CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

HEALTH DEPARTMENT
BOARD OF HEALTH
PATRICIA L. ANDRADE, M.D.
ATHENA XIFARAS, M.D.
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DIRECTOR OF HEALTH
BRENDA K WEIS, M.S.P.H., PH.D.

TEMPORARY FOOD EVENT
COORDINATOR'S PLANNING GUIDE

The New Bedford Health Department has prepared this Temporary Food Event Coordinator's Planning Guide to assist you/your organization through the process of planning and holding a safe and successful community event. This kit includes the following items:

1. **Temporary Food Event Flyer**
2. **Coordinator's Check List for Temporary Food Events: (Due 30 days prior to event)**
   a. Event Coordinator must complete/submit Check List to Environmental Health Division.
   b. Provide a copy of the Certified Food Protection Manager's Certificate for person who will assist with planning and be present at the event.
3. **Guidelines for Temporary Food Event Vendors:**
   a. Provide a copy to each food vendor to post on-site during the event
   b. Food vendors must comply with requirements
4. **Temporary Food Event Permit Application: (Due minimum of 14 days prior to event)**
   a. Each food vendor must complete and submit application, including Floor Plan.
   b. Each food vendor must attach a copy of Worker's Compensation Insurance Affidavit: General Businesses along with workers' compensation policy declaration page showing the policy number and expiration date.
5. **Smoke-Free Workplace Law Signage**
   a. Signage must be posted in visible location at each food vendor station, restrooms, and entrance to dining areas/food courts and main entrances to community event.
   b. Smoking is prohibited in all food prep, food service, dining areas, restrooms and in all enclosed areas or areas capable of being enclosed.

If you or any of your event food vendors do not have the proper three compartments sink required by the Massachusetts Sanitary Food Code for food operations, you may rent one by contacting the Department of Facilities and Fleet Management at 294 Liberty Street @ 508-979-1520. Contact the Department of Public Infrastructure at 1105 Shawmut Avenue @ 508-979-1550 to arrange for pumping and water supply. Please make arrangements several weeks prior to the event.

If you have any questions, call the New Bedford Health Department at **508-991-6199** or visit us at **1213 Purchase Street -1st floor**, Monday through Friday, 8:00 AM to 4:00 PM.

We wish you success with your community event!

Board of Health

Rev 12/21/12

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GUIDELINES FOR TEMPORARY FOOD EVENT VENDORS

In order to insure a safe and sanitary food supply, your temporary food establishment permit is issued based on the following conditions:

1. Application must be filed at least fourteen (14) days prior to event(s).

2. No permit to operate a Temporary Food Establishment will be issued unless arrangements are made for a pre-opening inspection conducted by the Health Department's Sanitarian.
   - ☐ **a.** Applicants must contact the Environmental Health Division Office at least forty-eight (48) hours in advance to schedule an inspection.
   - ☐ **b.** At the time of inspection, booth or cart must be **fully operational** (electricity, refrigeration, running water, etc.)
   - ☐ **c.** A pre-opening inspection will be conducted Monday through Friday during normal city work hours of operation. If a weekend or an evening inspection is required after 4 p.m., additional fees will be assessed.

3. All permits issued by the Board of Health must be conspicuously displayed on-site.

4. Only non-potentially hazardous foods or potentially hazardous foods requiring minimal preparation may be served.
   - ☐ **a.** *Only those foods specifically stipulated on the permit may be served.*

5. Foods including ice must be obtained from an approved commercial source.
   - ☐ **a.** Proof of source (i.e. boxes, receipts, etc.) must be on-site.

6. **Temperature requirements – storage, display and transportation:**
   - ☐ **a.** Units shall be capable of maintaining:
     - ♦Refrigeration at 41° F or below – Freezer at 0° or below
     - ♦Hot storage at 140° or above
   - ☐ **b.** All potentially hazardous foods must be kept either above 140° F or below 41° F.
   - ☐ **c.** Calibrated metal stem type thermometers must be used to test temperatures and thermometers must be accurate to +/- 2°F with a minimum range of 20 - 170°F
   - ☐ **d.** Storage of food in contact with water or un-drained ice is prohibited.
   - ☐ **e.** Wrapped sandwiches or wrapped potentially hazardous foods will not be stored in direct contact with ice or direct sunlight.
   - ☐ **f.** All food and drinks and condiments shall be handled and stored in such a manner so as to prevent contamination; single service pre-packaged items are preferred (i.e. covered & stored in clean containers, kept up off the ground).
   - ☐ **g.** Trash bags shall not be used to store food.
   - ☐ **h.** Food handling must be minimized, using tongs, plastic gloves, napkins, etc.

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7. **Plumbing requirements:**
   - ☐ Three compartment sinks and a hand-washing sink must be provided for all food preparation operations.
   - ☐ Enough potable water must be provided for all food preparation, cleaning and hand-washing.
   - ☐ Running water with liquid soap and disposable paper towels for hand washing shall be available.
     - ☐ **a.** A portable hand washing sink is preferred; or a three (3) to five (5) gallon container of water with a spout used in conjunction with a dump bucket or retention tank is acceptable to collect liquid waste water from hand washing. A trash receptacle for disposal of paper towels is required.

8. **Structural elements:**
   - ☐ **a.** Floors must be cleanable and in good repair, i.e. plywood or vinyl flooring, blacktop or hard surface - cannot be on grass or raw dirt surface.
   - ☐ **b.** Walls must be constructed to prevent entrance of insects into food prep area.
   - ☐ **c.** Ceilings must protect interior food prep area from weather.
   - ☐ **d.** Service openings shall be no larger than necessary and be fitted with tight fitting solid or screened doors, windows or air curtains.
   - ☐ **e.** Lighting must have protective shields.
   - ☐ **f.** Cooking area must be restricted from public access by physical barriers, i.e. counters, temporary fencing, restricted access signage and/or mesh screening as may be necessary to insure public health and employee safety.

9. **Sanitation requirements:**
   - ☐ **a.** All food handlers shall wash their hands before starting work, after utilizing toilet facilities after smoking, before handling food and whenever necessary to maintain sanitary conditions.
   - ☐ **b.** All equipment, utensils and containers shall be maintained in a clean and sanitary condition.
   - ☐ **c.** Spray sanitizer for food contact surfaces and *a test kit are* required; Quaternary Ammonia at a ratio of 200 parts per million is preferred sanitizing solution (available at restaurant supply and home improvement stores).
   - ☐ **d.** Smoking is prohibited in all food service and dining areas; smoking is also prohibited in all food service court areas and/or within fifteen (15) feet perimeter surrounding cart, booth, or food storage area and further distance if smoke migrates into employee work or food service areas.
   - ☐ **e.** No smoking signs must be posted in food preparation area and access points visible to consumers.
   - ☐ **f.** Garbage must be stored in receptacles with covers or lids and refuse/trash shall be disposed of in a satisfactory and frequent manner. Premises shall be kept clean at all times.

Daily re-inspections will occur unannounced for any multi-day events. If any of these conditions are not met, or violations are found during a re-inspection, your Temporary Food Establishment Permit may be immediately revoked and you will be asked to cease operation and leave the event.

If you have any questions, please contact the New Bedford Health Department at 508-991-6199.

These guidelines are to be on site for reference at all times during period of operation.

_____	_____
Permit Holder's Name	*Date(s) of operation*

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