



Standard Operating Procedure For Events with Food

Statement

These procedures describe the requirements for the safe handling of food used for events on campus that do not utilize the on-campus dining services or approved and licensed caterers. These procedures do not cover or establish procedures for events that utilize the on-campus dining services or events catered and staffed by approved and licensed food establishments. See each section below for the applicable requirements.

PLEASE NOTE THAT ALL EVENTS REQUIRE A RISK ASSESSMENT FORM

ALL EVENTS MUST HAVE A FOOD HANDLERS CERTIFICATE HOLDER PRESENT

Procedures and Responsibilities

1. Inter-Department or Single Group

- 1.1. The event is not advertised to or intended for the general public or multiple departments or groups.
- 1.2. The attendance is not expected to be over 50
- 1.3. The Director/Dean/Head or Designee has reviewed and understands the Food Handling Instruction (Section 8)
- 1.4. If multiple (greater than 2) food warming devices are to be used, the Facilities Director/Fire AHJ or a person delegated by the Facilities Director/Fire AHJ has to review and approve the usage of the warming devices to ensure proper building load is reviewed and there is no adverse effect on property or life.
- 1.5. The Risk Management Office is authorized to request a proof of inspection by a local health authority should questions arise about the type of food being served.
- 1.6. Department events with attendance over 50 may not provide food. Authorized catering or campus dining is required

2. Multiple Departments or Multiple Groups

- 2.1. Departments or Groups with multiple areas attending may bring in approved food items **only** if the following criteria are met:
 - 2.1.1. The food items are from the approved foods list (Section 4)
 - 2.1.2. The food items have been reviewed by and approved by the Department Risk Management
 - 2.1.3. The Event Risk Assessment Form has been submitted and approved at least three weeks prior to the event
 - 2.1.4. The event is limited to campus departments, agencies, or authorized student groups
 - 2.1.5. The event is not advertised to or intended for the general public
 - 2.1.6. The Risk Management Office is authorized to request a proof of inspection by a local health authority should questions arise about the type of food being served.

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2.1.7. Department events with attendance over 50 may not provide food. Authorized catering or campus dining is required

3. Open Events or Events with Attendance Over 50

3.1. Hunt County Health Department

3.1.1. Events open to the public on or off campus, sponsored by or managed by East Texas A&M University faculty, staff, or student organizations that involve the service of food by a university recognized department or organization must be in compliance with the regulations of the Hunt County Health Department.

3.1.2. Events with attendance greater than 50, sponsored by or managed by East Texas A&M University faculty, staff, or student organizations that involve the service of food by a university recognized department or organization must be in compliance with the regulations of the Hunt County Health Department.

3.2. The Risk Management Office is authorized to request a proof of inspection by a local health authority should questions arise about the type of food being served.

4. Approved Food Items

4.1. Pre-packaged store purchased goods

4.2. Food purchased from stores/restaurants

4.3. Dishes prepared by individual for private/departmental events

5. Food Items Not Prohibited but Cautioned for Use (includes the following, but not limited to)

5.1. Home Cooked Dishes that require heating or refrigeration

5.2. Lunch meat

5.3. Fish and shellfish

5.4. Eggs

5.5. Mayonnaise

5.6. Poultry

5.7. Dips

5.8. Cream Cheese

5.9. Milk

5.10. Ice Cream

5.11. Anything that must be heated or refrigerated

5.12. Anything that must be strictly temperature controlled

6. Bake Sales

6.1. Bake sales are only permitted in areas approved prior to the event. The Event Risk Assessment form must be completed a minimum of 21 days prior to the event. Baked goods must be pre-portioned and individually wrapped (i.e., plastic wrap) prior to the event. This eliminates the need for a hand washing station and the need to clean and sanitize utensils at the site. All baked goods must be labeled with product names and ingredients for those who have food allergies or sensitivities. All store purchased baked goods are approved for such sales and fundraisers. If baked goods will be prepared by individuals, please follow the instructions noted in 7.1, Student Group Fundraising or Special Events.

7. Student Group Fundraising or Special Events

7.1. The University recognizes the importance of group sponsored theme meals prepared and served by the various student groups. The Hunt County Health Department requires that such meals must be prepared in an approved commercial kitchen under the supervision of a licensed food service operation. With prior planning and scheduling, campus dining staff will work (if applicable) with students to prepare food for their special meals. In such situations, 30-day prior notice is required.

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8. Food Handling Instructions

8.1. How to Properly Wash Hands

- 8.1.1. Wash hands only in sinks with running water
- 8.1.2. Use soap and warm water (110°) water.
- 8.1.3. Rub hands vigorously for 20 seconds.
- 8.1.4. Rinse thoroughly
- 8.1.5. Dry with paper towels
- 8.1.6. Sanitize after washing if bare hands will touch ready-to-eat-food.
- 8.1.7. When in doubt! Wash your hands! Always wash after eating, smoking, sneezing, using the restrooms, or touching raw food.

8.2. Personal Hygiene

- 8.2.1. No Smoking, tobacco products, or eating during food service duties (exception: cups with a lid and straw are permitted)
- 8.2.2. Fingernails must be trimmed, clean with smooth edges
- 8.2.3. Jewelry is permitted as long as it remains free and clear of contaminating the food
- 8.2.4. Hair restraints such as hats, nets, beard guards etc. must be worn by servers
- 8.2.5. Anyone with persistent sneezing, coughing, runny nose, etc. are not permitted in food service areas

8.3. Using Food Thermometers

- 8.3.1. A metal-stem thermometer MUST be available and used to check internal food temperatures. These can be purchased at large department stores or a restaurant supply company.
- 8.3.2. Use thermometers with a range of 0° to 200° Fahrenheit
- 8.3.3. Clean and sanitize before and after each of the uses
- 8.3.4. Probe into the thickest part of the food. Don't puncture packaged food but place thermometer between packages

8.4. Food Preparation

- 8.4.1. To minimize the potential for food borne illness all food preparation must be done in a certified kitchen. No home preparation of foods is allowed. A food handlers' certification is required for persons handling/preparing food.
- 8.4.2. Proper cooking temperatures:
 - 8.4.2.1. 145° Fahrenheit | eggs, fish
 - 8.4.2.2. 155° Fahrenheit | Ground meat, pork (hamburgers, hot dogs)
 - 8.4.2.3. 165° Fahrenheit | Poultry, stuffing, casseroles
 - 8.4.2.4. All foods that have been prepared in an approved kitchen must be reheated to 165 degrees before serving or held at 140 degrees at all times***

8.5. Cross Contamination

- 8.5.1. Avoid handling raw meat or shell eggs just before ready-to-eat food without first washing and sanitizing hands, utensils, cutting boards, etc. These foods often contain Salmonella and E. coli.
- 8.5.2. Store raw meat and shell eggs on bottom shelves so they cannot drip onto other foods below.
- 8.5.3. Store scoop handles with the handles up. Handles are often contaminated from workers hands.
- 8.5.4. Do not store cleaners and other chemicals near food or equipment.

8.6. Food/Area Set Up

- 8.6.1. Food on display must be protected from contamination. Condiments such as ketchup, mustard, coffee creamer, sugar and so forth, should be served in individual packets or from squeeze containers.
- 8.6.2. A trash container with tight-fitting lids should be available for garbage.

8.6.3. Liquid waste shall not be dumped into streets, storm drains, or onto the ground. Use a container to collect the dirty water and discard in a sanitary manner (sewer system).

8.6.4. All food must be placed under a cover, to prevent dust contamination.

8.7. Serving Food

8.7.1. Food must be kept at the appropriate temperature.

8.7.2. Use of disposable gloves or utensils is required for serving food to minimize hand-to-food contact with ready-to-eat foods. A back up supply of utensils to last for all hours of the event is required.

8.7.3. Use only disposable plates, cups, plastic forks and spoons for serving food to the public.

8.8. Grilling

8.8.1. Must submit an Outdoor Grilling Form to Director of Facilities Director/Fire AHJ for approval.

8.8.2. Facilities Director/ Fire AHJ provide a fire permit.

8.8.3. A fire extinguisher must be on hand at the event. One can be checked out from the Facilities Director/Fire AHJ.

8.8.4. Grills should have an adequate cover.

8.8.5. Grills should be used in an uncovered area only!

8.8.6. Follow guidelines provided by Fire AHJ to properly dispose of used coals.