

**FOOD SERVICE MANAGEMENT -
HEALTH REGULATION COMPLIANCE FOR SCHOOL CONCESSIONS**

GENERAL

Several District campuses sponsor concession sale activities throughout the school year. These fund-raising concession activities sell a multitude of items that include, but are not limited to: popcorn, pickles, chips, hot dogs, hamburgers, burritos, sodas, candies, cookies, muffins, donuts, pizza slices, etc. Strict health regulations must be followed when handling food as outbreaks of foodborne illness can result in serious injury and/or death in some cases.

Concession Sale activities must follow the guidelines outlined in:

- Canutillo ISD Regulation CFD – Business Procedures, Fundraising Activities
- Canutillo ISD Board Policy & Regulation CH – Purchasing and Acquisition

The City of El Paso Department of Public Health sets rules and regulations so that sanitation and safe food handling are maintained to protect the public from foodborne illnesses. City Ordinance (Article II, Section 9-12.020; 030) requires that: “No person shall operate a food establishment who does not have a valid permit nor authorization issued by the regulatory authority and a valid license issued by the city.” It goes on to state that, “Any person desiring to operate a food establishment shall submit a written application for a permit on forms provided by the regulatory authority.”

**TYPES OF
PERMITS**

Nonprofit organizations handling food in any manner are exempt from permit fees; however, this does not exempt District facilities from complying with other requirements listed in the El Paso Municipal Code, Chapter 9. There are three types of permits applicable to Canutillo ISD:

1. Temporary Food Establishment Permit (valid for 14 days)
2. Permanent Food Establishment Permit

EXHIBITS

The following exhibits are provided for guidance with the food establishment permit requirements:

- Exhibit A - Food Establishment Application
- Exhibit B – Food Establishment Requirements
- Exhibit C – Temporary Food Establishment Requirements

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**TEMPORARY
FOOD
ESTABLISHMENT
PERMIT**

The Temporary Food Establishment Permit is issued by the City of El Paso Department of Public Health that authorizes the organization requesting the permit to operate a food establishment that stores, prepares, packages, serves, or otherwise provides food for human consumption.

The permit is valid for 14 consecutive days and covers a one-time event such as dinners, carnivals, dinner theaters, etc. Exhibit C illustrates the permit requirements.

**PERMANENT
FOOD
ESTABLISHMENT
PERMIT**

The Food Establishment Permit is issued by the City of El Paso Department of Public Health that authorizes the organization requesting the permit to operate a food establishment that stores, prepares, packages, serves, or otherwise provides food for human consumption.

- Campuses within the city limits are awarded 'permanent status' Food Establishment permits.
- Campuses outside of the city limits are awarded a Food Establishment Permit valid for 12 months.

A Health Department Inspector will review the facility a minimum of once per year but may evaluate a facility at any time.

The City of El Paso Department of Public Health may restrict sales to prepackaged foods if organizations do not have access to facilities that meet Health Department requirements for preparation, storage, display, and service of food and/or facilities for the proper cleaning and sanitizing of utensils and hands. Exhibit B illustrates the permit requirements.

**PRE-PACKAGED
ITEMS**

Include but are not limited to:

- Canned sodas and drinks, wrapped candies, bags of chips, and other commercially packaged foods.
- Baked goods (only cupcakes, cakes, cookies, and brownies) may be home baked and wrapped in portions for sale. The sale of other foods prepared at home is restricted.
- Individually pre-packaged pickles.
- Popcorn (completely covered)
- Whole fruits that have been washed.

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Pre-packaged items do not include sandwiches, burritos, etc., unless temperature maintenance equipment is available.

EXPOSED FOODS

“Exposed food” means any raw, cooked, or processed food open to contamination by insects, dust, dirt, or any other harmful or deleterious substance. These include but are not limited to:

- Drinks sold by the cup
- Pickles sold from the jar
- Snow cones or ice cream cones
- Hot dogs, sandwiches, nachos, burritos, hamburgers, and all other prepared foods

Sales of exposed foods are not approved unless organizations have access to facilities that meet Health Department requirements for preparation, storage, display, and service of food and facilities for the proper cleaning and sanitizing of utensils and hands. Exhibit B illustrates the permit requirements.

**APPLICATION
PROCESS**

FOOD ESTABLISHMENT PERMIT APPLICATION

1. Complete the “Food Establishment Permit Application.” See Exhibit A. This form may be duplicated and used as a source document and submitted to the Department of Public Health for processing.
2. A Sales Tax Exempt Certificate must be provided with the permit request (provided by Finance Department for campus groups, parent organizations will need to provide their own).
3. A campus water utility bill when applying for a permit that includes the sale of ‘exposed foods’ (provided by Finance Department).
4. Applications and fees must be submitted to the FOOD INSPECTION PROGRAM located at 222 South Campbell, Room 200. Upon review, an inspector will set an appointment to evaluate the campus facility. Their office hours are 7:00 a.m. to 5:30 p.m., Monday through Thursday (except holidays). Office number is (915) 543-3645.
5. The Department of Public Health representative reviews the Food Establishment Application with original signatures (Exhibit A) and other appropriate documents as indicated.

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NOTE: The Department of Public Health does not accept copies or faxes.

6. Please plan accordingly. The forms must be submitted to the Department of Public Health at least ten (10) business days before the scheduled activity.
7. The Department of Public Health requires that the food establishment permit be placed in a highly visible location at the activity site.

CAMPUS ACTIVITY REQUEST FORM

8. The fundraising activity request will require a copy of the approved permit be included with the Campus Activity Request Form. Refer to Canutillo ISD Regulation CFD – Business Processes, Fundraising Activities for compliance requirements and guidance.

**OUTSIDE FOOD
ESTABLISHMENT**

For activities where the food is prepared or purchased at an "Outside Food Establishment" and served on campus, the sponsors submit a catering agreement, invoice, or other document to demonstrate that the food is being prepared in an authorized food establishment, along with the Temporary Food Establishment Application.

It is also necessary to demonstrate that the required facilities are available for sanitary service (equipment to maintain temperature during service, for example). If the caterer is providing such equipment, it should be stated in their agreement.

**APPLICABILITY TO
BOOSTER/PTO
AND OTHER
OUTSIDE GROUPS**

Booster Clubs, PTOs, and any other outside organization requesting the use of District property must comply with the City of El Paso Health Department guidelines illustrated in APPLICATION PROCESS, shown above

Booster Club and/or PTO sponsors must provide the campus office manager with the approved Health Department Permits before the activity date.

Non-District Organizations and individuals conducting activities in which the sale of food items is taking place must do the following (Refer to Board Policy GKD (Local) and Regulation GKD:

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- Submit Use of Facilities Request Form and required documentation to the Associate Superintendent's Office for review and approval.
- Once the Use of Facilities has been approved, a Food Establishment Permit must be requested from the City of El Paso Department of Public Health. The Health Department Food Establishment Permit must be provided to the Associate Superintendent's Office five (5) days prior to the activity date.

Failure to obtain the required permit results in the cancellation of the activity.

RECORD KEEPING REQUIREMENTS The sponsor must maintain copies of all records provided to the Health Department. These records are to be included as documentation in the respective fund raising package/recap.

FOOD HANDLER'S CARD REQUIREMENTS Sponsors and any individual handling the preparation of the food items (such as volunteers, organization members, and students) are required to have a Food Handler's card when selling 'Exposed Foods'. The curriculum covers the fundamentals of food safety, bare hand contact of ready-to-eat foods, how foodborne illness is caused and the methods to prevent it.

An online food handler permit course at a minimal cost to the individual is available at texasfoodcard.com. The cost of the card may be paid out of the club/organization funds. Food Handler Classes' certification system has easy steps to follow:

1. Log on to *texasfoodcard.com*
2. Sign up for the course with an email address and password creation.
3. Review the study manual available on the website.
4. Take the test online.
5. Follow the steps to pay for the test taken. Please note, District Policy CH (Local) – Purchasing Guidelines are applicable.
6. Access to print the food handler's card will be granted once the payment is accepted.
7. Food handler permit must be maintained with concession fund raising activity documentation.

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APPLICABILITY TO NONSALE ACTIVITIES Basic personal sanitary requirements are to be observed by all persons handling food and are illustrated in Exhibits B & C.

1. According to the City of El Paso Department of Public Health, procedures for safe food handling and sanitation apply to all school-sponsored activities where food products are served. Permits are not required for "private events," but District personnel are responsible to assure protection of participants.

If you have any questions, contact internal audit at (915) 877-7466.