

Temporary Food Service Event (TFSE) Instruction Sheet
(To be used to fill out application and kept for food safety guidance)

1. What is the source of the food to be served/dispensed?
 1. Foods must be from an approved source, such as a licensed grocery store or restaurant. Food, including ice, **cannot** be prepared in a home kitchen. No home canned foods are permitted.
 - a. Meat must come from a government-inspected source.
 - b. All oysters, clams and mussels shall be from sources approved by the State Department of Health Services. If the source is outside Connecticut, the source must be listed as an approved interstate shipper. All shellfish tags must be saved for at least ninety (90) days after service.
 - c. If it is necessary to bring in foods that are prepared at a licensed facility other than the temporary site, you must indicate how the food is protected during transport and how it is kept hot or cold as needed.
 - d. An exception may be made for baked goods that do not require refrigeration after baking such as cookies, brownies, muffins, cupcakes, and breads.
2. What food items will be served at the function?
 2. List **all** food items to be served. Extra care must be used when serving foods which consist of milk, milk products, eggs, meat, poultry, fish, shellfish, or other ingredients which can be considered Potentially Hazardous Foods.
3. How will the food items be kept cold/frozen?
 3. Cold food items must be kept at 41°F or below at all times. It is suggested that frozen foods remain below 0°F. Mechanical refrigeration or clean, food grade, **well-drained** ice from an approved source can be used.

Frozen foods **cannot** be thawed at room temperature. Proper thawing can be done in a refrigerator, under cool, running water, or as part of the cooking process.
4. How will the food items be cooked?
 4. Please use the following list as a reference for properly cooking foods.

<u>Type of Food</u>	<u>Minimum Internal Temperature</u>
Poultry, stuffed meats	185°F
Pork	155°F
Beef	145°F
Ground beef products	155°F
Reheating (any foods)	165°F
Hot dogs	145°F

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

The re-use of leftovers is not allowed.

A clean, metal stemmed, probe thermometer to monitor food temperature is required. Our office will provide probe thermometers to students or university groups if needed.

5. How will hot food items be maintained?
5. Hot foods must be kept at 140°F or above after cooking or reheating. Use chaffing dishes with sterno, or other hot holding devices to maintain temperature. Cooking to order will lessen the chance for bacterial growth that may occur during improper food holding prior to service.
6. Describe the type of hand washing facility that will be used. If food is prepared at a booth or other facility, hand-washing facilities for workers must be provided. Hand washing facilities between booths are satisfactory. The Student Union can advise you on hand washing facilities. A temporary hand wash set-up consists of a container filled with warm water dispensed through a spigot or tap, pump soap, paper towels, and a container to catch the waste water. Instant hand sanitizer is **NOT** allowed in place of proper of hand washing.
7. How will the food be protected from contamination?
7. Food must be protected during storage, preparation, display, service and transportation.
 - a. Food handlers should remember to thoroughly wash their hands, particularly after handling raw meats and after using the toilet. The use of clean utensils and gloves or deli papers to handle foods will also minimize contamination. Gloves are not a substitute for hand washing. Do not re-use gloves. Change gloves when dirty, contaminated, or damaged.
 - b. Persons with infected wounds, boils, respiratory infections, communicable diseases, or gastrointestinal illness which may be transmitted to patrons or other workers **cannot** work in a food service capacity.
 - c. Sneeze guards or food container covers must be provided to protect food from contamination.
 - d. Separate raw potentially hazardous foods from cooked and ready to eat foods. Do not interchange utensils, cutting boards, containers, or other equipment that has been previously used for raw potentially hazardous food with food that is ready to serve, unless the utensil has been thoroughly washed, rinsed, and sanitized.
 - e. Soda, juice, etc. cans or bottles must **not** be stored submerged in water. These items can be stored on food grade, well-drained ice.
 - f. Outer openings of food preparation areas must be protected against the entrance of insects and rodents.

- g. Post-mix type soda dispensing systems must be equipped with a double check valve with an atmospheric vent on the potable water supply lines entering the carbonators.
- 8. Indicate the water source to be utilized for cooking, cleaning and hand washing.
- 8. If well water is to be used, a recent, certified laboratory result which shows chemical and bacteria levels must be submitted to the Department of Environmental Health & Safety. Only NSF approved water lines are acceptable for water lines being supplied for hand washing and cooking (applies to caterers and outside food vendors.)

NOTE: Garden hoses and fire hoses are not acceptable for food service use. Ice must be food grade and from an approved source.

- 9. How will the service utensils be cleaned?
- 9. Cooking equipment and utensils must be:
 - 1. washed in hot, soapy water;
 - 2. rinsed in clean, hot, clear water;
 - 3. sanitized using an approved sanitizing method.

Indicate what method of sanitizing will be used.

When dishes are washed manually, the following procedures can be used to sanitize the equipment and utensils.

- a. complete immersion for a least one minute in clean, hot water at a minimum temperature of 170°F.

If bleach is used:
- b. complete immersion in a sanitizing solution of at least 50 ppm (parts per million) of chlorine at a temperature of at least 75°F (one ounce of 5% bleach to a gallon of clean water.)

Use double strength solutions for cleaning counter tops.

*If the event is 4 hours or less you can bring enough clean utensils to change when needed, instead of a dish washing setup.

- 10. Where will food and paper/ plastic items be stored?
- 10. All containers of food and paper products must be kept off the ground to prevent contamination from wet surfaces and insects.
- 11. Where will chemical cleaning products be stored?
- 11. Toxic chemicals (bug sprays, cleaning chemicals, etc.) must be separated from food and food related items. Pest strips cannot be placed over food preparation and service areas.

12. How will condiments and single service items be dispensed?
12. Squeeze bottles, pumps, shake or pour containers, or individual packets should be used to dispense condiments (relish, ketchup, mustard, mayonnaise, milk, sugar) when this is done self-service by patrons.

No home canned foods, including relishes, can be served.

If liquid creamers, milk, half and half, etc. are to be used for coffee, these items must be kept cold (below 41°F) at all times.

Single service items (plastic utensils, coffee stirrers, straws, disposable cups, plates, and bowls) must be stored and dispensed in a way that will prevent contamination.

13. What type of toilet facilities will be provided for the public?
13. Toilets and hand washing facilities accessible to the public and separated for each sex shall be provided on the premises.
14. What method of garbage disposal will be used?
14. Garbage and rubbish shall be collected in leak-proof, non-absorbent containers and be kept covered when not in continuous use. If dumpsters are to be used, they must be kept closed up, covered and be rodent-proof.

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