



Town of Swampscott

OFFICE OF THE

Board of Health

ELIHU THOMSON ADMINISTRATION BUILDING

SWAMPSCOTT, MASSACHUSETTS 01907

APPLICATION FOR A TEMPORARY FOOD SERVICE PERMIT

*** APPLICATIONS MUST BE RECEIVED AT LEAST 3 BUSINESS DAYS PRIOR TO EVENT ***

A Drawing of the Establishment's Set-Up at the Event Must be Attached to Complete This Application

FEES: 1-2 DAYS = \$30 3+ DAYS = \$60 NON-PROFIT w/ Documentation = TBD

CHECK PAYABLE TO: TOWN OF SWAMPSCOTT (CHECK OR MONEY ORDER ONLY - NO CASH / NO CARDS)

NAME OF EVENT _____ LOCATION _____

DATE(S) OF EVENT _____ TIME OF DAY _____

NAME OF APPLICANT _____ TELEPHONE# _____

ADDRESS _____ EMAIL _____

NAME OF BUSINESS _____ TELEPHONE# _____

ADDRESS _____

CERTIFIED FOOD MANAGER'S NAME: _____ CERTIFICATION # _____ (OR ATTACH COPY)

FOR ESTABLISHMENTS OUTSIDE OF SWAMPSCOTT: A COPY OF THE CERTIFIED FOOD MANAGER'S CERTIFICATION, ALLERGEN AWARENESS CERTIFICATE AND ESTABLISHMENTS' PERMIT / COMMISSARY (LOCATION WHERE FOOD PREP OCCURS IF PRIOR TO EVENT) MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

TYPE OF REFRIGERATION: _____ GAS _____ ICE _____ DRY ICE _____ OTHER _____

METHOD FOR COOKING / HOT HOLDING: _____ GAS _____ OTHER _____

METHOD FOR SANITIZING: _____ CHEMICAL _____ OTHER _____

SOURCE OF FOOD: NAME: _____ LOCATION: _____

FOOD TO BE SERVED / MENU: _____

LIST OF INGREDIENTS AND METHOD OF PREPARATION: _____

I HAVE READ THE BOARD OF HEALTH, "REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS." I HAVE HAD THE OPPORTUNITY TO ASK QUESTIONS REGARDING THOSE REQUIREMENTS. I UNDERSTAND THEM, AGREE TO ABIDE BY THEM AND UNDERSTAND THAT FAILURE TO DO SO WILL RESULT IN REVOCATION OF MY TEMPORARY FOOD ESTABLISHMENT PERMIT.

PURSUANT TO MGL C62c S49a, I CERTIFY UNDER THE PENALTIES OF PERJURY THAT I, TO MY BEST KNOWLEDGE AND BELIEF, HAVE FILED ALL STATE TAX RETURNS AND PAID ALL STATE TAXES REQUIRED UNDER LAW.

SIGNATURE

DATE

Social Security or Federal ID #

THIS SECTION TO BE FILLED OUT BY HEALTH DEPT STAFF

CHECK # _____ DATE _____ AMOUNT PAID: \$ _____ APPROVED BY: _____ DATE: _____

GUIDELINES (checklist) FOR TEMPORARY FOOD ESTABLISHMENTS

	Your Certified Food Manager certificate, temporary food and propane permits (if applicable) must be conspicuously displayed on site.
	Only the foods stipulated on your temporary food permit may be sold.
	Foods must be obtained from an approved commercial source. Proof of source such as boxes, receipts etc. must be on site.
	All potentially hazardous foods such as hot dogs, commercially pre-cooked sausages, hamburgers, prepared vegetables, must be maintained either above 140°F or below 41°F. Cooking temperatures are as follows: § Commercially pre-cooked products -140°F
	Only mechanical refrigeration or crushed/cubed ice is allowed as a cooling medium. Foods shall not come in contact with water or undrained ice. Packaged foods may not be stored directly in ice if it is subject to the entry of water.
	All foods, drinks and condiments shall be handled and stored in a manner that prevents contamination such as using clean covered containers, storing equipment and food up off the ground etc. Trash bags are not to be used for food storage.
	Running water with liquid soap and disposable paper towels for hand washing must be available and set-up prior to food preparation. Bottled water with a pull-out spout is acceptable. Check with the Health Department for other acceptable methods
	All food handlers shall wash their hands after utilizing the toilet facilities, smoking, eating, changing tasks, and changing gloves or when hands become contaminated. All wrist jewelry and adornments must be removed.
	Bare hands may not contact ready-to-eat foods. Suitable utensils shall be used such as deli tissue, spatulas, tongs, single-use non-latex gloves etc. Bare-hand contact shall be minimized with foods that are not ready-to-eat.
	All equipment, utensils, containers etc. shall be in clean, sanitary condition. Where there are no ware washing facilities obtainable a spare set of work utensils shall be available.
	All carts must be thoroughly pre-cleaned before set-up at the event.
	People handling the food shall wear clean outer garments, hair restraints, and utilize good hygienic practices.
	Vendors licensed to sell scooped ice cream must store scoops individually in each tub of ice cream or provide dipper well with running water
	Smoking is prohibited within 10 feet of a cart or food storage area. Employee must wash their hands thoroughly with soap before returning to work.
	Garbage and refuse shall be disposed of in a satisfactory manner. The premises shall be kept clean.
	A stem type of thermometer that has been properly calibrated must be available for testing potentially hazardous foods on site. The thermometer must be cleaned and sanitized before and after use in a manner approved by the Health Department. Refrigerated units must have thermometers
	A labeled spray bottle of sanitizer prepared at proper concentration must be on site and used on all food contact surfaces, utensils etc. Proper concentrations should be determined with pH papers. Concentrations are as follows: § Chlorine sanitizer: 50 - 100 PPM § Quaternary sanitizer: 200 PPM

In order to ensure that safe and sanitary foods are served to the public, your temporary food permit is issued based on the above listed conditions.

If you have any questions regarding the above listed conditions, contact the Swampscott Health Department at 781-596-8864 during regular business hours prior to the event.