

Milford Board of Health

Food Safety Information and Other Health Requirements for Temporary Events

The following information applies to all temporary event food service that is offered to the public. Where any advertising or inducement exists for the community to attend, regardless of the cost to the individual, an event will be considered "public." Even if your event is not open to the general public, a permit may still be required.

Temporary food establishment permits will only be issued if the food booth is operating in conjunction with an event or celebration.

All food service vendors must obtain a Temporary Food Permit. These include existing restaurants, fast-food operations, caterers, churches, community or school organizations, volunteer and social groups. Each vendor is responsible for obtaining their own permit.

A Temporary Food Permit is a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

Before applying for a permit, please decide on the following:

- The complete menu including beverages.
- The booth structure (whether provided by the event sponsor or the vendor).
- The equipment that will be required, including a hand washing station. See attached diagram. **Liquid hand sanitizer and gloves is not an acceptable substitute for soap and water.**
- Methods to maintain hot and cold product temperatures.
- How all foods will be transported and stored.
- Where and how clean up of equipment will be done.
- Who will be in charge of the booth (must have a Food Service Safety Certification).

Note: No food for the public may be prepared or stored in a private residence.

The use of a Milford Board of Health approved restaurant, school, civic center, church kitchen, etc. for food preparation or storage is acceptable with a signed commissary agreement. A separate permit is generally required if food preparation occurs at a separate location from the event location.

Food-service vehicles, including rental beverage trailers (such as those from Coke/Pepsi), must meet health standards for temporary event operations and require permits from the Health Department.

Temporary Event food booths are inspected by the Milford Board of Health. All violations must be corrected. Un-permitted booths or unsafe food practices may result in food removal or booth closure.

The permit is issued "in-person" only, so you will have the opportunity to discuss any questions. The person in charge must demonstrate adequate knowledge of food safety and sanitation practices in order to receive a Temporary Food Permit. **Permits will only be issued to the person in charge of the booth.**

If spoken or written English presents a communication problem, please feel free to bring a translator to any board of health meetings or inspections. At time of interview we request a copy of your Food Service Safety Certification.

A Food Service Safety Certification is not the same as a Temporary Food Permit. BOTH items are required to operate a temporary food booth.

Event Coordinators

These pages should be copied and distributed to participants. It is not your responsibility to obtain permits for vendors, but you must not allow any vendor to set up or operate a food booth without a permit. Please submit a list of your food vendors as soon as possible to ensure proper permitting. The Milford Board of Health fax number is (508) 473-1380.

Office Hours for Permit Application

Monday - Friday

9:00 a.m. - 4:00 p.m.

Milford Board of Health

52 Main Street, Town Hall

Milford, MA 01757

Permits should be secured 2 weeks before the event. Failure to secure permits 2 weeks before the event will result in a \$10 Late Fee. Please plan ahead and do not put off permitting until the last possible day. We may not be able to accommodate you at the last minute.

Temporary Food Permit Fee Schedule

- **Daily Permit:** \$15.00 per calendar day of operation per food unit.

The Milford Board of Health reserves the right to reject any application they feel the food planned on being prepared and served to the general public would be too high of a risk in a temporary event setting.

Fee must be paid at the time the permit is issued.

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 2 weeks 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 MA food regulations

www.mass.gov/dph/fpp

Retail Food Information

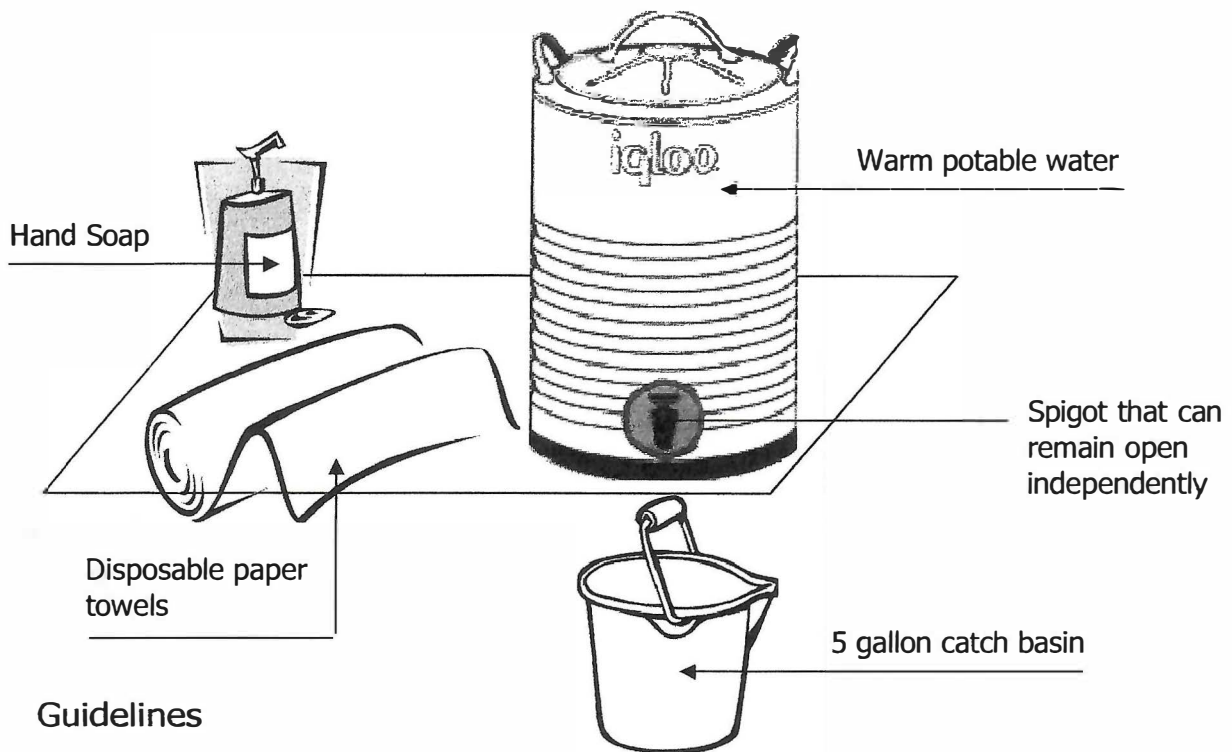
http://www.umass.edu/umext/nutrition/programs/food_safety/resources/index.html

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

www.foodsafety.gov

Gateway to Government Food Safety Information

Temporary Food Stand Hand washing Set-up



Guidelines

Hand washing

1. An accessible and functional hand washing facility shall be provided within the perimeter of any business involved in the sale of food. If only pre-packaged food products are sold, hand washing facilities are not required.
2. Hand washing facilities shall not be used for the cleaning of equipment, storage of wiping cloths, or the disposal of liquid waste.
3. All food products, cooking equipment, and serving utensils shall be protected from any splash or spillage involved in the washing of hands.
4. Disposable paper towels shall be provided with each hand washing facility and will be properly disposed of after being used. Soap from a sanitary dispenser shall be provided with each hand washing facility and shall be accessible at all times for hand washing purposes.
5. Any of the following set-ups can be used as a hand washing facility:
 - Portable commercial hand sinks that produce water flow within 10 seconds of activating a hand pump or opening a dispensing valve.
 - Minimum of 2-5 gallons of potable water will be maintained in a container capable of dispensing water through a valve. This valve shall enable a constant flow of water when opened. The waste water shall be collected and disposed of to a sanitary sewer.
6. An accessible and functioning commercial hand sink will accompany any toilet utilized by food handlers. Soap from a sanitary dispenser and disposable single-use towels shall be provided. The sink shall be used for hand washing only. Hand washing facilities shall be checked regularly for adequate soap, towels, and water.

Milford Board of Health
52 Main Street, Milford MA 01757
(508) 634-2315

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: _____

Storage 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-

