



Board Members

Kenneth C. Evans
Leonard A. Izzo
Paul A. Mazzuchelli

BOARD OF HEALTH

TOWN OF MILFORD, MASSACHUSETTS 01757

Jacquelyn A. Murphy, Director of Public Health

Telephone: 508-634-2315

Due to the increasing popularity of Mobile Food Trucks and Food Truck events, the Board of Health has prepared this packet of information for Food Truck vendors seeking a One-Day Food Permit to operate in the Town of Milford.

As you know, mobile food trucks offer a wide assortment of foods through a variety of trucks - from simple push carts to full-service mobile food operations. We have intended for this guide to be as comprehensive as possible to cover these various operations, so while it may seem cumbersome to address all aspects of the application process please know that we will work with you to obtain compliance and to make your food truck a success while it operates in town.

We ask that you complete the entire application. Incomplete applications will take longer to process and may delay your ability to participate in a town event. Please do not hesitate to contact us with your questions.

Inside this packet you will find:

1. Mobile Food Truck Guidelines, Expectations & Requirements
2. Application Checklist
3. Application for Mobile Food Truck Permit
4. Mobile Food Truck Layout Plan
5. REAP Attestation Form
6. Workers Compensation Affidavit
7. Truck Inspection Checklist
8. Event Information
9. Sample Servicing Area Agreement
10. Fire Department Guide, Compliance Checklist, & Permit Application

**Our top priority is always to protect the public health and ensure
food safety in the Town of Milford**

We look forward to working with you!

MOBILE FOOD TRUCK GUIDELINES, EXPECTATIONS & REQUIREMENTS

1. A permit is required. Permits may be for One-Day or issued Annually.

A One-Day permit allows your food truck to operate in the Town of Milford for a ONE-day event.

An Annual Permit requires submission of a *Letter of Consent* for use of private property (where truck will be operating).

2. An inspection of the food truck is required - see Truck Inspection Checklist. Your Food Permit will not be issued until an inspection has been conducted.
3. Only the truck that is inspected by the Milford Health Agent shall be allowed to operate in Town. No additional trucks or trailers operating under your food establishment name are allowed UNLESS they are inspected and permitted. EACH truck will require its own separate food permit.
4. The Mobile Food Truck operator must notify the Board of Health of the locations (where & when) they are in operation in Town.
5. All foods must come from an approved source. Receipts shall be provided to the Health Agent upon request and shall be maintained on truck.
6. Water supply must be from an approved source. Water from a private well will not be allowed unless it is approved by the Department of Environmental Protection as a potable water source.
7. Mechanical refrigeration is required when Mobile Food Truck is selling/distributing ready-to-eat potentially hazardous foods.
8. All food, equipment, utensils and single service items shall be handled and stored in such a manner to prevent contamination. (covered, stored in clean containers, and kept 6" off the floor)
9. **NO FOODS MAY BE PREPARED OR STORED IN A RESIDENTIAL KITCHEN OR PRIVATE HOME.** *Exception: Non-TCS foods such as cakes and cookies prepared in a licensed Residential Kitchen are allowed provided that mobile food truck applicant is the Residential Kitchen License permit holder and a copy of his/her food permit and Inspection Report is included with this application.*
10. **HANDWASHING FACILITIES MUST BE PROVIDED.** Hand-wash sinks must be located in such a way that they are easily accessible. The use of disposable gloves can provide an additional barrier to contamination, but gloves are not a substitute for hand washing.
11. **Bare hand contact with ready-to-eat foods is not allowed.** Disposable non-latex gloves shall be readily available to food truck employees.

12. Ice used to cool cans and bottles shall not be used in beverage cups and should be stored separately. Ice must come from an approved source. Use a scoop to dispense ice - never use hands. *Ice can become contaminated with bacteria and viruses and can cause food-borne illness.*
13. All food equipment must be NSF/ANSI certified.
14. The use of crock pots is PROHIBITED. (Slow-cooking may activate toxins that can survive the cooking process.)
15. Garbage and refuse shall be disposed of in a sanitary manner. The premises shall be kept clean.
16. All trucks shall have walls and floors that are smooth, durable, easily cleanable, and non-absorbent. Floor and wall junctures shall be coved or sealed.
17. Food contact surfaces shall be non-toxic, smooth, easily cleanable and free of rust, dents or pitting.
18. Hot holding temperature requirement: 135° F or Higher @ all times
19. Cold holding temperature requirement: 41° F or Below @ all times
20. Thermometers must be present in cold-holding and hot-holding cabinets and be working properly at all times.
21. A manager certified in food safety MUST be present at ALL times the food truck is in operation. His/her food manager certification and allergen awareness certification must be posted within the mobile food truck.
22. Food trucks, while operating in the Town of Milford, must post their food permit.
23. The required allergen awareness statement must be posted and visible.
24. Food trucks must operate from a licensed commissary or other base of operations which is licensed and inspected by the Board of Health within that town. A Service Agreement AND copy of food permit for the commissary MUST be provided with your application.
25. Mobile food trucks with no commissary agreement must be fully contained - supplied with a 3-bay sink, hand-wash sink, mechanical refrigeration, basically a restaurant on wheels. Food receipts must be provided the day of the event showing date of purchase for food products.
26. Straws (if provided) shall be individually wrapped.
27. *Ice Cream Truck Vendors MUST include your Ice Cream Truck Vending Permit (issued by the Police Department) www.mass.gov/info/about-ice-cream-truck-vendors*

APPLICATION CHECKLIST

- Completed Application
 - Mobile Food Truck Layout Plan
 - REAP Attestation Form
 - Application Fee
 - Menu
 - Food Manager Certification
 - Allergen Awareness Certification
 - Hawkers & Peddlers License
 - Commissary Servicing Area Agreement
 - Fire Department Inspection (if applicable)
 - Event Information Form
 - Ice Cream Truck Vending Permit - for Ice Cream Truck Vendors ONLY*
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- For ANNUAL Permit applications - Letter of consent to use private property must be included with your application - *Please contact Board of Health if you are considering applying for an Annual Permit.*