



Town of Sheffield
Board of Health
21 Depot Square; PO Box 325
Sheffield, MA 01257

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Guidelines for Temporary Food Vendors

In order to ensure safe and sanitary foods are served to the public, your Food Service or Temporary Food Establishment permit is issued based on the following conditions:

- Your permit must be conspicuously displayed on site. Your certified food-handler certificate should be available at the request of the inspector.
- **Only** the foods stipulated in your original application and approved by the Board of Health may be served/sold/or offered for sampling.
- Water and ice **MUST BE** from an approved source. A recent water test (within 30 days of event) may be required.
- All potentially hazardous foods such as chicken, meats, prepared vegetables, dairy, etc. must be maintained either **above 140 degrees F** or **below 41 degrees F**.
- Only mechanical refrigeration or crushed/cubed ice may be used for a cooling medium. Foods shall not come into contact with water or un-drained ice.
- All foods, drinks and condiments shall be handled and stored in a manner that prevents contamination such as using clean, covered containers and storing equipment and food up off the ground. Trash bags are not to be used for storage.
- Running water with liquid hand soap and disposable towels for hand washing **must be available** and set-up prior to food preparation. Bottled water with a pull spout is acceptable if water can be maintained at/over 110 degrees F. (Max 130 degrees F.)
- **ALL** food handlers shall wash their hands after utilizing the toilet facilities, smoking, eating, changing tasks and changing gloves or when hands become contaminated.
- **Bare hands may NOT contact ready-to-eat foods.** Suitable utensils shall be used such as deli tissue, spatulas, tongs, single-use non-latex gloves etc.
- All equipment, utensils, containers, etc. shall be in clean, sanitary condition. Where there are no washing facilities available, spare work utensils shall be available.
- People handling the food shall wear clean outer garments, hair restraints and utilize good hygienic practices.
- Vendors licensed to sell scooped ice cream must store scoops individually in each tub of ice cream if a potable water source is unavailable for use. Garden hoses are **NOT** acceptable.
- **Smoking is prohibited within 20 feet** of a cart or food storage/service area.
- Garbage and refuse shall be disposed of in a satisfactory manner and the premises shall be kept clean at all times.
- A stem type of thermometer that has been properly calibrated must be available for testing potentially hazardous foods on site. The thermometer must be properly cleaned/sanitized before and after use. Refrigerated units must have thermometers in easily readable locations.
- A labeled spray bottle of sanitizer solution prepared at proper concentration must be on site and used on all food contact surfaces, utensils, etc. Proper concentrations should be determined with pH strips and should meet: Chlorine sanitizer: 50 – 100 ppm.
- **Tent coverage**, at minimum, is required for most temporary food establishments and is required unless approved prior to event.

If any of these conditions are not set-up and maintained, your temporary food permit may be revoked and you may also be ordered to cease operating immediately at the Inspector's discretion.

*****A copy of these guidelines shall be given with each Special event with Food Service or Temporary Food Establishment permit and shall remain attached to the permit at all times.**

(Revised 2/12)

Fee Paid: _____
Permit #: _____
Issue Date: _____
BOH Authorization: _____

*Application must be accompanied by the required fee.
Check made be made payable to "Town of Sheffield".*

Town of Sheffield Board of Health

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Special Event / Temporary Food Establishment Application To be submitted with Annual Food Establishment License Application

(All permits expire December 31st of year issued or as noted)

Name of Establishment _____

Special Event Location _____

Approved off-site kitchen (Must attach copy of any local permits and signed use agreement):

Estimate Number of Patrons/day _____ Temporary or Special Event

Dates of Operation _____ Hours of Operation _____

Water/Ice Supply Source? _____ Electricity on Site? _____

Storage/Disposal of Garbage: _____ Disposal of Grease: _____

Hand wash Station (Must be labeled): _____ Refrigeration: _____

Wash/Rinse/Sanitize Setup (Must be labeled): _____ Disposal of Wastewater: _____

****ATTACH THE FOLLOWING APPLICABLE ITEMS TO YOUR APPLICATION:**

- ___ Complete menu of ALL products offered for sale and/or sampling.
- ___ Attach sketch of temporary booth. (Include all equipment, hand-wash, workstations, food storage, ceilings, ranges, and all refrigeration/coolers etc.)
- ___ Indicate locations of potentially hazardous food preparation. (On and off site)
- ___ Out of Town/State vendors must copies of all local and/or State licenses from permanent jurisdiction.
- ___ Attach recent water test results if water and/or ice is from a private well or other source.

Please Note:

- ▶ **Ice and water MUST be from a potable water source.**
- ▶ **Provide at minimum, tent coverage for any events serving potentially hazardous foods.**
- ▶ **All foods and/or ingredients MUST be from an approved source(s).**
- ▶ **A certified food handler is required to be on-site during food service and prep if potentially hazardous food products are being offered for sale or sample.**

FIRE OR PROPANE USAGE MUST HAVE FIRE DEPARTMENT APPROVAL PRIOR TO THE EVENT; ALL TENTS MUST HAVE FIRE RETARDANT LABELS

I certify under the penalties of perjury that I, to the best of my knowledge and belief, have provided accurate information and affirm that I will comply with the Code and allow the Board of Health access to my establishment as specified under 8-402 of the Merged Food Code, 2011 Edition.

Signature of Applicant _____ Date _____

APPLICATION MUST BE SUBMITTED AT LEAST 14 DAYS PRIOR TO EVENT.