

TOWN OF MILFORD, MASSACHUSETTS

APPLICATION FOR PERMIT TO OPERATE FOOD ESTABLISHMENT

Date: _____
Name of Establishment: _____
Business Address: _____
Mailing Address (If Different) _____
Name & Title of Applicant: _____
Name & Owner (If Different from Applicant) _____
Address of Applicant: _____
If corporation or partnership, give name, title & home address of partners/officers

<u>NAME</u>	<u>TITLE</u>	<u>HOME ADDRESS</u>
_____	_____	_____

State or Corporation _____ Name & Address of Local Agent _____
Emergency Response Person:
Name: _____
Home
Address: _____
Phone # _____ ***Email:** _____

TYPE OF ESTABLISHMENT (check one below)

Retail Food _____ Food Service _____ Caterer _____ Mobile Service _____

Duration of Permit (check one below)

Annual _____ Temporary _____ Seasonal _____

Dates of Operation _____

Payment is due with Application _____

Applications for mobile food units or pushcarts must include of the hand wash and toilet facilities available on each route. Attach separate sheet.

***Important Info Email Must Be Answered.**

Additional Information:

Water Source: _____ Days & Hours of Operation: _____

If restaurant:

Number of Seats _____

Person trained in anti-choking procedures (if 25 seats or More) yes _____ No _____

A person trained in anti-choking procedures must be available during all hours of operation.

Number of employees that are Certified Food Protection Managers _____

*Must be available during all hours of operation.***Date Certificate Expires:** _____

Signature of Applicant _____

Pursuant to M.G.L. CH62C, SECT. 49A, I certify under the penalties of perjury that I, to the best of knowledge and belief, have filed all state tax returns and paid all state taxes required under the law. *I also certify that all employees of this establishment are in full compliance with all applicable medical and health requirements that are mandated by the United States Government and the State of Massachusetts.*

 Social Security # of Federal or Federal
 Identification Number.

 Signature of individual or Corporate Name

 By: _____
 Corporate Officer
 (if applicable)

Please Note: All necessary approvals needed to open establishment must first be obtained, from the appropriate department/office prior to obtaining Board of Health approval to open establishment.

Other approvals that may be needed prior to opening include, but not limited to: Fire Department, Building Inspections, Plumbing, Electrical and Common Vehicular from Selectmen's Office etc.

FOR BOARD of HEALTH USE ONLY

DATE RECEIVED

DATE INSPECTED

APPROVED BY

PERMIT #

QUESTIONNAIRE FOR FOOD ESTABLISHMENT

Name of Establishment: _____ Phone # _____

Address of Business _____

Owner (s) or Manager(s) _____

Days of week & hours establishment is open: _____

Do you contract for rubbish disposal? _____

If yes, number of times weekly or Monthly: _____

Company Name & Address: _____

Method of disposal, dumpster or otherwise: _____

Is garbage disposal a separate contract? _____

If yes, Name & Address of Contractor: _____

Number of Times per week: _____

How often is grease waste removed from trap? _____

Do you use services of rendering plant: _____

If not, how is it disposed of? _____

Do you have Pest Control Services? _____

If yes, Company Name & Address _____

Number of times per week or month: _____

Pesticides used (inquire from Pest Control Operator)

Comments or Questions _____

Signature: _____ Date: _____

APPLICATION FOR STORE LICENSE TO SELL MILK AND CREAM

Date: _____

APPLICATION IS HEREBY MADE FOR A PERMIT TO SELL MILK AND CREAM, IN ACCORDANCE WITH THE MASSACHUSETTS GENERAL LAWS.

NAME OF ESTABLISHMENT: _____

ADDRESS: _____

TYPE OF ESTABLISHMENT: _____

ESTABLISHMENT TELEPHONE #: _____

IF APPLICANT IS PARTNERSHIP, FULL NAME AND RESIDENCE OF PARTNERS:

IF APPLICATION IS A CORPORATION _____ STATE OF CORP _____

FULL NAME AND ADDRESS OF PRESIDENT, TREASURER AND CLERK.

NAME OF MILK AND CREAM PRODUCT _____

ADDRESS _____ TELEPHONE _____

SIGNATURE: _____

To: Food Service Managers/Owners
From: Paul Mazzuchelli, Health Officer
Date: May 23, 2006
RE: Health of Employees

The Milford Board of Health has been concerned with the resurgence of some serious infectious diseases nationally and locally. A wide range of communicable diseases and infections may be transmitted by infected food employees to consumers through food or food utensils. Proper management of a food establishment begins with employing healthy people.

Therefore on October 24, 2005 and amended on May 15, 2006 the Milford Board of Health unanimously agreed that as a condition of your food service license and to ensure adequate protection of the public's health, owners and or managers are required to employ **only** those individuals who are in **full compliance** with **all** applicable medical and health requirements that are mandated by the United States Government and the State of Massachusetts.

Those individuals that are in this country **legally** are considered to have met these requirements. All pertinent documentation relating to these medical and health requirements should be available. A birth certificate is all that will be needed for those individuals born in the United States.

However, individuals that are in this country **illegally**, undergo no medical screening to assure that they are not carrying any contagious diseases. Therefore if they are to be employed as food service employees in the Town of Milford they must be in compliance with those medical and health requirements outlined by the Secretary of Health and Human Services for medical examinations of aliens seeking admission into the

United States. Refer to I-693, Medical Examination of Aliens Seeking Adjustment of Status.

In addition this person must demonstrate, through medical screening that he or she is at a minimum, free from the following organisms that have been designated by the Center for Disease Control as having high infectivity. These organisms are *Salmonella typhi*, *Shigella* spp, *Escherichia coli* 0157:H7 and Hepatitis A virus.

Thus, upon request owners, managers and/or persons in charge must be prepared to present this documentation to inspectors during a food service inspection, if requested.

MILFORD BOARD OF HEALTH PRELIMINARY PROCEDURE

1. (A)When a food establishment is to be constructed, extensively remodeled, an existing structure is to be converted to use as a food establishment, or a new operation is to be added, showing layout, arrangement and construction materials of work areas, and the Board of Health approval before such work is begun or operation is changed. No work shall be started until approval is granted. ***This is a critical first step and will be strictly enforced.***

(B)Such approval shall be granted or denied within 30 calendar days after the submission of said plans. If the Board of Health does not approve or disapprove said plans within such time, the plans shall be delivered to the Department by the applicant or permit holder, if the Department does not approve or disapprove said plans within 15 business days, the plans shall be deemed to have been approved. Approval shall be denied only if such plans establish that the proposed food establishment will violate the provisions of 105 CMR 590.000 or other applicable laws, ordinances, or regulations. Disapproval of such plans shall be deemed an order to which the procedure provided in 105 CMR 590.055 and 590.056 shall apply.

(C)Whenever plans and specifications have been submitted to the board of health pursuant to 105CMR 590.058 (A), the Board of Health shall inspect the food establishment prior to the start of operations to ascertain compliance with the approved plans and specifications and with the requirements of 105 CMR 590.000.

2. Approximate square footage of the establishment and location of proposed establishment.
3. If seating is 25 seats or more there must be an employee available in the establishment at all times who is certified in choke saving techniques.

A letter must be sent to the Board of Health to the attention of the health officer, explaining the type of proposed establishment, proposed menu and hours of operation and a mention of any experience in food handling.

4. As a requirement of the newly revised food code a restaurant cannot open until a manager or lead person has passed a state certified food safety program.
5. There is to be one person, at all times that the restaurant is open, certified in choke saving techniques.

These are preliminary procedures only. The applicant must still go through the application and licensing process and inspections before opening.

March 14, 2001

To All Restaurant Owners

FOOD CODE REMINDER CONSUMER ADVISORY

Effective as of January 1, 2001, food establishments which serve raw or undercooked animal products must inform consumers that these foods are raw and may cause illness.

The purpose of this Consumer Advisory is to inform consumers of an increased risk of food-borne illnesses as associated with the consumption of raw food.

Raw animal products include: rare or undercooked hamburgers or steak, steak tartar, raw shellfish, sushi, ceviche, foods that contain raw eggs such as; Caesar salad, hollandaise sauce, eggnog, mayonnaise and ice cream.

An establishment which serves any of these foods must provide a Consumer Advisory which notifies consumers that the product is raw and undercooked, and that consumption of these foods may increase their risk of food-borne illness.

The consumer advisory provision is fulfilled when both a **disclosure** and **reminder** are provided. I have enclosed further information describing satisfactory compliance with this regulation.

After reviewing this information if you have any questions please call the Milford Board of Health, 508-634-2315.

Sincerely,

Paul Mazzuchelli, RS, CHO, REHS
Director of Public Health

There are two (2) components to satisfactory compliance: Disclosure and Reminder.

Disclosure: Is satisfied when:

1. Items are described, such as:
 - (a) Oysters on the half-shell (raw oysters)
 - (b) Raw-egg Caesar salad, and
 - (c) Hamburgers (can be cooked to order); or

2. Items are asterisked to a footnote that states that the items:
 - (a) Are served raw or undercooked, or
 - (b) Contain (or may contain) raw or undercooked ingredients.

Reminder: Is satisfied when the items requiring disclosure are asterisked to a footnote that states:

1. Regarding the safety of these items, written information is available upon request.
2. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food-borne illness; or
3. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food-borne illness, especially if you have certain medical conditions.

Consumer Advisory

FDA Model Brochure Text

Introduction:

You're probably already taking precautions against food-borne illness at home, but you need to be careful when you are away from home too. Here are four easy steps you can take to protect yourself and your loved ones when you are selecting foods that are ready to eat a restaurant, delicatessen, take-out counter, or grocery store.

1. Be Aware of Raw or Uncooked Foods

Foods from animals such as meat, poultry, fish, shellfish, and eggs when eaten raw or undercooked sometimes contain harmful viruses and bacteria that can pose a risk of food-borne illness. Young children, pregnant women, older adults, and those with compromised immune systems are particularly vulnerable. You are at increased risk if you suffer from liver disease or alcoholism, if you have decreased stomach acidity (due to gastric surgery or the use of antacids), or if you have a compromised immune system due to steroid use; conditions such as AIDS, cancer, or diabetes; or treatments such as chemotherapy.

To reduce your chances of food-borne illness you should stay away from:

- Raw fish or shellfish—oysters, clams, sushi, sashimi, ceviche
- Meat or seafood ordered uncooked such as “rare” hamburger, beef, lamb, pork or fish.
- Eggs ordered undercooked and food with uncooked egg ingredients—such as “runny” fried or poached eggs; dressings or sauces such as hollandaise, homemade mayonnaise, and Caesar salad dressing desserts like chocolate mousse, meringue pie and tiramisu.

2. Ask About Preparation

Recipes vary. If you're not sure whether a ready-to-eat item contains undercooked ingredients, ask how the food is prepared.

3. Request That Food Be Thoroughly Cooked

If the item you are interested in selecting contains raw or undercooked meat, fish, shellfish, or eggs, ask if that ingredient can be eliminated. If the food is prepared to order, ask for it thoroughly cooked.

4. Make A Different Choice

With certain foods, such as oysters on the half shell or an egg-based mousse, it may be impossible to accommodate your request for thorough cooking. In that case, simply choose something else. It is a minor inconvenience compared to the major problems caused by food-borne illness.

To learn more about food-borne illness and ways to prevent it, talk to your health care professional or your local health department, or visit the www.foodsafety.gov web site.

**ESSENTIAL CRITERIA for a CUSTOM DESIGNED CONSUMER ADVISORY BROCHURE REGARDING
CONSUMING RAW OR UNCOOKED ANIMAL FOODS**

Essential Criteria	How to Meet the Criteria/What Specifically to Address
Provide Science-based information to meet criteria below	Brochure information must be consistent with scientific information
Describe the hazard	Describe as: Broad categories, e.g. bacteria, viruses, parasites or "Germs" or Specific pathogens
Explain why raw or undercooked animal food presents a hazard	Indicate that a hazard is created because the animal food is not thoroughly cooked or not otherwise heat treated to control harmful bacteria.
State which consumers are at greatest risk of illness	Four (4 categories) must be mentioned Older Adults Young Children Pregnant Women Immune Compromised People Recommend mentioning people with: Liver Disease (mention alcoholism) Decreased stomach acidity due to the use of antacids or gastric surgery Weakened immune system due to conditions such as AIDS Cancer, chemotherapy treatments, diabetes, taking steroids
Give guidance to ALL consumers emphasizing especially vulnerable persons.	Be aware of the problem. Everyone is at risk, but certain persons are at higher risk of food-borne illness and thorough cooking reduces the risk.
<u>Include a statement listing the foods involved:</u> Animal food offered in a ready-to-eat form that is raw, to eliminate pathogens.	Consumer Choices (Brochure can be tailored to the menu/food choices) Be aware of raw or undercooked animal foods. Ask how the food item is prepared Request that the food item be thoroughly cooked; or if the it contains a raw or undercooked ingredient, request it without that ingredient.
For example, raw or undercooked foods such as beef, eggs, fish, lamb, milk, pork or Molluscan Shellfish that are offered in a ready-to-eat form	Make a different choice in case where food items such as oysters on the half shell cannot be changed upon request.

Maintain visibility in layout format graphics.	<p>Language for Disclosure and Reminder Statements: The language for Menu items is to match the language used for the DISCLOSURE and the REMINDER. For example, a menu written in English would have</p> <p>The DISCLOSURE and the REMINDER in English. The DISCLOSURE and REMINDER may also be in other languages.</p>
	<p>Text font size for DISCLOSURE and REMINDER statements: Text size for statements on hand-held MENUS or table tents is to be visually equivalent to a minimum of 11 font. Statements on placards are to be equally readable as the menu items on the placard and readable from the point at which consumers would normally stand to read it.</p> <p>GRAPHICS: Text color is to provide a clear contrast to background colors used</p>
State ways to get more specific Information (the reader's health care Professional must be mentioned along With other authoritative sources).	<p>Recommended Statement: "To learn more about food-borne illness ways to prevent it, talk to your health care professional or your local health department, or visit the FDA web site at www.cfsan.fda.gov"</p>
A model chart illustrating who is at risk, the risky foods, and the cause of illness is included in the FDA model brochure. Inclusion of the FDA model chart, in whole or in part, is optional. The model chart is not intended to be used independently of the brochure.	

FOOD MANAGER CERTIFICATION

Code Requirement

Effective October 1, 2001, the Massachusetts Food Establishment Regulation, 105 CMR 590.033 (A) (2) requires food establishments to have a least one person-in-charge (PIC) who is a certified food protection manager. This person must be at least eighteen years of age and be a full-time equivalent on-site manager or supervisor. When the certified PIC is unavailable during operating hours, an alternate PIC must be assigned. The alternate PIC does not require certification; however, this person must be knowledgeable in food safety, food-borne illness prevention and corrective actions.

All food establishments must have a certified food protection manager except the following:

- Temporary food establishments operated by non-profit organizations.
- Daycare operations which prepare and/or serve only snacks
- Food establishments which sell only pre-packaged food
- Food establishments with limited preparation of no-potentially hazardous food
- Food establishments which prepare and serve USDA meat and poultry products Containing 120 PPM nitrite and 3.5% brine concentration, such as hotdogs.

Importance of Food Manager Certification

Massachusetts has adopted the food manager certification in order to protect public health and prevent food-borne illness. A certificate implies that the person has knowledge of food safety and the prevention of food-borne illness through the control of risk factors. The certified person must be able to apply this knowledge in day-to-day operations in order to provide consumers with safe food.

Responsibility of the Certified Food Manager

The certified food protection manager is responsible for monitoring and managing all food establishment operations and to ensure that the facility is operating in compliance with food establishment regulations. The certified PIC must be knowledgeable about food-borne illness prevention and must use this knowledge to recognize hazards and take appropriate preventive and corrective actions.

How to Become a Certified Food Protection Manager

A PIC becomes a certified food protection manager by passing one of four accredited examinations. The four accredited examination development companies are:

- Certifying Board for Dietary Managers, 1-800-323-1908
- Exepior Assessments, 1-800-200-6241
- National Registry of Food Safety Professionals 1-800-446-0257
- National Restaurants Association Educational Foundations (ServSafe) 1-800-765-2122

Independent consultants and organizations administer these examinations. Upon passing one of the accredited exams the PIC will receive a certificate and will be in compliance with the certification requirement.

Although training is a Massachusetts requirement, it is strongly recommended. Most consultants and organizations conduct trainings and then administer an exam. Training is usually needed in order to pass the examination.

How to Find Training

To find food protection training in your area, contact your local board of health. Your local board of health should have information on trainings in the area. Many local boards of health are organizing training and examinations for the food industry. They can also provide a list of trainers in Massachusetts. The four examination organizations may also be contacted to obtain information on trainings in the Massachusetts area.

Length of Certification

At this time, the Department of Public Health has not established a re-certification requirement.

**MOST COMMON VIOLATIONS
IN THE TOWN OF MILFORD'S FOOD SERVICE ESTABLISHMENTS
FOUND DURING INSPECTIONS
BY THE BOARD OF HEALTH**

1. Independent thermometers are required in all coolers and freezers. This includes units that have built in thermometers that are mounted on the outside of the unit.
2. All food is to be stored at least 6 inches off the floor and properly covered. All food deliveries should be inspected when they arrive, and be stored properly.
3. Toxic items must be stored safely away from all food products and food contact surfaces. Toxic items cannot be stored above food prep sinks or utensils and equipment sinks because of the possibility of spillage into these areas causing contamination. All toxic items must be clearly labeled.
4. Food handlers must wear effective hair restraints (tie backs, hats, hairnets, etc) and practice good effective hand washing in a regular basis.
5. Single service utensils (plastic tableware) and silverware must be stored so that the handles are always presented to the user. This will prevent accidental contamination of fork tines, spoon bowls, and knife blades by the consumer's hands.
6. Smoking is restricted in food preparation area.
7. All food contact and non food contact surfaces of equipment and utensils must be kept clean at all times. Food contact surfaces are to be cleaned and sanitized after each use (cutting boards, knives, utensils, etc) and before storage.
8. Proper toilet fixtures must be provided including a hand washing sign to remind employees to wash hands after this use. Employee hand sinks, restrooms, and customer restrooms must have disposable hand towels or drying devices, dispensable soap (NO BAR SOAP) provided at all times.
9. All garbage and trash containers must be covered when not in use. This will prevent the attraction of pests and vermin and prevent odors. Also it is to be disposed of properly. Containers or dumpsters used for this purpose must be maintained.
10. All other openings must be kept closed during operation hours. If window or doors are open they must be equipped with tight fitting screens in good repair.
11. Floors, walls and ceilings must be kept in good repair. All holes, cracks, separations, etc must be repaired. This will prevent the entrance of pests and vermin.
12. All areas of the kitchen must be kept clean, especially under equipment and against the walls, under microwave ovens, toasters, food slicers, storage shelves, drawers and between equipment.
13. All hot or cold food must be kept at proper holding temperatures (145° F or 45° F or below). Any food not meeting these temperatures is subject to disposal.