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
- Brownies
- Cakes
- Cupcakes
- Doughnuts
- Muffins
- Rolls
- Breads
- 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 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: > 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