



# Needham Public Health Department

1471 Highland Avenue, Needham, MA 02492 781-455-7500 ext. 511  
www.needhamma.gov/health 781-455-0892 (fax)



## APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT

Name of Establishment Operator Contact Phone #

Name of Event/Location Date (s) of Event/Hours of Operation

Operator Mailing Address

Contact Email Address Contact Fax # (where you'd like the permit to be sent)

1. Before completing this application, read the Temporary Food Events Fact Sheet and the Temporary Food Service "Are You Ready?" checklist (attached to this application). Have you read this material? \_\_\_ Yes \_\_\_ No

2. Menu: Attach a list of ALL menu items. Any changes must be submitted and approved by the Health Department at least 7 days prior to the event.

3. Will all foods be prepared at the temporary food service booth?  
\_\_\_ YES Fill out **Section B** below.

\_\_\_ NO 1. Attach a copy of the food permit & agreement for use of other approved kitchen giving dates & times. 2. Fill out both **Sections A and B** below.

4. List each potentially hazardous food item, and for each item check which preparation procedure will occur -

### SECTION A: At the approved kitchen:

FOOD	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Package
1.								
2.								
3.								
4.								
5.								

### SECTION B: At the booth:

FOOD	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Package
1.								
2.								
3.								
4.								
5.								

*Note: If your food preparation procedures cannot fit these charts, please list all of the steps in preparing each menu item on an attached sheet.*





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## TEMPORARY FOOD EVENTS FACT SHEET

### What You Need to Know for a Safe and Successful Event

#### TEMPERATURES

- Keep your hot foods hot at 140°F or higher
- Keep your cold food cold at 40°F or below
- Micro-organisms grow best on food between 40°F to 140°F, the temperature danger zone.
- Calibrated thermometers **MUST** be brought to or be available at the event location.

#### TRANSPORTING AND HOT HOLDING

- There is **NO re-heating** of food at the event (unless your event location has a full service kitchen).
- Cook or rapidly re-heat to 165°F or higher at **YOUR BUSINESS LOCATION** then transport the **HOT** food (no less than 140°F) to the **EVENT**.
- **NOTE:** If food is **NOT** being delivered in a refrigerated truck/hot-holding truck, the individual(s) responsible for transporting the food **MUST** pick up the food **1 HOUR OR LESS** before serving - - **NO EXCEPTIONS WILL BE ALLOWED!** The food must be picked up and taken directly to the event.
- Maintain the temperature at a minimum of 140°F during transportation.
- Hot hold to a temperature no less than 140°F while serving at the location. (*Temperatures must be taken just before serving to ensure that the required temperatures are met. If required temperatures are not met, the foods must be re-heated and then rechecked before serving.*)
- Keep your foods covered to maintain the heat and check the temperature with a thermometer. (Thermometers **MUST** be available at the event location.)

#### COLD HOLDING

- Hold your foods that require refrigeration (meats, pastries - cheese cakes, cream puffs, quiches) on ice - bury wrapped food items in ice. Transport in coolers.

#### EQUIPMENT CHECKLIST (YOU MUST have these items available at the event)

- Gloves (NOW **strongly enforced** if handling ready to eat foods.) All food prep workers that work directly with the food **MUST** wear gloves and change them often. **NO BARE HAND CONTACT WITH THE FOOD IS ALLOWED!**
- Hats/hair restraints **MUST** be worn by all food handlers on site at all times.
- Food Utensils Dispensers **MUST** be used - tongs, forks, spatulas, service papers (wraps), napkins, etc. (**NOTE:** Enough utensils must be available **FOR EACH** food item on site.)
- Calibrated Stem Type Thermometers
- Sneeze Guards or covered or individually wrapped items
- Sanitizer sprays and Disposable Towels – to wipe down food contact surfaces.

**REMEMBER – NO EATING IS ALLOWED WHILE HANDLING FOOD!**



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## Massachusetts Department of Public Health Food Protection Program Temporary Food Establishment Operations **Are You Ready?**

*Use this guide as a checklist to verify compliance with MA food safety regulations.*

- Application** Submit a completed temporary food establishment application to the Local Board of Health a minimum of 30 days prior to the event.

### FOOD & UTENSIL STORAGE AND HANDLING

- Dry Storage** Keep all food, equipment, utensils and single service items stored above the floor on pallets or shelving, and protected from contamination.
- Cold Storage** Keep potentially hazardous foods at or below 41°/45°F. An effectively insulated container with sufficient coolant may be approved by the board of health for storage of less hazardous foods, or use at events of short duration.
- Hot Storage** Use hot food storage units when necessary to keep potentially hazardous foods at or above 140°F.
- Thermometers** Use a food thermometer to check temperatures of both hot and cold potentially hazardous food.
- Wet Storage** Wet storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains at least 10 ppm of available chlorine and the water is changed frequently to keep the water clean.
- Food Display** Protect food from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.  
Post consumer advisories for raw or undercooked animal foods.
- Food Preparation** Food employees must use utensils, disposable papers, disposable gloves or any other means approved by the board of health to prevent bare hand contact with ready-to-eat food.  
Protect all storage, preparation, cooking and serving areas from contamination.  
Obtain food from an approved source. Potentially hazardous foods and perishable items may not be prepared in residential kitchens.

### PERSONNEL

- Person in Charge** There must be one designated person in charge at all times responsible for compliance with the regulations. Check with your local board of health for food protection management certification requirements.
- Handwashing** A minimum two-gallon insulated container with a spigot, basin, soap and disposable towels shall be provided for handwashing. The container shall be filled with warm water 100° to 120°F. A handwashing sign must be posted.
- Health** The person-in-charge must tell food employees that if they are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food, they cannot work with food or clean equipment and utensils. Infected cuts and lesions on fingers or hands must be covered and protected with waterproof materials.



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## Hygiene

Food employees must have clean outer garments and effective hair restraints. Tobacco usage and eating are not permitted by food employees in the food preparation and service areas.

## CLEANING AND SANITIZING

### Warewashing

A minimum of three basins, large enough for complete immersion of utensils and a means to heat water are required to wash, rinse and sanitize food preparation equipment that will be used on a production basis.

The board of health may require additional sets of utensils if warewashing sinks are not easily accessible.

### Sanitizing

Use chlorine bleach or other approved sanitizers for sanitizing food contact surfaces, equipment and wiping cloths.

### Wiping Cloths

Store wet wiping cloths in a clean 100ppm chlorine solution. Change frequently.

## WATER

### Water Supply

An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.

### Wastewater Disposal

Dispose of wastewater in an approved wastewater disposal system. An adequate number of covered containers, labeled "Wastewater" shall be provided in the booth.

## PREMISES

### Floors

Unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors must be easily cleanable.

### Walls & Ceilings

Walls and ceilings are to be of tight and sound construction to protect from entrance of elements, dust, debris and, where necessary, flying insects. Walls shall be easily cleanable.

### Lighting

Provide adequate lighting by natural or artificial means if necessary. Bulbs shall be shatterproof or shielded.

### Counters/Shelving

All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be easily cleanable.

### Trash

Provide an adequate number of cleanable containers inside and outside the booth.

### Restrooms

Provide an adequate number of approved toilet and handwashing facilities. These facilities shall be accessible for employee use.

### Clothing

Store personal clothing and belongings in a designated place in the booth, away from food preparation, food service and warewashing areas.

### [Need more information on food safety and MA food regulations](#)

[www.mass.gov/dph/fpp](http://www.mass.gov/dph/fpp)

Retail Food Information

<http://extension.umass.edu/nutrition/index.php/programs/food-safety>

MA Partnership for Food Safety Education Resources/Food Safety Principles for Food Workers

[www.foodsafety.gov](http://www.foodsafety.gov)

Gateway to Government Food Safety Information