

Food Service Policy

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Applies To: Employees, Faculty, Students, Others

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1. Title, Purpose, and Jurisdiction

1.1. Title

The following rules and policies will be known as the Food Service Policy of the University of Connecticut and will apply to all the University of Connecticut campuses, except for the Health Center in Farmington. The University of Connecticut hereby adopts the Regulations of Connecticut State Agencies Sections 19a-36h1 to 19a-36h-7, inclusive, to be heretofore referred to as the Food Code.

1.2. Purpose

The purpose of the Food Service Policy is to protect and promote the good health, safety and welfare of all people who reside at, work at, or visit the campuses within the University of Connecticut system.

1.3. Jurisdiction

The jurisdiction of the Food Service Policy comprises the main campus at Storrs and all regional campuses of the University of Connecticut excluding the University of Connecticut Health Center. The regional campuses include Avery Point, Hartford, Stamford, Waterbury, and the Law School in Hartford.

2. Definitions

2.1. Food Service Establishment

Food service establishments include restaurants, coffee shops, dining halls, mobile vendors, bakeries, caterers, and all other eating or drinking establishments. Also included are kitchens or other places in which food or drink is prepared for sale or service to the public, on or off the premises, and includes the site of service.

2.2. Temporary Food Establishment

A temporary food service establishment means a food service establishment, permanent or temporary in structure or design, which operates for a period of time not to exceed fourteen (14) days in conjunction with a single event, fundraiser, or celebration which is sponsored, authorized, or operated by the University, a recognized student organization, or University department.

2.3. Caterer

A caterer will mean a person, firm, or corporation who operates or maintains a licensed catering food service with the University. A catering food service will mean the sale or distribution of food and drink prepared in bulk at one geographic location for service of individual portions at another location, or the preparation and service of food on public or private premises that are not under the ownership or control of the operator of the service. All outside catering food service establishments serving food and/or beverages at the University must be approved by the Department of Environmental Health and Safety. A valid license will mean a license or permit issued by the pertinent health regulatory agency having jurisdiction. The food service establishment must be operated in conformance with the Food Code.

2.4. Mobile Food Vendor

A mobile food vendor will mean a person, firm, or corporation who operates or maintains, within the University, an itinerant food vending business serving food or drink from any establishment or conveyance without a fixed location and without connections to water supply and sewage disposal systems.

2.5. Food

Food will mean any raw, cooked or processed edible substance, ice, beverage, or ingredient used or intended for use, or for service, in whole or in part for human consumption.

2.6. Owner

Owner will mean any individual, partnership, association, corporation, company, governmental agency, club, or association of any kind who runs a food service establishment.

2.7. Time/temperature control for safety food (TCS)

Time/temperature control for safety food(TCS) means a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation.

2.8. Director of Environmental Health and Safety

Director of Environmental Health and Safety will mean the University Director as defined by the University of Connecticut, Department of Human Resources.

2.9. Sanitarian

Sanitarian will mean an authorized agent of the Director of the Department of Environmental Health and Safety certified by the Commissioner of the Department of Public Health to inspect food service establishments and licensed by the Connecticut State Department of Public Health in accordance with the General Statutes of the State of Connecticut.

3. Food Service Requirements

3.1. Purpose of Food Service Requirements

The purpose of the Food Service policy is to protect the public's health, to prevent the spread of disease, and to promote good health through education, prevention, and inspections.

3.2. Registration

Within the University, no person, firm, or corporation may own, operate, or maintain any food service establishment or place where food or beverages are served to the public without possessing a valid registration issued by the Department of Environmental Health and Safety. Any person who owns, operates, or maintains a food service establishment in violation of any of the sections of the "Food Service Policy", or does not have a valid current registration issued by the Department of Environmental Health and Safety, will be subject to enforcement actions including monetary fines. After receiving notice from the Department of Environmental Health and Safety, each additional day of operation in violation will be considered a separate offense. In addition, this violation will be considered sufficient grounds for the denial

of a pending registration or subsequent registration/application until the violation is corrected.

NOTE: Registrations Are Not Transferable.

3.2.1. Issuance and Terms for Food Service Establishments

An establishment or an individual whose initial registration as a food service establishment has been approved, is issued a registration signed by the Environmental Health and Safety Specialist. Following application approval and upon completion of a satisfactory opening inspection by the Department of Environmental Health and Safety, the initial registration will be delivered, in person, by mail, or electronically to the last known business or personal address of the applicant or establishment. This registration will be a temporary registration valid for thirty (30) days. A temporary registration will be replaced with a regular registration when the owner has demonstrated satisfactory compliance with the Food Code, the Food Service Policy and any other applicable statutes, ordinances, or rules and regulations. Satisfactory compliance will be determined by an inspection at the end of the temporary thirty-(30) day registration period. Failure of the University to inspect the facility prior to the expiration of the temporary registration will automatically extend the registration until the next inspection. At the end of the temporary period, failure of the food service establishment to comply with the Food Code cancels the temporary registration. The food service establishment will no longer be considered registered and must be closed immediately. All food service establishment registrations are valid for one (1) year and are renewable. Food service establishments will be subject to regulation, closure, and/or loss of registration if found to be in violation of the University's Food Service Policy, the Food Code, the General Statutes of the State of Connecticut and with any other applicable statutes, ordinances or rules and regulations.

3.3. Food Service Establishment Registration Application Procedure

The Food Service Policy, and any future changes, will be enforced by the University Sanitarian, the Biological Health and Safety Manager, the Director of the Department of Environmental Health and Safety at the University of Connecticut and, ultimately, by the State of Connecticut Department of Public Health. The Department of Environmental Health and Safety will not issue a registration for the operation or maintenance of a food service establishment unless an application for this purpose has been filed in the office of the Department of Environmental Health and Safety at least ten (10) days prior to opening, along with the appropriate fee. Whenever new or existing food service establishments change ownership or are renovated, the establishment must be brought into compliance with the Food Service Policy, the Connecticut Public Health Code and any other applicable statutes, ordinances or rules and regulations by correcting all violations.

3.3.1. Plan Submission

Whenever a food service establishment is constructed or remodeled and whenever an existing structure is converted for use as a food service

establishment, properly prepared plans and specifications must be submitted to the Sanitarian or an authorized agent of the Director of the Department of Environmental Health and Safety for review and approval before construction, remodeling or alteration begins. The plans must include architectural, structural, plumbing, and drawing proposals as well as a complete book of specifications, proposed menu, seating capacity, proposed daily meal volume and frequency of delivery, and must be submitted to the Department of Environmental Health and Safety at least twenty (20) days prior to construction. The plans must be a minimum of 11x14 inches in size and the layout of the floor plans must be accurately drawn to a minimum scale of 1/8 inch = 1 foot (approximately one foot). Plans submitted electronically must be of sufficient quality to show detail when enlarged or printed to the above-mentioned size. The Sanitarian or their duly authorized agent will approve the plans and specifications only if they meet the requirements of the Food Service Policy, the Food Code and any other applicable statutes, or ordinances, or rules and regulations. The initial plan review will be completed in no more than twenty (20) working days after submission to the Department of Environmental Health and Safety.

3.3.2. Plan Review

To obtain plan approval, a complete floor plan of the facility must be submitted to the Department of Environmental Health and Safety prior to construction. Included in the plan must be all pieces of equipment, counters, tables, shelving, cabinets, finish schedules, food preparation areas, dry storage areas, refrigeration, dish and other washing areas, mop storage areas, cleaning supply storage, trash storage, toilet rooms and employee personal belongings storage, and any data deemed relevant (including a detailing of the space set aside for dining) for proposed use. This floor plan must include a detailed kitchen equipment layout with brand names for intended table mounted and/or floor mounted equipment. Plans submitted must demonstrate compliance with all applicable sections of the Food Service Policy, the Food Code and any other applicable statutes, ordinances or rules and regulations. All food equipment, and installation of this equipment, must be certified or classified for sanitation by an American National Standards Institute (ANSI)-accredited certification program, (e.g., National Sanitation Foundation (NSF)), unless superseded by the Food Code or other applicable state laws and regulations.

3.3.3. Menu

A draft of the final menu must be submitted with the plan of the facility to assist the Department of Environmental Health and Safety in determining the adequacy of the size of the kitchen to handle the proposed food production.

3.3.4. Pre-Operational Inspection

Whenever plans are required, or there is a transfer of ownership, the Sanitarian or an authorized agent of the Director of the Department of Environmental Health and Safety, certified by the Commissioner of the Department of Public Health, must inspect the food service establishment prior to its opening to determine that the operation and the facility are in compliance with the approved plans, specifications, and the requirements of this Section 3 and the Food Code.

3.3.5. Renewal

An application for an annual registration renewal must be filed not later than thirty (30) days prior to the expiration date of a current valid registration.

3.4. Inspections

The University Sanitarian or an authorized agent of the Director of the Department of Environmental Health and Safety, certified by the Commissioner of the Department of Public Health, must inspect each food service establishment in conformance with the Food Code and will make as many additional inspections and re-inspections as are necessary for the enforcement of the Food Code and the Food Service Policy as well as for the protection of the public.

3.4.1. Right Of Entry to Inspect

After proper identification the University Sanitarian, or an authorized agent of the Director of the Department of Environmental Health and Safety, must be permitted to enter any food service establishment during business hours, or at any other reasonable time, for the purpose of making inspections to determine compliance with the Food Service Policy and the Food Code. The Sanitarian or a duly authorized agent of the Department of Environmental Health and Safety must be permitted to examine the records of the establishment to obtain information pertaining to food and supplies purchased, received, used, or proposed to be used, and people employed or proposed to be employed, but not including financial records.

3.4.2. Suspension or Revocation

In the event the University Sanitarian, or their duly authorized agent, finds unsanitary or other unacceptable conditions in the operation of a food service establishment which, in their judgment, constitutes an immediate and substantial hazard to the public's health in violation of the Food Service Policy or the Food Code, the Director, as applicable, will issue a written notice to the registration holder or operator citing these conditions. The notice will specify the corrective actions to be taken, the time within which the corrective actions are to be taken, and, if deemed necessary, the Director will require immediate corrections. If corrections are not made within the stated time, the food service registration will be revoked, and the Department of Environmental Health and Safety will issue a written notice to close the food service establishment.

3.4.3. Denial of Registration

The Department of Environmental Health and Safety may deny the registration application of any person, firm, or corporation for failure to comply with the provisions of the Food Service Policy and/or the Food Code. Within seventy-two (72) hours following the denial, written notice will be mailed to the last known business or personal address of the applicant, as written in the application. A written notice of the denial of an application must consist of a clear and concise statement setting forth the reason(s) for the denial. A copy of the notice must be retained in the records of the Department of Environmental Health and Safety.

3.4.4. Appeal

Within forty-eight (48) hours after the receipt of a written notice, as described in section 3.4.3 above, the owner or operator of a food service establishment may appeal to the Director of Environmental Health and Safety. The Director of Environmental Health and Safety will immediately examine the merits of the case and may vacate, modify, or affirm the written notice. If deemed necessary, the Director of Environmental Health and Safety may request a hearing with the owner or operator prior to any final decisions.

3.4.5. Exemption From Closure Allowed

If an establishment fails a re-inspection because major equipment or renovation(s) required have not yet been acquired or completed, the applicant may, upon producing bona fide executed purchase orders or contracts related to the required corrections, request a temporary exemption to remain open based on a written agreement acceptable to the University Sanitarian. This written agreement must state the time by which the required improvements will be made. Failure to live up to this agreement will result in the automatic forfeiture of the establishment's registration and immediate closure.

3.4.6. Emergency Assistance

In times of emergency or when the Department of Environmental Health and Safety deems necessary, other Federal, State, and/or Local Regulatory Agencies will be invited on university owned property and/or may be consulted for assistance.

3.5. General Food Service Facility Requirements

In addition to the specific requirements of the Food Code, the following are required:

3.5.1. Finish Materials

The finish materials of the floors, walls and ceilings must be specified. The floors and walls must be smooth, washable, durable, non-absorbent and stain resistant. In addition, the kitchen, dish washing, and food preparation areas must also be finished in a light color. Washable, non-absorbent, light-colored ceilings are also required. All materials must meet the requirements of the State Fire Code and the Food Code. Rest room walls and floors must also be

constructed of washable, durable, non-absorbent, and stain-resistant materials up to a four- (4) foot minimum height.

NOTE: Fiberglass reinforced panel, ceramic tile, stainless steel, or equivalent is required for the walls. Marlite-type or other "coated" panels, or paint will not be allowed in the kitchen areas because they are not durable enough to withstand damage and/or repeated washing. These types of finish materials are acceptable in dry storage areas.

3.5.2. Floor Wall Juncture

All floor/wall junctures must be sealed with non-porous, non-absorbent, washable cove molding.

3.5.3. Required Sinks

3.5.3.1. Hand Washing

A hand washing sink with hot and cold or warm tempered running water, soap and sanitary towels, or approved hand drying devices must be located directly in the food preparation, food service and ware washing areas. Hand washing sink(s) must be located in areas conveniently accessible to food handlers based on the characteristics of the activity in the area. Depending on the size of the food service facility and the location of the food preparation areas more than one hand-washing sink may be required. Handwashing sinks must always be accessible to employees. Splashguard protection is required if adequate spacing to adjoining food, food preparation, food contact surfaces, or drainboards is insufficient.

3.5.3.2. Hand Washing in Rest Room

Hand washing sinks must be placed in each rest room, or immediately adjacent to each rest room, and rest rooms for employees' use must have a sign placed above or immediately to the side of each sink requiring employees to wash their hands before leaving the bathroom to return to work. Soap and sanitary towels or hand drying equipment must be immediately accessible from the sink area. Hot and cold water must be provided to the hand-washing sink. The hot water must not exceed 115°F.

3.5.3.3. Three Compartment Sink

A three-compartment sink for pot washing is required when the utensils in question are required to be sanitized (e.g., used with time/temperature control for safety foods). The sink must be large enough to completely immerse the largest piece of equipment that is not to be cleaned in place. A two-compartment sink may be substituted for the three-compartment sink when there is a mechanical dishwasher available for use. The sink must be provided with hot and cold water and a drain board pitched to drain at both sides of the sink.

3.5.3.4. Food Utility/Vegetable Sink

A food utility/vegetable-washing sink may also be required by the University Sanitarian depending on the menu and the nature of the operation.

3.5.3.5. Mop Sink

A separate mop or janitorial sink is required. This sink must not be placed in the kitchen area unless it is separated from other activity by walls or partitions. This is to prevent contamination by the mop due to splashing. This sink cannot be used for food preparation or storage and must be always accessible for use.

3.5.4. Indirect Connections and Drains

3.5.4.1. Indirect Drain Line Connections

Indirect connections must be installed for dish washing machines, food handling/culinary sinks and dish washing sinks, refrigerators, steam kettles, potato peelers, ice machines, walk-ins, soda machines and all food service equipment generating waste and using water. The indirect connections for water-cooled ice machines must be air-gapped to the waste line.

3.5.4.2. Air Gap

Air gap means the unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or outlet supplying water to a tank plumbing fixture, or other device, and the flood level rim of the receptacle. The vertical physical separation must be at least twice the inside diameter of the water inlet pipe above the flood rim level but must not be less than one inch.

3.5.4.3. Floor Drains

When a dish washer, food handling or dish washing sink is located within five (5) feet of a trapped floor drain, the waste outlet(s) may be connected directly on the inlet side of a properly vented floor drain trap on the same line.

3.5.4.4. Overhead Plumbing

Stored food and other food related products must be permanently protected from overhead waste lines.

3.5.5. Grease Traps (Grease Interceptors)

Grease traps for on-site subsurface sewage disposal systems must meet the requirements of the Connecticut Public Health Code. Grease traps or other approved units connected to the public sewer system must be installed and maintained in accordance with the Connecticut Department of Energy and Environmental Protection General Permit for the Discharge of Wastewater Associated with Food Preparation Establishments.

3.5.5.1. Grease Traps – Cleaning

Grease traps must be maintained as often as necessary to ensure proper functioning. Grease trap cleaning and maintenance records must be kept on file at the food service facility for review by the University Sanitarian upon request.

3.5.6. Ventilation Hoods

Ventilation hoods and devices must be designed to prevent grease or condensate from dripping into food or onto food preparation surfaces. Filters must be easily removable for cleaning. Ventilation systems must comply with applicable state and local fire prevention requirements.

3.5.7. Thermometers

All refrigerators and refrigeration units must have a thermometer, accurate to $\pm 2^{\circ}\text{F}$, readily displayed in the unit. A temperature measuring device with a suitable small diameter probe that is designed to accurately measure the temperature of the foods served shall be provided and readily accessible.

3.5.8. Ice Machines

Ice makers and ice storage equipment must be in a protected area, not under sewer lines or any other source of contamination. The floor and walls around an ice machine must be washable, durable, smooth, non-absorbent, and light colored. The ceiling must be smooth, light colored and washable. All ice machines and ice bin drain lines must be indirectly connected to the waste lines. Water-cooled condenser drain lines from ice machines must be air gapped to the waste line. Ice machines in areas that are accessible for public use must be individual portion control, self-service machines.

NOTE: Open ice bins shall not be accessible for public use.

3.6. Utilities

3.6.1. Water – Non-Community Source

Wells used to supply water to food establishments must be tested in accordance with the Connecticut Public Health Code Standards for Quality of Public Drinking Water. Well water sampling is the responsibility of the owner of the well water supply. The food establishment owner is responsible for ensuring that the water in the establishment is potable, as defined in the Connecticut Public Health Code. The establishment owner is required to provide a copy of the water test results and immediately notify the Department of Environmental Health and Safety if the results are not in compliance with the regulations.

3.6.1.1. Water Softeners

Water softeners on public and private water supply lines must be connected to the hot water system only.

3.6.2. Sewage

Any food service facility proposing to use a private site sewage disposal system must apply for approval of the system to the University and the appropriate State or Local agencies if applicable. All food service facilities serviced by on-site sewage disposal systems must provide a current report on the condition of the system, with evidence of the system installer and/or pumper, with their completed application for registration renewal. Failure to provide this documentation may result in the termination and/or expiration of that food service facility's Food Service Registration.

3.6.3. Refuse Storage

An outside Dumpster for storage of all refuse must be supplied. The Dumpster must be always covered except when in use. The surface under the Dumpster must be cement, asphalt, or their equivalent, and have a containment area for spills. These requirements also pertain to grease container storage.

3.7. Food Storage

3.7.1. Shelving For Walk-Ins

Shelving for walk-in refrigeration or freezer equipment must be constructed of non-corrosive materials such as stainless steel or aluminum. All shelving is to be a minimum of six (6) inches from the floor.

3.7.2. Dry Storage

All shelving must be a minimum of six (6) inches from the floor. For new food service facilities, the shelving must be constructed of non-corrosive, non-absorbent materials.

3.7.3. Custom Built Shelves

The University of Connecticut Department of Environmental Health and Safety must approve all custom-built platforms, shelving, and storage containers prior to their installation.

3.8. Washing

3.8.1. Utensils

To wash utensils, a three-compartment sink is needed with right and left integral drain boards and compartments large enough to accommodate the largest utensil, pot, or piece of equipment not to be cleaned in place, OR an approved mechanical dish washer with:

- A. Built-in temperature gauges.
- B. Adequate size to accommodate the largest pot or utensil used.

A two-compartment sink may be used in place of the three-compartment sink if there is a mechanical dishwasher available for sanitizing.

3.8.2. Chemicals and Test Kits Required

- A. An approved test kit for testing sanitizer is required for a standard three-compartment sink. In addition, a three-compartment sink or a dish machine using hot water as the sanitizer requires a calibrated thermometer or approved equivalent, with the proper range, accurate to +2°F.
- B. Chemical sanitizing dishwashers must be approved prior to installation and require an approved test kit to test the sanitizer.

3.9. Other Equipment Specifications

3.9.1. Approved Equipment

All food equipment must be certified or classified for sanitation by an American National Standards Institute (ANSI)-accredited certification program. (e.g., National Sanitation Foundation (NSF)).

3.9.2. Custom Built – NSF or Equivalent Manufacturer

For custom-built equipment by an NSF or equivalent listed manufacturer, the equipment must meet approved standards, and the manufacturer of the equipment must be specified.

3.9.3. Custom Built - Non-NSF or Equivalent Manufacturer

For custom-built equipment by a non-NSF or equivalent listed manufacturer, plans must be submitted indicating compliance with applicable standards.

3.9.4. Equipment Location

Equipment must be sealed to adjacent surfaces, placed on casters with flexible utility lines, or spaced to allow access for cleaning along the sides, behind, and above the piece of equipment.

Floor mounted equipment must be placed on NSF or equivalent approved, six (6) inch legs. Counter mounted equipment, not easily movable, must be placed on NSF or equivalent approved four (4) inch legs. No piece of equipment over eighty (80) pounds or secured to a connection with an inflexible hose will be considered easily movable.

3.9.5. Aisles and Working Space

Aisles and working spaces between units of equipment and between equipment and walls must be unobstructed, and of sufficient width to permit employees to perform their duties readily without contaminating food or food contact surfaces by clothing or personal contact. The location of garbage barrels should be considered when designing this aspect of the food service facility.

NOTE: All food service establishments must comply with Federal, State, Local and University handicap accessibility requirements.

3.10. Electrical/Lighting

- A. Lamps located over or within food preparation, food display, or refrigeration areas must be shielded, coated, or otherwise shatter resistant.
- B. Artificial light sources must be installed to provide at least twenty (20) foot-candles of light on all food service areas, ware washing areas, and handwashing areas. At least ten (10) foot-candles of light must be provided in the interior of the walk-in refrigerator. At least 540 lux (50 foot candles) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or where employee safety is a factor.

3.11. Toilet Facilities and Dressing Rooms

- A. Toilets must be provided for all employees.
- B. Separate facilities for male and female employees may be required based on the size of operation and number of employees.
- C. Doors to toilet rooms must be self-closing.
- D. The floor and walls must be finished as outlined in Section 3.5. Floor/wall junctures must be properly coved.
- E. Mechanical exhaust system ventilation must be provided and in compliance with the State of Connecticut Building Code or operable, screened windows must be provided for proper ventilation.
- F. Dressing rooms or suitable space must be provided for food service employees' storage of outerwear and accessories. Lockers, hooks, or other acceptable space must be supplied for storage of clothing and other personal items.

3.12. Food Protection and Handling

3.12.1. Time/Temperature control for Safety Food (TCS)

Except during preparation, cooking, or cooling, or when time is used as the public health control as specified in the Food Code, all time/temperature control for safety food (TCS) food must be maintained at a temperature of 41°F or below or at 135°F or above. To protect from contamination, these foods must be dispensed by facility employees or be adequately protected as specified in Section 3.13 below. Food must be cooled in small, shallow pans, in an ice water bath, or by other means which will allow the food temperature to drop from 135°F to 41°F or below within six (6) hours (135°F to 70°F within two hours and 70°F to 41°F within four additional hours). Pre-cooked, TCS food which is reheated for hot holding must be reheated to 165°F within two (2) hours prior to maintaining at 135°F during service.

3.13. Buffet Requirements/Salad Bars/Retail Stores

3.13.1. Construction Standards

When food is placed on display for service in any type of food service operation, including buffets, salad bars, ice cream self-service bars, and cafeteria lines, it must be adequately protected from contamination by the use of packaging; serving line, storage or salad bar protector devices; display cases; or by other effective means, including dispensers.

Hot and cold food bars and sneeze guards shall comply with the standards of an ANSI accredited certification program. The food shield should intercept the direct line between the consumer's mouth and the food on display.

REMINDER: All food service equipment and finishing materials must be approved by the University of Connecticut Department of Environmental Health and Safety.

3.13.2. Temperature Control

Except when time is used as the public health control as specified in the Food Code, all time/temperature control for safety food must be kept hot or cold as follows:

- A. If served hot, the temperature of food must be kept at 135°F or above.
- B. If served cold, the temperature of food must be kept at 41°F or below.

3.13.3. Salad Bar Design

Salad bars and sneeze guards shall comply with the standards of an ANSI accredited certification program.

3.13.4. Salad Bar Refrigeration

Refrigeration requirements may be met by means of ice, mechanical refrigeration or the combination of ice and mechanical refrigeration. Ice must be from an approved potable source and be properly dispensed to prevent contamination.

3.13.5. Serving Utensils

Serving utensils must be of a size and length to minimize contamination of food. The handle portion must not be in contact with the food.

3.13.6. Take-Out Containers/Utensils

If used, single use take-out containers and utensils must be provided by the food service establishment. The take-out containers and single service tableware must be stored in a manner that prevents contamination. Single use utensils must be handled, displayed, and dispensed so that contamination of food-contact surfaces is prevented. Reusable take-out containers must be refilled in accordance with Food Code requirements.

3.13.7. Process/Preparation Area

The processing and preparation area for the salad bar must meet the applicable requirements of the Food Service Policy and the Food Code.

3.13.8. Food Preparation - Fixed Location - Temporary Basis Only

This includes carnivals, fairs, barbecues, fund raisers, etc. Applicants are responsible for securing all necessary approvals (e.g., Fire Department, and Student Union Reservations). The Department of Environmental Health and Safety may request a copy of the approval documents. Temporary Food Service Operations must comply with the applicable Food Code requirements and the following:

- A. An application must be completed and submitted to the Department of Environmental Health and Safety using forms provided by the Department at least ten (10) days prior to the event.
- B. Provide smooth, easy to clean food preparation, service, and storage equipment. Walls, floors, and ceilings must be in sound condition.
- C. Provide adequate food warming and/or cooling equipment in which to store all potentially hazardous food and drink. Thermometers shall be placed in each unit. A temperature measuring device with a suitable small diameter probe that is designed to accurately measure the temperature of the thinnest foods served shall be provided and readily accessible.
- D. Provide adequate ventilation for cooking operations including approved mechanical exhaust hood and filters when engaged in frying operations.
- E. Provide dispensers and storage areas for single service utensils. Provide a covered refuse receptacle for customer use, and a garbage can with tight fitting lid for deposit of wastes from food preparation.
- F. Screen all outer openings against flies, insects, etc. when deemed necessary by the Department of Environmental Health and Safety. This is required for temporary food events that involve food preparation.
- G. Keep food preparation and serving areas clean during operations.
- H. Single service utensils such as paper cups and plastic spoons must be stored in their original, sanitary cartons in a clean, dry place until used.

After removal from the cartons, these articles must be placed in an approved dispenser or otherwise protected from sources of contamination.

- I. Obtain all food and drinks from approved sources and keep them wholesome and free from spoilage during storage and dispensing. Store all time/temperature control for safety food and drink at/or above 135°F or at/or below 41°F until dispensed to the customer.
- J. Store all food and drink to avoid contamination by dust, dirt, droplet contamination, etc., and store all sealed drinks properly.
- K. All food handlers are required to wear clean outer garments and hats or hair nets. In accordance with and the Food Code Section 3.18.1 of the Food Service Policy food handlers must be free from communicable illness where there is a likelihood of transmission of disease to patrons or to fellow employees, either through direct contact or through the contamination of food or food-contact surfaces with pathogenic organisms. No smoking, vaping, spitting or use of tobacco in any form while engaged in food processing and dispensing will be permitted.
- L. Unless the event is less than four (4) hours in duration, facilities must be made available to adequately wash, rinse, and sanitize equipment and utensils during the temporary permitted event.
- M. Sanitary hand washing sinks must be made available in all food handling/serving areas.

3.13.9. Reciprocal Registration

Any caterer wishing to cater or serve food within the University of Connecticut jurisdiction must either (1) be registered with the University of Connecticut; or, if not based within the University (2) hold a valid caterer's registration or license from another Local or District Health Department in the State of Connecticut. A copy of this registration or license must have been filed with the University of Connecticut Department of Environmental Health and Safety before the caterer may operate within the jurisdiction of the University of Connecticut Department of Environmental Health and Safety.

3.13.10. Violation

Any caterer not registered in Connecticut and who violates the Food Service Policy by not registering with the University of Connecticut will not be allowed to cater on University of Connecticut property.

3.13.11. Notice of Event

All caterers who do not cook and prepare food at a registered kitchen operated by the caterer and under the jurisdiction of the University must submit, in writing at least ten (10) working days prior to an event, the location and time of the event where food and/or beverage is to be served, a copy of the proposed menu, and the location where the food is to be cooked. Cooking/food preparation will only be allowed in licensed, pre-approved facilities.

3.13.12. Out of State Caterers

Any caterer, whose usual place of business is outside the political boundaries of the State of Connecticut and who wishes to cater within the jurisdiction of the University of Connecticut, must register with the University of Connecticut Department of Environmental Health and Safety. This registration gives the Department of Environmental Health and Safety permission to request an inspection, documentation of an inspection, documentation of licensure or investigation of the operation by the health department with jurisdiction in the caterer's usual place of business.

3.14. Bulk Food - Retail Food Stores

3.14.1. Time/Temperature Control for Safety Food (TCS)

All time/temperature control for safety food must be maintained at temperatures at 41°F or below or 135°F or above, except during necessary periods of preparation. To protect from contamination, facility employees should dispense TCS foods. These items may be dispensed by customers from an approved container provided the facility provides proper dispensing utensils, instructions for dispensing, and has adequate supervision by facility employees.

3.14.2. Non-TCS Food

Foods which can be readily consumed without further cooking, rinsing, or washing before consumption such as, but not limited to, unwrapped candy, baked foods, nuts, and dried fruits, must be dispensed by gravity dispensing containers or may be dispensed by the customer provided a suitable dispensing utensil and individual containers are supplied, and adequate supervision by an employee is provided.

3.14.3. Foods Requiring Further Preparation

Foods which require further cooking, rinsing, or washing before consumption such as, but not limited to, peas, beans, grains, pasta, nuts in the shell, and wrapped candy, may be dispensed by customers from approved containers.

3.14.4. Non-Food Items

Items such as, but not limited to, soap, cleaners, and toxic compounds, may be dispensed by customers provided there is a physical separation of at least ten (10) feet between their location and that of food items. The utensils used for serving non-food items should be marked as such and kept separate from food utensils.

3.14.5. Containers

- A. Bulk food storage containers must be made of food grade materials and must be easy to clean and sanitized. Equipment and sinks must be available in the store for this purpose.

- B. Bulk food display containers and utensils used for dispensing must be made of food-grade materials and be kept clean and sanitized. The display container must be designed to protect the food being displayed or dispensed. The container must have a tight cover attached so that it cannot touch the floor. The cover must be self-closing and must remain in the closed position, to be opened only during customer dispensing.
- C. Containers that are new and clean must be provided for individual customer use.

3.14.6. Dispensing Utensils

Consumers who serve themselves bulk food must be provided with suitable dispensing utensils, which must be stored in protective sleeves, kept dry and clean, and must be prevented from touching the floor.

3.14.7. Instructions

Instructions must be posted, conspicuously in the display area, providing directions for consumers on the use of serving utensils and warning that the use of hands for self-service constitutes adulteration and is in violation of state laws.

3.15. Food Protection During Emergencies

In the case of a fire or flood in a food service establishment, the person in charge of the food establishment must contact the Department of Environmental Health and Safety immediately and discontinue the sale of any food items, particularly those affected by the emergency, until given clearance by the Department of Environmental Health and Safety. If an emergency occurs outside of regular business hours, the person in charge must notify University Safety who will in turn make all reasonable efforts to contact the Department of Environmental Health and Safety.

3.15.1. Diseases Transmissible Through Food

Maximum protection to public health requires excluding food employees suffering from typhoid fever, hepatitis A virus, experiencing active symptoms of diarrhea or vomiting associated with diseases identified as likely to be transmitted through contamination of food, or diagnosed with Norovirus, E. coli O157:H7 or other Shiga toxin-producing Escherichia coli (STEC), Shigella spp. infection, or nontyphoidal Salmonella. The Food Code exclusion or restriction guidelines must be applied until the identified food employees no longer present a risk for foodborne pathogen transmission.

3.16. Examination, Embargo and Condemnation of Food

3.16.1. Examination

Food may be examined or sampled by the Department of Environmental Health and Safety as often as necessary for enforcement of the Food Service Policy and/or the Food Code.

3.16.2. Embargo/Hold Request

The Department of Environmental Health and Safety may place a hold request on any food or beverage, which it believes is adulterated or otherwise unfit for human consumption. The Department of Environmental Health and Safety may tag, label, or otherwise identify any food subject to the hold request. No food subject to a hold request may be used, served, or moved from the establishment. The Department of Environmental Health and Safety must direct storage of the food under conditions specified in the hold request. The hold request must state that a request for a hearing may be filed with the Department of Environmental Health and Safety within forty-eight (48) hours and if no hearing is requested, the food will be destroyed as witnessed by the Department of Environmental Health and Safety. Within forty-eight (48) hours following receipt of a request for a hearing, the Department of Environmental Health and Safety will hold a hearing. Based on evidence produced at that hearing, the hold request may be rescinded or the registration holder or person in charge of the food may be directed, by the Director of Environmental Health and Safety, to destroy the food or to bring it into compliance with the provisions of the Food Service Policy and/or the Food Code.

3.16.3. Condemnation

Food will be subject to immediate condemnation by the Department of Environmental Health and Safety when it is found to be unfit for human consumption because of the appearance or odor of decomposition and/or adulteration, (i.e., having been contaminated by exposure to fire, water, dust, smoke, or heat; lack of proper temperature maintenance, or animal or insect contact). Exposure to non-food chemicals will also be grounds for condemnation. An action of condemnation will only be used when, in the opinion of the University Sanitarian, there is substantial risk that the suspected food would otherwise be used for human consumption or if the registration holder agrees to the grounds for condemnation. Any food or drink considered unsafe for human consumption will be destroyed or disposed of in a manner satisfactory to the Director of Environmental Health and Safety.

4. Fee Schedule

4.1. Fee Schedule and Criteria-Food Service

Each application for registration to operate and/or maintain a food service establishment must be filed on forms provided by the Department of Environmental Health and Safety, and must be accompanied by a fee based on the following criteria and fee schedule: Food Service Establishment Classification as per Section 4 of this Code:

	Fee Amount
Class I	\$75.00
Class II	\$100.00
Class III	\$125.00
Class IV	\$150.00
With Catering Off premises	Regular Fee Plus \$50.00
Located in a facility with an indoor seating capacity of 2,500 or greater	Regular fee plus \$75.00
Mobile Vendors	\$105.00
Temporary Registration (per event/per day)	\$30.00
Subsequent Re-inspection (Any establishment requiring more than one reinspection for Priority or Priority Foundation Items	\$75.00
Operating without a valid registration	\$100.00
Late Food Service Applications	\$50.00

***Outside Caterers must complete the Environmental Health & Safety Temporary Food Service Event application and submit the appropriate fee.**

4.2. Organizations Exempt from Fees

Religious organizations, non-profit organizations, university departments, and recognized student organizations that maintain permanent kitchen facilities, or apply for temporary food registrations, are hereby exempt from any food service establishment registration fee. Food service establishments, including temporary events, run by the University of Connecticut, Department of Dining Services are exempt from registration fees.

4.3. Food Service Establishment Classification

The Sanitarian must classify each food service establishment by using the criteria outlined in this subdivision. Establishments must be classified at the time of registration with the Sanitarian, during each inspection, and in no case less than annually. The Food Service Establishment must be placed into the highest classification that describes any of the food operations conducted. When it comes to the attention of the Sanitarian that a food service establishment has changed to a different class, the Sanitarian must reclassify that food service establishment. No food service establishment may change operations to a different classification without prior written approval by the Sanitarian. The classes of food service establishment are as follows:

4.3.1. Class I

Class 1 food establishment means a retail food establishment that does not serve a population that is highly susceptible to food borne illnesses and only

offers (A) commercially packaged food in its original commercial package that is time or temperature controlled for safety, or (B) commercially prepackaged, precooked food that is time or temperature controlled for safety and heated, hot held and served in its original commercial package not later than four hours after heating, or (C) food prepared in the establishment that is not time or temperature controlled for safety

4.3.2. Class II

Class 2 food establishment means a retail food establishment that does not serve a population that is highly susceptible to food-borne illnesses and offers a limited menu of food that is prepared or cooked and served immediately, or that prepares or cooks food that is time or temperature controlled for safety and may require hot or cold holding, but that does not involve cooling

4.3.3. Class III

Class 3 food establishment means a retail food establishment that (A) does not serve a population that is highly susceptible to food-borne illnesses, and (B) offers food that is time or temperature controlled for safety and requires complex preparation, including, but not limited to, handling of raw ingredients, cooking, cooling and reheating for hot holding

4.3.4. Class IV

Class 4 food establishment means a retail food establishment that serves a population that is highly susceptible to food-borne illnesses, including, but not limited to, preschool students, hospital patients and nursing home patients or residents, or that conducts specialized food processes, including, but not limited to, smoking, curing or reduced oxygen packaging for the purposes of extending the shelf life of the food.

4.4. Certified Food Protection Manager (CPFM)

Each person owning, operating or managing any Food Service Establishment designated either Class 2,3, or 4 must be a CPFM or must employ, on site, at least one (1) CPFM who is in a supervisory position at the establishment, at all times while the establishment is open.

5. Severability Clause

5.1. Severability Clause

In the event any section, paragraph, sentence, clause, or phrase of the Food Service Policy is declared unconstitutional by any court of a competent jurisdiction, this decision will not affect the validity or effectiveness of the remaining portions of the Food Service Policy. In the event any section, paragraph, sentence, clause, or phrase of the Food Service Policy is inconsistent with, or in opposition to, the Food Code, the provisions of the Food Code are to take precedence. The remainder of the Food Service Policy that is consistent with and/or not in opposition to the Food Code will not be affected and will remain in full force and effect.

6. Revisions/New Programs

6.1. Revisions/New Programs

The Department of Environmental Health and Safety reserves the right to revise the Food Service Policy and/or to create new programs within the University of Connecticut Food Protection Program if, in our opinion, the revision will benefit the industry and/or public health, or if required by the General Statutes of Connecticut and the Food Code.