



# OFFICE OF THE BOARD OF HEALTH

## TOWN OF LEICESTER

3 WASHBURN SQUARE • LEICESTER, MASSACHUSETTS 01524-1333

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[www.leicesterma.org](http://www.leicesterma.org)

### Temporary Food Establishment / Mobile Food Event Permit Application

**\*\*\*Please submit all applications at least two weeks prior to the event. For large events with more than 3 vendors, the Event Coordinator should collect all applications and submit at one time. Permits will then be given to the Coordinator to distribute. Permits should be displayed in public view.\*\*\***

Date: \_\_\_\_\_

Fee: \$25 per vendor

*Please make checks payable to Town of Leicester*

Name of Applicant:	Phone (24/7):
Name of Event Coordinator or Person In Charge:	
Address of Applicant:	
City:	State: Zip
Email Address:	
Name of Event:	
Event Address:	
Date(s) and Hours of Operation for Event:	

**For the Temporary Event, please indicate where the food will be prepared:**

- ☐ Food will be prepared in a Residential Kitchen: (ONLY cookies/brownies are allowed to be prepared in a residential kitchen).
- ☐ Food will be prepared in a kitchen at a Temporary Event Venue in Leicester/leased commercial kitchen in Leicester (if checked, please read "Guidelines for Temporary Establishments – Food Prepared on Site").
- ☐ Food will be prepared by/purchased from a Food Establishment (Mobile, Caterer or Restaurant) and served at the event.

Establishment Name: \_\_\_\_\_ Town: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**The above and one of the following Sections are required to be completed to finalize the permit application process. Complete Section A if you are operating a food truck at the temporary event. Complete Section B if you are holding a special event at an indoor or outdoor venue and are not a food truck.**

## **SECTION A – FOOD TRUCKS**

1. Food Truck Owner's Name: \_\_\_\_\_  
Corporate Name: \_\_\_\_\_  
Doing Business As (d.b.a.): \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
2. Telephone Number(s) for 24/7 access: \_\_\_\_\_
3. E-mail: \_\_\_\_\_
4. Website: \_\_\_\_\_
5. Is the food truck currently permitted with the Leicester Board of Health? ☐ YES ☐ NO
6. If you answered "No" in Number 5 above, the following Food Truck information and supporting documents are required to accompany this application:
  - ☐ A. Food Truck License Plate Number (can list up to 2).
    - a) \_\_\_\_\_
    - b) \_\_\_\_\_
  - ☐ B. A copy of the menu for each food truck
  - ☐ C. A copy of a current Food Manager's Certification from a Massachusetts approved program for at least one individual over the age of 18, who will be a full time equivalent on-site manager or supervisor in the mobile food establishment.
  - ☐ D. A copy of a current Allergen Certification (for establishments selling food intended for immediate consumption on or off the premises) from a Massachusetts approved program for at least one individual over the age of 18, who works in the capacity of the PIC.
  - ☐ E. Copy of Permit issued by City/Town where permitted
  - ☐ F. Copy of most recent Health Inspection Report from City/Town where permitted.
  - ☐ G. Copy of current Commissary Agreement and Commissary Permit. *\*If you are using a food establishment and not a commissary that is permitted as such, please provide an approved use letter from the BOH in the municipality where the establishment is located as well as a copy of their recent Health Inspection Report.*
  - ☐ H. State of Massachusetts Hawkers & Peddlers License.
  - ☐ I. Copy of valid driver's license.
7. **Please describe your food business's method for dealing with customer waste; do you provide a trash/recycling cans and perform regular sweeps of vending area?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SECTION B – SPECIAL EVENTS INDOOR/OUTDOOR VENUE (purchased or prepared food)**

### **Temporary Public Food Service Events: Food Safety Requirements**

**Introduction:** The provision of food to the public (for free or for sale) is regulated by the Food Protection Program (FPP) at the Massachusetts Department of Public Health (MDPH). The state regulations (105 CMR 590) establish standards designed to prevent the spread of food borne illnesses and are based upon federal food safety regulations in the Federal 2013 Food Code. Local Boards of Health are charged with implementing these state and federal regulations.

**What Can be Prepared in a Home Kitchen?** In accordance with MDPH FPP Program guidelines and recommendations, the only foods which may be prepared at a home kitchen and served at a potluck or similar “open to the public” function are “non-Time/Temperature Control for Safety (TCS) Foods” i.e. food that does not require temperature control including shelf stable baked goods, such as brownies, quick breads, rolls, cakes that do not have dairy or egg fillings or icings, and fruit pies not requiring refrigeration.

**What are Time/Temperature Controlled for Safety (TCS) Foods?** TCS foods require temperature control (either below 41° F or above 135° F) to limit pathogenic microorganisms or toxin formation (bacteria that can produce toxic substances such as botulism). Note that TCS foods include most items commonly served at potluck or similar meals, such as:

- Animal-based foods such as raw or cooked eggs, meat, fish or poultry, including chili and soup
  - Cooked plant-based food such as rice, potatoes or pasta
  - Raw seed sprouts, cut melons, cut tomatoes and garlic in oil mixtures
  - Hot or cold entrees, cheeses, dips, casseroles, cream filled pastries or pies
  - Any other food that can support the rapid growth of infectious or toxigenic microorganisms if not kept at the proper temperature.

**What are the Requirements for Serving TCS Foods at a Public Event?** TCS foods (explained above) may only be served if ONE of the following conditions (A or B) are met:

- A. The food is prepared by a Food Service Establishment with a valid permit and its employees are trained in food safety principles and has equipment dedicated to keep foods at approved holding temperatures.
- OR**
- B. The food is prepared under the direction of a certified food protection manager, and prepared in a Licensed Food Service Establishment with a valid permit (documents required if outside of Leicester); and, the facility where the event is held has obtained either a temporary or permanent food establishment license from the Leicester Board of Health.

**What is “Open to the Public”?** Events that are advertised to the community through the media, publicly displayed signs, flyers etc. or are otherwise open to all, are considered public and are subject to these requirements.

**What about bake sales for charitable events?** Bake sales are exempt from these requirements provided they are for charitable organizations and sell/offer only shelf stable baked goods that do not require refrigeration.

- Such events do not require a food license and shelf stable baked goods that do not require refrigeration may be prepared in private homes.
- Further, we recommend that the information sheet on food allergies available through the DPH website be utilized. ([www.mass.gov/dph](http://www.mass.gov/dph))

### **Temporary Event – Food Preparation/Service**

1. What food will be served at the event? Below, you are required to list out the common names of the prepared foods being served. Provide the location where the food items were purchased and where will the food be prepared. See above “Food Safety Requirements” for preparation of TCS Foods. Please attach additional sheets if necessary.

Common Food Names	1. Where will food be purchased? 2. Where will the food be prepared?

2. If food is prepared at a permitted food establishment outside of Leicester, please attach the following:
- ☐ A. Copy of a current Food Manager’s Certification from a Massachusetts approved program for at least one individual over the age of 18, who will be a full time equivalent on-site manager or supervisor in the food establishment.
  - ☐ B. Copy of a current Allergen Certification (for establishments selling food intended for immediate consumption on or off the premises) from a Massachusetts approved program for at least one individual over the age of 18, who will be a full time equivalent on-site manager or supervisor in the food establishment.
  - ☐ C. Copy of Permit issued by City/Town where permitted (Use of a Food Establishment Kitchen outside of normal operations should receive pre-approval from the Board of Health in the town in which the establishment is located)
  - ☐ D. Copy of most recent Health Inspection Report from City/Town where permitted.
3. If TCH food will be prepared in a kitchen at the Temporary Event Venue or leased commercial kitchen, for service at the event, please provide the following for at least one individual over the age of 18, who will be a full time equivalent on-site manager or supervisor in the venue/kitchen where food will be prepared.
- ☐ A. Copy of a current Food Manager’s Certification from a Massachusetts approved program
  - ☐ B. Copy of a current Allergen Certification from a Massachusetts approved program

4. Describe equipment and method of transporting food to the event and storing hot food at the event (135° F or above):
5. Describe equipment and method of transporting food to the event and storing cold food at the event (41° F or below):
6. Describe the type of tableware used for the event:  
☐ Paper Products ☐ China ☐ Other (describe)\_\_\_\_\_
7. Are pots, pans, utensils and dishes washed on site? Yes ☐ No ☐ If yes, describe how and where these items will be washed (i.e. dishwasher, 3-bay sink, etc.).
8. Describe measures to protect food from contamination during transportation, preparation, storage, and display:
9. Describe the management plan for the disposal of rubbish, garbage and grease:
10. Provide the number of people working the event that will prepare and serve the food. Describe the experience and training level of the food event staff.
11. Provide the number and describe the location of hand washing sinks.
12. Will the event coordinator or will your organization provide the Clean-up Diarrhea & Vomit kit and written procedure as required by the code? YES: ☐ NO: ☐
13. All food handlers must have proper hair restraints. Will hair restraints be provided to the food handlers? YES: ☐ NO: ☐
14. Bare Hand contact is not allowed with Ready to Eat (RTE) Foods. Will disposable gloves, waxed paper or utensils be provided to the food handlers? YES: ☐ NO: ☐
15. Provide the number and describe the location of the toilet facilities:
16. If temporary event is being held outdoors, are any of the following to be used: Booths and/or other portable structures, special amusement attractions, generators, extension cords, propane or grease/oil in food prep? Yes: ☐ No: ☐ If yes, a permit from the Leicester Fire Department may be required. Please contact them at 508-892-7022.
17. Tents may require approval from the Code Enforcement Office. Please contact them at 508-892-7003 for more information.

*If you have any questions regarding these requirements, please contact the Board of Health Office at 508-892-7008*

## **Guidelines for Temporary Establishments – Food Prepared On Site**

### *Food and Utensil Storage and Handling*

- **DRY STORAGE** All food, equipment, utensils and single service items shall be stored above the floor/ground on pallets, shelving or tables.
- **COLD STORAGE** Refrigeration units shall be provided to keep potentially hazardous foods at 41 degrees Fahrenheit or below. An effectively insulated container with sufficient coolant may be approved by the Sanitarian for storage of less hazardous foods, or for use at events of short duration. **ALL TCS FOODS ABOVE 41 DEGREES FAHRENHEIT SHALL BE DISCARDED UPON REQUEST OF THE HEALTH AGENT.**
- **HOT STORAGE** Hot food storage units shall be used where necessary to keep TCS foods at 135 degrees Fahrenheit or above.
- **FOOD DISPLAY** All food shall be protected from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers. All baked goods shall be pre-wrapped in individual portions. Condiments shall be served as pre-packaged individual packets.
- **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 five-gallon insulated container with a spigot, and a basin, pump soap and paper towels shall be provided for hand washing. The container shall be filled with hot water.
- **HEALTH** Employees/volunteers shall not have any open cuts or sores or diseases transmittable by food. Employees/volunteers experiencing vomiting and/or diarrhea shall not have contact with food. A Clean-up Diarrhea & Vomit kit and written procedure should be available onsite. The event coordinator or site location may already have this – check in with them. If not, look for or purchase a “Bodily Fluid Clean-up Kit”.
- **HYGIENE** Employees/volunteers shall have clean outer garments and hair restraints. Tobacco usage and eating are not permitted by food handlers in the food preparation and service areas.

### *Cleaning*

- **SANITIZING** Chlorine or quaternary ammonium compound shall be provided for sanitizing food contact surfaces, equipment and wiping cloths.
- **WIPING CLOTHS** Wiping cloths shall be stored in a clean 100ppm chlorine or 200 ppm quaternary ammonium compound solution. A spray bottle containing a clean 100 ppm chlorine or 200 ppm quaternary ammonium compound solution and paper towels may be substituted.

### *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** Wastewater shall be disposed in an approved wastewater disposal system.

*Premises*

- **COUNTERS/SHELVES/TABLES** 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 to be cleanable.
- **TRASH** An adequate number of cleanable containers shall be provided inside and outside the booth and throughout the event.
- **RESTROOMS** An adequate number of approved toilet and handwashing facilities shall be provided at each event. These facilities shall be accessible for employee/volunteer use.
- **CLOTHING** Personal clothing and belongings shall be stored at a designated place in the booth, away from food preparation, food service and warewashing areas.

**ALL LEFT-OVER FOODS SHALL BE DISCARDED AT THE END OF THE DAY**