

Town of Hamilton



BOARD OF HEALTH
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Are You Ready?

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

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

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 time/temperature controlled for safety foods at or below 41°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 food storage units when necessary to keep time/temperature controlled for safety foods at or above 135°F.
- Thermometers** Use a food thermometer to check temperatures of both hot and cold time/temperature controlled for safety foods.
- Wet Storage** Wet storage of canned or bottled non-time/temperature controlled for safety 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 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. Time/temperature controlled for safety foods and perishable items may not be prepared in residential kitchens.

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	<p>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.</p> <p>The board of health may require additional sets of utensils if warewashing sinks are not easily accessible.</p>
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 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.
Allergen Poster	The approved allergen poster will be posted for employee reference at the event. The poster is available on the Food Allergy & Anaphylaxis Network website at http://www.foodallergy.org/page/restaurant-poster . Non Profit Organizations are exempt from for allergen awareness requirements.
Allergen Statement	The Allergen statement will be posted at point of service for the consumer. The statement shall read - <i>Before placing your order, please inform your server if a person in your party has a food allergy.</i> Non Profit Organizations are exempt from for allergen awareness requirements.
Allergen Awareness Certificate	Allergen Awareness Certification is required when food is offered for immediate consumption on or off the premises. Non Profit Organizations are exempt from for allergen awareness requirements.

For more information on food safety and MA food regulations- www.mass.gov/dph/fpp