



## Town of Ashland

Board of Health  
Town Hall  
101 Main Street  
Ashland, MA 01721  
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Director of Public Health

### FARMERS MARKET FOOD PERMIT APPLICATION

Applicant's Name: \_\_\_\_\_

Name of Business (if different): \_\_\_\_\_

Business Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Webpage: \_\_\_\_\_

E-mail: \_\_\_\_\_

- 1) List all food and food products to be sold at the Farmers Market: (Ex: pies, cakes, jams, jellies, breads, sauces, spreads, etc. Attach a list if that is easier.)

\_\_\_\_\_

- 2) List the name and address of distributors, suppliers, meat or poultry packing plants for any product to be sold at the Farmers Market not packed or processed at your business location. \_\_\_\_\_

\_\_\_\_\_

- 3) Processed foods properly packaged and labeled:  Yes  No
- 4) Food Temperature control method to ensure refrigerated/ freezer temperatures are maintained during Farmers Market operations:  Ice  Dry Ice  Gas  Mechanical Refrigeration  Other
- 5) Thermometers available inside coolers and mechanical refrigeration units to measure food temperatures during Farmers Market operations:  Yes  No
- 6) Describe food transportation methods to the Farmers Market to ensure food is protected from contamination and food is kept at the correct temperatures. \_\_\_\_\_
- \_\_\_\_\_
- 7) Describe measures to protect food from contamination during Farmers Market operations:
- \_\_\_\_\_
- \_\_\_\_\_
- 8) All food is stored at least six inches from the ground:  Yes  No

- 9) All food is not stored under direct sunlight during Farmers Market operations to prevent temperature elevation of food products:  Yes  No
- 10) Single use non-latex disposable gloves provided for handling ready to eat foods:  Yes  No
- 11) Effective hair restraints provided:  Yes  No
- 12) Describe means for storage and disposal of rubbish and garbage.
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- 13) Will you be sampling food products?  Yes  No
- 14) If so, list the type of food you intend to sample: \_\_\_\_\_
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- 15) All food samples must be pre-prepared for sampling at the licensed facility where the food is produced. List type of utensils and equipment used to ensure food products are protected from contamination.
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- 16) If samples are provided, then a hand wash station must be provided. The hand wash station must have running water that flows under its own pressure, liquid soap, disposable towels or mechanical hand drying, and a method to collect waste water. Bottle water with a pull out spout is acceptable, see attached Hand Wash diagram. Please describe how wastewater will be disposed of in a safe manner.
- 17) Attach copies of all applicable permits from your local Health Department, the Food Protection Program of the Department of Public Health, the USDA, the Department of Agricultural Resources, the Division of Marine Fisheries, or any others that you may have.
- 18) Vendors conducting food service at the Farmers Market are required to have a Certified Food Protection Manager and an individual who has received Food Allergy Awareness training. Attach a copy of the Certified Food Protection Manager Certification and the Food Allergy Awareness certification.
- 19) Attach check for seasonal Farmers Market permit fee of \$50.00. Check payable to "Town of Ashland."

***I have read the Ashland Health Department's Farmers Market Policies, and will comply with those policies.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## **ASHLAND HEALTH DEPARTMENT - FARMERS MARKET POLICIES**

- 1) Anyone wishing to retail sale meat, fish or processed foods (anything other than whole intact strictly farm-raised produce) must submit an application for a permit to the Ashland Health Department at least one week prior to participating in the Market. The permit fee is \$50.00 per season. A single day \$40.00 permit is available for those participating as short-term guests at the Market. Additional requirements will be required for vendors who will be processing and preparing food products for food service.
- 2) The Town of Ashland Health Department Permit must be posted and be visible to customers at the participant's booth each day of participation at the Market.
- 3) Labels with ingredients and allergens identified must be on packaged products for sale. The term "organic" may not be used unless it originates from a "certified" organic farm. Meat, chicken and fish products must have USDA seals if applicable. Price lists must be posted at each booth. See attached Department of Public Health Labeling Brochure for label requirements.
- 4) Scales must be sealed and labeled prior to participation in the market. The Sealer of Weights and Measures is housed in the Inspectional Services Office, please contact them to get the scales sealed.
- 5) With the exception of whole fish, pre-packaged fish and meat, shellfish, cheese and whole shell eggs, only shelf stable, non-perishable food products approved by the Ashland Health Department may be sold at the market.
- 6) Anyone wishing to add products (other than seasonal produce) after their permit has been issued, may do so only after requesting and receiving permission from the Ashland Health Department. This may incur an additional fee.
- 7) No food preparation, other than for demonstration purposes, shall be allowed on the site of the Market. Food produced during the demonstration may not be served to the public.
- 8) Samples may be pre-prepared, transported at the required temperature, displayed in small batches and ideally served to the customer, one at a time. Single-service serving items, such as cups, plates, toothpicks, napkins, etc. can be used to allow each customer to only touch his/her particular sample. If displayed on a tray, a plastic cover should be over the display to protect samples from dust and debris.
- 9) If samples are provided, then a hand wash station must be provided. The hand wash station must have warm running water, liquid soap, disposable towels, and a method to collect wastewater. Bottle water with a pull out spout is acceptable, see attached hand wash station diagram.
- 10) If samples are provided, then each vendor must have sanitizing solution at the proper concentration in the form of a labeled spray bottle or labeled bucket. The solution must be used for cleaning food contact surfaces and utensils. Test strips must be available. Solution in a bucket must be monitored and changed as needed. **Note:** Two teaspoons of bleach in one gallon of water will yield an acceptable sanitizing solution.
- 11) There shall be no bare hand contact with ready-to-eat food products. Vendors shall use tongs, spatulas, deli tissue, napkins or single-use non-latex disposable gloves to serve ready-to-eat food products. Bakery items should be pre-packaged in single or multiple serve packages.
- 12) All food prepared off-site must be prepared, packaged and labeled in a permitted facility; transported at the proper temperatures and temperatures maintained on-site with hot holding equipment, ice, dry ice or refrigeration. Food must not come into contact with water or un-drained ice.

- 13) Thermometers must be kept in coolers or mechanical refrigeration units to monitor temperatures.
- 14) A calibrated food grade thermometer must be on-site to verify cold temperatures of food products.
- 15) All equipment, utensils and containers must be kept in a clean and sanitary condition.
- 16) All food shall be handled and stored in such a manner so as to prevent contamination i.e. protected from the sun, covered, stored in clean containers, and kept off the ground. All prepared foods being sold must be pre-wrapped prior to arrival at the market. Trash bags are not approved food containers.
- 17) All vendors retailing food must have an impermeable floor surface that is water resistant and easily cleanable – acceptable ground cover is 6 mil poly sheet.
- 18) All vendors shall wear clean outer garments and use hygienic practices.
- 19) All vendors will keep their hands clean at all times, including washing them after using the restroom and smoking. **An alcohol based hand sanitizer must be available at each booth.**
- 20) There is NO SMOKING or VAPING within the area of the market. Vendors smoking or vaping outside of the market area must wash their hands prior to returning to their booth.
- 21) Each vendor is responsible for removing all garbage and trash and leaving the market area clean and sanitary at the end of the day.
- 22) Vendors conducting food service at the Farmers Market are required to have a Certified Food Protection Manager and an individual who has received Food Allergy Awareness training on site during operation of the market.

Set-Up required items:

### **HAND WASH DIAGRAM**

1. A five-gallon or larger insulated container kept supplied with warm water (100°F- 120°F) for hand washing delivered through a continuous-flow spigot or sprout. (No push button spigots)
2. A container for waste water retention (i.e. 5-gallon bucket), which must be disposed of into an approved sewer or waste-water system once full.
3. Hand soap and paper towels (sanitizers DO NOT replace hand washing).

