



UNIVERSITY OF MASSACHUSETTS/AMHERST  
ENVIRONMENTAL HEALTH & SAFETY (EH&S)  
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## BAKE SALE & INCIDENTAL RETAIL FOOD FACT SHEET

Organizers and sponsors of bake sales or any food preparation event must not neglect good food protection and sanitation practices when planning, organizing, and holding the event. Food Services - Auxiliary Enterprises, (AE), and Environmental Health and Safety, (EH&S) must approve of any bake sale via the E-Sign Food Waiver process. Good planning is essential to the proper and safe preparation, transportation, display, and distribution of the varieties of allowable baked goods.

Any person who is “sick” or who has just recovered from a recent illness, especially one causing diarrhea, must not be involved with the preparation or handling of any food item. Additionally, all volunteers must read and sign the Food Handler/Volunteer Agreement form.

The following varieties of acceptable foods are:

- |             |          |            |
|-------------|----------|------------|
| • Cookies   | Cakes    | Fruit pies |
| • Brownies  | Cupcakes | Turnovers  |
| • Doughnuts | Muffins  | Breads     |

**All food containing ALLERGENS such as tree nuts, peanuts, dairy, soy, eggs, wheat, fish, and shellfish must be labeled. No cream-type or cheese items, (whipped cream, custards) are to be offered for sale. Furthermore, all items must be prepackaged in plastic wrap or bagged and must be labeled with ingredients. An alternative to an ingredients label is a table tent card for each product. Also cutting or slicing any prepared item that is for sale is prohibited. The preparation and provision of any Potentially Hazardous Foods, (PHFs) such as meat, fish, dairy, and poultry products are prohibited per MA Code of Regulations at a Bake Sale.**

A representative of EH&S may inspect the bake sale and any corrective action deemed necessary by EH&S must be taken by the person in charge of the operation or the right to continue the event or hold future ones may be forfeited. The signed Food Handler/Volunteer Agreement forms must be held at the event table and immediately following the event shall be sent via campus mail to EH&S, Environmental Health Services, 117 Draper Hall, UMass. The student event organizer must retain a list of who donated what baked good in case of any necessary follow-up. The list shall also be forwarded to EH&S with the signed Food Handler forms. Also, see the Basic Food Safety Fact Sheet.

**Incidental Retail Food** consists of any commercially prepared and prepackaged non-PHF, or non-TCS Food, (Time and Temperature Control for Safety Food), that is purchased at a commercial retail food establishment. Examples of Incidental Retail Foods are: packaged chips, crackers, candy, etc. The food label must be available for any food allergen concerns. Incidental Retail Foods may be used for snacks at meetings, but are not expected to be used for large-scale events or fund-raising.

Any questions may be addressed to: Alyssa Rusiecki, Assistant Director for Environmental Health, EH&S, at 413-545-5110.

