

**Massachusetts Department of Public Health  
Food Protection Program  
Temporary Food Establishment Operations**

**Are You Ready?**

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

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| <input type="checkbox"/> Application | Submit a completed temporary food establishment application to the Local Board of Health a minimum of fourteen (14) days prior to the event. |
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<b>FOOD &amp; UTENSIL STORAGE AND HANDLING</b>
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| <input type="checkbox"/> Dry Storage      | Keep all food, equipment, utensils and single service items stored above the floor on pallets or shelving, and protected from contamination.   |
| <input type="checkbox"/> Cold Storage     | Keep potentially hazardous foods at or below 41°/45°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.  |
| <input type="checkbox"/> Hot Storage      | Use hot food storage units when necessary to keep potentially hazardous foods at or above 140°F.   |
| <input type="checkbox"/> Thermometers     | Use a food thermometer to check temperatures of both hot and cold potentially hazardous food.  |
| <input type="checkbox"/> 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.  |
| <input type="checkbox"/> Food Display     | Protect food from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.<br><br>Post consumer advisories for raw or undercooked animal foods.  |
| <input type="checkbox"/> 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.<br><br>Protect all storage, preparation, cooking and serving areas from contamination.<br><br>Obtain food from an approved source. Potentially hazardous foods and perishable items may not be prepared in residential kitchen. |

<b>PERSONNEL</b>
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|---|--|
| <input type="checkbox"/> 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.                                 |
| <input type="checkbox"/> Handwashing      | A minimum two-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.                |
| <input type="checkbox"/> 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 covered with 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 or other approved sanitizers for sanitizing food contact surfaces, equipment and wiping cloths.
- ☐ Wiping Cloths Store wet wiping cloths in a clean 100ppm chlorine solution. 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 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.
- ☐ 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.

Need more information on food safety and MA food regulations

[www.mass.gov/dph/fpp](http://www.mass.gov/dph/fpp)

Retail Food Information

[http://www.umass.edu/umext/nutrition/programs/food\\_safety/resources/index.html](http://www.umass.edu/umext/nutrition/programs/food_safety/resources/index.html)

MA Partnership for Food Safety Education Resources/Food Safety Principles for Food Workers

[www.foodsafety.gov](http://www.foodsafety.gov)

Gateway to Government Food Safety Information