



TOWN OF SOUTHWICK BOARD OF HEALTH
APPLICATION TO OPERATE A
TEMPORARY FOOD SERVICE ESTABLISHMENT
2024

Southwick Health Department
 454 College Highway
 Southwick, MA 01077
 (413) 569-1212

Name of Establishment _____

Business Address _____ Phone _____

Mailing Address (if different) _____

Email Address _____ Fax _____

Owner/Operator Information

Name _____ Title _____

Address _____ Phone _____

REQUIRED DOCUMENTS

Applicant must include the following information, along with pages 1 through 3 of this application:

- A copy of current **Food Service Establishment Permit** or **Mobile Food Service Permit** issued by the local Health Department from the vendor's originating location. For concession trailers without a base of operations, include a copy of a **Temporary Food Service Establishment Permit** from a previous event.
- Food Safety Manager Certificate:** All Temporary Food Service Establishments which handle Time/Temperature Control for Safety Foods must provide a current certificate with application.
- Food Allergen Awareness Certificate:** All Temporary Food Service Establishments which handle Time/Temperature Control for Safety Foods must provide a current certificate with application.

Will all food items be prepared onsite at the temporary food establishment? YES / NO

If NO, please list the following:

- Name of establishment where food will be prepared: _____
- Hot and cold holding methods for handling food: _____
- How food will be transported: _____

Indicate type of event where your Temporary Food Establishment will be operating and indicate dates:

☐ **Single (1) Day Event Temporary Food Establishment**

Date of Event _____ Fee: \$25

☐ **Multiple Day (2-5) Temporary Food Establishment**

Dates of Event _____ Fee: \$75

☐ **Seasonal Event (90 days) Temporary Food Establishment (e.g. Farmer's Market)**

Dates of Event _____ Fee: \$75

Address of Event: _____

Name of Event (if applicable): _____

I hereby certify that I am an owner or officer of the above business and all the information provided is true. I agree to comply with the regulations set forth in 105 CMR 590.000 State Food Code. I agree to allow the Board of Health or its agent's access to the Temporary Food Establishment and to provide all required information. I agree to pay all appropriate fees at the time of application submittal.

SIGNATURE OF OWNER / OFFICER

DATE

CHECK OR MONEY ORDER

MAKE PAYABLE TO: Town of Southwick

NO REFUNDS

Diagram of Your Temporary Food Establishment

In the following space, provide a drawing of your Temporary Food Establishment. Identify and describe all equipment including cooking and cold holding equipment, hand washing facilities, food and single service storage, garbage containers, and customer service areas.

Event Menu

Please list all potentially hazardous foods and any special handling procedures that may apply.

NO MENU CHANGES ARE PERMITTED.

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Equipment List

Please provide a list of all equipment to be used. Include hot and cold holding units and methods. Also include hand wash station specifications

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Temporary Food Service Establishment Employee Sign In Form

Keep this form onsite and updated throughout the temporary food service event. Please keep this form for your personal records.

[illegible]

TEMPORARY FOOD ESTABLISHMENT OPERATIONS

ARE YOU READY?

Use this guide as a checklist to verify compliance with MA Food safety regulations.

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|---|---|
| <input type="checkbox"/> Application | Submit a completed temporary food establishment application to the Local Board of Health a minimum of 30 days prior to the event with the permit fee (unless otherwise instructed). |
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FOOD & UTENSILS STORAGE AND HANDLING

- | | |
|---|--|
| <input type="checkbox"/> Dry Storage | Keep all food, equipment, utensils and single service items stored above the floor/ground on pallets or shelving, and protected from contamination. |
| <input type="checkbox"/> Cold Storage | Keep potentially hazardous foods at or below 41°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. |
| <input type="checkbox"/> Hot Storage | Use hot food storage units when necessary to keep potentially hazardous foods at or above 140°F . |
| <input type="checkbox"/> Thermometers | Use a food thermometer to check temperatures of both hot and cold potentially hazardous food. <u>*You must stock a stem thermometer to ensure hot and cold holding temperatures at the temporary event.</u> |
| <input type="checkbox"/> Food Display | Protect food from customers handling, coughing, and sneezing by wrapping, sneeze guards or other effective barriers. |
| <input type="checkbox"/> Consumer Advisory | Post consumer advisories for raw or undercooked animal foods, if you will be preparing meat, fish, poultry, or eggs cooked to order. |
| <input type="checkbox"/> Food Preparation | <p>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.</p> <p>Protect all storage, preparation, cooking and serving areas from contamination.</p> <p>Obtain food from an approved source. Potentially hazardous foods (PHF's) and perishable items may not be prepared in residential kitchens. PHF's and perishable items must be prepared onsite of in a licensed food establishment.</p> |
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PERSONNEL

- | | |
|--|---|
| <input type="checkbox"/> Person in Charge | There must be one designated person in charge at all times responsible for compliance with regulations. <u>You must submit a copy of your Food Manager Certificate Food Allergen Awareness Certificate with your application.</u> These certificates are required if you prepare and serve Potentially Hazardous Foods (PHFs) . |
| <input type="checkbox"/> Hand washing | A convenient hand washing facility must be available for employee hand washing whenever handling unpackaged foods. This sink shall have warm running water, soap and individual paper towel. |
| <input type="checkbox"/> 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. |
| <input type="checkbox"/> 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 area. |

CLEANING AND SANITIZING

- ☐ **Sanitizing** Use a chlorine bleach or Quat sanitizer for sanitizing food contact surfaces, equipment and wiping cloths. Store the sanitizer in a spray bottle or bucket that is labeled "sanitizer" Appropriate test strips shall be on hand at all events.

WATER

- ☐ **Water Supply** An adequate supply of water shall be on site and obtained from an appropriate source. Water storage at the booth shall be 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** Vendor must 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 hand washing 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 ware washing areas.

Need more information on food safety and the MA food safety regulations?

www.state.ma.us/ffp/retail

MA Retail Food Safety Information

www.foodsafety.gov

Gateway to Government Food Safety Information

***Before placing your order,
please inform your server
if a person in your party
has a food allergy.***

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