



BAKE SALE FACT SHEET

Student bake sales are non-profit charitable events. Organizers and sponsors of bake sales must practice good food protection and sanitation practices. Only Non-TCS (Non-Time/Temperature Control for Safety Foods) foods are allowed at Bake Sales.

Bake Sale Volunteer Pre-Event Requirements

- I have reviewed and will abide by the [EH&S Food Waiver Policy \(Food Event Description & Instructions\)](#), and [Food Waiver Considerations Chart](#), this Fact Sheet, the EH&S Food Allergy Fact Sheet, and the Campus Allergy Fact Sheet. I will also ensure that this information is distributed to all of my group's food event participants.
- I will email, or upload, the EH&S OWL training certificates to foodwaiver@ehs.umass.edu.
- I understand the types of foods meant by Time/Temperature Control for Safety (TCS) foods, (see definition).
- I understand that TCS (Time/Temperature Control for Safety) foods may only be handled and prepared by a trained volunteer under the direct supervision of the ServSafe Certified Manager at a facility with the appropriate equipment and utilities for food safety, i.e. a commercial kitchen. I understand that TCS foods are not allowed at a Bake Sale.
- I agree to read, comply with and sign the [Food Handler Reporting Agreements \(FHRAs\)](#) which must be delivered to EH&S before the event. Deliver or mail, (via campus mail) the paperwork together to EH&S, 117 Draper Hall, UMass.
- Maintain a list of who donated baked goods, and what food items that they donated. This list shall be sent or delivered with the FHRA forms to: EH&S, 117 Draper Hall before the event is held. Update the list if there are any last minute changes.
- I understand that any corrective action deemed necessary by EH&S or Auxiliary Enterprises staff must be taken by the group or the right to continue the event or hold future ones may be forfeited.

Acceptable foods at a bake sale

- | | | |
|------------|-------------|-------------|
| • Cookies | • Cupcakes | • Rolls |
| • Brownies | • Doughnuts | • Breads |
| • Cakes | • Muffins | • Cake pops |

Bake Sale Requirements

- Only low risk, non-TCS foods are allowed; see definitions in the [EH&S Food Waiver Event Policy](#).
- TCS foods are not allowed.** Examples of TCS foods are: meats, poultry, fish, shellfish, or dairy foods, (including custards, whipped creams, cream fillings, cheeses, cheese fillings, or pure butter buttercream fillings/frostings) are not allowed. No final baked items, which require refrigeration, can be sold, donated, or used.

- Preparation may occur in a home kitchen as long as there is no other private food preparation occurring at the same time. The baking area, wares, and utensils shall be organized, clean, and sanitized.
- Promptly refrigerate any TCS foods purchased for the baking process.
- Bakers shall wash their hands [①](#) prior to preparing, baking or packaging the baked goods. Hands shall be washed with warm soapy water for 20 seconds and dried before donning food-grade non-latex gloves.
- Food-grade *non-latex* gloves shall be worn at all times and changed when they become contaminated. Gloves must be discarded and hands shall be properly washed and dried prior to donning a new pair of gloves. All food handlers must frequently wash their hands and in between each glove use. Gloves shall be changed after one use, (*i.e. single use task*), or after becoming soiled or torn. Hand sanitizer may be used after hand washing has occurred by food handlers.
- During preparation: **No Bare Hand Contact** is allowed with Ready to Eat foods, such as baked goods. Tongs, deli sheets, or single use non-latex gloves shall be used. Each serving shall be packaged in a baggie or covered plate.
- Labeling.** All items shall have a label that clearly identifies each type of baked food.
- ALLERGENS** such as **wheat, peanuts, tree nuts, dairy, soy, eggs, (fish, and shellfish not allowed)** must be identified with labels or tent cards for each type of item. ([Click here for a template](#)). Food allergies are serious and may be deadly. It is important to know all of the ingredients for this reason.

Example of a sample label or tent card for a bake sale item, with bold lettering for allergens:

Chocolate Chip Cookie

*Ingredients: **Wheat** flour, sugar, **butter**, vegetable shortening, **eggs**, chocolate (contains cocoa solids, cane sugar, lecithin, vanilla), pure vanilla extract, salt.*

*Warning: This product contains foods that may cause an allergic reaction. This product contains **wheat, dairy product and eggs**, and was prepared in the same kitchen where products containing nuts were prepared or where nuts were handled.*

This food is made in a home kitchen that is not inspected by the University of Massachusetts Office of Environmental Health & Safety or the local health department.

- All ingredient** listings must be available for review by any customer, ([ingredients form here](#)).
- Transport the individually wrapped Bake Sale items in covered containers. Cutting or slicing of goods is not allowed during or at the event.
- During selling: Food-grade safe *non-latex* gloves shall be worn in between proper hand washing. All servers must frequently and properly wash their hands in between each glove use, (*i.e. single use*), and used gloves shall be discarded. Hand sanitizer may be used after proper hand washing has occurred.
- Shared bowls or containers for serving of food(s) are not allowed. Individually pre-packaged items and individual serving of those items by a food-safety trained student server is required.
- Food Handler Volunteers: No person who has vomiting, diarrhea, jaundice, a cold, sore throat, and/or cough (with or without a fever) or is ill with any foodborne illness or respiratory illness, such as Covid-19,

or has an infected cut on the hands, arms, or face may prepare or handle food served to the public. Everyone must sign a **Food Handler Reporting Agreement (FHRA)** that indicates that each food handler is free from a foodborne or respiratory illness, (including Covid-19) or symptoms of a foodborne or respiratory illness.

- All instructions of EH&S and (Auxiliary) Campus Center staff shall be followed. Any corrective action deemed necessary by EH&S or Auxiliary Staff must be taken by the group's ServSafe PIC manager or event representative or the right to continue this event or hold future ones may be forfeited.
- Any incident or report of potential foodborne illness shall be reported immediately to EH&S, 413-545-2682; Environmental Health Program. Failure to report any complaint of potential foodborne illness shall result in the disapproval of future group food events.

Forms & Attachments:

- I understand that it is my responsibility to ensure all individuals handling food must sign and follow the **Food Handler Reporting Agreement, (FHRA)**
 - a. Prior to the event, the original signed forms for each participant shall be sent via email to: foodwaiver@ehs.umass.edu, or campus mail/delivery to: EH&S, Environmental Health Services, 117 Draper Hall.
 - b. The student group event organizer must retain a list of the food purchased, prepared and/or served in case of any necessary potential foodborne illness complaint follow-up. The list must be sent or delivered with the signed Food Handler/Volunteer Agreement form(s) to EH&S, (see above).
 - c. Training certificates emailed to foodwaiver@ehs.umass.edu or uploaded to Campus Pulse.

Submittal Deadline:

- I understand the following deadlines must be followed after the required attachments emailed or uploaded, including the EH&S OWL training certificates for all Group student food handler volunteers, (where applicable), forms delivered, in order for the submittal to be complete in Campus Pulse:

Bake Sales: \geq one week, or 5 business days prior to the event.

Call EH&S with any questions at 413-545-2682; ask for the Environmental Health Program.

List of required items:

- Spray cleaning & sanitizing solutions (labeled spray bottles)
- Surface wipes
- Gloves
- Spatulas, Tongs,
- Deli sheets
- Napkins
- Paper plates
- Paper towels
- Hair nets/hats
- First Aid kit