



# ***MONTAGUE BOARD OF HEALTH***

One Avenue A · Turners Falls, MA 01376

TELEPHONE 413-863-3200 EXT 205 · FAX 413-863-3225

## **TEMPORARY FOOD VENDOR'S CHECKLIST**

### **TEMPORARY FOOD VENDOR'S CHECKLIST**

Completed Temporary Food Application Form

A copy of your Food Protection Manager Certificate

- We will not accept Food Handler Training Certificates you shall submit a Food Manager Training Certificate

A copy of your Massachusetts Allergen Awareness Certificate

Read Turners Falls Fire Department Vendor Requirements

Montague Center Fire District covers events in Montague Center /  
Lake Pleasant

Fill Out Base of Operations Form (if preparing food off-site)

A copy of base of operations food permit is required if outside Montague

Read the "Are You Ready" document

Submit a check for \$50.00 Make check payable to the Town  
of Montague

If you have any questions please feel free to call the  
Montague Board of Health Office at 413-863-3200 x205



## Turners Falls Fire Department

Fire, Rescue & Emergency Services

180 Turnpike Road • Turners Falls, MA 01376-2602 • 413-863-9023 – [chief@turnersfallsfire.org](mailto:chief@turnersfallsfire.org)

### **Outside Event – Fire Department Requirements**

Are you using a generator at the event?

- ☐ You must have a fire extinguisher with a minimum rating of 2A:10BC.

Are you cooking at the event?

- ☐ You must have a fire retardant NFPA 701 flame certified tent or canopy.  
***Certification tag must be affixed to the tent or canopy.***
- ☐ People in the tent must be limited to those involved with food preparation.
- ☐ Food should be served at the outer edge of the tent or canopy.

Are you cooking with Propane (LP), wood, or charcoal?

- ☐ You must have a fire extinguisher with a minimum rating of 4A:60BC.
- ☐ LP-gas containers should be located at the outer edge of the structure and secured to prevent tipping, damage or tampering.
- ☐ The LP container shall be accessible to operators and first responders.

Are you cooking with a flat-top grill or a deep fryer?

- ☐ You must have a K Class extinguisher.

Are you cooking in a food truck/trailer?

- ☐ You must have a hood system equipped with a suppression system. Hood and suppression system must have up-to-date inspection and service/cleaning completed with proper sticker/tags present.

**Inspections will be conducted by the Turners Falls Fire Department prior to the start of the event.**

**Failure to comply with any of the above Fire Department requirements will result in forfeiture of vending at the event with no refund.**

***If you have any questions at all regarding these fire safety rules, please call the Turners Falls Fire Department at 413-863-9023***



# MONTAGUE HEALTH DEPARTMENT

ONE AVENUE A • TURNERS FALLS, MA 01376

TELEPHONE 413-863-3200 EXT 205 • FAX 413-863-3225

**FEE:** Read the temporary fee policy if you don't understand then call the Board of Health Office at (413) 863-3200 ext. 205

## TEMPORARY FOOD PERMIT APPLICATION

COMPLETED APPLICATIONS DUE 14 DAYS BEFORE EVENT – Late Fee of \$50 within 14 days.  
Applications received within 5 Days will be denied.

**No home prepared foods shall be sold at any temporary food establishment**

Name of Event / Location: \_\_\_\_\_

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

Owner Name: \_\_\_\_\_

Owner Complete Address: \_\_\_\_\_

Owner Phone #: \_\_\_\_\_

Date(s) of Event/Hours of Operation \_\_\_\_\_

1. Before completing this application please read "Fire Department Vendor Regulations" and the "Are You Ready ?" checklist. (BOTH ARE ENCLOSED)

Have you read this material and do you understand this material? (Circle one) YES NO

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Will all foods be prepared at the temporary food establishment booth?

NO 1. Fill out both sections A and B below

YES 2. Fill out section B below.

Include dates and times of food preparation that is not taking place at the booth/event and attach a copy of the BASE OF OPERATIONS food permit. (For example if you are preparing quantities of chili at a church kitchen or licensed restaurant we need to know where the kitchen is and when the food will be prepared prior to the event.)



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

**SECTION A: At the base of operations (approved commercial kitchen):**

| DATE / TIME | FOOD ITEM | THAW | CUT/ ASSEMBLE | COOK | COLD HOLDING | REHEAT | HOT HOLDING |
|-------------|-----------|------|---------------|------|--------------|--------|-------------|
|             |           |      |               |      |              |        |             |
|             |           |      |               |      |              |        |             |
|             |           |      |               |      |              |        |             |
|             |           |      |               |      |              |        |             |
|             |           |      |               |      |              |        |             |

**SECTION B: At the booth:**

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

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

5. Food source(s): list food suppliers: \_\_\_\_\_

Source and storage of water/ice: \_\_\_\_\_

Storage and disposal of wastewater: \_\_\_\_\_

Storage and disposal of trash: \_\_\_\_\_

**Means for Handwashing:** MUST HAVE RUNNING HOT WATER, SOAP AND PAPER TOWELS

(TEMPORARY BOOTH ONLY MAY USE INSULATED URN WITH SPIGOT, CONTAINING HEATED WATER, PUMP HAND SOAP, PAPER TOWEL AND A CATCH BASIN FOR USED WATER.

Mobile units shall have self-contained hand sinks and three bay sinks.

6. Draw a sketch of the setup below. (Basic layout - does not need to be to scale)

[illegible]

**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 the regulations.**

- Application fee is nonrefundable
- Fee due with application

**NO PERMIT WILL BE ISSUED UNLESS A COPY OF YOUR FOOD MANAGER TRAINING CERTIFICATE AND ALLERGEN AWARENESS CERTIFICATE ACCOMPANIES THE APPLICATION. THE TRAINING MUST BE ONE THAT IS RECOGNIZED BY THE MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH.**

Applicant's Signature\_\_\_\_\_

Date \_\_\_\_\_

Office use Only: PERMIT #

Date Issued:

Date Expires:



# Declaration of Base of Operations

Pursuant to 105 CMR 590.009(A) (B) Caterers, 105 CMR 590.009 (B) 12) Mobile Units and Pushcarts shall operate from a base of operations.

- (1) Caterers, mobile food unit and pushcart owners shall operate from a licensed (fixed) food establishment. Mobile food unit and pushcart owners shall report at least daily to such location for all food and supplies and for all cleaning and servicing operations.
- (2) The food establishment used as a base of operations for caterers, mobile food units or pushcarts shall be constructed and operated in compliance with the requirements 105 CMR 590.000.
- (3) **Any food not completely prepared at the food booth shall be prepared in a licensed commercial kitchen and this form shall be filled out.**

I \_\_\_\_\_, owner of (fill in name of business below)  
(Please Print) (Name of owner of Base of operations)

\_\_\_\_\_  
(Name of business that will be used as a base of operations)

Whose business address and phone number is:

\_\_\_\_\_  
(Please Print) (Base of operations business address) (Phone number)

Hereby state that I have given permission to:

(Name of caterer, mobile or pushcart owner) \_\_\_\_\_  
(Please print)

to use my **licensed food establishment** as a base of operations, to prepare catered foods or to service their mobile unit or pushcart and to store their food and supplies.

I, \_\_\_\_\_, owner of \_\_\_\_\_  
(please print) (caterer, mobile unit or pushcart business name)

\_\_\_\_\_ **promise** to use the above identified licensed food establishment to prepare catered meals and/or to service my mobile unit or pushcart and to store, refrigerate, and prepare food as required by the State Sanitary Code, Article X, 105 CMR 590.000.

**I understand that failure to utilize the base of operations, as intended, will result in the immediate suspension of the food service permit issued by the Montague Board of Health.**

Signed \_\_\_\_\_ Owner of Base of Operations

Signed \_\_\_\_\_ Caterer, Mobile Unit or Pushcart, Owner

Today's Date \_\_\_\_\_

I shall inform the Montague Board of Health immediately if I stop using this base of operations.



Massachusetts Department of Public Health Food Protection Program  
Temporary Food Establishment Operations  
**MONTAGUE BOARD OF HEALTH REQUIREMENTS**  
**Are You Ready?**

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

- ☐ **Application** Submit a completed temporary food establishment application to the Local Board of Health a minimum of 30 days prior to the event. **Montague generously allows submission 14 days before the event. NO EXCEPTIONS TO THE 14 DAY DEADLINE!**

#### FOOD & UTENSIL STORAGE AND HANDLING

- ☐ **Dry Storage** Keep all food, equipment, utensils and single service items stored at least six inches above the floor on pallets or shelving, and protected from contamination.
- ☐ **Cold Storage** Keep potentially hazardous foods at or below 41°F or less. 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 135° or above.
- ☐ **Thermometers** Use a food thermometer to check temperatures of both hot and cold potentially hazardous food.
- ☐ **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.
- Conspicuously Post** Consumer Advisories for Raw or Undercooked Animal Foods.
- ☐ **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.

#### PERSONNEL

- ☐ **Person in Charge** There must be one designated person in charge at all times responsible for compliance with the regulations. Check with your local board of health for food protection management certification requirements.
- ☐ **Handwashing** A minimum five-gallon insulated container with a spigot, basin, soap and disposable towels shall be provided for handwashing. The container shall be filled with warm water 100° to 120°F. A handwashing sign must be posted. Liquid gel sanitizers and wipes shall NOT replace soap and water.
- ☐ **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

The Town of Montague is an Equal Opportunity Provider & Employer



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 areas.

## CLEANING AND SANITIZING

☐ **Warewashing**

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

The board of health may require additional sets of utensils if warewashing sinks are not easily accessible.

☐ **Sanitizing**

Use chlorine bleach, quaternary ammonia (bar tabs) or iodine sanitizers for sanitizing food contact surfaces, equipment and wiping cloths. Test strips shall be on site and in use to ensure proper concentration of sanitizer.

☐ **Wiping Cloths**

Store wet wiping cloths in a clean chlorine, quaternary ammonia (bar tabs) or iodine sanitizers at correct concentrations, change frequently.

## 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**

Dispose 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 tight wood, **asphalt**, or other cleanable material. Floors must be easily cleanable.

☐ **Walls & Ceilings**

**If present** 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.

☐ **Condiment Containers**

Shall be wiped down and cleaned frequently. Mustard, ketchup, sugar all multi-use containers used by customers shall be constantly wiped down and cleaned.

☐ **Trash**

Provide an adequate number of cleanable containers inside and outside the booth.

☐ **Restrooms**

Provide an adequate number of approved toilet and handwashing facilities. These facilities shall be accessible for employee use.

☐ **Clothing**

Store personal clothing and belongings in a designated place in the booth, away from food preparation, food service and warewashing areas.