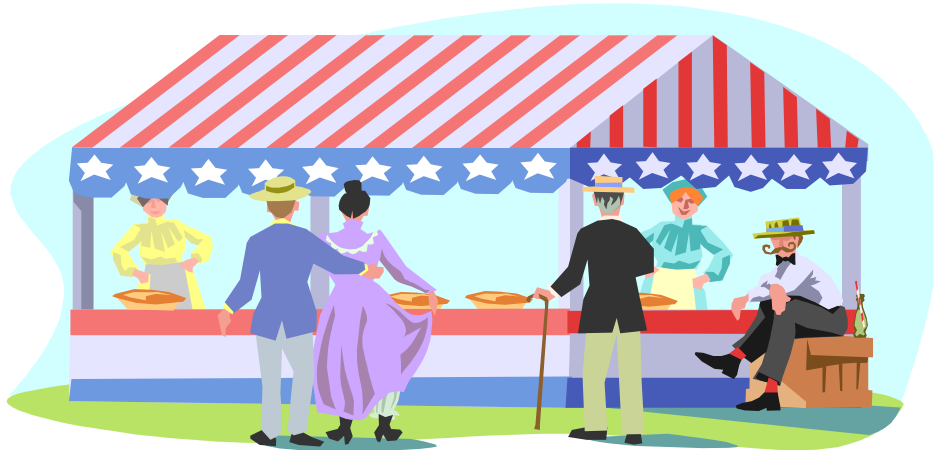


# General Guide

## TEMPORARY FOOD AND FESTIVAL EVENTS INFORMATION



# ARE YOU READY?

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

## FOOD AND 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. This individual must be trained in food safety and have current ServSafe certification.
- ❑ **HANDWASHING** A minimum two-gallon insulated container with a spigot, basin, soap and disposable towels shall be provided for hand washing. The container shall be filled with warm water 100° to 120°F. A hand washing 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.
- ❑ **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 in 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

-2-

## PREMISES

- ❑ **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 or have access to 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.

**COOKING AND PREPARATION OF ALL FOODS OFF SITE MUST BE  
DONE IN AN APPROVED**

**COMMERCIAL KITCHEN INSPECTED BY THE BOARD OF HEALTH  
“NO HOME COOKING ALLOWED”**

1. Before completing this application, read “Are You Ready?” checklist.
2. Menu: Attach or list ALL items. **NO MENU CHANGES ARE PERMITTED.**

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3. Will all foods be prepared at the temporary food service booth?

\_\_\_\_ YES                      Fill out Section B below.

\_\_\_\_ NO                      1. Attach a copy of the food permit and agreement for use of another approved kitchen giving dates and times.                      2. Fill out both Sections A & B below.

4. Use of open flame: If yes, do you use \_\_\_\_ propane      \_\_\_\_ charcoal

***PROPANE USAGE MUST BE PERMITTED BY THE FIRE DEPARTMENT***

5. List each potentially hazardous food item, and for each item check which preparation procedure will occur.

**SECTION A: At the approved kitchen:**

FOOD	THAW	CUT ASSEMBLE	COOK	COOL	COOL HOLDING	REHEAT	HOT HOLDING	PORTION PACKAGE
1.								
2.								
3.								
4.								
5.								

**SECTION B: At the Booth:**

FOOD	THAW	CUT ASSEMBLE	COOK	COOL	COOL HOLDING	REHEAT	HOT HOLDING	PORTION PACKAGE
1.								
2.								
3.								
4.								
5.								

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

SEE REVERSE SIDE

- . 6. Food  
source(s): \_\_\_\_\_

Source and storage of  
water/ice: \_\_\_\_\_

Storage and disposal of wastewater:\_\_\_\_\_

Storage and disposal of garbage:\_\_\_\_\_

Storage and disposal of grease/cooking oil:\_\_\_\_\_

7. Please draw a sketch of the booth in the section below.

PLAN REVIEW:

- A. Draw in the location and identify all equipment including hand wash facilities; dish wash facilities, ranges, refrigerators, worktables, food/single service storage, etc.

(A CERTIFICATE FROM THE FIRE DEPARTMENT IS REQUIRED FOR ALL OPEN FLAMES.)

- B. Describe floor, wall and ceiling surfaces:

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[illegible]

BOARD OF HEALTH COMMENTS:

PERMIT #

APPROVED BY:

DATE:

**SAMPLE**

## Food Preparation at the Temporary Food Establishment

### *Attachment A*

<b>Food</b>	<b>Thaw How? Where?</b>	<b>Cut / Wash Assemble Where?</b>	<b>Cold Holding How? Where?</b>	<b>Cook How? Where?</b>	<b>Hot Holding How? Where?</b>	<b>Reheating How?</b>	<b>Commercial Pre- Portioned Package</b>
<b>Lumpia</b>	During deep fat fry process	N/A	Freezer	Deep fat fry at event in hot oil	Held on gas heat units until served	N/A	
Shrimp fried rice	N/A	N/A	In refrigerator	Not on-site	Held on gas heating units	In Woks	N/A
Meat (pork)	N/A	Cut off site/and assembled off site	Kept in refrigerator	On grill	Held on gas heating units	N/A	N/A

## Food Preparation at the Licensed Permanent Food Establishment

### **Attachment B**

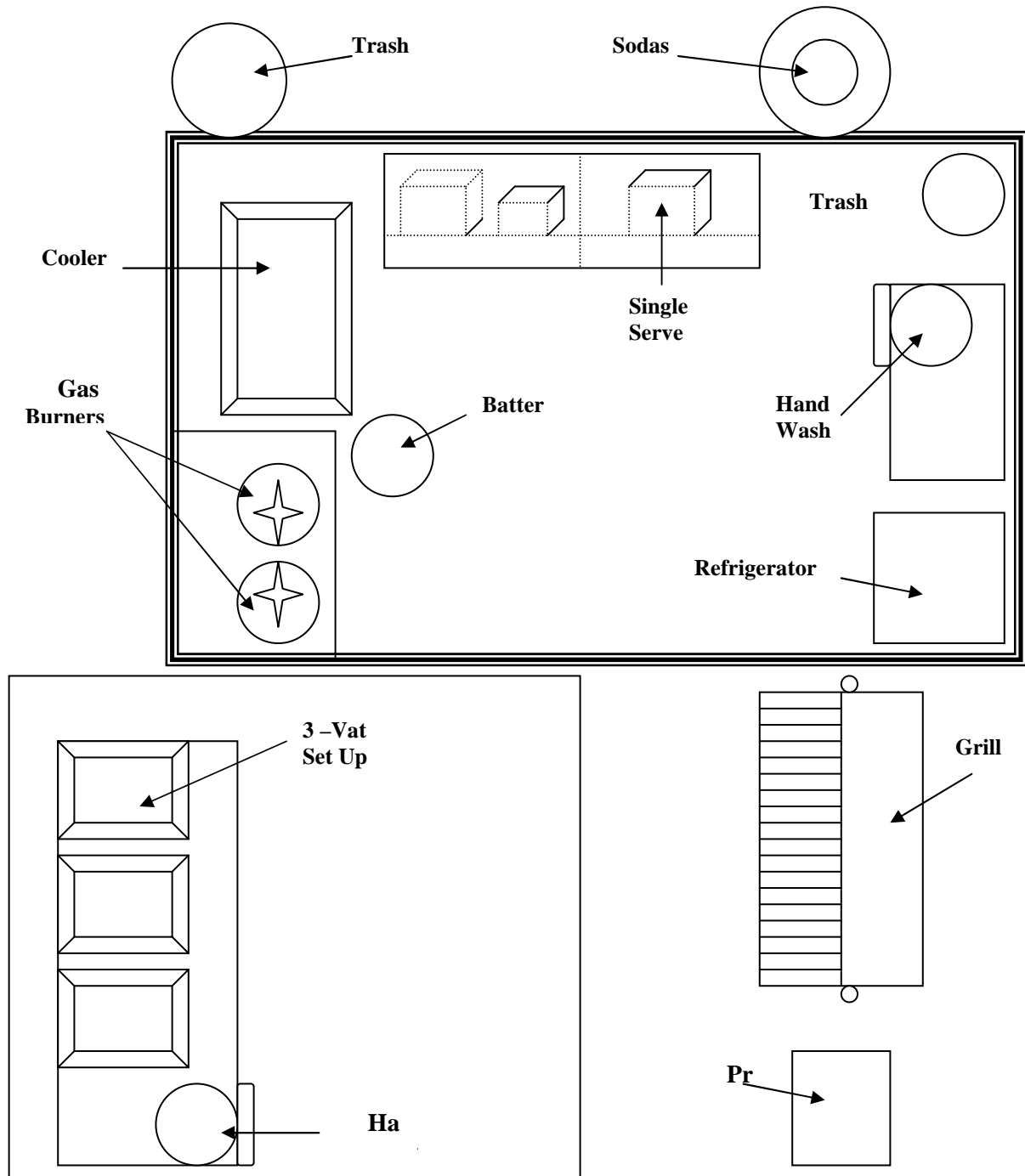
<b>Food</b>	<b>Thaw How? Where?</b>	<b>Cut / Wash Assemble Where?</b>	<b>Cold Holding How? Where?</b>	<b>Cook How? Where?</b>	<b>Hot Holding How? Where?</b>	<b>Reheating How?</b>	<b>Commercial Pre- Portioned Package</b>
Lumpia	N/A	Prepared in approved facility/then frozen	In walk-in	Deep fat fried at approved facility	N/A	At site	N/A
Shrimp fried rice	Thaw frozen shrimp in walk-in	cut vegetables/ prepare and assemble in approved facility	In walk-in	Rice cookers and woks at approved facility	N/A	At site	N/A
Meat (pork)	N/A	Cut & marinade/ assemble in approved facility	In walk-in	At site	N/A	N/A	N/A

**SAMPLE**

**Sketch Sheet 1**

*Drawing of Temporary Food Establishment*

**In the following space, provide a drawing of the 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.**



**EMPLOYEE LOG**

<b><u>NAME</u></b>	<b><i>DATE</i></b>	<b><i>ASSIGNMENT</i></b>	<b><i>TIME IN</i></b>	<b><i>TIME OUT</i></b>



**SAMPLE**

**Employee Log**

*Attachment C*

<b>Name</b>	<b>Date</b>	<b>Assignment</b>	<b>Time In</b>	<b>Time Out</b>
Emeril	7/20/02	Cook	10:00 AM	6:00 PM
Dom Deluise	7/20/02	Cook and Prep	10:00 AM	12:00 PM
Frank Williams	7/21/02	Cook	10:00 AM	1:00 PM
Noel Shehy	7/21/02	Cook and Prep	10:00 AM	12:00 PM
Allen Gelfius	7/21/02	Sales/stock	10:00 AM	6:00 PM
Pat Summer all	7/21/02	Cook	1:00 PM	6:00 PM
John Madden	7/21/02	Cook and Prep	1:00 PM	When Pat Leaves

# Agreement

## Licensed Food Establishment Operator – Temporary Food Establishment Vendor

I, \_\_\_\_\_ *hereby agree to allow* \_\_\_\_\_  
Licensed Food Est. Operator Vendor

The use of my licensed food establishment for the following dates and times:

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Signed,

Licensed Food Operator: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**Print Name:** \_\_\_\_\_

Name of Establishment: \_\_\_\_\_ Tel: \_\_\_\_\_

Address of Establishment: \_\_\_\_\_

Temporary Food Vendor: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

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

Name of Group/Org. \_\_\_\_\_ Tel: \_\_\_\_\_

Address of Group/Org. \_\_\_\_\_

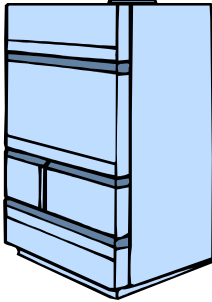
**TIME/TEMPERATURE LOG**

For cooling cooked potentially hazardous food

**Date:** \_\_\_\_\_ **Food Item:** \_\_\_\_\_ **Taken BY:** \_\_\_\_\_

<u>Time</u>				
<u>Temp</u>				

**COOLING**



(A) Cooked **POTENTIALLY HAZARDOUS FOOD** shall be cooled:

- (1) Within 2 hours, from 60°C (140°F) to 21°C (70°F);  
and
- (2) Within 4 hours, from 21°C (70°F) to 5°C (41°F) or less, or to  
7°C (45°F) as specified under ¶ 3-501.16 (C).

**COOLING METHODS**

**Blast chiller**



(A) Cooling shall be accomplished in accordance with the time and temperature criteria specified under § 3-501.14 by using one or more of the following methods based on the type of FOOD being cooled:

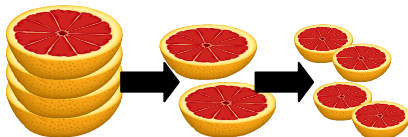
- (1) Placing the FOOD in shallow pans.
- (2) Separating the FOOD into smaller or thinner portions.
- (3) Using rapid cooling EQUIPMENT.
- (4) Stirring the FOOD in a container placed in an ice water bath.
- (5) Adding ice as an ingredient; or
- (6) Other effective methods.

**Ice-water bath**



**Shallow pans**

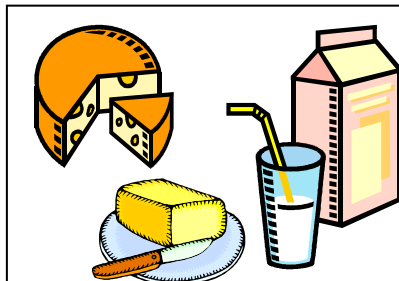
(B) When placing in cooling or cold holding EQUIPMENT, **FOOD CONTAINERS** in which FOOD is being cooled shall be;



**Reduce portion size**

- (1) Arranged in the EQUIPMENT to provide maximum heat transfer through the container walls; and
- (2) Loosely covered, or uncovered if protected from overhead contamination as specified under Subparagraph 3-305.11 (A)(2), during the cooling period to facilitate heat transfer from the surface of the FOOD.

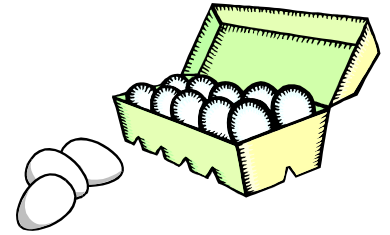
# POTENTIALLY HAZARDOUS FOODS



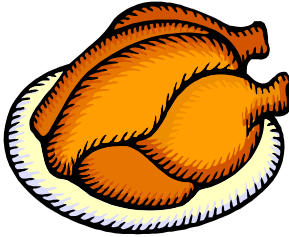
*Milk and Milk Products*



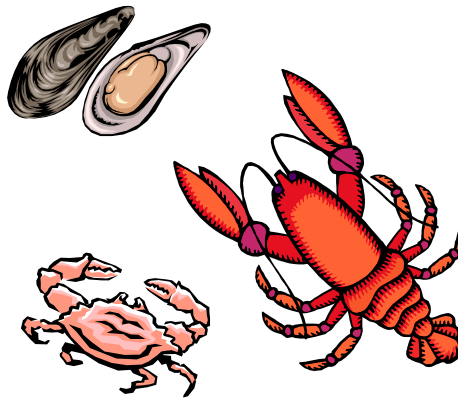
*Beef*



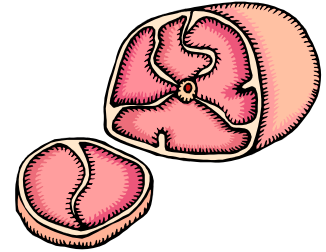
*Shell Eggs*



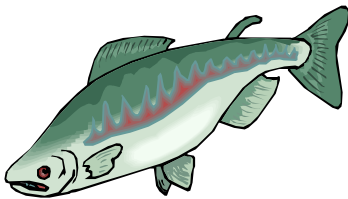
*Poultry*



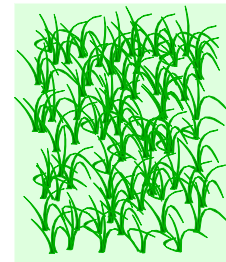
*Shellfish*



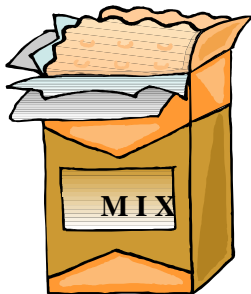
*Pork*



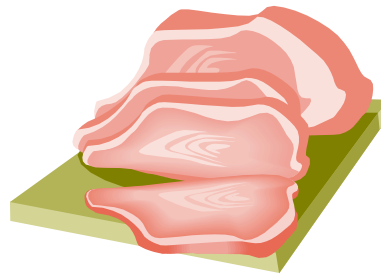
*Fish*



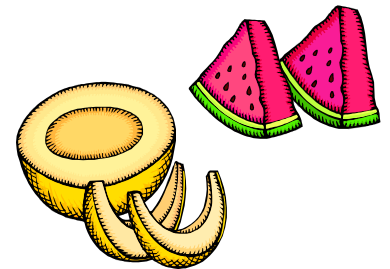
*Sprouts*



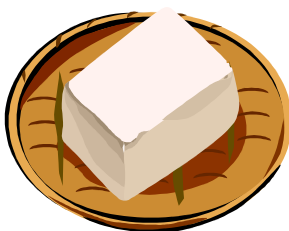
*Soy-Protein Foods*



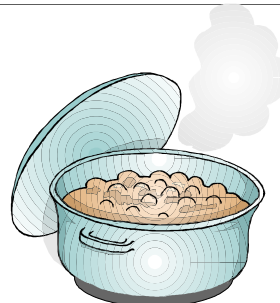
*Lamb*



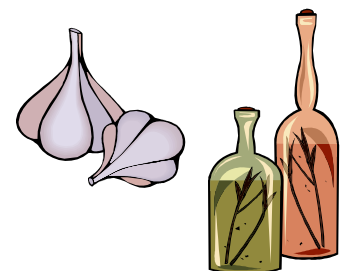
*Melons (sliced )*



*Tofu*

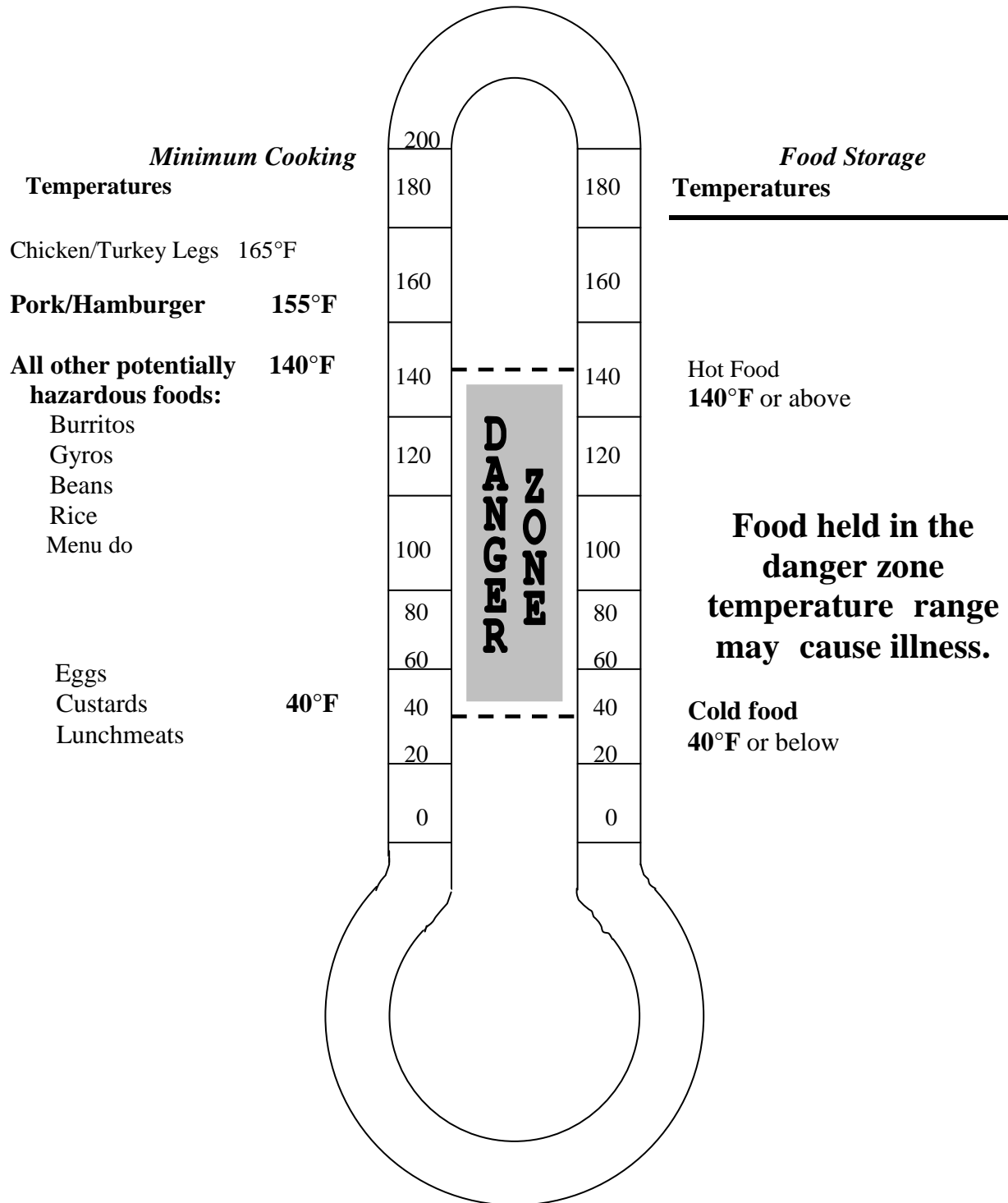


*Cooked Rice, Beans,  
Potatoes, or Other Heat-  
Treated Plant Foods*

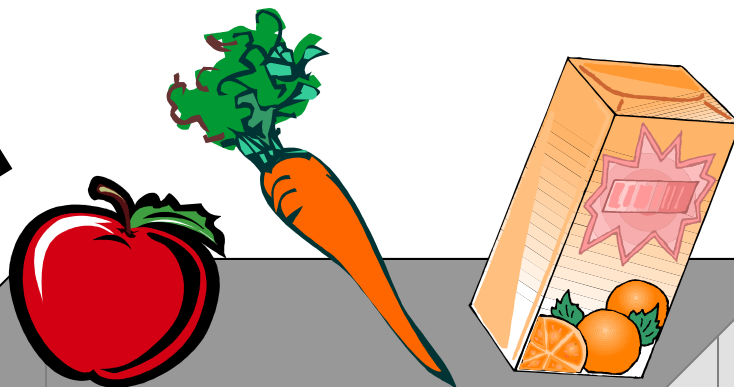


*Garlic-and-Oil Mixtures*

# Critical Food Temperatures



# SAFE BAG LUNCHES



These foods...	must be kept cold	safe at room temperature
<b>Meat, Poultry, Fish, Dry Beans, Eggs and Nuts Group</b>	<ul style="list-style-type: none"> <li>Any meat, fish, poultry, eggs, cooked beans, or sandwiches; salads or other dishes made with these foods</li> <li>Processed meats (bologna, hot dogs)</li> <li>Tofu, other soy products or other meat substitutes</li> </ul>	<ul style="list-style-type: none"> <li>Nuts and nut butters</li> <li>Dry soup mixes</li> </ul>
<b>Milk, Yogurt and Cheese Group</b>	<ul style="list-style-type: none"> <li>Milk and milk drinks</li> <li>Custards and pudding</li> <li>All foods containing cheese (like pizza and casseroles)</li> <li>Yogurt</li> </ul>	<ul style="list-style-type: none"> <li>Unopened shelf-stable milk and unopened shelf-stable puddings</li> </ul>
<b>Vegetable Group</b>	<ul style="list-style-type: none"> <li>All cooked vegetables</li> <li>Sprouts</li> </ul>	<ul style="list-style-type: none"> <li>All raw vegetables</li> <li>Unopened vegetable juices</li> </ul>
<b>Fruit Group</b>	<ul style="list-style-type: none"> <li>Cut melons</li> </ul>	<ul style="list-style-type: none"> <li>All fruits</li> <li>Unopened fruit juices</li> </ul>
<b>Bread, Cereal, Rice and Pasta Group</b>	<ul style="list-style-type: none"> <li>Cooked pasta, rice and other cooked grains or cereals</li> <li>Any salads, soups or dishes made with cooked grains</li> </ul>	<ul style="list-style-type: none"> <li>Bread and crackers</li> <li>Cookies</li> <li>Dry cereals</li> </ul>
<b>Fats, Oils and Sweets</b>	<ul style="list-style-type: none"> <li>Gravy and sauces</li> <li>Mayonnaise</li> <li>Butter</li> </ul>	<ul style="list-style-type: none"> <li>Candy</li> <li>Ketchup and mustard</li> <li>Margarine, oil</li> <li>Fruit pies</li> </ul>

## 1. **Keep foods safe.**

Use the "Safe Bag Lunches" chart to see if the foods in your lunch need to be kept cold.

## 2. **Keep everything clean when you make your lunch.**

- Wash your hands before handling food.
- Wash fruits and vegetables
- Wash utensils and containers thoroughly with soap and warm water, and rinse after each use.

## 3. **Keep foods cold so germs won't grow.**

Refrigerate foods as soon as you get to school or work. If there is no refrigerator, use an insulated lunch bag with an ice pack or frozen juice box. Place foods that must be kept cold closest to the cold pack.

## 4. **Reheat foods thoroughly.**

If you use leftovers, make sure that you pack and keep them cold. Cook foods thoroughly. If you use a microwave, use microwave-safe containers.

## FOR MORE INFORMATION ABOUT KEEPING FOOD SAFE:

- on the internet visit [www.foodsafety.gov](http://www.foodsafety.gov)
- call the USDA Meat and Poultry Hotline: 1-800-535-4555



**Handwashing is the single  
most important action to  
stop spreading infection  
and disease.**

## **How to wash your hands properly**



- Use soap and warm, running water.
- Rub your hands vigorously for 20 seconds.
- Wash all surfaces, including:
  - backs of hands*
  - wrists*
  - between fingers*
  - tips of fingers*
  - under fingernails*
- Rinse your hands well.
- Dry your hands with a paper towel,
  - if possible.

## When should you wash your hands?

*You should always wash your hands after:*

- Going to the toilet (or changing diapers)
  - Coughing/sneezing or using a tissue
  - Handling raw meat and poultry
- Touching lacerations/cuts, sores or infected areas on the skin
  - Handling or playing with pets
- Touching dirty kitchen equipment, utensils, dishes or work surfaces
- Smoking, eating or drinking and before handling foods
  - When hands become visibly soiled

***You should always wash your hands before:***

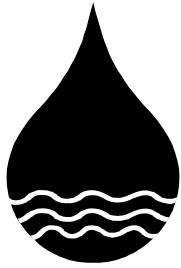
- Touching or handling ready-to-eat foods, such as breads, deli meats, cheese, fruits and vegetables, etc.
  - you eat



## Hand Washing Station

# Use It Often!

*Water from an  
approved source*



Bar or Liquid  
*Soap*



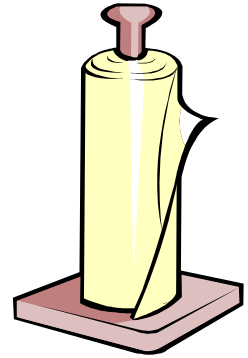
Faucet-type  
Spigot  
(no push  
buttons)



2 gallons minimum

*Warmed*  
*Hand Washing*  
**Water**  
100-120 degrees F

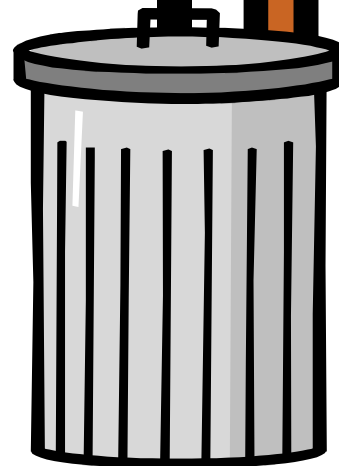
*Paper Towels*



*WATER JUG*  
**OR**  
*COFFEE URN*



*Waste Paper*  
**Can**



1. Use clean water jugs
2. Sanitize with 2 TSP unscented bleach in 1 gallon of water. Slosh to cover all surfaces. Let stand 5 minutes and drain. Do not rinse.
3. Repeat before filling each jug with approved drinking water.