



# BOH Forms: #17 Temp Food Permit Checklist

## Board of Health and Local Health Department Standard Operating Procedures (SOP)

This **Checklist** highlights many of the permitting requirements for regulated Massachusetts Food Establishments. The checklist is designed to be used in tandem with the **MA Food Code**. **Remember: BOH always has the final say on requirements.**

### ☐ Food Establishments are any operation offering food directly to the consumer, EXCEPT the following:

**Note:** If open to the public, must display a Consumer Disclosure: *“Not regulated or inspected by the Board of Health.”*

- Venues offering only commercially packaged non-TCS foods like chips and coffee/tea (shelf stable cream only).
- Farm Stands/Markets/Residential Kitchens with only uncut fruits and vegetables, eggs held at 45F, raw honey, maple syrup items.
- Non-Commercial Community Pot-Lucks or Block Parties.
- Residential Kitchens for specific non-profit events (Bake Sales, Soup Kitchens).
- Owner occupied Residential Kitchens for Day Cares and B & Bs with 6 bedrooms or less serving only freshly made breakfast.
- Private Events (Note: caterers must be licensed in their home community and notify the local BOH when they cater an event).
- Cooking Classes, Non-Commercial Church Socials, Class Parties (may need permission from school),
- Home Delivery Service for Take Out Food and Groceries (Assumes food is packaged and delivered in a timely manner.)

### ☐ Consumer Advisories to be Posted:

- **Statement:** “Consuming raw or undercooked MEATS, POULTRY, seafood, shellfish, or EGGS may increase your RISK of foodborne illness consuming undercooked animal foods can be dangerous, especially if you have certain medical conditions.”
- **Disclosure:** honest description of food. And if not regulated *“Not regulated or inspected by the Board of Health.”*
- **Reminder:** additional written information available on request.

### ☐ Certified Food Protection Manager Training Required for all Food Establishments, EXCEPT:

- Non-Profit Temporary Food Establishment (must still meet all other requirements of the Food Code).
- Commercially Pre-Packaged Food; limited TCS Foods; Nitrate/brined meats.
- Satellite Feeding and Elderly Meal Sites and Daycares serving only snacks.

### ☒ Mass Food Establishment Requirements Checklist: BOH may pass more stringent requirements at any time.

	All Commercial Catering/Mobile FE, Restaurants	Institutions Camps, Schools Hospitals/LTC	Non-Profit Event Free Food Distribution	Non-Profit Multiple Events Non-TCS Foods	Non-Profit Fundraisers TCS Foods	Non-Profit Temporary Food Event	Residential Kitchen, NP FD Free- Soup Kit.
Kit/FE Permits	Yes	Yes	Yes	No	Yes	Yes	No
Fees	Yes	Yes	No	No	Yes	Yes	No
Inspections	Yes	Yes	Yes	May	Yes	Yes	No
Choke Saver TR	Yes, 25+ seats	Yes, 25+ seats	Yes, 25+ seats	Yes, 25+ seats	Yes, 25+	Yes, 25+	N/A
Allergen Awareness** Training/Signs	Yes	Yes, or needs a written plan	Yes, or needs a written plan	Yes	Yes	No, recommend signage.	No, Soup Kitchen needs written plan.
Consumer Advisory Signs	Yes	Yes	Yes	N/A	Yes	Yes	N/A
Food Manager Training***	Yes	Yes	Yes	No*	Yes	No*	No*
Consumer Postings, Disclosures	Display Permit & Disclosures	Display Permit & Disclosures	Post Sign: <i>Food prepared in kitchens not regulated or inspected by the Board of Health</i>		Display Permit & Disclosures	Display Permit & Disclosures	N/A

\*Food Managers Training, Allergen Awareness, Consumer Advisories are good practices and can be required by local BOH regulations. BOH can require additional Food Employee training at any time as deemed necessary for compliance.

\*\*Allergen Awareness Notice: *Before placing your order, please inform your server if a person in your party has a food allergy.*

\*\*\***Every Food Establishment, including non-profits, must have a Knowledgeable Person in Charge (PIC) at all times.**

<http://www.foodprotect.org/media/guide/Temporary%20Food%20Establishment%20Guidance%20Final%202011.pdf>

[Food Establishments at Events and Farmers Markets Questions and Answers \(07/25/19\) \(mass.gov\)](http://www.mass.gov/food-establishments-at-events-and-farmers-markets-questions-and-answers-07-25-19)

### ☐ Key Reminders: Goal is safe food.

1. Call your Board of Health when planning the Temp Food Event, at least 30 days in advance.
2. Keep the menu simple and foods easy to transport and serve.
3. Plan for heat, rain, sun, dust, wind, trash, wastewater, pests, and crowds.
4. Must have a handwash sink within 25 feet if any food prep. Sanitizer wipes only when serving prepackaged foods.
5. Must have access to toilets with handwash sinks for staff.
6. Keep foods, hot, cold, clean, and covered. If in doubt, throw it out. Discard any food not still frozen at the end of the day.