



Richard J. Berry, Mayor

City of Albuquerque
Environmental Health Department
One Civic Plaza – P.O. Box 1293
Albuquerque, New Mexico 87103



Mary Lou Leonard, EH Director

October 10, 2012

Dear Principals and Activity Directors,

On September 23, 2002, the Albuquerque Environmental Health Department and the Albuquerque Public Schools (APS) entered into an agreement to protect the children's health and the public attending fundraising activities. The agreement is renewed annually. It was agreed that fundraising activities taking place within APS property involving the sale, distribution, donation or preparation of food are to follow policies and procedures established by APS, Food and Nutrition Services, and the Albuquerque Food Sanitation Ordinance. Because at that time, these changes represented a substantial change in procedures for some schools, all food providers were given until January 6, 2003, to come into compliance.

This letter serves as a reminder that these directives are still in effect and must be complied with for the 2012-2013 academic year. As was the case last year, anyone selling or giving away food or drinks must meet the requirements of the City Environmental Health Department, Food Sanitation Ordinance. All applicable fees must be paid. The only exceptions to these requirements would be a classroom that is making food solely for their own consumption as an educational activity, such as a home economics class, or small potluck limited to one or two classes.

A packet of information is attached explaining what is necessary to obtain a permit. Please distribute this information to all of individuals providing food in your school, or having APS-related off-campus food sales, so they will be aware of these requirements. A letter from the APS Principal and the Food Services Manager authorizing the event to take place is required.

As you are aware, the safety of the children attending Albuquerque Public Schools is a top priority. Compliance with these regulations will help ensure that our students are protected from the potentially serious consequences of food borne illness.

We appreciate your support in ensuring continuing compliance with these regulations. Please distribute this information to all parent / teacher fundraising organizations within your school. And as always, please direct any questions to Joe Anguiano, EH Supervisor, at 768-2653 or Theresa Alling, EH Supervisor, at 768-2643.

Yours truly,

Lorie Stoller, EH Manager
Consumer Health Protection Division
Albuquerque Environmental Health Department

Mary Swift, Director
Food and Nutrition Services
Albuquerque Public Schools

Attachment: APS FOOD VENDORS PERMITTING PACKET
Cc: Consumer Health Protection Division
Mary Swift, Director, APS Food and Nutrition Services
APS correspondence files