

TEMPORARY FOOD APPLICATION PROCESS

EFFECTIVE 6/1/2015

1. All temporary food service applications **must** be completely filled out. All fees and permits must be paid and picked up before 3pm. There will be no permits granted after 3pm.
2. The applications **must** have a signature.
3. Any establishment that is not licensed in the City of Boston **must** attach a copy of their license from the town they are licensed in.
4. Any food truck/trailer that is not licensed in Boston in the City of Boston must get approval from the Boston Fire Department and bring that approval to Health Division before Health permit can be issued.
5. Any vendor that does not have a licensed establishment to operate from must obtain a copy of the Health permit and a letter from the establishment stating they have permission to use the facility.
6. Any vendor doing pre-packaged products **must** pick up product the day of the event nothing should be stored at home.
7. **ALL** applications must be submitted by the coordinator of the event. Individual applications will not be accepted unless other arrangements have been made between the coordinator and the ISD office.
8. No application will be processed unless all the criteria are met.

**BOSTON FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

EFFECTIVE IMMEDIATELY

**ALL FOOD TRUCK VENDORS MUST MAKE A
SPECIFIC DATE AND TIME APPOINTMENT
MONDAY THRU FRIDAY 8:00AM-11:00AM
WITH ONE OF THE FOLLOWING INSPECTORS.**

Lt Leroy Hamilton	617-343-2196
Lt Michael Townes	617-343-3541
Insp. Dru Akins	617-343-3443
Insp. Eddie Echevarria	617-343-3775
Insp. Kevin Cotton	617-343-3774

Thank You

Captain Thomas Farrell
Boston Fire Department
Fire Prevention Division
Special Hazards Unit



CITY OF BOSTON

Inspectional Services Department

Mayor Martin J. Walsh

1010 Massachusetts Ave., Boston, MA 02118

TEMPORARY FOOD SERVICE APPLICATION

NAME OF APPLICANT: _____ PHONE _____

NAME OF OWNER (if different): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

EMAIL ADDRESS: _____

NAME OF EVENT: _____

EVENT COORDINATOR: _____ PHONE _____

EVENT ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

DATE/TIME OF EVENT: _____

SIGNATURE OF APPLICANT: _____

ONLY NO TRANS FAT FOODS CAN BE SERVED (effect. 9/13/08)

LIST ALL FOOD/BEVERAGES THAT WILL BE SERVED AND THE ESTABLISHMENT WHERE THE FOOD WAS PURCHASED: IF SHELLSTOCK IS UTILIZED, PLEASE HAVE COPIES OF TAGS AVAILABLE FOR INSPECTION.

ITEMS:

LOCATION PURCHASED:

***PHF'S (POTENTIALLY HAZARDOUS FOOD PRODUCTS) ALWAYS REQUIRES A HEALTH INSPECTOR ON SITE.
CHECK WITH OFFICE IF YOU HAVE QUESTIONS ON THIS***

FEES ARE AS FOLLOWS:

1 DAY EVENT - \$30

\$30 FOR FIRST AND \$5 FOR EACH CONSECUTIVE DAY UP TO 14 DAYS 1/1/01-1/3/01=\$40

EXAMPLE:

1/1/01=\$30

PREPARATION/COOKING FACILITIES:

ON SITE: YES ___ NO ___ N/A, IF YES, DESCRIBE FACILITIES AND EQUIPMENT:

OFF SITE: YES ___, IF YES, WHERE? _____

TYPE OF TABLEWARE: PAPER PRODUCTS _____ CHINA _____

DESCRIBE WAREWASHING FACILITIES FOR UTENSILS AND EQUIPMENT:

FOOD PROTECTION:

DESCRIBE EQUIPMENT AND MEANS OF TRANSPORTING FOOD HOT (140°F OR ABOVE),
COLD (45°F OR BELOW):

REFRIGERATION: REQUIRED ___ NOT REQUIRED ___

METHOD OF REFRIGERATION: _____

TYPE OF COOKING/HOT HOLDING EQUIPMENT: _____

DESCRIBE MEASURES TO PROTECT FOOD FROM CONTAMINATION DURING
PREPARATION, STORAGE AND DISPLAY: _____

GARBAGE AND RUBBISH:

DESCRIBE MEANS FOR STORAGE AND DISPOSAL: _____

PERSONNEL AND FOOD HANDLING PRACTICES:

NUMBER OF FOOD HANDLERS: _____

LOCATION OF HANDWASHING FACILITIES: _____

LOCATION OF TOILET FACILITIES: _____

HAIR RESTRAINTS PROVIDED: YES ___ NO ___

DISPOSABLE GLOVES PROVIDED: YES ___ NO ___

Temporary Food Establishment Operations

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

Submit a completed temporary food establishment application to the Local Board of Health a minimum of 30 days prior to the event.

☐ Application

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°. 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. Each refrigeration unit shall have a thermometer to accurately measure the air temperature of the unit.

☐ 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.

☐ 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.

Cooking: PHF'S – Beef 140°F, Pork 150°F, Ground Beef 155°F, Poultry 165°F, other PHF'S 140°F

PERSONNEL

☐ Person in Charge (PIC)

There must be one designated person in charge at all times responsible for compliance with the regulations. Check with the Health Division's Temporary Liaison to see if food protection management certification is required.

☐ Handwashing

A minimum two-gallon insulated container with a spigot, basin, soap and disposable towels shall be provided for hand washing (see attached). The container shall be filled with warm water 100° to 120°F. A hand washing sign must be posted.

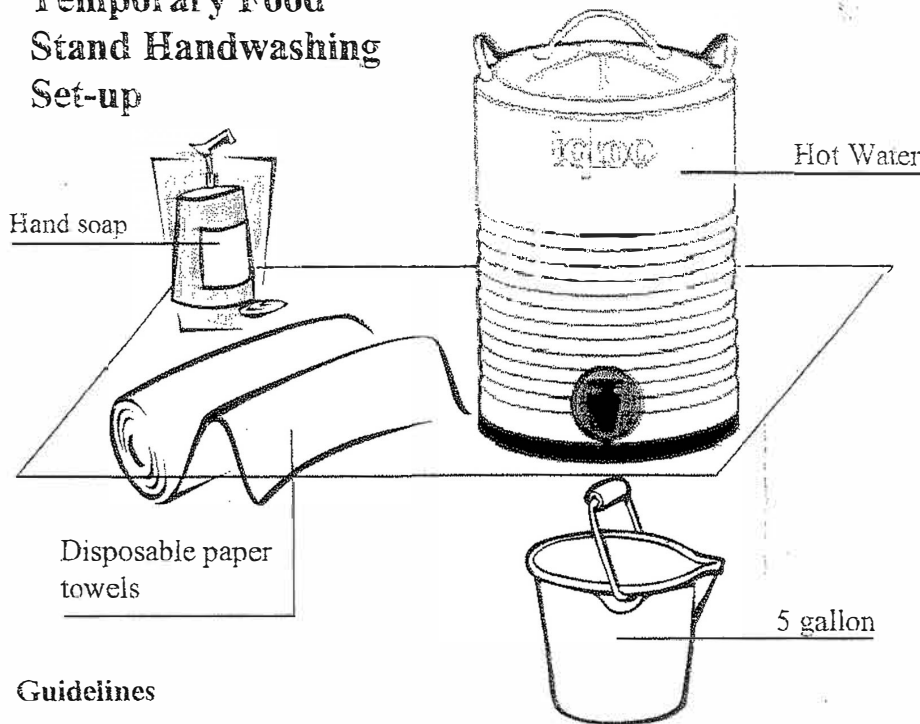
☐ Health

The (PIC) 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.

REQUISITOS PARA TODAS LAS ESTACIONES

REQUIRED FOR ALL STATIONS

**Temporary Food
Stand Handwashing
Set-up**



Guidelines

Handwashing

1. An accessible and functional hand washing facility **with hot water** shall be provided within the perimeter of any business involved in the sale of food. If only pre-packaged food products are sold, hand washing facilities are not required.
2. Handwashing facilities shall not be used for the cleaning of equipment, storage of wiping cloths, or the disposal of liquid waste.
3. All food products, cooking equipment, and serving utensils shall be protected from any splash or spillage involved in the washing of hands.
4. Disposable paper towels shall be provided with each handwashing facility and will be properly disposed of after being used.
5. Any of the following set-ups can be used as a handwashing facility:
 - Portable commercial hand sinks that produce water flow within 10 seconds of activating a hand pump or opening a dispensing valve. Soap from a sanitary dispenser shall be provided.
 - Minimum of 2-5 gallons of potable water will be maintained in a container capable of dispensing water through a valve. This valve shall enable a constant flow of water when opened. The waste water shall be collected and disposed of to a sanitary sewer. Soap from a sanitary dispenser shall be provided.
6. An accessible and functioning commercial hand sink will accompany any toilet utilized by food handlers. Soap from a sanitary dispenser and disposable single-use towels shall be provided. The sink shall be used for hand washing only. Handwashing facilities shall be checked regularly for adequate soap, towels, and water.

A convenient hand-washing facility must be available on site for employee hand-washing whenever handling unpackaged foods. This facility shall consist of a least sufficient warm running water, soap, and individual paper towels. The Board of Health may approve the use of chemically treated towelette in lieu of hand-washing facilities if only frankfurters, non-potentially hazardous foods and non-perishable foods are served and there is no bare hand contact. Chemically treated towelettes must be made available for use by customers in self-service operations.