



TEMPORARY EVENT PERMIT APPLICATION

Name of Event: _____

Sponsored by: _____ NON-Profit ID # _____

Date and Time of Event: _____

Location: _____

Contact Person: _____ Tel.# of Contact Person: (____) _____

Address of Contact Person: _____

List Foods Served: _____

Describe Where and How Food is Prepared: _____

How is food kept hot or cold during transport and service: _____

Describe Food Handler's Hand washing facilities:

Describe waste and rubbish disposal: _____

Describe bathroom/toilet facilities: _____

Signature _____ Title _____ Date _____

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 30 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

Guidelines for Safe Bake Sales



Bake sales can provide good fund raising opportunities. However, making certain the food sold is **safe** is a must! Customers should be confident that basic food safety practices were followed to prepare those foods. Here are some common sense safety procedures.

Although the traditional bake sale foods rarely cause illness, remember, under certain circumstances, any food can cause food-borne illness. **Avoid potentially hazardous foods.** These include those with raw eggs or cream filling, such as lemon meringue, or those high in moisture or protein, like pumpkin pie.

These guidelines will improve your chances for a successful bake sale:

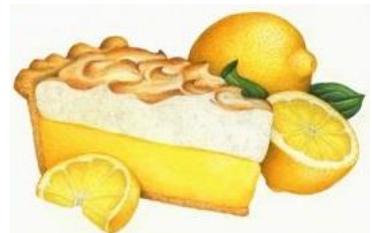
- Maintain list of each item prepared with the name, address, and phone number of the person who prepared it.
- Post a sign indicating that these items are “Home Baked.”
- Package food individually in plastic, foil, or waxed paper to protect from contamination while being transported, stored or displayed.
- Use tongs, tissues or other utensils for necessary handling of unprotected single units during service.
- Provide a list of ingredients for buyers with allergies.

Acceptable bake sale items:

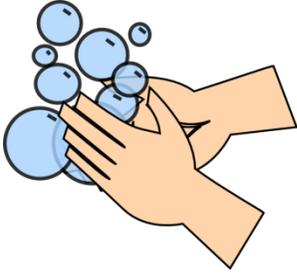
- ✓ Breads – quick breads and yeast
- ✓ Cakes (**except** cheesecake or cream filled)
- ✓ Cookies
- ✓ Cupcakes (**except** cream-filled)
- ✓ Bars
- ✓ Muffins
- ✓ Fruit-based pies not requiring refrigeration
- ✓ Candies
- ✓ Dried fruits, herbs and spices

Not acceptable for bake sales:

- ✓ Meat, poultry, or fish in salads or sandwiches
- ✓ Cheesecake
- ✓ Pastries
- ✓ Cream, meringue, custard, or pumpkin pies
- ✓ Cream-filled cakes, cupcakes, muffins, or doughnuts
- ✓ Frosting and fillings made with cream cheese
- ✓ Home-canned foods



Guidelines for Safe Bake Sales



Food Preparation

Food preparers should thoroughly wash hands with soap and warm water before beginning. Hands should be washed again after coughing, eating, handling garbage, or using the restroom.

Prior to preparing any foods, all surfaces should be thoroughly cleaned and then sanitized. You can use a bleach solution: 1/2 tsp. bleach per quart of water.

Food Allergens

Individuals who are allergic or very sensitive to food can touch or smell food and have an allergic reaction. Some allergic reactions can be severe and require hospitalization.

These are the eleven most common food allergens: Milk, Citrus, Eggs, Soy, Peanuts, Wheat, Tree nuts, Melon, Strawberries, Shellfish, and Fish.

Please consider the following:

- Label items that containing allergens, e.g., “contains nuts.”
- Position foods containing known allergens away from other items or use a separate table
- Designate a person to handle the sales of only allergen-free foods.

Additional consumer food safety information can be obtained by visiting www.foodsafety.gov