

## FOOD SAFETY FACT SHEET

Organizers and sponsors of any food event must not neglect good food protection and sanitation practices when planning, organizing, and holding the event. University of Massachusetts Food Services, (Auxiliary Enterprises) and EH&S must approve of non-Umass catered or other food events via the Food Waiver and Registration process. If you have any questions about food safety, please call the Environmental Health Program at EH&S at 545-2682.

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 (TCS) foods for Potluck communal meals, or when ordering foods by Drop-Shipment, it is the responsibility of the Student Affairs advisor and the student group representative ordering the food, to ensure the following:

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

- Caterer is licensed as a Food Establishment; is ServSafe Certified and has the proper insurance;
- 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 0.50 hours or less);
- Food is served within the proper time, (served immediately for service, serving time not to exceed 1.50 hours);
- Food shall be discarded if total travel and service time exceeds **2.0 hours**; and
- Food that is leftover shall be discarded.
- All food allergens shall be labelled.

### 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 30 minutes).
- Food is served within the proper time, (served immediately for service, serving time not more than 1 hour and 30 minutes).
- Food shall be discarded if total travel and service time exceeds **2.0 hours**.
- Food that is leftover shall be discarded.
- All food allergens shall be labelled.

### For all Events with food:

Products must 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 must 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 then 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 product that is considered Ready-To-Eat food product during wrapping or serving. **Bare-Hand-Contact with Ready-To-Eat Foods is not allowed.** Food grade non-latex gloves are required. Cross contamination must be completely avoided. Communal bowls are not allowed. Alcohol is never allowed.

**All food containing ALLERGENS such as wheat, 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 Massachusetts Food 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. The reason why an ingredients list is important is for food allergy concerns.**

A representative of EH&S may inspect the food event, (bake sale, barbecue, or other 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. Auxiliary Enterprises staff may also review any food safety issue when the event is at or adjacent to their facilities.

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. Therefore, all handler/volunteers must read and sign the Food Handler/Volunteer Agreement form. The signed Food Handler/Volunteer Agreement forms must be held at the event table and following the event, 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.

For more information, see the following documents:

Food Handler/Volunteer Agreement

Bake Sale Fact Sheet

Potluck Fact Sheet

Food Allergy Fact Sheet

Campus Allergy Fact Sheet

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