

Temporary Food Establishment Operations Checklist

ARE YOU READY? USE THIS GUIDE AS A CHECKLIST TO VERIFY COMPLIANCE WITH MA FOOD SAFETY REGULATIONS



Town of
Ludlow
Health Department



Public Health
Prevent. Promote. Protect.

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GENERAL

- ☐ **Application:** Submit a completed temporary food establishment application to the Health Department 14 days prior to the event. NOTE: The Health Department reserves the right to reject any application submitted less than 14 days prior to the event. Incomplete applications will not be reviewed.

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 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.
- ☐ **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 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 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.

FOOD & UTENSIL STORAGE AND HANDLING

- ☐ **Dry Storage:** Keep all food, equipment, utensils and single service items stored above the floor on pallets or shelving, and protected from contamination.
- ☐ **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.
- ☐ **Hot Storage:** Use hot storage units when necessary to keep potentially hazardous foods at or above 140°F.
- ☐ **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.
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.

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.