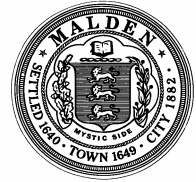


Malden Government Center
200 Pleasant St., Rm. 517
Malden, Massachusetts 02148
(781) 397-7049
BOH@CityofMalden.org

City of Malden
Massachusetts
Board of Health
www.cityofmalden.org



Temporary Food Service Permit Application

Application Fee \$75.00 - Non Refundable
Permit Fee \$30.00 per day.

Follow the instructions on this page and submit all information and materials as required. Failure to provide the information and materials will result in the application being denied.

This information will be used to assess the application and the applicant for fitness to operate a temporary food service establishment in the City of Malden. All applicants must demonstrate their knowledge of the regulatory requirements through this Plan Review process.

1. Complete the two (2) pages Food Establishment Permit Application.
2. Complete the "Are You Ready Guide" and submit it with your application.
3. Provide a copy of your State Hawker and Peddlers License.
4. Provide a copy of a current Food Protection Manager Certificate.
5. Submit a layout of the area you will be operating in and include the following:
 - a. Location of hand washing facilities
 - b. Location of restroom
 - c. Location of water supply and method of waste water disposal - no waste water is to be disposed of in storm drains or directly to the ground.

Please feel free to contact this office with any questions you may have regarding the completion of this application at (781) 397-7049.

FOR BOARD OF HEALTH USE ONLY

Date Received

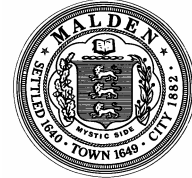
Date Inspected

Approved By

Permit # Issued

Malden Board of Health

Malden Government Center
 200 Pleasant St., Rm. 517
 Malden, Massachusetts 02148
 (781) 397-7049
 Email: BOH@CityofMalden.org



Temporary Food Service Permit Application

(Application must be submitted at least 30 days before the planned opening date)

1) Establishment Name:																			
2) Establishment Address:																			
3a) Establishment Mailing Address (if different):																			
3b) Email Address:																			
4) Establishment Telephone No:																			
5) Applicant Name & Title:																			
6) Applicant Address:																			
7) Applicant Telephone No.:	24 Hour Emergency No :																		
8) Owner Name & Title (if different from applicant):																			
9) Owner Address (if different from applicant):																			
10) Establishment Owned By:	11) If a corporation or partnership, give name, title and officers or partner.																		
A corporation: _____	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Name</th> <th style="width:30%;">Title</th> <th style="width:40%;">Home Address</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Title	Home Address															
Name	Title	Home Address																	
A partnership: _____																			
An association: _____																			
An individual: _____																			
Other legal entity: _____																			
12) Person Directly Responsible For Daily Operations (Owner, Person-In-Charge, Supervisor, Mgr)																			
Name & Title:																			
Address:																			
Telephone No:	Fax:																		
Emergency Telephone No:																			
13) District or Regional Supervisor (if applicable)																			
Name & Title:																			
Address:																			
Telephone No:	Fax:																		

Malden Board of Health Temporary Food Service Permit Information

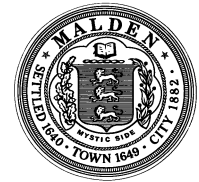
14) Water Source: DEP Public Water Supply No. (if applicable) _____		15) Sewage disposal: _____	
16) Days and Hours of Operation: _____		17) No. of Food Employees: _____	
18) Name of Person-In-Charge Certified in Food Protection Management: _____ Require as of 10/01/2001 in accordance with 105 CMR 590.003 (9A). Please attach copy of certificate.			
19) Person Trained in Anti-Choking Procedures (if 25 seats or more): yes No			
20) Location (Circle one): <input type="checkbox"/> Permanent Structure <input type="checkbox"/> Mobile Reg #: _____		21) Establishment Type (Circle All that Apply): <input type="checkbox"/> Retail (sq ft) <input type="checkbox"/> Caterer <input type="checkbox"/> Food Service--(Seats) <input type="checkbox"/> Food Delivery <input type="checkbox"/> Food Service -- Takeout <input type="checkbox"/> Residential Kitchen for Retail Service <input type="checkbox"/> Food Service -- Institution <input type="checkbox"/> Residential Kitchen for Bed and Breakfast Home (Meals per day) <input type="checkbox"/> Residential Kitchen for Bed and Breakfast Establishment <input type="checkbox"/> Other (Describe): <input type="checkbox"/> Frozen Dessert Manufacture	
22) Length of Permit (Circle one): <input type="checkbox"/> Annual <input type="checkbox"/> Seasonal / Dates _____		23) FOOD OPERATION (Check All that Apply) Definitions: PHF— potentially hazardous food (time / temperatures controls required). Non-PHF—non-potentially hazardous food (No time / temperatures controls required). RTE – ready-to-eat foods (Ex. Sandwiches, salads, muffins which need no further processing)	
<input type="checkbox"/> Sale of Commercially Pre-Packaged Non-PHF's	<input type="checkbox"/> PHF—Cook to order.	<input type="checkbox"/> Hot PHF cooked or cooled or hot held for More than a Single Meal Service.	
<input type="checkbox"/> Sale of Commercially Pre-Packaged PHFs	<input type="checkbox"/> Preparation of PHFs For Hot and Cold holding For Single Meal Service.	<input type="checkbox"/> PHF and RTE Food Prepared For Highly Susceptible Population Facility.	
<input type="checkbox"/> Delivery of Packaged PHFs	<input type="checkbox"/> Sale of Raw Animal Foods Intended to be Prepared by consumer	<input type="checkbox"/> Vacuum Packaging / Cook / Chill	
<input type="checkbox"/> Preheating of Commercially Processed Foods For Service within 4 hours	<input type="checkbox"/> Customer Self-Service	<input type="checkbox"/> Use of Process Requiring A Variance And/Or HACCP Plan (including bare hand contact alternative, time as public health control)	
<input type="checkbox"/> Customer Self-Service Of Non-PHF and Non-Perishable Foods Only	<input type="checkbox"/> Ice Manufactured and Packaged for Retail sale	<input type="checkbox"/> Offers Raw or Undercooked Food Of Animal Origin.	
<input type="checkbox"/> Preparation Of Non-PHF's	<input type="checkbox"/> Juice Manufactured and Packaged for retail sale	<input type="checkbox"/> Prepares Food/Single Meals for catered Event Or Institutional Food Service	
<input type="checkbox"/> Other (Describe)	<input type="checkbox"/> Offers RTE PHF in Bulk quantities. <input type="checkbox"/> Retail Sale of Salvage, Out-of- Date or Reconditioned food	<i>To be completed by the Board of Health</i> Total Permit Fee: _____ Payment is due with application	

I, the undersigned, attest to the accuracy of the information provided in this application and I affirm that the food establishment operation will comply with 105 CMR 590.00 and all other applicable law. I have been instructed by the Board of health on how to obtain copies of 105 CMR 590.000 and the federal Food Code.

24) Signature of Applicant: _____
Pursuant to MGL Ch. 62C. Sec. 49A. I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid state taxes required under law.

25) Social Security Number or Federal ID: _____

26) Signature of Individual or Corporate Name: _____



TEMPORARY FOOD ESTABLISHMENT OPERATIONS

ARE YOU READY?

Use this guide as a checklist to verify compliance with MA Food safety regulations and include this form with your application.

The following requirements, together with all other applicable provisions of 105 CMR 590.000 the State Sanitary Code for Food Establishments and Food Code requirements, shall apply to this food service activity:

-
- Application** Submit a completed temporary food establishment application to the Local Board of Health a minimum of 30 days prior to the event with the \$75.00 non-refundable application fee and \$30.00 per day permit fee (unless otherwise instructed).
-

PREMISES

- Overhead Protection** Outdoor food cooking areas, vending areas and servicing areas shall be provided with overhead protection (FC-6-202.17, 18)
- Floors** Unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors must be easily cleanable.
- Walls & Ceilings** 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.
- Counters / Shelving** All food contact surfaces shall be designed, constructed, and maintained in accordance with the Food Code requirements. Surfaces shall be smooth, easily cleanable, free of rust, dents or pitting, and durable under outdoor use conditions. All other surfaces shall be easily cleanable
- Menu** The menu and manner for cooking, preparation, and service of the food and beverage items must specifically be identified and evaluated prior issuance a Permit.
- Electrical**
- a) Exterior electrical outlets, fixtures, space heaters, etc. must comply with the electrical code.
 - b) Extension cords should be avoided but, if used, must be UL approved, sized to serve the equipment and located to prevent a trip hazard.
 - c) Generator may be powered only by diesel fuel or propane. Approved generator is permitted as long as there is no excessive noise or ongoing complaints

TEMPORARY FOOD ESTABLISHMENT OPERATIONS
ARE YOU READY? *Continues*

Cooking Equipment

- a) Equipment must be located on hard, durable, cleanable, and non-flammable surface (i.e., concrete, asphalt, paver stones, stainless steel table, etc...). Wood, bare dirt, gravel or grass is not permitted. Place cooking equipment and work table on a substitute flooring (e.g. Interlocking floor pad) which is large enough to catch spills all around.
- b) Equipment must be easily movable and be stored inside or be secured against unauthorized access when not in use.
- c) Equipment such as BBQs, propane stoves, grills, should be partitioned or otherwise segregated from the public. A distance of at least 4 feet by partition or by other means to protect the food and patrons from burns or splashes of hot grease. Patrons or other unauthorized individuals must be prevented from accessing unsupervised areas where food, food contact surfaces, and equipment are located.
- d) Propane stoves or grills are approved as cooking devices. Charcoal and wood cooking devices are not recommended.
- e) Maintenance and cleaning of all equipment shall be in accordance with chapter 4 of the Food Code.

Lighting

- a) Provide adequate lighting by natural or artificial means if necessary.
- b) Light bulbs shall be shatterproof or shielded.
- c) Cooking area must have adequate illumination during all hours and shall provide enough light so that patrons may move about the area safely and without fear of injury and allow for cleaning.

Hygiene

Food and drink spills shall be attended to immediately.

Hand washing

- a) A convenient hand washing facility must be available for employee hand washing whenever handling unpackaged foods. This sink shall have warm running water, liquid soap and individual paper towel.
- b) Alternatively for a hand wash sink, provide minimum of 5 gallons potable water in a water dispenser, dispensable liquid soap, dispensable hand sanitizer, paper towels and a 5-gallons or larger bucket labeled "Wastewater" to collect the wastewater. Replenish the potable water as often as possible and never leave water dispenser $\frac{3}{4}$ empty.

Restrooms

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

Trash & Debris

- a) Provide an adequate number of cleanable containers inside and outside the booth. Arrangement for proper refuse collection and removal must be arranged.
- b) An uncovered, non-flammable garbage container is allowed at the grilling station.

Pest Control

Insects/rodents shall be controlled to the best of your abilities through good sanitation practices and/or use of approved Integrated Pest Management practices

TEMPORARY FOOD ESTABLISHMENT OPERATIONS
ARE YOU READY? *Continues*

FOOD & UTENSILS STORAGE AND HANDLING

- Utensils**
 - a) Suitable utensils must be provided and used so that there is no bare hand contact. Utensils must be rotate for every two (2) hours. A set of back-up utensils must be stored clean and dry and in protected location and must be on hand for inspector review.
 - b) Food dispensing utensils must be stored in the food with their handles above the top of the food and container.

- Dry Storage**

All food, equipment, utensils, and single service items shall be stored at least 6 inches off the ground or floor on pallets, tables, or shelving protected from contamination and shall have effective overhead protection.

- Cooling Food**

Cooling of food is **not permitted** at the Temporary Food Service Establishment.

- Ice**

Ice for use as a food or a cooling medium shall be made from potable water.

- Cold Storage**
 - a) Keep potentially hazardous foods at or below 41°F. 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.
 - b) A metal stem thermometer installed to check cold holding temperature every two (2) hours.
 - c) Unpackaged food may not be stored in direct contact with un-drained ice.
 - d) Low ambient air temperature shall not be considered an acceptable alternate to cold holding equipment.

- Hot Storage**
 - a) Use hot food storage units when necessary to keep potentially hazardous foods at or above 135°F.
 - b) A metal stem thermometer is installed to check hot holding temperature every two (2) hours.
 - c) Electrical equipment, propane stoves, grills, etc. must be capable of holding foods at 135°F or above. Equipment shall be installed and used in accordance with the manufacturer's instructions

- Thermometers**

Use a food thermometer to check temperatures of both hot and cold potentially hazardous food. There must be, at a minimum, at least one working thermometer for hot and cold food temperature checks at the temporary event.

- Food Display**
 - a) Cooked food must be prepared for immediate consumption or must be moved to and kept in hot holding equipment at or above 135°F until served.
 - b) Protect food from customers handling, coughing, and sneezing by wrapping, sneeze guards or other effective barriers.

- Condiments**

Condiments must be dispensed in single service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers, or similar dispensers which prevent contamination of the food by food workers, patrons, insects or other sources.

- Consumer**

Post consumer advisories for raw or undercooked animal foods, if you will be preparing meat, fish, poultry, or eggs cooked to order.

TEMPORARY FOOD ESTABLISHMENT OPERATIONS
ARE YOU READY? *Continues*

Advisory

Food Preparation

- a) Obtain food from an approved source. Potentially hazardous foods (PHF's) and perishable items may not be prepared in residential kitchens. PHF's and perishable items must be prepared onsite or in a licensed food establishment.
- b) 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. We will require a separate waste can for gloves / deli tissues in order to monitor usage.
- c) Protect all storage, preparation, cooking and serving areas from contamination.

PERSONNEL

Person in Charge

There must be one designated person in charge at all times responsible for compliance with regulations. You must submit a copy of your Food Manager Certificate with your application. This certificate is required for the temporary event.

Health

- a) 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.
- b) Infected cuts and lesions on fingers or hands must be covered and protected with waterproof materials.

Hygiene

- a) Food employees must have clean outer garments and effective hair restraints. Tobacco usage, eating and drinking are not permitted by food employees in the food preparation and service area.
- b) All foodhandlers must wear hair restraints hands in accordance with Massachusetts Food Code, 2-402.11
- c) Smoking in or adjacent to an outdoor cooking/serving area **is prohibited**.
- d) Install hand sanitizer and individual disposable paper towels thought out for patrons and employees use

Clothing

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

Animal

No animal shall be allowed in a Temporary Food Service Establishment and outdoor cooking area unless authorized by state law. Patrol dogs accompanying security or police officers shall be permitted in offices, storage areas, outside storage areas, and outside areas of the establishment's premises. Sentry dogs may be permitted within the perimeter of outside fenced areas for security reasons. Service animals, including those in training, shall be permitted in customer service and office areas.

TEMPORARY FOOD ESTABLISHMENT OPERATIONS
ARE YOU READY? *Continues*

CLEANING AND SANITIZING

- Sanitizing** Use a chlorine bleach or Quat sanitizer for sanitizing food contact surfaces, equipment and wiping cloths. Store the sanitizer in a spray bottle or bucket that is labeled "sanitizer" Appropriate test strips should be on hand at all events.
-

WATER

- Water Supply** An adequate supply of water shall be on site and obtained from an appropriate source. Water storage at the booth shall be approved storage containers.
- Wastewater Disposal** Disposal of wastewater in an approved wastewater disposal system. An adequate number of covered containers, labeled "Wastewater" shall be provided in the booth.
-

FIRE PREVENTION

- Fire Extinguisher** Portable fire extinguishers must be available when using flammable gases or liquids. Please contact Malden Fire Department at 781-397-7383 for applicable requirement.
- Parks & Forestry** Please contact DPW, Parks & Forestry, at 781-397-7160 for applicable permit for event taking place in public park.
-
-

Need more information on food safety and the MA food safety regulations?

www.state.ma.us/ffp/retail

MA Retail Food Safety Information

www.foodsafety.gov

Gateway to Government Food Safety Information

Establishment Name

Signature of Applicant / Date