

STANDARD ADMINISTRATIVE PROCEDURE

24.01.01.M7.05 Commercial Mobile Cooking Operations (Food Trucks)

Approved August 29, 2025

Next Scheduled Review: August 29, 2030

Standard Administrative Procedure Statement

The purpose of this procedure is to set forth responsibilities and expectations for owners and operators of all commercial mobile cooking operations that will be conducted on the Texas A&M University campuses and to outline the general program management.

Official Procedure/Responsibilities/Processes

1. GENERAL

- 1.1. This Standard Administrative Procedure applies to commercial mobile cooking (and sale or distribution) operations on the campuses of Texas A&M University, including all Texas A&M Health locations, Texas A&M Higher Education Center at McAllen, Texas A&M University School of Law in Ft. Worth, Texas A&M RELLIS, and Texas A&M University at Galveston. Guidelines for food safety and sanitation in Brazos County locations are located in [SAP 24.01.01.M4.02](#).
- 1.2. Commercial mobile cooking operations must comply with this SAP and the commercial mobile cooking operations program guidelines found on the [Environmental Health and Safety \(EHS\) website](#). This procedure outlines the fire and life safety inspection process, guidelines for usage, and the permitting process for commercial mobile cooking operations.
- 1.3. The Environmental Health & Safety Office at Galveston will be responsible for the implementation and oversight for this procedure for all locations under their authority.

2. DEFINITIONS

For the application of this SAP, mobile cooking operations include cooking equipment used in commercial mobile or temporary concessions operations such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure. Exclusions include standalone novelty operations such as popcorn machines, shaved ice/snow cones, cotton candy machines, etc., and permanent concessions stands integral to larger venues.

3. VEHICLE INSPECTIONS

Commercial mobile cooking operations on the campuses of Texas A&M University must have current inspections for food service distribution as defined by the responsible health department as well as current motor vehicle safety inspection and registration documentation. Additionally, vehicles must display a current fire and life safety vehicle inspection. Vehicle fire and life safety inspections must be conducted by EHS's Fire Marshal group or by a municipal fire marshal's office with an established food truck inspection program. Fire and life safety inspections may be requested by emailing firemarshal@tamu.edu.

4. OPERATIONAL INSPECTIONS

EHS will conduct site inspections of all permanently approved locations at least annually. Inspections of locations where seasonal or single operational permits are issued will be conducted prior to each event.

5. OPERATIONAL PERMITS

- 5.1. An approved [EHS operational permit](#) must be received prior to commencing any commercial mobile cooking operation. Permit request must be submitted at least five business days prior to the scheduled event mobilization. Permits may be issued on an annual basis for regularly scheduled operations at fixed locations and a seasonal or single event basis for special events. Permits may be revoked at any time for failure to comply with university requirements.
- 5.2. Additional permits may be required based on the activity and location on campus as outlined in the [Food Safety and Sanitation](#) standard administrative procedure.

6. LOCATIONS

- 6.1. Commercial mobile cooking operation vehicles are allowed only in approved locations. Permanent locations for Texas A&M University College Station and the Texas A&M RELLIS Campus may be found [here](#). Requests for alternate and temporary or special event locations shall be submitted for consideration at least 10 business days prior to the event by emailing firemarshal@tamu.edu. Upon receiving the request, EHS will coordinate approval for the location with campus entities to obtain the site use agreement.
- 6.2. Commercial mobile cooking operation vehicles may operate within the boundary of construction sites with the approval of the general contractor without a general operational permit, provided all required inspections in section 3 are current. No offsite or street parking or sales are allowed outside the construction site boundary.

7. RESPONSIBILITIES

- 7.1. EHS will provide program oversight for the Texas A&M University commercial mobile cooking operations program; conduct and/or verify inspections of commercial mobile cooking operations related to fire and life safety; coordinate the review and approval

- process for all permanent and temporary special event locations; conduct periodic site inspections of permanent and temporary special event locations and commercial mobile cooking operations to ensure compliance; maintain a list of approved food service vehicles; grant final approval for commercial mobile cooking operations after consent of all review team members.
- 7.2. RELLIS Environmental Health and Safety will provide input for the review and approval process for all permanent and temporary special event commercial mobile cooking operation locations and operational permits on the RELLIS Campus.
 - 7.3. Texas A&M at Galveston Environmental Health and Safety will manage the review and approval process for all permanent and temporary special event commercial mobile cooking operation locations, issue operational permits, and conduct inspections as required on the Galveston campus.
 - 7.4. Transportation Services will provide input for the review and approval process for all permanent and temporary special event commercial mobile cooking operation vehicle locations and maintain a map of all approved permanent locations on the Transportation Services website for Brazos County locations.
 - 7.5. Commercial mobile cooking owner/operators will comply with this SAP and the Texas A&M University commercial mobile cooking operations program [guidelines](#); maintain current permits and inspections; maintain and operate vehicles in safe and sanitary conditions; maintain food service and temporary food service sites/locations in clean and sanitary condition; park in designated areas; and will dispose of all waste materials at an approved offsite location unless special permission is granted for use of university facilities.

Related Statutes, Policies, or Requirements

[*System Policy 34.01, Environment, Safety and Security*](#)

[*System Regulation 34.01.02, Fire and Life Safety*](#)

[*University Rule 24.01.01.M7, Fire and Life Safety Compliance*](#)

[*University SAP 24.01.01.M4.02, Food Safety and Sanitation*](#)

Contact Office

[Environmental Health and Safety - Fire and Life Safety](#)