

Appendix B FOOD TEMPERATURE RECORDING CHART

EVENT & CONTACT INFORMATION

Caterer <input type="checkbox"/> Hosting Dept. <input type="checkbox"/> Organization <input type="checkbox"/> (check appropriate box & write in business/dept. name) Name:	
Food Coordinator:	Phone No.:
Caterer/Campus Address:	Fax:
Name of Event:	Event Date:
Location of Event:	Event Hours:

Instructions: Use a food thermometer to measure the temperature of the foods at the start of the event and at 30-minute intervals up to 2 hours. After 2 hours, food should no longer be served unless it has been replaced with fresh food. Return this completed form within 5 days following your event to: EH&S, Food Safety Program, SUNY Stony Brook, 110 Suffolk Hall, Stony Brook, NY 11794-6200 (FAX: 2-9683). Contact EH&S at 2-6410 if you have any questions.

Food Item	Temperature (° F) of Served Food				
	Start (Arrival of Food)	30 min.	1 hour	1-1/2 hours	2 hours
Hot Foods	<i>Temperature must be above 140°F</i>				
i.e., lasagna	146°F	145°F	144°F	144°F	DISCARD FOODS AFTER TWO HOURS
Cold Foods	<i>Temperature must be below 41°F</i>				
i.e., pasta salad	37°F	37°F	38°F	38°F	DISCARD FOODS AFTER TWO HOURS

Food Coordinator (Signature)

Date

*****If this completed form is not received by EH&S, future events by caterer, hosting department or organization may be disapproved*****