

Texas A&M University-San Antonio

24.01.01.00.09 Food Safety and Sanitation

Approved: September 4, 2015

Next Scheduled Review: September, 2020

Procedure Statement

Sanitary conditions shall be maintained in all Texas A&M University-San Antonio (A&M-San Antonio) buildings and grounds, at University sponsored events, and at all functions conducted on University property. Sanitation refers to the establishment of environmental conditions favorable to human health. General sanitation includes, but is not limited to, public restroom facilities, drinking water, wastewater, solid waste disposal, pest control, and general cleanliness of facilities.

Food safety includes food preparation and food service. All food service operations on the university shall operate in accordance with the Texas Food Establishment Rules and are subject to inspection by the Bexar County Health Department and/or the Office of Safety, Risk and Emergency Management.

This Procedure does not apply to purchases of food or beverage for personal consumption or closed events such as departmental and student organization events, private tailgate parties, cook-out, picnics, or potluck dinners that are not open for consumption by the general public.

Reason for Procedure

The purpose of this Procedure is to set forth responsibilities for those involved in food safety and sanitation.

Official Procedure

1. Persons or groups/departments securing food or beverage for an event are responsible for confirming the eligibility of a non-University food vendor to serve food or beverages on the A&M-San Antonio campus. Vendors must be permitted by the Bexar County Health Department. The delivery or service of food and/or beverages by unauthorized providers is prohibited.
2. Persons or groups/departments that sponsor events shall maintain facilities and grounds in a sanitary condition: report potentially unsanitary conditions to appropriate Departments/Units; and work with the Office of Safety, Risk and Emergency Management to resolve issues of unsanitary conditions.

3. Application to the Bexar County Health Department for temporary food permits must be submitted at least 72 hours prior to the start of the event.
4. When preparing and serving food to the public on the A&M-San Antonio campus or at a University sponsored event, a non-commercial non-University food vendor must obtain a Temporary Food Permit issued by the Bexar County Health Department. The Temporary Food Permit is ONLY valid for the event referenced on the certificate and will expire 72 hours after issuance.
5. The Office of Safety, Risk and Emergency Management shall investigate complaints involving food safety and general sanitation issues; work with responsible parties to correct out of compliance conditions; and coordinate with the Bexar County Health Department on any sanitation enforcement issues.
6. The Office of Safety, Risk and Emergency Management is authorized by the provisions of this procedure to shutdown non-University food vendor operation on campus or at University sponsored events when:
 - 6.1 Disregard of safe food handling practices are found during the preparation or service of food;
 - 6.2 Any practices or conditions are found to be a potential threat to public health, or
 - 6.3 Multiple offenses to the provisions of University Rules and Procedures' are found.

Note: Bake sales are exempt from the requirement to obtain Bexar County Health Department approval. The baked goods must be pre-portioned and wrapped (e.g., 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. It is also recommended that all of the baked goods should be labeled with product names and ingredients. This is helpful to individuals who may have food allergies or sensitivities. The food label may be in the form of an attached label on the package, a placard, or as a recipe that is available to the consumer.

Related Statutes, Policies, or Requirements

System Policy [24.01 Risk Management](#)

System Regulation [24.01.01 Risk Management Programs](#)

Contact Office

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