

GENERAL GUIDELINES FOR BAKE SALES

Registered student organizations holding bake sales on the UCD campus are required to obtain prior approval from Student Programs and Activities Center (SPAC) located at 457 Memorial Union, 530-752-2027.

Provided the food items on the following list are prepackaged as individual servings, they may be sold at campus bake sales: candy, cake, pies, cookies and breads. Baked items with cream and custard toppings or fillings or that require special handling such as refrigeration, may not be sold. Limiting your selection to these items and adhering to the following guidelines, will eliminate the need to obtain prior approval from the Environmental Health and Safety Office (EH&S).

At this time, approved bake sale items may be prepared, assembled, portioned and packaged in private homes provided good sanitation practices are followed throughout the process. It should be noted that EH&S performs periodic inspections of campus bake sales. In the event compliance with the following guidelines is not met, organizers may be required to discontinue sales until they make the necessary corrections.

1. Sound sanitation practices, such as using clean hands, equipment and preparation surfaces, must be followed when preparing, packaging, storing, transporting, displaying and selling bake sale items.
2. All food ingredients must be pure, wholesome and free from contamination and adulteration.
3. Persons preparing, packaging, transporting, displaying or selling bake sale items must be free of communicable disease such as the flu, common colds, and hepatitis. Their hands and arms must be free of open wounds, cuts, and sores.
4. All food items and the plates or containers they are served on must be completely wrapped as individual servings. Clear plastic food wrap is a suitable and readily available covering.
5. Eating utensils must be single use and disposable. The utensils must be displayed in a manner that protects them from dirt, hand and/or droplet contamination.
6. Persons contributing to, or participating in, bake sales must wash their hands before working and after each break including smoking and rest room breaks.
7. Organizers must maintain a list of all persons contributing food items for sale. The list should include each contributor's name, address and telephone number and identify the item they contributed.
8. Ingredient information should be available upon request or each item should be properly labeled. Displaying a sign indicating "Ingredient Information Available Upon Request" and maintaining on site photocopies of recipes of foods offered for sale is sufficient.

If you need assistance implementing or regarding these guidelines;
please call the EH&S Office at 530-752-1493 for consultation.