



HARVARD
Campus Services

ENVIRONMENTAL HEALTH, SAFETY &
EMERGENCY MANAGEMENT

Harvard University Catering Vendor

Guidelines, Instructions and Registration Forms



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Introduction and Overview of Requirements

All Caterers working at Harvard University during commencement week must adhere to certain guidelines to ensure the safety and health of the Harvard Community. As a part of these guidelines, Catering Vendors are required to successfully 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 full compliance with these Harvard and City requirements.

1. Read and fully understand all of the Safety and Sanitation Guidelines included within this document.
2. Complete the Harvard University Catering Registration form found on page 11 and return it by fax as soon as possible.
3. Complete the City Catering Registration form for either the City of Cambridge or 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.
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.

Fax all completed Harvard forms to 617-495-0706 as soon as possible, and at least 15 business days prior to your planned event. We are currently accepting registration forms for this year's commencement week events.



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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, CMR 590.000. 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 along with your certified Food Protection Manager well in advance of your event. It is likely that Harvard Emergency Management and Environmental Safety and Health personnel will visit all events to audit these points.

Before You Arrive

- Caterers and food service establishments must comply with the provisions of 105 CMR 590.000, and the base of operations must be a licensed establishment with a permit to operate and **cater**, provided by the Board of Health in the city or town of the base of operations. Establishments must notify their Board of Health that they intend to cater from their base of operations when they apply for this 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, and shall give written notice to the Board of Health on a form provided by that Board.
- Please **submit a completed Harvard University Catering Registration form** (enclosed) to Environmental Health, Safety and Emergency Management **at least 15 business days prior to your event**, by mailing or faxing to: **Jason Luke, Facilities Maintenance Operations, 46 Blackstone Street, Cambridge, MA 01863. Fax: (617) 495-0706**
- 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 TCS (time and temperature controlled for safety) foods. **The food protection manager must be present during all hours of the event.** Managers must keep a **copy of their current certificate** at the event, for verification during audits. Please attach a second copy of this certificate to your registration form when submitting.
- The Certified Food Protection Manager on-site and in-charge of each event must also be **Allergy Awareness trained, and must provide signage and menus, as well as employee information at the events**, as required by MA DPH.
- All food and water served shall be from licensed and approved vendors and sources; food shall be clean, wholesome and unadulterated. Water used for ware-washing, hand washing and all other food service tasks must be potable water obtained from an approved source and 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 package until the product is consumed, and on file for 90 days at the base of operations.
- All catering vendors must be in compliance with the **MA Food Allergy Awareness Act**. Go to www.mass.gov/dph/fpp 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/>



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Once You Arrive

- All food is to be protected from biological, chemical, and physical contamination during storage, preparation, holding, transportation and service.
- 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 Food Code.
- Keep food pans, utensils, equipment, and food items at least 6 inches above the ground.
- No bare-hand contact of "Ready to Eat" foods is permitted; **gloves or another suitable barrier are 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 available directly at your location**. Waterless hand sanitizer will 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 sewer 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, are known to have a communicable disease, may be he 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. 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 is not permitted in food preparation, handling or service areas.
- An approved sanitizer at the proper strength must be provided to sanitize cleaned food preparation surfaces. You must provide the proper test strips to verify the strength of your sanitizer solution. If you use a spray bottle for sanitizer, you must use disposable towels. If you use a wiping bucket, you may use a cloth or paper towel to sanitize. Make sure all chemicals are properly labeled.



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- Cooking equipment and food prep areas should be roped off or otherwise segregated from the public.
- 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. Other hazardous waste such as partially filled aerosol spray bottles containing cleaners or disinfectants must be properly disposed of as hazardous waste 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.

Food Handling and Preparation

- All “Potentially Hazardous Food” must be maintained at safe temperatures during storage, preparation, holding, transportation and service. (Cold holding will be 41°F or below; Hot holding will be 140°F or higher). **Foods observed in the danger zone**, above or below the critical limits for hot and cold holding, may be discarded by university Environmental Safety and Health 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, and should arrive at the event at a safe temperature.
- Reheated foods that will be hot-held must be heated to 165°F for 15 seconds, in 2 hours or less, and then maintained above 140°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 140°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.”
- Operators must have calibrated, sanitized stem thermometers available to verify cooking and holding temperatures, and alcohol or other means to clean and sanitize this equipment between uses.
- **Caterers will be expected to have enough staff and equipment on hand to quickly plate up and serve plated dinners 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 EHSEM’s Environmental Public Health program staff if you have any questions about food safety during commencement.

Valerie Nelson (617) 495-2102
Bridget Sweet (617) 495-9342

valerie_nelson@harvard.edu
bridget_sweet@harvard.edu



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Sample Harvard Inspection Report Form

Name of Event: _____

Company Name: _____

Location of Event: _____

Name of Inspector: _____

Time of Inspection: _____

Date of Inspection: _____

Variance in use?	Variance Log correctly filled out? Yes No (leave log at event)
------------------	---

Food Temperatures: Take temperatures of food from hot or cold holding areas whenever possible

Food Item	Temperature	Food Storage Area

Instructions: If no violation is observed, check “In compliance”. If a violation is observed, check “Out of compliance”, and briefly describe the violation in the notes section.

1. Cold Food <input type="checkbox"/> In compliance <input type="checkbox"/> Out of compliance <input type="checkbox"/> N/A or Not Observed	Refrigeration units or an effectively insulated container with sufficient coolant shall be provided to keep potentially hazardous foods at 41°F or below. Foods should arrive at the proper temperature (check back-stock) of less than or equal to 41 F if cold. Raw meats are not to be stored in coolers with “Ready-to-Eat foods”. (Enter food temps above) Notes:
2. Hot Food <input type="checkbox"/> In compliance <input type="checkbox"/> Out of compliance <input type="checkbox"/> N/A or Not Observed	Hot food storage units shall be used to keep hot, cooked, potentially hazardous foods at 140°F or above. Foods should arrive at the proper temperature (check back-stock), and be kept hot. Notes:
3. Storage <input type="checkbox"/> In compliance <input type="checkbox"/> Out of compliance <input type="checkbox"/> N/A or Not Observed	All food, equipment, utensils and single service utensils shall be stored <u>above the ground</u> or floor on pallets or shelving or by other suitable means , and <u>protected from contamination</u> . Notes:
4. Thermometers <input type="checkbox"/> In compliance <input type="checkbox"/> Out of compliance <input type="checkbox"/> N/A or Not Observed	Hot food storage units shall be used to keep hot, cooked, potentially hazardous foods at 140°F or above. Foods should arrive at the proper temperature (check back-stock), and be kept hot. Notes:
5. Food Display <input type="checkbox"/> In compliance <input type="checkbox"/> Out of compliance <input type="checkbox"/> N/A or Not Observed	For buffet items , self-service food lines must be monitored so that food can be replaced if cross-contaminated. All self-service food shall be provided with proper utensils . Notes:



Sample Harvard Inspection Report Form

6. Hand washing and gloves <input type="checkbox"/> In compliance <input type="checkbox"/> Out of compliance <input type="checkbox"/> N/A or Not Observed	<p>A hand washing station should be provided and conveniently located at the site, supplied with warm running water, paper towels and soap in dispensers. Employees must wash their hands after returning from a break, restroom, taking out garbage, eating/drinking, sneezing, touching their face, hair or body, and handling raw potentially hazardous foods.</p> <p>Hand sanitizer (optional) may also be provided. A supply of gloves and/or other barriers to bare-hand contact with ready-to-eat foods should be provided. No latex gloves are permitted: vinyl and Nitrile are acceptable.</p> <p>Notes:</p>
7. Hygiene <input type="checkbox"/> In compliance <input type="checkbox"/> Out of compliance <input type="checkbox"/> N/A or Not Observed	<p>Employees should be wearing clean uniforms and have hair restraints (hat, hair net, and band to tie back long hair are all acceptable). Eating and smoking are not allowed in food preparation or service areas. Employees must drink from covered cups if they are kept in food prep or serve areas.</p> <p>Ill employees experiencing diarrhea, vomiting should not be working near food or equipment. Employees with infected cuts should not be working near food and <u>employees with regular cuts need bandages covered by bandage, finger cot and gloves.</u></p> <p>Notes:</p>
8. Sanitizing <input type="checkbox"/> In compliance <input type="checkbox"/> Out of compliance <input type="checkbox"/> N/A or Not Observed	<p>Chlorine bleach @ 50-150 ppm, or Quaternary ammonia sanitizer @ 200 ppm min. needs to be present for sanitizing food contact surfaces, when food is prepared on-site. Test kits should be available for the respective sanitizers. Spray bottles of sanitizer are used with paper towels. Wiping buckets with sanitizer may be used with paper or cloth towels. Wet cloth towels used to wipe surfaces must be stored inside the bucket with sanitizer, not on the counter surface.</p> <p>Notes:</p>
9. Trash <input type="checkbox"/> In compliance <input type="checkbox"/> Out of compliance <input type="checkbox"/> N/A or Not Observed	<p>Trash is being picked up frequently enough and or enough containers are <u>present to handle the demand.</u></p> <p>Notes:</p>
10. Cooking Temperatures <input type="checkbox"/> In compliance <input type="checkbox"/> Out of compliance <input type="checkbox"/> N/A or Not Observed	<p>Minimum finished temp for food <u>cooked</u> at the event, <u>prior</u> to hot or cold holding. Temp must stay at or above this point for 15 seconds on a thermometer.</p> <p>Notes:</p> <p><i>Cooking temperature Quick Reference Guide:</i> Hamburger: at least 155 degrees Fahrenheit for a min. of 15 seconds Chicken: at least 165 degrees Fahrenheit for a min. of 15 seconds Fish: at least 145 degrees Fahrenheit for a min. of 15 seconds (un-stuffed, plain fish) Sausage and other Stuffed Foods: at least 165 degrees F for a min. of 15 seconds Casseroles and other mixed foods: at least 165 degrees F for a min. of 15 seconds</p>

Food Protection Manager's Signature: _____

Food Protection Manager's Name (print) _____

Company Name: _____

EH&S Inspector (print): _____

Event: _____ **Date:** _____

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: 2012

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. Water source required? Y or N



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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
1315 Mass Ave, Room 807
Cambridge, MA
02138

Phone: (617) 495-3772
Fax: (617) 496-8278



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Emergency Management
ENVIRONMENTAL SAFETY & HEALTH

Harvard University Catering Registration

Catering Vendor,

Complete this registration form and **return it as soon as possible, and at least 15 business days prior to the event** by faxing it to the attention of "Food Safety" at (617) 495-0706. **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 and sanitary dining experience for the Harvard community.

Company name and address→	
Company contact, phone, email and cell phone→	
Date and hours of event→	
Event name and location→	Name: Location:
Name of Certified Food Protection Manager on site during the event: (attach a copy of your valid certificate)	Name: Cell phone:
Number of meals provided at event→	
City/Town where Food Service Establishment's Catering Permit was obtained:	City: Permit Number: (attach copy of Catering permit)
Harvard Event Manager available during event:	Name: Phone:
Caterer's method (s) for cooking and hot holding on-site → Please also note any planned use of votive or other candles	1. LP Gas/Propane: <input type="checkbox"/> YES <input type="checkbox"/> NO 2. Electrical: <input type="checkbox"/> YES <input type="checkbox"/> NO 3. Charcoal grill: <input type="checkbox"/> YES <input type="checkbox"/> NO 4. Sterno: <input type="checkbox"/> YES <input type="checkbox"/> NO 5. Votive Candles: <input type="checkbox"/> YES <input type="checkbox"/> NO 6. Regular candles <input type="checkbox"/> YES <input type="checkbox"/> 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? <input type="checkbox"/> YES <input type="checkbox"/> NO LP/Propane permit attached? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> 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 a Cambridge Environmental Health Division ***Catering Registration Form***. A copy of the form is included in this packet. Please inquire with the Health Division regarding the fees for this registration. The main number for Inspectional Services in Cambridge is (617) 349-6100. Your registration should be returned to:

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 Allston locations on the South side of the river, and athletic fields) you must contact the Boston Health Department to request a ***Registration for Catering*** form.

Please inquire about the fee for this registration when you call. The contact information is:

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

You will need to mail your check along with the registration, or visit the Health Department to submit your form and payment.



Office Use Only

Amount Rec'd _____

Date Paid _____

Insp. Approval _____

Chief San. _____

City of Cambridge
ENVIRONMENTAL HEALTH DIVISION
CATERING REGISTRATION FORM

Name of Restaurant/Catering Company: _____

Telephone No. _____

Business Address: _____, MA Zip _____

Date of Event: _____ Time: _____

Name of Person-in-charge: _____

(Servsafe Certificate Required)

Location of Building Where Meals Will Be Served: _____

Estimate Number of Meals To Be Served _____

Provide **Copy of Proposed Menu**.Provide **Copy of current Servsafe Certificate and permits** if not located in the City of Cambridge.

Signed By: _____

Title: _____

Date: _____

Return this form to:

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



COMMENCEMENT 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 require-
ments

Caterer Fire, Electrical and Safety Self-Checklist For more information, contact Harvard's Occupational and Facilities Safety Program at (617) 496-7168			
Is there at least one 10 lb. ABC rated fire extinguisher and an attendant available whenever open flames (Sterno, cooking or grilling) are present?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are charcoal grilling areas equipped with at least one Class A 2.5 gallon water fire extinguisher? No charcoal grilling with charcoal lighter fluid at HMS & HSPH. If charcoal, use charcoal chimney to ignite the charcoal.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
LP Gas/Propane is limited 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.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
LP Gas/Propane cylinders stored safely on a level stable base away from public areas/exits?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
NO excessive decorative combustible materials that pose a fire risk if located near an open flame or electrical equipment? The use of candles and open flames are generally prohibited and require a permit/fire detail.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

BBQ LP Gas/Propane Cylinder Safety

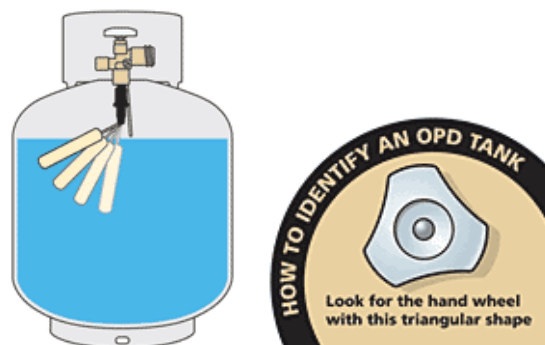
Propane gas is highly flammable. Each year, about 600 fires/explosions occur with gas grills resulting in injuries to about 30 people. The safety standard for propane gas cylinders' requires that an "over-fill prevention device" be installed in new gas cylinders. The new propane gas cylinders have valve 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



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it 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.



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(BBQ Propane Cylinder Safety continued)

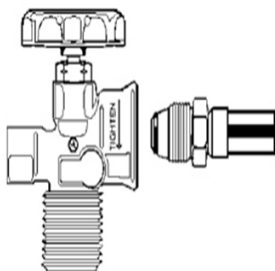
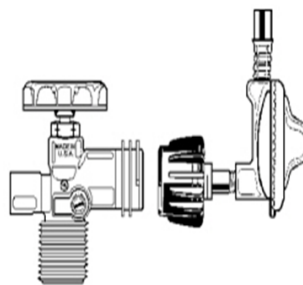
- Do not use, store or transport cylinder where it would be exposed to high temperatures. Relief valve may open allowing a large amount of flammable gas to escape.
- When transporting, keep cylinder secured in an upright position with cylinder valve turned off.

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!**

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Additional Fire Safety

Charcoal Grills

- Location of grills should 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 or Cooking)

- 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 be required)



HARVARD
Campus Services

ENVIRONMENTAL HEALTH, SAFETY &
EMERGENCY MANAGEMENT