

**LAMAR UNIVERSITY
OFFICE OF EHS & RISK MANAGEMENT**

TEMPORARY FOOD DEALER'S POLICIES AND PROCEDURES

1. Properly registered student organizations may conduct events where food is sold and distributed as a part of their fundraising efforts. Student organizations that sponsor food fund raisers must complete a [Temporary Food Dealer's Permit/Request Form](#) and submit it to EHS & Risk Management for approval.
2. Student organizations shall submit a request for a Temporary Food Dealer's Permit at least **three** business days prior to the proposed event. Any student organization who does not submit their permit and any additional paperwork at least three business days prior to their day of the event will receive a time violation. Please see the Violations section below for more information.
3. Before submitting a Temporary Food Dealer's Permit, a site reservation must be confirmed.
 - a. If obtaining a Temporary Food Dealer's Permit in person, proof of confirmation must be provss

FOOD SALE CATEGORIES

Low Risk:

The following food items may be sold as “Low Risk” food sales provided that they are prepackaged as individual servings. Homemade baked goods, as well as, commercially prepared baked goods (if not originally individually packaged) be individually wrapped. Potentially hazardous foods are foods that if handled or prepared improperly can cause a foodborne illness. Low risk foods are shelf stable; examples of approved foods are:

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Candy	Soda	Chips
Cake	Cookies	Brownies

During these events:

1. Servers must wear effective hair restraints. A hairnet or a cap/hat that covers all thereis acceptable. Loose hair must be tied.
2. Servers must wear disposable gloves or use a serving utensil. Servers must not wear gloves outside of the serving station, and must always wash their hands before changing glovesand use sanitizer regularly.
3. All serving utensils must be washed, rinsed and sanitized before reuse. Using the bathroom sink is not an acceptable way to wash, rinse and sanitize serving utensils.
4. Food must be protected from contamination. Use insulated carriers (i.e. thermos/coolers) to keep at proper temperature (cold hold = 41°F and below; hot hold = 135°F and above) and separate hot and cold items from each other. Depending on the food items, you may need to keep insulated carriers in an ice bath to keep food cold or hot when food permit is submitted for review.

High Risk:

The sale of any “High Risk” food item, must be approved by the Office of EHS & Risk Management. Additional requirements and precautions will be applied.

Exceptions for allowing a High Risk food sale event may be approved with prior authorization from the Office of EHS & Risk Management.

All “high risk” events selling food have a food handler on site at all times and must be able to show proper identification when asked.

The following items are examples of “High Risk” items.

Milk and milk products	Shell eggs	Baked or boiled potatoes
Poultry (Chicken, Turkey)	Fish	Cooked Rice
Tofu	Meats: Beef, Pork, Lamb	Heat treated plant food

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Equipment:

1. Food contact with surfaces of equipment shall be protected from contamination by consumers using separating counters, tables, sneeze guards, etc.
2. Provide only single-service articles (e.g. plastic knives, forks, and spoons) to consumers.
3. 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)

4. Utensils, including ice scoops, shall be provided to minimize handling of foods.
5. Provide a sign for homemade items.

Personal Hygiene:

1. Provide enough gloves, hand sanitizer and hair restraints for ALL individuals handling food at your event. Pocket sized bottles of hand sanitizer will not be allowed.
2. Individuals/personnel shall maintain a high degree of personal cleanliness, and conform to good hygienic practices. They shall be excluded from food preparations if one possesses known infections which may transmit food borne illnesses. **Individuals who are feeling ill may not participate in the food sale.**
3. All individuals working in the booth shall wear an effective hair restr(e)4 (a)1/eage61(ood bor)3.9 (r)3 (e)h (

2. 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.

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