

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Food and Snack Sales		SOP #: FAC.007.01
Effective Date	11/19/2019	
Last Revision/Review	Reviewed 2021-12-01	

1. Purpose

This SOP provides guidance on food sales at Burrell.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Asst. VP of Administration – Receives, approves, and collects appropriate documentation.

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

4. Definitions/Abbreviations

TCS- temperature controlled for safety

5. Procedural Steps

The sale of any food items at Burrell, including fundraising events, must comply with New Mexico Environment Department standards and guidelines.

The following are considered minimum requirements:

- 1) For sales of any food items that are considered temperature controlled for safety (TCS), a valid food handlers card - approved by the NM Environment Department - must be held.
- 2) All Student organization sales, including food items, must be approved by the office of Student Affairs, with evidence of Environment Department compliance documentation forwarded to the office of the Asst. VP of Administration.
- 3) Any Other organizations, internal or external to BCOM must obtain approval from the Asst. VP of Administration in advance of any event that includes food items.

Additional certifications and approvals may be required if deemed appropriate by the office of the Asst. VP for Administration.

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

New Mexico Environment Department – Food Programs – Regulations

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

7. Maintenance

Reviewed annually by Asst. VP of Administration, Facilities Coordinator, Director of Student Life

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8. Signature

Signature on File	12.3.2021
Assistant Vice-President of Administration	Date

9. Distribution List

External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date