

# UNIVERSITY OF HOUSTON SYSTEM AT SUGAR LAND PROCEDURES

## SECTION: FIELD OPERATIONS – SAFETY OFFICER

### SUBJECT: TEMPORARY FOOD DEALER'S

#### I. GENERAL REQUIREMENTS

- A. All outside caterers or contractors providing food at the University of Houston System at Sugar Land (UHSSL), must be in possession of a valid Food Permit issued by the City of Houston, Sugar Land, Richmond, Rosenberg, Harris County, Fort Bend County or the State of Texas and must also employ a Certified Food Service Manager.
- B. Faculty, staff or students intending to use a caterer or an outside contractor to cater an event on campus must, follow all rules and regulations mandated by the UHSSL.
- C. Faculty, staff or students shall submit a request for a Temporary Food Dealer's Permit at least three working days prior to the proposed event.
- D. Temporary Food Dealer's Permits expires upon completion of the event. \*If the event is forced to be postponed please contact the Safety officer for a permit extension.
- E. Faculty, staff or students providing temporary food service establishments on campus, shall comply with the requirements of the Texas Department of Health, Rules on Food Service Sanitation, Section 229.170 and the City of Houston Food Ordinance, Article II Chapter 20. Failure to comply with these rules and regulations will result in the revocation of the Temporary Food Dealer's Permit and appropriate University disciplinary action.
- F. There are some restricted operations and UHSSL may impose additional requirements to protect against health hazards related to the conduct of the temporary food dealer. Also, UHSSL may prohibit the sale of some or all potentially hazardous foods.
- G. Those temporary food establishments planning to use barbecue pits, reheating or hot holding devices that require an open flame, must obtain an Open Flame Permit from the UHSSL Safety Officer.

#### II. REQUIREMENTS FOR TEMPORARY FOOD DEALER'S

- A. Each food stand or booth temporarily providing catering services or selling food at the UHSSL requires a Temporary Food Dealer's Permit. Permits are issued by the Safety Officer at UHSSL. Permits are available online at <http://www.sugarland.uh.edu/events/forms.htm>.
- B. The following list identifies guidelines that must be met while operating a temporary food establishment. If you have any questions, contact one of the following individuals:
  - Deborah Wible McGraw, Facility Events Assistant, (281) 275-3368
  - Kelly Henninger, Student Services Coordinator, (281) 275-3317
  - Pete Jamison, UH Security, (281) 275-3302

## 1. Food and Food Preparation

- a. Food shall be obtained from approved sources and be in sound condition. Ice used for human consumption must be from an approved source and held in bags until used and dispensed properly. Do not store any food in contact with water, cubed ice, or ice intended for human consumption.
- b. Meat and poultry products shall be cooked to the following minimum internal temperatures: poultry - 165 degrees F, ground meats and pork - 155 degrees F, and other meats - 145 degrees F.
- c. 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 one hundred forty (140) degrees F or greater than or equal to forty-one (41) degrees F or below.
- d. A properly scaled, metal stem-type thermometer shall be used to monitor the proper internal cooking and holding temperatures of potentially hazardous foods.
- e. Potentially hazardous foods needing to be reheated prior to the start of the event must be done rapidly to one hundred sixty-five (165) degrees F or above for at least 15 seconds. Microwave oven, conventional oven, stove, or electric skillet may be used.
- f. Store all food, utensils, plates, cups and napkins at least 6 inches above the ground.

## 2. Equipment

- a. Food contact surfaces of equipment shall be protected from contamination by consumers using separating counters, tables, sneeze guards, etc.
- b. Provide only single-service articles (e.g. plastic knives, forks and spoons) to consumers.
- c. Utensils, including ice scoops, shall be provided to minimize handling of foods
- d. Provide three containers (large enough to completely immerse the largest utensil) for utensil washing with the following contents:
  - 1.) Container number one - potable water and soap mixture.
  - 2.) Container number two - clean potable water
  - 3.) Container number three - bucket filled with potable water to three quarters full and one capful of bleach

## 3. Personal Hygiene

- a. Provide potable water soap, and paper towels for hand washing. Potable water must be kept in a clean gravity type dispenser (e.g., ice chest with spigot or five gallon water jug with spigot). Provide a catch basin falling wastewater.
- b. Personnel shall maintain a high degree of personal cleanliness and conform to good hygienic practices. They shall be free of infections which may transmit foodborne illness.
- c. 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 past their shoulders shall pull it back or wear it up under the hair restraint.
- d. Do not eat, drink or smoke inside the food prep area.

4. Toilet Facilities and Waste Disposal

- a. Conveniently located toilet facilities shall be provided. All sewage and wastewater shall be disposed of properly. Facilities in immediately adjacent UHSSL buildings are acceptable if such buildings are unlocked and available for use.
- b. Covered containers for refuse and garbage shall be provided.

5. Booth Construction

- a. Provide a ceiling in food preparation and service areas (wood, canvas or other material that protects the interior of the establishment from weather and other potential contaminating agents).
- b. Dust shall be controlled. Floors shall be constructed of concrete, asphalt, tight wood, tarps, outdoor carpet or the cleanable material approved by the health authority.
- c. Pests (flies, roaches, or rodents) shall be controlled. Doors, walls, screening, and other measures may be required when necessary to restrict the entrance of flying insects.

III. REVIEW AND RESPONSIBILITIES

Responsible Party: Safety Officer, UH Security

Review: Every two years, on or before June 1

VII. APPROVAL

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Director, UH System at Sugar Land

Date

VIII. REFERENCES

Texas Department of Health, Rules on Food Service Sanitation, Section 229.170  
City of Houston Food Ordinance, Article II Chapter 20.  
University of Houston Department of Public Safety Fire Marshal's Office, Temporary Food  
Dealer's Policies and Procedures.