

Standard Administrative Procedure (SAP)

34.01.01.J0.00 Food Safety



Approved: October 15, 2025
Next Scheduled Review: October 15, 2029

Procedure Summary

A&M-Victoria-Victoria recognizes the public health and risk management interests inherent in the establishment of consistent standards, practices and processes governing the provision of food and beverage service on university property or at university sponsored events. The purpose of this procedure is to set forth responsibilities for those involved in food safety and sanitation.

Procedure

1. GENERAL

Sanitary conditions shall be maintained in all A&M-Victoria 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. This Standard Administrative Procedure Statement (SAP) applies to all University buildings, grounds, and property located in Victoria County and thus under the jurisdiction of the Victoria County Public Health Department Environmental Services Division. All food service operations should operate in accordance with the Texas Food Establishment Rules (TFER) and are subject to inspection by the Victoria County Public Health Department Environmental Services Division and/or A&M-Victoria Environmental Health and Safety (EHS). Food service and sanitation on university property located outside of Victoria County or at A&M-Victoria shall operate in accordance with the local authority having jurisdiction over public health. Food service at A&M-Victoria should operate in accordance with contractual obligations to the university's food service provider (Chartwells).

This policy applies to food paid for through A&M-Victoria funds, including Procurement Cards, Financial Management Operations (AggieBuy or any other procurement process or reimbursement), and donated food from an approved source that will be served to the public.

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

In any instance where a tailgate party, picnic, meeting, or potluck dinner organized by a

University department or student group extends the service or sale of food to the general public, the individuals responsible for preparation of the food must obtain appropriate certifications from Environmental Health and Safety and the Victoria County Public Health Department Environmental Services Division as specified in Sections 3 and 4 of this procedure.

2. LOCATION RESTRICTIONS

2.1 Chartwells has exclusive rights to provide and manage A&M-Victoria food services at Jaguar Java, Jaguar Market, and Jaguar Dining Hall, and newly designated or constructed dining services operations and facilities (excluding concessions at athletic facilities, vending, and convenience stores) according to the terms of the contracted agreement. In addition, A&M-Victoria directs all catering on campus property with a contract cost of \$500 or more, to be directed to Chartwells, with a right of first refusal.

2.1.1 In the event that Chartwells declines to provide catering services in these areas, the requesting department should contact A&M-Victoria Environmental Health and Safety to ensure compliance with applicable food safety programs.

2.2 All external food service vendors that will be serving or selling food to the public are required to be permitted by the Victoria County Public Health Department Environmental Services Division and provide proof of their permit and liability insurance to A&M-Victoria Environmental Health and Safety in accordance with the [A&M Victoria event permitting procedures](#).

2.2.1 Any questions regarding compliance with the remainder of this Standard Administrative Procedure should be directed to A&M-Victoria EHS.

2.3 Food and non-alcoholic beverages may be served by approved vendors in university facilities or on university grounds not restricted for food or beverage service by Section 2.1 of this procedure, by the University President university provisions governing alcoholic beverages are published in [A&M-Victoria's SAP 34.03.99.J0.01](#), *Alcoholic Beverages*. All references to “beverage(s)” in this procedure are to non-alcoholic beverages.

2.4 Food delivery or catering services may be provided by non-University food vendors in outdoor locations on university grounds so long as:

2.4.1 The event is sponsored by a group or department affiliated with A&M-Victoria

2.4.2 The provision of food for the event does not interfere with university operations or academic activities

2.5 People or groups securing space for events are responsible for confirming that food or beverages may be served in the facility in which the event is scheduled and that any required Food Safety Permits through the office of Environmental Health and Safety have been obtained. The event sponsor is responsible for obtaining access to the facility, securing it when the event has ended, ensuring that the location used is cleaned and returned to its pre-event condition, and repairing any damage occurring to university property in relation to the event. Costs associated with necessary cleaning or repairs resulting from a particular event shall be the responsibility of the department or student organization securing the space.

2.6 Food and beverage service may not be provided in areas where sanitation problems or

pest infestation have not been mitigated (Example: under treed areas with concentrated bird populations).

3. REQUIREMENTS FOR NON-UNIVERSITY COMMERCIAL FOOD VENDORS

- 3.1 Persons or groups using a non-University commercial food vendor that delivers food or provides catering service for A&M-Victoria affiliated departments are responsible for submitting the required [EHS Food Permit Request](#) at least seven days prior to the start of the event.
- 3.2 In addition to the EHS Food Distribution Form, a commercial food vendor must have a retail food permit issued by the Victoria County Public Health Department Environmental Services Division. If a commercial food vendor is based in a county outside the jurisdiction of Victoria County Public Health Department Environmental Services Division, the food vendor must obtain a [Temporary Food Establishment Permit](#) or other required authorizations (or for events outside of Victoria County, the relevant health authority), and must possess the license and certifications required by the county where they are licensed as a business. Application to Victoria County Public Health Department Environmental Services Division for temporary food permits must be submitted at least 72 hours prior to the start of the event. EHS will not approve the EHS Food Permit Request if the vendor is not properly permitted as required by local city and county ordinances and regulations.
- 3.3 Non-university commercial food vendors who are authorized to serve food on university property may only gain access to university locations during events sponsored or authorized by A&M-Victoria departments, groups, or organizations, and may only serve food in the scheduled location specific to the event for which the vendor was hired.
- 3.4 Commercial food vendors assume responsibility for food clean-up, trash removal, and reimbursement to university departments or groups for damage caused by the vendor to university property.

4. REQUIREMENTS FOR NON-COMMERCIAL NON-UNIVERSITY FOOD VENDORS

- 4.1 When preparing and serving food to the public on the University campus or at a University sponsored event, a non-commercial non-University food vendor must obtain a Temporary Retail Food Permit issued by the Victoria County Public Health Department Environmental Services Division in addition to submitting the Food Permit Request are ONLY valid for the event referenced on the certificate and will expire 72 hours after issuance.
- 4.2 Application to the Victoria County Public Health Department Environmental Services Division for temporary food permits must be submitted at least five business days prior to the start of the event. EHS requires submission of a Food Permit Request Form seven working days prior to the start of the event.

5. RESPONSIBILITIES

- 5.1 People or groups 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-Victoria campus through EHS. The delivery or service of

food and/or beverages by unauthorized providers is prohibited.

- 5.2 People or groups that sponsor events shall maintain facilities and grounds in a sanitary condition; report potentially unsanitary conditions to appropriate Departments/Units; and work with EHS to resolve issues of unsanitary conditions. A non-University food vendor must provide service in such a way that there are no additional costs to A&M-Victoria beyond the purchase price for the food and catering services. Incidental use of university facilities by non-University food vendors must be avoided. Delivery or catering services clean-up and trash removal must be fully carried out by the people or groups hosting the event such that no additional custodial or maintenance support is necessary to return the facility to its pre-event condition.
- 5.3 EHS shall investigate complaints involving food safety and general sanitation issues; work with responsible parties to correct (out of compliance) conditions; and coordinate with the Victoria County Public Health Department Environmental Services Division on any sanitation enforcement issues.
- 5.4 The Victoria County Public Health Department Environmental Services Division is responsible for inspections of all food service operations in all A&M-Victoria buildings and grounds. This responsibility will be carried out in conjunction with Environmental Health & Safety. Victoria County Public Health Department Environmental Services Division may notify EHS when a facility needs inspection, though unannounced inspections may be conducted at any time by the Victoria County Public Health Department Environmental Services Division and/or EHS. These inspections may include, but are not limited to:
 - 5.4.1 operation, condition and maintenance of facilities
 - 5.4.2 food preparation and content
 - 5.4.3 methods of service
 - 5.4.4 safety and sanitation
 - 5.4.5 condition of equipment
 - 5.4.6 employee food handling certification.
- 5.5 EHS will coordinate with Victoria County Public Health Department Environmental Services Division for any foodborne illness investigations and/or complaints.
- 5.6 EHS and Victoria County Public Health Department Environmental Services Division are authorized by the provisions of this SAP and the corresponding rules to shut down non-university food vendor operations on campus or at university sponsored events when:
 - 5.6.1 disregard of safe food handling practices i found during the preparation or service of food,
 - 5.6.2 any practices or conditions are found to be a potential threat to public health, or
 - 5.6.3 multiple offenses to the provisions of University Rules and SAPs are found.
- 5.7 EHS is responsible for the review and approval of EHS Food Permit Forms

6. WAIVER OF UNIVERSITY LIABILITY

- 6.1 Each non-University commercial food vendor that delivers or serves food or

beverages on university property or at university sponsored events MUST, as a condition of receipt of the University's authorization, agree to indemnify, hold harmless and release the University from all liability associated with the operations and services of the non-University food vendor.

- 6.2 Each non-University commercial food vendor that requests authorization to serve food or beverages on university property or at university-sponsored events MUST secure the required liability insurance policy(ies), and if requested, provide proof of liability insurance by way of submission of a Certificate of Insurance.

7. AUTHORITY OF THE UNIVERSITY

- 7.1 As a condition of serving food on the A&M-Victoria campus, a non-University food vendor agrees to allow a representative of the Victoria County Public Health Department Environmental Services Division and/or Environmental Health and Safety to review, inspect, and/or evaluate the operations of the non-University food vendor's on-campus food preparation or service location.
- 7.2 Representatives designated by the University as indicated in Section 5.6 are also authorized by the University to direct any non-University food vendor to leave University premises. EHS and/or Victoria County Public Health Department Environmental Services Division may condemn and/or embargo food items or prohibit the sale of such items if deemed in the interest of public health and safety.

Related Statutes, Policies, or Requirements

[System Policy 34.01 Environment, Safety and Security](#)

[System Regulation 34.01.01, *Health and Safety Programs*](#)

[System Policy 34.03 Alcoholic Beverages](#)

[System Regulation 21.01.12 Purchase of Food and Refreshments](#)

Contact Office

Environmental Health and Safety
(361) 570-4245