TOWN OF HOPEDALE
Board of Health
78 Hopedale Street - P.O. Box 7
Hopedale, Massachusetts 01747
Tel: 508-634-2203 Ext. 222 Fax: 508-634-2200

REQUIREMENTS FOR ONE DAY/ONE EVENT FOOD VENDOR PERMIT

A complete application packet with all requirements is due in the Board of Health Office no later than thirty (30) days prior to the event.

1. Completed Application

2. Fee: $25.00 (Verified non-profit organizations there is no charge)

3. If mobile unit:

   a. Copy of Hawkers & Peddlers License
   b. Copy of most recent inspection report

5. If preparing food at a food establishment:

   a. Copy of Food Establishment Permit
   b. Copy of recent food establishment inspection report

6. If preparing PHFs:

   a. Serve-Safe Certification
   b. Allergy Awareness Training

7. If mobile unit with 50 lbs. or more propane tank, must have Fire Department Inspection.

Note: No foods made in RESIDENTIAL KITCHEN shall be allowed at any one-day/event food event. Exception: Bake Sale items, such as cookies, brownies, or cakes.

The Board of Health Agent will complete an inspection of the food booth on or before the day of the event.

(continue to next page)

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APPLICATION FOR ONE DAY/ONE EVENT FOOD VENDOR PERMIT

Please print:

* * * * * * * * * * *EVENT INFORMATION* * * * * * * * * * *

Title of Event: _____

Event Location: _____

Date(s) Of Event: _____ Rain Date(s): _____

Event Set Up Date: _____ Event Set Up Time: _____

Event Hours of Operation: _____ Expected number of patrons: _____

Event Coordinator Contact Name: _____

Event Coordinator Contact Phone: _____

Event Utilities:

Will **electricity** be provided to food booths: ☐ **Yes** ☐ **No**

Describe **potable water supply**: _____

Describe means for **wastewater disposal**: _____

Describe mans for **garbage disposal and collection**: _____

* * * * * * * * * * * FOOD VENDOR INFORMATION * * * * * * * * * * *

Name: _____ Phone No.: _____

Business Address: _____

Mailing Address, if different: _____

Email: _____ *(required)*

Food Booth Structure:

☐ Booth ☐ Tent ☐ Mobile Unit ** ☐ Other: _____

**** Mobile Food Unit**

(1) provide a copy of your Hawkers & Peddlers License and most recent Inspection Report

(2) list base of operations (licensed facility at which your unit is cleaned and sanitized: _____

Hand-washing facilities available at food booth? ☐ **Yes** ☐ **No**

If **No**, explain method of hand-washing: _____

Number of employees at day of event: _____

Will gloves be available for use by your employees? ☐ **Yes** ☐ **No**

Note: Disposable gloves and hand sanitizers can provide an additional barrier to contamination but are not a substitute for handwashing.

Do you have immediate access to a dishwasher or 3-compartment sink? ☐ **Yes** ☐ **No**

If ***No***, please explain method of cleaning utensils and equipment: _____

Note: Utensils <u>must</u> be cleaned or replaced every 4 hours. Separate utensils <u>must</u> be utilized for handling raw and cooked animal foods during the cooking process.

Type of sanitizer you will be using: _____

Note: Sanitizer kits <u>must</u> be available for use at food structure. All food contact surfaces <u>must</u> be sanitized and kept clean at all times.

* * * * * * * * * * * FOOD PREPARATION * * * * * * * * * * *

Menu: Attach or list all food items to be served at event: _____

_____

_____

_____

Will all foods be prepared at the event in the food booth?

- ☐ **Yes - Fill out Section B below**
- ☐ **No - Fill out Sections A and B below**

Note: No foods made in RESIDENTIAL KITCHEN shall be allowed at any one-day/event food event. Exception: Bake Sale items, such as cookies, brownies, or cakes.

Section A: At approved FOOD ESTABLISHMENT

Note: You must attach a copy of food permit and agreement for use of another licensed food establishment and its most recent inspection report

List each potentially hazardous food item and which preparation procedure will occur.

Food Item	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding

Section B: At the temporary structure

Food Item	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding

Attach sheet if additional space is needed.

Food Source(s): List all locations at which food will be purchased for this event:

_____

_____

_____

* * * * * * * * FOOD TRANSPORTATION, PROTECTION AND STORAGE * * * * * * * *

1. Describe measures to protect food and maintain temperature (hot and cold) during transportation from approved kitchen to food booth: _____

_____

_____

2. Describe measures to protect food and maintain temperature (hot and cold) while in storage at food booth: _____

_____

_____

3. Describe measures to protect food and maintain temperature (hot and cold) during display at food booth: _____

_____

Note: Food thermometers *must* be on site to verify hot and cold temperatures.

Water and ice must be from an approved source: List source: _____

Note: Ice used for cold storage of food products *must not* be dispensed for consumption to consumer.

Packaged foods may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, its container, or its positioning in the ice or water. Unpackaged food may not be stored in direct contact with un-drained ice.

4. Explain how food stored in ice will be adequately protected from melting water:

_____

_____

5. How will frozen foods be thawed, if necessary, prior to service? _____

_____

_____

Allergy labeling of prepared foods is required.
Note: Hair restraints are required.

**********CERTIFICATIONS**********

Unless only Non-Potentially Hazardous Foods (PHFs) are to be served, this food booth must be overseen by an individual certified in food safety and sanitation.

- ☐ **Serve-Safe Certification attached**
- ☐ **Serve-Safe Certification not attached – NOT preparing any PHFs**
- ☐ **Allergy Awareness Training Certification**

By signing this application, I certify that I have received the Massachusetts Department of Public Health "Are You Ready?" checklist for Temporary Food Establishment Operations (attached to this permit application), and that I am familiar with 105 CMR 590.000 Minimum Standards for Food Establishments, and that the described establishment will be operated and maintained in accordance with the regulations.

_____ Date

_____ Signature of Food Vendor Applicant

_____ Print Name of Food Vendor Applicant

****

For Board of Health Use Only

Date Received: _____

Approved by:

_____ Signature

_____ Title

Permit No.: _____

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 fourteen (14) 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 kitchen.

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 with 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