To Whom It May Concern:

A temporary food establishment is defined as a food establishment that operates for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration. ($25.00 per event)

A seasonal food permit is for the Farmers Market applications. ($50.00 for the Asparagus Festival and the Farmer’s Market duration)

If required, please supply a copy of your Serve Safe Certificate.

Seasonal/Temporary food establishments are licensed and inspected by local boards of health in accordance with Massachusetts Regulations 105 CMR 590.000 Minimum Sanitation Standards for Food Establishments-Chapter X and the federal Food Code.

Enclosed is a Seasonal/Temporary Food Service Permit Application, which must be completed and returned to the Board of Health 30 days prior to any food event. Please copy and keep on file for future events.

Enclosed is an “Are you Ready” Check List. To obtain a copy of 105 CMR 590.000 and the federal 1999 Food Code, which contains specific provisions, contact the State House Bookstore at (617) 727-2834 or go to the MA Retail Food Safety Information web site at www.mass.gov/dph/fpp/retail.

Please make checks payable to: The Town of West Brookfield

Please contact the Board of Health if you have any questions at (508) 867-1421 Ext. 310.

Sincerely,

Sarah J. Allen
Administrative Assistant
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°F/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°F 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
WEST BROOKFIELD
APPLICATION FOR SEASONAL/TEMPORARY FOOD ESTABLISHMENT PERMIT
(Circle one)

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<th>Name of Establishment</th>
<th>Operator</th>
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<th>Name of Event/Location</th>
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1. Before completing this application, read the temporary food service “Are You Ready?” Checklist. Have you read this material?   Yes____ No____

2. Will all foods be prepared at the temporary food booth?
   Yes____ List all food items to be prepared & sold

   No____ Attach a copy of your food permit from home town if you are preparing foods at a different location
   List all food items to be sold prepared by you or pre packaged

3. Food Source(s)
   Source of Water
   Storage and disposal of Waste Water
   Storage and disposal of Garbage

I certify that I am familiar with 105 CMR 590.000 Minimum Sanitation Standards for Food Establishments-Chapter X., federal 1999 Food Code and the above described establishment will be operated and maintained in accordance with the regulations.

Applicant’s Signature  Date
ATTENTION!!!!

NO PERMIT WILL BE ISSUED WITHIN SEVEN DAYS OF THE EVENT OR THE DAY OF THE EVENT

YOU WILL BE ORDERED TO LEAVE THE EVENT IF YOU DO NOT HAVE THE PROPER PERMIT
ATTENTION!!!!
OUR FEES HAVE CHANGED

PLEASE READ THE ENTIRE CONTENTS OF THIS NOTICE

PLEASE COMPLETE THE ENTIRE APPLICATION FORM. REMIT WITH PAYMENT AND A COPY OF YOUR FOOD CERTIFICATION CERTIFICATE (RETAIL FOOD EXEMPT FOR CERTIFICATE), IF NOT ALREADY ON FILE WITH THE BOARD.

FEES: RETAIL FOOD $75.00 FOOD SERVICE $100.00 CATERING $75.00
(pre packed food) (food you cook)

MOBILE FOOD $75.00 MILK $25.00 SEASONAL $50.00

TEMPORARY FOOD $25.00 NEW KITCHEN FOOD SERVICE $150.00

MAKE CHECKS PAYABLE TO:

TOWN OF WEST BROOKFIELD

AND REMIT TO:

BOARD OF HEALTH
P. O. BOX 653
WEST BROOKFIELD, MASSACHUSETTS 01585

PERMITS ARE NOT TRANSFERABLE. IF YOU CHANGE ADDRESS OR HAVE A CHANGE OF OWNERSHIP, A NEW PERMIT MUST BE APPLIED FOR.

YOUR FOOD PERMIT FEE COVERS THE COST OF THE REQUIRED HEALTH AGENT INSPECTION(S). ALL SUBSEQUENT INSPECTIONS DUE TO VIOLATIONS WILL BE CHARGED TO THE OWNER OF THE ESTABLISHMENT AT A RATE OF $75.00 PER HOUR.

THE BOARD OF HEALTH RESERVES THE RIGHT TO:

1. REVOKE OR SUSPEND ANY LICENSE OR PERMIT.
2. ADMINISTER AN ADMINISTRATIVE PENALTY ASSESSMENT OF UP TO $500.00 FOR ANY VIOLATION OR ISSUE OF NON-COMPLIANCE PER VIOLATION/ISSUE.