



TOWN OF WATERTOWN

Board of Health

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6446
Fax: 617-972-6499
www.watertown-ma.gov

Residential Kitchen Food Permit Application

Date _____

Permit Fee: Residential Kitchen Permit Fee \$100.00
Plan Review Fee - \$0.00

Name of Applicant:	Phone:	
Name of Person In Charge		
Address of Applicant:		
City:	State:	Zip
Email Address:		

Name of Food Business:
Food Prep Business Address:
Days of Operation
Hours of Operation

I hereby certify that the information in this application is correct, and I fully understand that any deviation from the above without prior permission from this Watertown Health Department may nullify final approval.

I hereby certify that I have read and received the Residential Kitchen regulations, MA minimum requirements for Packaged – Food Labeling, and Starting a Wholesale Food Business in MA, contained in 105 CMR 590.000 provided with this Application Package.

Signature(s) _____ Date: _____

The Health Department has 30 days to approve the Application with comment.

- Check which will be used for cleaning and sanitizing food contact surfaces (pots, pans, cutting boards, utensils, and dishes); will the largest pot, pan, or cutting board fit?
 - Dishwasher (Requires water temperature verification)
 - Three compartment sink or labeled bins
- Check type of chemical sanitizer used and type of testing device used to measure sanitizer concentration. Note: sponges are not permitted for cleaning food contact surfaces. Sanitizers must be labeled, contained in a bucket with a wiping cloth or spray bottle.
 - Chlorine Bleach, maintained between 50 – 100 ppm, chlorine test strips
 - Quaternary Ammonia, maintain according to manufacturer's specification (usually between 200 – 400 ppm), Quat test strips
- Describe means for storage and disposal of rubbish, garbage and grease

- Food employees shall conform to employee health & hygiene requirements in 105 CMR 590.000.

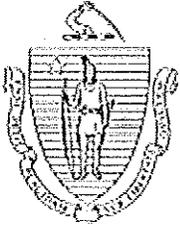
The following must be submitted to the Watertown Health Department:

- Written clearance from the Zoning Officer stating that the intended business meets zoning requirements. The Zoning Officer is located at Watertown Administration Building, 149 Main Street, Second Floor. Phone number is (617)972-6427.
- Completed application including the above information
- \$100.00 Residential Kitchen License Fee payable to the "Town of Watertown"
- Copy of the Person In Charge's Food Protection Manager or ServSafe certification
- Copy of the Person In Charge's Food Allergen Awareness Training certification
- A sketch of the proposed kitchen include the following: food preparation area, food storage area, dish washer location, refrigerator, hand wash sink, garbage/refuse container, and toilet facility
- Sample label for packaged food, labels must meet the requirements of 105 CMR 520.000.

Food production cannot take place until all of the above has been submitted and approved by the Watertown Health Department.

Watertown Health Department use only:

PERMIT NUMBER _____	DATE RECEIVED _____	AMOUNT RECEIVED _____	INSPECTION DATE _____
APPROVED BY: _____		DATE: _____	



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 Office of Investigations
 1 Congress Street, Suite 100
 Boston, MA 02114-2017
 www.mass.gov/dia

Print Form

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

- 1. I am a employer with _____ employees (full and/ or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

- 5. Retail
- 6. Restaurant/Bar/Eating Establishment
- 7. Office and/or Sales (incl. real estate, auto, etc.)
- 8. Non-profit
- 9. Entertainment
- 10. Manufacturing
- 11. Health Care
- 12. Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):
 1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
 6. Other _____

Contact Person: _____ Phone #: _____

Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An *employer* is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required." Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, **not** the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
1 Congress Street, Suite 100
Boston, MA 02114-2017

Tel. # 617-727-4900 ext 406 or 1-877-MASSAFE
Fax # 617-727-7749
www.mass.gov/dia

Food Safety Questions and Answers for Residential Kitchens

Introduction: The provision of food to the public (for free or for sale) is regulated by the Food Protection Program in the Massachusetts Department of Public Health. The regulations, 105 CMR 590, establish standards designed to prevent the spread of food borne illnesses and are based upon federal food safety regulations in the Federal 1999 Food Code. Local Boards of Health are charged with implementing these state and federal regulations.

What Can be Prepared in a Home Kitchen? In accordance with State Department of Public Health Food Protection Program guidelines and recommendations, the only foods which may be prepared at a home kitchen and served at a potluck or similar "open to the public" function are "non-potentially hazardous foods" including shelf stable baked goods, such as brownies, quick breads, rolls, cakes that do not have dairy or egg fillings or icings, and fruit pies not requiring refrigeration.

What are the Requirements for Serving Potentially Hazardous Foods at a Public Event? Potentially hazardous foods (explained below) may only be served if BOTH of the following conditions are met:

- The food is prepared under the direction of a certified food protection manager OR by a caterer licensed by the Watertown Health Department who is trained in food safety principles and has equipment dedicated to keep foods at approved holding temperatures.
- The facility where the event is held has obtained either a temporary or permanent food establishment license from the Watertown Health Department

What is "Open to the Public"? Events that are advertised to the community through the media, publicly displayed signs, flyers etc. or are otherwise open to all, are considered public and are subject to these requirements.

What are Potentially Hazardous Foods? Potentially Hazardous Foods are food items requiring temperature control (either below 40°F or above 14°F) to prevent the rapid growth of pathogens or toxigenic microorganisms (bacteria that can produce toxic substances such as botulism). Note that potentially hazardous foods include most items commonly served at potluck or similar meals, such as:

- animal-based foods such as raw or cooked eggs, meat, fish or poultry, including chilis and soups
- cooked plant-based food such as rice, potatoes, or pasta
- raw seed sprouts, cut melons, cut tomatoes and garlic in oil mixtures
- Hot or cold entrees, cheeses, dips, casseroles, cream filled pastries or pies
- Any other food that can support the rapid growth of infectious or toxigenic microorganisms if not kept at the proper temperature.

What about bake sales for charitable events? Bake sales are exempt from these requirements provided they are for charitable organizations and sell/offer only shelf stable baked goods that do not require refrigeration.

- Such events do not require a food license and shelf stable baked goods that do not require refrigeration may be prepared in private homes.
- Further, we recommend that the information sheet on food allergies available through the DPH website be utilized. (www.mass.gov/dph)

Residential Kitchen Food Permit Requirements, 105 CMR 590.000

(1) Residential Kitchens in Bed and Breakfast Establishments

- (a) All bed and breakfast homes serving full breakfast and bed and breakfast establishments serving full or continental breakfast shall require a food establishment permit and shall comply with the minimum requirements of 105 CMR 590.009(D) as well as the Administration and Enforcement sections (105 CMR 590.010 through 590.021), *except they shall be exempt from 105 CMR 590.043, "Plan Submission and Approval" in which case only an intended menu shall be submitted to the board of health with their application for permit.* However, bed and breakfast establishments with ten guestrooms or more shall comply with all provisions of 105 CMR 590.000.
- (b) Bed and breakfast homes and bed and breakfast establishments, which require a permit, shall be inspected by the board of health upon application for an original permit and within the six months prior to renewal of a permit, and as often as necessary for the enforcement of 105 CMR 590.000.
- (c) Food preparation and protection: Residential kitchens in bed and breakfast homes and bed and breakfast establishments.
1. Food shall be prepared and protected in accordance with 105 CMR 590.000.
 2. Food, utensils and equipment shall be stored in a manner to avoid contamination.
 3. The following food handling practices for potentially hazardous foods are prohibited: cooling and reheating prior to service, hot holding for more than two hours, and service of leftovers.
 4. All food temperature requirements shall be met as contained in 105 CMR 590.000. Hot and cold holding equipment shall be provided to maintain potentially hazardous foods at temperatures required by 105 CMR 590.000.

(2) Residential Kitchens: Retail Sale.

- (a) A food establishment permit shall be required if food is prepared in or distributed from a residential kitchen for retail sale except as exempted under the definition of food establishment in 105 CMR 590.002 and shall comply with the minimum requirements of 105 CMR 590.009(D) as well as the Administration and Enforcement (105 CMR 590.010 through 590.021), *except they shall be exempt from 105 CMR 590.043, "Plan Submission and Approval" in which case only an intended list of food to be prepared or distributed shall be submitted to the board of health with their application for permit.* In addition, the following requirements shall be met:
- (b) **Food Preparation and Protection: Residential Kitchen for Retail Sale.**
1. Only non-potentially hazardous foods and foods which do not require refrigeration and a variance in accordance with 105 CMR 590.010(H) shall be prepared in or distributed from a residential kitchen for retail sale to the public except as exempted under the definition of food establishment in 105 CMR 590.002. Ingredients that are potentially hazardous foods, such as milk, cream, and eggs, may be used in food preparation for the public provided that the final product is not a potentially hazardous food.
 2. Wholesale operations requiring a food processor registration by the

Department shall not be conducted in an establishment holding a residential kitchen permit.

3. Only immediate family members residing in the household may prepare food for retail sale in a residential kitchen.

(3) General Requirements for All Residential Kitchens.

(a) Food Supplies.

Food shall be obtained from approved sources, shall be in sound condition, and be safe for human consumption. Foods, which do not comply with 105 CMR 590.000, shall not be served to the public and shall either be stored separately or labeled for private use. A separate shelf or portion thereof within a refrigerator shall be an acceptable form of separate storage. In addition to requirements set forth in FC 3- 201.11(C), packaged food shall also meet requirements set forth in 105 CMR 520.000: Labeling.

(b) Personal Health and Hygiene.

Food employees shall conform to employee health and hygiene requirements in 105 CMR 590.000.

(c) Handwashing.

A soap dispenser and disposable towels for use in handwashing shall be provided at the kitchen sink. This sink shall not be used for handwashing after toilet use but may be used for food preparation and warewashing provided it is cleaned and sanitized prior to and between use.

(d) Toilet Room.

A toilet room shall be available for use by food employees. Toilet rooms opening to the kitchen or dining area shall have adequate ventilation. Ventilation may be provided by window(s) or by mechanical means. A soap dispenser and disposable towels shall be provided for handwashing in toilet rooms used by food employees.

(e) Equipment and Utensil Design And Construction.

All equipment and utensils shall be constructed of safe materials and maintained in good repair.

(f) Food-Contact Surfaces.

All food contact surfaces, counters, sinks and work surfaces in the establishment shall be smooth, non-absorbent and easily cleanable.

(g) Cleaning and Sanitizing.

1. Food contact surfaces of equipment, tableware and utensils shall be cleaned and sanitized prior to food preparation for the public and after each use in accordance with 105 CMR 590.000.
2. For manual cleaning and sanitizing of cooking equipment, utensils and tableware, three compartments shall be provided and used; or a two compartment sink may be used if single service tableware is provided, or when an approved detergent sanitizer is used in accordance with FC 4-501.114 and FC 4-301.12. The board of health may allow the use of compartments other than sinks, such as tubs and basins.

3. A domestic or home style dishwasher may be used provided the following performance criteria are met:
 - a. The dishwasher must effectively remove physical soil from all surfaces of dishes, equipment and utensils.
 - b. The operator shall provide and use daily a maximum registering thermometer or a heat thermal label to determine that the dishwasher's internal temperature is a minimum of 150° F after the final rinse and drying cycle. Records of this testing shall be kept on file for 30 days.
 - c. The dishwasher must be installed and operated according to manufacturer's instructions for the highest level of sanitization possible when sanitizing residential kitchen facilities' utensils and tableware; a copy of the instructions must be available on the premises at all times.

4. There shall be sufficient area or facilities such as portable dish tubs and drain boards for the proper handling of soiled utensils prior to washing and of cleaned utensils after sanitization so as not to interfere with safe food handling, handwashing and the proper use of dishwashing facilities. Equipment, utensils and tableware shall be air-dried.

(h) Insect Proof/Rodent Proof.

1. Food service preparation and storage areas shall be constructed and maintained to prevent the entry of pests and other vermin.
2. Pesticides and rodenticides shall be applied according to law.

(i) Premises.

1. Pets may be present on the premises, but shall be kept out of food preparation and dining areas during food preparation and service to the public.
2. Laundry facilities may be present in the kitchen, but shall not be used during food preparation and service to the public.
3. Cooking facilities in the kitchen shall not be available to guests.

(j) Garbage Receptacles.

Impervious receptacles shall be provided for storage of garbage and refuse.

(k) Water Supply.

Hot and cold water under pressure shall be provided and shall be from an approved source.

(l) Sewage.

Sewage shall be disposed of through an approved system that is:

1. A public sewage treatment plant; or
2. An individual sewage disposal system that is sized, constructed, maintained, and operated according to law.



TOWN OF WATERTOWN

Board of Health

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6446
Fax: 617-972-6499
www.watertown-ma.gov

To: All Local Food Establishments

From: Watertown Health Department

Re: Allergen Awareness Act

On June 9, 2010, the MDPH Public Health Council voted to amend the State Sanitary Code, Chapter X: Minimum Sanitation Standards for Food Establishments (105 CMR 590.000) in order to implement requirements of the Allergen Awareness Act, M.G.L. c. 140, § 6B.

All food establishments that cook, prepare, or serve food intended for immediate consumption either on or off the premises must comply with 105 CMR 590.009 (H).

Compliance with this section of the State Sanitary Code will consist of:

1. As of October 1, 2010, food establishments must display a copy of the MDPH approved poster from the Food Allergy & Anaphylaxis Network (FA&AN) in the employee work area. This poster is available on the FA&AN website at <http://foodallergy.org/page/restaurant-poster>.
2. As of October 1, 2010, all menus (including dessert and drink menus), menu boards (including Drive-Through signs), and/or point of ordering and service must display the words "Before placing your order, please inform your server if a person in your party has a food allergy".
3. By **February 1, 2011**, such food establishments shall have, on staff, a certified food protection manager who has been issued a MA certificate of allergen awareness training by an allergen awareness training verification program recognized by the MDPH. Enclosed is a list of vendors approved by MDPH.

Please be advised, non compliance with this regulation constitutes a critical violation that requires immediate correction.

If you have any questions, please contact the Health Department at (617) 972-6446.



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Bureau of Environmental Health
Food Protection Program
305 South Street, Jamaica Plain, MA 02130-3597
(617) 983-6712 (617) 983-6770 - Fax

**Massachusetts Food Protection Manager Certification
Exam and Trainer Directory**

This directory was compiled to assist individuals and retail food businesses to find optional training programs and/or examinations for compliance with the food protection management certification requirement in 105 CMR 590.003(A)
(2). Trainers listed in this directory:

- 1) meet the recommended instructor qualification identified in the *Massachusetts Guideline for Food Protection Manager Training Programs*,
- 2) use one or more of the Food Protection Manager Certification exams recognized in Massachusetts. The exams are provided by one of the four accredited test development organizations listed below, and
- 3) include in their training, the provisions of 105 CMR 590.000 that are unique to Massachusetts.

When choosing a trainer, we strongly recommend that you contact as many trainers as possible and obtain the following information:

- Examination offered (see list below)
- Length of training/class schedules
- Cost of exam and/or training
- Educational background of the trainer
- Food safety experience of the trainer
- References from previous students

Nationally Accredited Exam Organizations Recognized in Massachusetts

Prometric
(Formerly Thomson Prometric and Exporior Assessments)
7941 Corporate Dr.
Nottingham, MD 21236
1-443-751-4800 or 1-866-PROMETRIC (776-6387)

ServSafe
The Educational Foundation of the National Restaurant Association
175 West Jackson Blvd., Suite 1500
Chicago, IL 60604
1-800-765-2122

National Registry of Food Safety Professionals
1200 E. Hillcrest St., Suite 303
Orlando, FL 32803
1-800-446-0257

360training.com (Learn2Serve)
13801 Burnet Rd., Suite 100
Austin, TX 78727
1-888-360-8764

AboveTraining/StateFoodSafety.com
507 E. Technology Avenue, Building C
Orem, UT 84097
1-801-494-1419

Note: All exams carry a five-year expiration date

The Massachusetts Department of Public Health does not in any way endorse or recommend any of the individuals or organizations presented on this list nor does the Department preclude anyone not on the list from conducting food safety training. The Department does not evaluate trainers and does not guarantee the success of their programs. Please note that this is not a comprehensive list and, although it is periodically updated, there is no guarantee that all information is current. You may also contact industry and regulatory organizations as well as telephone directories for further listings. Please note that all exams recognized by the Department carry a five-year expiration date. Directory last updated on 03/13/17.

Trainers

Patricia Alves, MBA
10 King's Row
Sandwich, MA 02563
Tel: 508-888-6351
PatriciaEdwar2@aol.com
*Instructional Languages: English,
Portuguese*

Melissa Anne Baron, MSH, RD, LD/N
11 Hubbard St.
Lenox, MA 01240
Tel: 413-637-3451(H)
Tel: 413-358-3031(Cell)
melissabaron@aol.com
www.safefoodworks.com
Instructional Languages: English

Lisa Berger, MPH, CP-FS
PO Box 180446
Boston, MA 02118
Tel: 617-445-1647
Fax: 617-974-8764
lisa@servingsafefood.com
www.servingsafefood.com
*Instructional Languages: English, Spanish,
Portuguese*

Henry M.J. Biagi
26 James St. Extension
Derry, NH 03038-4527
Tel: 603-434-0536
Fax: 603-434-0537
designsbybiagi@comcast.net
Instructional Languages: English

Arthur Bloomquist
109 West St.
Plympton, MA 02367
Tel: 781-585-2666
arthurbloomquist@yahoo.com
www.cleanrestaurants.com
Instructional Languages: English

Gary Boudreau, CP-FS
6 Crawford St., Suite 12
Cambridge, MA 02139
Tel: 617-599-3590
Fax: 617-576-4712
gary@bluefinconsultants.com
www.bluefinconsultants.com
Instructional Languages: English, Spanish

Suzanne Fusini Collins, RN, MSN, MBA
52 Palmer Rd., P.O. Box 394
Brimfield, MA 01010
Tel: 413-245-4575
Fax: 413-245-4575
suzcollins@charter.net
Instructional Languages: English

Jacqueline McKenna-Dalton, CP-FS, CEHT
18 Lexington Lane
Millis, MA 02054
and
76 Willow St.
West Roxbury, MA 02132
Tel: 781-267-3985
Fax: none
Jacquildalt@aol.com
Instructional Languages: English

Victoria J D'Costa
968 Washington St.
Stoughton, MA 02072
Tel: 781-344-6344
Fax: 781-341-3978
VDCosta@ESIQual.com
www.ESIQual.com
Instructional Languages: English, Spanish

Kevin C. Doherty, CEC, CP-FS
27 Sparhawk St.
Brighton, MA 02135
Tel: 617-624-2503
Fax: 617-624-1660
Instructional Languages: English

Richard Doyon, MS
12 Cleveland Rd.
Beverly, MA 01915
Tel: 978-232-9900
Fax: 508-862-0105
pilgrimone@aol.com
Instructional Languages: English, Spanish

John Donohue
34 Donald Tennant Circle
North Attleboro, MA 02760
Tel: 508-699-4340
Fax: 508-699-4340
JD02760@yahoo.com
Instructional Languages: English

Trainers

Fred T. Faria
56 Main St., /P.O. Box 165
Hope, RI 02831
Tel: 401-828-5355
Fax: 401-822-4068
ftfaria001@gmail.com
www.fariaassociates.net
Instructional Languages: English, Spanish

John Fratiello
1005 Main Street, Suite 1225
Pawtucket, RI 02860
Tel: 401-475-9696
Cell: 860-460-5569
Jfrat3@gmail.com
www.kidsfirstri.org
Instructional Languages: English

Thomas J. Goodfellow, RS, CHO, CEHT
53 Salfish Dr.
East Falmouth, MA 02536
Tel: 617-364-2647
tgfelo46@gmail.com
Instructional Languages: English

Lisa Smith Gossels, MS, RD, LDN
12 Juniper Lane
Framingham, MA 01701
Tel: 508-397-9048
Lisasmithrd@verizon.net
LESRD712@gmail.com
Instructional Languages: English

Monica V. Grezzi-Mulea
247 Northampton St., Suite 1
P.O. Box 358
Easthampton, MA 01027
Tel: 413-387-2204
safeandhealthyedu@yahoo.com
www.safeandhealthyedu.com
Instructional Languages: English, Spanish

Allen Gromko, CP-FS
11 Heard Dr.
Ipswich, MA 01938
Tel: 978-356-4942
Fax: 978-356-9606
allengromko@verizon.net
Instructional Languages: English

Victoria E. Hart
3 Gardner Rd.
Peabody, MA 01960
Tel: 508-596-4169
Fax: 978-977-0480
vhartsolutionservices@gmail.com
Instructional Languages: Spanish, English

Ronald Herzberg, RS
PO Box 898
Sagamore Beach, MA 02562
Tel: 508-888-3775
Fax: 719-466-7655
handsonhealthassociates.com
Instructional Languages: English

Patrick Higgins
PO Box 24
Swansea, MA 02777
Tel: 508-642-5274
Fax: 866-283-8301
patrick@servsafeclasses.com
Instructional Languages: English

Ruth I. Jones BSN, RN, BC, CP-FS
440 East Squantum St.
Quincy, MA 02171
Tel: 617-376-1286
Cell: 617-708-6812
Fax: 617-376-1161
rjones@quincyma.gov
www.quincyma.gov
Instructional Languages: English

Rose Marie Karparis, RN, MPH
68 Florence Rd.
Florence, MA 01062
Tel: 413-584-9355
Cell: 413-250-3050
roe.karparis@comcast.net
Instructional Languages: English

Janice L. King, RD, LDN, SFNS
147 West Main St.
West Brookfield, MA 01585
Tel: 508-867-9735
Fax: 508-867-2600
janicelking@rcn.com
Instructional Languages: English

Trainers

Dirk Kiefer

157 B Hartford St.
Natick, MA 01760
Tel: 508-816-9694
Fax: 508-315-3065
Kief53aol.com

Instructional Languages: English, Spanish, Portuguese

Adrian "Bud" Konn, CP-FS

45 Woodhill Hooksett Rd.
Bow, NH 03304
Tel: 855-478-7246
Fax: 603-224-3663
Bud@HRFoodSafe.com
www.HRFoodSafe.com

Instructional Languages: English, Spanish

Bon Koo

232 California St.
Newton, MA 02458
Tel: 617-216-3830
info@seatoyousushi.com
m.seatoyousushi.com

Instructional Languages: English

Wai Pak Kwan

18 Apex St.
Quincy, MA 02169
Tel: 781-664-7428
helloroger1999@yahoo.com

Instructional Languages: English, Mandarin, Cantonese, Fujianese, and Taisonese

Dottie LeBeau

P.O. Box 37
Hope, RI 02831
Tel: 401-385-9040
Fax: 401-385-9041
deejaylebeau@verizon.net
www.foodsafety-certification.com

Instructional Languages: English

Joanne Lee, RS

44 Mill St.
Boston, MA 02122
Tel: 617-645-5291
joannecurtislee@gmail.com
www.hoteltrainingcenter.org
[click on ServSafe (bottom of page)]
Instructional Language: English

Maureen Lee

18 Shipley Circle
Westford, MA 01886
Tel: 978-621-2616
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afoodsafety@yahoo.com
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Fax: 508-746-9353 (call before faxing)
also.foodcheck@verizon.net
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Tel: 781-321-5065 (c)
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berkshiresafefood@gmail.com
www.berkshiresafefood.com
Instructional Languages: English and Spanish

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Fax: 508-541-8346
stimresources@verizon.net
www.providingsafefood.com
Instructional Languages: English

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Stoughton, MA 02072
Tel: 781-344-6344/ 800-443-0511
Fax: 781-341-3978
JSzeto@ESIQual.com
www.ESIQual.com
Instructional Languages: Cantonese, Mandarin, Taishan, English

William Tribelli Sr.
P.O. Box 3681
Cranston, RI 02910
Tel: 401-275-5004
Fax: 401-275-5568
w.tribel@verizon.net
www.tribelliconsulting.com
Instructional Languages: English

Vince Ventresca
968 Washington St. 2nd Floor
Stoughton, MA 02072
Tel: 781-344-6344
Fax: 781-341-3978
pventresca@esigual.com
Instructional Languages: English, Portugese Spanish

Sam Wong, Ph.D.
West Boylston, MA 01583
mdconsulting@charter.net
Instructional Languages: Chinese

Steven D. Yenco
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Fax: 203-245-7073
sdyenco@basyc.com
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Khalil Zadeh, DVM, MPH
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Canton, MA 02021
Tel: 781-401-9999 / 781-401-9944
Fax: 781-401-9998
kszadeh@lapucklabs.com
Instructional Languages: English

**Academia, Industry
Associations, and
Online Courses of Study**

**Cape Cod Cooperative Extension
(Barnstable County)**

P. O. Box 367
Barnstable, MA 02630
Tel: 508-375-6690
Fax: 508-362-4518
www.capecodextension.org
Instructional Languages: English

**Food Marketing Institute - SuperSafe
Mark Program**

2345 Crystal Dr.
Arlington, VA 22202
Tel: 202-220-0659
Fax: 202-220-0876
www.supermark.com
Instructional Languages: English

MA Restaurant Association

333 Turnpike Rd. - Suite 102
Southborough, MA 01772-1775
Tel: 508-303-9905
Fax: 508-303-9985
www.marestaurantassoc.org
Instructional Languages: English

Massasoit Community College

1 Massasoit Blvd
Brockton, MA 02302-3996
Tel: 508-588-9100 Ext.1307, Ext.1509,
Ext.1692
Fax: 508-427-1250- Brockton Campus
www.massasoit.mass.edu-brockton/canton
Instructional Languages: English

North Shore Community College

Ferncroft Rd.
Danvers, MA 01923
Tel: 978-762-4000
Instructional Languages: English
Tel: 413-545-0552
Fax: 413-545-1074
http://www.umass.edu/umext/nutrition/programs/food_safety/index.html
Instructional Languages: English

**UMASS Extension Nutrition Education
Program**

Department of Nutrition
Chenoweth Laboratory
University of Massachusetts
Amherst, MA 01003-9282
Tel: 413-545-1079
Fax: 413-545-1074

TAP Series, LLC

5655 Lindero Canyon Rd., Suite 501
Westlake Village, CA 91362
Tel: 888-826-5222
Fax: 818-889-8798
info@tapseries.com
www.tapseries.com
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Tel: 800-676-3121
info@PremierFoodSafety.com
www.PremierFoodSafety.com
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Food Safety Training Center

P.O. Box 3134
Montgomery, AL 36109
Tel: 334-834-1714
Fax: 334-269-1977
AndyBozeman@FoodSafetyTrainingCenter.com
www.FoodSafetyTrainingCenter.com
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AboveTraining Inc./StateFoodSafety.com

507 E. Technology Ave., Bldg. C
Orem, UT 84097
Tel: 801-494-1416
Fax: 801-226-4315
support@statefoodsafety.com
www.StateFoodSafety.com
*Instructional Languages: English and
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**Academia, Industry
Associations, and
Online Courses of Study**

Eastern Food Safety

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Braintree, MA 02184
Tel: 781-356-1467
Fax: 781-356-3960
cindy@easternfoodsafety.com
www.easternfoodsafety.com
*Instructional Languages: English and
Spanish online course of study*

Berger Food Safety Consulting

PO Box 180446
Boston, MA 02118
Tel: 617-445-1647
Fax: 617-974-8764
lisa@servingssafefood.com
www.servingssafefood.com
*Instructional Languages: English online
course of study*

Paster Training, Inc.

25 Swinehart Road
Gilbertsville, PA 19525
Tel: 610-970-1776
Fax: 484-415-0140
info@pastertraining.com
www.pastertraining.com
*Instructional Languages: English online
course of study*

Minimum Requirements for Packaged-food Labeling

The Massachusetts Food Protection Program has prepared this guide to help you develop a food label that complies with Massachusetts and federal labeling requirements. For additional information, please refer to the resources listed on the back panel.

Foods that Require Labeling

All packaged foods must be labeled in accordance with Massachusetts and federal labeling regulations, including all foods intended for retail sale that are manufactured in licensed residential kitchens.



For interpretations and assistance with labeling regulations, please contact:

Food Protection Program
Bureau of Environmental Health
Massachusetts Department of Public Health
305 South Street
Jamaica Plain, MA 02130

Phone: 617-983-6712

Fax: 617-983-6770

TTY: 617-624-5286

Web: www.mass.gov/dph/fpp

Or the U.S. Food and Drug Administration
<http://www.cfsan.fda.gov/label.html>
Office of Nutritional Products, Labeling, and
Dietary Supplements: 301-436-2371

Minimum Information Required on a Food Label

The Massachusetts and federal labeling regulations require the following information on every food label:

- Common or usual name of the product.
- All ingredients listed in descending order of predominance by weight, and a complete listing of sub-ingredients.

Example of a sub-ingredient: Flour (bleached wheat flour, malt barley, flour, niacin, iron, potassium thiamine, thiamine mononitrate, riboflavin).

- Net weight of product.

Dual declaration of net weight, if product weighs one pound or more.

Example: 1 pound [16 oz.]

- "Keep refrigerated" or "Keep frozen" (if product is perishable).

- All perishable or semi-perishable foods require open-dating and recommended storage conditions printed, stamped, or embossed on the retail package.

- Once an open-date has been placed on a product, the date may not be altered.

- Name and address of the manufacturer, packer, or distributor. If the company is not listed in the current edition of the local telephone book under the name printed on the label, the street address must also be included on the label.

- Nutrition labeling.

- If a food product has a standard of identity, the food must meet the standard in order to be offered for sale under that product name.

- All FDA certified colors.

Example: FD&C Yellow #5, FD&C Red #3

Massachusetts Open-dating Regulation

To comply with the Massachusetts open-dating labeling regulation, a "sell-by" or "best-if-used-by" date is required if the product has a recommended shelf life of fewer than 90 days.

Foods exempt from this requirement include: fresh meat, poultry, fish, fruits, and vegetables offered for sale unpackaged or in containers permitting sensory examination, and food products pre-packaged for retail sale with a net weight of less than 1½ ounces.

Foods may be sold after the open-date if the following conditions are met:

- It is wholesome and good quality.
- The product is segregated from food products that are not "past date," and the product is clearly marked as being "past date."

Health Claims

Health claims allowed by the FDA on a label are limited to the following relationships between diet and disease:

1. Calcium and reduced risk of osteoporosis.
2. Sodium and increased risk of hypertension.
3. Dietary saturated fat and cholesterol and increased risk of heart disease.
4. Dietary fat and increased risk of cancer.
5. Fiber-containing grain products, fruits, and vegetables and reduced risk of cancer.
6. Fruits/vegetables and reduced risk of cancer.
7. Fruits, vegetables, and grain products that contain fiber, particularly soluble fiber and reduced risk of heart disease.
8. Soluble fiber from certain foods and reduced risk of heart disease.
9. Folic acid and reduced risk of neural tube defects.
10. Soy protein & reduced risk of heart disease.
11. Stanols/sterols and reduced risk of heart disease.
12. Dietary non-carbogenic carbohydrate sweeteners and reduced risk of tooth decay.

Food Allergen Labeling

The Food Allergen Labeling and Consumer Protection Act of 2004 (FALCPA) addresses the labeling of foods that contain any of the eight major food allergens.

FALCPA defines "major food allergens" as

- Milk
- Fish
- Egg
- Crustacean Shellfish
- Peanuts
- Tree Nuts
- Soybeans
- Wheat

All ingredients that contain a major food allergen must be labeled, even if they are exempted from labeling by being a spice, flavoring, coloring or incidental additive.

FALCPA requires the labeling of food allergens in one of two ways.

1. In the ingredient statement, include the common or usual name of the food source, followed by the name of the allergen in parentheses. For example: **Ingredients: Flour (wheat), whey (milk)**
2. After the ingredient statement, place the word, "Contains," followed by the name of the food allergen. For example: **Contains: Wheat, Milk**

FALCPA requires that:

- For Tree Nuts, the specific type of nut must be declared.
Example: almonds, pecans, walnuts
- For Fish and Crustacean Shellfish, the species must be declared.
Example: cod, salmon, lobster, shrimp

FALCPA's requirements apply to all packaged foods sold in the United States, including both domestically manufactured and imported foods.

Resource Information on Labeling

Principal display panel
105 CFR 520.101
21 CFR 101.0

Information panel
105 CFR 520.102
21 CFR 101.2

Identity labeling of food
105 CFR 520.103
21 CFR 101.3

Nutrition labeling
105 CFR 520.109
21 CFR 101.9

Misbranding of food
105 CFR 520.118
MGL C. 94 sec. 187
21 CFR 101.18

Mandatory labeling information
105 CFR 520.020

Natural and organic labeling
105 CFR 520.116

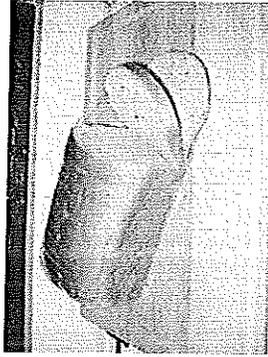
Trans Fat
<http://www.cfsan.fda.gov/~dms/transgui.html>

Allergens
Food Allergen Labeling and Consumer Protection Act of 2004 (FALCPA) (Public Law 108-282) Guidance for Industry
<http://www.cfsan.fda.gov/~dms/aigruid4.html>

NOTE: This brochure is only a guide.
Since regulations are amended from time to time, it is the responsibility of licensees to know and abide by all current labeling regulations. Always consult official Massachusetts and federal regulations to ensure labels are in full compliance.

Massachusetts

Minimum Requirements for Packaged-Food Labeling



WHEAT BREAD

Ingredients: Flour (bleached wheat flour, malt barley, flour, niacin, iron, potassium thiamine, thiamine mononitrate, riboflavin, folic acid), Sugar, Eggs, Water, Milk, Margarine (liquid soybean oil, partially hydrogenated soybean oil, water, salt, whey, soybean lecithin, vegetable mono & diglycerides, sodium benzoate as a preservative, potassium caseinate [a milk protein], artificially colored, FD&C Red #3, artificially flavored, vitamin A, dalmite added), Yeast, Salt

Contains: Wheat, Eggs, Milk, Soy

Sell by: 9/22/08

Net Weight: 1 pound (16 oz.)

The Bakery
412 Main Street
Anytown, MA 01234



Food Protection Program
Bureau of Environmental Health
Massachusetts Department of Public Health
July 2008, 4th edition

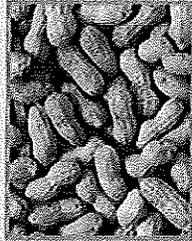
Food Allergies

what you need to know



Millions of people have food allergies that can range from mild to life-threatening.

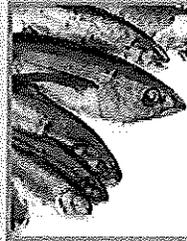
Most Common Food Allergens



Peanuts



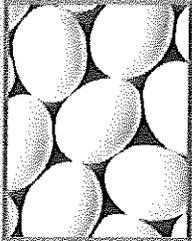
Tree nuts



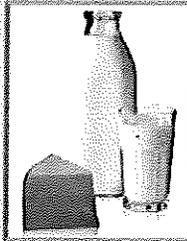
Fish



Shellfish



Eggs



Milk



Wheat



Soy

*** Always let the guest make their own informed decision.**

When a guest informs you that someone in their party has a food allergy, follow the four R's below:

- **Refer** the food allergy concern to the chef, manager, or person in charge.
- **Review** the food allergy with the guest and check ingredient labels.
- **Remember** to check the preparation procedure for potential cross-contact.
- **Respond** to the guest and inform them of your findings.

*** Sources of Cross Contact:**

- Cooking oils, splatter and steam from cooking foods.

When any of the below come into contact with food allergens, all must be washed thoroughly in hot, soapy water:

- All utensils (spoons, knives, spatulas, tongs, etc.), cutting boards, bowls and hotel pans.
- Sheet pans, pots, pans and **DON'T FORGET FRYERS AND GRILLS.**

*** If a guest has an allergic reaction, notify management and call 911.**

Food Safety Questions and Answers for Residential Kitchens

Introduction: The provision of food to the public (for free or for sale) is regulated by the Food Protection Program in the Massachusetts Department of Public Health. The regulations, 105 CMR 590, establish standards designed to prevent the spread of food borne illnesses and are based upon federal food safety regulations in the Federal 1999 Food Code. Local Boards of Health are charged with implementing these state and federal regulations.

What Can be Prepared in a Home Kitchen? In accordance with State Department of Public Health Food Protection Program guidelines and recommendations, the only foods which may be prepared at a home kitchen and served at a potluck or similar "open to the public" function are "non-potentially hazardous foods" including shelf stable baked goods, such as brownies, quick breads, rolls, cakes that do not have dairy or egg fillings or icings, and fruit pies not requiring refrigeration.

What are the Requirements for Serving Potentially Hazardous Foods at a Public Event? Potentially hazardous foods (explained below) may only be served if BOTH of the following conditions are met:

- The food is prepared under the direction of a certified food protection manager OR by a caterer licensed by the Watertown Health Department who is trained in food safety principles and has equipment dedicated to keep foods at approved holding temperatures.
- The facility where the event is held has obtained either a temporary or permanent food establishment license from the Watertown Health Department

What is "Open to the Public"? Events that are advertised to the community through the media, publicly displayed signs, flyers etc. or are otherwise open to all, are considered public and are subject to these requirements.

What are Potentially Hazardous Foods? Potentially Hazardous Foods are food items requiring temperature control (either below 40°F or above 14°F) to prevent the rapid growth of pathogens or toxigenic microorganisms (bacteria that can produce toxic substances such as botulism). Note that potentially hazardous foods include most items commonly served at potluck or similar meals, such as:

- animal-based foods such as raw or cooked eggs, meat, fish or poultry, including chilis and soups
- cooked plant-based food such as rice, potatoes, or pasta
- raw seed sprouts, cut melons, cut tomatoes and garlic in oil mixtures
- Hot or cold entrees, cheeses, dips, casseroles, cream filled pastries or pies
- Any other food that can support the rapid growth of infectious or toxigenic microorganisms if not kept at the proper temperature.

What about bake sales for charitable events? Bake sales are exempt from these requirements provided they are for charitable organizations and sell/offer only shelf stable baked goods that do not require refrigeration.

- Such events do not require a food license and shelf stable baked goods that do not require refrigeration may be prepared in private homes.
- Further, we recommend that the information sheet on food allergies available through the DPH website be utilized. (www.mass.gov/dph)

Residential Kitchen Food Permit Requirements, 105 CMR 590.000

(1) Residential Kitchens in Bed and Breakfast Establishments

- (a) All bed and breakfast homes serving full breakfast and bed and breakfast establishments serving full or continental breakfast shall require a food establishment permit and shall comply with the minimum requirements of 105 CMR 590.009(D) as well as the Administration and Enforcement sections (105 CMR 590.010 through 590.021), *except they shall be exempt from 105 CMR 590.043, "Plan Submission and Approval" in which case only an intended menu shall be submitted to the board of health with their application for permit.* However, bed and breakfast establishments with ten guestrooms or more shall comply with all provisions of 105 CMR 590.000.
- (b) Bed and breakfast homes and bed and breakfast establishments, which require a permit, shall be inspected by the board of health upon application for an original permit and within the six months prior to renewal of a permit, and as often as necessary for the enforcement of 105 CMR 590.000.
- (c) Food preparation and protection: Residential kitchens in bed and breakfast homes and bed and breakfast establishments.
1. Food shall be prepared and protected in accordance with 105 CMR 590.000.
 2. Food, utensils and equipment shall be stored in a manner to avoid contamination.
 3. The following food handling practices for potentially hazardous foods are prohibited: cooling and reheating prior to service, hot holding for more than two hours, and service of leftovers.
 4. All food temperature requirements shall be met as contained in 105 CMR 590.000. Hot and cold holding equipment shall be provided to maintain potentially hazardous foods at temperatures required by 105 CMR 590.000.

(2) Residential Kitchens: Retail Sale.

- (a) A food establishment permit shall be required if food is prepared in or distributed from a residential kitchen for retail sale except as exempted under the definition of food establishment in 105 CMR 590.002 and shall comply with the minimum requirements of 105 CMR 590.009(D) as well as the Administration and Enforcement (105 CMR 590.010 through 590.021), *except they shall be exempt from 105 CMR 590.043, "Plan Submission and Approval" in which case only an intended list of food to be prepared or distributed shall be submitted to the board of health with their application for permit.* In addition, the following requirements shall be met:
- (b) Food Preparation and Protection: Residential Kitchen for Retail Sale.
1. Only non-potentially hazardous foods and foods which do not require refrigeration and a variance in accordance with 105 CMR 590.010(H) shall be prepared in or distributed from a residential kitchen for retail sale to the public except as exempted under the definition of food establishment in 105 CMR 590.002. Ingredients that are potentially hazardous foods, such as milk, cream, and eggs, may be used in food preparation for the public provided that the final product is not a potentially hazardous food.
 2. Wholesale operations requiring a food processor registration by the

Department shall not be conducted in an establishment holding a residential kitchen permit.

3. Only immediate family members residing in the household may prepare food for retail sale in a residential kitchen.

(3) General Requirements for All Residential Kitchens.

(a) Food Supplies.

Food shall be obtained from approved sources, shall be in sound condition, and be safe for human consumption. Foods, which do not comply with 105 CMR 590.000, shall not be served to the public and shall either be stored separately or labeled for private use. A separate shelf or portion thereof within a refrigerator shall be an acceptable form of separate storage. In addition to requirements set forth in FC 3- 201.11(C), packaged food shall also meet requirements set forth in 105 CMR 520.000: Labeling.

(b) Personal Health and Hygiene.

Food employees shall conform to employee health and hygiene requirements in 105 CMR 590.000.

(c) Handwashing.

A soap dispenser and disposable towels for use in handwashing shall be provided at the kitchen sink. This sink shall not be used for handwashing after toilet use but may be used for food preparation and warewashing provided it is cleaned and sanitized prior to and between use.

(d) Toilet Room.

A toilet room shall be available for use by food employees. Toilet rooms opening to the kitchen or dining area shall have adequate ventilation. Ventilation may be provided by window(s) or by mechanical means. A soap dispenser and disposable towels shall be provided for handwashing in toilet rooms used by food employees.

(e) Equipment and Utensil Design And Construction.

All equipment and utensils shall be constructed of safe materials and maintained in good repair.

(f) Food-Contact Surfaces.

All food contact surfaces, counters, sinks and work surfaces in the establishment shall be smooth, non-absorbent and easily cleanable.

(g) Cleaning and Sanitizing.

1. Food contact surfaces of equipment, tableware and utensils shall be cleaned and sanitized prior to food preparation for the public and after each use in accordance with 105 CMR 590.000.
2. For manual cleaning and sanitizing of cooking equipment, utensils and tableware, three compartments shall be provided and used; or a two compartment sink may be used if single service tableware is provided, or when an approved detergent sanitizer is used in accordance with FC 4-501.114 and FC 4-301.12. The board of health may allow the use of compartments other than sinks, such as tubs and basins.

3. A domestic or home style dishwasher may be used provided the following performance criteria are met:

- a. The dishwasher must effectively remove physical soil from all surfaces of dishes, equipment and utensils.
- b. The operator shall provide and use daily a maximum registering thermometer or a heat thermal label to determine that the dishwasher's internal temperature is a minimum of 150° F after the final rinse and drying cycle. Records of this testing shall be kept on file for 30 days.
- c. The dishwasher must be installed and operated according to manufacturer's instructions for the highest level of sanitization possible when sanitizing residential kitchen facilities' utensils and tableware; a copy of the instructions must be available on the premises at all times.

4. There shall be sufficient area or facilities such as portable dish tubs and drain boards for the proper handling of soiled utensils prior to washing and of cleaned utensils after sanitization so as not to interfere with safe food handling, handwashing and the proper use of dishwashing facilities. Equipment, utensils and tableware shall be air-dried.

(h) Insect Proof/Rodent Proof.

1. Food service preparation and storage areas shall be constructed and maintained to prevent the entry of pests and other vermin.
2. Pesticides and rodenticides shall be applied according to law.

(i) Premises.

1. Pets may be present on the premises, but shall be kept out of food preparation and dining areas during food preparation and service to the public.
2. Laundry facilities may be present in the kitchen, but shall not be used during food preparation and service to the public.
3. Cooking facilities in the kitchen shall not be available to guests.

(j) Garbage Receptacles.

Impervious receptacles shall be provided for storage of garbage and refuse.

(k) Water Supply.

Hot and cold water under pressure shall be provided and shall be from an approved source.

(l) Sewage.

Sewage shall be disposed of through an approved system that is:

1. A public sewage treatment plant; or
2. An individual sewage disposal system that is sized, constructed, maintained, and operated according to law.