



Food Safety Program Bake Sale Food Safety

TWU's food safety program sets requirements for proper handling of food to protect the health and safety of the university community, and to meet the requirements of [applicable regulations \(25 Texas Administrative Code 228\)](#). This document explains the requirements as they apply to bake sales.

For an organization to hold a bake sale on campus, a representative of the organization must read and sign the acknowledgement statement below, and be present during the bake sale to ensure compliance with these rules.

Only food prepared by a licensed food establishment may be distributed (sold or given away) at TWU bake sales. Pre-packaged foods, pre-prepared foods from grocery stores or foods from restaurants are acceptable. **Foods prepared anywhere else (including home kitchens) are not permitted.** Foods from licensed food establishments must not be modified, combined, or further prepared in any way, nor may not be reheated.

Below are some examples of how to use food for a fundraiser safely, and in compliance with state laws:

- Selling cupcakes, cookies, or brownies purchased from a store such as Kroger, Wal-Mart, or Costco.
- Selling pre-packaged items such as candy, drinks, bags of chips, or gum.
- Selling food items donated and/or sponsored by restaurants.
- Purchasing items from a grocery store and allowing the consumer to combine them. Examples include purchasing pre-made cookies and pre-made frosting, and allowing consumers to decorate the cookies themselves.



The following rules must also be met when selling any of the above food items:

- Unless all food items are pre-packaged and individually wrapped, at least one member of the organization, **who will be present at the event, must review these rules and monitor compliance with the applicable rules during the event.** The responsible individual must sign the acknowledgment statement below.
- Unless you are only distributing pre-packaged items, **make sure to use single-use items, such as disposable plastic food gloves or wax paper, to handle the food when you serve it.**
- **Do not allow anyone who has been ill to handle food items until at least 24 hours has passed with no symptoms.** Note: Having illnesses such as Salmonella, E. Coli or Hepatitis A require much longer wait times prior to handling food.
- Always use **proper hand hygiene techniques**; including proper hand washing, keeping nails trimmed, no jewelry on arms or hands, and impervious coverings over any wounds.
- **Foods that must be temperature controlled to prevent illness are subject to additional rules.** Examples of such foods include pizza purchased from a restaurant, or cheesecake purchased from a grocery store. Any food that normally must be kept cool or warm **must be served within 4 hours** once removed from the temperature control (such as a refrigerator or oven). **All foods must be served within 24 hours of purchase.** The time the food is purchased or removed from temperature control must be recorded to ensure compliance with this time restriction. Foods may not be reheated once obtained from a licensed food establishment.
- Make sure that food items that contain **major food allergens** (such as dairy, eggs, wheat, soy, peanuts, tree nuts, fish, and shellfish) or foods that contain proteins derived from these foods are **appropriately labeled as such.** If allergen content is unknown, a general safety warning that the foods sold may contain, or have come into contact with, these allergens **is required to be posted** in an easy-to-read sign at the point of distribution.





TEXAS WOMAN'S UNIVERSITY™

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I, _____, as a representative of _____ have read these rules, will be present during the entire bake sale event, and will ensure that all individuals involved in handling food will comply with these rules.

Signature: _____ Date: _____

For questions about food safety and bake sale requirements, please contact the TWU Risk Management department at risk@twu.edu or 940-898-2924.