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 Assc. 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 Assc. 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 Assc. VP of Administration, Facilities Coordinator, Student Affairs
8. Signature

Approved by
Associate Vice-President of Administration

6.11.2024
Date

9. Distribution List

External

10. Revision History

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