



**TEMPORARY FOOD PERMIT**  
**FOR MELROSE BOARD OF HEALTH USE ONLY**  
MAKE CHECKS PAYABLE TO CITY OF MELROSE  
 Valid only for the day of the event (and rain date)

	Non-profit	0
	For-profit	\$25

<b>1) Date of Event:</b>	
<b>2) Location and Name of Event:</b>	
<b>3) Event Contact:</b>	
<b>4) Establishment Name:</b>	
<b>5) Establishment Address:</b>	
<b>6) Establishment Mailing Address (if different):</b>	
<b>7) Establishment Telephone No:</b>	<b>8) Establishment Fax No:</b>
<b>9) E mail:</b>	<b>10) Tax ID #</b>
<b>11) Owner Name &amp; Title:</b>	
<b>12) Owner Home Address:</b>	
<b>13) Owner Telephone No:</b>	<b>14) 24 Hour Emergency No:</b>
<b>15) Name of Certified in Food Protection Management (all food establishments):</b>	

- I have read the "Are You Ready" checklist (attached)
- Attach a completed Food Permit Application
- Use the back of this application to sketch the layout of your food service area
- Attach Certified Food Manager certificate if handling PHFs
- State Workers Compensation Form

List Each Item and Check Which Preparation Procedure will Occur:

**Section A: At the Approved Facility or Commissary:**

Food	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Package
1.								
2.								
3.								
4.								
5.								
6.								

**Section B: At the Mobile Unit:**

Food	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Package
1.								
2.								
3.								
4.								
5.								
6.								

<b>Signature:</b>	<b>Date:</b>
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## ARE YOU READY?

Use this guide as a checklist to verify compliance with MA Food Safety Regulations.

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- ❑ **Application:** Submit a completed food establishment application to the Board of Health along with the appropriate permit fee a minimum of seven day prior to the event.

### FOOD & UTENSILS STORAGE AND HANDLING

- ❑ **Dry Storage:** Keep all food, equipment, utensils and single service items stored above the floor/ground on pallets or shelving, and protected from contamination.
- ❑ **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.
- ❑ **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. \*You must stock a stem thermometer to ensure hot and cold holding temperatures at the temporary event.
- ❑ **Food Display:** Protect food from customers handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.
- ❑ **Consumer:** Post consumer advisories for raw or undercooked animal foods Advisory if you will be preparing meat, fish, poultry, or eggs cooked to order.
- ❑ **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. We will require a separate waste can for gloves/deli tissues in order to monitor usage. Protect all storage, preparation, cooking and serving areas from contamination. 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 or in a licensed food establishment.
- ❑ **Listing of Ingredients:** All pre-wrapped goods, i.e. cookies, cakes, brownies, must list ingredients.

### PERSONNEL

- ❑ **Person in Charge:** There must be one designated person in charge at all times responsible for compliance with regulations. You must submit a copy of your Food Manager Certificate with your application. This certificate is required if you will handle potentially hazardous foods.
- ❑ **Handwashing:** 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.

- ❑ **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 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 should 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 in approved storage containers.
- ❑ **Wastewater Disposal:** Disposal 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 tightwood 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 hand-washing facilities. These facilities shall be accessible for employee use.
- ❑ **Clothing:** Store personal clothing and belongings in a designated place in a booth, away from food preparation, food service and warewashing areas.

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

[www.state.ma.us/ffp/retail](http://www.state.ma.us/ffp/retail)

[www.foodsafety.gov](http://www.foodsafety.gov)

MA Retail Food Safety Information

Gateway to Government Food Safety Information