

UNIVERSITY of HOUSTON

FIRE & LIFE SAFETY

14004 University Blvd., Room 178 – Brazos Hall
 Sugar Land, Texas 77479
 Phone 713-743-8818

Submit completed permit for processing to slevents@central.uh.edu (Sugar Land)/ ktevents@central.uh.edu (Katy)

TEMPORARY FOOD DEALER'S PERMIT/REQUEST FORM

Organization and/or Department Name:			
Event Organizer or Contact Person:			
Contact Phone Number:			
Location Where Event Will be Held:			
Site Reservation Confirmed?			
Date of Event:	Start Time:	End Time:	
List of Specific Items to be Served:	<i>Note: If serving boxed/prepackaged meals, please state what those meals will consist of for approval.</i>		
Where & By Whom Will Food be Prepared?			
Caterer's Address (if applicable):			
Required documents from caterer:	<input type="checkbox"/> Food manager's certificate <input type="checkbox"/> Food establishment permit (food dealer's permit) <i>Note: Both documents must be submitted for approval.</i>		
Where & How Will Food Be Stored?			
How Will All the Trash be Disposed?			
What is the Purpose of the Event? (check one)	<input type="checkbox"/> Fundraiser/Bake Sale <input type="checkbox"/> Meeting/Informational Session <input type="checkbox"/> Lecture/Workshop/Seminar <input type="checkbox"/> Social Event <input type="checkbox"/> Concerts/Shows <input type="checkbox"/> Other: _____		
Event Type:	<input type="checkbox"/> Internal <input type="checkbox"/> External		
Will you use any of the following?	<input type="checkbox"/> Sterno <input type="checkbox"/> Open Grill – specify type: _____ <input type="checkbox"/> Other: _____ <i>Note: If any have been selected, please submit an Open Flame Permit.</i>		

- I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE PROCEDURE AND GUIDELINES WHICH ADDRESS THE USAGE OF THE TEMPORARY FOOD DEALER'S PERMIT.**
- IF THERE ARE ANY CHANGES TO THE TEMPORARY FOOD DEALERS PERMIT BEFORE THIS EVENT, I WILL SUBMIT A NEW PERMIT FOR APPROVAL.**

Initial that you will have the following equipment (if applicable): Thermometer _____ Hand Sanitizer _____
 Protective Wear (Gloves, Hair Restraints, etc.) _____ Water Container / Sanitizing Container / Soap & Water (*required when cooking on site*) _____

Signature: _____ Date: _____

ISSUED BY UH DEPARTMENT OF PUBLIC SAFETY FIRE MARSHAL'S OFFICE:

Signature: _____ Date: _____

UNIVERSITY OF HOUSTON
DEPARTMENT OF FIRE & LIFE SAFETY
FIRE MARSHAL'S OFFICE
4513 Cullen Boulevard, Second Floor – TLC² Annex – Building 106
Houston, Texas 77204-1005
Phone: 713-743-5858

TEMPORARY FOOD DEALER'S POLICIES AND PROCEDURES

Any properly registered student organization, faculty or staff who will temporarily sell or serve food at the University of Houston requires a Temporary Food Dealer's Permit. Permits are issued by the University of Houston Fire Marshal's Office. The following list identifies guidelines that must be met while operating a temporary food establishment. If you have any questions, contact the Fire Marshal's Office at 713-743-5858 or email the Food Safety Team at foodsafety@uh.edu.

1. Properly registered student organizations may conduct events where food is catered, sold or distributed as a part of their fundraising efforts. Faculty and staff may conduct catered events. The University has an exclusive agreement with Chartwells to manage the campus food service program. It is a violation of the agreement to allow any other outside vendors to sell food products or provide samples to our campus community. Questions concerning the use of food vendors should be directed to UH Auxiliary Services.
2. All outside caterers or contractors providing food at the University of Houston **must** be in possession of a valid Food Establishment (Dealer's) Permit.
3. All outside caterers or contractors providing food at the University of Houston **must** possess a certified Food Service Manager's Certification.
4. Faculty, staff, or students serving food at an event and/or intending to use a caterer/outside contractor to cater an event on campus, must follow all rules and regulations mandated by the Fire Marshal's Office (FMO). The individual who obtains the Temporary Food Dealer's Permit is responsible for ensuring all participants of the event adhere to all policies and procedures.
5. Faculty, staff or students shall submit a request for a Temporary Food Dealer's Permit at least **three** business days prior to the proposed event. Any organization or individual 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.
6. 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 provided.
 - b. If your organization is registered with Get Involved and obtaining a Temporary Food Dealer's permit through that system, the reservation number must be provided.
7. Temporary Food Dealer's Permits expire upon completion of the event except when a variance is granted. If the event is forced to be postponed, please contact the Fire Marshal's Office for a permit extension before the original permit is to expire. Otherwise, a new permit will need to be submitted.

9. If there are any changes to the items listed on the approved food permit, then those changes must be approved by the FMO prior to the event. Food that is served but not listed on the food permit could result in restriction from serving food at the event and an automatic suspension.
10. Faculty, staff and students providing temporary food service establishments on campus shall comply with the requirements of the [Texas Food Establishment Rules, Section §228.222](#) Food shall be obtained from approved sources and be in sound condition. Food shall be prepared only in permitted or licensed establishments. **Food prepared in a private home is not allowed.** Failure to comply with these rules and regulations listed in the Requirements for Temporary Food Dealer's Permit section below will result in the revocation of the Temporary Food Dealer's Permit, and appropriate University disciplinary action.
11. There are some restricted operations where the University may impose additional requirements to protect against health hazards.
12. The University may prohibit the sale of some or all potentially hazardous foods. Hot ready to eat food items (e.g. pizza, doughnuts, etc.) must be sold within four hours of original receipt or must be discarded.
13. Any potentially hazardous foods sold or served must be prepared on-site by members of the organization (except delivered pizza/carry-out pizza). Potentially hazardous foods are foods that if handled or prepared improperly can cause a foodborne illness.
14. Temporary food establishments planning to use barbecue pits, sternos, reheating or any other hot holding devices that require an open flame must obtain an Open Flame Permit from the Fire Marshal's Office. A physical Open Flame Permit can be obtained by:
 - a. Submit [form](#) via email or in person to the Fire Marshal's Office
 - b. A digital copy can be submitted through Get Involved.

FOOD RISK CATEGORIES

Low Risk:

Low risk foods are items deemed as shelf stable, or non-potentially hazardous. It is required that commercially prepared baked goods (if not originally individually packaged) **must** be individually wrapped. The following "Low Risk" food items may be sold or served provided that they are prepackaged as individual servings:

Candy	Soda	Chips
Cake	Cookies	Brownies

1. To be classified as a "low risk" category, no food which requires refrigeration or a hot hold can be sold or served. This includes cream filled pastries, éclairs, cream pies, etc.
2. Beverages are permitted only if they are served from their original, unopened containers. All open beverages (punch, 2 liter bottles, etc.) are prohibited.
3. All low risk food items shall be individually wrapped at original point of preparation.
4. Items shall be transported in a covered, dust proof container.

Medium Risk:

Food items requiring special handling, such as refrigeration or heating, may be sold as “Medium Risk” food sales. To be classified as a "medium risk" category, food items may require special handling, such as refrigeration or heating, but should not require excessive preparation. Food requiring preparation by charcoal, wood burning or propane device will be allowed in designated campus locations (Lynn Eusan Park and Butler Plaza) with an approved Open Flame Permit.

Medium risk items will be limited to:

Hot dogs (with no chili)	Sandwiches
Nachos (with no chili)	Pizza

High Risk:

Selling or serving any “High Risk” food item, whether hot or cold, purchased or donated, will be allowed by University policy only for those whom first obtain a Food Handler’s Certificate. The Food Handler’s Certificate can be obtained through any ANSI approved food handler's course found [here](#). If you are not sure if your food handler’s certificate is from an approved source, please contact the Food Safety Team. Fees are associated with obtaining these certificates. Once the certificate is obtained, attach a copy of it to your permit request.

Exceptions for allowing "High Risk" food items to be sold or served may be approved with prior authorization from the Fire Marshal’s Office. The adherence to the University of Houston’s policies and procedures listed in this document applies.

- All events (held by students, faculty or staff) serving or selling "high risk" food **must** have a food handler's certificate on site at all times and must be able to show proper identification of the food handler 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
Soy – protein foods	Shellfish and Crustacea	Garlic and oil mixtures
Raw sprouts and seeds	Cut melons	Cooked beans

REQUIREMENTS FOR TEMPORARY FOOD DEALER'S OPERATIONS DURING EVENTS

Food and Food Preparation:

1. Food shall be obtained from approved sources and be in sound condition.
2. Meat and poultry products shall be cooked to the following minimum internal temperatures:
 - a. Poultry = 165°F
 - b. Ground meats and pork = 155°F
 - c. Other meats = 145°F
3. 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 **135°F** or above for *hot foods*, or **41°F** or below for *cold foods*. A calibrated thermometer must be on site when potentially hazardous foods are sold/served.
4. A properly scaled **metal stem-type thermometer** shall be used to monitor the proper internal cooking and holding temperatures of potentially hazardous foods.
5. All food, regardless of risk level, must be properly covered at all times to prevent from exposure or possible contamination.
6. Ice used for human consumption must be from an approved source, and stored in bags until used and dispensed properly. DO NOT store any food in water, or ice that is intended for human consumption. Use ice scoop or disposable gloves to handle ice. Do not use bare hands.
7. Potentially hazardous foods needing to be reheated prior to the start of the event; must be done rapidly to 165°F or above for at least 15 seconds. A microwave oven, conventional oven, stove, or electrical skillet may be used. Crock pots, chafing dishes, or food warmers CANNOT be used to rapidly reheat foods.
8. Store all food, utensils, plates, cups, and napkins at least 6 inches above the ground.

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. Utensils, including ice scoops, shall be provided to minimize handling of foods.
4. 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)

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 restraint (e.g. ball cap, hairnet, scarf, etc.). In addition, those individuals with hair longer than shoulder length shall tie it back, or wear it up under the hair restraint.
4. DO NOT eat, drink or smoke inside the food prep area.

Toilet Facilities and Waste Disposal:

1. Conveniently located toilet facilities shall be provided. Facilities in immediately adjacent UH buildings are acceptable, if such buildings are unlocked and available for use.
2. Covered containers for refuse and garbage shall be provided.
3. Dispose of all liquid and solid waste properly according to university regulations.

Booth Construction:

1. 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).
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.
3. 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.

Violations:

All events where food items will be sold or served are subject to an inspection. Any organization that accumulates three or more violations during inspection, will be immediately placed on suspension until the end of the academic school year. Offenders with repeated violations of the requirements, policies and procedures on three separate events will be subject to a temporary suspension of applying for the Temporary Food Dealer's Permit. **Any organization or individual operating without a Temporary Food Dealer's Permit will be immediately placed on suspension until the start of the next academic year.**

Organizations or individuals placed on suspension will need to attend a food safety training class administered by the Fire Marshal's Office prior to receiving their next Temporary Food Dealer's Permit.

Link to Permit:

<http://www.uh.edu/ehls/general/food-safety/temp-dealer/application/>