TOWN OF NORTHBRIDGE
BOARD OF HEALTH
Aldrich School Town Hall Annex ~ 14 Hill Street
Whitinsville, MA 01588
Phone (508) 234-3272 Fax (508) 234-0821

Application for One Day/Temporary Food Permit

PERMIT FEE: $50.00/day (No Charge for Non-Profit Organizations)
Application fee is non-refundable – make checks payable to "Town of Northbridge"
Late Fee: $25.00 (Applications received LESS than 14 days PRIOR to event)
No applications received within 48 hours of an event will be accepted.

EVENT INFORMATION:

Name of EVENT: _____

EVENT Location: _____

Date(s) of EVENT: _____ Rain Date(s): _____ Expected # of patrons: _____

EVENT Hours of Operation: _____EVENT Set Up (Date & Time): _____

EVENT Contact Person (Name & Phone #): _____

EVENT UTILITIES:

Will Electricity be provided to Food Booths? YES NO

Describe Potable Water Supply: _____

Describe means for Wastewater Disposal: _____

Describe means for Garbage Disposal & Collection: _____

FOOD VENDOR INFORMATION:

Name: _____ Phone #: _____

Mailing Address (Location to which food permit is to be mailed): _____
_____

Food Booth Structure: Booth Tent Mobile Unit** Other: _____
***Mobile Food Units – provide a copy of your Hawkers & Peddlers License & most recent Inspection Report*
***Mobile Food Units – Base of Operations (licensed facility at which your unit is cleaned and sanitized):* _____
_____

Hand-washing facilities available at booth? YES NO (If no, please explain method of hand-washing):
_____

Will Gloves be available for use by your employees? _____ # of Employees: _____
Disposable gloves & 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? _____
If not, please explain method of cleaning utensils and equipment: _____
_____

Utensils must be cleaned or replaced every 4 hours! Separate utensils must be utilized for handling raw and cooked animal foods during the cooking process!!

Type of Sanitizer you will be using: _____ (***Sanitizer test kit must be available for use at food booth***) **All food contact surfaces must 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 temporary food service booth?

_____ **YES** Fill out Section B below _____ **NO** Fill out Sections A **and** B below:

SECTION A: At the approved kitchen
(You **MUST** attach copy of food permit and agreement for use of another licensed food establishment along with their MOST RECENT Inspection Report)

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

FOOD	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding
1.							
2.							
3.							
4.							
5.							

SECTION B: At the booth:

FOOD	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding
1.							
2.							
3.							
4.							
5.							

FOOD PROTECTION, TRANSPORTATION & STORAGE

Describe measures to protect food and maintain temperature (HOT and COLD) during transportation from approved kitchen to event booth: _____
_____
_____
_____

Describe measures to protect food and maintain temperature (HOT and COLD) while in storage at event booth:
_____
_____
_____

Describe measures to protect food and maintain temperature (HOT and COLD) during display at event booth:
_____
_____
_____

Food grade thermometers MUST be on-site to verify hot and cold temperatures.

Water and Ice MUST be from an approved source – list source(s): _____

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.

Explain how food stored in ice will be adequately protected from melting water? _____
_____
_____
_____
_____

How will FROZEN foods be thawed, if necessary, prior to service? _____
_____
_____
_____

Food source(s) – please list all locations at which food will be purchased for this event: _____
_____
_____
_____

No foods made in a RESIDENTIAL KITCHEN shall be allowed at any temporary food event!
(*Exception*: Bake Sale items such as cookies, brownies, or cakes)

******IMPORTANT NOTICE******

Unless only NON-Potentially Hazardous Foods (PHFs) are to be served, this Temporary Food Establishment must be overseen by an individual certified in food safety and sanitation. You MUST provide copy of certification with this application.

☐ **Food Manager Certification is attached.**

☐ **Food Manager Certification is NOT attached – we will NOT be preparing any PHFs.**

☐ **Allergen Awareness Certification is attached.**

I certify by signing this application that I have received and read the **Massachusetts Department of Public Health "Are You Ready?" checklist for Temporary Food Establishment Operations,** 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

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 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 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