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

Revised April 2017
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UHCL Temporary Food Permit, Policies and Procedures

1.0 SUMMARY
This SOP is for students, faculty, staff and/or vendors at the UHCL campus looking to attain a Temporary Food Permit in order to distribute food to the general public, without utilizing the catering services provided from Aramark or another qualified 3rd party caterer (vendor). LOW, MEDIUM, and HIGH risk food categories have been set forth to facilitate the responsibilities assumed by the applicant. HIGH risk category applications will require the applicant to receive certified food training prior to application approval.

2.0 PURPOSE
When students, faculty, staff and/or vendors at UHCL do not utilize the services of Aramark catering services and want to cook food or distribute food to the general public, necessary steps will be taken to certify they possess proper credentials to handle and serve food in a safe and responsible manner in accordance with state food health regulations. 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.

3.0 SCOPE
This SOP applies to all student, faculty, staff and vendors at the UHCL campus.

4.0 DEFINITIONS
4.1 EHS – Environmental Health and Safety
4.2 OFP – Open Flame Permit
4.3 SOP – Standard Operating Procedure
4.4 TFP – Temporary Food Permit
4.5 UHCL – University of Houston-Clear Lake

5.0 POLICIES
5.1 The information set forth in this SOP does not in any way replace or supersede Food Safety and Health Regulations set forth by the City of Houston, Harris County, the State of Texas or any federal regulations, but are meant as a supplement to what applicants must follow in order to obtain a Temporary Food Permit. This SOP in no way is meant as an equivalent or replacement for official certification as described herein.

5.2 Registered Students Organizations: (see Sec. 5.9) may conduct events where food is sold or distributed as a part of their fundraising or group activities. Faculty and/or staff may conduct events for employees, visitors and/or students. Vendors may conduct events to the general public.

5.3 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 without requesting Aramark’s services first, or requesting approval for use of an outside vendor. Questions concerning the use of food
vendors should be directed to the UHCL auxiliary services provided at the Procurement and Payables Department.

5.4 All outside caterers or contractors providing food at the UHCL **must** be in possession of a valid Health Permit (City of Houston, Harris County, or the State of Texas).

5.5 All outside caterers or contractors providing food at the UHCL **must** possess a Certified Food Service Manager’s Certification.

5.6 Faculty, staff, students and/or vendors serving food at an event and/or intending to use a caterer/outside contractor to provide food for a **general public** event on campus, must follow all rules and regulations by the UHCL Department of EHS.

5.6.1 The individual who obtains the TFP is responsible for ensuring all participants of the event adhere to all policies and procedures.

5.7 **Exemptions – A Non-General Public Event:** A TFP is not required when an organization, campus office, department, or service unit hosts an event within their own facilities (i.e., staff meeting, intra-departmental birthday celebration, etc.) 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.**

5.7.1 **“Members Only”** and/or **“No Visitors Allowed”** signage must be displayed and clearly visible if the event is held in a public area.

5.7.2 An Open Flame Permit still applies if any open flames are to be used for any reason, in which case the OFP can be applied for separately.

5.8 **Open Flame Permit:** Temporary food establishments and/or applicants planning to use barbecue pits, reheating, or hot holding devices that require an open flame, must obtain an Open Flame Permit through the UHCL website portal (see Sec. 5.11). Fire extinguisher training must be completed before an Open Flame Permit can be approved (see Sec. 7.0 for available training).

5.8.1 Those operating equipment requiring an open flame permit (e.g. sterno can burners, propane, charcoal, or wood grill) **MUST be competent and trained** on its use and operation.

5.8.2 A designated fire watch **MUST always be present** when open flame equipment is in use.

5.9 **Before submitting a TFP:** Student Organization’s must first be recognized and registered with the UHCL Student Life Office.

5.9.1 Applicants and assisting hosts of the event for the TFP must have read this SOP, understood, and signed a **Declaration Of Acknowledgement.**

5.9.2 Faculty, staff, students and/or vendors shall submit a TFP request at least **14 business days prior** to the proposed event. Any student organization who submits a TFP within 14 business days of an event may receive a time violation (see Sec. 6.28).

5.9.3 A site reservation must first be confirmed by UHCL Scheduling.

5.10 **TFP and/or OFP (if required) applications for online submission through the UHCL website portal must** have a student, faculty or staff member UHCL email on the TFP and/or OFP application (ex. LastnameX@uhcl.edu, Lastname1234@uhcl.edu) in order to use the UHCL website portal.
5.11 The UHCL website portal option must be attempted first. If the online option isn’t available, students should obtain a TFP and/or OFP in through the Student Life Office, where they will forward accordingly. Faculty, staff and/or external campus applicants will apply directly to the EHS Department.

5.11.1 Proof of site reservation confirmation must be provided, as well as fire extinguisher training for OFP’s, where they will forward to the EHS Department accordingly.

5.12 TFP and/or OFP expire upon completion of the event except when a variance is granted.

5.13 If the event is rescheduled, a new site reservation confirmation is necessary. Students should then update the Student Life Office for a permit extension before the original permit is set to expire, otherwise a new TFP and/or OFP will need to be filed.

5.14 If there are any changes to the food items or details listed on an approved TFP, then those changes must be approved by the Student Life Office, where they will be forwarded to the EHS Department if appropriate, prior to the event.

5.15 Faculty, staff, students or vendors providing temporary food service on campus, shall comply with the requirements of the Texas Temporary Food Establishments, Rule §228.222 (See Sec. 7.0). Failure to comply with the policies and procedures listed in this SOP will result in revocation of the TFP, and appropriate University disciplinary action (see Sec. 6.28).

5.16 The UH System may impose any additional requirements to protect against health hazards at any time.

5.17 UHCL may prohibit the sale of some or all potentially hazardous foods.

5.18 Hot ready-to-eat food items (pizza, doughnuts, etc.) must be sold / consumed within four hours after being cooked, or discarded.

6.0 PROCEDURES

6.1 Category Risk – LOW

The following food items may be distributed to the general public at the LOW category provided that they are prepackaged as individual servings (for exceptions see Sec. 6.5.1). Homemade baked goods, as well as commercially prepared baked goods (if not originally individually prepackaged), must be individually wrapped. Submit LOW category 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 category risk foods are shelf stable and do not need temperature control before being opened. Examples are:

6.1.1 Individually wrapped candy
6.1.2 Single serving sized soda or juice bottles / cans
6.1.3 Single serving sized potato chip packages
6.1.4 Individually wrapped bake sale items (prepackaged: cookies, brownies, donuts, etc.)
6.1.5 Single serving sized popcorn bags / cups

6.2 At the LOW category, no food or drinks which require refrigeration can be sold or distributed to the general public.

6.2.1 This includes dairy or fruit, cream-filled or fruit-filled pastries, éclairs, cream pies, etc.
6.3 At the LOW category, no food or drinks which are required to be kept warm can be sold or distributed to the general public.

6.4 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, etc. are prohibited.

6.5 All bake sale items shall be individually wrapped at the original point of preparation.
   6.5.1 If serving from a commercial package/container (e.g. baker-box dozen donuts), 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 cross-contamination.
   6.5.2 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 (see Section 5.3).

6.6 All bake sale items shall be transported in a clean, covered, dust-proof container.

6.7 Individuals conducting the baking and/or wrapping or sale of food shall thoroughly wash their hands before handling the food product.

6.8 Apply good sanitation practices in the storage, preparation, displaying, and serving of the food.

6.9 **Home Operations Food Statement:** Homemade food items **must** display a ‘Home Operations Food Statement’ at each sale location which displays the following information, make sure to list all allergens, including common ones (ex. soy, eggs, milk, fish, wheat, shellfish, tree nuts, peanuts):

```
[Organizations Name (Acronym)]

[Home Operations Food Statement]
This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department.

[Dish/Food Name: (Ex. Pizza, Tamales)]

[Ingredients/Allergens: [LIST ALL INGREDIENTS / ALLERGENS (ex. eggs, nuts, milk, flour, etc. )]]
```

Name of Food Item(s)

Ingredients and Allergens

Organizations Name (Acronym)

Contact Information

Event Name: (Ex. Harvest Fair 2017)
UHCL Temporary Food Permit, Policies and Procedures

6.10 **Category Risk – MEDIUM**
Potentially hazardous food items that have been cooked during manufacturing, foods items that have preservatives, and foods prepared by outside vendors, that require reheating or refrigeration to control temperatures before and/or during serving to the *general public* are in the MEDIUM risk category.

6.11 Any applicable LOW risk category requirements also are in the MEDIUM risk category.

6.11.1 When applicable, provide signage for homemade/individual made items and/or list of allergens. (see Sec. 6.9).

6.12 **This is a food handling and preparation category only, onsite initial cooking is not permitted.**
Only the controlled reheating and refrigeration of MEDIUM risk category food items are allowed onsite, unless otherwise prescribed. (see Sec. 6.14).

6.12.1 Perishable foods, either raw or cooked can only be assembled by qualified food vendors (see Sec 5.4, 5.5) or those in possession of a Food Handler’s Training Certificate (see Sec. 6.18).

6.13 These food items can be *handled* by the MEDIUM risk category applicant(s). Examples are:

6.13.1 Veggie Trays
6.13.2 Cheese Trays
6.13.3 Fruit or cream filled pastries
6.13.4 Pizza
6.13.5 Sandwich Trays, either hot or cold
6.13.6 Other qualified 3rd party / restaurant prepared foods intended for professional catering, but handled and/or served by applicants.

6.14 The *only* approved food items for onsite *preparation* at the MEDIUM risk category are:

6.14.1 Hot Dogs
6.14.2 (Canned) Cheese, Nachos
6.14.3 Pickled, preserved foods, sauces & spreads
6.14.4 Popcorn
6.14.5 Ultra-pasteurized milk creamers for coffee & tea

6.15 Any potentially hazardous foods sold must be prepared onsite by members of the organization, or delivered by or picked up from a food vendor.

6.16 Any food requiring preparation by a charcoal, wood burning or propane device will be allowed in designated campus locations with an OFP.

6.17 During these Category Risk – MEDIUM events:

6.17.1 Servers must wear an effective hair restraint. Long hair must be tied back, and a hair net or hat/cap that covers/restrains all hair is acceptable.

6.17.2 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.
6.17.3 All serving utensils must be washed, rinsed, and sanitized before use or reuse. 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.

6.17.4 Food must be protected from contamination, and maintained at the proper temperature.

6.17.4.1 **Transporting Food** – Use insulated carriers (i.e. thermal tote bag, clean dry blanket or thermos/coolers, borrow catering hot box) to keep hot/cold items hot/cold; and separate hot and cold items from each other.

6.17.4.2 **Serving Hot Food** – Must be kept hot utilizing one or more of:
   - 6.17.4.2.1 Electric skillet
   - 6.17.4.2.2 Crock pot/Slow cooker (but must microwave food first)
   - 6.17.4.2.3 Sterno – (OFP required along with fire extinguisher and training)

6.17.4.3 Additional/Extra food containers not being served/kept hot on table – must be kept hot in thermal container or cold in ice chest and then reheated prior to serving

6.17.4.4 **Serving Cold Food** – Must be kept on ice using one or more of:
   - 6.17.4.4.1 Double bowl on top of a larger bowl with ice
   - 6.17.4.4.2 Ice pan with small bowls or plates for condiments
   - 6.17.4.4.3 Kept in ice chest

6.17.4.5 Containers must remain covered and sealed throughout the food event.

6.17.5 Food should be delivered to the campus event as close as possible to serving time, to prevent food potentially being out of temperature control with staging or wait time.

6.18 **Category Risk – HIGH**

When faculty, staff, students organizations and/or vendors are cooking any HIGH category risk food items, either hot or cold, with the intent to distribute to the **general public**, those individual(s) assume the food safety responsibility that would have otherwise been held by Aramark catering services, some other qualified 3rd party caterer, food vendor and/or restaurant. HIGH risk category activity, whether the food is made by the group, by qualified 3rd party caterer, food vendor and/or restaurant, either purchased or donated, will only be allowed per University policy, for those who **first** obtain a **Food Handler’s Training Certificate** (see Sec. 5.4, 5.5) through either the City of Houston, ServeSafe, or another accredited source (see Sec. 7.0).

6.18.1 Fees are associated with obtaining these certificates and are at the expense of the applicant/organization.

6.18.2 Training may be good for up to 3 years

6.18.3 Adherence to the UHCL policies and procedures listed in this document still apply.

6.19 Once the certificate have been obtained and acknowledged, the application for a HIGH risk category TFP may be obtained through the UHCL website portal (see Sec. 7.0).

6.20 The person with the food handler’s training certificate must oversee the food handling, and be present during the event. To avoid the possibility of unexpected events, or for larger events requiring multiple serving stations, it is recommended that more than one person obtain this training certificate.
6.21 Any applicable LOW, MEDIUM risk category requirements also are in the HIGH risk category.

6.21.1 When applicable, provide signage for homemade/individual made items and/or list of allergens. (see Sec. 6.9).

6.22 The following items are examples of ‘Category Risk – HIGH’ items:

<table>
<thead>
<tr>
<th>Milk</th>
<th>Cooked Potatoes</th>
<th>Other Protein Foods – i.e. Tofu, Soy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poultry – i.e. Chicken, Turkey</td>
<td>Cooked Vegetables</td>
<td>Raw Sprouts and Seeds</td>
</tr>
<tr>
<td>Meats – i.e. Beef, Pork, Lamb</td>
<td>Cooked Rice</td>
<td>Garlic and Oil Mixtures</td>
</tr>
<tr>
<td>Fish</td>
<td>Cooked Beans</td>
<td>Unpasteurized Eggs (ex. Chicken Shell Eggs)</td>
</tr>
<tr>
<td>Shellfish and Crustacea</td>
<td>Cut Fruits (ex. Raw Melons)</td>
<td>Cooked Pastas</td>
</tr>
</tbody>
</table>

6.23 Food Preparation

6.23.1 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 and bounces back after pressed on) and have keep kept at the temperatures required before and after cooking.

6.23.2 Meat, pork and poultry products shall be cooked to the following minimum internal temperatures: Poultry = 165° F

6.23.3 Meats and Pork = 155° F

6.23.4 Other Meats = 145° F

6.23.5 After cooked, 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 140°F or above for hot foods, or 40°F or below for cold foods.

6.23.6 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 either sold or served.

6.23.7 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).

6.23.8 Potentially hazardous foods 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 after food is reheated.

6.23.9 Store all food, utensils, plates, cups, and napkins at least 6 inches above the ground.

6.24 Equipment

6.24.1 Food contact with surfaces of equipment shall be protected from contamination by consumers using separating counters, tables, sneeze guards, etc.

6.24.2 Provide only single service articles (e.g. plastic knives, forks, and spoons) to consumers.

6.24.3 Utensils, including ice scoops, shall be provided to minimize handling foods.
6.24.4 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:
   6.24.4.1 Container #1 – Potable water and soap moisture
   6.24.4.2 Container #2 – Clean potable water
   6.24.4.3 Container #3 – Sanitation Solution (2 caps full of bleach to 1 gallon of water).

6.24.5 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.

6.24.6 When applicable, provide signage for homemade/individual made items and/or list of allergens. (see Sec. 6.9).

6.24.7 Sterno cans shall be the open can hole, gel type only, which burn completely and pose less of a spill hazard than liquid wick type (see Sec. 6.26 for waste disposal).

6.25 Personal Hygiene
   6.25.1 Provide gloves, hand sanitizer, and hair restraints.
   6.25.2 Individuals/personnel shall maintain a high degree of personal cleanliness, and conform to good hygienic practices.
   6.25.3 Individuals/personnel who are feeling ill (i.e., 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.
   6.25.4 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, and/or wear it up under the hair restraint.
   6.25.5 DO NOT eat, drink, or smoke inside the food prep area.

6.26 Toilet Facilities/Waste Disposal
   6.26.1 Conveniently located toilet facilities shall be provided. Facilities in immediately adjacent UHCL buildings are acceptable, if such buildings are unlocked and available for use.
   6.26.2 Covered containers for refuse and garbage shall be arranged or provided by event organizer.
   6.26.3 Dispose of all liquid and solid waste properly according to UHCL regulations, with no hot food items or large quantities of liquid/liquid food items placed in campus trash cans.
   6.26.4 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 fuel content.
6.27 **Booth Construction**

6.27.1 Provide a ceiling in food preparation and service areas such as when outside with wood, canvas, or other material that protects the interior of the establishment from weather and other potential contaminating agents.

6.27.2 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.

6.27.3 Carpeted floors may require protective covering to protect from food spillage and potential cleaning fees charged back to the group.

6.27.4 Pests (flies, roaches rodents, etc.) shall be controlled. Doors, walls, screening, and other measures may be required when necessary to restrict the entrance of flying insects.

6.28 **Violations**

6.28.1 Any offenders, whether individual students, student organizations, faculty, staff and/or vendors with repeated violations of the above prescribed policies and procedures on 3 separate events will be subject to a temporary suspension of applying for a TFP, at the discretion of the UHCL EHS Department.

6.28.2 Anyone operating without a required TFP will be immediately placed on suspension and be reprimanded according to UH System policies.

6.28.3 If previous offenders have been granted access, and are planning on participating in a future event, they shall undergo food safety training or retraining at their expense, regardless of the category risk level, as prescribed by the UHCL EHS Department, prior to receiving their next TFP.

7.0 **LINKS**

7.1 Aramark Catertrax: [https://uhcl.catertrax.com/index.asp](https://uhcl.catertrax.com/index.asp)

7.2 UHCL Food Permits: [foodpermits@UHCL.edu](mailto:foodpermits@UHCL.edu)

7.3 Texas Temporary Food Establishments, Rule §228.222:


7.5 City of Houston Food Handlers Certificate: [http://www.houstontx.gov/health/Food/food_manager_certification_class.html](http://www.houstontx.gov/health/Food/food_manager_certification_class.html)

7.6 ServeSafe Food Handler’s Certificate: [https://www.servsafe.com/home](https://www.servsafe.com/home)


7.8 UHCL Food Permit Application website portal: (website link pending)
8.0 TEMPORARY FOOD PERMIT
8.1 Version – FOO.DOC.001.01

**Temporary Food Permit**

<table>
<thead>
<tr>
<th>Requester Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsible Person:</strong> [Name]</td>
</tr>
<tr>
<td><strong>Your UHCL Email:</strong> [<a href="mailto:email@uhcl.edu">email@uhcl.edu</a>]</td>
</tr>
<tr>
<td><strong>Your Phone:</strong> [Number]</td>
</tr>
<tr>
<td><strong>Organization Name:</strong> [Name]</td>
</tr>
<tr>
<td><strong>Name of Individual(s) assisting that have completed Food Safety Training:</strong> [Name]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Name:</strong> [Name]</td>
</tr>
<tr>
<td><strong>Event Date:</strong> [Date]</td>
</tr>
<tr>
<td><strong>Event Serving Time (4H Max):</strong> [Start] - [End]</td>
</tr>
<tr>
<td><strong>Has a site reservation been confirmed?</strong> Yes [ ] No [ ]</td>
</tr>
<tr>
<td><strong>Campus Location of Event:</strong> [Location]</td>
</tr>
<tr>
<td><strong>Who will the food be served to?</strong> [Name]</td>
</tr>
<tr>
<td><strong>Will food and/or event require an OFP?</strong> Yes [ ] No [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Food Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What Risk Level Category are you applying for?</strong> [Low, Medium, High]</td>
</tr>
<tr>
<td><strong>List ALL Food / Beverage Ingredients and Allergens:</strong> [List]</td>
</tr>
<tr>
<td><strong>How will the List Above be kept in the Hot / Cold Safe Zones During Transport?</strong> [Method]</td>
</tr>
<tr>
<td><strong>List the source(s) you'll get the Food / Beverage Ingredients from:</strong> [List]</td>
</tr>
<tr>
<td><strong>Where will the Food / Beverage Ingredients be Prepared?</strong> [Location]</td>
</tr>
<tr>
<td><strong>How will the Food / Beverage Ingredients be Prepared?</strong> [Method]</td>
</tr>
<tr>
<td><strong>What equipment will be used for Preparing / Cooking?</strong> [List]</td>
</tr>
<tr>
<td><strong>How will the Prepared Cooked be kept in the Hot / Cold Safe Zones During Serving?</strong> [Method]</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Caterer Name: [Name]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong> [Address]</td>
</tr>
<tr>
<td><strong>Caterer Phone:</strong> [Number]</td>
</tr>
</tbody>
</table>

**Will the event be catered by a restaurant or company, where the employees from the restaurant or company will be serving all the event?** Yes [ ] No [ ]
9.0 OPEN FLAME PERMIT

9.1 Version – FOO.DOC.002.01

OPEN FLAME PERMIT

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

<table>
<thead>
<tr>
<th>Responsible Person:</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Your Phone:</td>
<td></td>
</tr>
<tr>
<td>Organization Name:</td>
<td></td>
</tr>
<tr>
<td>Event Name:</td>
<td></td>
</tr>
<tr>
<td>Event Date:</td>
<td></td>
</tr>
<tr>
<td>Start/End Time (HR Min for Food):</td>
<td></td>
</tr>
<tr>
<td>Campus Location of Event:</td>
<td></td>
</tr>
<tr>
<td>Open Flame Equipment:</td>
<td></td>
</tr>
</tbody>
</table>

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.

I UNDERSTAND AND AGREE TO ABIDE BY THE PROCEDURE AND GUIDELINES WHICH ADDRESS THE USAGE OF THE OPEN FLAME PERMIT.

Responsible Person Signature: ___________________________ Date: ___________________________

Issued by the Department of Environmental Health and Safety

FMO Fire Extinguisher S/N: ___________________________

Approval Signature: ___________________________ Date: ___________________________

PERMIT EXPIRES: ___________________________ Time: ___________________________
10.0 HOME OPERATION FOOD STATEMENT

10.1 Version – FOO.DOC.003.01

Dish/Food Name: _________________________

Ingredients: _________________________

Allergens: _________________________

Organization Name (Acronym):

______________________________

Responsible Person: _________________________

Your UHCL email: _________________________@uhcl.edu

Your Phone: _________________________

Event Name:

______________________________

This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department.
# UHCL Temporary Food Permit, Policies and Procedures

## 11.0 REVISION LOG

<table>
<thead>
<tr>
<th>Revision Number (Rev)</th>
<th>Approval Date</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4/17/2017</td>
<td>Initial Version</td>
</tr>
</tbody>
</table>
12.0 Declaration of Acknowledgement

DECLARATION OF ACKNOWLEDGEMENT

By signing this form I declare I have read, understand and agree to abide by the policies and procedures addressed in this Standard Operating Procedure.

Print Name: ___________________________ Signature: __________________________ Date: _______