



Commencement Catering Vendor Guidelines, Instructions, and Registration

To protect the health and safety of the Harvard community, all event planners and caterers working during Commencement and reunion weeks must make sure these guidelines are followed. Additionally, catering vendors must submit event registration forms for large events (greater than 150 attendees), which include health, safety, and event setup and operation information.

To ensure compliance with Harvard and city requirements:

1. Read and fully understand all catering vendor safety and sanitation guidelines. Call Cynthia Parenteau from Harvard EHS Environmental Public Health at 617-581-9071 with any questions.
2. If your event will exceed 150 attendees, submit your [Harvard Commencement Catering Vendor Registration](#) form to EHS by May 09, 2025.

Only commencement and reunion events with more than 150 attendees need to register with EHS. **You must follow all Commencement catering vendor requirements and guidelines regardless of your event's size.**

3. Get a temporary catering food service permit from the [applicable city](#).
4. Make arrangements in advance with your Harvard contact if you need to connect to a water or power supply during your event.
5. Follow [parking regulations](#) if you need parking accommodations to load or unload event materials.
6. Review and understand Harvard's [food waste collection \(composting\) and recycling requirements](#).



Table of Contents

Food Safety and Sanitation Guidelines.....	3
Before You Arrive	4
<i>Potable Water</i>	4
<i>Shellfish</i>	4
<i>Certifications</i>	5
<i>Menus</i>	5
<i>Sustainability</i>	6
Once You Arrive	6
<i>Ice</i>	7
<i>Gloves and Hand Sanitation</i>	7
<i>Employee Illness</i>	8
<i>Food Preparation Surface Sanitation</i>	8
<i>Waste Disposal</i>	8
Food Handling and Preparation	9
Parking Regulations	10
City Catering Registrations.....	10
Cambridge.....	10
Boston	11
Barbeque LP Gas and Propane Cylinders.....	11
Fire Department-Permitted LP Gas Cylinders.....	12
Overfill Prevention Devices	13
Transportation	14
Storage and Use	14



Warning Label	15
<i>Customer Warning</i>	15
<i>When Connecting for Use</i>	15
<i>When In Use</i>	16
Fire Safety	16
Charcoal Grills	16
Open Fires	17
Sterno Safety.....	17
Votive Candles (Table Decoration)	18
Solid Waste Collection and Disposal	18
Sustainable Event Tips	19
Food Sustainability	19
Beverage Sustainability	20
Waste Prevention.....	20
Appendix A: Sample Special Event Inspection Report Form	22
Appendix B: Caterer Fire, Electrical, and Safety Self-Checklist	23

Food Safety and Sanitation Guidelines

All contracted caterers and food service providers must follow the Massachusetts Sanitary Code for Food Service Establishments, Article X, 105 CMR 590.000 (MA Food Code).

Harvard’s food safety and sanitation guidelines can help you identify common issues in catered food service environments. Review this information with your certified food protection manager well in advance of your event. EHS staff will likely visit your catered event to audit these guidelines.



Before You Arrive

- If your event exceeds 150 attendees, submit your [Harvard Commencement Catering Vendor Registration](#) by May 09, 2025.
- Caterers and food service establishments must follow MA Food Code provisions.
- **Your base of operations must be a licensed establishment with a permit to operate as a caterer provided by the city or town board of health where the base of operations is located.**
- Establishments must notify their board of health where and when they will cater from their base of operations when applying for annual permits. Each caterer must have a copy of their annual permit onsite at each event. **Attach your annual catering permit to your catering registration.**
- Caterers must notify the board of health of the city it plans to serve a meal in about their upcoming event. Caterers must give the board of health written notice on a registration form provided by that board.
- Only serve food and water served from licensed, approved vendors and sources. The food you serve must be clean, wholesome, and unadulterated.
- Arrange waste services with [Recycling & Waste Management](#) before your event.
- For large events, pre-arrange pick-up with Food for Free to proper donation of cold or hot-held, protected leftovers.
- You must comply with all [Massachusetts Food Allergy Awareness Act](#) requirements.

Potable Water

- Use potable water for ware-washing, hand washing, and all other food service tasks.
- Only obtain potable water from an approved source.
- Only dispense potable water through clean, sanitized, and food-grade containers and equipment.

Shellfish



Operators serving raw, shucked shellfish must have the product's correctly labeled package.

Shellfish must have tags or labels identifying the source, and you must keep these tags on the original package either:

- Until the product is consumed.
- Until immediately before preparation.

After you remove tags from the original packaging, file them for 90 days at your base of operations.

Certifications

Vendors who serve any time/temperature control for safety (TCS) foods must have a certified food protection manager onsite at each campus location where food is prepared and served. The food protection managers must be present for the entire event.

Each event's onsite certified food protection manager must complete allergen awareness training. **Attach your food protection manager's ServSafe and Allergen Awareness certificates to your catering registration.**

Make available onsite during your event for EHS review:

- Special food processes you submitted to your base of operation's health department.
- Approved variances you will use during your event.

Menus

Include consumer advisories for raw or undercooked TCS foods and allergy notices¹ on all menus and menu-boards, as applicable.

¹ Per the Massachusetts Food Allergy Awareness Act.



Sustainability

Review our [sustainable event tips](#) and learn more about sustainability at Harvard:

- [Office for Sustainability](#)
- [Sustainable meeting and event guide](#)
- [Recycling and Waste Management](#)
- [Solid waste collection and disposal requirements](#)

Once You Arrive

Protect all food from biological, chemical, and physical contamination during storage, preparation, holding, transportation, and service. You are responsible for keeping hot foods hot and cold foods cold. EHS will check these points during your event.

Don't eat in food preparation or service areas. Drinks may be consumed in these areas from clean, closed beverage containers handled to prevent contamination from the employee's hands, the container, and all exposed food and equipment.² Place cups in areas where food and equipment can't be cross-contaminated.

Don't smoke or use chewing gum or chewing tobacco in food preparation, handling, or service areas.

Rope off or otherwise segregate cooking equipment and food prep areas from the public. Protect food from the public at all times. Make provisions to keep food, pans, utensils, equipment, and food items at least six inches above the ground.

² Examples: Covered mugs, covered sport bottles, covered cups with lids and straws.



Ice

Ice used to chill food can't be consumed. Store ice for consumption in protected, approved, and sanitary containers or bags that you **store at least six inches above the ground in a protected location.**

Provide a sanitized ice scoop and a sanitary way store it. Only produce ice from an approved, potable drinking water supply or purchase it from an approved source as required by the MA Food Code.

Gloves and Hand Sanitation

Bare-hand contact of "ready-to-eat" foods is prohibited; **you must use gloves or another suitable barrier.**

Latex gloves are not allowed at Harvard events because of potential allergic reactions. Use vinyl, nitrile, or other food grade gloves.

Catering staff should practice proper personal hygiene, including **hand washing with warm water, soap, and paper towels upon arrival and as often as required by the MA Food Code thereafter.**

Provide portable hand washing stations if there isn't a properly plumbed sink directly available at your location.

You can't substitute waterless hand sanitizer for hand washing stations but can use after hands have been properly washed. If plumbed running water isn't available, use a minimum five-gallon insulated container with a continuous flow on/off valve filled with **warm water.**

Use a catch basin to collect the wastewater and empty them to a sanitary outlet after the event.

Provide:

- Soap in a pump dispenser.
- Paper towels in a dispenser.
- Trash can.

Employees must wear hair restraints and clean aprons or uniforms.



Employee Illness

Don't allow personnel who are ill, known to have a communicable disease, may be a carrier of a food-transmissible disease, or exhibit symptoms of an illness that may be transmissible through food, to handle, prepare or serve food, or come into contact with equipment, single-use articles, or utensils at your event.

Make sure your staff, including temporary staff, are trained about their responsibility to report illnesses.

Exclude and restrict ill workers as required by the Massachusetts Department of Public Health and MA Food Code. Contact your local health department for more information.

Food Preparation Surface Sanitation

Provide an approved, proper strength sanitizer to sanitize cleaned food preparation surfaces when food is prepared onsite.

- Provide proper test strips to verify your sanitizer solution's strength.
- Use disposable towels if you sanitize using a spray bottle
- If you use a wiping cloth bucket, you can sanitize using a cloth or paper towel. Cloths must be clean and stored in a proper strength sanitizing solution between uses.
- Properly label all chemicals.

Waste Disposal

Handle cooking oil as "special waste" and dispose of it properly. Each caterer must remove this waste oil from campus before proper disposal. They must transport it in securely covered clean containers back to their base of operations.

Caterers must properly dispose of hazardous waste at their base of operations, like partially filled aerosol spray bottles containing cleaners or disinfectants.



Remove trash, recycling, and food waste (compost) on a regular basis so it doesn't create a nuisance or attract pests. Contact [Recycling and Waste Management](#) to learn about recycling and composting requirements.

Food Handling and Preparation

Maintain TCS foods at 41°F or below or 135°F or higher during transportation to your event, storage, preparation, holding, and service. EHS may discard foods observed in the danger zone (above or below the critical limits for hot and cold holding).

Provide a way to keep your cold foods cold and your hot foods hot. Transport TCS foods in heated or refrigerated trucks or in covered, insulated containers that can maintain proper product temperatures.

Food must arrive at your event at a safe temperature. **Keep accurate logs of your food temperatures as you prepare food at your base of operations before you arrive and once you arrive on campus.**

Reheated foods that will be hot-held must be heated to 165°F for 15 seconds, in two hours or less, and then maintained at or above 135°F. **Only use equipment that is manufactured for this type of reheating.**

Don't reheat food using hot holding equipment designed to hold hot food hot, like crock pots and Sterno units. This equipment can't bring food to the proper temperature fast enough to keep it safe.

Sterno units may not be sufficient to keep hot foods at or above 135°F if outdoor conditions are windy.

Catering vendors must **provide sufficient staff to monitor buffets** as required by MA Food Code sections 105 CMR 590.004 and 3-306-13c Consumer Self Service Operations:

"Consumer self-service operations such as buffets and salad bars must be monitored by food employees trained in safe operating procedures."

Protect self-service food from cross-contamination by consumers.

Operators must have available:

- Calibrated, sanitized stem thermometers to verify cooking and holding temperatures.



- Alcohol wipes or other means to clean and sanitize stem thermometers between uses.

Provide sufficient extra cleaned and sanitized equipment and utensils if there won't be a means for manual ware-washing.

Caterers should have enough staff and equipment on hand to quickly plate up and serve plated meals close to the time of consumption so food isn't left unattended or exposed for an unreasonable amount of time.

Monitor plated food on tables at all times to protect it from contamination.

Contact EHS if you have questions about food safety:

EHS Contact	Phone Number	Email Address
Cynthia Parenteau	617-581-9071	cynthia_parenteau@harvard.edu
MaryKate Franks	857-325-0572	mary_franks@harvard.edu

Parking Regulations

You need a permit or permission from [Parking Services](#) to park on Harvard property, including unloading and loading vehicles for catered events. Harvard Yard has additional access restrictions.

Directly contact the school or department that hired you to make arrangements to park, load, or unload supplies for your event.

[Contact Parking Services](#) with general parking questions.

City Catering Registrations

Cambridge

If you are catering on Harvard's Cambridge campus you must submit both:



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

- [Harvard Commencement Catering Vendor Registration](#) (for events exceeding 150 attendees)
- [Cambridge Temporary Food Service Permit application](#) (there may be associated a fees)

Contact the Cambridge Inspectional Services Division with registration questions:

Cambridge Inspectional Services Division
831 Massachusetts Avenue, Cambridge, MA 02139
Phone: 617-349-6100, Fax: 617-349-6132

Boston

If you are catering on Harvard's Boston campus (including the south side of the Charles River's athletic fields and Allston locations) you must submit both:

- [Harvard Commencement Catering Vendor Registration](#) (for events exceeding 150 attendees)
- [Boston Inspectional Services catering registration form](#)

Contact the Boston Division of Health Inspection about registration fees.

Inspectional Services Department Division of Health Inspection
1010 Massachusetts Avenue Boston, MA 02118
Phone: 617-635-5326

Submit your registration and payment by mail (payment by check) or in person by visiting the Cambridge Health Department.

Barbeque LP Gas and Propane Cylinders

Propane is highly flammable and hazardous if handled improperly. There are around 600 fires and explosions and 30 gas grill injuries each year.

Read and understand cylinder's warning label before using propane and review the material safety data sheet (MSDS).



Sites with multiple cooking units may require a fire detail.

Never use LP (liquid propane) cylinders that shows signs of these or other forms of visual external damage:

- Bulges.
- Corrosion.
- Dents.
- Excessive rust.
- Fire damage.
- Gouges.
- Leakage.

These signs mean cylinders may be hazardous and an LP supplier should check them.

Fire Department-Permitted LP Gas Cylinders

You need fire department permits for LP gas cylinders 42 pounds or greater (store/use). We recommend using 20-pound LP gas cylinders.

Before the event starts, the fire department and city gas inspector must inspect each cooking unit, mobile kitchen, catering vehicle and trailer for compliance. Additional requirements and restrictions may apply for large scale events.



Overfill Prevention Devices

You must equip every refilled propane cylinder with an “overfill prevention device” (OPD).³ An OPD is a safety device designed to prevent overfilling propane cylinders through a float valve that closes when the propane level reaches 80%. This obstructs undesirable gas venting and the OPD stops gas flow when the cylinder isn’t connected.

Although OPDs aren’t visible to the naked eye, you can figure out if propane cylinders have OPDs by looking at the valve hand wheel located on top of the cylinder. Check if the hand wheel is a unique triangular shape. Cylinders without triangular-shaped hand wheels don’t have OPDs.

New propane gas cylinders must have an OPD in them. Newer propane gas cylinder valve handles have three “lobes” (prongs), while older cylinder valve handles have five prongs.

All propane cylinders at Harvard must meet April 1, 2002 OPD standards and be free of any hazardous conditions.

³ Per National Fire Protection Association (NFPA) requirement. This code went into effect for most states on April 1, 2002.



OPD tank with a triangular hand wheel

Transportation

- Transport cylinders in an upright and secure position. Never let cylinders bounce around.
- **Nobody can smoke in vehicles transporting cylinders.**
- Remove cylinders vehicles as soon as possible after transport.

Storage and Use

- **Don't store empty or full cylinders inside.**
- Store cylinders outdoors in shaded areas.
- Don't let cylinders get hot; pressure rises in hot cylinders.
- Store cylinders away from flames and heat sources.
- Close valves and insert safety plugs when you aren't using cylinders, even if cylinders are empty.
- Only use cylinders on appliances and grills approved for propane.
- Always locate grills away from combustible walls.
- Check cylinder and line connections periodically to make sure they are tight.
- **Check for leaks using soapy water; never use a match or flame.**



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

- All cylinders must have a Massachusetts State Fire Marshall-approved valve plug and legibly marked with recognized Department of Transportation (DOT) labels.

Warning Label

DO NOT REMOVE, DEFACE OR OBLITERATE LABEL DANGER

- FLAMMABLE GAS UNDER PRESSURE
- TRANSPORT IN UPRIGHT, VERTICAL POSITION
- LEAKING LP-GAS MAY CAUSE A FIRE OR EXPLOSION IF IGNITED
- CONTACT LP-GAS SUPPLIER FOR REPAIRS OR DISPOSAL OF THIS CYLINDER OR UNUSED LP-GAS
- FOR OUTDOOR USE ONLY
- DO NOT USE OR STORE CYLINDER IN A BUILDING, GARAGE, OR ENCLOSED AREA

Customer Warning

- Know the odor of LP gas. If you hear, see, or smell leaking LP gas, immediately get everyone away from the cylinder and call the fire department. Don't attempt repairs.
- LP gas is heavier than air and may settle in low placed while dissipating.
- Contact with the liquid contents of cylinders will cause freeze burns to the skin.
- Don't let children tamper or play with cylinders.
- Don't use, store, or transport cylinders where they would be exposed to high temperatures, as relief valves may open allowing a large amount of flammable gas to escape.
- When transporting cylinders, keep cylinders secured in an upright position with cylinder valves turned off.

When Connecting for Use

- Use only in compliance with applicable codes.
- Read and follow manufacturers' instructions.



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

- Consult manufacturers' instructions concerning the cylinder connection provided with your appliance.
- Be sure regulator vent is not pointing up.
- Turn off all valves on the appliance.
- Do not check for gas leaks with a match or open flame.

Apply soapy water to inspect for leaks. Open cylinder valve. If bubble appears, close valve and have LP gas service personnel make needed repairs. Check appliance valves and connections to make sure they do not leak before lighting appliance.

- Light appliance following the manufacturers' instructions.
- When appliance is not in use, keep cylinder valve closed.

When In Use

- Store and use cylinders in the upright, vertical position.
- Each cooking unit must have a minimum of one 10-pound B/C rated fire extinguisher within five feet of the unit. Fire extinguishers must have been inspected within the past year with an inspection tag attached.
- **No cooking is allowed under tents.**

Exception: A tent to cover the cooking unit from the weather is allowed as long as it covers the unit only (i.e., people do not have to enter the tent to obtain food).

Fire Safety

Charcoal Grills

- Grills must be in a separate area from guests.
- Provide 2.5-gallon pressurized water fire extinguishers. We also recommend providing a charged garden hose.



- Clearances to combustible materials shouldn't be less than 36 inches at the sides and shouldn't be less than 48 inches at the front.

Open Fires

Open fires generally aren't permitted and require local fire department approval.

Sterno Safety

Sterno Gel Food Warming Precautions,

You can use Sterno type gel fuel to warm food at approved events if you follow Sterno Solid Alcohol Fuel Safe Use Guidelines.

When working with Sterno gel fuel:

- Handle open flame products with caution.
- Ensure fire extinguishers are available for use.
- When opening Sterno cans, use a blunt object like a spoon to remove the lid. Don't use a sharp knife to pry off the lid. Cup your hand over the lid when opening the can.
- If you're using the lid as a regulator, remove any excess gel from the lid.
- Wash your hands to remove any fuel residue.
- Place the can underneath the chafing dish or beverage urn before lighting it. Make sure the can is placed securely in the equipment.
- Use a long-handled match or a butane lighter to light the can. Never use a lit can to light another one.
- While in use, don't carry lit cans or carry chafing dishes or beverage urns with lit cans. Keep loose clothing, napkins, or tablecloths away from flames.
- To extinguish the flame, use a snuffer paddle, regulator, or saucer. Never blow out the flame or use your hands to extinguish flames.



- Let the can cool before touching it. Don't touch cans that are still hot. For more information, review the Sterno Safety Posters.

[Sterno safety poster](#) with recommend sterno fuels based on applications.

Votive Candles (Table Decoration)

- The local fire department must approve candles. Candles may require a fire department detail.
- We recommend only using battery operated candles.
- Don't use candles in tents.

Solid Waste Collection and Disposal

Caterers working on Harvard campuses must collect food waste for composting from both food preparation activities and patrons.⁴ Put all food scraps and compostable items in "compost" bins.

We recommend using [Biodegradable Products Institute-Certified \(BPI-Certified\) compostable service ware](#).

Items collected for composting must not go in the trash stream.

Recyclables are also prohibited from trash disposal and must be collected separately. Recycle paper, cardboard, cans, bottles, tubs, jugs, and jars following Cambridge Ordinance 8.24.070 and Massachusetts 310 CMR 19.017.

Provide separate, [properly labeled waste receptacles](#) for:

- Single-stream recyclable items.
- Compostable items.

⁴ Per Massachusetts regulations.



- Trash.

Events must have enough sets of three waste receptacles to accommodate all three waste streams. The three receptacles must be co-located and generated refuse must be sorted and disposed of properly.

Remove receptacles and properly dispose all three waste streams at end of your event. Contact [Recycling and Waste Management](#) to arrange services for your event.

Learn more about sustainable events and following regulatory standards:

- [Recycling and Waste Management](#)
- [Office for Sustainability Sustainable Meeting and Event Guide](#)

Sustainable Event Tips

Large events are an opportunity to show your guests what sustainability looks like in action.

Food Sustainability

In 2019 Harvard signed the [Cool-food Pledge](#), a collective group pledge by large organizations to reduce food-related greenhouse gas emissions by 25% by 2030. By choosing climate-friendly (often plant-based) foods, you help Harvard make progress toward our goal.

- Consider eliminating or limiting red meat, processed meat and dairy (which have large climate impacts) in your event menus, when possible.
- Increase and promote delicious plant-based options for your guests, and lead with flavor in your menu descriptions. Please be sure vegetarian and vegan options are clearly labeled as such, but don't lead the description with those adjectives (describe plant-based meals appealing words as opposed to "vegan option"). Check out the research-informed [Food Service Playbook for Promoting Sustainable Food Choices](#) for more tips.



- Consider hosting [“greener by default”](#) events, where plant-based options are the default and guests can opt-in to meat and dairy, rather than the other way around.
- For buffets and platters, consider cutting products into smaller portions such as bite-size brownies or half-portions of proteins. This provides attendees with the ability to mix-and-match and can reduce plate waste.
- Make sure the Top 9 allergens are clearly called out for all foods. List product ingredients on all packaging to help guests identify other allergies in addition to the Top 9 allergies.

Beverage Sustainability

To reduce bottled water, consider either or both offering outdoor water filling stations and using signage that helps guests find indoor water-filling stations.

Waste Prevention

Serve the correct amount of food following professional guidelines, for example collecting RSVPs to help predict the number of event attendees. Avoid wasted food by ordering what your guests want to eat and drink.

Consider:

- Choosing (in order of preference) either reusables, [BPI-certified compostable materials](#), or recyclables for all your foodservice products (like cups, plates, bowls, utensils, tablecloths, and centerpieces).
- Avoiding using single-serve packets (like ketchup, sugar, or butter in foil) or non-compostable materials that can easily contaminate recycling and composting.
- Setting up a small number of stations that each have the three labelled waste receptacles (for example, four stations/200 per person).
- Showing guests which disposal receptacles to use by taping actual waste objects to each receptacle.



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

- Training custodians, servers, bartenders, volunteers, and guests on which materials are compostable and which are recyclable for easy sorting.
- Recruiting volunteers and staffing waste stations, if possible, to make sure recycling and compost are correctly sorted.
- Donating properly cold or hot-held, protected leftovers to Food for Free (make arrangements before your event).



HARVARD
Campus Services
ENVIRONMENTAL HEALTH & SAFETY

Appendix A: Sample Special Event Inspection Report Form



Special Event Inspection Report Form

Name of Event		Date	
Location		Time	
Company Name		EH&S Inspector	

General			
<i>(Please circle)</i>			
Consumer advisory provided for raw and/or undercooked animal foods?	Y	N	N/A
Allergy advisory present? <i>(Required for all written menus)</i>	Y	N	N/A
Variance for Time as a Public Health Control (TPHC) used?	Y	N	N/A
Variance log filled out correctly? <i>(Start-time, Products, Start temps, and Discard time)</i>	Y	N	N/A

Temperatures		
<i>(Take temperatures from hot or cold holding storage areas on truck or back-up supply whenever possible)</i>		
Food Item	Temp	Location

Cold Holding					
<i>(Please circle)</i>					
1.1	Refrigeration units or other effective insulated containers provided to maintain foods in back-up storage at 41° F or lower?	IN	OUT	N/A	N/O
1.2	Potentially Hazardous foods maintained at 41° F or lower in storage?	IN	OUT	N/A	N/O
1.3	Raw meats, poultry and seafood stored separate from Ready-to-Eat (RTE) foods?	IN	OUT	N/A	N/O

Notes:

Hot Holding					
<i>(Please circle)</i>					
2.1	Hot holding units provided to maintain foods in back-up storage at 140° F or higher?	IN	OUT	N/A	N/O
2.2	Potentially Hazardous foods maintained at 140° F or higher in storage?	IN	OUT	N/A	N/O

Notes:

Storage					
<i>(Please circle)</i>					
3.1	All food, equipment, utensils and single-service utensils shall be stored above the ground or floor on pallets, shelving or other suitable means and protected from contamination. <i>(A tarp is okay for outdoor events if the ground is dry, and there is no rain.)</i>	IN	OUT	N/A	N/O
3.2	Food and equipment are stored in an area that is monitored by staff?	IN	OUT	N/A	N/O

Notes:



Special Event Inspection Report Form

Thermometers (Please circle)					
4.1	Manager has a calibrated stem thermometer to check the internal temperature of hot and cold foods?	IN	OUT	N/A	N/O
4.2	Alcohol prep swabs or other effective means to clean and sanitize thermometers provided?	IN	OUT	N/A	N/O
Notes:					
Food Display (Please circle)					
5.1	Self-service and buffet food lines are monitored so that food can be replaced if cross-contaminated?	IN	OUT	N/A	N/O
5.2	Self-service food provided with dispensing utensils and utensils stored with handles out of the product or on a clean plate?	IN	OUT	N/A	N/O
5.3	Plated food and food on buffet lines kept covered until close to event start time?	IN	OUT	N/A	N/O
Notes:					
Hand Washing (Please circle)					
6.1	Portable hand washing station on site (for outdoor events) or hand washing sink conveniently located and stocked with warm running water, soap in dispensers, paper towels, trash cans and large bucket for used wash water (if using portable hand washing station)?	IN	OUT	N/A	N/O
6.2	Employees are washing their hands properly and when required (when arriving at the event, before putting on new gloves, after : returning from break or restroom, taking out garbage, eating/drinking, coughing/sneezing, touching hair/face/body, touching cell phone, handling raw animal foods, or other tasks that may contaminate hands? Hand sanitizer does not take the place of hand washing , but may be provided.	IN	OUT	N/A	N/O
6.3	Bare-hand contact prevented with Ready-to-Eat (RTE) foods and beverages through proper use of gloves, utensils, tissue paper, etc.? Non-latex, single-service gloves provided? YES <input type="checkbox"/> NO <input type="checkbox"/>	IN	OUT	N/A	N/O
Notes:					
Employee Hygiene (Please circle)					
7.1	Food service staff wearing clean uniforms?	IN	OUT	N/A	N/O
7.2	Food service staff have hair properly restrained? (<i>Hat, hairnet, and hairband to tie back long hair are all acceptable.</i>)	IN	OUT	N/A	N/O
7.3	Employees are not eating, smoking, chewing gum or tobacco in food preparation or service areas?	IN	OUT	N/A	N/O
7.4	Employee drinks are covered and stored away from food and equipment?	IN	OUT	N/A	N/O
7.5	Ill employees have been properly excluded?	IN	OUT	N/A	N/O
7.6	Employees with infected cuts or wounds have been excluded? Are uninfected cuts and wounds (on hands and wrists) properly covered with a bandage, finger cot over bandage and gloves?	IN	OUT	N/A	N/O
7.7	Food preparation staff have removed all hand and wrist jewelry? (<i>Plain wedding/metal band is allowed.</i>)	IN	OUT	N/A	N/O
Notes:					



Special Event Inspection Report Form

Sanitizing						(Please circle)			
8.1	Sanitizer, at the proper concentration is provided when food is prepared or assembled on site? <i>Chlorine must be 50-100ppm and Quaternary Ammonia sanitizer (QUATS) must be 200 ppm or 150-400 ppm; check manufacturer label to verify concentration requirement.</i>					IN	OUT	N/A	N/O
8.2	Sanitizer test kit provided if preparing sanitizer on site OR if sanitize buckets are being used?					IN	OUT	N/A	N/O
8.3	Either single-use paper towels are used with sanitizer OR wet, in-use wiping cloths are stored in sanitize solution at the proper concentration?					IN	OUT	N/A	N/O
Notes:									
Trash, Recycling, and Food Waste (Composting)						(Please circle)			
9.1	Adequate supply of clean trash, recycling, and food waste (composting) receptacles provided and removed at a frequency to meet demand?					IN	OUT	N/A	N/O
Notes:									
Cooking						(Please circle)			
<i>*This is only for foods being cooked on-site, during the event.</i>									
10.1	Foods are cooked to the required minimum cooking temperatures (see chart below) prior to hot holding/service for at least 15 seconds? Inspector should verify with calibrated bi-metallic or digital stem thermometer. <i>If final cook temperature was NOT being met, please indicate the corrective action in the notes section below.</i>					IN	OUT	N/A	N/O
Cooking Temperature Quick Reference Guide									
Poultry (Chicken, turkey, duck)					165° F for minimum of 15 seconds				
Hamburgers (Or other ground meat)					155° F for minimum of 15 seconds				
Seafood (Unstuffed, plain fish)					145° F for minimum of 15 seconds				
Sausage and other Stuffed Foods					165° F for minimum of 15 seconds				
Casseroles and other mixed/combo foods					165° F for minimum of 15 seconds				
Plant Foods (starches, vegetables)					140° F for minimum of 15 seconds				
Beef (steaks, tenderloin, etc.)					Exterior surface exhibits color change.				
IMPORTANT: If raw animal foods are served raw/undercooked, consumer advisory must be in place.									
General Notes									
Food Protection Manager					Sign		Print		
EH&S Inspector					Sign		Print		

IN= In Compliance

OUT= Out of Compliance

N/A= Not Applicable

N/O= Not Observed



HARVARD
Campus Services
ENVIRONMENTAL HEALTH & SAFETY

Appendix B: Caterer Fire, Electrical, and Safety Self-Checklist



Caterer Fire, Electrical, and Safety Self-Checklist

Please make sure your event is compliant with Massachusetts Board of Fire Regulations, 527 CMR-6-
“Liquefied Petroleum Gas Container and Systems” and Harvard requirements.

[Contact EHS Occupational Safety](#) for more information.

Is there at least one 10 lbs., ABC-rated fire extinguisher and an attendant available whenever open flames are present? (Sterno, cooking, or grilling)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Are charcoal grilling areas equipped with at least one Class A 2.5 gallon water fire extinguisher? You can't charcoal grill with charcoal lighter fluid at HMS or HSPH. Use charcoal chimneys to ignite charcoal when charcoal grilling.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Is LP gas/propane limited to storage and use of less than 42 lbs.? Over 42 pounds of LP gas (more than 2 lb. - 20 lb. cylinders) needs a local fire department permit.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Are LP gas/propane cylinders stored safely on a level stable base away from public areas/exits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Are there no excessive decorative combustible materials that pose a fire risk if located near an open flame or electrical equipment? Candles and open flames are generally prohibited and need permits/fire details. Candles aren't allowed in tents.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable