



BOARD OF HEALTH

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Temporary Food Establishment Permit Application

Date _____

Fee: \$25 per event. No Charge for Non-profits

Name of Applicant:	Phone:	
Name of Event Coordinator or Person In Charge:		
Address of Applicant:		
City:	State:	Zip
Email Address:		

Name of Event:
Event Address:
Date(s) and Hours of Operation for Event:

NOTE: Caterers and Food Service providers who are not based in Bedford must provide proof of a valid food permit and a recent food code inspection report from the municipality in which the establishment is based. Please include these documents and the permit fee (as outlined above), with this application. Bedford based Caterers and Food Service providers are exempt.

Please read the following before proceeding through the application.

Temporary Public Food Service Events: Food Safety Requirements

Introduction: The provision of food to the public (for free or for sale) is regulated by the Food Protection Program in the Massachusetts Department of Public Health. The regulations, 105 CMR 590, establish standards designed to prevent the spread of food borne illnesses and are based upon federal food safety regulations in the Federal 1999 Food Code. Local Boards of Health are charged with implementing these state and federal regulations.

What Can be Prepared in a Home Kitchen? In accordance with State Department of Public Health Food Protection Program guidelines and recommendations, the only foods which may be prepared at a home kitchen

and served at a potluck or similar “open to the public” function are “non-potentially hazardous foods” i.e. food that does not require temperature control including shelf stable baked goods, such as brownies, quick breads, rolls, cakes that do not have dairy or egg fillings or icings, and fruit pies not requiring refrigeration.

What are Potentially Hazardous Foods? Potentially Hazardous Foods are food items requiring temperature control (either below 41° F or above 140° F) to prevent the rapid growth of pathogens or toxigenic microorganisms (bacteria that can produce toxic substances such as botulism). Note that potentially hazardous foods include most items commonly served at potluck or similar meals, such as:

- Animal-based foods such as raw or cooked eggs, meat, fish or poultry, including chili’s and soups
- Cooked plant-based food such as rice, potatoes, or pasta
- Raw seed sprouts, cut melons, cut tomatoes and garlic in oil mixtures
- Hot or cold entrees, cheeses, dips, casseroles, cream filled pastries or pies
- Any other food that can support the rapid growth of infectious or toxigenic microorganisms if not kept at the proper temperature.

What are the Requirements for Serving Potentially Hazardous Foods at a Public Event? Potentially hazardous foods (explained below) may only be served if BOTH of the following conditions are met:

- The food is prepared under the direction of a certified food protection manager **OR** by a food service establishment licensed by the Bedford Board of Health which its employees are trained in food safety principles and has equipment dedicated to keep foods at approved holding temperatures.

AND

- The facility where the event is held has obtained either a temporary or permanent food establishment license from the Bedford Board of Health

What is “Open to the Public”? Events that are advertised to the community through the media, publicly displayed signs, flyers etc. or are otherwise open to all, are considered public and are subject to these requirements.

What about bake sales for charitable events? Bake sales are exempt from these requirements provided they are for charitable organizations and sell/offer only shelf stable baked goods that do not require refrigeration.

- Such events do not require a food license and shelf stable baked goods that do not require refrigeration may be prepared in private homes.
- Further, we recommend that the information sheet on food allergies available through the DPH website be utilized. (www.mass.gov/dph)

I have read and understand the Temporary Public Food Service Events: Food Safety Requirements, as outlined above.

Signature of applicant:

Date:

Answer the following questions to complete the permit application process:

1. What food will be served at the event? *Below, you are required to list out the common names of the prepared foods being served. Provide the location where the food items were purchased and where will the food be prepared. See “Food Safety Requirements” for preparation of PHFs.*

<i>Common food names</i>	<i>1. Where will food be purchased? 2. Where and how will the food be prepared?</i>

2. Will you be preparing food at a residential kitchen or at the temporary food establishment event?
YES: (only non-PHF (cookies/brownies) are allowed to be prepared at a residential kitchen) NO:

If yes, please read over the last section “Guidelines for Temporary Establishments – Food Prepared On Site”

3. Describe equipment and method of transporting food to the event and storing hot food at the event (140° F or above):

4. Describe equipment and method of transporting food to the event and storing cold food at the event (41° F or below):

5. Is propane used for cooking or warming: Yes: No: If yes, a permit from the Bedford Fire Dept may be required. Any event on town property using 40 lbs or more of propane requires a permit from the Fire Department.

6. Describe the type of tableware used for the event:
Paper Products _____ China _____ Other _____

7. Are pots, pans, utensils and dishes washed on site? Yes No If yes, describe how and where these items will be washed (i.e. dishwasher, 3-bay sink, etc.).

8. Describe measures to protect food from contamination during transportation, preparation, storage, and display:

9. Describe the management plan for the disposal of rubbish, garbage and grease:

10. Provide the number of people working the event that will prepare and serve the food. Describe the experience and training level of the food event staff.

11. Provide the number and describe the location of hand washing sinks.

12. Provide the number and describe the location of the toilet facilities:

13. All food handlers must have proper hair restraints. Will hair restraints be provided to the food handlers?
YES: NO:

14. Bare Hand contact is not allowed with Ready to Eat Foods, (RTE). Will disposable gloves, waxed paper or utensils be provided to the food handlers? YES: NO:

Bedford Board of Health use only:

PERMIT NUMBER _____	DATE RECEIVED _____	AMOUNT RECEIVED _____
APPROVED BY: _____	DATE: _____	

Guidelines for Temporary Establishments – Food Prepared On Site

Food And Utensil Storage and Handling

- DRY STORAGE** All food, equipment, utensils and single service items shall be stored above the floor/ground on pallets, shelving or tables.
- COLD STORAGE** Refrigeration units shall be provided to keep potentially hazardous foods at 45 degrees Fahrenheit or below. An effectively insulated container with sufficient coolant may be approved by the Sanitarian for storage of less hazardous foods, or for use at events of short duration. **ALL POTENTIALLY HAZARDOUS FOODS ABOVE 45 DEGREES FAHRENHEIT SHALL BE DISCARDED UPON REQUEST OF THE SANITARIAN.**
- HOT STORAGE** Hot food storage units shall be used where necessary to keep potentially hazardous foods at 140 degrees Fahrenheit or above.
- FOOD DISPLAY** All food shall be protected from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers. All baked goods shall be pre-wrapped in individual portions. Condiments shall be served as pre-packaged individual packets.
- FOOD PREPARATION** All cooking and serving areas shall be protected from contamination. BBQ areas shall be roped off or otherwise segregated from the public.

Personnel

- HANDWASHING** A minimum five-gallon insulated container with a spigot, and a basin, pump soap and paper towels shall be provided for hand washing. The container shall be filled with hot water.
- HEALTH** Employees/volunteers shall not have any open cuts or sores or diseases transmittable by food. Employees/volunteers experiencing vomiting and/or diarrhea shall not have contact with food.
- HYGIENE** Employees/volunteers shall have clean outer garments and hair restraints. Tobacco usage and eating are not permitted by food handlers in the food preparation and service areas.

Cleaning

- SANITIZING** Chlorine or quaternary ammonium compound shall be provided for sanitizing food contact surfaces, equipment and wiping cloths.
- WIPING CLOTHS** Wiping cloths shall be stored in a clean 100ppm chlorine or 200 ppm quaternary ammonium compound solution. A spray bottle containing a clean 100 ppm chlorine or 200 ppm quaternary ammonium compound solution and paper towels may be substituted.

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** Wastewater shall be disposed in an approved wastewater disposal system.

Premises

- COUNTERS/SHELVES/TABLES** All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be finished to be cleanable.
- TRASH** An adequate number of cleanable containers shall be provided inside and outside the booth and throughout the event.
- RESTROOMS** An adequate number of approved toilet and handwashing facilities shall be provided at each event. These facilities shall be accessible for employee/volunteer use.
- CLOTHING** Personal clothing and belongings shall be stored at a designated place in the booth, away from food preparation, food service and warewashing areas.

ALL LEFT-OVER FOODS SHALL BE DISCARDED AT THE END OF THE DAY