**Guidelines for Preparation of Non-Hazardous Baked Goods**

These guidelines from the Region of Waterloo Public Health apply to the home preparation of Non-Hazardous baked goods (fruit pies, dumplings, cookies etc.) for sale at UW events.

Non-Hazardous food - that is not able to support the growth of potentially harmful organisms.

Hazardous food - such as cream-filled pies, custard-type pies, egg and salad dishes, and meat dishes should not be offered through this type of sale because they can support the growth of harmful microorganisms that could cause food-borne illness. These types of food are to be prepared only in approved kitchens.

**General Guidelines**

Region of Waterloo Public Health recommends the use of approved (regularly inspected) or organization kitchens whenever possible. Contact Public Health to confirm approval or arrange to have a kitchen inspected. Residential kitchens will not be subject to inspection.

The organizer should contact Region of Waterloo Public Health, with the date and location of the event and types of food to be sold. (Complete a Public Health/UW Special Event Food Application)

The organizer should retain a list of who donated what food items in case of any necessary follow-up.

Good Food Handling Practices include: Frequent hand washing, washing-rinsing and sanitizing of all equipment before use, government approved ingredients, water sampling for private wells, and protection of food from contamination.

**WARNING: Never offer for sale home-canned/bottled foods. Eating improperly canned vegetables, fruits, meats, fish or poultry may cause botulism, a highly fatal poisoning.**

**Food Preparation Guidelines**

**Food Handler**

* Wash hands thoroughly with soap and water:
  + Before starting to handle food, after using the toilet, and between handling raw and ready to eat foods.
* Use clean utensils to handle food.
* Avoid handling food with bare hands.
* Do not use tobacco or eat while preparing food.
* Be clean, wear clean clothing.
* Ensure that hair is restrained.
* Do not wear jewelry while preparing food.
* Do not prepare food if you are ill (diarrhea, cold, flu, etc.) or suffering from any other infections such as skin rashes on hands or arms, infected cuts, burns, boils, etc. Your illness can easily be spread through food to other people.

**Sanitation**

* During preparation the kitchen is to be used solely for the purpose of preparing food for the event; no other food is to be prepared during this time.
* Kitchen is to be kept free of pets, garbage, personal dishes and any individuals not involved in food preparation.
* Prior to commencing preparation, all food contact surfaces (cutting boards, counter tops, bowls, utensils etc.,) are to be properly washed-rinsed-sanitized.
* In order to sanitize, prepare a solution of bleach and water (1 teaspoon (5ml) or household strength chlorine bleach to 1 litre of water) either in a clean container or spray bottle.
* After surface has been washed and rinsed immerse in sanitizing solution or spray, allow surface to air dry for a minimum of ten minutes, as chlorine in the bleach requires this time to kill any microbes that may be present on surfaces.
* Remove all poisonous items such as insecticides, detergents, cleaners, polishes, etc. from preparation area to prevent accidental contamination.

**Quality of Ingredients**

* Ensure all ingredients are in good condition and are from an approved commercial source. Use pasteurized dairy products and Grade 'A' eggs.
* For individuals on private wells it is strongly recommended that you have a history of satisfactory well results.
* Contact Region of Waterloo Public Health about water quality and free water samples.

**Service and Sale of Food**

* All foods shall be protected from contamination.
  + Wrap all items completely in clear plastic, plastic wrap, aluminum foil or other clean, single-service covering as soon as possible after preparation to reduce the risk of contamination.
  + Unpackaged pies or pies with damaged packages should not be accepted.
* Labels indicating the following are recommended: Type of dessert, list of ingredients, Warning: "This product may contain nuts or traces of nuts" if there is any possibility that the product may have come in contact with nuts or nut products.
* Try to prepare food items as close to sale time as possible. Ideally all food should be prepared no more than 24 hours in advance for sale.

**REMEMBER: People trust you to protect them. You are responsible for producing a safe food product.**