



**Town of Southborough
Board of Health
9 Cordaville Road, Lower Level
Southborough, MA 01772-01662**

Phone: (508) 481-3013

Mobile Food Application

PERMIT FEE:

\$50.00/day (temporary event)

\$150.00/yearly permit – expires December 31st of each year

Late Fee of \$25 for Applications received LESS than 10 days PRIOR to event

Application fee is non-refundable. Make checks payable to "Town of Southborough"

BUSINESS INFORMATION:

Name of Owner/Applicant:	Phone:
Name of Person in Charge of Mobile Unit:	
Business Address:	
Mailing Address (if different):	
Email Address:	

Name of Mobile Food Vehicle:	Registration/Plate number:
Make, Model & Year of Vehicle:	
Name of Vehicle Operator:	Operator Cell Phone Number:
Number of Employees:	
Days and Hours of Operation & Location in Southborough:	
Base of Operation & Location in Southborough: *provide copy of food permit and agreement for use along with their most recent inspection report*	
Potable Water Supply:	Means of Wastewater Disposal:
Garbage Disposal & Collection:	
Water Tank Capacity:	Waste Water Tank Capacity:

MOBILE FOOD OPERATIONS:

- Retail sale of commercially pre-packaged foods (packaged ice cream, bottled soda, candy, chips, etc.)
- Preparation and Sale of Time/Temperature Control for Safety Foods (TCS Foods)
- Frozen Dessert Machine (provide monthly bacteriological lab reports)

MOBILE UNIT:

Windows/Doors Screened:	Yes	No
Gloves available for use:	Yes	No
Light fixtures shielded in food prep areas:	Yes	No
Exhaust/Ventilation system approved by Fire Dept.	Yes	No
Floor Material: Quarry Tile Ceramic Tile VCT Tile Other (describe)		
Wall Material: Stainless Steel Ceramic Tile FRP Other (describe)		

Is all equipment commercial grade (NSF approved)?	Yes	No
Are secondary thermometers in all refrigeration units?	Yes	No
Cooking Equipment:		
Stove	Grill	Convection Oven
Broiler	Rice Cooker	Rotisserie
		Fryer Pizza Oven Microwave
		Steam Kettles Others (describe)
Are steam tables provided?	Yes	No
Is there access to a dishwasher or 3 compartment sink?		
If not, please explain method of cleaning utensils/equipment.	Yes	No
Type of sanitizer being used:		

FOOD PREPARATION:

Menu – Attach copy of menu list **ALL** food items to be served. *Ensure allergen information is listed on menu as well as in menu board on mobile unit:

Will all foods be prepared in the mobile unit?

Yes Fill out Section B **No** Fill out Sections A and B

Section A: At the approved kitchen/commissary:

List each potentially hazardous food item, and for each item check which preparation procedure will occur.

FOOD	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding
1.							
2.							
3.							
4.							
5.							

Section B: In the mobile unit:

FOOD	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding
1.							
2.							
3.							
4.							
5.							

FOOD PROTECTION, TRANSPORTATION & STORAGE:

Describe measures to protect food and maintain temperature (HOT and COLD) during transportation from approved kitchen to event location: _____

Describe measures to protect food and maintain temperature (HOT and COLD) while in storage at the event location: _____

Food grade thermometers MUST be on-site to verify hot and cold temperatures.

Water and ice MUST be from an approved source – list source(s): _____

Ice used for cold storage of food products MUST NOT be dispensed for consumption to consumer.

How will FROZEN foods be thawed, if necessary, prior to service? _____

Food source(s) – please list all locations at which food will be purchased for this event: _____

Please make sure the following has been completed and submitted with this application:

- Completed Application form – incomplete forms will not be reviewed**
- Commissary letter and inspection report**
- Worker's Compensation Insurance**
- Food Manager Certification**
- Allergy Awareness Certification**
- Menu**
- Permit fee**

I certify by signing this application that I have received and read the **Massachusetts Department of Public Health “Are You Ready?” checklist for Temporary Food Establishment Operations**, and that I am familiar with 105 CMR 590.000 Minimum Standards for Food Establishments and that the described establishments will be operated and maintained in accordance with the regulations.

Date

Signature of Food Vendor Applicant

Rev. 1/2023

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°/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 handwashing. The container shall be filled with warm water 100° 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