Catering Vendor Guidelines, Instructions, and Registration

All caterers working at Harvard University during commencement and reunion weeks must follow the enclosed guidelines to ensure the safety and health of the Harvard community. As a part of these requirements, catering vendors must complete several registration forms relating to health, safety, event set-up, and operation. Registration instructions and several forms are included within this manual.

Please follow these steps to ensure compliance with these Harvard and city requirements:

1. Read and fully understand all the safety and sanitation guidelines included within this document. Call 617-496-3441 with any questions.

2. Complete and submit the Harvard University Catering Registration Form by April 30, 2022 by email to cynthia_parenteau@harvard.edu and jason_luke@harvard.edu.

3. Obtain a temporary Cambridge or Boston food service permit for catering (whichever city is applicable per City Catering Registrations).

4. If you will need to connect to a water or power supply, complete a Water and/or Power Supply Request Form and email it to jason_luke@harvard.edu.

5. Follow parking regulations if you will need parking accommodations in order to load or unload materials to support your event.

6. Review and understand the food waste collection (composting) requirements.

Please email all completed Harvard forms to cynthia_parenteau@harvard.edu and jason_luke@harvard.edu as soon as possible and no later than April 30, 2022.
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Food Safety and Sanitation Guidelines

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

Harvard University’s food safety and sanitation guidelines have been developed to assist you with the identification of common issues that arise in a catered food service environment. Please review these points with your certified food protection manager well in advance of your event. It is likely that Harvard Environmental Health and Safety (EH&S) personnel will visit your catered event to audit these points.
Before You Arrive

Caterers and food service establishments must comply with the provisions of the MA Food Code. The 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 about where and when they intend to cater from their base of operations when they apply for their annual permit. Each caterer must have a copy of their permit on-site at each event. **Please attach a copy of your catering permit to your registration form.**

Each caterer shall notify the board of health of the city it plans to serve a meal in about their upcoming event. Caterers shall give written notice to the board of health on a registration form provided by that board.

Please submit a completed [Harvard University Catering Registration Form](mailto:) to EH&S by April 30, 2022 by email to cynthia_parenteau@harvard.edu and jason_luke@harvard.edu.

All food and water served shall be from licensed and approved vendors and sources; food shall be clean, wholesome and unadulterated.

Potable water must be used for ware-washing, hand washing and all other food service tasks. Potable water must be obtained from an approved source and must be dispensed through clean, sanitized, food-grade containers and equipment.

Any operator serving raw, shucked shellfish must have the correctly labeled packages for this product. Shellfish must have tags or labels to identify the source, as required by law, and these tags must be kept on the original package until the product is consumed or until immediately before preparation and then filed for 90 days at the base of operations.

All catering vendors must be in compliance with all requirements of the [Massachusetts Food Allergy Awareness Act](mailto:).
Certifications

Each vendor must have a certified food protection manager on-site at each campus location where food is prepared and served if they are serving any time/temperature control for safety (TCS) foods. The food protection manager must be present during all hours of the event.

The certified food protection manager on-site at each event must also be trained in allergen awareness. Food protection managers must forward copies of current food protection and allergy certificates along with their catering permit and Harvard registration forms in advance of the event.

Special Processes

Any special food processes that have been submitted to your base-of-operation health department and/or approved variances that will be in use during the event must be available on site during the event for review by EH&S. This includes documentation for use of Time as a Public Health Control (TPHC).

Menus

A consumer advisory must be provided on all menus and menu-boards for raw or undercooked TCS foods. Allergy notice must be provided on all menus and menu boards as per the Massachusetts Food Allergy Awareness Act.

Sustainability

For more information about sustainability see Harvard Sustainability, Harvard Recycling and Waste Management, and Solid Waste Collection and Disposal Requirements.
Once You Arrive

All food is to be protected 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. These points will be checked by EH&S personnel during your event.

Ice used to chill food may not be used for consumption. Ice for consumption must be stored in protected, approved, sanitary containers or bags, and must be stored at least six inches above the ground in a protected location. A sanitized ice scoop must be provided as well as a sanitary manner to store the ice scoop. Ice must be produced from an approved, potable drinking water supply or be purchased from an approved source as required by the MA Food Code.

Bare-hand contact of “ready-to-eat” foods is prohibited; gloves or another suitable barrier is required.

Vinyl, nitrile, or other food grade gloves may be used. Harvard University does not permit the use of latex gloves at their functions because of the potential for allergic reactions.

Catering staff shall 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.

Portable hand washing stations must be provided if a properly plumbed sink is not directly available at your location. Waterless hand sanitizer may not be substituted for hand washing stations but may be used after hands have been properly washed. If plumbed running water is not available, a minimum five-gallon insulated container with a continuous flow on/off valve filled with warm water must be used. A catch basin must be used to collect the wastewater and emptied to a sanitary outlet after the function. Soap must be provided in a pump dispenser, and paper towels must be in a dispenser. Employees must also wear hair restraints and clean aprons or uniforms.

Personnel who are ill or are known to have a communicable disease, or may be a carrier of a disease transmissible through food, or who exhibit symptoms of an illness that may be transmissible through food
shall not be allowed to handle, prepare or serve food, or come into contact with equipment, single-use articles, or utensils at the event.

**Make sure your staff have been trained regarding their responsibilities to report illness. This includes any temporary staff you may have hired.** 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.

**Personnel may not eat in food preparation or service areas.**

Drinks may be consumed in these areas from a clean, closed beverage container such as a covered mug, a covered sport bottle, or a covered cup with a lid and straw if the container is handled to prevent contamination of the employee’s hands, the container, and all exposed food and equipment. Place the cup in an area where food and equipment cannot be cross contaminated.

Smoking, chewing gum, and chewing tobacco is not permitted in food preparation, handling, or service areas.

An approved sanitizer of the proper strength must be provided to sanitize cleaned food preparation surfaces when food is prepared on-site. You must provide the proper test strips to verify the strength of your sanitizer solution. If you use a spray bottle for sanitizing, you must use disposable towels. If you use a wiping cloth bucket, you may use a cloth or paper towel to sanitize. Cloths must be clean and stored in a proper strength sanitizing solution between uses. All chemicals must be properly labeled.

Cooking equipment and food prep areas should be roped off or otherwise segregated from the public, and food must be protected from the public at all times. Make provisions to keep food, pans, utensils, equipment, and food items at least six inches above the ground.

Cooking oil must be handled as “special waste” and disposed of properly. This waste oil must be removed from campus by each caterer prior to proper disposal and transported in securely covered clean containers back to their base of operations. Hazardous waste, such as partially filled aerosol spray bottles containing cleaners or disinfectants must be properly disposed of by caterers at their base of operations.
Trash, recycling, and food waste (composting) must be removed on a regular basis, so that it does not create a nuisance or attract pests. Contact Harvard Recycling Services to learn about recycling and composting requirements by calling 617-496-4981.

**Food Handling and Preparation**

All TCS foods must be maintained at 41°F or below or 135°F or higher during transportation to the event, storage, preparation, holding, and service. Foods observed in the danger zone (above or below the critical limits for hot and cold holding) may be discarded by EH&S.

Make certain to provide a method for keeping your cold foods cold and your hot foods hot. All TCS foods must be transported in heated or refrigerated trucks or in covered, insulated containers capable of maintaining proper product temperatures. Foods must arrive at the event at a safe temperature. **Keep accurate logs of your food temperatures as you prepare foods 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. **Equipment used for reheating must be manufactured for this purpose.** Hot holding equipment such as crock pots, Sterno units, and other equipment designed to hold hot food hot may not be used to reheat food, as they cannot bring food to the proper temperature rapidly enough to keep it safe.

If outdoor conditions are windy, Sterno units may not be sufficient to keep hot foods at or above the required temperature of 135°F.

Catering vendors must **provide sufficient staff to monitor buffets** as required by the following sections of the MA Food Code: 105 CMR 590.004, 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.”
Be sure to protect self-service food from cross contamination by consumers.

Operators must have calibrated, sanitized stem thermometers available to verify cooking and holding temperatures, and alcohol wipes or other means to clean and sanitize this equipment between uses. Provide sufficient back-up of cleaned and sanitized equipment and utensils if the means for manual ware-washing will not be provided.

Caterers will be expected to have enough staff and equipment on hand to quickly plate up and serve plated meals close to the time of consumption so that the food is not left unattended or exposed for an unreasonable amount of time. Plated food on tables should be monitored at all times to protect it from contamination.

Please contact EH&S Environmental Public Health with any questions about food safety.

Cynthia Parenteau
617-496-3441
cynthia_parenteau@harvard.edu

MaryKate Franks
617-495-2987
mary_franks@harvard.edu

Parking Regulations

Including unloading and loading

Parking on Harvard University property, including unloading and loading vehicles for catered events, requires a permit or permission through Harvard University Parking Services. Harvard Yard has additional access restrictions.

Arrangements to park, load, or unload supplies for your event must be made through the school or department that hired you to work as their caterer. Please contact them directly.

If you have general parking questions, please contact:
City Catering Registrations

Cambridge

In addition to the [Harvard University Catering Registration Form](#), if you intend to cater on a Harvard Cambridge campus you must submit a [Cambridge Environmental Health Division permit application](#). There may be a fee associated with this application.

Please contact the Cambridge Health Division - Inspectional Services Division for registration information.

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

Boston

If you intend to cater on a Harvard Boston campus (including athletic fields and Allston locations on the south side of the Charles River) you must submit a [Boston Inspectional Services catering registration form](#). Contact the Boston Division of Health Inspection for registration fee information.

Inspectional Services Department - Division of Health Inspection
Barbeque LP Gas/Propane Cylinder Safety

**Propane gas is highly flammable.** Each year around 600 fires/explosions occur with gas grills injuring about 30 people. The safety standard for propane gas cylinders requires that an “overfill prevention device” (OPD) be installed in new gas cylinders. Newer propane gas cylinders have valve handles with three “lobes” (prongs), while older cylinders have valve handles with five prongs.

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

- **LP (liquid propane) gas cylinders 42 pounds or greater require a fire permit.**
  
  If a permit is required the fire department and city gas inspector, prior to the start of the event, must inspect each cooking unit, mobile kitchen, catering vehicle and trailer for compliance. For large-scale events, further requirements and/or restrictions may apply.

  20-pound cylinders are recommended. More than 42 pounds of LP gas (storage/use) trigger the requirements for a permit by the fire department.

- **Sites with multiple cooking units may require a fire detail.**

- **Never use an LP cylinder** if it shows signs of the following or other forms of visual external damage:
  - Bulges
  - Corrosion
  - Dents
  - Excessive rust
• Fire damage

• Gouges

These signs show the cylinder may be hazardous and should be checked by a LP supplier.

• **Propane is flammable and hazardous if handled improperly.**

• **Read and understand the cylinder’s warning label before using propane.**

• **Review the material safety data sheet (MSDS).**

**National Fire Protection Association Regulations**

The National Fire Protection Association (NFPA) requires that every refilled propane cylinder be equipped with an OPD. This code went into effect for most states on April 1, 2002. An OPD is a safety device designed to prevent the overfilling of a propane cylinder 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 is not connected.

Although the OPD is not visible to the naked eye, a simple method of distinguishing if a propane cylinder is outfitted with an OPD is to look at the valve hand wheel located on top of the cylinder. The hand wheel should be in a unique triangular shape. If a cylinder does not have this triangular-shaped hand wheel it does not have an OPD.
Propane Cylinder Transportation

- Transport cylinder in an upright and secure position. Never allow cylinders to be bounced around.
- **No smoking is allowed in the vehicle in which the cylinder is being transported.**
- Remove the cylinder from the vehicle as soon as possible after transporting.

Propane Cylinder Storage and Use

- **Do not store empty or full cylinders inside.**
- Store cylinders outdoors in shaded areas.
- Do not let cylinders get hot or their pressure will rise.
- Store cylinders away from flames and heat sources.
- Close valves and insert safety plugs when cylinders are not in use, even if a cylinder is 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 ensure that they are tight.
- **Check for leaks using soapy water; never use a match or flame.**
- All cylinders must have a Massachusetts State Fire Marshall-approved valve plug and are to be legibly marked with recognized Department of Transportation (DOT) labels.

Propane Cylinder 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. do not attempt repairs.

• LP gas is heavier than air and may settle in low places while dissipating.

• Contact with the liquid contents of cylinders will cause freeze burns to the skin.

• Do not allow children to tamper or play with cylinders.

• Do not 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.

• 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 go under the tent to obtain food).
Fire Safety

Charcoal Grills

- Location of grills must be in a separate area from guests.
- Provide 2.5 gallon pressurized water fire extinguishers. A charged garden hose is also recommended.
- Clearances to combustible materials should not be less than 36 inches at the sides and not be less than 48 inches at the front.

Open Fires

Open fires are generally not permitted, and approval from the local fire department is required.

Votive Candles (Table Decoration)

- EH&S recommends battery operated candles only.
- Candles are not permitted in tents.
- Votive candles must be securely supported.
- Candles must have non-combustible bases.
- Candle flames must be protected.
- Must have approval of local fire department. A fire department detail may also be required.
Solid Waste Collection and Disposal Requirements

Per Massachusetts regulation, caterers working on campus must collect food waste for composting from both food preparation activities and patrons. Use of biodegradable service-ware is strongly encouraged to simplify food waste collection.

Recyclables are prohibited from landfills and must be collected separately from trash. Events must have enough sets of three waste receptacles to accommodate all three waste streams and the refuse generated must be sorted and disposed of properly. To make arrangements to receive these services for your event, contact Harvard Recycling and Waste Management.

To learn more about Harvard Zero Waste events, sustainable events, and how to comply with regulatory standards see Harvard Sustainability, Harvard Recycling and Waste Management, and Day of Event Vendor Requirements.

Day of Event Vendor Requirements

All food scraps must be put in “compost” bins; cardboard, cans, bottles, and jars must be recycled in accordance with Cambridge Ordinance 8.24.070 and Massachusetts 310 CMR 19.017.

Provide separate labeled receptacles for:

- Single-stream recyclable items
- Compostable items
- Trash
Harvard Recycling and Waste Management can assist if needed.¹ See the Office for Sustainability's waste signage.

Remove receptacles and properly dispose all three waste streams at end of event. Harvard Recycling and Waste Management can assist from locations serviced by their vehicles if needed.¹

Serve the correct amount of food in accordance with professional guidelines (asking for RSVPs can help). Avoid wasted food by ordering what your guests want to eat and drink.

Consider donating properly cold or hot-held, protected leftovers to Food for Free (arrangements should be made in advance of your event).

**Sustainable Event Tips**

Large events provide an opportunity to demonstrate to your guests what sustainability looks like in action.

**Food**

In 2019 Harvard signed the Cool Food Pledge, a collective group pledge by large organizations (e.g., New York City, IKEA, and the World Bank) to reduce food-related greenhouse gas emissions by 25% by 2030. By choosing climate-friendly (often plant-based) foods, you will be helping Harvard make progress toward that goal.

- Consider eliminating or limiting red meat and dairy (which have large climate impacts) from your event menus.

¹ To receive any of these services, please make arrangements at least one week in advance of your event by contacting Harvard Recycling and Waste Management (dailey_brannin@harvard.edu, 617-496-4891).
• Increase delicious plant-based options for your guests, and lead with flavor in your descriptions (as opposed to “vegan option”). The World Resources Institute Playbook for Guiding Diners Toward Plant-Rich Dishes in Food Service may be helpful.

• Consider a “greener by default” event, where plant-based options are the default and guests can opt-in to meat and dairy, rather than the other way around.

Beverages

To reduce the need for bottled water, consider offering outdoor water filling stations and/or ensuring that your signage helps guests find indoor water-filling stations.

Waste Prevention

Serve the correct amount of food in accordance with professional guidelines (asking for RSVPs can be helpful). Avoid wasted food by ordering what your guests want to eat and drink.

Please consider:

• Providing a reusable insulated bag in which guests can take uneaten food and beverages.

• Rescuing leftovers in adherence with Food For Free guidelines (pre-arrangement is helpful).

• Choosing either reusables, BPI-certified compostables, or recyclables (in that order of preference) for all your food and serving products (ex., cups, plates, bowls, utensils, tablecloths, and centerpieces). See the Biodegradable Plastics Institute for certified compostable products.

• Avoiding using single-serve packets (ex., ketchup, sugar, butter in foil) or non-compostable materials as they can easily contaminate recycling and composting.

• Properly labeling your receptacles. See the Office for Sustainability’s waste signage.
• Setting up a small number of stations (e.g., four stations/200 per person) each with the three labelled receptacles.

• Taping actual objects to the bins to educate guests about which bins to use for disposal.

• Communicating with guests and support staff about which materials are compostable and which are recyclable for ease of sorting.

• Recruiting volunteers and staffing the waste stations, if possible, to ensure the recycling and compost are sorted correctly.

• Training custodians, servers, bartenders, volunteers, and guests for ease of sorting.

• Remove receptacles and properly dispose all three waste streams at end of event.
Appendix A: Sample Special Event Inspection Report Form
# Special Event Inspection Report Form

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Time</td>
</tr>
<tr>
<td>Company Name</td>
<td>EH&amp;S Inspector</td>
</tr>
</tbody>
</table>

## Temperatures
(Take temperatures from hot or cold holding storage areas on truck or back-up supply whenever possible)

<table>
<thead>
<tr>
<th>Food Item</th>
<th>Temp</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

## General
(Please circle)

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

## Cold Holding
(Please circle)

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

**Notes:**

## Hot Holding
(Please circle)

<table>
<thead>
<tr>
<th>2.1 Hot holding units provided to maintain foods in back-up storage at 140° F or higher?</th>
<th>IN</th>
<th>OUT</th>
<th>N/A</th>
<th>N/O</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2 Potentially Hazardous foods maintained at 140° F or higher in storage?</td>
<td>IN</td>
<td>OUT</td>
<td>N/A</td>
<td>N/O</td>
</tr>
</tbody>
</table>

**Notes:**

## Storage
(Please circle)

<table>
<thead>
<tr>
<th>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. <em>(A tarp is okay for outdoor events if the ground is dry, and there is no rain.)</em></th>
<th>IN</th>
<th>OUT</th>
<th>N/A</th>
<th>N/O</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2 Food and equipment are stored in an area that is monitored by staff?</td>
<td>IN</td>
<td>OUT</td>
<td>N/A</td>
<td>N/O</td>
</tr>
</tbody>
</table>

**Notes:**
### Thermometers

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Manager has a <strong>calibrated stem thermometer</strong> to check the internal temperature of hot and cold foods?</td>
<td>IN</td>
<td>OUT</td>
</tr>
<tr>
<td>4.2</td>
<td>Alcohol prep swabs or other effective means to clean and sanitize thermometers provided?</td>
<td>IN</td>
<td>OUT</td>
</tr>
</tbody>
</table>

**Notes:**

### Food Display

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Self-service and buffet food lines are monitored so that food can be replaced if cross-contaminated?</td>
<td>IN</td>
<td>OUT</td>
</tr>
<tr>
<td>5.2</td>
<td>Self-service food provided with dispensing utensils and utensils stored with handles out of the product or on a clean plate?</td>
<td>IN</td>
<td>OUT</td>
</tr>
<tr>
<td>5.3</td>
<td>Plated food and food on buffet lines kept covered until close to event start time?</td>
<td>IN</td>
<td>OUT</td>
</tr>
</tbody>
</table>

**Notes:**

### Hand Washing

<p>| | | | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td><strong>Portable hand washing station on site</strong> (for outdoor events) or <strong>hand washing sink</strong> conveniently located and stocked with <strong>warm running water</strong>, <strong>soap in dispensers</strong>, <strong>paper towels</strong>, <strong>trash cans</strong>, and <strong>large bucket for used wash water</strong> (if using portable hand washing station)?</td>
<td>IN</td>
<td>OUT</td>
</tr>
</tbody>
</table>

**Notes:**

### Employee Hygiene

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1</td>
<td>Food service staff wearing clean uniforms?</td>
<td>IN</td>
<td>OUT</td>
</tr>
<tr>
<td>7.2</td>
<td>Food service staff have hair properly restrained? <em>(Hat, hairnet, and hairband to tie back long hair are all acceptable.)</em></td>
<td>IN</td>
<td>OUT</td>
</tr>
<tr>
<td>7.3</td>
<td>Employees are not eating, smoking, chewing gum or tobacco in food preparation or service areas?</td>
<td>IN</td>
<td>OUT</td>
</tr>
<tr>
<td>7.4</td>
<td>Employee drinks are covered and stored away from food and equipment?</td>
<td>IN</td>
<td>OUT</td>
</tr>
<tr>
<td>7.5</td>
<td>Ill employees have been properly excluded?</td>
<td>IN</td>
<td>OUT</td>
</tr>
<tr>
<td>7.6</td>
<td>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?</td>
<td>IN</td>
<td>OUT</td>
</tr>
<tr>
<td>7.7</td>
<td>Food preparation staff have removed all hand and wrist jewelry? <em>(Plain wedding/metal band is allowed.)</em></td>
<td>IN</td>
<td>OUT</td>
</tr>
</tbody>
</table>

**Notes:**
## Sanitizing

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>IN</th>
<th>OUT</th>
<th>N/A</th>
<th>N/O</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>Sanitizer, at the proper concentration is provided when food is prepared or assembled on site? 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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.2</td>
<td>Sanitizer test kit provided if preparing sanitizer on site OR if sanitize buckets are being used?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.3</td>
<td>Either single-use paper towels are used with sanitizer OR wet, in-use wiping cloths are stored in sanitize solution at the proper concentration?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Notes:

## Trash, Recycling, and Food Waste (Composting)

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>IN</th>
<th>OUT</th>
<th>N/A</th>
<th>N/O</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1</td>
<td>Adequate supply of clean trash, recycling, and food waste (composting) receptacles provided and removed at a frequency to meet demand?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Notes:

## Cooking

*This is only for foods being cooked on-site, during the event.*

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>IN</th>
<th>OUT</th>
<th>N/A</th>
<th>N/O</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1</td>
<td>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. If final cook temperature was NOT being met, please indicate the corrective action in the notes section below.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Cooking Temperature Quick Reference Guide

<table>
<thead>
<tr>
<th>Category</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poultry</td>
<td>165°F</td>
</tr>
<tr>
<td>Hamburgers (or other ground meat)</td>
<td>155°F</td>
</tr>
<tr>
<td>Seafood (unstuffed, plain fish)</td>
<td>145°F</td>
</tr>
<tr>
<td>Sausage and other Stuffed Foods</td>
<td>165°F</td>
</tr>
<tr>
<td>Casseroles and other mixed/combo foods</td>
<td>165°F</td>
</tr>
<tr>
<td>Plant Foods (starches, vegetables)</td>
<td>140°F</td>
</tr>
<tr>
<td>Beef (steaks, tenderloin, etc.)</td>
<td>Exterior surface exhibits color change.</td>
</tr>
</tbody>
</table>

**IMPORTANT:** If raw animal foods are served raw/undercooked, consumer advisory must be in place.

### General Notes

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**Food Protection Manager**

**EH&S Inspector**

**IN** = In Compliance  **OUT** = Out of Compliance  **N/A** = Not Applicable  **N/O** = Not Observed
Appendix B: Water and/or Power Supply Request Form
Water and/or Power Supply Request Form

TO: Commencement/Reunion Event Vendors
FROM: Jason Luke, Director of Event Support Services

DATE: ________________________, 2022
RE: Caterer Electrical Power and Water Requirements

Facilities Maintenance Operations
46 Blackstone Street, Cambridge, MA 02139
Phone: (617) 495-7847; jason_luke@harvard.edu

In order to prepare for the Harvard University event for which you have been selected as caterer, it is important that we are aware of any specific requirements that you or your equipment may have. Please provide the following data for each piece of equipment:

Event name: __________________________________________

Even location: __________________________________________

Event date and time: ______________________________________

Specific location where equipment will be set up: ________________

All equipment types and numbers (i.e., coffee makers, hot plates, etc.):

Voltage: ___________________ Wattage: ___________________

Amperage: _________________ Plug type: ___________________

Phase: _____________________ Potable water source required?: ___________________
Appendix C: Harvard University Catering Registration Form
Harvard University Catering Registration Form

Please use a separate registration form for each event

Catering vendors should complete this form and return it as soon as possible, and no later than April 30, 2022, by email to cynthia_parenteau@harvard.edu with the subject “Food Safety Catering Registration.”

Please be sure to provide all requested information. Additional food safety requirements are provided in Catering Vendor Guidelines, Instructions, and Registration to assist you in your efforts to provide a safe dining experience for the Harvard community.

Company

Name: __________________________________________________________
Address: ____________________________________________________________________________
Email Address: __________________________________________________________
Main Phone Number: ___________________________ Cell Phone Number: ___________________________

Event

Date: ___________________________ Hours: ___________________________
Name: __________________________________________________________________________
Location: __________________________________________________________________________
Number of meals provided at event: __________________________________________________________________________

Food Protection Manager

Event on-site allergen awareness-trained certified food protection manager Attach copies of valid certificates.

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To request this document in an alternative format contact ehs@harvard.edu
Name: 

Cell Phone Number: 

Catering Permit

City/town where food service establishment’s catering permit was obtained. Attach copy of catering permit.

City: 

Permit Number: 

Harvard Event Manager

Harvard event manager (or Harvard contact) available on campus during event.

Name: 

Cell Phone Number: 

Cooking Methods

Caterer’s method(s) for cooking and hot holding on-site. Please also note any planned use of votive or other candles. Battery operated candles are OK.

Lp Gas/Propane: ☐ Yes  ☐ No  

Sterno:  ☐ Yes  ☐ No  

Electrical:  ☐ Yes  ☐ No  

Votive Candles:  ☐ Yes  ☐ No  

Charcoal Grill:  ☐ Yes  ☐ No  

Regular Candles:  ☐ Yes  ☐ No  

If using and/or storing more than 42 pounds of LP gas/propane on site, a permit is required from the local fire department. Attach copy of permit if applicable.

Using or storing more than 42 pounds of LP gas/propane?:  ☐ Yes  ☐ No
LP/propane permit attached?:  

☐ Yes  ☐ No  ☐ Not Applicable

Menu

Please attach separate menu.
Appendix D: Caterer Fire, Electrical, and Safety Self-Checklist
Caterer Fire, Electrical, and Safety Self-Checklist

Please ensure that your event will be in compliance with the requirements of Massachusetts Board of Fire Regulations, 527 CMR-6- “Liquefied Petroleum Gas Container and Systems” and Harvard requirements.

Contact Harvard’s Occupational and Facilities Safety program (617-496-7168) for more information.

Is there at least one 10 lbs. ABC rated fire extinguisher and an attendant available whenever open flames (Sterno, cooking, or grilling) are present? ☐ Yes ☐ No ☐ Not Applicable

Are charcoal grilling areas equipped with at least one Class A 2.5 gallon water fire extinguisher? ☐ Yes ☐ No ☐ Not Applicable

No charcoal grilling with charcoal lighter fluid is permitted at HMS and HSPH. If charcoal grilling, use a charcoal chimney to ignite the charcoal.

LP gas/propane is limited to storage and use of less than 42 lbs. Over 42 pounds of LP gas (more than 2 lb. - 20 lb. cylinders) requires a permit by the local fire department. ☐ Yes ☐ No ☐ Not Applicable

Are LP gas/propane cylinders stored safely on a level stable base away from public areas/exits? ☐ Yes ☐ No ☐ Not Applicable

Are there no excessive decorative combustible materials that pose a fire risk if located near an open flame or electrical equipment? ☐ Yes ☐ No ☐ Not Applicable

The use of candles and open flames are generally prohibited and require a permit/fire detail. Candles are not permitted in tents.