



UNIVERSITY of MASSACHUSETTS

Amherst

Environmental Health & Safety

117 Draper Hall

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Amherst, MA 01003-9244

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www.ehs.umass.edu

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. 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
 - ✓ You are responsible for food safety time and temperature and food allergen labelling.
 - ✓ The food must be consumed within 2 hours, including travel time, and then discarded in the proper food composting waste bins.
 - ✓ Food Handler/Volunteer Agreement Forms shall be signed+.

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

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 413-577-8094 or email: jfontain@umass.edu

- ⊗ No food waiver required for less than 50 attendees ONLY. *For more than 50 attendees, a food waiver and caterer/vendor application and accompanying documentation required.*
 - ✓ See the EH&S Basic Food Safety Fact Sheet
 - ✓ You are responsible for food safety time and temperature and food allergen labelling.
 - ✓ The travel time from the outside food establishment can be no longer than 30 minutes.
 - ✓ The food must be consumed within 2 hours, including travel time, and then discarded in the proper food composting waste bins.
 - ✓ Signed Food Handler/volunteer Forms required+.

4. Off-campus Vendor/Caterer who is delivering and/or serving food:

- ✓ The student organization with their advisor (or the Department) completes the E-Sign Food Waiver Application.
- ✓ Contact Auxiliary Services for an approval. You must notify Auxiliary Enterprises Director of Sales at 413-577-8094 or email: jfontain@umass.edu
- ✓ See the EH & S Basic Food Safety Fact sheet
- ✓ You and the off campus vendor/caterer are responsible for food safety and food allergen labelling.
- ✓ The travel time from the outside food establishment can be no longer than 30 minutes.
- ✓ The food must be consumed within 2 hours, including travel time, and then discarded in the proper food composting waste bins.
- ✓ Food Handler/Volunteer Agreement Forms shall be signed+.
- └ Caterer’s Temporary Food permit applications and all attachments are required (Board of Health license, ServSafe certification, and a \$1Million insurance policy)

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indemnifying the University). This completed information is required at least 30 days in advance of the date of the event.

5. **Bake sales:**

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
- ✓ You are responsible for food safety and food allergen labelling.
- ✓ Food Handler/Volunteer Agreement Forms shall be signed+.

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
- ✓ You are responsible for food safety time and temperature and food allergen labelling.
- ✓ 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.

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
- ✓ You are responsible for food safety time and temperature and food allergen labelling.
- ✓ 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*).

- ✓ Food waiver required
 - ✓ See the Basic Food Safety Fact sheet
 - ✓ You are responsible for food safety and food allergen labelling.
 - ✓ 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

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- ✓ You are responsible for food safety time and temperature and food allergen labelling.
- ✓ 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:

- Food Waivers - UMass Catering (Auxiliary Enterprises) Director of Sales: Jennylyn Fontaine
 - (413) 577-8200; (413) 577-8094 email: jfontain@umass.edu
- Student Business Center Administration: Corey Walters, Mary Morf
 - *Earthfoods, People's Market, Sylan Snacks, Greeno, Sweets
 - (413) 545-2166 email: cmwalters@umass.edu, mmorf@umass.edu
- Food Safety - EH & S Assistant Director for Environmental Health Services, Alyssa Rusiecki
 - (413) 545-2682 email: 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. 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.*

APPROVED FOOD WAIVER REQUIREMENTS:

1. All approved (signed) food waivers must be printed in hardcopy and available at the event for review by University Staff, (EH&S, Auxiliary Enterprises).
2. All signed Food Handler Volunteer forms must be printed and signed by each person making, packaging, transporting, delivering, and/or distributing the food. These forms must be signed with original signatures and available at the event for review by University Staff, (EH&S, Auxiliary Enterprises). No one can work with food when sick.
3. All food safety EH&S policies and guidance must be followed. These policies must be read and understood by the applicant prior to the event.
4. All local, State and Federal food codes must be followed.
5. As above, all Time and Temperature requirements must be followed. All Time and Temperature Control for Safety (TCS foods) shall be delivered within a 30 minute travel time and shall be consumed within a two hour timeframe in total.
6. As above, no raw or undercooked TCS foods are allowed as the final product or as an ingredient.
7. All requirements set forth regarding food allergens and labeling must be followed.
8. Proper hand washing is required with warm soapy water for 10- 15 seconds for food safety.
9. No Bare Hand Contact is allowed with Ready-To-Eat foods. Food-grade safe non-latex gloves must be used to protect against any potential cross-contamination. Enough gloves must be

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purchased in order to achieve frequent changing to new gloves (with hand-washing occurring in-between uses).

10. Absolutely NO Community Serving is allowed, (i.e. bulk food products in an uncovered bowl). All baked or food good MUST be either individually packaged or contained, (in plastic baggies, or cupcake/muffin papers, tins, or cups). Any food volunteer serving food items must be wearing the appropriate non latex gloves and also use tongs, scoops, or deli/bakery serving papers when serving an individual food item.
11. Any potential foodborne illness after consuming food at an event, SHALL be reported to EH&S at 413-545-2682.