

# TEMPORARY FOOD SERVICE ESTABLISHMENTS

## BOARD OF HEALTH REQUIREMENTS

The Department of Public Health, City of Boston, requires that anyone who prepares and serves food at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration, must acquire a Temporary Food Service Permit.

To facilitate the permit requirements, please complete the form in this section and return it to Event Management as soon as possible.

**Event Management will assume all costs related to the Temporary Food Service Permits.**

**Temporary Food establishments** shall comply with the following requirements of the Board of Health:

### **Temporary Food Service/Health Permits:**

- City of Boston Health Department Food & Beverage Permits must be applied for and issued prior to exhibiting, distributing or selling any food & beverage products, whether they be pre-packaged, bulk, cooked on the premises or cooked off-premise, transported to and served or sold at the Boston Convention & Exposition Center.
- The premises at which the products were prepared and cooked must be properly permitted in the municipality where located.
- The form of transportation must meet all City of Boston Health Code Regulations for food and beverage transporting vehicles.

### **Local Ordinances:**

- All exhibitors who distribute food and beverage samples must conform to the City of Boston Board of Health Regulations.
- Only No Trans Fat Foods Can Be Served

### **Booth Hand Washing Set-Up:**

- When preparing and serving raw foods and/or when cooking food from a raw state, a booth hand washing set-up is required within the booth. These units may be rented from Levy Restaurants at the Boston Convention & Exhibition Center. The Levy Restaurants order information is included in the "Other Services" section of this manual.
- Exhibitors may also set up their own hand washing station. Please reference the diagram included in this section of the exhibitor manual for specifications.

### **Sanitation:**

- The exhibitor must bring their own Supplies for Food & Beverage Sanitation & Control. These supplies include the following: thermometer, alcohol swipes, food handling gloves, hats, paper towels, anti-bacterial hand soap and hand sanitizer.
- Use sneeze guard or cover open food
- Wear clean outer garments/aprons and restrain hair with hats/scarves
- Do not work if you are ill with any infectious disease
- Wash your hands before starting food preparation after visiting the restroom, smoking or eating
- Use tongs, disposable plastic gloves or single use tissues when handling food

### **Equipment:**

- Equipment shall be located and installed in a way that prevents food contamination and also facilitates cleaning the equipment and establishment

**Food-Contact Surfaces:**

- Contact Surfaces of equipment shall be protected from contamination by consumers and other contaminating agents

**Single-Service Articles:**

- All temporary food establishments without effective facilities for cleaning and sanitizing tableware shall provide only single-service articles for use by the consumer

**Temperature Control:**

- Potentially hazardous food should be maintained Hot at 140 degrees F or above and Cold at 41 degrees F or below.

**Food & Beverage Procedures:**

- All raw foods and beverages to be served hot must be cooked to proper current Federal Food Code and current Massachusetts Food Code Guidelines and held at the same temperature guidelines for serving.
- All prepared cold foods and beverages must be stored and presented for serving at the proper current Federal Food Code and current Massachusetts Food Code Guidelines.
- Raw and cooked food must be kept separate

**Storage & Containers:**

- Store all foods at least 6 inches off the ground. Containers must meet all FDA Food Container Guidelines.

**Portions:**

- All on-site food samples must not exceed two-ounce portions, and all on-site non-alcoholic beverage samples must not exceed four-ounce portions.

**Cookies and Crackers:**

- All cookie and cracker samples must be distributed in pieces (broken, half portions, etc.) Individual packages containing one or more cookies are not acceptable for distribution.
- Packages must be opened and contents distributed in pieces.

**Bulk Samples:**

- Food and beverage samples intended for take home use or off-site consumption, must be packed for carry out. The package sizes are subject to Sampling authorizations.

**Booth Hospitality Candies:**

- Candies at individual booths intended for hospitality or attendee attraction must be individually wrapped.

**Ready to Eat Foods (RTE):**

- RTE foods if not pre-packaged must be distributed to the public with the use of such items as deli tissue, tongs, gloves, etc. No bare hand distribution is permitted.

**Consumer Advisory:**

- An Exhibitor must inform the consuming public of any products or conditions of the products to be served or offered that could affect a person's health. This must be done in clear oriented literature and/or signage displayed at the booth.

**Shellstock:**

- All shellstock must have a **copy of the tag** that comes with the product on hand.



## Temporary Food Service Application

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Establishment (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Copy of Permit Provided: Yes \_\_\_\_\_ Pending \_\_\_\_\_

FDA Number (if applicable): \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Address: \_\_\_\_\_

Date/Time of Event \_\_\_\_\_

List all food/beverages that will be served and the establishment where the food was purchased.

**\*Trans Fat Foods Cannot Be Served\***

PLEASE NOTE: TIME TEMPERATURE CONTROLLED FOR SAFETY FOOD PRODUCTS (TCS) ALWAYS REQUIRE A HEALTH INSPECTION ON SITE.

**PREPARATION FACILITIES:**

At the Event: Yes \_\_\_ No \_\_\_ If Yes, please describe the facilities and equipment:

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Off-site at Establishment: Yes \_\_\_ No \_\_\_ If yes, please describe the location:

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**COOKING FACILITIES:**

At the Event: Yes \_\_\_ No \_\_\_ If Yes, please describe the facilities and equipment:

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Off-site at Establishment: Yes \_\_\_ No \_\_\_ If yes, please describe the location:

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**FOOD PROTECTION:**

Describe the equipment and means of transporting **COLD** Food (41°F or below) and **HOT** Food (135°F or above):

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Refrigeration: Required \_\_\_ Not required \_\_\_

Method of Refrigeration: \_\_\_\_\_

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Measures to protect food from contamination during preparation, storage, and display: Select All that Apply

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Chafing Dish  | <input type="checkbox"/> Hand-washing  | <input type="checkbox"/> Other: Provide Detail Below |
| <input type="checkbox"/> Cambro Units  | <input type="checkbox"/> Sneeze Guards |  |
| <input type="checkbox"/> Aluminum Foil | <input type="checkbox"/> Gloves/PPE    |  |

By signing this document you adhere to Levy's food sampling regulations.

Signature:

SEAFOOD EXPO NORTH AMERICA  
Please submit your completed  
application to Cassady Applegarth  
**capplegarth@divcom.com**  
**Deadline Wednesday, January 22**

## Temporary Food Establishment Operations

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

Submit a completed temporary food establishment application to the local Board of Health at a minimum of 30 days prior to the event.

Application

### FOOD & UTENSIL STORAGE AND HANDLING

<input type="checkbox"/> <b>Dry Storage</b>	Keep all food, equipment, utensils, and single service items stored above the floor on pallets or shelving, and protected from contamination.
<input type="checkbox"/> <b>Cold Storage</b>	Keep TCS foods at or below 41°F. An effectively insulated container with sufficient coolant may be approved by the Board of Health for storage of non-TCS foods, or use at events of short duration.
<input type="checkbox"/> <b>Hot Storage</b>	Use hot food storage units when necessary to keep TCS food at or above 135°F.
<input type="checkbox"/> <b>Thermometers</b>	Use a thermometer to check temperatures of both hot and cold TCS food. Each refrigeration unit shall have a thermometer to accurately measure the air temperature of the unit.
<input type="checkbox"/> <b>Wet Storage</b>	Wet Storage of canned or bottled non-TCS 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"/> <b>Food Display</b>	Protect food from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.

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<input type="checkbox"/> <b>Food Preparation</b>	<p>Food employees must use utensils, disposable papers, disposable gloves or any other means approved by the Health Division to prevent bare hand contact with ready-to-eat food.</p> <ul style="list-style-type: none"> <li>• Protect all storage, preparation, cooking, and serving areas from contamination.</li> <li>• Obtain food from an approved source. TCS foods and perishable items may not be prepared in residential kitchens.</li> <li>• Cooking: TCS'S- Beef 145°F, Pork 145°F, Ground Beef 155°F, Poultry 165°F, and other TCS foods 145°F</li> </ul>
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**PERSONNEL**

<input type="checkbox"/> <b>Person in Charge (PIC)</b>	<p>There must be one person designated in charge at all times responsible for compliance with the regulations. Check with the Health Division's Temporary Food Liaison to see if food protection management certification is required.</p>
<input type="checkbox"/> <b>Handwashing</b>	<p>A minimum two-gallon insulated container with a spigot, basin, soap, and disposable towels shall be provided for hand washing (see attached). The container shall be filled with warm water 100°F to 120°F. A hand washing sign must be posted.</p>
<input type="checkbox"/> <b>Health</b>	<p>The (PIC) must tell food employees that if they are experiencing vomiting and/or diarrhea, sore throat with a fever, 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 and hands must be covered and protected with waterproof materials.</p>



## Handwashing:

1. An accessible and functional hand washing facility with hot water shall be provided within the perimeter of any business involved in the sale of food. If only pre-packaged food products are sold, hand washing facilities are not required.
2. Handwashing facilities shall not be used for the cleaning of equipment, storage of wiping cloths, or the disposal of liquid waste.
3. All food products, cooking equipment, and serving utensils shall be protected from any splash or spillage involved in the washing of hands.
4. Disposable paper towels shall be provided with each hand washing facility and will be properly disposed of after being used.
5. Any of the following set-ups can be used as a handwashing facility:
  - a. Portable commercial hand sinks that produce water flow 10 seconds of activating a hand pump or opening a dispensing valve. Soap from a sanitary dispenser shall be provided.
  - b. Minimum of 2-5 gallons of potable water will be maintained in a container capable of dispensing water through a valve. This valve shall enable a constant flow of water when opened. The wastewater shall be collected and disposed of to a sanitary sewer. Soap from a sanitary dispenser shall be provided.
6. An accessible and functioning commercial hand sink will accompany any toilet utilized by food handlers. Soap from a sanitary dispenser and disposable single-use towels shall be provided. The sink shall be used for hand washing only. Handwashing facilities shall be checked regularly for adequate soap, towels, and water.

A convenient hand washing facility must be available onsite for employee hand washing whenever handling unpackaged foods. This facility shall consist of a least sufficient warm running water, soap, and individual paper towels. The Board of Health may approve the use of chemically treated towelette in lieu of hand washing facilities if only frankfurters, non-TCS foods and non-perishable foods are served and there is no bare hand contact. Chemically treated towelettes must be made available for use by customers in self-service operations.

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