

**Sterno® Fuel Use Policy for Work Performed by University Auxiliary
Services and their Contractors
12/29/14 - Last Revision**

INTENT:

The intent of the Sterno® Fuel Use Policy is to provide a safe working environment within the University at Albany food servicing facilities when working with Sterno® Fuel.

SCOPE:

This policy applies to University at Albany's University Auxiliary Services (UAS) staff members and all contractors working on behalf of UAS.

CONTRACTOR'S OBLIGATIONS:

To adhere to federal, state, local and University rules and regulations when working with Sterno® Fuel at the University at Albany. Contractors planning to utilize Sterno® Fuel on University at Albany property should always ask their University liaison about such rules and regulations prior to working with Sterno® Fuel. Contractors agree to follow all safety protocols and ensure compliance.

POLICY:

Solid alcohol (Sterno®) heating of food is permitted at the University @ Albany provided that the following precautions are taken to prevent ignition of combustible materials and to ensure the safety of the occupants. This policy applies to the in-house use of Sterno® by University Auxiliary Services (UAS), their subcontractors and all outside food vendors. UAS, their subcontractors and all other food handling vendors utilizing Sterno® are ultimately responsible for the hazardous waste disposal of empty and/or partially used Sterno® cans. The Office of Environmental Health & Safety (EH&S) will provide guidance on the proper handling, labeling, storage and disposal of Sterno®. All costs associated with the disposal are the sole responsibility of UAS, their subcontractors and/or outside food vendors. Any monetary fines due to violations not in accordance with United States Environmental Protection Agency (USEPA), New York State Department of Environmental Conservation (NYSDEC) and University at Albany hazardous waste rules and regulations are the sole responsibility of UAS, their subcontractors and the outside food vendor.

- ❖ Sterno® use is permitted in specific public spaces (i.e. public assembly space, meeting and conference rooms, etc...) only.
- ❖ Sterno® is not permitted for use in private office spaces, amphitheatres, sleeping areas and certain other non-public areas.
- ❖ The use of Sterno® heating devices by outside food vendors is allowed only with prior approval from UAS.
- ❖ All Sterno® heating devices must be attended to at all times by a member of the catering staff who has been trained in Sterno® use and fire safety.
- ❖ A certified 10 pound ABC dry chemical fire extinguisher will be available within ten (10) feet of the serving table or tables.
- ❖ Approved tools must be available for the smothering of the flame if needed, i.e. snuffer paddle.

- ❖ All Sterno® heating devices shall be placed on non-combustible mats, ceramic or metal trays extending at least eight inches beyond the Sterno® container in each direction, to prevent accidental contact with any combustible materials.
- ❖ Sterno® shall be placed under the appropriate devices before lighting. Sterno® shall be lit only by the means of a butane lighter or a long handled match.
- ❖ Once lit, the device shall not be moved while the Sterno® is burning.
- ❖ Only regular table cloth covers shall be used; paper or plastic table coverings are not permitted. Table decorations are permitted only if the decorations are flame resistant.
- ❖ Combustible materials such as plates, napkins, plastic utensils, cups or similar products must be separated by a minimum of three feet on each side from the Sterno®.
- ❖ Sterno® must be immediately extinguished with an approved tool(s) when the food tray is empty or the Sterno® is no longer needed.
- ❖ To prevent any spill, seal opening with the original Sterno® cap once cool.
- ❖ If the event is over, place the capped Sterno® on a non-combustible material to allow for further cooling. Once completely cooled, the Sterno® can be disposed by placing it in the appropriate “Hazardous Waste – used Sterno” container.
 - There is an approved, pre-labeled 55 gallon metal drum located in the Patroon Room kitchen on the second floor of the Campus Center.
- ❖ Once the hazardous waste container is nearing maximum capacity, please notify your supervisor so they can make the appropriate disposal arrangement with the hazardous waste vendor.
 - The supervisor will provide EH&S with one week advance notice prior to scheduling a hazardous waste vendor to pick up the drum. You should no longer place any Sterno® cans in this drum; rather use a backup drum to collect your Sterno® hazardous waste.
- ❖ In the event of a small (less than 1 gallon), use spill absorbent pads to clean up the spill. Place this spill debris and the Sterno® cans into the hazardous waste container.
 - Spill pads can be purchased by UAS, their subcontractors or all other outside food vendors through New Pig (www.newpig.com) or Grainger (www.grainger.com).
- ❖ For larger spills, notify your supervisor immediate and EH&S @ 518-442-3495. Limit access to the area until the spill has been cleaned up.
- ❖ If the spill occurs after-hours, call the Power Plant @ 518-442-3444 and they can provide guidance.
- ❖ Outside food vendors will comply with the carry-in, carry-out basis. Questions regarding this can be forwarded to the Office of Environmental Health & Safety @ 518-442-3495.
- ❖ Please note that only approved members from the Office of Environmental Health & Safety are allowed to sign legal shipping documentation (hazardous waste manifests, bill of lading, etc...).
- ❖ All questions regarding hazardous waste can be forwarded to the Office of Environmental Health & Safety @ 518-442-3495.
- ❖ In the event of a fire, University Fire Safety Policies must be followed.

Please find attached a copy of the Sterno® Chafing Fuel Safety Tips poster.



CHAFING FUEL SAFETY TIPS

ALWAYS



ALWAYS use CAUTION when handling OPEN FLAME products



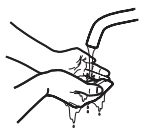
ALWAYS use a blunt object, such as a spoon, to pry off the lid



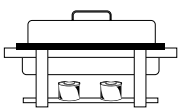
ALWAYS cup hand over lid when opening can



ALWAYS remove excess gel from lid if it is being used as a regulator

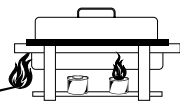


ALWAYS wash fuel residue from hands



ALWAYS place the can underneath the chafing dish or beverage urn before lighting

ALWAYS make sure cans are placed securely in equipment



ALWAYS use a long handled match or butane lighter to light cans



ALWAYS use a can cap, snuffer paddle, regulator or saucer to extinguish flame



ALWAYS wait until can is cool before touching



NEVER use a sharp knife to pry off lid



NEVER use a lit can to light another can



NEVER carry lit cans



NEVER carry chafing dishes or beverage urns with lit cans



NEVER touch cans while still hot



NEVER allow decor, loose clothing, napkins or tablecloths near flame



NEVER allow hair to fall near flame



NEVER use hands to extinguish flame



NEVER blow out flame of Gel or Hot Spot® to extinguish

NEVER



View a short chafing fuel training video



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