Harvard University
Catering Vendor
Guidelines, Instructions and Registration Forms
# Table of Contents

- Table of Contents
  2
- Introduction and Overview of Requirements
  3
- Food Safety and Sanitation Guidelines
  4-9
  - Before You Arrive
  - Once You Arrive
  - Food Handling and Preparation
  - Sample Harvard Food Safety Inspection Report Form
- Water and/or Power Supply Request Form
  10
- Parking Regulations
  11
- Harvard University Catering Registration Form
  12
- Cambridge/Boston Catering Registration Instructions
  13
- Commencement Fire and Safety Requirements
  14-18
  - Fire, Electrical Safety Self-checklist
  - BBQ LP Gas/Propane Cylinder Safety
  - Additional Fire Safety Information
- New: Solid Waste Collection and Disposal Requirements
  18
- Waste Reduction Guide, Sustainability
  19
Introduction and Overview of Requirements

All Caterers working at Harvard University during commencement week 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 some forms are included within this manual. Please follow the steps outlined below to ensure compliance with these Harvard and City requirements.

1. Read and fully understand all of the safety and sanitation guidelines included within this document. Call 617-495-2102 with any questions.

2. Complete the Harvard University Catering Registration form found on page 11 and return it by April 30, 2019 by faxing to (617) 495-0706.

3. Obtain a temporary food service permit for catering from either the City of Cambridge, or the City of Boston (whichever is applicable—instructions can be found on page 12).

4. If you will need to connect to a water or power supply, please complete the form on page 9, and fax this to (617) 495-0706.

5. If you will need parking accommodations in order to load or unload materials to support your event, you must follow the parking regulations described on page 10.

6. Review and understand the new composting requirements at the end of this document.

Please Fax all completed Harvard forms to 617-495-0706 as soon as possible, and no later than April 30, 2019.
FOOD SAFETY AND SANITATION GUIDELINES

All contracted caterers and food service providers are expected to adhere to the State 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 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 Board of Health in the city or town 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.

- In addition, 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 also submit a completed Harvard University Catering Registration Form (enclosed) to Environmental Health and Safety by April 30 by mailing or faxing it c/o: Jason Luke, Facilities Maintenance Operations, 46 Blackstone Street, Cambridge, MA 01863. Fax: (617) 495-0706

- 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. In addition, the Certified Food Protection Manager on-site at each event must also be 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 Harvard Environmental Health and Safety personnel.

- 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 MA Food Allergy Awareness Act.

- 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 MA Food Allergy Awareness Act. Go to www.mass.gov/food-safety for more information.
Sustainability: Please contact Harvard’s Office for Sustainability website to learn more about Zero Waste Events at Harvard. You may also reach staff members for more assistance by contacting the Sustainability office.
http://www.green.harvard.edu/

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, and these points will be checked by Harvard Environmental Health and Safety 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 6 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. Note: 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 5-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 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 or 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 6 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 and rubbish 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 617-495-3042.

**Food Handling and Preparation**

- All “Potentially Hazardous Food” 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 university Environmental Health and Safety staff.** 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 also once you arrive on campus.**

- Reheated foods that will be hot-held must be heated to 165°F for 15 seconds, in 2 hours or less, and then maintained at or above 135°F. **Equipment used for re-heating 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 re-heat food, as they cannot bring food to the proper temperature rapidly enough to keep it safe.** NOTE: 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.

- **IMPORTANT:** 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 un-attended 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 Program with any questions about
## Special Event Inspection Report Form

**Name of Event**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
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</table>

**Location**

<table>
<thead>
<tr>
<th>Time</th>
</tr>
</thead>
</table>

**Company Name**

<table>
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<tr>
<th>EHS Inspector</th>
</tr>
</thead>
</table>

### General

<table>
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<tr>
<th>(Please circle)</th>
</tr>
</thead>
</table>

**Consumer advisory provided for raw and/or undercooked animal foods?**

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
</table>

**Allergy advisory present? (Required for all written menus)**

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
</table>

**Variance for Time as a Public Health Control (TPHC) used?**

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
</table>

**Variance log filled out correctly? (Start-time, Products, Start temps, and Discard time)**

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
</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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<td></td>
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</tbody>
</table>

### Cold Holding

<table>
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<tr>
<th>(Please circle)</th>
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</thead>
</table>

**1.1 Refrigeration units or other effective insulated containers provided to maintain foods in back-up storage at 41° F or lower?**

<table>
<thead>
<tr>
<th>IN</th>
<th>OUT</th>
<th>N/A</th>
<th>N/O</th>
</tr>
</thead>
</table>

**1.2 Potentially Hazardous foods maintained at 41° F or lower in storage?**

<table>
<thead>
<tr>
<th>IN</th>
<th>OUT</th>
<th>N/A</th>
<th>N/O</th>
</tr>
</thead>
</table>

**1.3 Raw meats, poultry and seafood stored separate from Ready-to-Eat (RTE) foods?**

<table>
<thead>
<tr>
<th>IN</th>
<th>OUT</th>
<th>N/A</th>
<th>N/O</th>
</tr>
</thead>
</table>

### Notes:

**Cold Holding**

**Hot Holding**

### Hot Holding

<table>
<thead>
<tr>
<th>(Please circle)</th>
</tr>
</thead>
</table>

**2.1 Hot holding units provided to maintain foods in back-up storage at 140° F or higher?**

<table>
<thead>
<tr>
<th>IN</th>
<th>OUT</th>
<th>N/A</th>
<th>N/O</th>
</tr>
</thead>
</table>

**2.2 Potentially Hazardous foods maintained at 140° F or higher in storage?**

<table>
<thead>
<tr>
<th>IN</th>
<th>OUT</th>
<th>N/A</th>
<th>N/O</th>
</tr>
</thead>
</table>

### Notes:

### Storage

<table>
<thead>
<tr>
<th>(Please circle)</th>
</tr>
</thead>
</table>

**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. (A tarp is okay for outdoor events if the ground is dry, and there is no rain.**

<table>
<thead>
<tr>
<th>IN</th>
<th>OUT</th>
<th>N/A</th>
<th>N/O</th>
</tr>
</thead>
</table>

**3.2 Food and equipment are stored in an area that is monitored by staff?**

<table>
<thead>
<tr>
<th>IN</th>
<th>OUT</th>
<th>N/A</th>
<th>N/O</th>
</tr>
</thead>
</table>

### Notes:
### Special Event Inspection Report Form

#### Thermometers

<table>
<thead>
<tr>
<th></th>
<th>(Please circle)</th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Manager has a calibrated stem thermometer to check the internal temperature of hot and cold foods?</td>
<td>IN</td>
<td>OUT</td>
<td>N/A</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>
<td>N/A</td>
</tr>
</tbody>
</table>

**Notes:**

#### Food Display

<table>
<thead>
<tr>
<th></th>
<th>(Please circle)</th>
<th></th>
<th></th>
<th></th>
</tr>
</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>
<td>N/A</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>
<td>N/A</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>
<td>N/A</td>
</tr>
</tbody>
</table>

**Notes:**

#### Hand Washing

<table>
<thead>
<tr>
<th></th>
<th>(Please circle)</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>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)?</td>
<td>IN</td>
<td>OUT</td>
<td>N/A</td>
</tr>
<tr>
<td>6.2</td>
<td>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.</td>
<td>IN</td>
<td>OUT</td>
<td>N/A</td>
</tr>
<tr>
<td>6.3</td>
<td>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? <strong>YES □ NO □</strong></td>
<td>IN</td>
<td>OUT</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Notes:**

#### Employee Hygiene

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>7.1</td>
<td>Food service staff wearing clean uniforms?</td>
<td>IN</td>
<td>OUT</td>
<td>N/A</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>
<td>N/A</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>
<td>N/A</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>
<td>N/A</td>
</tr>
<tr>
<td>7.5</td>
<td>Ill employees have been properly excluded?</td>
<td>IN</td>
<td>OUT</td>
<td>N/A</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>
<td>N/A</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>
<td>N/A</td>
</tr>
</tbody>
</table>

**Notes:**
## Special Event Inspection Report Form

### Sanitizing

<table>
<thead>
<tr>
<th>Question</th>
<th>IN</th>
<th>OUT</th>
<th>N/A</th>
<th>N/O</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1 Sanitizer, at the proper concentration is provided when food is prepared or assembled on site? Chlorine must be 50-100 ppm 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 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 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

<table>
<thead>
<tr>
<th>Question</th>
<th>IN</th>
<th>OUT</th>
<th>N/A</th>
<th>N/O</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1 Adequate supply of clean trash receptacles provided and removed at a frequency to meet demand?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

### Cooking

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

**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

- [Sign here]
- [Date]

### Food Protection Manager

- [Sign here]
- [Date]

### EH&S Inspector

- [Sign here]
- [Date]

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

TO: Commencement Vendors

FROM: Jason Luke
Facilities Maintenance Operations
46 Blackstone Street
Cambridge, MA 02139

phone: (617) 495-7847  fax: (617) 495-0706

DATE: __________________________, 2017

RE: Electrical Power and Water Requirements for Caterers

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 and Location:

Date and Time:

Specific location where equipment will be set up: __________________________________________________

1. All Equipment Types and Numbers (i.e. coffee makers, hot plates, etc.):
   __________________________________________________________________________________________
   __________________________________________________________________________________________

2. Voltage: __________________________________

3. Amperage: ________________________________

4. Phase: ____________________________________

5. Wattage: __________________________________

6. Plug type: _________________________________

7. Potable water source required?  Y or N
Parking Regulations
(includes unloading & loading)

Parking on Harvard University property requires a permit or permission through Harvard University Parking Services. This includes unloading and loading vehicles for catered events. There are additional restrictions on access to Harvard Yard.

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:

Harvard University Parking Services
Smith Campus Center, 8th Floor
1350 Mass Ave.
Cambridge, MA
02138

Phone: (617) 496-7827
Fax: (617) 496-8278

http://www.transportation.harvard.edu/
Harvard University Catering Registration

Please use a separate registration form for each event

Catering Vendor,

Complete this registration form and return it as soon as possible, and no later than April 30, by faxing it to the attention of “Food Safety” at (617) 495-0706. Alternatively, you may scan and send this registration to valerie_nelson@harvard.edu. Please be sure to provide all information requested on the form. Additional food safety requirements have been provided in the enclosed “Food Safety and Sanitation Guidelines for Caterers” to assist you in your efforts to provide a safe dining experience for the Harvard community.

<table>
<thead>
<tr>
<th>Company name and address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company contact, phone, email and cell phone</td>
<td></td>
</tr>
<tr>
<td>Date and hours of event</td>
<td></td>
</tr>
<tr>
<td><strong>Event name and location</strong></td>
<td>Name: Location:</td>
</tr>
<tr>
<td>Name of Certified Food Protection Manager who is Allergen Awareness Trained on site during the event: (attach copies of your valid certificates)</td>
<td>Name: Cell phone:</td>
</tr>
<tr>
<td>Number of meals provided at event</td>
<td></td>
</tr>
<tr>
<td>City/Town where Food Service Establishment’s Catering Permit was obtained:</td>
<td>City: Permit Number: (attach copy of Catering permit)</td>
</tr>
<tr>
<td>Harvard Event Manager available on campus during event:</td>
<td>Name: Phone:</td>
</tr>
</tbody>
</table>

**Caterer’s method(s) for cooking and hot holding on-site:**

1. LP Gas/Propane: □ YES □ NO
2. Electrical: □ YES □ NO
3. Charcoal grill: □ YES □ NO
4. Sterno: □ YES □ NO
5. Votive Candles: □ YES □ NO
6. Regular candles □ YES □ NO

Note: Battery Operated candles are o.k.

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 continue on back of sheet)
City Catering Registrations

Cambridge

In addition to the Harvard Catering Registration form, if you intend to cater on the Harvard Campus in the City of Cambridge, you must submit an on-line permit application to the Cambridge Environmental Health Division by visiting http://permits.cambridgema.gov/CAPSite/Public/Main

There may be a fee associated with this application. Please contact the Health Division with any questions about this registration by calling the main number for Inspectional Services at (617) 349-6100.

City of Cambridge
Inspectional Services Division
831 Mass Ave.
Cambridge, MA 02139
Telephone: (617) 349-6100
Fax: (617) 349-6132

Boston

If you intend to cater on the Harvard Campus in the City of Boston (including athletic fields and Allston locations on the South side of the river) you must submit a catering registration form to Boston Inspectional Services Department. The form can also be found online: http://www.cityofboston.gov/isd/health/

Please inquire about the fee for this registration when you call. Contact information for the Division of Health Inspection is:

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

<table>
<thead>
<tr>
<th>Caterer Fire Safety Self-Checklist</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is there at least one 10 lb. ABC rated fire extinguisher and an attendant</strong> available whenever open flames (Sterno, cooking or grilling) are present?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Are charcoal grilling areas</strong> equipped with at least one Class A 2.5 gallon water fire extinguisher? No charcoal grilling with charcoal lighter fluid at HMS &amp; HSPH. If charcoal, use charcoal chimney to ignite the charcoal.</td>
<td></td>
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</tr>
<tr>
<td><strong>LP Gas/Propane is limited</strong> to storage and use of less than 42 lbs. Over 42 pounds of LP gas, (more than 2 – 20 lbs cylinders) requires a permit by the local Fire Department.</td>
<td></td>
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</tr>
<tr>
<td><strong>LP Gas/Propane cylinders stored safely on a level stable base away from public areas/exits?</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NO excessive decorative combustible materials that pose a fire risk if located near an open flame or electrical equipment?</strong> The use of candles and open flames are generally prohibited and require a permit/fire detail. Candles are NOT permitted in tents.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BBQ LP Gas/Propane Cylinder Safety

Propane gas is highly flammable. Each year, about 600 fires/explosions occur with gas grills resulting in injuries to about 30 people. The safety standard for propane gas cylinders' requires that an "over-fill prevention device" be installed in new gas cylinders. The new 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 the April 1, 2002 overfill prevention device (OPD) standards and be free of any hazardous conditions.
- LP 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. If you have more than 42 pounds of LP gas (storage/use) this will 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: dents, gouges, bulges, fire damage, corrosion, leakage, excessive rust or other forms of visual external damage; it may be hazardous and should be checked by a liquid propane supplier.
- Propane is flammable and hazardous if handled improperly.
- Please read and understand the cylinder's warning label before using propane.
- Review the material safety data sheet (MSDS).

National Fire Protection Association (NFPA) Regulations
The NFPA requires that every refilled propane cylinder be equipped with an Overfill Prevention Device (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. Additionally, 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 whether or not your propane cylinder is outfitted with one is to look at the valve hand wheel that is located on top of the cylinder. This hand wheel should be in a unique triangular shape. If your cylinder does not have this triangular-shaped hand wheel, then it does not have an OPD.

(BBQ Propane Cylinder Safety, continued)
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 area.
- Do not let cylinders get hot or pressure will rise.
- Store cylinders away from flame and heat sources.
- Close valve and insert safety plug when not in use, even if cylinder is empty.
- Use only on appliances and grills approved for propane.
- Always locate your grill away from combustible walls.
- Check cylinder and line connections periodically to be sure 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 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 placed while dissipating.
- Contact with the liquid contents of cylinder will cause freeze burns to the skin.
- Do not allow children to tamper or play with cylinder.

*(BBQ Propane Cylinder Safety continued)*
• Do not use, store or transport cylinder where it would be exposed to high temperatures. Relief valve may open allowing a large amount of flammable gas to escape.
• When transporting, keep cylinder secured in an upright position with cylinder valve 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 person make needed repairs. Also 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 cylinder in upright, vertical position.
• Each cooking unit must have a minimum of one 10 pound B/C rated fire extinguisher within 5 feet of the unit. Fire extinguishers must have been inspected within the past year with 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.)

Incorrect!  
Correct!
**Additional Fire Safety**

**Charcoal Grills**
- Location of grills must be in a separate area from guests.
- Provide 2.5 gallon pressurized water fire extinguisher.
- Additionally, a charged garden hose is recommended.
- Clearances to combustible materials—not less than 36 inches at the sides and not less than 48 inches at the front.

**Open Fires**
- Generally, open fires are not permitted—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.
- Must have non-combustible bases.
- Flame 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 state regulation, caterers working on campus must now collect food waste for composting (from both food preparation activities and patrons). Use of biodegradable service-ware is strongly encouraged as it simplifies food waste collection. **Recyclables are also prohibited from landfills and must be collected separately from trash.** What this means is that events must now 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 for your event to receive these services, please contact Harvard’s Recycling and Waste Services department at [http://www.uos.harvard.edu/fmo/recycling/](http://www.uos.harvard.edu/fmo/recycling/)

To learn more about Zero Waste events at Harvard and how to comply with regulatory standards, see [http://www.green.harvard.edu](http://www.green.harvard.edu) and [http://ehs.harvard.edu/programs/solid-waste](http://ehs.harvard.edu/programs/solid-waste), and turn to page 19 of this document.
Vendor Requirements – Day of Event

* Provide separate labelled receptacles for: 1) recyclables 2) compostables 3) waste (Harvard Recycling & Waste Management* can assist, if needed)

* Please note: All food scraps, cardboard, cans, bottles and jars must be recycled or composted in accordance with Cambridge Ordinance 8.24.070 and Massachusetts 310 CMR 19.017.

* Remove receptacles and properly dispose all three waste streams at end of event. (Harvard Recycling & Waste Management can assist from locations serviced by our vehicles, if needed*). Serve the correct amount of food in accordance with professional guidelines. 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.
  * Donating properly cold or hot-held, protected leftovers to Food for Free

*To receive any of these services, please make arrangements at least one week in advance of your event by contacting Harvard’s Recycling & Waste Management: rob_gogan@harvard.edu 617-495-3042; Recycling and Waste Management

Zero Waste Event Guide

Serve the correct amount of food in accordance with professional guidelines. 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
* Organic, plant-based, sustainably-sourced food, when appropriate.

Choose either reusables, compostables or recyclables (in that order of preference) for all your food and serving products (cups, plates, bowls, utensils, tablecloths and centerpieces).

* For certified compostable products, visit: Biodegradable Plastics Institute

Strive not to use single-serve packets (ketchup, sugar, butter in foil) or non-compostable materials as they can easily contaminate recycling and composting.

* Properly label your receptacles. Visit OFS for downloadable signage.
* Set up a small number of stations (e.g. 4 stations/200pp) each with the three labelled receptacles.
* Provide only a small trash bin (to maximize recycling and composting).
* Taping actual objects to the bins is VERY helpful.
* Know and communicate about which materials are compostable and which are recyclable for ease of sorting.

* Recruit volunteers and staff the waste stations, if possible, to ensure the recycling and compost are sorted correctly. The quality of the compost sent to farms and landscapers is crucial.
* Train custodians, servers, bartenders, volunteers, and guests for ease of sorting.
* Remove receptacles and properly dispose all three waste streams at end of event.

Please review the Sustainable Meeting & Event Guide and the sustainable healthful food standards. These guidelines are designed to cultivate a culture in health when planning events by providing opportunities for employees and students to eat well and stay active while reducing the impact of food choices on the environment.

(Harvard Recycling & Waste Management can assist from locations serviced by our vehicles, if needed).

rob_gogan@harvard.edu 617-495-3042; Recycling and Waste Management