



OUTSIDE FOOD CATERER/VENDOR FACT SHEET

REQUIREMENTS FOR USE OF AN OUTSIDE CATERER/VENDOR

All outside food events are required to be registered. For student groups this process is completed through Campus Pulse as part of the Student Group's, (RSO, GSO) event planning process.

All caterer/vendors (providing PHFs or TCS food) must be located within 30 minutes' travel time to the campus.

When utilizing the services of an outside food caterer or vendor, the Student Group, (RSO, GSO, etc.) Individual, or Department, etc. **shall be responsible for** ensuring that:

1. their off-campus caterer/vendor is a licensed food establishment; and
2. Auxiliary Enterprises has approved of this food event using outside food; and
3. that all food safety requirements (time & temperature) are maintained; and
4. that food allergens are labelled; and
5. that all food is intended for immediate service and discarded after two (2) hours and,
6. all UMass volunteer or student servers read agree and sign the "Food Volunteer Form." Food Handler/Volunteer Illness Reporting Agreement Form.

REQUIREMENTS FOR THE OUTSIDE CATERER/VENDOR

- Follow all instructions of EH&S personnel regarding compliance with UMass Amherst policies, as well as State and Federal Food Code, policies, and regulations for Food Safety.
- Food Handlers shall wash their hands [i](#) prior to preparing to and during the cooking and serving process.
- Food grade safe *non-latex* gloves shall be worn in between proper hand washing. 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 ONLY be used after proper hand washing has occurred.
- ALLERGENS** such as **wheat, peanuts, tree nuts, dairy, soy, eggs, fish, and shellfish** must be labeled with labels or tent cards for each type of item. ([Sample](#)).
- All ingredients** listings must be available for review by any customer, or use this form (ingredients form here). <https://ehs.umass.edu/food-waiver-ingredients-additional-page>
- Heating and cooling transport and serving containers are required; tongs and spoons are

to be provided. Properly set up the buffet serving pans, utensils, and food and food allergen labels.

- Keep HOT FOODS HOT, above 140°F; keep COLD FOODS COLD, below 41°F. Maintain time and temperature requirements.
- Remove and discard any food from the buffet line that does not meet food safety standards. Place discarded food in University composting bins.
- Ensure that all leftover food is consumed or discarded within 2 hours of preparation, (except for non-potentially hazardous foods, such as bakery items).
- Any corrective action deemed necessary by EH&S or Auxiliary Enterprises shall be taken by the person in charge, (or the caterer/vendor) of the operation or the right to continue the event or future events may be forfeited.
- No person who has a cold, sore throat, or is ill 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 Volunteer (FHV) form found here: <https://ehs.umass.edu/food-handler-volunteer-agreement-form>). For student servers, the Student Food Event Organizer must collect the signed FHV forms and send or deliver the forms to EH&S, 117 Draper Hall after the event is held.
- Please read the **EH&S Food Event Policy** <https://ehs.umass.edu/food-event-descriptions-and-instructions-read-first> and **Allergen Fact Sheet** <https://ehs.umass.edu/food-allergy-fact-sheet>.
- Any complaint of foodborne illness shall be reported immediately to EH&S at 413-545-2682.
- Contact EH&S with any questions at 413-545-2682; ask for the Environmental Health Program.