



**UNIVERSITY OF MASSACHUSETTS/AMHERST**  
**ENVIRONMENTAL HEALTH & SAFETY (EH&S)**  
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## FOOD SAFETY FACT SHEET FOR EVENTS

Organizers and sponsors of any food event must not neglect good food protection and sanitation practices when planning, organizing, and holding the event. Food Services, (Auxiliary Enterprises) and EH&S must approve of non-Umass catered or other food events via the E-Sign Food Waiver and Registration process, except for those that comply with the University Catering Policy, last revised June 13, 2013, a.k.a. “Drop-Shipped” Catered events. Please notify Auxiliary Services Director of Sales for use of the University Catering Policy at the Campus Center location.

Food safety is very important in order to prevent any potential foodborne illness or food allergy exposure. Foodborne illnesses and allergies can be life-threatening. When preparing Potentially Hazardous Foods, PHFs, or Time & Temperature Control for Safety Foods for Potluck communal meals, or when ordering foods by Drop-Shipment, it is the responsibility of the Student Affairs advisor and group or Departmental event organizer to ensure the following:

### For Drop-Shipped Food Catered in accordance with the Campus Catering Policy:

- See [https://www.umass.edu/procurement/policies/Campus\\_Catering\\_Policy\\_06-2013.pdf](https://www.umass.edu/procurement/policies/Campus_Catering_Policy_06-2013.pdf)
- Caterer is licensed as a Food Establishment and is ServSafe Certified;
- Food is delivered at the proper temperature, 41° F for cold foods, 140° F for hot foods;
- Food is delivered at the proper time, (delivered immediately for service after preparation, travel time 0.75 hours or less);
- Food is served within the proper time, (served immediately for service, serving time not to exceed 1.25 hours);
- Food shall be discarded if total travel and service time exceeds **2.0 hours**; and
- Food that is leftover shall be discarded.

### For Potluck communal meal food:

- Cooking times and temperatures must be maintained for food safety – see Potluck Fact Sheet
- Food is delivered at the proper temperature, 41° F for cold foods, 140° F for hot foods.
- Food is delivered at the proper time, (delivered immediately for service after preparation, travel time not more than 45 minutes).
- Food is served within the proper time, (served immediately for service, serving time not more than 1 hour and 15 minutes).
- Food shall be discarded if total travel and service time exceeds **2.0 hours**.
- Food that is leftover shall be discarded.

### For any and all Events with food:

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 handler/volunteers must read and sign the Food Handler/Volunteer Agreement form.

Products should be kept in their original packaging or shall be individually wrapped to protect them from contamination while they are being transported, stored, or displayed.

Prior to preparing any foods, everyone should thoroughly wash their hands with soap and warm water. Hand washing is to be repeated after any act that could contaminate hands, such as coughing, eating, handling garbage, or using the toilet. Food safe gloves should be used and changed frequently along with hand washing.

Prior to preparing any foods, all surfaces should be thoroughly cleaned. Relative to Potluck communal meals, do not prepare different food types such as raw meats and fruits and vegetables without cleaning all counters, cutting boards, wares, and utensils in-between uses with hot soapy water followed by a kitchen disinfectant cleaner.

Tongs or other utensils or tissues should be used for necessary handling of any unwrapped food Ready-To-Eat food product during wrapping or serving. **Bare-Hand-Contact with Ready-To-Eat Foods is not allowed.** Cross contamination shall be completely avoided. Alcohol is never allowed.

**All food containing ALLERGENS such as tree nuts, peanuts, dairy, soy, eggs, fish and shellfish must be labeled. All bake sale items must be prepackaged in plastic wrap or bagged and must be labeled with all 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 is prohibited per MA Code of Regulations at a Bake Sale. Potluck communal meal organizers and food handler/volunteers shall be responsible for knowing all of the ingredients of the food items, especially of any FOOD ALLERGENS and labeling those foods as such.**

A representative of EH&S may inspect the food event, (bake sale, student or Department barbecue, or approved food waiver event) 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 the food events may be forfeited. The signed Food Handler/Volunteer Agreement forms must be held at the event table and following the event, immediately sent via campus mail to EH&S, Environmental Health Services, 117 Draper Hall. The student event organizer must retain a list of who donated what food in case of any necessary foodborne illness follow-up.

Please see the following policies and fact sheets for more information at [www.ehs.umass.edu/documents](http://www.ehs.umass.edu/documents):

Food Handler/Volunteer Agreement

Bake Sale Fact Sheet

Potluck Fact Sheet

Food Allergy Fact Sheet

Campus Allergy Fact Sheet

Campus Catering Policy – University Procurement document dated June 13, 2013