The Department of Environmental Health & Safety (EH&S) is comprised of 4 sections-biological, chemical, occupational, and radiation safety. Each section offers training and services to students and employees of the University of Connecticut and all regional campuses.

**Biological Health & Safety**

Biological Health & Safety offers consultation and support services in the areas of public health (food service inspection, water quality monitoring/testing, and foodborne illness surveillance), public health nuisance investigations, and biological safety (biological laboratory safety training, biological waste pick-ups, and blood-borne pathogens training).

**Chemical Health & Safety**

Chemical Health & Safety offers support services in laboratory safety training, hazardous waste pick-ups, and chemical safety consultation.

**Occupational Health & Safety**

Occupational Health & Safety provides consultation, training, and other support services in non-laboratory settings for worker safety issues.

**Radiation Safety**

Radiation Safety provides support for research at the University of Connecticut in which radioactive materials, radiation-producing equipment, and lasers are utilized.

For additional training-related information and scheduled training classes, please visit our website at [http://www.ehs.uconn.edu/BIOL.HTML](http://www.ehs.uconn.edu/BIOL.HTML) or call our office at (860) 486-3613.
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.

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
NOTES
Introduction

The Department of Environmental Health & Safety (EH&S) has oversight responsibility, granted by the State of Connecticut Department of Public Health, to ensure that all food service establishments, including Temporary Food Service Events (TFSE), are held to the same consistent standard, and are operated in a safe and sanitary manner, as required by the Connecticut Public Health Code (CPHC). It is important that all of the requirements of the CPHC and University Food Services Policies are met in order to help reduce the risk of a foodborne illness outbreak and ensure a safe food supply on campus.

There are many factors involved with running a TFSE. This booklet contains important and useful information that everyone running a TFSE should know. As long as the necessary steps are followed, your event should run smoothly and safely. The following page tells you exactly what to do in order to carry out a successful and safe temporary food service event.

Sincerely,

Michael A. Pascucilla
Environmental Health & Safety Specialist
University of Connecticut
Department of Environmental Health & Safety

✓ Clean and sanitize all equipment before the event?
✓ Wash your hands after eating, drinking, coughing, smoking, or any other activity listed in this booklet?
✓ Provide overhead cover if the event is to be held outside (if necessary)?
✓ Provide proper backflow prevention on each water supply?
✓ Provide toilet facilities for employees and the public?
✓ Keep areas around food booths clean and free of litter?
✓ Set up your booths at least 50 feet away from toilets, garbage, and livestock?
✓ Wear hair restraints and keep work clothes clean?
✓ Maintain an employee workers log for 90 days?
Temporary Food Service Event Checklist

For your convenience, the Department of Environmental Health & Safety has included a checklist in this booklet. This checklist provides a quick and easy reminder of the items and steps you need to successfully operate a temporary food service event.

Did you remember to:

✓ Fill out an application for your event at least 10 days prior to the event?
✓ Pay the $25 registration fee? (if required)
✓ Obtain food from commercial sources? (Food prepared at a private home is not allowed)
✓ Explain what types of foods will be used at the event in your application?
✓ Set up a hand washing station(s) if there is no sink in the area (prior to food preparation and cooking)?
✓ Display the registration card in plain view to the public?
✓ Cook foods to their appropriate temperatures?
✓ Use steros and other hot holding devices for hot holding only, and not for cooking (hot food must be kept at 140° F or above)?
✓ Use refrigeration and/or ice to keep food 41° F or below?

What do I have to do in order to run a temporary food service event?

In order to serve food to the public, a temporary food service event (TFSE) registration permit (below) must be obtained. To obtain a registration permit, an application for the event must be completed and returned to the Department of Environmental Health & Safety office no later than 10 working days prior to the event. Registration applications received less than 10 days prior to the event will not be accepted. Once we have received the application, we encourage the event coordinator, or a person actively involved with the event, to watch a brief food safety video at our office. Based on the size of the event, types of food served, and EH&S resources, an inspection will be conducted at your TFSE. No food or beverage shall be served at public events without a registration permit from the Department of Environmental Health & Safety. The registration permit must be displayed in plain view to the public (as shown below).

To obtain a TFSE application please visit our web site at http://www.ehs.uconn.edu or visit our office located at 3102 Horsebarn Hill Road, Storrs, Connecticut.

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 a $25 registration fee with their application. Please make checks payable to the “University of Connecticut”. 
Temperature

All meat and poultry must be cooked thoroughly to their proper cooking temperatures before being served. The proper cooking temperatures are as follows:

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

Hot foods must be held at 140° degrees or higher in hot holding units after cooking. DO NOT SERVE UNDERCOOKED FOODS. Bacteria multiply rapidly between 40°F and 140°F. This is called the danger zone. Pictured below are 3 kinds of thermometers that should be used to check food temperatures.

Event Essentials

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.

Garbage cans must be covered, lined, and washable. Areas around food booths must be clean and free of litter. Dumpsters must be located away from food service areas and be emptied frequently. Wastewater, grease, and charcoal must have their own separate containers.

A safe and potable water supply must be provided. Proper backflow prevention must be provided on each water supply.

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. There must be a system in place that prohibits unauthorized access by the public (temporary fencing), and hot cooking equipment must be at least 4 feet from the public.

All food sources must be obtained from commercial sources, such as licensed local grocery stores, food distributors, or restaurants. Home canned food, home cooked food, home prepared food, and ice from a non-potable water supply is not allowed.

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 that is licensed and inspected by a local health department.
**Storage/Equipment**

For larger events that must utilize dry storage, items must be at least 6 inches above the ground. For cold storage, the temperature must not exceed 41°F. Also, do not store unpackaged food in direct contact with ice. For hot storage, the temperature must be at least 140°F or above. All events must have overhead sneeze guard protection (as shown below).

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. Sternos and other hot holding devices are not to be used for cooking; they are only for hot holding purposes (below). If commercially prepared food is not provided and the food is being portioned and dispensed, then dipping wells with running water must be provided. Stagnant water is a possible area where bacteria may originate.

**Temperature (cont.)**

The digital instant-read thermometer can measure temperatures in thin and thick foods. The dial instant-read can be used in roasts, casseroles, and soups, but can only measure thin foods if inserted sideways. The thermocouple gives the fastest reading and is good for measuring thin and thick foods. Laser thermometers are not an acceptable temperature read tool for temporary food service events.

Keep cold food in the refrigerator, in coolers, or on ice at 41°F or less. Check the final temperature by using a probe thermometer or a thermocouple. Be sure to properly clean your thermometer with alcohol wipes or other sanitizers prior to each use and between foods.

In addition, probe thermometers must be calibrated daily in order to ensure accurate temperatures. To calibrate a thermometer, place the probe thermometer in ice water, stir, and adjust the temperature to 32°F.

During transportation, required food temperatures must be maintained. Hot food must be 140°F or higher and cold food must be 41°F or colder. Insulated containers will help keep the food protected and at their proper temperatures.

It is very important that leftovers be discarded. **Never reuse leftover foods.**

---

8
Handwashing

Handwashing is your first line of defense against foodborne illness. Dirty hands are a serious risk 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 jug or other container, soap, and paper towels. Also provide a waste bucket to catch the wastewater. The only time a handwashing station is not required is when the only foods being served are commercially pre-packaged (unopened) being dispensed in their original containers.

Remember to wash your hands for at least 20 seconds with warm water and lots of soap. Always wash your hands prior to handling food and when working with raw food. Also wash your hands after:

- using the restroom
- touching your face or hair
- eating, drinking, smoking, coughing, or sneezing
- disposing of garbage
- working with raw foods
- touching anything that could contaminate your hands

Cleanliness

Clean and sanitize all equipment and utensils every 4 hours. Wiping cloths should be stored in a bleach and water solution. 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 tablespoon of unscented bleach per two gallons of warm water will give you an adequate sanitizing solution. Change the water frequently and air-dry all equipment. Do not use dishtowels for drying.

Tabletops and other food contact surfaces should be kept clean throughout the day. There is no smoking allowed in the booths. Employees with cuts or wounds must wear bandages and gloves. Work clothes and aprons must be kept clean. Hair restraints must also be used.

Note: All utensils and equipment should be washed, rinsed, and sanitized at an approved location.