

Checklist for Temporary Food Service Establishments

Items you may need for your food service event:

- Digital or dial instant read thermometer (0 - 220° F range) or thermocouple.
- Alcohol pads for sanitizing thermometer.
- Thermometers for all refrigerators/coolers.
- Coolers and ice/ice packs or refrigeration units.
- Hot holding and cooking equipment (chaffing dishes with sterno, gas grill, etc.).
- Potable water supply.
- Hand washing stations that contain:
 - Container with spigot for water
 - Wastewater bucket
 - Liquid soap
 - Paper towels
- Approved sanitizer and paper towels.
- Tongs, spatulas, spoons, disposable gloves, deli papers, napkins.
- Extra clean utensils.
- Aluminum foil/plastic wrap, food container covers.
- Garbage containers, plastic garbage bags.
- Hair restraints.
- Tent or other covering.
- Crates or enough table space for storage of food & single use items.

TEMPORARY FOOD SERVICE EVENTS



A GUIDE TO FOOD SAFETY



**UNIVERSITY OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL HEALTH & SAFETY**

Department of Environmental Health & Safety Mission Statement

Our Department's mission is to promote and maintain a safe and healthful environment by ensuring the highest level of environmental health and safety services for faculty, staff, students, and visitors at the University of Connecticut.

We also strive to provide comprehensive environmental health and safety services for the University community by developing and administering effective policies and procedures that prevent personal injuries and maintain regulatory compliance in the areas of biological, chemical, occupational, and radiation safety, thereby supporting the University's mission of teaching, research, and public service.

Our goals are to:

- Ensure that all written policies, procedures, and training materials for applicable regulatory standards are established, current, and delivered to appropriate campus groups.
- Maintain an up-to-date departmental web page to enhance access to health and safety policies, procedures, technical guidance documents, and compliance assistance information.
- Improve communications with the University community, and stress the importance of adhering to health and safety standards on a campus-wide basis.
- Promote the department's role as an environmental health and safety information resource ready to meet the needs of the campus community.

Food Safety Info For Workers at a T.F.S.E.

While you are working keep the 4 C's of food safety in mind: Clean, Cook, Chill, Combat Cross-Contamination.

Clean – Wash hands before preparing food and after:

- Using the bathroom or disposing of garbage
- Touching your face, hair, or bare skin
- Eating, drinking, smoking, coughing, sneezing, or blowing your nose
- Working with raw foods such as meat, poultry, and eggs
- Using cleaning chemicals or wearing gloves
- Touching anything that could contaminate your hands

Clean and sanitize utensils and surfaces often to protect against bacterial contamination. Instant hand sanitizers and gloves are not a substitute for handwashing.

Cook – Cook food to the correct minimum internal temperature:

- Beef/Steaks/Fish/Seafood/Eggs/Hot dogs – 145° F
- Ground Beef - 158° F
- Pork – 155° F
- Poultry/Pre-cooked foods – 165° F

Check temperature with a thermometer and clean it after use. Keep cooked foods hot at 140 °F or higher.

Chill – Keep cold foods on ice, in a cooler, or in a refrigerator at 45 ° F or colder.

Combat Cross-Contamination – Minimize hand contact with food. Use utensils, gloves, or deli papers/napkins. Change gloves when contaminated, dirty, or torn. Thoroughly wash, rinse, and sanitize utensils and equipment that have been used with raw meat, poultry, seafood, or eggs before use with cooked or ready to eat food.

Introduction

This Food Safety Guide is provided by the University of Connecticut, Department of Environmental Health & Safety to help you run a safe and successful Temporary Food Service Event (TFSE). The CDC estimates that 76 million Americans get sick each year from foodborne illness. In order to reduce the risk of a foodborne illness outbreak, it is important that food safety rules are followed at all food service establishments including TFSE's. This booklet contains information you need to know about applying for a permit, proper food temperatures, handwashing, preventing cross-contamination, and other food service essentials.

If you are organizing an event where food will be served to the public, it is your responsibility to make sure that the food is prepared and served safely. Please become familiar with the information in this guide. To make it easier for you to share food safety information with event workers, a food safety fact sheet is included on the page following the worker sign in sheet. A checklist of items that may be required for your event is located on the back cover. Additional food safety information is available on our website and the sites listed on the Resources page. Have a safe and successful event!

Sincerely,
Cheryl Lebeau, R.S.
Biological Health & Safety Specialist
University of Connecticut
Department of Environmental Health & Safety

Other Resources

University of Connecticut Cooperative Extension System
www.canr.uconn.edu/ces/foodsafety/index.html

United States Department of Agriculture (USDA)
Food Safety and Inspection Service
www.fsis.usda.gov

Government Food Safety Information
www.foodsafety.gov

Food and Drug Administration (FDA)
www.cfsan.fda.gov

Centers for Disease Control and Prevention
www.cdc.gov/foodsafety

Partnership for Food Safety Education (Fight BAC!™)
www.fightbac.org

USDA/FDA Foodborne Illness Education Information
Center at the National Agriculture Library
www.nal.usda.gov/fnic/foodborne/foodborn.htm

DuPage County Health Department
www.dupagehealth.org/safefood

Event Essentials (cont.)

Keep raw meat, poultry, and eggs separate from cooked and ready-to-eat foods. Store bottled or canned soda, juice, and water in well drained ice.

Toilet facilities must be made available to employees and to the public. Provide hand washing stations with soap and paper towels at toilet locations. Toilet facilities must also be checked and kept in a clean and sanitary condition.

All food, equipment, utensils, paper goods, and plastic-ware must be stored at least 6 inches above the ground. Also, do not store unpackaged food in direct contact with ice. All food must have sneeze guard protection (see below), or food container covers. Condiments must be dispensed in squeeze bottles, in pour, shake, or pump dispensers or individual packages to prevent contamination.



How Do I Get A Permit For An Event?

In order to serve food to the public, you must obtain a temporary food service event (TFSE) permit (below). An application for the event must be completed and returned to the Department of Environmental Health & Safety office **no later than two weeks prior to the event.** Applications received less than two weeks prior to the event may not be approved. Once we have received the application, the event coordinator, or a person actively involved with the event, must watch a brief food safety video. Based on the size of the event and types of food served, an inspection may be conducted at your TFSE. No food or beverage shall be served at public events without a permit from the Department of Environmental Health & Safety. The permit must be displayed in plain view to the public.

To obtain a TFSE application please visit our web site at <http://www.ehs.uconn.edu> and follow the “Biological Health & Safety” link and click on “Forms”. The “TFSE Application” form is the fourth from the bottom. The application can be filled out and submitted online. You can also visit our office located at 3102 Horsebarn Hill Road, Storrs, Connecticut. If you have questions about any of the information requested in the application please refer to the TFSE instruction sheet located on our website.



Student organizations and University departments, unless using an outside caterer, are not required to pay a fee. All other groups wishing to hold an event need to submit the registration fee with their application. Please make checks payable to the “University of Connecticut”.

Temperature Rules

All meat and poultry must be cooked thoroughly to the following minimum internal cooking temperatures before serving.

- Beef/Steaks – 145° F
- Ground Beef - 158° F
- Pork – 155° F
- Poultry – 165° F
- Fish/Seafood/Eggs – 145° F
- Pre-cooked foods – 165° F
- Hot dogs - 145°F

DO NOT SERVE UNDERCOOKED FOODS!

Never partially cook food before an event. Bacteria multiply rapidly between 45° F and 140° F, in the temperature danger zone. Cold foods must be kept in a refrigerator or cooler or on ice. The temperature of the food must not exceed 45° F. Hot foods must be held at 140° F or higher in hot holding units after cooking.

Do not thaw frozen foods at room temperature. Thaw food in a refrigerator, under cool running water, or as part of the cooking process.

Do not use crock pots, chaffing dishes, sternos, or other hot holding devices for cooking or reheating food. They are for hot holding purposes only. They can be used to maintain the temperature of food that is already hot.

Propane gas grills should be used for cooking. Charcoal and wood cooking devices are not recommended. These types of cooking devices do not provide an evenly distributed cooking surface and produce a large amount of smoke. Cooking food to order will reduce the chance for bacterial growth that may occur if food is not held at the proper temperature before service.

Event Essentials

A safe and potable water supply must be provided. All food must be obtained from commercial sources, such as licensed local grocery stores, food distributors, or restaurants. Food, including ice, cannot be prepared in a home kitchen.

Keep the amount of food that is prepared on-site to a minimum. There must be separate food preparation areas for raw and ready-to-eat foods. Food preparation is best conducted at a restaurant or other facility that is licensed and inspected by a local health department. Employees preparing or serving food may not contact ready-to-eat foods with their bare hands. Use utensils such as single use gloves, tongs, spatulas, or deli papers to prevent bare hand contact.

If the event is to be held outside, there must be overhead covers to protect food from bad weather. If the booth is to be set up on the grass, ground cover must be used. Booths must also be located 50 feet from toilet facilities, garbage, petting zoos, and livestock.

Keep the public at least four feet away from grills or other hot cooking equipment. Only workers should be allowed in food service areas.

Garbage cans must be covered, lined, and washable. Areas around food booths must be clean and free of litter. Wastewater, grease, and charcoal must have their own separate containers.

Waste water from hand-washing or other activities requiring water must be disposed of in a toilet or sink.

Cleanliness

Clean and sanitize all equipment and utensils every 4 hours. Wiping cloths can be stored in a bleach and water solution or bring a bottle of sanitizer and paper towels for cleaning. A three (3) bay system should be used for dishwashing. The first sink should have clean, soapy water. The second sink should have clean water used for rinsing. The third sink should have water with sanitizer. A solution of 1 teaspoon of unscented bleach per gallon of warm water will make an approved sanitizing solution. Change the water frequently and air-dry all equipment. Do **not** use dishtowels for drying.

If the event will be four hours or less you can bring a supply of clean and sanitized utensils stored in a clean container.

Tabletops and other food contact surfaces should be kept clean throughout the day.

There is no smoking, eating, or drinking allowed in the booths. Employees with cuts or wounds must wear bandages and gloves. Volunteers/employees with communicable diseases which can be transmitted through food, or who are experiencing gastrointestinal symptoms such as vomiting, or diarrhea may not handle food. Work clothes and aprons must be kept clean. Hair restraints must also be used.

Thoroughly wash, rinse, and sanitize utensils, containers, plates, and equipment that have been used with raw meat, poultry, or eggs before using with cooked foods or food that will be eaten without being cooked.



Temperature (cont.)



We do not recommend pre-cooking and cooling potentially hazardous foods that will be used or reheated for later service. This type of food preparation must be conducted at an approved permanently established food service facility.

Reuse of leftover foods is not allowed.

During transportation from a licensed food service establishment hot food must be maintained at a temperature of 140° F or higher and cold food must be 45° F or colder. Check and record the temperature of the food when you pick it up. Make sure it has been cooked to the correct minimum temperature. Insulated containers will help keep the food protected and at the proper temperature.

Thermometer Tips

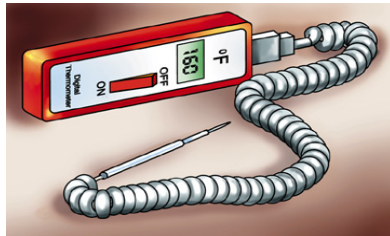
Check the temperature using a probe thermometer or a thermocouple. Pictured below are 3 kinds of thermometers that can be used to check food temperatures.



Digital Instant-Read



Dial Instant-Read



Thermocouple

The digital instant-read thermometer and thermocouple can measure temperatures in thin and thick foods. The dial instant-read can be used in thick foods like chicken, roasts, casseroles, and soups. Infrared thermometers only measure surface temperature and are not acceptable for taking food temperatures at temporary food service events.

Be sure to properly clean your thermometer with alcohol wipes or another food safe sanitizer prior to each use **and** between foods. In addition, dial instant-read thermometers must be calibrated in order to ensure accurate temperatures. To calibrate the thermometer, place the probe in ice water, stir, and adjust the nut under the dial until the temperature needle is at 32° F.

Handwashing

Handwashing is the first line of defense against foodborne illness. Dirty, contaminated hands are a serious risk to food safety that is easily avoidable. If you are outside, or in an area where a sink is not available, temporary handwashing stations can be used (see example below). They must have warm water in a container with a spigot, soap, paper towels, and a bucket to catch the wastewater. The only time a handwashing station is not required is when the only items being served are commercially pre-packaged foods being dispensed in their original, unopened containers.



Remember to wash your hands for at least 20 seconds with lots of warm water and soap. Always wash your hands prior to handling food; especially ready to eat foods such as sandwiches, salads, fruit, donuts, and cooked foods, and after:

- using the restroom
- touching your face, hair, or bare skin
- eating, drinking, smoking, coughing, sneezing, or blowing your nose
- disposing of garbage
- working with raw foods such as meat, poultry, and eggs
- using cleaning chemicals or wearing gloves
- touching anything that could contaminate your hands

*Instant hand sanitizer is not a substitute for handwashing. If you are using gloves you must change them just as often as you would need to wash your hands.