PERMIT (Use Electronic Form)**

1.0 Version – FOO.DOC.002.04

# University of Houston Clear Lake

Environmental, Health and Safety Department  
 2700 Bay Area Blvd. NOA I, Rm 107  
 Houston, Texas 77058  
 Phone: 281-283-2110

**Open Flame Permit**

**PERMIT MUST BE OBTAINED FOR THE USE OF ANY DEVICE REQUIRING AN OPEN FLAME**

**PERMIT MUST BE SUBMITTED AT LEAST 14 DAYS PRIOR TO EVENT**

Organization Name:	Environmental, Health and Safety (EHS)				
Event Name:	October Fest				
Campus Location of Event:	Garden Room				
Date of Event:	October 31, 2017	Start Time:	5:00pm	End Time:	9:00pm
Responsible Person:	Hunter Hawk				
Phone:	281-283-2106				
Open Flame Equipment Used:	Sterno Warmer				

PERMIT MUST BE POSTED ON-SITE OR REMAIN AT THE LOCATION WITH A RESPONSIBLE PARTY DURING THE TIME OF THE EVENT.

IF PERMIT INVOLVES COOKING, ALL ADJACENT AREAS TO WHICH SPARKS OR HEAT MIGHT SPREAD MUST BE INSPECTED AT LEAST 30 MINUTES AFTER THE EVENT IS OVER.

FIRE MARSHAL OFFICE FIRE EXTINGUISHERS MUST BE RETURNED AFTER THE EVENT IS OVER OR THE FOLLOWING BUSINESS DAY.

IN THE EVENT OF A FIRE OR OTHER EMERGENCY, DIAL 911 OR CONTACT UHCL PD DISPATCH AT 281-283-2222.

NOTE: FIRE ALARM PULL BOXES ARE LOCATED AT VARIOUS LOCATIONS THROUGHOUT CAMPUS.

ALL OPERATIONS ARE SUBJECT TO INSPECTION AND POSSIBLE CORRECTIVE ACTION.

**DECLARATION OF ACKNOWLEDGEMENT**

By signing this form I declare I have read, understand and agree to abide by the procedure and guidelines which address the usage of the Open Flame Permit.

Responsible Person Signature: Hunter Hawk Date: 10-13-2017

Issued by Fire Marshal's Office (FMO):

FMO Fire Extinguisher S/N: #1

Approval Name: Fire Marshal Signature: [Signature] Date: 10-14-2017

PERMIT EXPIRES: 11-02-2017

**HOME OPERATIONS FOOD STATEMENT (Use Current Electronic Form)**

1.0 Version – FOO.DOC.003.02

University of Houston  Clear Lake

Event Name:

**October Fest**

Organization Name (Acronym):

**Environmental, Health and Safety (EHS)**Name of Food Item(s),  
Make more signs if necessaryDish/Food Name(s): Pizza, Tamales, Hot DogsIngredients, Check  
with your vendor or  
your food labels

Ingredients:

Flour Bread, Cheese, Tomato Sauce, Maize (Corn), Pork, Beef Wieners, Ketchup, Mayonnaise, Mustard

Allergens:

List all Allergens


Wheat, Milk, Eggs, MGOContact Information  
(Applicant)Responsible Person: Hunter HawkYour UHCL email: HunterH @uhcl.eduYour Phone: 281-283-2106Home Operations  
Food Statement,  
must be displayed  
if applicable

This food is made in a home kitchen and is not inspected  
by the Department of State Health Services or a local  
health department.

Version – FOO.DOC.003.02

**WAIVER REQUEST AUTHORIZATION (Use Current Electronic Form)**

1.0 Reference the UHCL Procurement and Payables Department website for more information.

**University of Houston  Clear Lake****Waiver Request Authorization Form  
For On-Campus Food and/or Catering Services**

(This form must be submitted ten (10) business days prior to the event for approval)

Contact/Event Coordinator: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_  
 Vendor Name: \_\_\_\_\_ Contact Fax #: \_\_\_\_\_  
 Department Name: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_  
 Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_  
 Event Location: \_\_\_\_\_ Event Hours: \_\_\_\_\_

Please check all that apply: Students:  Faculty/Staff:  Public/Other: Approximate number of people to be served:  Attachments: UHCL Dining Quote:   
Outside Vendor Quote: 

Justification for waiver request:

It is hereby agreed that the aforementioned department will indemnify and hold harmless the University of Houston-Clear Lake from any claims or actions which may arise from the food at the event described herein, and that you agree to properly refrigerate and hold all perishable items.

Event Coordinator: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Print Name Here)

Forward form to: [UHCLProcurement@uhcl.edu](mailto:UHCLProcurement@uhcl.edu)**Procurement and Payables Office Use Only**Waiver Approved:  Reasons for Approval: Waiver Denied:  Reason for Denial: 

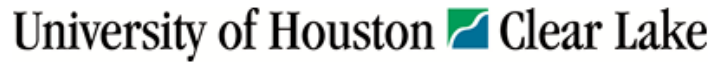
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

(Print Name Here)

This form is available at: [www.uhcl.edu/procurement-payables/food-services](http://www.uhcl.edu/procurement-payables/food-services) -> Food Service Waiver Request Authorization Form  
 Adopted 6/1/15 Revised 2/29/16

**DECLARATION OF ACKNOWLEDGEMENT (Use Electronic Form)**

1.0 Version – FOO.DOC.004.01



**DECLARATION OF ACKNOWLEDGEMENT**

By signing this form I declare I have read, understand and agree to abide by the policies and procedures set forth in the UHCL Temporary Food Permit Policies and Procedures, Document ID FOO.SOP.001.02.

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: \_\_\_\_\_

FOO.DOC.004.01