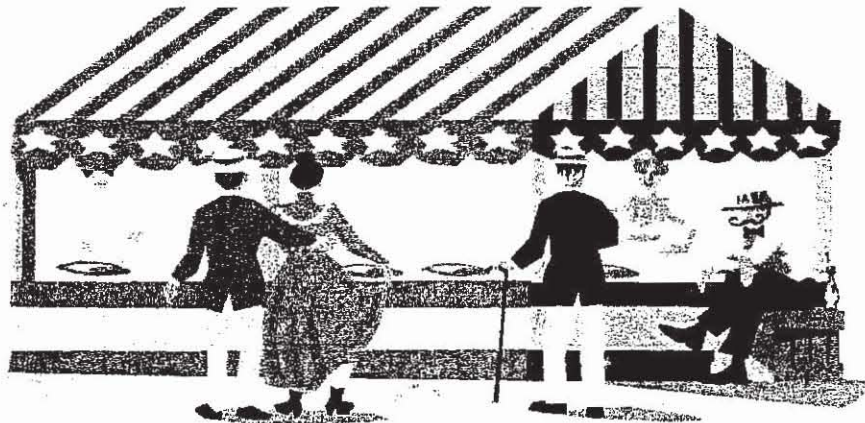


# **General Guide**

## **TEMPORARY FOOD AND FESTIVAL EVENTS INFORMATION**



# 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 AND 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 food 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.

## 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 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.  
  
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

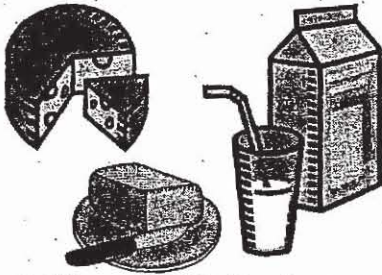
- ❑ **WATER SUPPLY** An adequate supply of potable water shall be on site and obtained from an approved source. Water storage in the booth shall be in approved storage containers.
- ❑ **WASTEWATER DISPOSAL** Dispose of wastewater in an approved wastewater disposal system. An adequate number of covered 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 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 designated place in the booth, away from food preparation, food service and ware-washing areas.

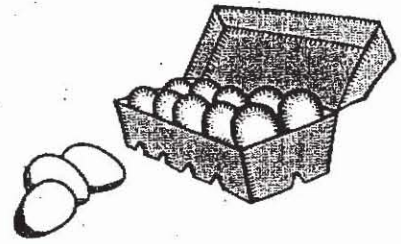
# POTENTIALLY HAZARDOUS FOODS



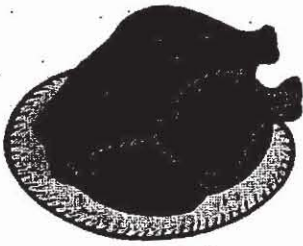
*Milk and Milk Products*



*Beef*



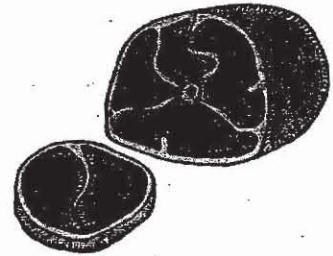
*Shell Eggs*



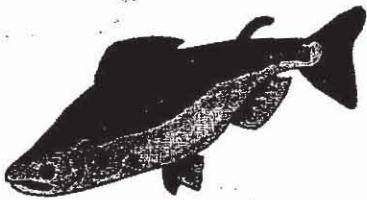
*Poultry*



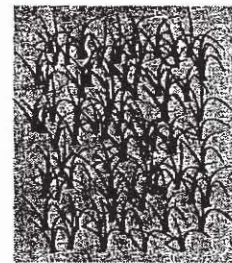
*Shellfish*



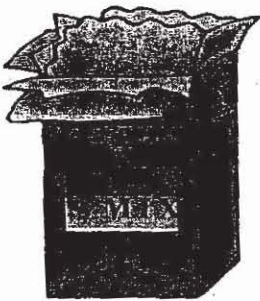
*Pork*



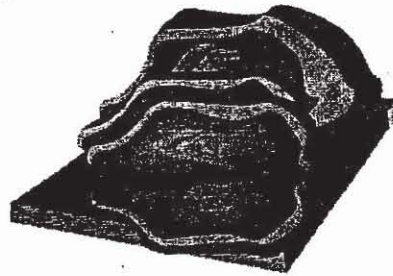
*Fish*



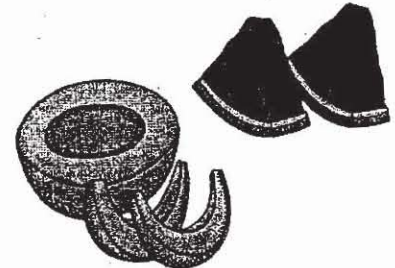
*Sprouts*



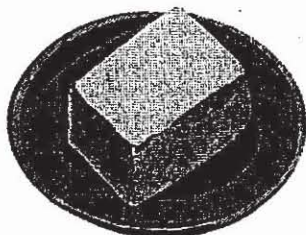
*Soy-Protein Foods*



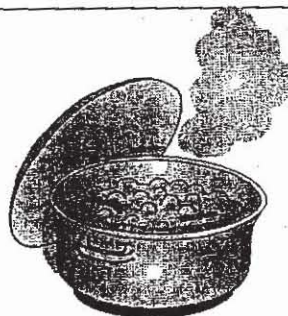
*Lamb*



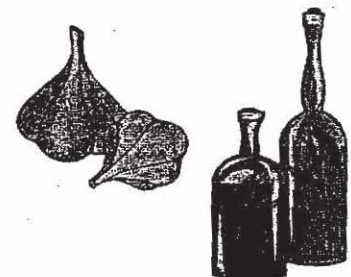
*Melons (sliced )*



*Tofu*



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



*Garlic-and-Oil Mixtures*

## Critical Food Temperatures

### **Minimum Cooking Temperatures**

Chicken/Turkey Legs 165°F

Pork/Hamburger 155°F

All other potentially  
hazardous foods: 140°F

Burritos

Gyros

Beans

Rice

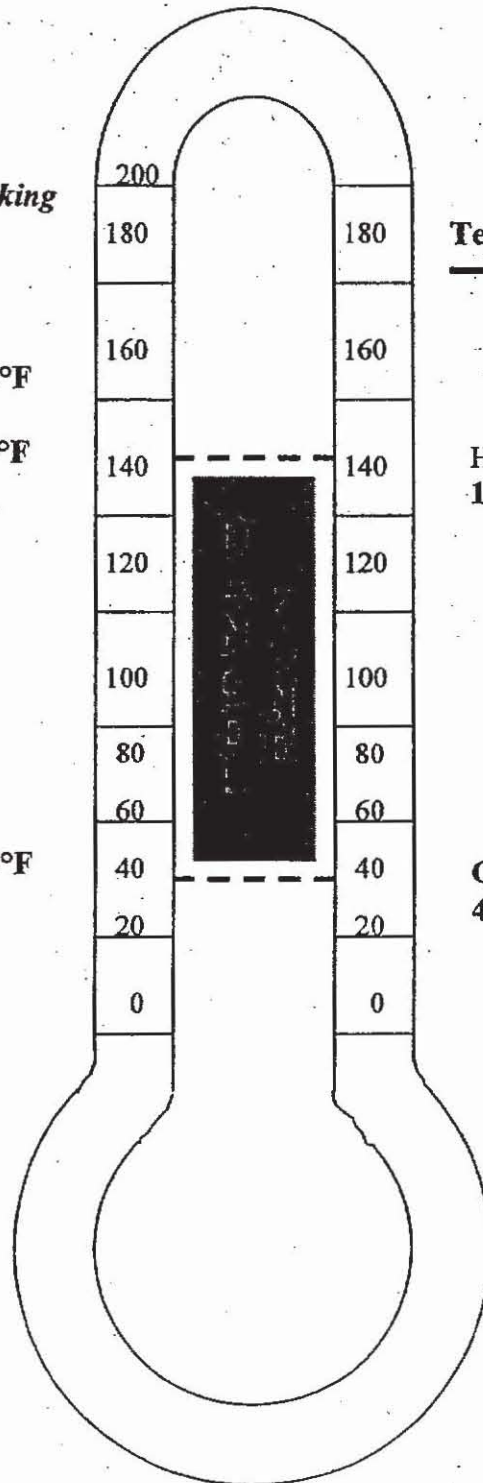
Menu do

Eggs

Custards

Lunchmeats

40°F



### **Food Storage Temperatures**

Hot Food  
140°F or above

**Food held in the  
danger zone  
temperature range  
may cause illness.**

Cold food  
40°F or below

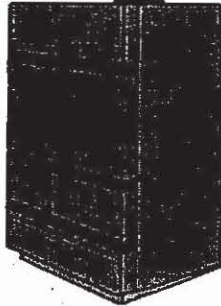


**TIME/TEMPERATURE LOG**  
**For cooling cooked potentially hazardous food**

**Date:** \_\_\_\_\_ **Food Item:** \_\_\_\_\_ **Taken BY:** \_\_\_\_\_

<u>Time</u>				
<u>Temp</u>				

**COOLING**

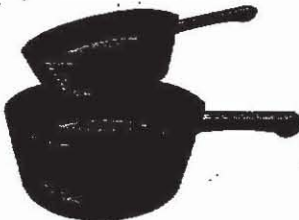


(A) Cooked **POTENTIALLY HAZARDOUS FOOD** shall be cooled:

- (1) Within 2 hours, from 60°C (140°F) to 21°C (70°F);  
and
- (2) Within 4 hours, from 21°C (70°F) to 5°C (41°F) or less, or to 7°C (45°F) as specified under ¶ 3-501.16 (C).

**COOLING METHODS**

**Blast chiller**



(A) Cooling shall be accomplished in accordance with the time and temperature criteria specified under § 3-501.14 by using one or more of the following methods based on the type of **FOOD** being cooled:

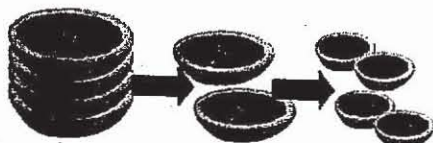
- (1) Placing the **FOOD** in shallow pans.
- (2) Separating the **FOOD** into smaller or thinner portions.
- (3) Using rapid cooling **EQUIPMENT**.
- (4) Stirring the **FOOD** in a container placed in an ice water bath.
- (5) Adding ice as an ingredient; or
- (6) Other effective methods.

**Ice-water bath**



**Shallow pans**

(B) When placing in cooling or cold holding **EQUIPMENT**, **FOOD CONTAINERS** in which **FOOD** is being cooled shall be;



**Reduce portion size**

- (1) Arranged in the **EQUIPMENT** to provide maximum heat transfer through the container walls; and
- (2) Loosely covered, or uncovered if protected from overhead contamination as specified under Subparagraph 3-305.11 (A)(2), during the cooling period to facilitate heat transfer from the surface of the **FOOD**.



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:
  - backs of hands*
  - wrists*
  - between fingers*
  - tips of fingers*
  - under fingernails*
- Rinse your hands well.
- Dry your hands with a paper towel,
  - if possible.



## **When should you wash your hands?**

*You should always wash your hands after:*

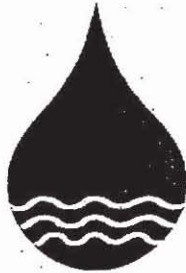
- Going to the toilet (or changing diapers)
- Coughing/sneezing or using a tissue
- Handling raw meat and poultry
- Touching lacerations/cuts, sores or infected areas on the skin
- Handling or playing with pets
- Touching dirty kitchen equipment, utensils, dishes or work surfaces
- Smoking, eating or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

# Hand Washing Station Use It Often!

Water from an  
approved source



Bar or Liquid  
Soap



Faucet-type  
Spigot  
(no push  
buttons)

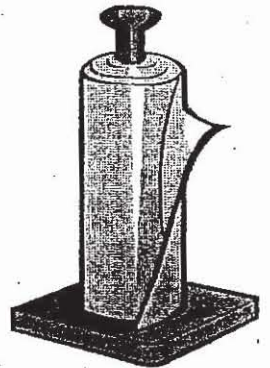


2 gallons minimum

Warmed  
Hand Washing  
Water

100-120 degrees F

Paper Towels



WATER JUG  
OR  
COFFEE URN



Waste Paper  
Can

1. Use clean water jugs
2. Sanitize with 2 TSP  
of scented bleach in  
1 gallon of water.  
Squish to cover all  
surfaces. Let stand 5  
minutes and drain.  
Do not rinse.
3. Repeat before filling  
each jug with  
approved drinking  
water.



# PUBLIC HEALTH FACT SHEET

## Hepatitis A

Massachusetts Department of Public Health, 305 South Street, Jamaica Plain, MA 02130

### What is hepatitis A?

Hepatitis A, also called infectious hepatitis, is a contagious viral disease that makes the liver swell. It can take from 15 to 50 days to get sick after being exposed to the hepatitis A virus. The average is about a month.

### What are the symptoms?

The symptoms depend on the person's age. Adults and teens are more likely to have the classic symptoms of fever, fatigue, loss of appetite, nausea, and jaundice. The signs of jaundice include dark brown urine and pale stools (feces). The whites of the eyes turn yellow, as can the skin of light-skinned people. Young children with hepatitis A often have mild flu-like symptoms, an upset stomach, or no symptoms at all. They seldom get jaundice. Hepatitis A symptoms last a week or two. Some adults can feel sick for as long as a few months, but this is rare.

### How is it spread?

The hepatitis A virus is usually found in the stools (feces) of infected people. The virus is most likely to be spread when people do not wash their hands after using the toilet or changing a diaper or soiled sheets, then touch their own mouths, prepare food for others, or touch others with their contaminated hands. This spreads the disease from person to person. It can also be spread by contaminated food (such as shellfish) or water.

The time of highest risk for spreading the virus to others is during the two weeks *before* symptoms begin. Most people stop being contagious one week after their symptoms start. Unlike other hepatitis viruses, hepatitis A virus is usually not spread by blood.

### Who gets hepatitis A?

Anyone can. People who live with or have sex with people who have the disease are at high risk of catching it. Hepatitis A sometimes spreads among young children in day care because many are in diapers and cannot wash their own hands, and no one knows they have the disease because they have no symptoms. Spreading among school-aged children is less common because they are more likely to have symptoms, and most have learned to wash their hands before eating and after using the toilet.

### How is it diagnosed?

A blood test looks for antibodies that fight the virus. This blood test can tell the difference between a current infection and a past one. There are also blood tests to measure how much damage has been done to the liver, but these tests do not show what caused the damage.

### How is hepatitis A treated?

There is no treatment for the disease, and most people do not need any. Problems such as retaining fluid and blood abnormalities are rare, but they can be treated.



## How can you prevent hepatitis A?

- **Wash your hands.**

Good handwashing protects you against hepatitis A and many other diseases. **Always** wash your hands thoroughly with soap and water before touching food or eating and after using the toilet or changing a diaper.

- **Cook shellfish.**

Don't eat raw or undercooked shellfish. Thorough cooking destroys the hepatitis A virus.

- **Get hepatitis A vaccine if:**

- You plan to travel to or work in a country with high rates of hepatitis A (Mexico; all Central and South American countries; all African, Caribbean and Asian countries except Japan; and the countries of southern and eastern Europe).
- You live in a community with high rates of hepatitis A (Native American reservations, Alaskan Native villages, Pacific Islander villages, and some Hispanic and religious communities).
- You have chronic liver disease.
- You have a bleeding disorder and get clotting factors.
- You use street drugs of any kind.
- You are a man who has sex with other men.

- **Get immune globulin (IG) if:**

- You did not get the vaccine and become exposed to hepatitis A. IG works best if you get it within 2 weeks after being exposed.
- You are allergic to the vaccine or chose not to get it, and you will be traveling in an area with high rates of hepatitis A.

- **Get immune globulin (IG) for your children if:**

- They are under 2 years old and will be traveling or living with you in an area with high rates of hepatitis A. They will need IG because the vaccine cannot be given to children until they are 2 years old.

## Will IG make you immune to hepatitis A?

No. IG only partly protects you against hepatitis A virus for 3-5 months. You can still get the disease and spread it to others, but IG can make your symptoms milder. If you think you might be exposed again, you should talk to your doctor about getting hepatitis A vaccine, which protects for many years.

## Are there any health regulations for people with hepatitis A?

Yes. Because hepatitis A can easily be spread to other people, doctors are required by law to report cases of hepatitis A to the local board of health. To protect the public, workers who have hepatitis A cannot work in any food business until their fevers are completely gone and a week has passed since their symptoms started. Coworkers may need to get IG. The term "food business" includes restaurants, sandwich shops, hospital kitchens, dairy or food-processing plants, and any other place where workers handle food or drinks, give oral care (such as brushing people's teeth), or dispense medicines.

## Where can you get more information?

- Your doctor, nurse or clinic
- Your local board of health (listed in the phone book under local government)
- The Massachusetts Department of Public Health

Division of Epidemiology and Immunization (617) 983-6800

October 1996