



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 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 Maureen O'Leary 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, 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 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, and peppers;
- ✓ All food containing milk and dairy products, eggs or egg products, fish, shellfish, wheat, soy and soy products, peanuts and tree nuts must be CLEARLY LABELED;
- ✓ Protect food from dust, flies, and people by covering the it;
- ✓ 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 Maureen O'Leary at 545-2682.

Please note that the Campus Center Administration prohibits potluck meals in the Campus Center Student Union complex.

(Revised 8/2005)