

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 or sanitizing wipes
- Tongs, spatulas, spoons, disposable gloves, deli papers, napkins
- Extra clean utensils or 3 basin 'sink'
- Aluminum foil/plastic wrap, food container covers, sneeze guards
- Garbage containers, plastic garbage bags
- Hair restraints or hats
- 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

Anyone with GI Symptoms (vomiting, diarrhea) and anyone who has had GI symptoms within 3 days may not work with food.

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/Pork/Fish/Seafood/Eggs/Hotdogs– 145° F
- Ground Beef and other ground meats - 155° F
- Poultry/ground 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 41 ° 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.

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		Date of Event_____	
Temporary Food Service Event Workers Log Sheet			
to be completed & kept by the event coordinator for 90 days			
Workers Name	Address	Phone #	Hours Worked

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 48 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 Radzvilowicz, R.S., C.F.S.P.
Biological Health & Safety Specialist
University of Connecticut
Department of Environmental Health & Safety

Other Resources

University of Connecticut Cooperative Extension System
[Connecticut Cooperative Extension System](#)

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

At Your Event

Set up the hand washing station first and wash your hands before handling food, utensils, paper goods or plastic ware.

Have all workers review the food safety info sheet (page 13) and sign in on the volunteer log (page 12). Only food workers should be allowed in the food service area.

Anyone with gastrointestinal symptoms (vomiting or diarrhea), jaundice or a sore throat with fever and anyone who has had any of these symptoms within 3 days **MAY NOT WORK WITH FOOD**. Anyone with a cut on their hand must wear a bandage & glove over the cut or wound. If the cut or wound is infected the person **MAY NOT WORK WITH FOOD**.

Gloves, tongs, spatulas, deli papers or another barrier must be used when handling food that will be eaten without further cooking. Items like hamburger and hotdog rolls, bread, grinders/subs, pastries, donuts, cookies, pizza, fruit, vegetables, cheese, etc. **may not be touched with bare hands**.

All food must have sneeze guard protection (see below), or food container covers.



Smoking, eating and drinking are not allowed in the food preparation & serving areas. Hats or other hair restraints should be worn.

Utensils, containers, plates and equipment that have been used for raw meat, poultry, fish or eggs must be washed rinsed and sanitized before being used for cooked foods or ready-to-eat foods.

Keep table tops and other food contact surfaces clean throughout the event. Use a spray bottle of sanitizer and paper towels or sanitizing wipes.

Keep the area around the food booth clean and free of litter.

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 before the event**. Applications received less than two weeks before 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" and "TFSE Application" form. 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".

Planning – What you need to know before your event

Keep Your Menu Simple

On-site food preparation should be kept to a minimum, for example, serving prepared foods, grilling or other foods that are simple to prepare and serve. Food, including ice, may not be prepared in a home kitchen.

If food requires complex preparation, like pre-cooking and cooling, you must prepare it in a permanently established licensed and inspected food service facility.

Safe Food Source

All food & ice must be purchased from or donated by a licensed grocery store, restaurant or food distributor.

Food Protection

Food container covers or sneeze guards are required for all food that is not wrapped or packaged.

To prevent contamination, condiments must be dispensed from squeeze bottles, pour, shake or pump dispensers or in individual packets.

All food, equipment, utensils, paper goods and plastic ware, including items in boxes, must be stored at least 6" off the ground or floor.

If your event is outside plan to have a tent or other overhead cover to protect food from bad weather.

If your booth is set up on the grass or dirt, you must use a ground cover. Food booths should also be located at least 50' from porta-potties, dumpsters, animal exhibits and livestock.

Hand Washing Stations

If your event is outside or in an area inside where a sink is not available you need to set up a temporary hand washing station. It must have warm water in a container with a spigot, soap, paper towels and a bucket to catch the waste water. For a picture of a temporary hand wash station, see page 6. A hand washing station is not required when the **only items offered** are commercially prepackaged foods served in the original unopened container, for example, bottled drinks and individual packages of chips, cookies, crackers and candy.

Thermometers

Check the temperature of food using a probe thermometer or a thermocouple.

Pictured below are 3 kinds of thermometers that can be used to check food temperatures during cooking. They are not designed to remain in the food while it's cooking. They should be used near the end of the estimated cooking time to check for final cooking temperatures.



Digital Instant-Read



Dial Instant-Read



Thermocouple

The digital instant-read thermometer and thermocouple measure temperature at the tip of the probe and can be used to measure temperatures in thin and thick foods.

For accurate temperature measurement with a dial instant-read thermometer, the probe of the thermometer must be inserted the full length of the sensing area (usually 2 to 3 inches). 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.

When taking food temperatures during place the tip in the center of the thickest part of the food because the center of a food is usually cooler than the outer surface.

Be sure to properly clean the 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.

Cooking

Do Not Serve Undercooked Foods!

Before serving, all meat, poultry, fish and eggs must be cooked to the minimum internal cooking temperatures below.



165°F – All poultry, ground poultry, soups, stews, casseroles

155°F – Ground beef, ground pork, ground fish

145°F – Hotdogs, eggs, steaks, chops & roasts of beef, pork, lamb

Cooking food to order will reduce the chance for bacterial growth that may occur if food is not held at the correct temperature before service.

Never partially cook food before or during an event to finish cooking it later. The food may be in the temperature danger zone 41°F to 140°F for long enough to allow foodborne illness causing bacteria to multiply.

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

Food that has been cooked and cooled must be reheated to 165°F within 2 hours before hot holding at 140°F.

Crock-pots, chafing dishes, sternos and other hot holding devices are only for maintaining the temperature of food that is already hot. Use a stove, oven, or microwave to heat food and then put it in the hot holding equipment.

Reuse of leftovers is not allowed!

Tables & Set-up

Make sure you have enough table space. There must be separate areas for raw meat and poultry and ready-to-eat foods, food that can be served without additional cooking. In addition to space for preparation and serving, you may need table space for drinks, condiments, paper goods and off the ground storage of food and supplies. Separate the food preparation areas from the public to prevent contamination. Consider preparing food on a table at the back of the booth and serving from a table in the front. BBQ's and grills must be located at least 4' away from patrons to prevent burns.

Toilet Facilities

Bathrooms or porta-potties must be available to employees and the public. Handwashing stations with soap and paper towels must be provided at porta-potty locations. Check the toilet facilities and hand washing stations periodically to make sure they are clean and have adequate supplies.

Garbage

Garbage cans must be washable, covered and, lined with a garbage bag. You need enough garbage cans for the public's garbage as well as yours.

Clean Dishes and Utensils

If your event is less than 4 hours long, bring extra, clean and sanitized utensils in a covered container just in case a utensil gets dropped or contaminated.

If your event is longer than 4 hours you may need to set up a 3 basin 'sink' to wash, rinse and sanitize utensils and equipment **at least every 4 hours.**

Soapy
warm
water

Clean
rinse
water

Water
with
sanitizer

Change the water frequently
Air dry utensils & equipment

1 gallon of water + 1 tsp. bleach = Sanitizer

Do not use dish towels for drying. They can **be** dirty without looking dirty and could contaminate the clean dishes. Waste water from dish washing must be disposed of in a toilet or sink – **not on the ground.**

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.



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

Use of gloves or instant hand sanitizer is not a substitute for handwashing. Gloves can provide an effective barrier between hands and foods if they are used properly. If disposable gloves are used incorrectly, they can be contaminated with bacteria and become a source of food contamination.

If you are using gloves you must change them just as often as you would need to wash your hands.

Wastewater from hand washing stations must be disposed of in a toilet or sink – not on the ground!

Safe Food Temperatures

Bacteria that can make people sick multiply rapidly between 41°F and 140°F in the **Temperature Danger Zone**. Cold food must be kept at 41°F or lower in a refrigerator, in a cooler with ice or on ice. After cooking, hot foods must be kept at 140°F or hotter.

Whether you pick up the food for your event or have it delivered, plan to get the food to the site as close to the event start time as possible.

During transportation from the licensed food establishment, all hot food must be kept at 140°F or hotter. Cold food must be kept at 41°F or colder.

Check and record the temperature of the food when you pick it up.

Insulated containers or coolers (with ice or ice packs for cold food) will help keep the food protected and at the correct temperature during transportation.



Keep raw meats, poultry and eggs separate from cooked food and food that will be eaten without being cooked (ready-to-eat food).

If you are serving hot food, have the hot holding unit or chafing dish set up and hot when the food arrives.

Plug refrigerators in ahead of time or prepare pans of ice or coolers to keep food cold during the event. Put a thermometer in the refrigerator or cooler to make sure the temperature is less than 45°F.

Check coolers during the event to make sure there is enough ice and that the ice is well drained (no melt water).