

The guidelines for Bake Sale abide by the regulations of the California Retail Food Code, which apply to food offered to the public for retail sales, irrespective of any financial transaction involved. Bake sales are restricted to prepackaged **non-potentially hazardous food** (non-PHF) items only. Limiting your selection to the pre-approved and prepackaged baked items will eliminate the need to obtain prior approval from the Environmental Health Program (EHP). Student organizations holding bake sales at UCLA must first obtain approval from Student Organizations, Leadership & Engagement (SOLE), located in Kerckhoff Hall, Room 105. Go to [www.sole.ucla.edu](http://www.sole.ucla.edu) for more info. and to contact SOLE.

### Make Sure Your Items are Approved for Sale

Only non-PHF prepackaged food items are allowed for bake sales on Bruin Walk. Perishable food items such as dairy, meats, cooked vegetables, and moist cooked grains are not permitted. Examples of food items approved/not approved are as follows:

#### Approved Items

- ✓ Candy
- ✓ Cookies
- ✓ Pan dulces
- ✓ Baklava
- ✓ Bottled or canned drinks
- ✓ Muffins
- ✓ other baked items that do not require heating or refrigeration

#### Not Approved Items

- × Cheese rolls
- × Potato balls
- × Bagels with cream cheese
- × Boba
- × Pizza
- × Scooped ice cream
- × Tamales

### Prepare your Baked Goods Safely

Non-PHF approved bake sale items may be prepared, assembled, portioned, and packaged in private homes where good sanitation practices are followed throughout the processes. EHP inspectors perform periodic inspections of campus bake sales. Failure to comply with the following guidelines, organizers may be required to discontinue sales or dispose of unsafe food items until the necessary corrections are made.

1. Baked items that require refrigeration (41°F or colder) or hot holding (135°F or hotter) cannot be sold.
2. Sound sanitation practices, such as using clean equipment, must be followed when preparing, packaging, storing, transporting, displaying and selling bake sale items.
3. Food handlers must be free of communicable diseases such as colds, the flu and hepatitis. Their hands and arms must be free of wounds, cuts, and sores.
4. Those contributing or participating in the bake sale must wash their hands before working and after each break, especially after restroom breaks.
5. Ingredient information must be available upon request, or each item must be properly labeled. **Displaying a sign indicating “Ingredient Information Available Upon Request”** and maintaining photocopies of recipes at the bake sale table is sufficient.
6. All food ingredients must be pure, wholesome, and free from contamination and be obtained from approved sources (i.e., grocery store, permitted retail food facilities).
7. All food items must be completely wrapped as individual servings. Eating utensils must be single use and disposable.

Please contact EHP at <https://ehs.ucla.edu> for questions or concerns.