



UNIVERSITY OF MASSACHUSETTS/AMHERST
Environmental Health & Safety
Biosafety and Environmental Health Program
117 Draper Hall, 40 Campus Center Way
Amherst, MA 01003-9244
Phone: 413-545-2682 Fax: 413-545-2600

PROCEDURES FOR CATERERS AND TEMPORARY FOOD ESTABLISHMENTS

The University of Massachusetts at Amherst has a strong commitment to food safety and requires that all caterers and temporary food establishments adhere to the same standards of excellence. As part of our commitment, caterers and temporary food establishments are required to complete and submit documentation related to food safety. Please see the list below for the food safety requirements. Questions may be directed to Larry Davis or Maureen O'Leary at Environmental Health and Safety (EH&S), 545-2682.

Documentation Requirements for Caterers and Temporary Food Establishments:

- Application for Caterers and Temporary Food Establishment Permit (downloadable from www.ehs.umass.edu);
- Food Protection Questionnaire Form (downloadable from www.ehs.umass.edu);
- A copy of your ServSafe Certificate, or equivalent;
- A copy of Board of Health Food Permit;
- A Certificate of Liability Insurance (CLI) for a minimum of \$1,000,000 is required for the event, with *University of Massachusetts, Environmental Health & Safety, 117 Draper Hall, 40 Campus Center Way, Amherst, MA 01003-9244*, named as the permit holder. Certificate must be faxed by the vendor's insurance company to EH&S at: 413-545-2600;
- Food Volunteer Form(s) must be signed by those who will be handling the food (form downloadable from www.ehs.umass.edu).

(Revised 8/2005)



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FOOD HANDLING REQUIREMENTS FOR CATERERS/TEMPORARY FOOD ESTABLISHMENTS

- A person who is sick, or 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 FOOD HOT, above 140°F, and COLD FOOD COLD, below 41°F.
- Chilled ingredients must be used for ALL COLD dishes.
- Protect food from dust, flies, and people by COVERING it.
- Food should be served within 30 MINUTES of arriving on campus.
- Food serving time is ONE HOUR for all potentially hazardous foods. These foods include: meats, poultry, seafood, dairy products, eggs, bacon, raw seed sprouts, sliced melons, tofu, partially and fully cooked vegetables such as rice, potatoes, squash, onions, and peppers.
- All foods containing milk and dairy products, eggs or egg products, fish, shellfish, wheat, soy and soy products, peanuts and tree nuts MUST BE CLEARLY LABELED.
- All leftovers must be discarded.

Please note that the Department of Environment Health & Safety may reject or revoke the Caterers/Temporary Food Establishments Permit at any time.

(Revised 8/2005)