



# Standard Administrative Procedure (SAP)

## 24.01.99.L0.07 Food Safety and Sanitation

**First Approved:** June 23, 2014  
**Revised:** October 26, 2017  
October 4, 2022  
**Next Scheduled Review:** October 4, 2027

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### Procedure Statement and Reason for Procedure

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

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### Procedures and Responsibilities

#### 1. GENERAL

Sanitary conditions shall be maintained in all Texas A&M International University (TAMIU) buildings and grounds, at TAMIU-sponsored events, and at all functions conducted on TAMIU property. Sanitary conditions refer to the establishment of environmental conditions favorable to human health. General sanitation applies, 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 at TAMIU shall operate in accordance with the Texas Food Establishment Rules and are subject to inspection by the City of Laredo Health Department and/or the Office of Environmental Health and Safety (EHS).

Persons or groups that sponsor events shall maintain facilities and grounds in a sanitary condition, have a duty to report potentially unsanitary conditions to appropriate departments, and work with EHS to resolve issues of unsanitary conditions.

## 2. RESPONSIBILITIES

All food distribution on campus (sold or given away) must meet the following minimum guidelines.

### 2.1 Student Organizations

#### 2.1.1 TAMIU student organizations who distribute food **on campus** must:

2.1.1.1 Attend training and receive a food permit offered through EHS or through the City of Laredo Health Department.

2.1.1.2 Receive approval from the Office of Student Orientation, Leadership and Engagement (SOLE) via submission of an event request.

#### 2.1.2 TAMIU student organizations who distribute food **off campus** must:

2.1.2.1 Obtain applicable permit(s) from the City of Laredo Health Department, as required by City of Laredo regulations.

2.1.2.2 Receive approval from SOLE, via submission of an event request.

### 2.2 TAMIU Departments/Offices/Non-Student Organization(s) must:

2.2.1 Attend training and receive a food permit offered through EHS or through the City of Laredo Health Department.

2.2.2 Receive event approval through the Office of Community Relations and Special Events (Events Services).

2.2.3 Ensure that all requirements under Section 2.3 are met if outside vendors will be utilized.

2.2.4 Provide a list of all vendors to Event Services if utilizing an outside vendor(s) for the event.

### 2.3 Outside Vendors – Food distribution from off-campus vendors must meet the following guidelines.

2.3.1 Coordinate through the Office of Community Relations and Special Events (Events Services).

2.3.2 Receive written permission from the TAMIU food contractor, which has the first right of refusal for serving food on campus.

2.3.3 Obtain a temporary food permit(s) from the City of Laredo Health Department located at 2600 Cedar.

2.3.4 Four (4) days prior to event, present to Event Services the permit and letter from the TAMIU food contractor for permission to sell or provide outside food.

2.3.5 Provide proof of general liability insurance coverage to Event Services.

2.3.6 This SAP does not restrict an individual from placing an order for food and beverages with a commercial food vendor for delivery to their office or on-campus residence. This SAP does not restrict an individual from purchasing beverage products from local off-campus outlets and bringing the product to campus for individual use.

## 2.4 Responsibilities of EHS

- 2.4.1 Provide Food Handler Training to student organizations and departments wishing to distribute food on campus.
- 2.4.2 Conduct unannounced inspections of student organization and department food distribution areas, as needed or upon request.
- 2.4.3 Investigate complaints involving food safety and general sanitation issues, work with responsible parties to correct any non-compliant conditions, and coordinate with the City of Laredo Health Department on any sanitation enforcement issues.

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### **Related Statutes, Policies, Regulations, or Rules**

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[System Policy 24.01, Risk Management](#)

[System Regulation 24.01.01, Health and Safety](#)

[Texas Food Establishment Rules](#)

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### **Contact Office**

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