



Department of Environmental Health & Safety

FOOD SAFETY POLICY 1-15 DIRECTIVE

Form with fields: Caterer, Hosting Dept., Organization, Name, Food Coordinator, Phone No., Caterer/Campus Address, Fax, Name of Event, Event Date, Location of Event, Event Hours.

Effective immediately, and in addition to the requirements of EH&S Food Safety Policy 1-15, all Caterers, Hosting Departments, and Organizations conducting any food event (other than the University's Campus Caterers) shall comply with the requirements of this directive.

- 1. Hot potentially hazardous foods shall be transported in commercial grade insulated carrier(s) sized to accommodate the amount of hot foods to be delivered.
2. Cold potentially hazardous foods shall be transported in commercial grade, mechanical refrigeration equipment.
3. Food thermometers (properly calibrated to within 20 F), must be used when taking food temperatures and the recording of food temperatures on the Food Temperature Recording Chart shall be conducted by the caterer, or the designated Food Coordinator of the hosting department or organization sponsoring the food event, whomever will actually be serving the food.
4. Off-site set-up equipment including: proposed for hot and cold holding of potentially hazardous foods; overhead protection for food service areas must be provided.
5. Equipment used to transport both clean and soiled tableware, kitchenware, and equipment related to operations shall be provided.
6. A copy of the completed Food Temperature Recording Chart must be given to the Food Coordinator immediately at the conclusion of the event.

Food Coordinator