

## EH&S Food Waiver Policy (Food Event Descriptions & Instructions)

**IMPORTANT: This policy and program was revised with specific food safety requirements to ensure the health and safety of all participants.**

Policy: The University of Massachusetts Dining/Catering Services (a.k.a. Auxiliary Enterprises, or AUX) and the office of Environmental Health & Safety (EH&S) have oversight for University-provided food safety served on campus. It is required that either University Auxiliary Enterprises Catering/Dining or a Center for Student Business affiliated food business provide all of the food on campus. The only exception is when University Catering /Dining (a.k.a. Auxiliary Enterprises) or a Center for Student food business is not able to provide the food which you or your group have requested. When you are requesting food from a non-UMass food provider, you must complete the [food waiver and registration process](#) as outlined below.

The EH&S policy on Food Waivers is aligned with the State and FDA Federal Food Codes for food safety. The food waiver requirements are based on the risks associated with different food types and food events. The health and well-being of our campus community is of paramount importance and must remain our first and foremost goal.

The information in this policy document is based on food safety and “Time/Temperature Control for Safety foods” or “TCS foods.” TCS foods are defined as foods that require time and temperature control (keeping hot foods hot and cold foods cold) for safety. They include: milk and dairy products, eggs, meat (beef, pork, and lamb), poultry, fish, shellfish and crustaceans, baked potatoes, tofu or other soy protein, sprouts and sprout seeds, sliced melons, cut tomatoes, cut leafy greens, untreated garlic-and-oil mixtures, and cooked rice, beans, and vegetables.

Non-TCS foods (bake sales & pre-packaged snacks) can be managed with simple training tools provided by EH&S, (i.e. O.W.L. training). Use of TCS foods will require communication with Auxiliary Enterprises and Auxiliary Enterprises oversight and management. Potlucks will require a ServSafe Manager

In all cases, groups, other individuals and Departments, are responsible for maintaining food safety at their events. The University of Massachusetts does not warrant or certify the safety of any non-university food. Under no circumstances shall the University of Massachusetts assume liability for any non-university food provided by individuals, groups, or others, at their events.

EH&S provides the following policy and guidelines for food safety in response to the University Catering Policy found here: <https://ehs.umass.edu/catering-policy-drop-shipments>.

## Manual - Event Types, Descriptions, and Instructions

### 1. Table of Contents

<b>1. Pre-planning for Non-UMass Provided Food .....</b>	<b>4</b>
For Student Groups (RSOs, GSOs, etc.) for Public Events: .....	4
For Departmental or Other University Groups (non-RSOs or GSOs) for Public Events:.....	4
<b>2. Event Types for Non-UMass Provided Food Non-TCS Foods: Pre-packaged non-TCS, Concessions &amp; Bake Sales .....</b>	<b>5</b>
a. Non-TCS Foods, (Pre-packaged Non-Time/Temperature Control for Safety Foods).....	5
See FW Considerations Chart .....	5
b. Student Concessions (SAI supplied popcorn & cotton candy machines) .....	5
See FW Considerations Chart .....	5
c. Bake sales.....	5
See FW Considerations Chart .....	5
TCS Foods, Potlucks & Barbeques .....	6
d. Potlucks.....	6
e. Complex & Simple Barbeques (BBQs).....	6
Caterers/vendors & limited drop-shipments – TCS Foods.....	6
f. Outside Caterer or Vendor .....	6
TCS Foods with Auxiliary Enterprises Assistance .....	7
h. Auxiliary Enterprises Assisted Food – (Registration only) .....	7
<b>3. Requirements Before, During and After the Event .....</b>	<b>8</b>
A. Before the Event: .....	8
B. During the event: .....	8
C. After the event:.....	9
<b>Appendix I: Definitions &amp; Terms .....</b>	<b>9</b>
<b>Appendix II: General Food Safety Requirements for All Food Events.....</b>	<b>12</b>
A. Allergens, Ingredients & Labeling: .....	12
B. Food Preparation & Food Handling .....	12
C. Personnel Health & Hygiene.....	13
D. Serving & Distribution.....	13
E. Discarding: .....	13
F. Inspections and Oversight .....	13
<b>Appendix III: Fact Sheets.....</b>	<b>14</b>
A. COVID-19 Reminders (Health & Hygiene) This page is intentionally left blank .....	14

B. Pre-packaged Non-TCS foods & commercial doughnuts/cookies .....	14
C. Bake Sale, Non-TCS foods Fact Sheet.....	14
D. Potluck Communal Meal Fact Sheet .....	14
E. Barbeque Fact Sheet & Fire Regulations .....	14
F. Caterer/Vendor Fact Sheet .....	14
G. Allergy Fact Sheet.....	14
H. Campus Allergen Fact Sheet.....	14
<b>Appendix IV: Forms .....</b>	<b>14</b>
A. Food Handler Reporting Agreement Form (Illness Reporting) .....	14
B. Ingredients Listing .....	14
C. Table Tent Card for Allergens.....	15
D. Caterer Event Notification .....	15
E. Annual Caterer Application .....	15
F. Checklist of Items needed at Food Event .....	15
<b>Appendix V: Training Requirements &amp; Instructions .....</b>	<b>15</b>
ServSafe Manager Training: .....	15
Online Food Safety Training: .....	15
<b>Appendix VI: Additional References .....</b>	<b>17</b>
Campus Catering Policy (see attached document dated June 13, 2013) .....	17
USDA Cooking for Groups .....	17
USDA Food Safety Video.....	17
Community Meals .....	17
Proper Hand Washing Videos for Food Safety.....	17
Sanitizing Food-contact Surfaces and Disinfecting High-Touch Areas.....	17
UMass Auxiliary Enterprises .....	18
Student Engagement & Leadership .....	18
Environmental Health & Safety .....	18

### 1. Pre-planning for Non-UMass Provided Food

Non-UMass food events require the review of Auxiliary Enterprises and Environmental Health & Safety (EH&S). Outside food will not be allowed unless the event and food are registered and the following food safety requirements are followed – and each instance of outside food is approved per EH&S and Auxiliary Enterprises.

#### **Register your event in Campus Pulse:**

##### **For Student Groups (RSOs, GSOs, etc.) for Public Events:**

After reading this document, register your event electronically in to the on-line [Campus Pulse](#) event-planning tool. If you have questions about how to navigate Campus Pulse, please see your group's Student Affairs advisor. The food waiver and registration form is part of the Campus Pulse process.

##### **For Departmental or Other University Groups (non-RSOs or GSOs) for Public Events:**

After reading this document, register your event by emailing: [foodwaiver@ehs.umass.edu](mailto:foodwaiver@ehs.umass.edu) to request the appropriate forms. Please include details of your food request. An EH&S representative will follow up with you regarding the requirements for your food event type request, (see types below).

#### **Steps:**

- A. Review these instructions and the Food Waiver Considerations Chart in order to determine your type of food event. It is critical to understand these requirements and it is important to have all of your questions answered well in advance. Your review and decision about your requested food types and events is required BEFORE registering for your event on Campus Pulse. Please remember that once you start the Campus Pulse on-line process, it is not possible, or easy, to save a partial submittal or edit your submittal. You must have all of the necessary certifications available to upload once you begin your Campus Pulse submittal.
- B. **The most important questions to ask are:** What foods are proposed for your event and are they TCS foods? The answers to these questions will determine what you can do and how Auxiliary Enterprises may assist with your food event.
- C. **Here are the certifications** Review these instructions and the Food Waiver Considerations chart BEFORE registering your event on Campus Pulse. Depending on the type of food event you choose, you may also be required to take different food safety trainings (see below Training Appendix VI). Read this entire document before entering information on Campus Pulse.
- D. If you, or your group is planning an event that is not described in the Food Waiver Considerations chart (below), please contact Auxiliary Enterprises to schedule a meeting with one of the Culinary staff to explore your options. (AUX training and food preparation at the Teaching Kitchen, AUX fundraising prep, or AUX catering). If Auxiliary can provide your food or provide an interactive training experience, then a food waiver is not required, but the registration process will still continue in Campus Pulse to complete your food event details.

## **Food Waiver Considerations Chart:**

<https://ehs.umass.edu/food-waiver-considerations-chart>

## 2. Event Types for Non-UMass Provided Food

### Non-TCS Foods: Pre-packaged non-TCS, Concessions & Bake Sales

#### a. Non-TCS Foods, (Pre-packaged Non-Time/Temperature Control for Safety Foods)

See FW Considerations Chart

Packaged commercially-produced food not requiring any refrigeration/heating. This includes chips, candy, purchased cookies and doughnuts. All food must be purchased at a licensed commercial food establishment. TCS foods are **not** allowed. (See the [definitions section](#) for more information on TCS foods).

- **Non-TCS (Pre-packaged) Foods Fact Sheet:** <https://ehs.umass.edu/non-tcs-pre-packaged-food-concessions>
- **No training required**
- **Food Handler (Volunteer) Reporting form - FHRA form signed**

#### b. Student Concessions (SAI supplied popcorn & cotton candy machines)

See FW Considerations Chart

The Student Activities supplied popcorn or cotton candy machine(s) are available for use by Registered Student Organizations, RSOs. TCS foods are **not** allowed.

- **Concessions Fact Sheet:** <https://ehs.umass.edu/non-tcs-pre-packaged-food-concessions>
- **No Training Required**
- **Food Handler (Volunteer) Reporting form - FHRA form signed**

#### c. Bake sales

See FW Considerations Chart

A bake sale is defined as fundraising through the sale of certain baked goods that will not spoil in the absence of refrigeration and are not TCS foods. (See the [definitions section](#) for more information on TCS foods). TCS foods are **not** allowed.

**Bake Sale Fact Sheet:** <https://ehs.umass.edu/bake-sales-campus>

**Training/Document Requirements:**

- **Required Bake Sale Online Training (via OWL):** <http://ehstrain.ehs.umass.edu>
- **Food Handler (Volunteer) Reporting form - FHRA form signed**

### TCS Foods, Potlucks & Barbeques

- d. **Potlucks** - Potlucks are communal dinners where all participants bring a small meal to share. No attendee fees may be charged and the maximum number of attendees is  $\leq 10$ .

#### Requirements for a Potluck:

See FW Considerations Chart

**Potluck Fact Sheet:** <https://ehs.umass.edu/potluck-communal-event-meals>

#### Training Requirements:

- **Required ServSafe Certification:** Upload the group's ServSafe Manager certificate to the Campus Pulse on-line submittal process (for one group member)
  - **Required Potluck Training (via OWL):** <http://ehstrain.ehs.umass.edu> (for all group members)
  - **Food Handler (Volunteer) Reporting form - FHRA form signed**
- e. **Complex & Simple Barbeques (BBQs)** - A barbeque is an open air event at which a limited type of foods are cooked on a grill; no attendee fees may be charged; and the maximum number of attendees is  $\leq 100$ . There are two types of Barbeques, simple and complex. A simple BBQ uses TCS foods that are pre-cooked; a complex BBQ uses TCS foods that start out raw and must be handled and cooked properly.

#### Requirements for a Barbeque (simple or complex):

See FW Considerations Chart

**Barbeque (BBQ) Fact Sheet:** <https://ehs.umass.edu/barbeques-campus>

#### Training Requirements:

- **Required ServSafe Certification:** Complete Campus Pulse to have a place for the AUX name of the ServSafe Certified Chef from the Aux Culinary Staff who will be monitoring the safety of the event.
- **Required Barbeque Training for volunteers (via OWL):** <http://ehstrain.ehs.umass.edu>
- **Food Handler (Volunteer) Reporting form - FHRA form signed**

### Caterers/vendors & limited drop-shipments – TCS Foods

- f. **Outside Caterer or Vendor** – Outside Caterers or Vendors (non-UMass businesses in the surrounding area) will be required to submit additional documentation (see below).

See FW Considerations Chart

#### All Outside Caterers or Vendors must be:

- Located **within 30 minutes travel time** of the UMass Amherst campus if supplying or TCS food(s);

## Environmental Health and Safety – Environmental Health Program

- A **licensed** food establishment in the town in which they are located; and
- Compliant with all requirements in the **Caterer/Vendor fact sheet**: <https://ehs.umass.edu/outside-caterervendor-fact-sheet>.
- Compliant with all EH&S instructions, policies, the state food code - 105 CMR 590.000, and the FDA Federal Food Code.

The caterer/vendor must provide:

- Annual Caterer/Vendor application\*,
- A [Temporary Event Notification form](#) for each food event, and
- Current Board of Health license\*, and
- Current ServSafe and Allergen Certificate\*, and
- Current insurance certificate for \$1 million with University of Massachusetts as the Indemnified or Certificate Holder with the policy rider made out to: University of Massachusetts, c/o EH&S, 117 Draper Hall, 40 Campus Center Way, Amherst, MA 01003, (faxed to: 413-545-2600), and
- A copy of their menu\*.
- Also, if requested by EH&S, copies of the most recent Board of Health inspection report(s).

\*Pre-approval information required, once received – this information is good for the year.

### Requirements for a using a Caterer/Vendor

See FW Considerations Chart

- **Caterer/Vendor Fact Sheet**: <https://ehs.umass.edu/outside-caterervendor-fact-sheet>.

### Training Requirements:

- Student group member is required to email the required documents **30 days** in advance to: [foodwaiver@ehs.umass.edu](mailto:foodwaiver@ehs.umass.edu)
- **Required Server Training for Volunteers (via OWL)**: <http://ehstrain.ehs.umass.edu>
- **Food Handler Reporting form FHRA form signed**

### g. Pizza or sandwiches for Meetings – (Limited Drop Shipments)

- Pizza or sandwiches/subs for meetings (attendance < 15), is allowable as long as these food safety standards and policy requirements are followed. The food is intended for immediate consumption.

## TCS Foods with Auxiliary Enterprises Assistance

- h. **Auxiliary Enterprises Assisted Food – (Registration only)** – Auxiliary Enterprises (UMass Dining and Catering) can assist you and your group with special event foods. Auxiliary Enterprises has certified Chefs and commercial kitchens; they can assist in four ways:

- **Interactive (Hands-on training):** A certified Chef can provide training and preparation through the UMass Auxiliary Training Kitchen at Worcester Commons, or other Auxiliary commercial location, for supplying TCS food(s) and other foods; or
- **Event supplied Chef**, ServSafe certified, for Barbecues, (Simple and Complex), and other TCS food events.
- **Preparation of Event Foods**, UMass Dining or Catering will provide the food for service.
- **Catering**, UMass Catering will provide the food for service.

**No Food Waiver is required** just registration through Campus Pulse. If students are serving the Auxiliary food, then they will need to obtain the **Required Server Training for Volunteers (via OWL):**

<http://ehstrain.ehs.umass.edu>

### 3. Requirements Before, During and After the Event

#### A. Before the Event:

##### Decision and administration process

- Decide which type of food event(s) you wish to have.
- Find the type of food event on the FW Considerations Chart and review the requirements.
- Follow the instructions in this document, fact sheets, and FW Considerations Chart.
- Upload and/or email, where directed, the required certifications and paperwork to complete the Campus Pulse submittal.

##### Required paperwork

###### Signed Food Handler Reporting form (FHRA) form submittals

The Food Event Organizer shall collect the following documents and compile them into a packet and shall submit them to EH&S:

- A list of all of the foods baked, donated or purchased.
- The signed Food Handler Reporting Agreements.

The complete packet may be dropped off, sent via Campus Mail, or emailed to the address below:

**Drop off or by** EH&S

**Campus Mail:** c/o Alyssa Rusiecki  
117 Draper Hall

**Emailed to:** [foodwaiver@ehs.umass.edu](mailto:foodwaiver@ehs.umass.edu)

Please use a subject line that contains your event name and date.

#### B. During the event:

- Proper Food Handling must be followed (See Appendix II of this document and each fact sheet for your type of event.)
- Hands must be washed properly.
- Non-latex gloves must be worn when serving food.
- All food ingredients must be listed and available for consumers' review.
- All allergens must be labeled or on a [table tent card](#) for each food item.



### C. After the event:

- Any report of foodborne illness potentially associated with your past food event must be reported to the office of Environmental Health & Safety as soon as the complaint is received. Failure to report a potential foodborne illness to EH&S shall result in the prohibition of all future food events by the group.

## Appendix I: Definitions & Terms

NEW Appendix? – Operational Chart (LISA) – or at the beginning.

**Allergens, (Food Allergens)** - Ingredients in food, including but not limited to: *milk and dairy products, eggs or egg products, fish, shellfish, wheat, soy and soy products, peanuts, and tree nuts*. See the [Food Allergen Fact Sheet](#)

- Allergens can cause illness or death to the person that consumes the food.
- You MUST know if any of your food for bake sales, BBQs, potlucks, and other food events contain allergens (ingredients labels or ingredients table tent cards are required for foods that contain these allergens).
- It is your responsibility to maintain the ingredients labels for ALL foods and have these labels available at the food event, including commercially pre-packaged food and delivered food.
- If you are asked about an ingredient or food allergen and you DO NOT KNOW, say “I Don’t Know”.

**Bare Hand Contact** – Handling a food without the proper (non-latex) gloves or barrier against potential transfer of bacteria and viruses. Barriers could include serving tongs (for each item) or deli sheets.

**Caterer** – A licensed food establishment that brings prepared food to campus. Hot and cold holding buffets are set up but not served by the outside caterer. Per UMass policy, the caterer cannot serve the food. All caterers must be pre-approved by EH&S.

**Cross-contamination** – Transfer of bacteria to a food product by use of unclean gloves, utensils or equipment or improper placement in storage.

**Disinfectant** – Chemical cleaner that is rated by the EPA to abate certain pathogens and or viruses, particularly on hard surfaces. Product instructions must be followed for each specific chemical including the proper “contact time” which is the time the surface must stay wet with the disinfectant chemical in order to be effective. Disinfectants are required for high-touch point cleaning. If used in a food establishment near food contact surfaces, then the food contact surfaces shall be rinsed with potable water and re-sanitized with a kitchen sanitizer and allowed to air dry.

**Food composting** - Any food that must be discarded shall be placed into University food composting bins.

## Environmental Health and Safety – Environmental Health Program

**FHRA** – Food Handler (Volunteer) Reporting Agreement. A form that all food handler volunteers must read, agree to, and sign, that states that they will not handle, serve, or deliver food, if they are sick or have certain symptoms, or if their household member has certain symptoms.

**Food Handling (Volunteer) Reporting Agreement (FHRA)** A form that all food handler volunteers must read, agree to, and sign, that states that they will not handle, serve, or deliver food, if they are sick or have certain symptoms, or if a household member has certain symptoms.

**Food Waiver** – The process by which an individual or group applies to request non-University food. Not all requests may be approved.

**Food Waiver Considerations Chart** – Different types of food events and requirements, (chart link).

**High Touch Points**- Commonly used hard surfaces that are touched frequently throughout the day either by the same person or by different people. Examples include: door knobs and push plates, light switches, equipment handles, sink and toilet handles, public counters, tables, and chair backs.

**Home Cooking** - Home cooking of TCS (see below) foods is not allowed, except for communal not-for-profit potluck dinners, after which food safety training has been obtained. Private events, for 10 attendees or less, are the exception to this requirement.

**Kitchen Sanitizer** – Cleaning product (bleach 1 tablespoon and water 1 gallon) may be used to remove bacteria and pathogens to a safe level for food safety on surfaces, wares, and utensils.

**Person-In-Charge, (PIC)**, “Person-In-Charge” as defined by the certified ServSafe Manager certificate holder, or equivalent certification, who is responsible for food safety at the food event as well as training and managing all others working with food at the event.

**PIC** – “Person-In-Charge” as defined by the certified ServSafe Manager certificate holder, or equivalent certification, who is responsible for food safety at the food event as well as training and managing all others working with food at the event.

**Pre-packaged non-TCS** – Pre-packaged snack foods such as chips and candy. Commercial cookies and doughnuts purchased from a licensed food establishment. Only non-TCS foods are acceptable foods in this category.

**Private Events** – Communal events not advertised to the public, i.e. holiday parties. These are limited to private residences and departmental offices. All general food safety standards shall be followed.

**Public Events** – Events to which members of the public (non-group members) are invited. Free food also has to meet all of food safety standards.

**Ready-To-Eat Foods** – Foods that are not required to be cooked further or washed for food safety, i.e. sandwiches, pizza slices, cookies, doughnuts, etc.

## Environmental Health and Safety – Environmental Health Program

**Residential Kitchens** – Pursuant to the Massachusetts Code of regulations, which the University uses as a guide, 105 CMR 590.000, residential kitchens are not allowed for use at public events, (excepting for non-TCS bake sale items).

**Sanitizer** – Cleaning product (bleach 1 tablespoon and water 1 gallon) may be used to remove bacteria and pathogens to a safe level for food safety on surfaces, wares, and utensils, (same as “kitchen sanitizer”). Item or surface must stay wet for the appropriate amount of time and then air-dried, and not wiped dry.

**Shared serving bowl**– A bowl or container of food from which multiple people take their food portion. This type of serving is not allowed unless the food is served.

**Student Food Handler Volunteer** – An individual or an RSO group member, who helps to prepare and serve food at an UMass RSO function.

**Student Food Server Volunteer** - An individual or an RSO group member, who helps to serve food at an UMass RSO food event.

**Time/Temperature Control for Safety (TCS) foods** – Foods that require time and temperature control for safety— known as TCS foods—include: milk and dairy products, eggs, meat (beef, pork, and lamb), poultry, fish, shellfish and crustaceans, baked potatoes, tofu or other soy protein, sprouts and sprout seeds, sliced melons, cut tomatoes, cut leafy greens, untreated garlic-and-oil mixtures, and cooked rice, beans, and vegetables. Bacteria can cause illness or death to the person who consumes unsafe foods. **TCS food** contains moisture and protein and has a neutral or slightly acidic pH. Bacteria can multiply in TCS foods if the foods are:

- Handled with un-clean hands or gloves that have been compromised or cross-contaminated,
- Handled with an individual with an illness and/or improper personal hygiene,
- Not held at the proper cold holding temperature of 41° Fahrenheit or lower,
- Not cooked to the proper hot temperature (based on food type),
- Not held at the proper hot holding temperature of 140° Fahrenheit or higher, and/or
- Held more than the maximum 2 hours including transportation and serving as per EH&S Policy.

**Vendor “Delivery”** – Food that is delivered (dropped off) from a licensed food establishment and is intended for immediate service. All vendors must be pre-approved by EH&S. Delivery time shall not exceed 0.50 hours, or 30 minutes. The food shall be consumed within 2.0 hours, including delivery time.

**Vendor “Takeout”** - Food that is picked up from a licensed food establishment and is intended for immediate service. All vendors must be pre-approved by EH&S. Delivery time shall not exceed 0.50 hours or 30 minutes. The food shall be consumed within 2.0 hours, including delivery time.

**“Volunteers”** – Students who participate in preparing or serving the food under the supervision of a ServSafe Certified Manager, known as a PIC, (Person-in-charge).

## Appendix II: General Food Safety Requirements for All Food Events

Organizers and sponsors of any food event must not neglect good food protection and sanitation practices when planning, organizing, and holding the event. 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.

### A. Allergens, Ingredients & Labeling:

- All food allergens must be labeled.
- All ingredients must be listed and made available at the event for allergen concerns.
  - ✓ 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.
  - ✓ [EH&S Food Allergy Fact Sheet](#) & the [Campus Allergy Fact Sheet](#)

### B. Food Preparation & Food Handling

- 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 any unclean surface, or using the toilet.
- Food safe non-latex gloves should be worn and changed frequently along with hand washing.
- Prior to preparing any foods, all surfaces should be thoroughly cleaned and sanitized.
- 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, rinsed with clean potable water, followed by a kitchen sanitizer.
- Food Temperature Requirements – Foods that must be cooked, and/or kept Hot or Cold, (see temperatures below) – For Commercially Delivered Food, BBQs & Potluck Meals. When preparing Time & Temperature Control for Safety (TCS) foods, the following Internal cooking temperatures must be achieved during the cooking process for food safety:

<u>Internal cooking temperatures Chart</u>	
Poultry, Stuffed foods, Re-heated foods	165°F
Ground beef hamburger*	160°F
Ground meats or ground seafood, and shell eggs for hot held service	160°F
Whole roasts of beef, veal, lamb, pork. Seafood, fish	145°F
Rice and vegetables	135°F

\*UMass policy - ground-beef must be cooked to 160°F

- Proper Holding Temperatures are required: 41° F or lower for cold foods, 140° F or higher for hot foods.

### C. Personnel Health & Hygiene

- Handwashing is required. See the link for proper hand washing in the Reference Appendix.
- Any person who is “sick” or who has just recovered from a recent illness, especially one causing diarrhea or vomiting, jaundice (or a respiratory illness, or any symptom associated with Covid-19) must not be involved with the preparation or handling of any food item.
- All handler/volunteers must read and sign the **Food Handler Reporting Agreement (FHRA)**. All volunteer/servers must read, abide by, download, and sign the **(FHRA)** Form found here: <https://ehs.umass.edu/food-handler-volunteer-agreement-form>.
- The signed **(FHRA)** Food Handler/Volunteer Agreement forms must be sent via email to: [foodwaiver@ehs.umass.edu](mailto:foodwaiver@ehs.umass.edu), or via campus mail to EH&S, Environmental Health Services, 117 Draper Hall. The PIC must retain and submit a list of who donated what food in case of any necessary foodborne illness follow-up is required.

### Delivery and Holding Temperatures:

- Food shall be delivered at the proper temperature, 41° F or lower for cold foods, 140° F or higher for hot foods;
- Food shall be delivered at the proper time, (delivered immediately for service after preparation, travel time 0.50 hours, or 30 minutes or less);

### D. Serving & Distribution

- Food shall be served as soon as possible after delivery: delivery time not to exceed 0.50 hours, or 30 minutes); subsequent serving time shall be 1.50 hours for a total time of delivery and service not to exceed 2 hours.
- Bare-Hand-Contact with Ready-To-Eat Foods is not allowed. Food grade non-latex gloves are required. Cross contamination must be completely avoided. A fresh pair of gloves is required after thorough hand washing if cross contamination occurs or a different food is handled. Gloves are considered “single-use.”
- Shared serving bowls are not allowed, all product must be provided in individual serving containers or packages.
- Tongs or other utensils or tissues shall be used for necessary handling of any unwrapped product that is considered Ready-To-Eat food product during wrapping or serving. A new pair of gloves are also required with every new task or food product handled.
- All TCS food shall be either consumed or discarded within 2 hours of preparation. Pre-packaged non-TCS foods do not have time restrictions.

### E. Discarding:

- Food shall be discarded if the combined travel and service time exceeds 2.0 hours.
- All food product (not containers) shall be discarded properly into University food composting waste bins.

### F. Inspections and Oversight

A representative of EH&S or Auxiliary Enterprises may inspect the food event and any corrective action deemed necessary by EH&S must be taken by the group. Auxiliary Enterprises staff may also review any event or food safety issue when the event is located in the Campus Center, Student Union, and at, or

adjacent to any Auxiliary Enterprise facilities. Any report of potential foodborne illness following the event shall be reported immediately to EH&S. Failure to report a potential foodborne illness shall result in a prohibition of all future food events by the group.

## Appendix III: Fact Sheets

(Click on the links below)

A. COVID-19 Reminders (Health & Hygiene) This page is intentionally left blank

B. [Pre-packaged Non-TCS foods & commercial doughnuts/cookies](#)

C. [Concessions, Non-TCS foods Fact Sheet](#)

C. [Bake Sale, Non-TCS foods Fact Sheet](#)

D. [Potluck Communal Meal Fact Sheet](#)

E. [Barbeque Fact Sheet](#) & [Fire Regulations](#)

F. [Caterer/Vendor Fact Sheet](#)

G. [Allergy Fact Sheet](#)

H. [Campus Allergen Fact Sheet](#)

## Appendix IV: Forms

(Click on the links below)

A. [Food Handler Reporting Agreement Form \(Illness Reporting\)](#)

B. [Ingredients Listing](#)

C. [Table Tent Card for Allergens](#)

D. [Caterer Event Notification](#)

E. [Annual Caterer Application](#)

F. Checklist of Items needed at Food Event

## Appendix V: Training Requirements & Instructions

### ServSafe Manager Training:

**Required For:** Potluck Meals, or Other TCS foods

- At least one person is required to take ServSafe (or equivalent) training. This is an one-day, (or two half-day) workshop and exam given at through Auxiliary Enterprises at various times throughout the semester. Contact Kara Leistyna at 545-2472 for the next ServSafe training schedule. Previously obtained certificates that are current will also be accepted.
- Auxiliary chefs are all ServSafe certified and do not need to submit their certificates if the student group is receiving training or oversight from Auxiliary Enterprises.

### Online Food Safety Training:

**Required For:** Bake Sales, Barbeques, and Potluck Meals

Online Food Safety Training is required for all individuals (a.k.a. “volunteers”) handling food at Bake Sales, Barbeques, and Potluck Meals. The training modules contain important food safety information and will usually take about an hour or less to complete. Once you complete the on-line OWL training, you will receive a certificate. This certificate must be submitted BEFORE your event by emailing them to:

[foodwaiver@ehs.umass.edu](mailto:foodwaiver@ehs.umass.edu) according to the above instructions.

### OWL Training Instructions:

To take the training, please go to the EH&S online OWL training page here: <http://ehstrain.ehs.umass.edu>

1. You will need to log in with your UMass NetID and password:



Login:   
Use your NetID

Password:   
Use your NetID password

You may safely bookmark this page.

- Follow any on-screen prompts to update your profile information. Then, from the training menu, select "Trainings".

**Department Home**

**Training Menu**

- My Departments
- Department Home
- Trainings**
- Send Message

**EH&S, UMass Trainings - A&F Information Technology**

No messages

**Announcements**

Welcome to the Environmental Health and Safety (EH&S) training system at the University of Massachusetts at Amherst.

If your department has training that is required for you, the required trainings will be indicated. Please complete any required training prior to reviewing any optional training.

Click **Trainings** on the left to get started.

- You will then see the respective trainings listed. Pick either the Bake Sale, BBQ, or Potluck module.

**Trainings for A&F Information Technology**

**Training Menu**

- My Departments
- Department Home
- Trainings
- Send Message

**Current Trainings**

Choose a training from those listed below.

Current Trainings:

Training	Status	Certification Expiration	Get/View Certificate
<a href="#">Annual Health Assessment</a>	-	-	-
<a href="#">Annual Environmental Health and Safety Training</a>	-	-	-
<a href="#">Annual Safety (Food/Bio/Chemical)</a>	-	-	-
<a href="#">Annual Safety (Food/Bio/Chemical) - A&amp;F Information Technology</a>	-	-	-
<a href="#">Bake Sale Safety Training</a>	✓ Complete	3/26/2020 12:50 PM	<a href="#">View Certificate</a>



- Once you complete the training, you will see your status, certificate expiration date, and button to download your training certificate.

Current Trainings:			
Training	Status	Certification Expiration	Get/View Certificate
 Bake Sale Safety Training	✓ Complete	3/26/2020 12:50 PM	

- Save your certificate electronically so that you may easily upload it during the Campus Pulse Registration form process.

## Appendix VI: Additional References

Campus Catering Policy (see attached document dated June 13, 2013)

The Campus Catering Policy may be found here: <https://ehs.umass.edu/catering-policy-drop-shipments>

### USDA Cooking for Groups

Review this useful booklet on food safety and volunteer food preparation.

[https://www.fsis.usda.gov/shared/PDF/Cooking\\_for\\_Groups.pdf](https://www.fsis.usda.gov/shared/PDF/Cooking_for_Groups.pdf)

### USDA Food Safety Video

Review this 30-second clip on food safety:

<https://www.youtube.com/watch?v=7W1mtjIEY2w>

### Community Meals

<https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling/7-steps-community-meals/7-steps-community-meals>

### Proper Hand Washing Videos for Food Safety

**How to wash your hands:** <https://www.youtube.com/watch?v=cCpr11OuYKI>

**CDC - Why to wash your hands:** <https://www.youtube.com/watch?v=cCpr11OuYKI>

**CDC - How to wash your hands:** <https://www.youtube.com/watch?v=SGeeofsvF3U>

**CDC – How to wash your hands:** <https://www.cdc.gov/cdctv/healthyliving/hygiene/fight-germs-wash-hands.html>

### Sanitizing Food-contact Surfaces and Disinfecting High-Touch Areas

<https://www.dhhs.nh.gov/dphs/holu/documents/hom-sani.pdf>

## Appendix VII: UMass Contact Information

Department:	Website	Phone	Contact Name & Email
<b>UMass Auxiliary Enterprises</b>			
<b>UMass Catering</b>	<a href="https://umasscatering.com/request-for-proposal/">https://umasscatering.com/request-for-proposal/</a>	(413) 577-8200	Jennylyn Fontaine <a href="mailto:jfontain@umass.edu">jfontain@umass.edu</a>
<b>Retail Dining</b>	<a href="https://umassdining.com/retail-dining">https://umassdining.com/retail-dining</a>	(413) 545-2472	Garett Distefano <a href="mailto:gdistefa@umass.edu">gdistefa@umass.edu</a>
<b>ServSafe Manager Training</b>	<a href="https://ehs.umass.edu/environmental-health-program">https://ehs.umass.edu/environmental-health-program</a>	(413) 545-2472	Kara Leistyna <a href="mailto:kleistyna@umass.edu">kleistyna@umass.edu</a>
<b>Student Engagement &amp; Leadership</b>			
<b>Student Activities &amp; Involvement</b>	<a href="http://www.umass.edu/studentlife/get-involved/student_engagement">http://www.umass.edu/studentlife/get-involved/student_engagement</a>	(413) 577-2305	Student Affairs Office <a href="mailto:judy.bardwell@umass.edu">judy.bardwell@umass.edu</a>
<b>Center for Student Business</b>	<a href="https://www.umass.edu/studentlife/get-involved/csb">https://www.umass.edu/studentlife/get-involved/csb</a>	(413) 545-2166	Mary West Morf <a href="mailto:mmorf@umass.edu">mmorf@umass.edu</a>  Corey Walters <a href="mailto:cmwalters@umass.edu">cmwalters@umass.edu</a>
<b>Environmental Health &amp; Safety</b>			
<b>Environmental Health (Food Safety) Program</b>	<a href="https://ehs.umass.edu/food-waivers-and-food-registration">https://ehs.umass.edu/food-waivers-and-food-registration</a>	(413) 545-2682	Alyssa Rusiecki <a href="mailto:foodwaiver@ehs.umass.edu">foodwaiver@ehs.umass.edu</a>