

TOWN OF RANDOLPH - BOARD OF HEALTH

NEW or REMODELED FOOD ESTABLISHMENT HANDOUT
New, Remodeling or Change of Use

PLAN REVIEW WORKSHEET – FOOD ESTABLISHMENTS

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6. Examples
 - A. Floor Plan
 - B. Manufacturer's Specification Sheets (Cut Sheets)
 - C. Menu

PLAN REVIEW – WHAT YOU NEED TO DO FIRST

Prior to your plan review you must:

1. Submit floor plans
2. Submit a full menu
3. Submit manufacturer's specification sheet for each piece of equipment
4. Submit a check for the appropriate Food Service Permits (amount varies upon completion)
5. Complete a Food Establishment Application (attached)
6. Have Food Manager and Allergy Awareness certificates (5yr exp)
7. Arrange for a time to review your plans with the Health Agent.

PERMITS NEEDED TO OPERATE A FOOD ESTABLISHMENT

Types of Food Permits

- Food Service: Where any food product is heated, opened, sliced or prepared in any way.
- Frozen Dessert: Machine and mix used to generate a semi-solid food product or slush (also requires monthly testing – standard plate bacteria count and coliform count by a certified laboratory). Laboratory test results must be sent to the Board of Health.
- Retail: Products are packaged by a licensed manufacturer and remains intact until opened by consumer.
- Catering: Preparation and transportation of meals intended for individual portion service or a company preparing food in a location other than their permitted establishment.
- Bakery: Preparation of baked goods.
- Mobile: Self-propelled vehicle-mounted food establishment or push cart.

Other Town Permits

- Building Dept: Building and Zoning regulations (if establishment is permitted use-building, gas and electrical permits).
- Plumbing Inspector: Located at the Board of Health office
- Code Compliance: Sign permits. (See Building Department)
- Board of Selectmen: Common Victual (seating) and Alcohol licenses.
- Town Clerk: Local business certificate registration (a/k/a doing business as)
- Planning Board: Site Planning and/or Special permitting
- Conservation: Site Planning and wetlands protection permitting
- Fire Dept.: Fire Suppression systems, detectors and fuel supply
- Police Dept. Public Safety

I have submitted plans/applications to the following (please note date of submittal on applicable line):

_____ Board of Selectmen	_____ Plumbing/Gas
_____ Zoning	_____ Electrical
_____ Planning	_____ Police
_____ Building	_____ Fire
_____ Other	_____ Conservation

RANDOLPH BOARD OF HEALTH

41 SOUTH MAIN
RANDOLPH, MASSACHUSETTS 02368

TEL. (781) 961-0924

FAX (781) 961-0927

NEW FOOD ESTABLISHMENT PLAN AND SPECIFICATION APPLICATION

_____ New _____ Remodel _____ Change or additional use

Name of Establishment: _____

Address: _____ Telephone/Cell #: _____

Name of Owner: _____

Mailing Address: _____

Telephone/Cell #: _____ E-Mail Address (needed) _____

Applicant's Name: _____

Mailing Address: _____

Telephone/Cell#: _____

Title (owner, manager, operator, etc): _____

Meals to be served (approximate number):

No. of Seats: _____

_____ Breakfast

No. of Staff: _____
(maximum per shift)

_____ Lunch

_____ Dinner

_____ Number of Floors

Square Feet: _____

Please enclose the following documents:

- _____ Proposed Menu (including off-site and banquet menus)
- _____ Manufacturer's Specification sheets for each piece of equipment, new or used ("cut" sheets)
- _____ Site plan showing location of business in building, location of building on site including alleys, streets and location of any outside facility (dumpsters, well, septic system – if applicable)
- _____ Floor Plan layout drawn to scale (1/4 inch = 1 foot) of facility showing location of equipment. *

Please make certain the following information is available on plans or attached on additional documents:

- Details of lighting – location, type and of shielding
- Details of ventilation – mechanical or natural, CFM
- Location and size of all grease traps, also known as "interceptors", (inside and outside)
- Location of employee and/or patron restrooms including lavatories, water closets and urinals
- Location of employee dressing rooms and/or lockers
- Note that ceiling, walls and floors must be suitably finished to facilitate cleaning. All stud, joists and unfinished wood must not be left exposed. Utility service lines and pipes must not be unnecessarily exposed.
- Details of special operations such as salad bars, bulk foods and vacuum packing

**Floor Plans may be hand-drawn and do not need to be prepared by an engineer or architect. Location of all food equipment, counters, tables, chairs, sinks and bathrooms must be shown at minimum.*

SPECIFICATIONS

A. Finish Schedule

Indicate type of materials to be used (i.e. quarry tile, stainless steel, 4 inch plastic covered molding, etc)

	Floor	Walls	Ceiling
Kitchen			
Bar			
Ware Washing			
Food Storage			
Other Storage			
Toilet Rooms			
Dressing Rooms			
Garbage & Refuse Storage			
Mop Service Basin Area			
Walk-In Refrigerators and Freezers			

B. Insect and Rodent Control

Applicant: Please check appropriate boxes

	Yes	No	N/A
1. Are all outside doors self-closing with rodent proof flashing?			
2. Are screen doors provided on outside doors for use in summer?			
3. Do all operable windows have minimum #16 mesh screening?			
4. Are all pipes, electrical conduit chases, ventilation systems exhaust and intakes sealed?			
5. Are air curtains used? If yes, where? _____			

	Yes	No	N/A
6. Describe method of keeping area around building free of unnecessary brush, litter, boxes or other material that may harbor rodents or pests? _____ _____ _____ _____			

C. Garbage and Refuse Inside

	Yes	No	N/A
7. Do all containers have lids?			
8. Will refuse be stored inside? If so, where? _____			
9. Is there a can cleaning sink or area?			
Outside			
10. Will a dumpster be used? Number _____ Size _____ Frequency of pick-up _____ Contractor _____ Note: Compactor may be required ***			
11. Will cans be stored outside?			

12. Describe the surface on which dumpster/compactor/cans are to be stored:

13. Describe the location of grease storage dumpsters, (if applicable):

D. Plumbing

According to manufacturer specification, please describe back-siphonage protection of the following (Examples: air gap; air break; “P” trap; Vacuum Breaker; Other – describe)

	Type	Description
14. Toilets		
15. Urinals		
16. Dishwasher		
17. Garbage Grinder		
18. Ice Machine		
19. Ice Storage Bin		
20. Sinks		
a. Mop Sink		
b. Janitor		
c. Hand wash		
d. 3 Compartment		
e. 2 Compartment		
f. 1 Compartment		
21. Steam Tables		
22. Dipper Wells		
23. Refrigeration condensate/ drain lines		
24. Hose Connection		
25. Beverage Dispenser with Carbonator		

26. Soap dispensers (wall mounted, individual free standing pump dispensers) location and number

27. Hand drying facilities (paper towels, air blower, etc) location and number

28. Describe waste receptacles in each restroom

E. Waste Supply

- 29. Is water supply public? _____ or private? _____
- 30. If private, has source been approved? Yes () No () Pending ()
Please attach copy of written approval
- 31. Is ice made on premises () or purchased commercially ()?
If on premises, are specifications of machine enclosed? Yes () No ()

F. Sewage Disposal

- 32. Is building connected to municipal sewer? Yes () No ()
- 33. If no, has private disposal system been approved? Yes () No () Pending ()
Please attach copy of written approval and/or permit

Grease traps (inside) _____ # gallons; outside _____ # gallons
Name of septage hauler contracted to pump grease trap: _____
(Required on a quarterly basis by state law and local regulation)

G. Dressing Rooms

- 34. Are separate dressing rooms provided?
- 35. Describe storage facilities for employees' personal belongings (i.e. purse, coats, boots, etc)

H. General

- 36. Describe facilities for (food) separation of storage of insecticides/rodenticides and detergents/sanitizers/cleaning agents/caustics/acids/polishes and first-aid supplies/personal medications.

Name of pest control company _____ Phone No. _____
Frequency of visits: _____

- 37. Are laundry facilities located on premises? Yes () No ()
If yes, what will be laundered _____

Is location physically separated from food preparation areas and ware washing? Yes () No ()

- 38. Location of clean linen storage: _____
- 39. Location of dirty linen storage: _____

I. Exhaust Hoods

Hood Locations	Filters &/or Extraction Devices	Square Feet	Fire protection	Air Capacity CFM

J. Sinks

40. Is a separate mop sink present? Yes () No ()

If no, please describe facility for cleaning of mops and other equipment

41. Is a separate food preparation sink present? Yes () No ()

42. Is a separate hand wash sink present in the food preparation area? Yes () No ()

K. Dishwashing Facilities

43. Will sinks or a dishwasher be used for ware washing?

Dishwasher ()

Three Compartment Sink ()

Both

()

44. If dishwasher, type:

Hot Water ()

Chemical ()

If hot water:

Temperature of wash water _____

Temperature of final rinse _____

Is heater booster proved? Yes () No ()

If chemical:

Type of chemical _____

Automatic Feed Yes () No ()

45. Three compartment sink:

Does the largest pot and pan fit each compartment? Yes () No ()

Are there drain boards on both ends? Yes () No ()

What type of sanitizer is used?

Chlorine () Iodine () Quaternary ammonium ()

Please make certain the correct **sanitizer test kits** required for testing your sanitizer and **food and equipment thermometers** are available at the time of the pre-opening inspection.

Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the office may nullify this approval.

Signature: _____

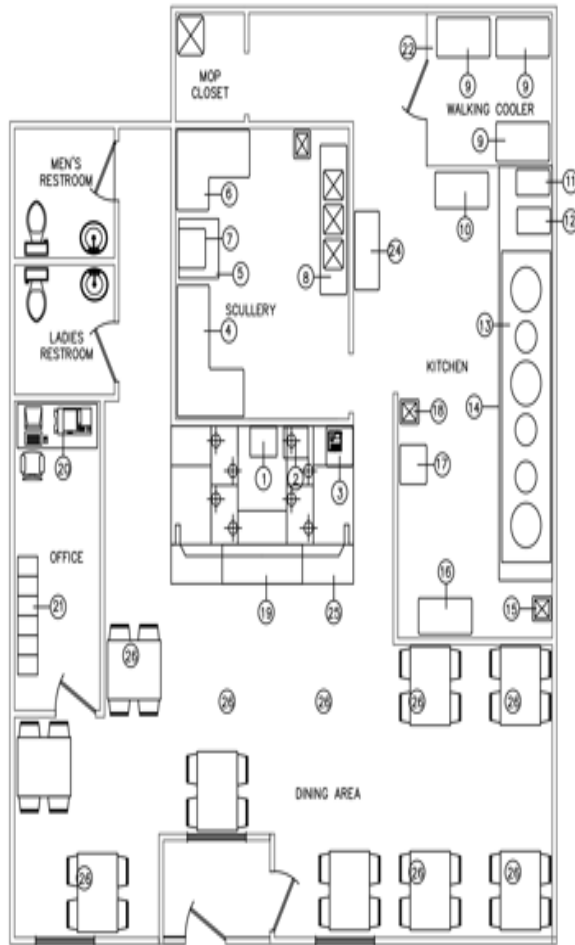
Date: _____

Operator(s) or responsible representative(s): _____

Approval of these plans and specifications by the Randolph Board of Health does not indicate compliance with any other code, law, or regulations that may be required – federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment will be necessary to determine if it complies with the local and state laws governing food service establishments.

**UPON COMPLETION – CONTACT, HEALTH OFFICER
FOR APPOINTMENTS AT (781) 961-0924**

EXAMPLE PLAN



REVISIONS:

Design 3-11-2015

SCALE
As Shown

DATE:
Jan-2014

DRAWING

GENERAL NOTES:

These drawing shall be read with the specification

All dimensions and level shall be verified on site by the Contractor prior to commencing work.

Do not scale from drawing. Work to figured dimensions only.

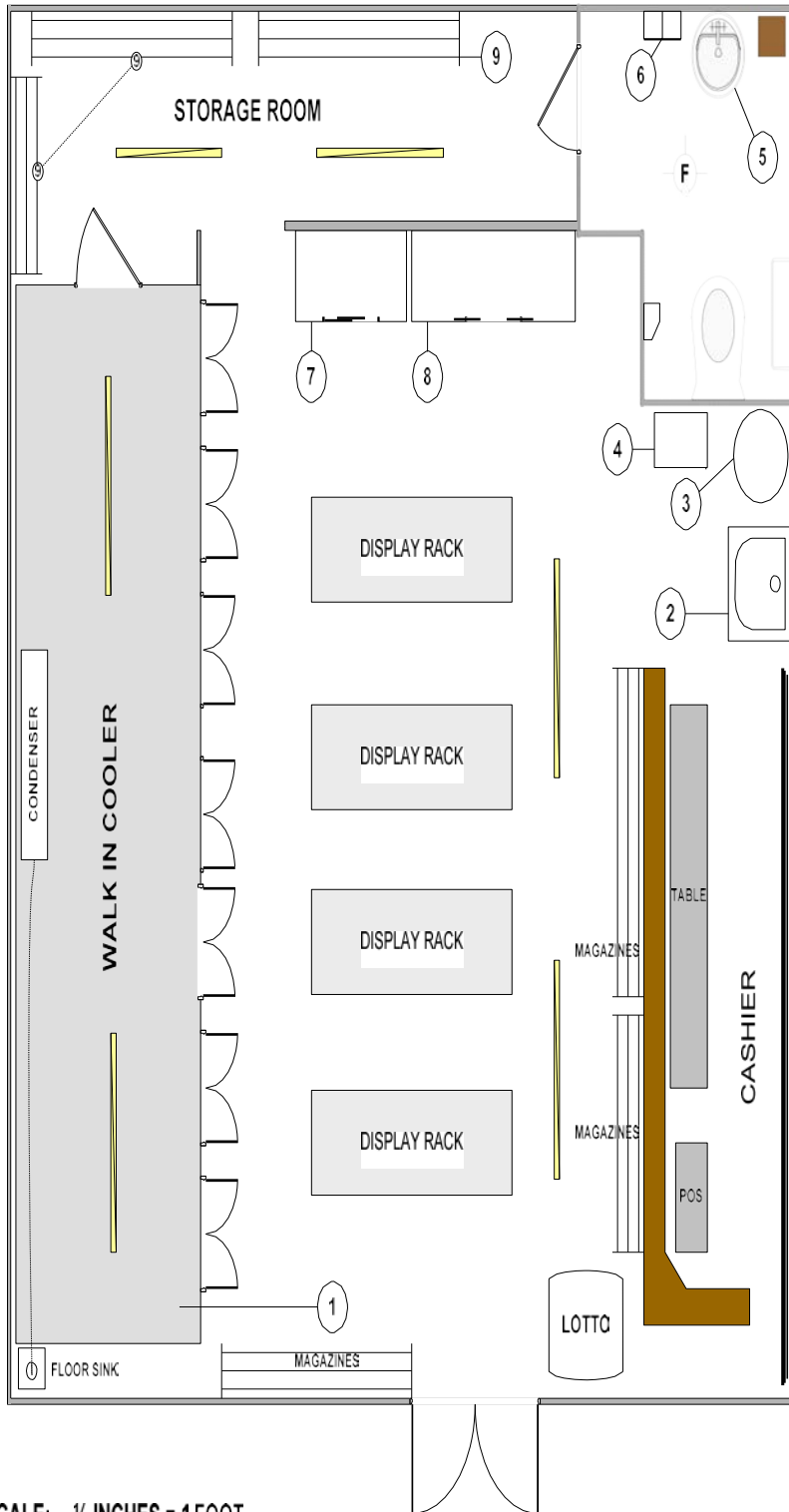
Materials and workmanship shall comply with relevant current AS codes, the BCA and the accompanying specification.

EQUIPMENT PLAN

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SAMPLE FLOOR PLAN – PREPACKAGED FOOD FACILITY

DBA: ABC MARKET
ADDRESS: 12345 ABC STREET,



EQUIPMENT		SCHEDULE	
	DRAIN	MANUFACTURER	COMMENTS
1 WALK IN COOLER	FS	NSF APPROVED	
2 MOP SINK	DIRECT	BACKFLOW PREVENTION DEVICE	HOT & COLD WATER
3 WATER HEATER			ELECTRIC 20 GALLON
4 LOCKER			
5 LAVATORY	DIRECT		HOT & COLD WATER
6 SOAP & TOWEL DISPENSER			
7 MERCHANDISER	SELF CONTAINED	BEVERAGE COMPANY	
8 MERCHANDISER	SELF CONTAINED	BEVERAGE COMPANY	
9 NSF SHELVES		NSF	

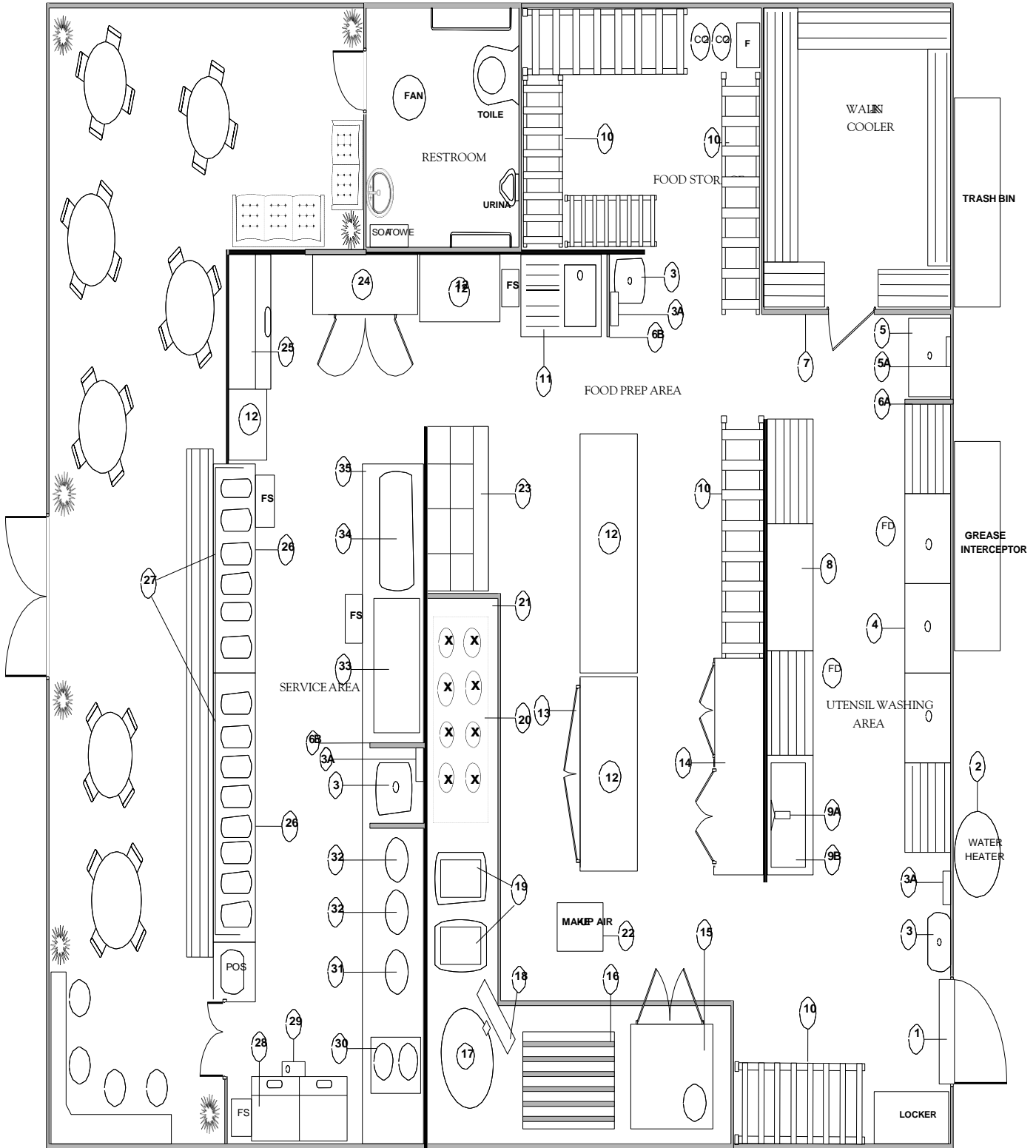
NOTES:

1. ALL EXTERIOR AND RESTROOM DOORS ARE SELF-CLOSING.
2. RESTROOM EQUIPPED WITH LIGHT SWITCH ACTIVATED EXHAUST FAN.
3. FLUORESCENT LIGHTING

SCALE: 1/4 INCHES = 1 FOOT

SAMPLE FLOOR PLAN - RESTAURANT

NOT DRAWN TO SCALE



LEGENDS
 FS - FLOOR SINK
 FD - FLOOR DRAIN

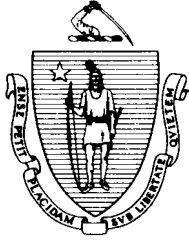
DBA
 ADDRESS

SAMPLE EQUIPMENT SCHEDULE

#	EQUIPMENT	MANUFACTURER MODEL NO.	NSF	PLUMBING				COMMENT
				HW	CW	DIR	FS	
1	DOOR ACTIVATED AIR CURTAIN							1600 fpm
2	COMMERCIAL GAS WATER HEATER							90,000 BTU
3	(3) HANDWASHING SINKS		X			X		
3A	SOAP & TOWEL DISPENSERS							
4	MANUAL WAREWASHING 3-COMPARTMENT SINK 18" x 18" x 12"		X			X		Comply with UPC 704.3 (2) 18" drain boards
5	MOP BASIN					X		Approved backflow prevention device
5A	MOP & BROOM HANGER							Wall-mounted chemical storage shelf
6A	18" S/S SPLASHGUARD							
6B	6" S/S SPLASHGUARD							
7	WALK-IN COOLER		X				X	
8	LOW TEMP. MECHANICAL WAREWASHING MACHINE		X			X		Comply with UPC 704.3
9A	PRE-RINSE FAUCET		X					
9B	PRE-RINSE SINK		X			X		Comply with UPC 704.3
10	METRO SHELVES (1)-8'; (3)-6'; (1)-5'; (1)-4'		X					5 tiers Dry food storage
11	FOOD PREP SINK (18" x 18" x 12")		X				X	18" drain board
12	FOOD PREP TABLE		X					
13	2-DOOR UNDERCOUNTER REFRIGERATOR		X					Self-contained
14	4-DOOR UPRIGHT FREEZER		X					Self-contained
15	DOUBLE CONVECTION OVEN		X					
16	RADIANT CHARBROILER		X					
17	TILTING KETTLE		X					Indirect waste
18	TRENCH/TROUGH DRAIN							
19	(2) FRYERS		X					
20	8 BURNER STOVE		X					
21	TYPE I HOOD		X					UL - LISTED
22	MAKE-UP AIR							Electronically interlocked with hood
23	SANDWICH PREP TABLE		X					Self-contained
24	2 DR UPRIGHT REFRIG.		X					Self-contained
25	ICE MACHINE		X				X	
26	(2) STEAM TABLE		X				X	
27	SNEEZE GUARD		X					See elevation F12
28	DIPPING CABINET		X				X	
29	DIPPER WELL		X				X	
30	COFFEE BREWER		X					
31	COFFEE GRINDER		X					CSA
32	(2) BLENDERS		X					
33	SODA DISPENSER		X				X	ETL
34	ESPRESSO MACHINE		X				X	
35	STAINLESS STEEL TABLE		X					

SAMPLE FINISH SCHEDULE

ROOM NAME	FLOOR	COVE BASE 3/8" RADIUS	WALLS	CEILING
Service Area	Smooth quarry tile	4" quarry tile	Gypsum board; smooth; semi-gloss paint Swiss coffee	Drop ceiling; vinyl faced panel; smooth; white
Food Preparation area	Sealed smooth concrete	S3619T Slimfoot ceramic tile	Stainless steel	Drop ceiling; vinyl faced panel; smooth; white
Utensil Washing area	Troweled epoxy monolithic floor - smooth	Continuous smooth epoxy flooring 4" up to the wall	Fiberglass Reinforced Panel (FRP); white	USG ceiling panel; nonfissured; white
Walk-in cooler	Prefabricated smooth s/s floor	6" Stainless steel cove base	Smooth stainless steel	Smooth stainless steel
Food Storage Area	Smooth ceramic tile	4" ceramic tile	Smooth concrete wall; semi-gloss paint; light colored (70% Light Reflectance Value)	Drop ceiling; vinyl faced panel; smooth; white
Janitorial Area	Smooth ceramic tile	4" ceramic tile	Ceramic tile white	Drop ceiling; vinyl faced panel; smooth; white
Restroom	Commercial Grade Sheet Vinyl (.050 inch wear layer thickness) ♦ All seams welded or otherwise sealed to form a continuous surface	Continuous up to the walls, at least 4" forming an integral 3/8" minimum radius cove base	Ceramic tile; light colored (70% Light Reflectance Value)	Drop ceiling; vinyl faced panel; smooth; white



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

Thomson Prometric (Formerly Expor Assessments)

1260 Energy Lane
St. Paul, MN 55108
800-786-3926

National Registry of Food Safety Professionals

1200 E. Hillcrest St., Suite 303
Orlando, FL 32803
800-446-0257

ServSafe

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

360training.com (Learn2Serve)

13801 Burnet Rd., Suite 100
Austin, TX 78727
888-360-8764

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 04/17/13

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 Street
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

PO Box 180446
Boston, MA 02118
Tel: 617-445-1647
Fax: 617-859-2943
lisamberger@yahoo.com
Instructional Languages: English

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

Jacqueline McKenna-Dalton, CP-FS, CEHT

18 Lexington Lane
Millis, MA 02054
and
76 Willow Street
West Roxbury, MA 02132
Tel: 781-267-3985
Fax: none
Jacquidalt@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

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

Francine Gibson, FMP

1262 Laurelwood Rd.
Pottstown, PA 19465
Tel: 610-970-1776
Fax: 610-970-1760
Francine.gibson@pastertraining.com
info@pastertraining.com
www.pastertraining.com
Instructional Languages: English

Trainers

Allen Gromko, CP-FS

11 Heard Drive
Ipswich, MA 01938
Tel: 978-356-4942
Fax: 978-356-9606
allengromko@verizon.net
Instructional Languages: English

Ronald Herzberg, RS

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

Marcia Herzberg-Lee

PO Box 898
Sagamore Beach, MA 02562
Tel: 508-888-3775
Fax: 719-466-7655
handsonhealthassoc@earthlink.net
Instructional Languages: English

Ruth I. Jones BSN, RN, BC, CP-FS

440 East Squantum Street
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
Fax: 413-587-0309
roe.karparis@verizon.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

Dirk Kiefer

157 B Hartford Str.
Natick, MA 01760
Tel: 508-816-9694
Fax: 508-315-3065
Kief53aol.com
*Instructional Languages: English, Spanish,
Portugese*

Adrian "Bud" Konn

45 Woodhill Hooksett Road
Bow, NH 03304
Tel: 603-496-8879
Fax: 888-329-1295
Bud@HRFoodSafe.com
www.HRFoodSafe.com
Instructional Languages: English, Spanish

Wai Pak Kwan

18 Apex St.
Quincy, MA 02169
Tel: 339-235-0879
helloroger1999@yahoo.com
*Instructional Languages: English, Mandarin,
Cantonese, Fujianese, and Taisonese*

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
Fax: 978-692-1096
foodsolutions@yahoo.com
Instructional Languages: English, Chinese

Cindy L. Luu, M.D.

1095 Commonwealth Ave Suite 300
Boston, MA 02215
Tel: 617-787-6888
Fax: 617-787-7888
cindy_luu@winvestllc.com
*Instructional Languages: English,
Cantonese*

Trainers

Grace Martins R.N.

81 Main Street Suite #8
Peabody, MA 01960
Tel: 978-977-0717
Fax: 978-531-7277
mshcgrace@aol.com
*Instructional Languages: Portuguese,
Brazilian, English*

Heather D. McGowan, RD, LDN

15 Rabbit Run
West Harwich, MA 02671
Tel: 508-430-8535
Fax: 508-430-8535
heather@the-natural-solution.com
www.The-Natural-Solution.com
Instructional Languages: English

Edward Micu

77 Old Stage Rd.
Chelmsford, MA 01824
Tel: 508-254-7669
emicu@comcast.net
Instructional Languages: English

Carol S. Mier, MA, RD, LDN

P.O. Box 485
Sagamore Beach, MA 02562
Tel: 401-456-8477
miercarol@netscape.net
Instructional Languages: English

Peter Mirandi

North Shore Community College
Ferencroft Rd.
Danvers, MA 01923
Tel: 978-774-3001
pmirandi@mail.danvers-ma.org
Instructional Languages: English

John Morrell, Ph.D, RS, CHO

PO Box 268
Marshfield, MA 02050-0268
Tel: 781-837-1395
Fax: 781-837-4820
Instructional Languages: English

David Nash, Ph.D., MPH, CP-FS

2734 North Fifth Street, 2nd Floor
Philadelphia, PA 19133
Tel: (800)723-3873
Fax: (215) 634-6184
afoodsafety@yahoo.com
Instructional Languages: English, Spanish

Eric F. Nusbaum, Ph.D, CHA

15 Grove St.
Greenfield, MA 01301-2325
Tel: 413-774-2786
Fax: 413-774-1726

8 Poquanticut Ave.
North Easton, MA 02356-2634
Tel: 617-938-8668
wheelwrightconsultants@verizon.net
www.wheelwrightconsultants.com
Instructional Languages: English, Spanish

David Nyachuba, Ph.D

397 Front Street
Chicopee, MA 01013
Tel: (413) 331-3322
david.nyachuba@gmail.com
Instructional Languages: English

Marlene O'Connell

54 Messinger St.
Canton, MA 02021
Tel: 339-927-3061
Fax: 781-899-3124
Moc1111@aol.com
Instructional Languages: English

Leslie Oliver, RD, RN, LDN

39 Boylston St.
Boston, MA 02116
Tel: 617-654-1228
Fax: 617-542-4705
loliver@stfranchishouse.org
www.stfranchishouse.org
Instructional Languages: English

Tara Paster, CP-FS, FMP

1262 Laurelwood Rd.
Pottstown, PA 19465
Tel: 610-970-1776
Fax: 610-970-1760
Tara.paster@pastertraining.com
info@pastertraining.com
www.pastertraining.com
Instructional Languages: English

Randall S. Phelps

14 Winnecowett Dr. P.O.Box 301
Ashburnham, MA 01430-0301
Tel: 978-827-6710
Fax: 978-827-5598
randy01430@comcast.net
Instructional Languages: English

Trainers

Cindy Rice, RS, MSPH, CP- FS

70 Christina Dr.
Braintree, MA 02184
Tel: 781-356-1467
Fax: 781-356-3960
cindy@easternfoodsafety.com
www.easternfoodsafety.com
Instructional Languages: English

Charles B. Rocha, Jr., MA

934 Williamsburg Circle
Warwick, RI 02886
Tel: 401-829-0261
crocha@cox.net
Facebook.com/skillsbuildingamerica
Instructional Languages: English

Pamela Ross-Kung, MS, RS

38 Montvale Ave., Suite 350
Stoneham, MA 02180
Tel: 617-523-5450
Fax: 781-485-0301
prosskung@safefoodmanagement.com
Instructional Languages: English, Chinese

Michael A Sarasin

250 Pawtucket Blvd.
Tyngsboro, MA 01879
Tel: 978-441-4876
Fax: none
msarasin@gltech.org
Instructional Languages: English

Alfred Scoglio, RS

89 Winthrop Rd.
Plymouth, MA 02360
Tel: 508-746-9353/ 508-930-1761
Fax: 508-746-9353 (call before faxing)
alsco.foodcheck@verizon.net
Instructional Languages: English

Shixian Sheng, MA

87 Tyler Street, 5th Floor
Boston, MA 02111
Tel: 617-426-9492 (w)
Tel: 781-321-5065 (c)
Fax: 617-482-2316
shixians55@gmail.com
www.aaca-boston.org
Instructional Languages: Chinese and English

Lisa E. Smith, MS, RD, LDN

10 Heather Dr.
Framingham, MA 01701
Tel: 508-397-9048
Fax: 508-358-8046
Lisasmithrd@verizon.net
LESRD712@yahoo.com
Instructional Languages: English

Suzanne Stimson

69 Elm St.
Franklin, MA 02038
Tel: 508-846-0442
Fax: 508-541-8346
stimresources@verizon.net
www.providingsafefood.com
Instructional Languages: English

John P. Szeto

968 Washington St.
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

Robert Womack, MBA

70 Shawmut Rd.
Canton, MA 02021
Tel: 781-401-9944
Fax: 781-401-9998
admin@lapucklabs.com
Instructional Languages: English

Trainers

Sam Wong, Ph.D.

PO Box 133

West Boylston, MA 01583

Tel: 508-835-9898

Fax: 509-562-6581

mdconsulting@charter.net

Instructional Languages: English, Chinese

Steven D. Yenco

81 Yankee Peddler Path

Madison, CT 06443-2641

Tel: 203-245-7073

Fax: 203-245-7073

sdyenco@basyc.com

Instructional Languages: English

Khalil Zadeh, DVM, MPH

70 Shawmut Road

Canton, MA 02021

Tel: 781-401-9999 / 781-401-9944

Fax: 781-401-9998

kszadeh@lapucklabs.com

Instructional Languages: English

**Academia, Industry
Associations, and
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(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

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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
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Tel: 801-494-1416
Fax: 801-226-4315
support@statefoodsafety.com
www.StateFoodSafety.com
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***Academia, Industry
Associations, and
Online Courses of Study***

Eastern Food Safety

70 Christina Dr.

Braintree, MA 02184

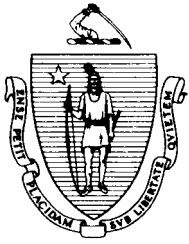
Tel: 781-356-1467

Fax: 781-356-3960

cindy@easternfoodsafety.com

www.easternfoodsafety.com

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DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

JUDYANN BIGBY, MD
SECRETARY

JOHN AUERBACH
COMMISSIONER

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

TO: Local Boards of Health

FROM: Kim Foley, Acting Director
MDPH/BEH Food Protection Program

DATE: August 25, 2010

RE: **Enforcement Guidelines for Allergen Awareness Regulation**

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. The amendments adopted by the Public Health Council are enclosed with this letter.

Acting under the authority of 105 CMR 590.010(E), the MDPH Food Protection Program (FPP) offers the following guidelines for interpreting and enforcing these new amendments to 105 CMR 590.000.

- (1) Q&A for MDPH Allergen Awareness Regulation – The enclosed list of Q&As will be posted on the MDPH website and updated on a regular basis. If you have a question about this regulation that you would like to add to the list, please contact FPP.
- (2) Inspection Report – The enclosed inspection report meets the requirements of the new amendments, and has been approved by MDPH in accordance with 105 CMR 590.013(E)(1). Alternative forms which are consistent with this prototype may be used if approved by FPP in accordance with 105 CMR 590.013(E)(1). Please note that the only difference between this and earlier reports is the addition of the line “Allergy Awareness 590.009(H) ” in the upper right-hand corner under “Non-compliance with:”.
- (3) Inspection Procedures from 10/1/10 to 2/1/11 – Sections 105 CMR 590.009(H)(1) “Poster” and 105 CMR 590.009(H)(2) “Notice on printed menus and menu boards” take effect on October 1, 2010, and should be enforced during routine inspections after that date. In addition to the enclosed Q&As, the following guidelines can be used:

- (a) **Compliance with 105 CMR 590.009(H)(1) “Poster”** – Food establishment must display a copy of the attached poster in the employee work area. No other poster has been approved by MDPH. The approved poster is available on the Food Allergy & Anaphylaxis Network website at <http://www.foodallergy.org/page/restaurant-poster>. As long as the Department-approved poster is on display as required, additional posters may be displayed also. In other words, an alternative poster may be on display, provided that the Department-approved poster is displayed in the employee work area as required by 105 CMR 590.009(H)(1).
 - (b) **Compliance with 105 CMR 590.009(H)(2) “Notice on printed menus and menu boards”** – All menus and menu boards in the food establishment must display the words “Before placing your order, please inform your server if a person in your party has a food allergy”. For more detailed information on what to look for during an inspection, please refer to the enclosed regulation and Q&As sheet.
 - (c) **Compliance with 105 CMR 590.009(H)(2)(b)2 “Notice at point of service”** – Food establishment may utilize this option in lieu of placing a notice on a menu board. The wording which describes the size and location of the notice was taken from section 105 CMR 590.009(F), which prohibits the sale of tobacco to minors. Board of Health inspectors who are familiar with the “no sale of tobacco to minors” signs already on cash registers can compare those signs to any allergen notices which appear in order to determine if they can be “read from a distance of five feet”.
 - (d) **Documenting conditions of non-compliance** – The Board of Health inspector should check the box next to “Allergy Awareness 590.009(H) ” (see above), and record the findings in the narrative section of the inspection report in accordance with 105 CMR 590.013(E)(1).
 - (e) **Time frame for correction** – Food establishments should be given 10 days or less as per FC 8-405.11 (Critical Violation).
- (4) Inspection Procedures after 2/1/11 – Sections 105 CMR 590.009(H)(3) “Food Allergen Awareness Training” takes effect on February 1, 2011, and should not be enforced during routine inspections before that date. For more details about this requirement, please refer to the enclosed regulation and Q&As sheet.

You may make copies of this letter and share it with food establishments in your jurisdiction. If you have any questions, please contact Mike Moore, MDPH/BEH Food Protection Program at michael.moore@state.ma.us or 617-983-6754.

- Attachments:
- (1) Amendments to 105 CMR 590.000 adopted by Public Health Council
 - (2) Q&A for MDPH Allergen Awareness Regulation (version 8/19/10)
 - (3) Inspection report approved by MDPH as per 105 CMR 590.013(E)(1)
 - (4) Poster approved by MDPH as per 105 CMR 590.009(H)(1)

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.

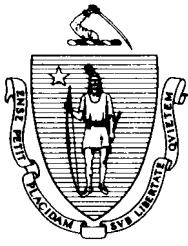
*** Sources of Cross Contact:**

- 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.**



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Executive Office of Health and Human Services
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Bureau of Environmental Health
Food Protection Program

305 South Street, Jamaica Plain, MA 02130-3597
617-983-6712 617-983-6770 - Fax

TO: Local Boards of Health and Health Departments
FROM: Michael Moore, MDPH/BEH Food Protection Program
DATE: January 3, 2011
RE: **Vendors Approved by MDPH to Provide Allergen Awareness Training**

The following three vendors are approved by Massachusetts Department of Public Health (MDPH) to issue certificates of allergen awareness training in accordance with 105 CMR 590.009(G)(3)(a)¹.

- Compliance – To comply with 105 CMR 590.009(G)(3)(a), at least *one certified food protection manager per food establishment* must obtain an allergen awareness certificate from one of these three MDPH-approved vendors.
- Online Training – To obtain an allergen awareness certificate over the Internet, visit a vendor’s website, pay \$10, and follow the instructions for watching the allergen awareness video.
- Classroom Training - To obtain an allergen awareness certificate in a classroom setting, contact a vendor and ask for information about available classroom trainings.

<p>Berkshire Area Health Education Center 703 West Housatonic St., Suite 208 Pittsfield, MA 01201</p>	<p>Options to be trained by Berkshire AHEC:</p> <ul style="list-style-type: none"> • Visit their website at www.berkshireahec.org • Contact Timothy Diehl at tdiehl@berkshireahec.org • Call 413-447-2417, or 866-976-AHEC (2432)
<p>CompuWorks Systems, Inc. 591 North Ave, Door 2 Wakefield, MA 01880</p>	<p>Options to be trained by CompuWorks:</p> <ul style="list-style-type: none"> • Visit their website at www.compuworks.com • Contact James Donaher at jdonaher@compuworks.com • Call 781-224-1113
<p>Massachusetts Restaurant Association 333 Turnpike Road, Suite 102 Southborough, MA 01772</p>	<p>Options to be trained by MRA:</p> <ul style="list-style-type: none"> • Visit the MRA website at www.marestaurantassoc.org • Call 508-303-9905

¹ 105 CMR 590.009(G)(3)(a) - By February 1, 2011, such food establishments [establishments that cook, prepare, or serve food intended for immediate consumption either on or off the premises] shall have on staff a certified food protection manager who has been issued a Massachusetts certificate of allergen awareness training by an allergen awareness training verification program recognized by the Department. The certificate will be valid for 5 years.