

Festival and Events

And

Temporary Food Permits

Information Packet





CITY OF LOWELL
Department of Planning And
Development

SANITARY CODE ENFORCEMENT DIVISION
375 Merrimack St Room 55

Lowell, MA 01851
978-674-1458 email donellette@lowellma.gov

Dear Vendor:

We have been informed that you plan to be operating a booth at a upcoming fair/festival.

Enclosed is an application for Temporary Food Establishment Permit and employees log which must be completed and returned to the our Department 30 days before the event. If the vendors have no licensed facility of their own they must complete the Licensed Food Establishment Agreement Form.

The Are You Ready Check List, Handwashing Station Information and Handwashing procedures are also included. Please take the time to review this important material.

Please contact David Ouellette at the above referenced telephone number if you have any questions or need assistance with the checklist and application.

Sincerely,

David Ouellette
Sr. Sanitary Code Enforcement Officer
Division of Development Services
Department of Planning & Development
The City of
LOWELL
Alive. Unique. Inspiring.

City Hall
375 Merrimack St., Room 55
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PERSONNEL

☐ PERSON IN CHARGE

There must be one designated person in charge at all times responsible for compliance with the regulations.

☐ HANDWASHING

A minimum two-gallon insulated container with a spigot, basin, soap and disposable towels shall be provided for hand washing. The container shall be filled with warm water 100° to 120°F. A hand washing 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.

☐ 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 a 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 hand washing facilities. These facilities shall be accessible for employee use.
- ☐ CLOTHING Store personal clothing and belongings in a designed place in the booth, away from food preparation, food service and warewashing areas.

SAMPLE

Food Preparation at the Temporary Food Establishment

Attachment A

Food	Thaw How? Where?	Cut / Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?	Commercial Pre- Portioned Package
Lumpia	During deep fat fry process	N/A	Freezer	Deep fat fry at event in hot oil	Held on gas heat units until served	N/A	
Shrimp fried rice	N/A	N/A	In refrigerator	Not on-site	Held on gas heating units	In Woks	N/A
Meat (pork)	N/A	Cut off site/and assembled off site	Kept in refrigerator	On grill	Held on gas heating units	N/A	N/A

Food Preparation at the Licensed Permanent Food Establishment

Attachment B

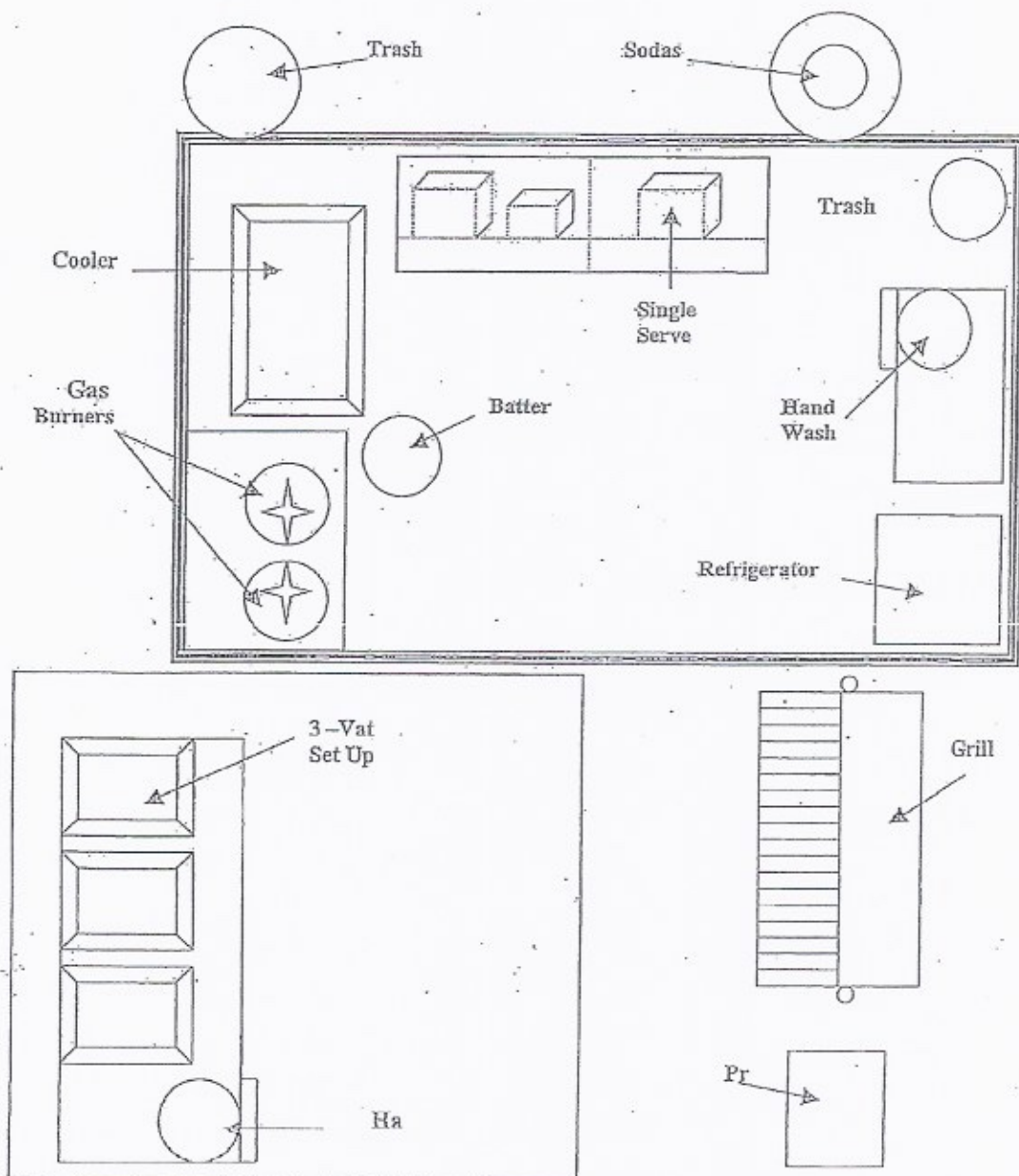
Food	Thaw How? Where?	Cut / Wash Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?	Commercial Pre- Portioned Package
Lumpia	N/A	Prepared in approved facility/then frozen	In walk-in	Deep fat fried at approved facility	N/A	At site	N/A
Shrimp fried rice	Thaw frozen shrimp in walk-in	cut vegetables/ prepare and assemble in approved facility	In walk-in	Rice cookers and woks at approved facility	N/A	At site	N/A
Meat (pork)	N/A	Cut & marinate/ assemble in approved facility	In walk-in	At site	N/A	N/A	N/A

SAMPLE

Sketch Sheet 1

Drawing of Temporary Food Establishment

In the following space, provide a drawing of the Temporary Food Establishment. Identify and describe all equipment including cooking and cold holding equipment, hand washing facilities, food and single service storage, garbage containers, and customer service areas.



SAMPLE

Employee Log

Attachment C

Name	Date	Assignment	Time In	Time Out
Emeril	7/20/02	Cook	10:00 AM	6:00 PM
Dom Deluise	7/20/02	Cook and Prep	10:00 AM	12:00 PM
Frank Williams	7/21/02	Cook	10:00 AM	1:00 PM
Noel Sheby	7/21/02	Cook and Prep	10:00 AM	12:00 PM
Allen Gelfius	7/21/02	Sales/stock	10:00 AM	6:00 PM
Pat Summerall	7/21/02	Cook	1:00 PM	6:00 PM
John Madden	7/21/02	Cook and Prep	1:00 PM	When Pat Leaves

Hand Washing Station

Use It Often!

Water from an
approved source



Bar or Liquid
Soap

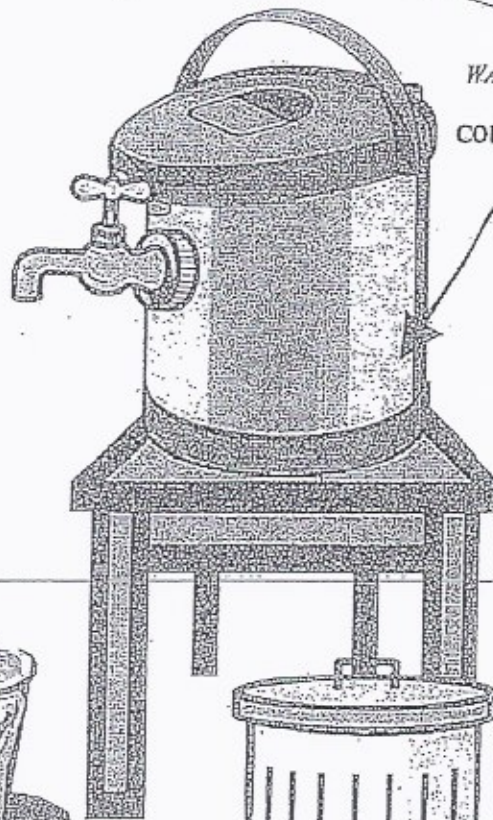
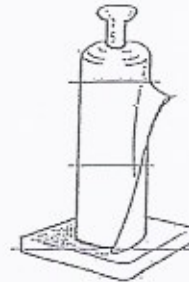


Faucet-type
Spigot
(no push
buttons)

2 gallons minimum

Warmed
Hand Washing
Water
100-120 degrees F

Paper Towels



WATER JUG
OR
COFFEE URN

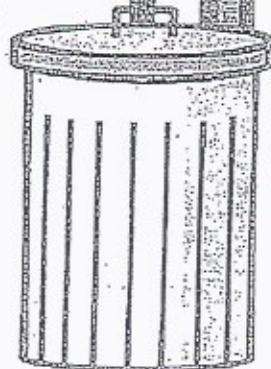
1. Use clean water jugs

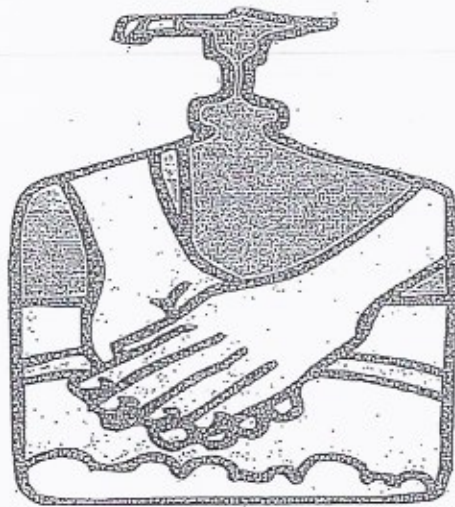
2. Sanitize with 2 TSP
unscented bleach in
1 gallon of water.
Slosh to cover all
surfaces. Let stand 5
minutes and drain.
Do not rinse.



3. Repeat before filling
each jug with
approved drinking
water.

Waste Paper
Can





Handwashing is the single most important action to
STOP
Spreading infection and disease

HOW TO WASH YOUR HANDS PROPERLY

- Use soap and warm, running water.
- Rub your hands vigorously for 20 seconds.
- Wash all surfaces, including:

Back of hands
Wrists
Between fingers
Tips of fingers
Under fingernails

- Rinse your hands well.
- Dry your hands with paper towel, if possible.

DID YOU WASH 'EM?

WHEN SHOULD YOU WASH YOUR HANDS?

You should always wash your hands after:

- Going to the toilet (or changing diapers)
- Coughing/sneezing or using a tissue
- Handling raw meat and poultry
- Touching lacerations/cuts, sores or infected areas on the skin
 - Handling or playing with pets
- Touching dirty kitchen equipment, utensils, dishes or work surfaces
- Smoking, eating or drinking and before handling foods
- When hands become visibly soiled

YOU SHOULD ALWAYS WASH YOUR HANDS BEFORE:

- Touching or handling ready-to-eat foods, such as Breads, deli meats, cheese, fruits and Vegetables, etc. you eat

Help Prevent the Spread of Foodborne Illness

Prevent the spread of foodborne illnesses, such as hepatitis A, in your food service establishment by implementing these simple procedures:

Do not allow bare hand contact with ready-to-eat foods.

Employees must wear gloves or use utensils when preparing or serving ready-to-eat foods.

Gloves must be changed frequently and hands washed in between glove changes.

Employees must wash their hands frequently. Handwashing facilities must be conveniently located and must be supplied with soap, hot water and paper towels or electric hand dryer at all times.

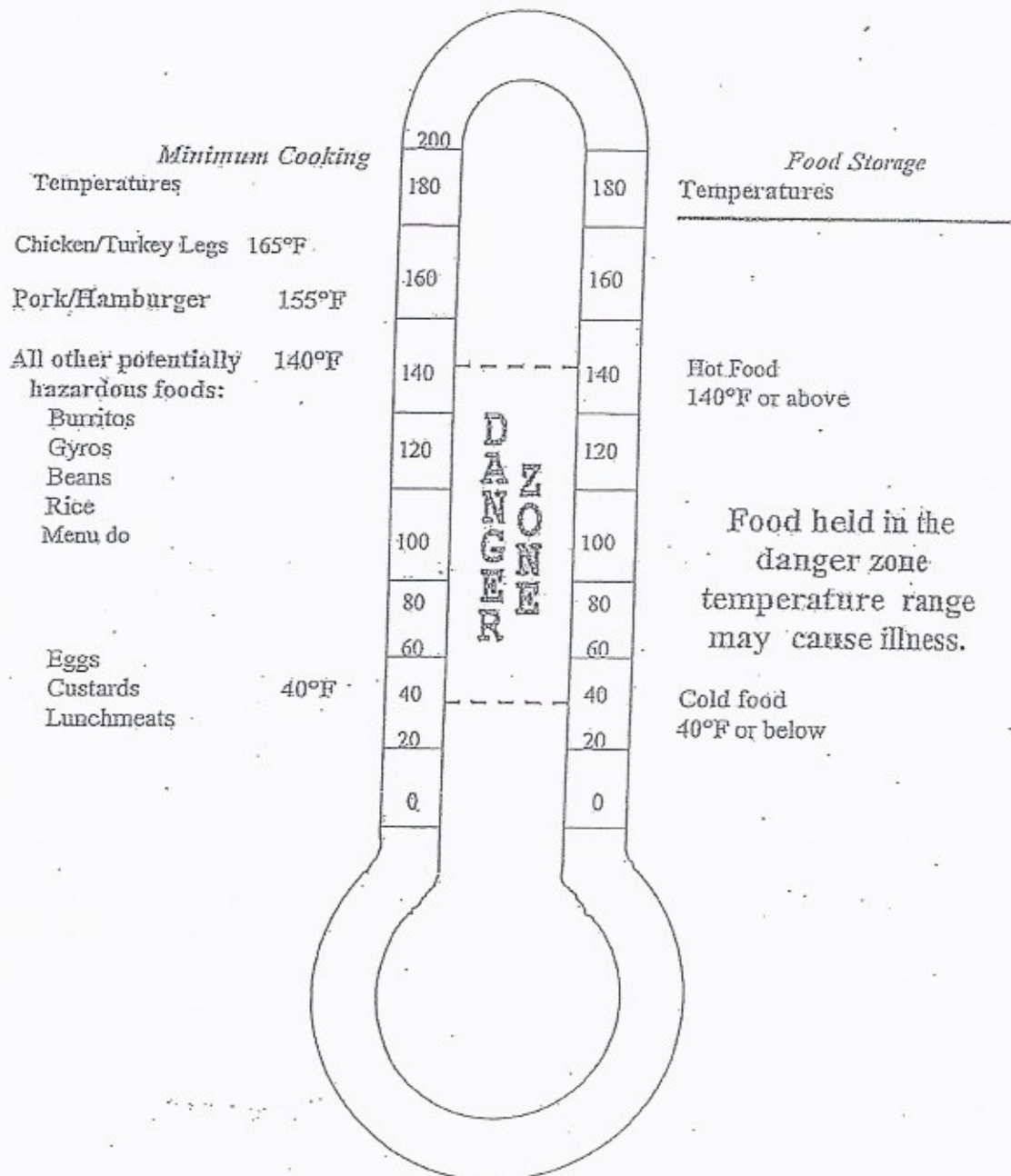
Employees experiencing gastrointestinal symptoms such as vomiting or diarrhea must be excluded from foodhandling activities.

Consider hepatitis A vaccine for your employees.

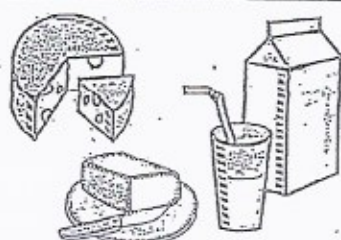
For more information about hepatitis A or other foodborne illnesses, contact your local Board of Health or the Massachusetts Department of Public Health, Division of Epidemiology and Immunization at (617) 983-6800.

For information on safe foodhandling practice, contact the Massachusetts Department of Public Health Food Protection Program at (617) 983-6712.

Critical Food Temperatures



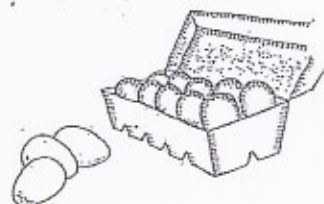
POTENTIALLY HAZARDOUS FOODS



Milk and Milk Products



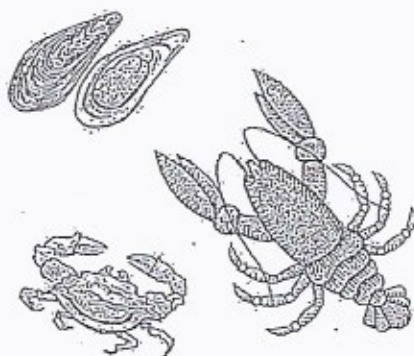
Beef



Shell Eggs



Poultry



Shellfish



Pork



Fish



Sprouts



Soy-Protein Foods



Lamb



Melons (sliced)



Tofu



*Cooked Rice, Beans,
Potatoes, or Other Heat-
Treated Plant Foods*



Garlic-and-Oil Mixtures