



# Town of Brewster

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Health Department

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## Guidelines for Temporary Food Service Permits

Are you considering selling or offering food at a temporary event such as a craft fair or festival? Make sure you meet all the requirements before making any plans. The Health Department reviews all applications thoroughly. Temporary food establishments must meet the following standards:

### Permits:

- A Temporary Food Permit application must be completed and submitted a minimum of 14 days prior to the planned event
- The application must be reviewed with the Health Inspector. Once approved, the permit is valid for a maximum of 14 consecutive days

### Types of food allowed to be offered:

- If you plan on cooking on-site at the event, you may only offer foods requiring limited preparation, such as hamburgers and frankfurters that only require seasoning and cooking. Other TCS foods (items that are required to be kept hot or cold, such as chicken, seafood, dairy products, chowder, pizza, etc.) must be fully prepared and cooked at a licensed food establishment. These other foods must be capable of being dispensed to the customer without bare hand contact and with no further preparation aside from re-heating.
- Non TCS (Time/Temperature Control for Safety) foods (items such as popcorn, cotton candy, fried dough, etc.) are allowed to be prepared on site at the temporary event.
- Baked goods, bottled beverages, commercially packaged foods and other grab and go types of items can be offered if they are from an approved source such as a licensed residential kitchen or retail store.
- Packaged foods must meet minimum labeling requirements.

### Personnel/food handlers:

- There must be one designated person in charge at all times who is responsible for compliance with the regulations. If any TCS foods are being offered, one person **certified** in food safety is required.
- One person who is **certified** in Allergen Awareness is required for all temporary food permits
- Food employees must have clean outer garments and effective hair restraints. Tobacco usage and eating are not permitted by food handlers in the preparation and service area.

### Event set up:

- Food must be protected from elements such as dust, debris and insects. Floors must be constructed of tight wood, asphalt or grass. Walls must be easily cleanable; this can be accomplished by using a tent with side panels or other means.
- All food contact surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas.
- If light is to be used, bulbs must be shatterproof or shielded to prevent accidental breakage and contamination of food products.

- A sign on the menu board and/or where food is ordered must be posted which reads: "Before placing your order, please inform us if anyone in your party has a food allergy".
- If offering TCS foods that are not fully cooked, a consumer advisory notice must be provided on the menu. This notice must read: "consuming raw or undercooked foods may increase your risk of food borne illness".

#### Handwashing, Cleaning and Sanitizing:

- A convenient handwashing facility must be available whenever handling unpackaged foods. This can be achieved by using a minimum two-gallon insulated container with a spigot, basin, soap and disposable towels. The container must be filled with warm water and a "handwashing only" sign must be posted.
- Alcohol based hand sanitizers are allowed in lieu of a handwashing facility when there will be no bare hand contact with ready to eat foods.
- Restrooms with running potable water must be available at or near the location of the event.
- If warewashing sinks are not available on site, multiple sets of utensils used for food preparation must be provided.
- A sanitizer, such as chlorine bleach must be utilized to sanitize food contact surfaces, equipment and wiping cloths. Wiping cloths must be stored in a chlorine/water solution between uses.

#### Food and utensil storage and handling:

- All food, equipment, utensils and single service items must be stored off the floor/ground and be protected from contamination.
- TCS foods must be kept below 41° F or above 135° F. This can be done by using a mechanical refrigerator, an effectively insulated container with sufficient coolant or hot food storage units.
- When re-heating food for service, the on-site equipment must be capable of getting the food to 165° F quickly, then holding the food at a minimum of 135° F.
- TCS food, which is reheated for hot holding, shall be discarded if not used or sold by the end of the day.
- Wrapped ready-to-eat foods such as sandwiches, shall not be stored in direct contact with ice.
- Only single-service articles (paper plates, plastic utensils, etc.) shall be used by the consumer.
- Ice to be used in food or drinks cannot be used to store foods and must be dispensed with tongs or a scoop.
- A food thermometer must be available to check temperatures of both hot and cold potentially hazardous food.
- Food displays must protect food from customer handling, coughing, or sneezing by wrapping or using a sneeze guard or other barrier.
- Food handlers must use utensils, disposable papers, disposable gloves or any other means to prevent bare hand contact with ready-to-eat food.

#### **Important things to remember:**

Keep food out of the "danger zone": 41° F - 135° F. Food should be kept cold or kept hot. Bacteria grows rapidly when it is in the "danger zone", causing people to get sick.

Cross contamination is a common cause of foodborne illness. Keep raw foods away from ready-to-eat foods (foods that are ready to serve, that require no further washing or cooking).

Hand washing and proper glove use are always the best way to prevent contamination from food handlers. Change gloves often and use an alcohol-based hand sanitizer if running water is not available.

When in doubt, throw it out. If you are unsure of a food's wholesomeness or quality, please don't risk using it.

Castleberry Fairs Event  
August 2022



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### FOR BOARD OF HEALTH USE ONLY

Date Rec'd \_\_\_\_\_ Amt. \_\_\_\_\_

Pymt. Type \_\_\_\_\_

☐ W/C ☐ Food Cert Mgr.

☐ Allergen Awareness

Reviewed by: \_\_\_\_\_

☐ Ok ☐ Hold \_\_\_\_\_

## Temporary Food Permit Application

1) Business Name: \_\_\_\_\_

2) Owner Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

3) Mailing Address: \_\_\_\_\_

4) Telephone No.: \_\_\_\_\_

5) Person in Charge \_\_\_\_\_

6) Certified Food Manager – Allergen Awareness Certification (attach copies) \*Each establishment with few exceptions must have these certifications

(Permits will NOT be issued without a copy of certifications)

Temporary Food Service – (Single event) \$30

Event Location \_\_\_\_\_

Date(S) \_\_\_\_\_

### Base of Operation:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Type of Establishment: \_\_\_\_\_

\*\* Please provide a copy of the Food Service Permit from the Board of Health for the base of operation\*\*

### Food – menu and services

Attach a menu or list all items to be served or sold \_\_\_\_\_

List all food sources (including ice and water) \_\_\_\_\_

**Food – Preparation**

Will all foods be prepared at the booth? ☐ Yes ☐ No

☐ Yes, describe what foods will be prepared and how they will be prepared: \_\_\_\_\_

\_\_\_\_\_

☐ No Describe how food will be transported from the base of operation and the procedure for keeping TCS Foods below (Time/Temperature Control System) below 40° F or at or above 135° F during transport

\_\_\_\_\_

Describe how foods will be maintained below 40° F: (prepackaged foods shall not be stored in contact with water or un-drained ice)

Describe how foods will be maintained at or above 135° F \_\_\_\_\_

\_\_\_\_\_

Will tasting/product sampling occur? ☐ Yes ☐ No

If yes, please provide a protocol for your sampling practices \_\_\_\_\_

\_\_\_\_\_

**List each TCS 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.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								

**Section B: At the Booth**

Food	Thaw	Cut/Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Package
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								

**Note: If your food preparation procedures cannot fit these charts, please list all the steps in preparing each menu item on an attached sheet.**

**Cleaning and Sanitizing**

How will utensils and surfaces be cleaned and sanitized? \_\_\_\_\_

Sanitizing agent: \_\_\_\_\_ Concentration: \_\_\_\_\_ ppm \_\_\_\_\_

**Physical Facility**

Is the unit completely enclosed, other than service windows? ☐ Yes ☐ No

If not, how will food be protected from insects; weather and windblown dust or debris \_\_\_\_\_

What will be used for flooring? \_\_\_\_\_

**Water System/Waste Retention**

Is there a separate sink with warm running water available for hand washing? ☐ Yes ☐ No

(Sink must be supplied with pump soap and individual paper towels)

Describe other sinks and their dimensions: \_\_\_\_\_

\_\_\_\_\_ Site has potable water hookup

\_\_\_\_\_ Potable water supply tank on unit. Capacity \_\_\_ gal.

Capacity of waste retention tank \_\_\_\_ gal (should be greater than supply

How and where will the liquid wastewater be disposed of? \_\_\_\_\_

Storage and disposal of trash: \_\_\_\_\_

**Plan Review** for Temporary Food Service

Attach a picture of your booth or draw a sketch of the booth layout. Identify the location of all food prep tables, refrigerators, coolers, sampling display areas and single service storage areas, etc.

I, the undersigned, attest to the accuracy of the information provided in this application and further agree to allow the regulatory authority access to the establishment as specified under § 8-402.11. I affirm that the food establishment operation will comply with 105 CMR 590.000 and all other applicable law.

**Signature of applicant:**

**Date:** \_\_\_\_\_