



OUTSIDE FOOD CATERER/VENDOR FACT SHEET

All outside food events are required to be registered and pre-approved by EH&S and Auxiliary Enterprises. For student groups this process is completed through Campus Pulse as part of the Student Group's, (RSO, GSO) event planning process. Please review the [EH&S Food Event Policy](#) and [FW Considerations Chart](#) for the complete facility, personnel, and food safety requirements as well as the [Allergen Fact Sheets](#).

For Departments and other non-student groups, please email your request with proposed event details to: foodwaiver@ehs.umass.edu

Outside caterer/vendor 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 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 an Auxiliary facility with the appropriate equipment and utilities for food safety, i.e. a commercial kitchen.
- 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.

All caterer/vendors providing TCS food must be located within a **30-minute** travel time to the campus. The Student Group, (RSO, GSO, etc.) Individual, or Department, shall communicate the following requirements to the outside caterer/vendor:

1. The caterer/vendor is a licensed food establishment; (all fees for licensure borne by the caterer/vendor); and
2. All applications and certifications are submitted at least 30 days in advance for review by EH&S.
3. The caterer/vendor has submitted all of the required paperwork to EH&S (including the CLI \$1,000,000 indemnity insurance for the University);
4. The caterer/vendor is pre-approved by Auxiliary Enterprises, and then approved by EH&S;
5. Auxiliary Enterprises has approved of this event using outside food; and that all food safety requirements (time & temperature) are maintained;
6. that food allergens are labeled;

7. that all TCS food is intended for immediate service and discarded after two (2) hours from the time of preparation and,
8. that all UMass servers read, agree to, and sign the “Food Handler Reporting Agreement” found here Food Handler (Illness) Reporting Agreement. and
9. that, when deemed necessary, all UMass servers complete OWL food safety training.

Requirements for the Outside Caterer/vendor & Student Volunteers

- All student servers (“volunteers”) shall watch the food safety video, (just in time training), and shall sign the Food Handler Volunteer Illness Reporting Agreement (FHRA). Submit signed forms to EH&S, (see below in Forms).
- Food Handlers shall wash their hands  properly prior to the serving process.
- 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.
- 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>
- Dispensing utensils are required. Equipment to maintain hot and cold temperatures during transport is required.
- Keep **HOT FOODS HOT**, 140°F or above; keep **COLD FOODS COLD**, 41°F or below. Maintain time and temperature requirements.
- Remove and discard any food from the service line that does not meet food safety standards. Ensure that all leftover food is either consumed or discarded within 2 hours of preparation, (except for non-TCS foods, such as bakery items). Place discarded food in University composting bins.
- Any corrective action deemed necessary by EH&S, or Auxiliary Enterprises shall be taken by the group, (or the caterer/vendor) or the right to continue the event or future events may be forfeited.
- 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 \(Illness\) 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. For student servers, the Student Food Event Organizer must collect the signed Agreements and send or deliver the forms to EH&S, 117 Draper Hall before the event is held.

- Any complaint of foodborne illness shall be reported immediately to EH&S at 413-545-2682. Failure to report a complaint of foodborne illness shall result in the prohibition of future food events for the group.

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

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 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).

Submittal Deadline:

- I understand the following deadlines must be followed after the required attachments uploaded or emailed to foodwaiver@ehs.umass.edu, including the ServSafe Manager's certificate, forms delivered, and the submittal is complete in Campus Pulse:

Caterer/vendors/Limited drop shipments: \geq 30-days

List of required items (Caterer/vendor to provide):

- Small diameter probe food thermometer
- Probe wipes
- Soap & sanitizing solutions (labeled spray bottles)
- Surface wipes
- Gloves
- Tongs, multiple color-coded sets (use colored tape on handles)
- Paper towels
- Hand-wash stations, where necessary
- Hair nets/hats*
- First Aid kit

*Student volunteers to provide their own hats/hair restraints.