



APPLICATION FOR TEMPORARY PERMIT
VALID FOR 2 WEEKS

Name of Event/Location
Date(s) of event and hours of operation:
Today's Date Fee: \$25.00
Name of Establishment:
Name of Owner/Corp. President: Title:
Owner's Address:
City, State, Zip:
Owner Home Phone:
Mailing Address: (if different)

1. Before completing this application, read Food Safety at Temporary Events and the Temporary Food Establishment "Are You Ready" Checklist (BOTH ARE ENCLOSED)

Have you read this material? (Circle one) yes no

2. Menu: List all items you intend to serve. Any changes must be submitted in writing and approved by the Board of Health at least 5 days prior to the event.

Blank lines for menu listing

3. Will all foods be prepared at the temporary food establishment booth? (Circle one) yes no

- Yes 1. Fill out Section B below
NO 2. Fill out both A and B below

Include dates and times of food preparation and attach a copy of the BASE OF OPERATIONS food permit.

Will you be cooking with propane? If yes, you must obtain a permit from the Fire Department. Please call Fire Prevention at 534-2254 to schedule an appointment.

PLEASE NOTE: All mobile food vehicles/units that cook food with grease laden vapors require an ansul system, need up-to-date fire extinguishers, and must have all propane tanks secured. Once you have obtained this permit, attach a copy to your paperwork and return it to the Board of Health so your Temporary Permit can be issued.

SECTION A: At the approved kitchen:

4. List each food item prepared, and for each item check which preparation procedure will occur.

Table with 8 columns: DATE/TIME, FOOD ITEM, THAW, CUT/ASSEMBLE, COOK, COLD HOLDING, REHEAT, HOT HOLDING

OVER =>

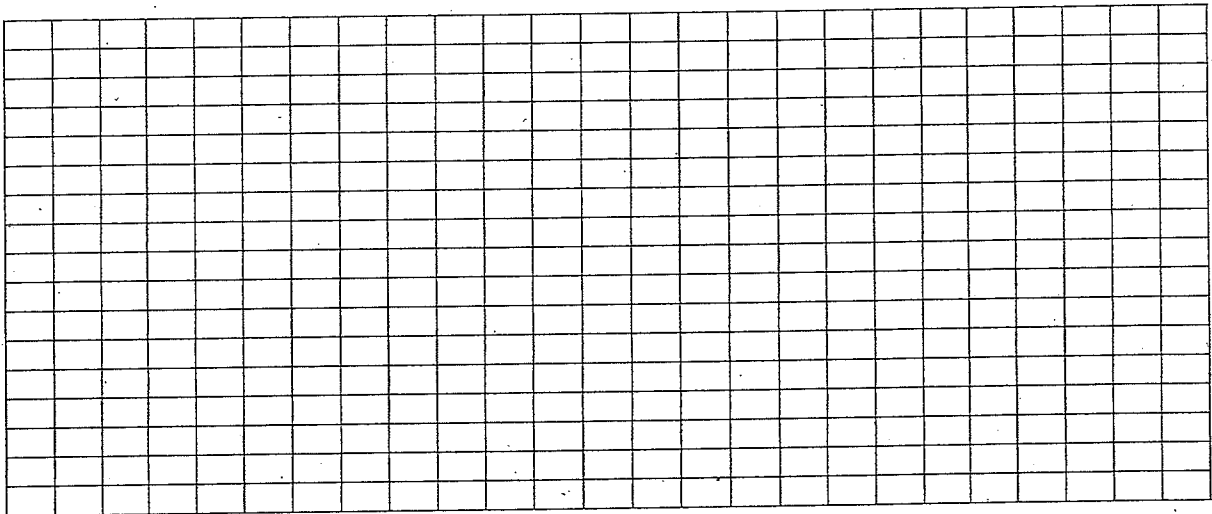


SECTION B: At the booth

| FOOD ITEM | THAW | CUT/<br>ASSEMBLE | COOK | COLD<br>HOLDING | REHEAT | HOT<br>HOLDING |
|-----------|------|------------------|------|-----------------|--------|----------------|
|           |      |                  |      |                 |        |                |
|           |      |                  |      |                 |        |                |
|           |      |                  |      |                 |        |                |
|           |      |                  |      |                 |        |                |
|           |      |                  |      |                 |        |                |

Note: If your food preparation procedures cannot fit into the tables, please list all of the steps in preparing each menu item on an attached sheet.

5. Food source(s) list food supplies: \_\_\_\_\_  
Source and storage of water/ice: \_\_\_\_\_  
Storage and disposal of wastewater: \_\_\_\_\_  
Storage and disposal of trash: \_\_\_\_\_  
Means for Hand-washing: \_\_\_\_\_
6. Draw a sketch of the booth below:



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

Pursuant to M.G.L., Chapter 62c, Section 49a, I certify, under then penalties of perjury that, I to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

\*\*Application fee is nonrefundable

\*\*Fee due with application

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## TEMPORARY FOOD ESTABLISHMENT OPERATIONS

### ARE YOU READY?

Use this guide as a checklist for plan review and pre-opening inspection.

- APPLICATION**      A completed temporary food establishment application is to be submitted to the Local Board of Health a minimum of 14 days prior to the event.

### STORAGE AND HANDLING

- DRY STORAGE**      All food, equipment, utensils and single service items shall be stored above the floor on pallets or shelving, and protected from contamination.
- COLD STORAGE**      Refrigeration units shall be provided to keep potentially hazardous foods at 41°– 45°F or below. An effectively insulated container with sufficient coolant may be approved by the Sanitarian for storage of less hazardous foods, or at events of short duration. Note: 2005 changes to 41°F. See page 6 of the Merged Food Code.
- HOT STORAGE**      Hot food storage units shall be used where necessary to keep potentially hazardous foods at 140°F or above.
- THERMOMETERS**      Each refrigeration unit shall have a numerically scaled thermometer to accurately measure the air temperature of the unit. A metal stem thermometer shall be provided where necessary to check the internal temperatures of both hot and cold food. Thermometers must be accurate to  $\pm 2^\circ\text{F}$ , and have a minimum range of 40 - 165°F.
- WET STORAGE**      Wet storage of canned or bottled nonpotentially 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**      All food shall be protected from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.
- FOOD PREPARATION**      All cooking and serving areas shall be protected from contamination. BBQ areas shall be roped off or otherwise segregated from the public.

## PERSONNEL

HANDWASHING

A minimum of a five gallon container with a spigot, and a basin, soap and paper towels shall be provided for hand washing. The container shall be filled with hot water.

HEALTH

Employees shall not have any open cuts or sores or diseases transmittable by food. Employees experiencing vomiting and/or diarrhea shall not have contact with food.

HYGIENE

Employees shall have clean outer garments and hair restraints. Tobacco usage and eating are not permitted by food employees in the food preparation and service areas.

## CLEANING

WAREWASHING

A minimum of three basins, large enough for complete immersion of utensil and a means of heat water are required to wash, rinse and sanitize food preparation equipment that will be used on a production basis.

SANITIZING

Chlorine bleach or other approved sanitizers shall be provided for sanitizing food contact surfaces, equipment and wiping clothes.

WIPING CLOTHS

Wiping cloths shall be rinsed frequently and stored between use in a clean 100 PPM chlorine solution.

## WATER

WATER SUPPLY

An adequate supply of portable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.

WASTEWATER

Wastewater shall be disposed 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 by tight wood, asphalt, or other cleanable material. Floors shall be finished so cleanable.

- WALLS & CEILINGS** Walls and ceilings are to be of tight and sound construction to protect from the entrance of the elements and, where necessary, flying insects. Walls shall be finished so cleanable.
- LIGHTING** Adequate lighting by natural or artificial means is to be provided. Bulbs shall be non breakable 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 finished so cleanable.
- TRASH** An adequate number of cleanable containers shall be provided and outside the booth.
- RESTROOMS** An adequate number of approved toilet and hand washing facilities shall be provided at each event. These facilities shall be accessible for employee use.
- CLOTHING** Personal clothing and belongings shall be stored at a designated place in the booth, away from food preparation, food service and ware washing areas.

**CERTIFIED FOOD PROTECTION MANAGER REQUIREMENT:**

Every food service establishment must have at least one full-time equivalent employee who is at least 18 years of age, and who has passed a food safety exam which is recognized by the Department of Public Health. This person must be responsible for overseeing the day-to-day preparation of food. Although the department does not require that this person participate in a training program, passing one of the recognized exams does require detailed knowledge of food safety and the prevention of food borne illness. Most employees will need to take a training course in order to pass the exam and become certified. The only establishments that are exempt from this requirement are:

- Temporary food establishments operated by non-profit organizations
- Daycare operations which prepare and/or service only snacks
- Food establishments which sell only pre-packaged foods
- Food establishments which conduct limited preparation of non-potentially hazardous foods
- Food establishments which prepare and serve USDA meat and poultry products containing 120 PPM nitrate level, 3.5% brine concentration such as frankfurters.



## REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENT

Definition: *Means a food establishment that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with single event or celebration.*

1. All food must be cooked and prepared on site. All cold food must be stored at 45°F or below in a refrigeration unit or in an ice cooler. The ice shall be kept sealed in a plastic bag to prevent leakage. The product shall also be sealed for its own protection. **FOOD WILL NOT BE PREPARED IN A PRIVATE HOME, AND SOLD TO THE PUBLIC. ANY FOOD PREPARED AHEAD OF TIME MUST BE PREPARED IN A LICENSED RESTAURANT.**
2. All hot food must be kept at 140°F or above. All cold food stored at 41°F.
3. All hot and cold storage units shall have a thermometer.
4. Plastic or metal trash cans of adequate capacity, with liners, and covers must be located near the stand.
5. A sanitizing solution is required to wipe down equipment, tables, etc. We recommend two (2) tablespoons of bleach to one gallon of water. It is also recommended that disposable paper towels be used rather than cloth towels. If cloth towels are used, they must be stored in the sanitizing solution. The container(s) containing the sanitizer must be labeled "sanitizer" so they are not to be confused with drinking water.
6. The immediate area around the cooking facility and service area must be kept clean and free of litter.
7. Employees' hands must be clean at all times. A portable hand washing sink or commercially made pre-moistened hand-wipes may be used if a convenient permanent sink with soap and paper towels is not available. Hands should never touch food directly. Use of utensils, napkins, deli paper, or gloves is required.
8. Cover and protect all food from flies.

The 105CMR 590.000 State Sanitary Code for Food Establishments, states that as of October 1, 2001, it is a requirement that food establishments must have at least one person in charge who is a certified food protection manager.

Listed below are some providers who offer a Food Manager Certification Program. If you have any questions or concerns, please contact the Division at (617) 983-6712.

### FOOD MANAGER CERTIFICATION PROGRAMS

- **UMASS Extension Service**  
National Restaurant Association (NRA) ServeSafe Program  
202 Chenoweth Lab. Box 31420  
University of Massachusetts  
Amherst, MA 22918  
Phone (413) 545-0552 Fax: (413) 545-1074  
Starting in the Fall  
Dr. David Nychubq  
ENGLISH \$195.00
- **Morrèll Associates**  
Mass. Employee Certification Program  
P.O. Box 268  
Marshfield, MA 02060  
Phone: (781) 837-1395 Fax: (781) 837-4820  
E-mail: [Imorell@shore.net](mailto:Imorell@shore.net)  
Web: [www.morell-associates.com](http://www.morell-associates.com)  
CHINESE  
SPANISH  
\$130.00
- **Wheelwright Consultants**  
National Restaurant Association (NRA) ServeSafe Program  
Eric F. Nusbaum, Ph.D., CHA  
166 Harkness Road  
Amherst, MA 01002  
Phone: 774-2786 Fax: (413) 253-4632  
E-mail: [nusbaum1@juno.com](mailto:nusbaum1@juno.com)  
[wheelwright@crocker.com](mailto:wheelwright@crocker.com)  
Web: [www.wheelwrightconsultants.com](http://www.wheelwrightconsultants.com)  
Only Books & Study Guide  
CHINESE – No Exam.  
SPANISH
- **ESI Qual International**  
968 Washington Street – 2<sup>nd</sup> Floor  
Stoughton, MA 02072  
Phone: (781) 344-6344 Fax: (781) 341-3978  
E-mail: [76130.3373@compuserve.com](mailto:76130.3373@compuserve.com)  
ENGLISH, SPANISH,  
PORTUGUESE  
\$159.00
- **The American Food Institute**  
Food Manager Certification Course  
Phone: (800) 723-3873  
Web: [www.americanfoodsafety.com](http://www.americanfoodsafety.com)  
ENGLISH, SPANISH, CHINESE  
\$159.00 p/p (Early Registration)  
\$185.00 per person
- **Experior Assessments, LLCC**  
Certified Professional Food Manager (CPFM) Program  
600 Cleveland Street, Suite 900  
Clearwater, FL 333755  
Food Dept. 1- 800-786-3926 Fax: (727) 461-2746  
Web: [www.experioronline.com](http://www.experioronline.com)
- **Dr. Sam Wong**  
P.O. Box 133  
West Boylston, MA 01583  
(508) 835-9898  
Web email: [mdconsulting@charter.net](mailto:mdconsulting@charter.net)  
ENGLISH/CHINESE

## FOOD MANAGER CERTIFICATION PROGRAMS

- Juan F Carvajal  
Holyoke Health Center  
230 Maple Street -  
Holyoke, MA 01040  
Phone: (413)420-2834  
Web email: [Juan.Carvajal@hcin.org](mailto:Juan.Carvajal@hcin.org)

SPANISH  
\$160.00

Fax: (413)540-0957

Food manager certification program



CITY OF HOLYOKE  
OPEN AIR VENDOR LICENSE APPLICATION  
TEMPORARY PERMIT

Holyoke License Board  
20 Korean Veterans Plaza  
City Hall Annex, Suite 306  
Holyoke, MA 01040

\$30.00 fee per event

To Applicant: Please complete application and return it to the License Board.

\_\_\_\_\_  
Printed Applicant's Name

\_\_\_\_\_  
Doing Business As

\_\_\_\_\_  
Applicant's Business Address

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Applicant's Home Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
What are you selling? Please describe.

\_\_\_\_\_  
Date(s) you are selling? Please state the dates that selling will begin and end.

\_\_\_\_\_  
Time you are selling? Please state time of day that selling will begin and end.

**Indemnification Agreement**

Pursuant to Section 9 of Chapter 83 of the 1994 Acts of the Commonwealth of Massachusetts, I hereby agree on behalf of myself, my heirs, Successors and assigns, to indemnify and hold harmless the City of Holyoke, its officers or employees, against any loss which may arise by way of any suit, action or proceeding against the City of Holyoke, its officers or employees as a result of any act or failure to act on the part of the holder of this license while operating pursuant to the license within the territorial limits of the City of Holyoke.

\_\_\_\_\_  
Applicant