Massachusetts Department of Public Health
Food Protection Program

Temporary Food Establishment Operations

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 potentially hazardous foods at or below 41°F/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.

☐ 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.

☐ 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°F 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
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 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 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 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.

Need more information on food safety and MA food regulations

www.mass.gov/dph/fpp Retail Food Information

http://www.umass.edu/umext/nutrition/programs/food_safety/resources/index.html

MA Partnership for Food Safety Education Resources/Food Safety Principles for Food Workers

www.foodsafety.gov Gateway to Government Food Safety Information