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
### 8. Signature

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<thead>
<tr>
<th>Signature on File</th>
<th>12.3.2021</th>
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<tbody>
<tr>
<td>Assistant Vice-President of Administration</td>
<td>Date</td>
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### 9. Distribution List

External

### 10. Revision History

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