



**TOWN OF WILBRAHAM
BOARD OF HEALTH
240 Springfield St
Wilbraham, MA 01095**

**SUPPLEMENTARY INFORMATION
APPLICATION FOR A TEMPORARY
FOOD ESTABLISHMENT PERMIT**

**FEE: \$20/event (non food trucks)
\$25/event (food trucks)**

COMPLETE ALL INFORMATION AND SUBMIT AT LEAST THREE WEEKS IN ADVANCE OF EVENT

Name of Individual Responsible for the License: _____

Business or Organization Name: _____

Address of the Licensee: _____

Name of certified food manager or person-in-charge: _____

**THE HEALTH AGENT MAY ASK TO SEE A FOOD SAFETY CERTIFICATION AND AN ALLERGEN
AWARENESS CERTIFICATION FOR THE FOOD MANAGER OR OTHER STAFF
TO MEET THE REQUIREMENTS OF THE STATE SANITARY CODE.**

The Licensee Represents ☐ A Non-Profit Enterprise ☐ A Profit Enterprise

Structure for the temporary service: ☐ Tent ☐ Mobile Unit ☐ Enclosed Area

Event: _____

Effective Date(s) : _____ Authorized Hours of Sales: _____

Menu: _____

Where will the food be prepared: _____

Describe cooking to be done at temporary location: _____

How will hot foods be maintained at safe temperatures (150° or above)?

In Transit: _____

At Site: _____

How will cold foods (perishables) be maintained at safe temperatures (45° or below)?

In Transit: _____

At Site: _____

Describe the water supply and facilities for hand washing for food service staff: _____

Describe how single service items and condiments will be stored and dispensed: _____

Describe method of garbage disposal: _____

The above information is required in accordance with Massachusetts Health Regulations (105 CMR 590.). The permit granted will be valid only for the date(s) specified, and will not exceed 14 days.

Pursuant to the Mass. General Laws, Chapter 62C, Section 49A, I certify under penalties of perjury, that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Signature _____

SSN or Federal ID Number _____

Address _____

telephone _____

GENERAL INFORMATION FOR TEMPORARY FOOD ESTABLISHMENTS

1. General -- A temporary food establishment shall comply with the requirements of these regulations, except as otherwise provided in 105 CMR 590.030. The Board of Health may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may waive or modify requirements of these regulations pursuant to the provisions of 105 CMR 590.061.

2. Restricted Operations -- Whenever a temporary food establishment is permitted to operate without complying with all the requirements of these regulations, the following requirements are applicable. Only those potentially hazardous foods requiring limited preparation, such as hamburgers and frankfurters which only require seasoning and cooking, shall be prepared and served. The preparation or service of other potentially hazardous foods, including pastries filled with cream or synthetic cream, custards, and similar products, and salads or sandwiches containing meat, poultry, eggs or fish, is prohibited, unless these foods have been prepared and packaged under conditions meeting the requirements of these regulations, is packaged in individual servings, is stored at a temperature of 45°F or below or at a temperature of 140°F or above in facilities meeting the requirements of 105 CMR 590.004, 590.006 and 590.007, and is served directly in the unopened container in which it was packaged.

3. Ice -- Ice that is consumed or that contacts food shall be made under conditions meeting the requirements of 105 CMR 590.015(F). The ice shall be in chipped, crushed, or cubed form and in single-use safe plastic or wet strength paper bags, filled and sealed at the point of manufacture. The ice shall be held in these bags until it is dispensed in a way that protects it from contamination.

4. Equipment -- Equipment shall be located and installed in a way that prevents food contamination and that also facilitates cleaning the equipment and establishment.

Floor contact surfaces of equipment shall be protected from contamination by consumers and other contaminating agents. Effective shields for such equipment shall be provided, as necessary, to prevent contamination.

5. Single Service Articles -- All temporary food establishments without effective facilities for cleaning and sanitizing tableware shall provide only single service articles for use by the consumer.

6. Sanitary Concerns -- A container of warm water and bleach must be available for sanitizing all food preparation tables, equipment and utensils. Tongs, ladles and similar utensils must be used to dispense food items to minimize hand contact. Plastic gloves may be used, provided they are discarded and new gloves put on after each change from a food to a non-food handling operation.

6. Water -- Enough potable water shall be available in the establishment for food preparation, for cleaning and sanitizing utensils and equipment, and for hand washing. A heating facility capable of producing enough hot water for these purposes shall be provided on the premises.

7. Wet Storage -- Storage of packaged food in contact with water or undrained ice is prohibited. Wrapped sandwiches shall not be stored in direct contact with ice.

8. Waste -- All sewage, including liquid waste, shall be disposed of according to law.

9. Hand Washing -- A convenient hand washing facility shall be available for employees. This facility shall consist of, at least, warm running water, soap, and individual paper towels.

10. Floors -- Floors shall be constructed of concrete, asphalt, tight wood, or other similar cleanable material kept in good repair. Dirt or gravel, when graded to drain, may be used as subflooring when covered with clean, removable platforms or duckboards, or covered with wood chips, shavings or other suitable materials effectively treated to control dust.

11. Walls and Ceilings of Food Preparation Areas -- Ceilings shall be made of wood, canvas, or other material that protects the interior of the establishment from the weather. Walls and ceilings of food preparation areas shall be constructed in a way that prevents the entrance of insects. Doors to food preparation areas shall be solid or screened and shall be self-closing. Screening material used for walls, doors, or windows shall be at least 16 mesh to the inch.

Counter-service openings shall not be larger than necessary for the particular operation conducted. These openings shall be provided with tight-fitting solid or screened doors or windows or shall be provided with fans installed and operated to restrict the entrance of flying insects. Counter-service openings shall be kept closed, except when in actual use.

12. Fire extinguishers may be required by the Fire Department wherever heating or cooking equipment may be in use.

LP GAS STORAGE PROCEDURES

The following is a list of requirements for the safe installation of temporary LP gas storage tanks, to be used at community functions or events.

Requirements:

1. LP gas cylinders must be of the approved type, and must be up to date on all the required testing procedures (i.e. hydrostatic test date, etc.).
2. All gas cylinders must be mounted outside of any structure, such as a tent, canvas fly, portable structure or permanent structure.
3. When cylinders are in place, they must be secured by a chain, etc., so as to prevent being knocked over or dislodged from mounting.
4. Area around tank placement must be secured in such a manner so as to prevent the general public from gaining access to the area, either by fencing or roping off in such a manner so as not to allow the general public near the tanks.
5. Area around tank mounting place to be posted with NO SMOKING signs, in sufficient quantity to be read from all angles of approach to the area.
6. All piping from the tanks to appliances to be checked for any leaks and proper installation.
7. All vents and valves to be in good operating condition and free from any damage.
8. When being moved, all cylinders are to be equipped with proper DOT plugs and/or valve covers if required.
9. Each concession area to be equipped with, or have available, a fire extinguisher, proper for the intended use, which is dependent on the appliances and material stored in each area.

Although this list seems lengthy, the requirements are minimal and the proper and safe installation of LP gas cylinders should not take long to assemble.

Should any problem arise during set up, operation, or take down, or should a question arise about the above requirements, please feel free to contact the Wilbraham Fire Department business phone, 596-3122.