PROCEDURES FOR A POTLUCK MEAL

A potluck is a communal meal where people bring food to share. Unfortunately, potluck meals can present a public health hazard because of the large variety of foods offered and the potential for a food borne illness outbreak due to inappropriate food handling and time/temperature management problems with potentially hazardous foods. Consequently, good planning and proper sanitation practices reduce the likelihood of a food borne illness. Notification and approval for a potluck meal must be obtained from the Department of Environmental Health & Safety (EH&S) at least ONE WEEK prior to the event. Please contact Larry Davis or Christine Rogers at: 545-2682.

Requirements for a potluck meal:

- Food Volunteer Form is required for ALL food handlers. Please download this form from the EH&S home page at: www.ehs.umass.edu;
- A person who is sick, has diarrhea, vomiting or jaundiced, or has a cut or lesion on the hands, must NOT handle food;
- All food must be thoroughly cooked. Keep HOT FOODS HOT, above 140°F, and COLD FOODS COLD, below 41°F;
- Chilled ingredients must be used for all cold dishes;
- Food should be served within 30 MINUTES of arriving;
- Food serving time is ONE HOUR for all potentially hazardous foods. These foods include: meats, poultry, seafood, dairy products, eggs and bacon, raw seed sprouts, sliced melons, tofu, partially and fully cooked vegetables, potatoes, squash, onions, rice, peppers, sliced fruit and salads. All food containing milk and dairy products, eggs or egg products, fish, shellfish, wheat, soy and soy products, peanuts and tree nuts must be LABELED CLEARLY;
- Protect food from dust, flies, and people by covering the food;
- All leftovers must be discarded;
- No home canned foods are permitted;
- Extension cords must be used carefully to avoid a tripping hazard;
- SINGLE USE utensils and plates only;
- Provide sufficient trash containers for all waste.

If you have any questions, please contact Larry Davis or Christine Rogers at: 545-2682. Please note that the Campus Center Administration prohibits potluck meals in the Campus Center Student Union complex.

(Revised: 8/2012)