



**UNIVERSITY of MASSACHUSETTS**

**Amherst**

Environmental Health & Safety

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**TYPES OF FOOD OPTIONS & THEIR REQUIREMENTS:**

**1. UMass Catering, (Auxiliary Enterprises) & UMass Dining Commons:**

This is the University of Massachusetts food establishment from which you may order your event food.

- ⊗ No food waiver required.

**2. Campus Catering Policy –“Drop-Shipments” (see attached document dated June 13, 2013):**

[https://www.umass.edu/procurement/policies/Campus\\_Catering\\_Policy\\_06-2013.pdf](https://www.umass.edu/procurement/policies/Campus_Catering_Policy_06-2013.pdf)

Drop-shipments, (whereby food is dropped off, but not served) by licensed caterers and in accordance with the University Campus Catering Policy. You must notify Auxiliary Enterprises Director of Sales at: [jfontain@umass.edu](mailto:jfontain@umass.edu). The person who orders the food for drop shipments must ensure the food is from a licensed establishment and all time and temperature requirements for food safety are met; no food may be kept out longer than two hours from time of delivery.

- ⊗ No food waiver required.
  - ✓ See the EH&S Basic Food Safety Fact Sheet.
  - ✓ Signed Food Handler/volunteer Forms required.

**3. Student Business\* Catering:**

These are the University of Massachusetts student business food establishments from which you may order your event food.

- ⊗ No food waiver required.
  - ✓ See the EH & S Basic Food Safety Fact sheet
  - ✓ Food Handler/Volunteer Agreement Forms shall be signed+.

**4. Off-campus Vendor/Caterer who is serving food:**

- ✓ The student organization with their advisor, (or the Department) completes the E-Sign Food Waiver Application.
- ✓ See the EH & S Basic Food Safety Fact sheet
- ✓ Food Handler/Volunteer Agreement Forms shall be signed+.
- Caterer’s Temporary Food permit applications and attachments are required.

**5. Bake sales & Incidental Retail Foods:**

Bake Sales are non-profit charitable events and shall **not** contain any potentially hazardous foods.

- ✓ The student organization with their advisor, (or the Department) completes the E-Sign Food Waiver Application.
- ✓ See the Bake Sale Fact Sheet
- ✓ See the Basic Food Safety Fact sheet
- ✓ Food Handler/Volunteer Agreement Forms shall be signed.
- ✓ A list of who donated what foods shall be delivered to EH&S with the signed Food Handler Volunteer forms.
- ✓ Incidental Retail Foods are pre-packaged commercially purchased snack foods that are Non-PHF\*s and Non-TCS\*s\*.

**6. Event Potlucks:**

Communal non-profit dinners, everyone participates by bringing a small meal to share. Fees cannot be charged for food products or meals. Recommended number of participants is 25 or less.

- ✓ The student organization with their advisor, (or the Department) completes the E-Sign Food Waiver Application.
- ✓ A meeting shall be held with EH & S regarding food safety
- ✓ See the Potluck Fact Sheet
- ✓ See the Basic Food Safety Fact sheet

## FOOD EVENT DESCRIPTIONS & INSTRUCTIONS – Document #EHS-Food-00

- ✓ Food Handler/Volunteer Agreement Forms shall be signed+.
- Training required at EH&S – by appointment in advance of event.

### 7. Barbecues:

Communal non-profit event. Fees cannot be charged for food products or meals. Maximum number of attendees is 50, unless there is a ServSafe Manager on site.

- ✓ The student organization with their advisor, (or the Department) completes the E-Sign Food Waiver Application.
- ✓ See the Barbecue Fact Sheet
- ✓ See the Fire Safety Fact Sheet
- ✓ See the Basic Food Safety Fact sheet
- ✓ Food Handler/Volunteer Agreement Forms shall be signed+.
- Training required at EH&S – by appointment in advance of event.

### 8. Pre-packaged Store-Bought Non-Potentially Hazardous Foods: (Non-PHF), also known as Non-Time /Temperature Control for Safety Foods (Non-TCS Foods); these foods are chips, crackers, cookies, candy which are commercially packaged and purchased from a licensed grocery store and do not require any refrigeration or heating. (*Meats, poultry, dairy, fish, shellfish, cut fruits and vegetables, grains, legumes **are not** allowed*).

- ⊗ No food waiver is required
  - ✓ See the Basic Food Safety Fact sheet
  - ✓ Food Handler/Volunteer Agreement Forms shall be signed+.

### 9. Concessions:

This is ONLY for the Student Activities student popcorn machine or cotton candy machine which shall require:

- ⊗ No food waiver is required
  - ✓ See the Basic Food Safety Fact sheet
  - ✓ Food Handler/Volunteer Agreement Forms shall be signed+.
  - ✓ No bare hand contact – gloves and arm sleeve protection\* is required for servers.

### IMPORTANT:

Alcohol is never approved.

Independent of whether a food waiver is required or not, if EH&S observes any activity which is deemed to be unsafe, the right to continue the food event or future food events shall be forfeited.

### CONTACT INFORMATION:

- UMass Catering (Auxiliary Enterprises) Director of Sales: Jennylyn Fontaine
  - (413) 577-8200 email: [jfontain@umass.edu](mailto:jfontain@umass.edu)
- Student Business Center Administration: Mary Morf
  - \*Earthfoods, People's Market, Sylan Snacks, Greeno, Sweets
  - (413) 545-2166 email: [mmorf@umass.edu](mailto:mmorf@umass.edu)
- EH & S Assistant Director for Environmental Health Services, Alyssa Rusiecki
  - (413) 545-2682 email: [foodwaiver@ehs.umass.edu](mailto:foodwaiver@ehs.umass.edu)

+All Food Handler Volunteer (FHV) Agreement forms shall be read and signed by anyone handling or serving food. This means anyone preparing or baking food, wrapping and/or distributing food, and transporting food. The signed FHV forms shall be held at the event table and immediately following the event the forms shall be placed in an envelope in the Campus mail addressed to: Environmental Health Services, EH&S, 117 Draper Hall, UMass. As an alternative, after the event, you may scan the signed FHV forms and email them to [foodwaiver@ehs.umass.edu](mailto:foodwaiver@ehs.umass.edu). A list of who prepared and donated what food shall be submitted to EH&S along with the signed Food Handler Volunteer Forms. All forms are held by EH&S for 90 days.

\*Gloves and arm sleeve guards may be obtained at the Student Activities office in the Student Union Building, Room SU416.

NOTE\*: "Potentially Hazardous Foods," (PHFs) is a foodservice industry term which is synonymous with the term "Time and Temperature for Safety Foods, (TCS). These foods are meats, fish, dairy, poultry products, sprouts, cut fruits and vegetables, and cooked grains and legumes. PHFs or TCS foods are those that require cooking and/or proper temperature conditions for food safety.