



# Town of Webster

OFFICE OF

## Board of Health

Municipal Building

350 Main St., Webster, MA. 01570

Phone: (508) 949-3800 Ext. 4002 Fax: 508-949-0845

### Application for One Day / Temporary Food Permit

#### **PERMIT FEE: \$25.00/DAY**

Application fee is non-refundable- make checks payable to "Town of Webster"

Late Fee of \$25.00 for Applications received LESS than 14 days **PRIOR** to event

#### **EVENT INFORMATION**

Name of EVENT: \_\_\_\_\_

EVENT location: \_\_\_\_\_

Date(s) of EVENT: \_\_\_\_\_ Rain Date(s): \_\_\_\_\_ Expected # of Patron's \_\_\_\_\_

EVENT Hours of Operation: \_\_\_\_\_ Event Set Up (Date & Time): \_\_\_\_\_

EVENT Contact Person (Name & Phone #): \_\_\_\_\_

#### EVENT UTILITIES:

Will Electricity be provided to Food Booths?      YES      NO

Describe Potable Water Supply: \_\_\_\_\_

Describe means of Wastewater Disposal: \_\_\_\_\_

Describe means for Garbage Disposal & Collection: \_\_\_\_\_

#### **FOOD VENDOR INFORMATION:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing Address (Location to which food permit is to be mailed): \_\_\_\_\_

Food Booth Structure:      BOOTH      TENT      \*\*MOBILE UNIT      OTHER: \_\_\_\_\_

*\*\*Mobile Food Units – provide a copy of your Hawkers & Peddlers License & Most recent Inspection Report*

*\*\* Mobile Food Units – Base of Operations (licensed facility at which your unit is cleaned and sanitized): \_\_\_\_\_*

Hand-washing facilities available at booth?      YES      NO (If no, please explain method of hand-washing): \_\_\_\_\_

Will Gloves be available for use by your employees? \_\_\_\_\_ # of employees: \_\_\_\_\_

Type of Sanitizer you will be using: \_\_\_\_\_  
**(Sanitizer test kit must be available for use at food booth)**

Water and Ice MUST be from an approved source – list source(s): \_\_\_\_\_

*Packaged foods may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, its container or it's positioning in the ice or water- Unpackaged food may not be stored in direct contact with un-drained ice.*

What will be served?

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Explain how food stored in ice will be adequately protected from melting water?

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How will FROZEN foods be thawed, if necessary, prior to service?

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Food source(s) – please list all locations at which food will be purchased for this event:

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**No foods made in a RESIDENTIAL KITCHEN shall be allowed at any temporary food event!  
(Exception: Bake sale items such as cookies, brownies or cakes)**

**\*\*\*IMPORTANT NOTICE\*\*\***

**Unless only NON-Potentially Hazardous Foods (PHFs) are to be served, this  
Temporary Food Establishment must be overseen by an individual certified in  
Food Safety and Sanitation.**

**You MUST provide copy of certification with this application**

- Food Manager Certification is attached
- Food Manager Certification is NOT attached – We will NOT be preparing any PHFs

I certify by signing this application that I have received and read the Massachusetts Department of Public Health “Are you Ready?” Checklist for Temporary Food Establishments and that the described establishment will be operated and maintained in accordance with the regulations.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Food Vendor Applicant

Massachusetts Department of Public Health  
Food Protection Program  
**Temporary Food Establishment Operations**

## 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°/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° 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](http://www.mass.gov/dph/fpp)

Retail Food Information

[http://www.umass.edu/umext/nutrition/programs/food\\_safety/resources/index.html](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](http://www.foodsafety.gov)

Gateway to Government Food Safety Information