APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT

Name of Establishment | Operator | Contact Telephone

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

Operator Mailing Address

1. Before completing this application, read Food Safety at Temporary Events and the temporary food service "Are You Ready?" Checklist. Have you read this material? _____ YES _____ NO

2. Menu: Attach or list **all** items. Any changes must be submitted and approved by the Board of Health 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 and agreement for use of another approved kitchen giving dates and 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.

5. Food source(s):_____

Source and storage of water/ice:_____

Storage and disposal of wastewater:_____

Stroage and disposal of garbage:_____

6. On the back of this page, draw a sketch of the booth.

I certify that I am familiar with 105 CMR 590.000 Minimum Sanitation Standards for Food Establishments - Chapter X., federal 1999 Food Code and the above described establishment will be operated and maintained in accordance with the regulations

APPLICANT'S SIGNATURE_____ DATE_____

-OVER-

Plan Review:

A. Draw in the location and identify all equipment including handwash facilities, dishwash facilities, ranges, refrigerators, worktables, food/single service storage, etc. (A certificate from the Fire Department is required for all open flames.)

B. Describe floor, wall and ceiling surfaces:_____

:OARD OF HEALTH COMMENTS:

:RMIT NUMBER APPROVED BY: DATE

›py to Applicant:____ In Person _____ Mailed Date_____

UPDATED - - TEMPORARY FOOD EVENTS FACT SHEET

What You Need to Know for a Safe and Successful Event
by the
Needham Health Department

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 ACCEPTIONS 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!

Massachusetts Department of Public Health

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.
❑ **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 the MA food safety regulations?

www.state.ma.us/dph/fpp/retail	MA Retail Food Safety Information
www.foodsafety.gov	Gateway to Government Food Safety Information

The Top Six Causes of Food Poisoning

From past experience the U.S. Centers for Disease Control and Prevention list these six circumstances as the ones most likely to lead to illnesses. Check through the list to make sure your event has covered these common causes of foodborne disease:

☐ ***Inadequate Cooling and Cold Holding***
More than half of all food poisonings are due to keeping foods out at room temperature for more than 2-4 hours.

☐ ***Preparing Food Too Far Ahead of Service***
Food prepared 12 or more hours before service increases the risk of temperature abuse.

☐ ***Poor Personal Hygiene and Infected Personnel***
Poor handwashing habits and foodhandlers working while ill are implicated in 1 out of every 4 food poisonings.

☐ ***Inadequate Reheating***
When leftovers are not reheated to above 165°F, illness often results.

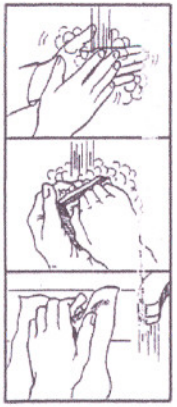
☐ ***Inadequate Hot Holding***
Cooked foods not held at above 140°F until served can become highly contaminated.

☐ ***Contaminated Raw Foods & Ingredients***
Serving raw shellfish or raw milk that is contaminated, or using contaminated raw eggs in sauces and dressings, has often led to outbreaks of foodborne disease. It is always safer to use pasteurized products.

Remember: When in doubt, *throw it out!*

Clean Hands For Clean Foods

Since the staff at temporary food service events may not be professional food workers, it is important that they be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:



☐ Use soap and water.

☐ Rub your hands vigorously as you wash them.

☐ Wash ALL surfaces, including:
-back of hands
-wrists
-between fingers
-under finger nails using a good brush.

☐ Rinse your hands well.

☐ Dry hands with a paper towel.

☐ Turn off the water using paper towel instead of your bare hands.

Wash your hands in this fashion before you begin work and frequently during the day, especially after performing any of these activities:

- Using the toilet
- Handling raw food.
- Coughing or sneezing.
- Touching hair, face or body.
- Smoking.
- Handling soiled items.
- Scraping tableware.
- Disposing of garbage.

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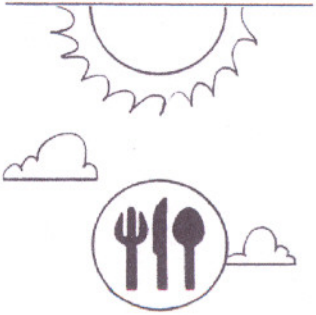
FOOD SAFETY AT TEMPORARY EVENTS



Are your hot foods hot?
Cold foods cold?
Equipment and utensils clean?

14 Steps to

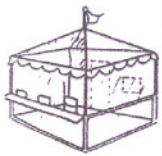
Safe and Sanitary Food Service Events

Church suppers, street fairs, civic celebrations and other similar events call for food service outlets to be set up out-of-doors or in locations where keeping foods safe and sanitary becomes a real challenge. This 14-step guide will help you keep your temporary event free of the risk of food poisoning.

1 Permits. Check with your local government agency about permits and code requirements. Be prepared to tell the department where you will hold the event, what you plan to serve, where the food will come from, how you will prepare and transport it, and the precautions you will take to prevent contamination.

In the event of a foodborne illness, it will help if you can show you ran your event "by the book."

2 Booth. Design your booth with food safety in mind. The ideal booth will have an overhead covering, be entirely enclosed except for the serving window and have only one door or flap for entry. Clear plastic or light colored screening on side walls will aid visibility. Only food workers may be permitted inside the food preparation area; animals must be excluded.

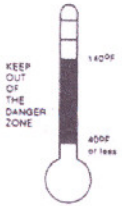


The more your food is exposed to outsiders, the greater the likelihood of contamination.

3 Menu. Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, potato salad, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Cook to order, so as to avoid the potential for bacterial contamination. Use only foods from approved sources, avoiding foods that have been prepared at home.

Complete control over your food, from source to service, is the key to safe, sanitary food service.

4 Cooking. Use a food thermometer to check on cooking and cold holding temperatures of potentially hazardous foods. Hamburgers and other ground beef should be cooked to 155° Fahrenheit or until juices run clear; poultry parts to 165°; pork and other meats to 145°.



Most illnesses from temporary events can be traced back to lapses in temperature control.

5 Re-heating. Heat foods to above 165°F within 30 minutes. Do not attempt to heat foods in crock pots, steam tables or other hot holding devices, or over sterno.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

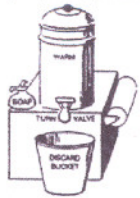
6 Cooling and cold storage. Foods that require refrigeration must be cooled to 40°F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches deep and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly.

Allowing hazardous foods to remain unrefrigerated for too long has been the cause of many episodes of food poisoning.

7 Transportation. If food needs to be transported from one location to another, keep it well covered and provide adequate temperature controls. Use refrigerated trucks or insulated containers to keep hot foods hot (above 140°F) and cold foods cold (below 40°F).

Neglecting transportation can undo all the good of your other measures to prevent contamination.

8 Hand Washing. Provision must be made for an adequate hand washing facility. In a pinch, a large urn full of water, a soap dispenser, a roll of paper towels and a bucket to collect waste water may do the trick.



The use of disposable gloves can provide an additional barrier to contamination, but gloves are no substitute for hand washing. Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease.

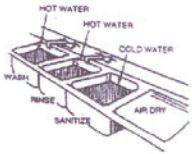
9 Health & Hygiene. Only healthy workers should prepare and serve food. Any who show symptoms of a disease -- cramps, nausea, fever, vomiting, diarrhea, jaundice, etc. -- or who have open sores or infected cuts on the hands should not be allowed in the food booth. Workers should wear clean outer garments and should not smoke in the booth.

Ill or unclean personnel are the frequent cause of foodborne diseases. Smoking, besides being unhealthful and aesthetically unappealing in food preparation, contributes to the contamination of workers' hands.

10 Food Handling. Avoid hand contact with raw, ready-to-serve foods and food contact surfaces. Use disposable gloves, tongs, napkins or other tools to handle food.

Touching food with bare hands transfers germs to the food.

11 Dish Washing. Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable ware. Wash equipment and utensils in a 4-step sanitizing process: washing in hot, soapy water; rinsing in hot water; chemical sanitizing; and air drying.



Clean utensils provide protection against the transfer of harmful germs.

12 Ice. Ice used to cool cans and bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice, never the hands.

Ice can become contaminated with bacteria and viruses and cause foodborne illness.

13 Wiping cloths. Rinse and store your wiping cloths in a bucket of sanitizer (for example, 1 capful of bleach in 2 gallons of water). Change the solution every 2 hours.

Well sanitized work surfaces prevent cross contamination and discourage flies.

14 Insect Control & Wastes. Keep foods covered to protect them from insects. Store pesticides away from food. When you apply them follow the label directions, avoiding contamination of food, equipment or other food contact surfaces. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of waste water in a sewer or public toilet.

Flies and other insects are carriers of foodborne diseases. The chemicals used to kill them can be toxic to humans.