I. PURPOSE
   This procedure is designed to provide safe food handling requirements to groups holding bake sales.

II. SCOPE AND APPLICATION
   This applies to all Eastern Michigan University departments, colleges, divisions, student organizations and groups using EMU facilities.

III. RESPONSIBILITIES
   A. Campus Life
      1. Monitoring the number of bake sales held each semester. A limit of three sales per organization are allowed each semester.
      2. Approving requests to have bake sales. Approvals will only be made if there are spaces available on the requested date. A maximum of two sales will be allowed per day. Bake sales will not be approved during the final exam period.
      3. Providing portable tables for student organizations to use for bake sales.

   B. Departments, Colleges, Divisions, Student Organizations and Groups
      1. Are responsible for obtaining permission from Campus Life prior to advertising and/or having a bake sale.
      2. Are responsible for following all of the requirements outlined in this procedure.

   C. Environmental Health and Safety (EHS)
      1. EHS is responsible for reviewing all bake sale requests and providing approval in a timely manner when requirements have been met.
      2. EHS is responsible for providing random inspections of the approved bake sale site.
      3. EHS is responsible for closing any unauthorized bake sale and/or any sale not meeting the requirements of this procedure.

IV. PROCEDURE
   A. Request
      1. Upon determination that a bake sale is to be conducted, a Bake Sale Request Form is completed and submitted to Campus Life.
      2. Campus Life approves or denies the request. If approved for a bake sale, EHS receives the request and reviews it for completeness.
         a. If the form is not complete EHS will contact the requestor to obtain the missing information.
         b. Once the form is complete EHS will approve or deny the request and return a copy to the requestor.
c. A copy will be retained by EHS, and copies of approved requests provided to DPS, Building Administrators, Campus Life and/or Department Heads, as applicable.

3. Once the approval has been received then arrangements and advertising can commence.

B. Cancellation

1. The hosting organization will have up to 48 hours prior to the event to cancel without penalty. If an organization fails to cancel within the allowed time, the hosting group will be subject to any or all penalties outlined in Section C.6.

C. Bake Sale

1. The following food handling rules shall be followed:
   a. No homemade foods can be served.
   b. Only food from a licensed food establishment or commercially made food can be served.
   c. Food must be individually wrapped or covered when on display.
   d. Foods that are required to be kept heated or refrigerated (pizza, yogurt) cannot be served.
   e. Potentially hazardous foods cannot be served e.g. cream pies, meringue pies, etc.
   f. Personnel serving food must wash hands frequently and cannot handle food with their bare hands, especially if handling money.
   g. When handling food use at least one or more of the following:
      i. Serving papers
      ii. Spatulas
      iii. Tongs
      iv. Gloves
   h. All food items, supplies and utensils must be at least six (6) inches off the ground.
   i. Paper towels must be readily available to clean up spills.
   j. A trash container must be available.
   k. Prepackaged beverages can be served.
   l. Coffee, tea, hot chocolate and water can be served, but cannot be prepared using water from the following locations:
      i. Restrooms
      ii. Custodial closets
      iii. Outdoor water spigots
   m. Hot chocolate must be prepared using water not milk.
   n. Creamers and sweeteners should be individually wrapped.

2. A copy of the approved Bake Sale Request Form must be available at the site.
3. The Organization will comply with and adhere to all rules, policies, and regulations of the facility in which the bake sale is taking place including, but not limited to:
   a. The organization will not move/remove any building furniture without first obtaining the explicit consent of facility administrators.
   b. All materials affiliated with the bake sale (e.g. tables, chairs, signage, food, etc.) will remain in the designated approved bake sale areas for the duration of the event.
4. The hosting organization will conduct themselves in a manner that is conducive to good order and not impede normal activities and traffic patterns within the facility.
5. EHS will make periodic checks to assure that all requirements are being performed and record the findings in the Inspection Notes section of the EHS copy of the Bake Sale Request Form.
6. If EHS, the Office of Campus Life, or Building Staff identifies that the requirements of this procedure are not being followed, or if the hosting organization fails to cancel the event within the allowed time, any or all of the following actions will result and the Group Advisor notified:
   i. The sale will cease until the issue is rectified.
   ii. The sale will continue but the violating function will cease until rectified.
   iii. The sale will cease immediately.
   iv. A warning will be given.
   v. Failure to obtain future bake sale approvals for a period not to exceed 1 year.