TEMPORARY FOOD ESTABLISHMENT OPERATIONS

ARE YOU READY?

Use this guide as a checklist to verify compliance with MA Food safety regulations and include this form with your application.

☐ **Application** Submit a completed temporary food establishment application to the Local Board of Health a minimum of 30 days prior to the event with the $50.00 permit fee (unless otherwise instructed).

FOOD & UTENSILS STORAGE AND HANDLING

☐ **Dry Storage** Keep all food, equipment, utensils and single service items stored above the floor/ground on pallets or shelving, and protected from contamination.

☐ **Cold Storage** Keep Potentially hazardous foods at or below 41^{o}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^{o}F.

☐ **Thermometers** Use a food thermometer to check temperatures of both hot and cold potentially hazardous food. *You must stock a stem thermometer to ensure hot and cold holding temperatures at the temporary event.

☐ **Food Display** Protect food from customers handling, coughing, sneezing by wrapping, sneeze guards or other effective barriers.

☐ **Consumer Advisory** Post consumer advisories for raw or undercooked animal foods, if you will be preparing meat, fish, poultry, or eggs cooked to order.

☐ **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. We will require a separate waste can for gloves/deli tissues in order to monitor usage.

Protect all storage, preparation, cooking and serving areas from contamination.

Obtain food from an approved source. Potentially hazardous foods (PHF's) and perishable items may not be prepared in residential kitchens. PHF's and perishable items must be prepared onsite of in a licensed food establishment.

PERSONNEL

☐ **Person in Charge** There must be one designated person in charge at all times responsible for compliance with regulations. You must submit a copy of your Food Manager Certificate with your application. This certificate is required if….

☐ **Handwashing** A convenient handwashing facility must be available for employee handwashing whenever handling unpackaged foods. This sink shall have warm running water, soap and individual paper towel.

☐ **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 area.

CLEANING AND SANITIZING

☐ **Sanitizing** Use a chorine bleach or Quat sanitizer for sanitizing food contact surfaces, equipment and wiping cloths. Store the sanitizer in a spray bottle or bucket that is labeled “sanitizer” Appropriate test strips should be on hand at all events.

WATER

☐ **Water Supply** An adequate supply of water shall be on site and obtained from an appropriate source. Water storage at the booth shall be approved storage containers

☐ **Wastewater Disposal** Disposal 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/ffp/retail	MA Retail Food Safety Information
www.foodsafety.gov	Gateway to Government Food Safety Information