



City of Taunton

Board of Health

45 School Street
Taunton, MA 02780-3212

BOARD MEMBERS
Dr. BRUCE E. BODNER
Dr. THADDEUS FIGLOCK
Dr. JOSEPH F. NATES

HEATHER L. GALLANT, MPH, RS, CHO
EXECUTIVE DIRECTOR
ADAM S. VICKSTROM
ASSISTANT EXECUTIVE DIRECTOR

Farmer's Market Vendor Packet

While there is no regulatory definition for *farmer's markets*, the Massachusetts Department of Agricultural Resources (DAR) defines them as: *"public markets for the primary purpose of connecting and mutually benefiting Massachusetts farmers, communities, and shoppers while promoting and selling products grown and raised by participating farmers."*

Farmers Markets are licensed and inspected by the local Board of Health in accordance with the Massachusetts Regulation 105 CMR 590.00 Minimum Sanitation Standards for Food Establishments – Chapter X and the federal 1999 FDA Food Code. The Massachusetts Department of Public Health Food Protection Program (FPP)'s interpretation of farm products currently includes:

- **Fresh produce (whole, fresh uncut fruits and vegetables)**
- **Unprocessed honey (Raw honey as defined by the National Honey Board: Honey as it exists in the beehive or as obtained by extraction, settling or straining without added heat.)**
- **Maple syrup**
- **Farm fresh eggs (must be stored and maintained at 45° F (7.2° C) or below.**

Enclosed is a Farmer's Market Application, which must be **fully completed and returned** to the Board of Health at 45 School Street, Taunton, MA 02780; no later than **30 days prior to the opening of the market**. A **fee of \$100 per vendor/ per booth is required**, and must be paid using a check or money order made out to the City of Taunton. If multiple booths are being used by a vendor, the vendor must pay \$100 each per booth. A **pre-operational inspection will be conducted** prior to you serving the public and must be set up by calling the Taunton Board of Health at phone number 508-821-1400. Set-up must be completed prior to arrival for the pre-operational inspection. Failure to correct violations noted during the pre-operational inspection and routine inspections may result in suspension of the operations and/or no issuance of a permit.

Also enclosed is other information to review outlining Massachusetts state regulations in regards to Farmer's Markets, other operational requirements, and food safety information for Farmer's Market vendors.

Please review the materials carefully. To obtain a copy of the 105 CMR 590.000 and the FDA 1999 Food Code go to the MA Retail Food Safety Information website at www.mass.gov/dph/fpp/retail.

Please contact the Board of Health if you have any questions or need assistance with completing your application at 508-821-1400.

Sincerely,

City of Taunton Board of Health



OVERVIEW - FOOD SAFETY REGULATIONS FOR FARMER'S MARKETS



FARMER'S MARKET & THE BOARD OF HEALTH

Farmers Markets have been around for a long time. However, today's farmers markets are more complex than ever. In the past, whole, uncut fruits and vegetables were the primary items sold. Now food is processed, cut, open for display, and samples are given to entice purchases. With the increased complexity of the product offerings at farmer's markets, health departments have become more involved in ensuring food safety.

Food Safety issues are governed by the retail food establishment requirements known in Massachusetts as the *Massachusetts Regulation 105 CMR 590.00 Minimum Sanitation Standards for Food Establishments – Chapter X and the Federal 1999 FDA Food Code.*

RISKY FOODS

Some products sold at farmer's markets can present a risk to consumers, depending on how the product is prepared and sold. Certain types of foods allow for the rapid progression and growth of pathogens and are deemed "potentially hazardous foods." Foods classified in this category include dairy products, meat, poultry, game animals, seafood, eggs, sliced melons, and raw sprouts, cut tomatoes, tofu, and garlic-in-oil mixtures. These products must be kept at proper temperatures to keep consumers safe.

PROCESSED FOODS

Processed foods that may pose a high risk of botulism include but are not limited to sauces, dressings, fruit butters, pickles, salsas, soups, and dips. The local health department must inspect these foods to ensure safe preparation and handling practices. Processed foods that are to be sold at farmer's markets must be prepared at a permitted off-site commissary or facility, which is inspected by the local board of health. These facilities can be either independent, properly equipped church kitchens or other retail or wholesale food establishments. Each vendor should make arrangements with the appropriate personnel to use these commissaries. ***Residential kitchens cannot be used for processed foods.**

Because many canned vegetables and some vegetable-based sauces have low acid content they must be properly processed to prevent bacteria that will cause botulism to grow and produce a toxin in sealed cans and jars. The FDA requires all canners of low-acid foods that will be sold, no matter how small their business may be, to register and submit information about their canning processes to the agency. Botulism is rare, but the bacteria in soil can survive, grow and produce a toxin in a sealed can or jar of food that was not processed properly. The toxin can affect your nerves, paralyze you and may even cause death. Even a small taste of the food containing this toxin can be deadly. To find information on registering with the FDA go to:

<http://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/AcidifiedLACFRegistration/ucm2007436.htm>.

For more information, contact the LACF Registration Coordinator by e-mail at LACF@FDA.HHS.GOV or phone: 240-402-2411.

NON-PACKAGED FOOD SAMPLES (OPEN FOOD SAMPLES)

Open food samples sold at farmers markets, such as sliced or cubed cheese should have some form of overhead protection covering the display area, especially if the food is prepared on-site. Overhead awnings are also suggested and are additional measure of protection. Although food samples are a good way to increase trial and purchase of a product at the farmer's market, this practice must be performed with extreme caution. Food preparers, consumer's hands, and insects are major sources of food sampling contamination. All vendors are required to have hand wash station set-up if one is not in a central area next to the booth. Also required is to have cleaned and sanitized utensils, and gloves or deli tissue available. Proper handling of potentially hazardous food is mandatory. ***Keep below 41°F or below!** Samples should be prepared at the licensed commissary or facility.

EGGS

Make sure that eggs are properly chilled at the market. **FDA requires that all untreated shell eggs must be stored and displayed at 45°F.**

FOOD STORAGE & ICE USAGE TIPS

Food storage at a farmer's market is somewhat difficult due to the limited space available. Here are a few tips to help decrease the likelihood that food product contamination will occur:

- Mechanical refrigeration is always preferred.
- Be careful not to store ready to eat food in direct contact with ice.
- Ice must be from an approved source.
- Avoid storing raw foods in the same container with ready to eat foods.
- Drain ice continuously to avoid pooling water in the cold storage unit into a container and not onto the ground.
- Commercial-type freeze packs or dry ice may also be used to maintain temperature if mechanical refrigeration cannot be provided or there is a loss of power.

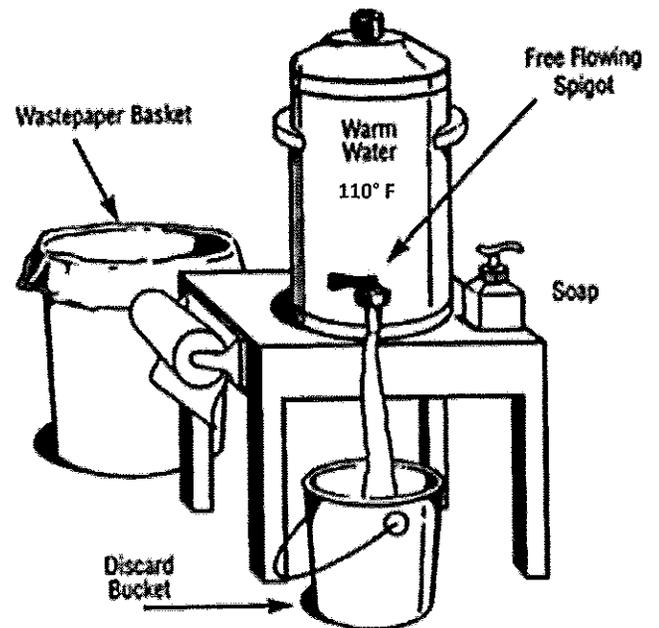
HANDWASHING FACILITIES

Hand washing is the best way to prevent the spread of disease. **Products such as alcohol-based hand sanitizers should not be used as a replacement for hand washing, but may be used as a supplement.** Handwashing stations require hot potable running water, some form of hand cleaner (*soap*), disposable towels, and a waste container. FDA recommends that facilities are within 25 feet, unobstructed, and convenient.

EXAMPLE OF A PROPER HAND WASH STATION SET-UP CAN BE FOUND ON THE NEXT PAGE

At least one convenient handwashing facility must be available for handwashing on site **at all times**. This facility must consist of, at least, a container with potable running water (via spigot if sinks will not be utilized), a catch basket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service:

- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking or touching a part of the body
- After touching an open sore, boil or cut
- After handling money or soiled items
- After taking out the trash or following any activity in which your hands become soiled.



INFECTED FOOD HANDLERS

All vendors who handle food should note that it is absolutely imperative that any person experiencing symptoms of nausea, vomiting, diarrhea, fever, sore throat, or jaundice to be excluded from handling any food products. It is equally as important that any person diagnosed with Salmonellosis, Shigellosis, E. Coli infection, Hepatitis A, or Norovirus infection to be excluded. If a food handler is living in a household with someone who has been diagnosed with these illnesses, he/she should also be excluded from food handling. Lesions containing pus, such as a boil or infected wound, must be covered and protected with an impermeable cover with a single use glove worn over the area.

HYGIENIC PRACTICES

No smoking, eating or drinking is permitted in any food preparation or service areas. (*Covered employee beverage containers are allowed if they are stored and used properly.*) Clothing must be kept clean and not used to wipe hands.

HAIR RESTRAINTS

Proper and effective hair restraints must be provided and worn by all persons handling exposed food, clean equipment, utensils, linens, and unwrapped single-service and single-use articles. Acceptable hair restraints include hairnets and hats when used properly. Beards should also be restrained with a beard guard or other means.

GENERAL PROTECTION

Food Handling: If unpackaged food is to be handled, proper utensils or barriers (such as tongs, spoons, single-use gloves, and deli tissue) must be provided and used. Bare hand contact with ready-to-eat open foods is prohibited. (*"Ready-to-eat" means no further washing; cooking or additional preparation steps will take place before it is consumed.*)

Protection from Contamination: Food products must be shielded and protected from contamination by consumers at all times during storage, preparation, and service. Overhead protection must be provided

over ALL food and beverage service, preparation, storage, and ware washing areas to guard against environmental and consumer contamination.

Insect Control: Screening and fans must be provided and used for insect control when needed.

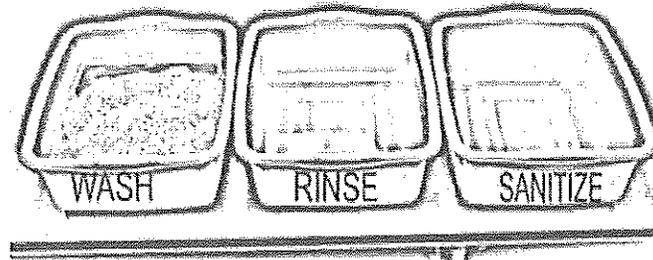
UTENSILS

If utensils are used to chop, trim, cut or otherwise process food in any way, they must be properly washed, rinsed and sanitized upon completion or at least every 4 hours of continuous use throughout the day. Guidelines recommend that extra sets of utensils be available, in order to avoid cleaning the soiled utensil on site. The soiled utensils can be brought back to the base of operations for the correct cleaning and sanitizing.

Example of Dish Washing Set-Up:

Facilities must have provisions available to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided and used at each site. All dishes and utensils must be air-dried.

PROPER SET-UP



PROPER SANITIZER CONCENTRATIONS

Chlorine
*50 – 200 ppm**

Quaternary Ammonia
*200 ppm**

Iodine
*12.5-25 ppm**

* or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.



Taunton Board of Health

Farmer's Market Permit Application

**NOTE: A Farmer's Market Permit is \$100.00 per vendor/ per booth and is valid only while the market is open.*

Vendor Name:	Vendor Phone Number:
Vendor Mailing Address:	
<hr/>	
Market Coordinator:	Phone Number:
Market Location:	
Market Date (s):	Hours of Operation:
<hr/>	
<ul style="list-style-type: none"> ▪ MA Food Protection Manager Certificate <i>(attach a copy)</i>: Yes / No ▪ MA Allergen Certificate <i>(attach a copy)</i>: Yes / No 	
<hr/>	
Item(s) to be sold:	
<hr/>	
<hr/>	
<hr/>	
<ul style="list-style-type: none"> ▪ Will the food be prepared / served on-site? Yes / No <p>***If the answer is No, please list the name and address of the establishment where the food will be prepared:</p> <hr/> <p style="text-align: center;"><i>*Please note that food must be prepared in a Board of Health permitted establishment.</i></p> <ul style="list-style-type: none"> ▪ Will the food be pre-packaged? Yes / No ▪ Will the packages have labels? Yes / No ▪ Will the items be jarred / canned? Yes / No - If Yes, are the items tested by a lab? Yes / No 	
<ul style="list-style-type: none"> ▪ Food Source <i>(i.e. where you will purchase your ingredients from)</i>: <hr/> <ul style="list-style-type: none"> ▪ Commissary used to make/prep items: <i>(If used)</i> <hr/>	
<ul style="list-style-type: none"> ▪ Sanitizer used on site <i>(check one)</i>: <ul style="list-style-type: none"> <input type="checkbox"/> Chlorine <input type="checkbox"/> Quat <input type="checkbox"/> Other: _____ 	
<ul style="list-style-type: none"> ▪ Source and Storage of Water/Ice: 	
<ul style="list-style-type: none"> ▪ Source and Storage of Wastewater: 	
<ul style="list-style-type: none"> ▪ Source and Storage of Garbage: 	
<ul style="list-style-type: none"> ▪ Describe set-up of booth / tent <i>(Floor, Walls, and Ceiling Surfaces)</i>: <hr/> <hr/>	
<ul style="list-style-type: none"> ▪ Social Security Number or Federal ID: 	

I certify that I am familiar with 105 CMR 590.000 Minimum Standards for Food Establishments – Chapter X., federal 1999 Food Code and the above described establishment will be operated and maintained in accordance with the regulations.

APPLICANT'S SIGNATURE

PRINT

DATE

Use of Commissary Agreement

Base of Operations

It is required that the vendor of a Farmer's Market have base of operation from a license commissary/ shared kitchen facility when preparing food for sale. Home Kitchens will not be approved. The kitchen is an essential part of a Farmer's Market Vendor's sampling and preparation of items to be sold. The vendors must have a facility for supply storage, potable water, equipment cleaning and sanitizing, food preparation, refuse, water and grease disposal and other servicing activities.

Base of Operation Information: (i.e. Commissary or Licensed Kitchen used.)

Name of Business: _____
Address: _____ City: _____ Zip: _____
Contact Person: _____ Title: _____
Phone: _____ Email: _____
Days / Time at Base of Operation: _____

Attach a copy of current Board of Health permit.

****If Commissary or Licensed kitchen is outside the City of Taunton:**

Attach a copy of most recent local Board of Health Inspection Report and Permit.

Farmer's Market Vendor Information:

Name of Business: _____
Address: _____ City: _____ Zip: _____
Contact Person: _____ Title: _____
Phone: _____ Email: _____
Days / Time at Base of Operation: _____

Signatures:

Base of Operation

Owner: _____ Title: _____
Date: _____

Farmer's Market Vendor: _____ Title: _____
Date: _____

This agreement between the owner of the Base of Operations and the Farmer's Market Vendor signifies that both parties agree to the allowed use of the kitchen as specified. Note that this agreement is not transferable. Should there be a change in ownership of either the kitchen or Farmer's Market vendor. Or should there be any modification of cancellation of this agreement between parties, then the Farmer's Market Vendor Permit be suspended.



Taunton Board of Health Farmer's Market Operations Are You Ready?

Use this guide as a checklist to verify compliance with MA food safety regulations.

- Application** Submit a completed Farmer's Market application to the Taunton Board of Health a minimum of **30 days** prior to the opening.

FOOD & UTENSIL STORAGE AND HANDLING

- Dry Storage** Keep all food, equipment, utensils and single service items stored above the floor/ground on pallets or in tight fitting containers, and protected from contamination.
- Cold Storage** Use refrigeration units or insulated containers (Replenishing ice as needed) to keep potentially hazardous foods at or below 41°F. *** You must stock at least one stem thermometer to ensure hot and cold holding temperatures throughout the day.**
- Hot Storage** Use hot food storage holding 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 foods. *** You must stock at least one stem thermometer to ensure hot and cold holding temperatures throughout the day.**
- Food Display** Protect food from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.
- Consumer Advisory & Allergen Awareness** Post-consumer advisories for raw or undercooked animal foods, if you will be serving meat, fish, poultry or eggs cooked to order at the event. Also be sure to post allergen awareness signage ***Please request signage at the Board of Health if you do not have any of the above noted.**
- Food Preparation** Food employees must use utensils (with long handles), disposable deli tissue, or disposable non-latex gloves 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, these items must be prepared onsite or in a Board of Health permitted food establishment.**

PERSONNEL

- Person in Charge** There must be one designated person in charge at all times responsible for compliance with the regulations. You must submit a copy of your MA Food Protection Manager and MA Allergen Awareness Certificates with your application. ***For more information on the food protection manager and MA Allergen Awareness certificates please contact the Board of Health office.**
- Handwashing** A minimum of a 2-gallon insulated container with a spigot, basin, liquid hand soap and disposable towels shall be provided for handwashing. The container shall be filled with warm water 110° to 130°F. A handwashing sign must be posted. **(*If running water is not available.)**

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. *It is recommended to not work with food if Infected cuts and lesions are present on fingers or hands.

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

Ware washing

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 ware washing sinks are not easily accessible.

Sanitizing

Use chlorine bleach or other approved sanitizers for sanitizing food contact surfaces, equipment and wiping cloths. * *Test Strips must be made available and used.*

Wiping Cloths

Store wet wiping cloths in a clean 50ppm – 200ppm 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

Walls & Ceilings

**If applicable.* Walls and ceilings shall protect entrance of dust, debris and, where necessary, flying insects. Walls and ceilings shall also be easily cleanable. (i.e. tents, pop-ups, etc.)

Floors

**If applicable.* Unless otherwise approved, floors shall be constructed of sealed, tight wood, asphalt, or other cleanable material.

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 covered, clean 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.