

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Food and Snack Sales		SOP #: FHS.007.03
Effective Date	2019-11-19	
Last Revision/Review	2025-10-17	

1. Purpose

This SOP provides guidance on food sales at Burrell College locations.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Department Head of Operations – Receives, approves, and collects appropriate documentation.

Director of Student Life – Approves and manages student organization events.

4. Definitions/Abbreviations

TCS - temperature controlled for safety

AHJ – Authority Having Jurisdiction

5. Procedural Steps

The sale of any food items at Burrell, including fundraising events, must comply with the appropriate state and local health standards and guidelines.

The following are considered minimum requirements:

- 1) Commercial vendors must provide documentation of compliance with all applicable laws and regulations. This may include applicable Health and Fire Department inspections.
- 2) For sales of any food items that are considered temperature controlled for safety (TCS), a valid food handler's card - approved by the appropriate AHJ - must be held.
- 3) All Student organization sales, including food items, must be approved by the office of Student Affairs, with documentation of compliance with applicable regulations forwarded to the office of the Department Head of Operations.
- 4) Any other organizations, internal or external to Burrell College must obtain approval from the Department Head of Operations in advance of any event that includes food items.

Additional certifications and approvals may be required if deemed appropriate by the Office of the Operations.

6. Reports/Charts/Forms/Attachments/Cross References

New Mexico Environment Department – Food Programs – Regulations

<https://www.env.nm.gov/foodprogram/regulations-home/>

Florida Health Department Food Safety and Sanitation regulations

<https://www.floridahealth.gov/environmental-health/food-safety-and-sanitation/index.html>

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7. Maintenance

Reviewed annually by the Department Head of Operations, Student Affairs

8. Signature

Approved by

2025-10-17

Department Head of Operations

Date

9. Distribution List

External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
2025-08-11	Header	Updated naming abbreviation from FAC to FHS for Facilities, Health and Safety.		2024-11-08
2025-10-17		Updated to reflect Florida requirements.		2025-10-17