FOOD WAIVER REQUEST

Submit form, with Solicitation Request Form or Informational/Recruitment Event Form, to the Student Involvement front desk on the 4th floor of the LBJ Student Center 4-2.1 or fax it to 512-245-8245. Forms are due at least ten (10) business days before the requested solicitation date (weekends/university closures due to holidays excluded) and only for dates up to two consecutive weeks. All forms, policies, and procedures are subject to change and found at http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Solicitation.html.

Organization/Department: ________________________ Abbreviation: ________________________
Requested Dates: ________________________
Start and End Time: ________________________
Detailed description of event (e.g. vendor, sale, service, etc.): ________________________

Initial each below stating you have read and understand the following:

Student organizations/departments must complete this form if selling/serving food/drinks in conjunction with an event/fundraiser in the Quad, Bobcat Trail, and/or LBJ Student Center areas (Mall, Patio, and Amphitheatre).

The student organization/department assumes ALL liability for food and/or beverages provided.

If beverages are sold and/or distributed, only Coca-Cola Products are allowed.

The attached Food Safety and Personal Hygiene form must be signed and turned in with this form.

The organization shall assume responsibility for cleaning up the reserved area once the event is over, including areas where gas grills are set up.

Gas grills may only be set up from 11:00am to 1:00pm.

Food Sale/Service Information Sheet

1. Name of sponsoring organization/department: ________________________
2. Date of Food Sale/Handout: ________________________
3. Location: ________________________
4. Food Items to be served: ________________________
5. Solicitation Request Form completed (required) ______ yes ______ no
6. Food Safety and Personal Hygiene Form completed (required) ______ yes ______ no
7. Individuals must have completed the Food Safety Training Course (UPPS 04.05.12). Verified by Student Involvement. At least one (1) food safety trained individual must be present at all times.

Name (Certified Food Handlers) __________________________________________________________
Email ___________________________________________ Student ID # ________________________

Release and Indemnity

Student organization/department:

A. Agrees to release and indemnify Texas State University and its employees and agents from all liability for injury or illness associated with the consumption of food or beverage provided by the student organization;
B. Assumes responsibility for cleaning the designated area.

Organization President Signature: ________________________ Date: ______________

Staff/Faculty Advisor Signature: ________________________ Date: ______________
FOOD SAFETY AND PERSONAL HYGIENE

Improper handling of food items can lead to an outbreak of a food-borne illness (FBI). Outdoor food booths that lack adequate food safety measures are more prone to an onset of an FBI. To minimize the possibility of a food born illness from occurring on campus, the Texas State Environmental Health and Safety Office recommends outdoor food vendors implement, at a minimum, the following food safety and personal hygiene measures.

**Chicken and Salmonella:** Some epidemiological studies suggest that up to 70% of raw chicken contains the salmonella bacterium. Salmonella can be spread through contamination of surfaces that other food items come in contact with, improper hand washing after handling raw chicken, and inadequate cooking. Because of the hazards associated with raw chicken, we suggest you not use it for outdoor food booth activities.

**Temperature Control:** Potentially hazardous food items such as meat, eggs, beans, rice, milk and cheese products must be maintained at appropriate temperatures to prevent the growth of harmful microorganisms. Hot food items must be kept at 140°F or higher and items stored in cooling units must be kept at 40°F or below. Inexpensive thermometers can be purchased to check temperatures of hot food items and cold storage units.

**Hand washing:** Outdoor food vendors often lack adequate hand wash facilities. It is important to provide some measure to adequately wash your hands. A hand wash station can be set up using a container with a spout, a bar of soap, and a bucket for waste water (dispose in any mop sink). Additionally, servers can use restrooms in nearby buildings.

**Gloves:** Disposable powder-free gloves must be worn while handling and serving food. These should be changed frequently, especially after cleaning and handling raw meat and garbage. Hand washing measures should still be used.

**Personal Hygiene:** Servers should wash their hands immediately after performing the following activities: arriving at or setting up the booth, handling raw food, eating, drinking, smoking, handling garbage, cleaning surfaces and cooking equipment, taking a break, touching their face or mouth, sneezing and coughing, using the restroom, shaking hands, handling money, or anytime an activity may have introduced harmful microorganisms.

**Eating, Drinking, and Smoking:** At no time should servers eat, drink, or smoke while handling and serving food. These should be performed away from food service activities.

**Sanitization:** Surfaces that come in contact with potentially hazardous food, especially raw meat, must be regularly cleaned. Inexpensive food-safe disinfectants can be purchased for this.

**Food handling:** Minimize the amount of food handling by hand. When possible, use food utensils to handle and serve cooked food items.

Please contact the Environmental Health and Safety Office at 512-245-3616 if you have any questions regarding food safety and personal hygiene. Your safety and the safety of the Texas State student body are very important to us.

I have read these policies and will follow all guidelines described above. If at any time a health/safety issue is determined to exist, Risk Management, Auxiliary Services, Physical Plant, or Student Involvement personnel will be consulted to determine appropriate action. This includes shutting down our food/beverage solicitation.

Organization President Signature: ___________________________ Date: ______________

Staff/Faculty Advisor Signature: ___________________________ Date: ______________