



## TOWN OF WATERTOWN

### Health Department

Larry Ramdin, MHP, REHS, CHO, CP-FS  
Director of Public Health

Administration Building  
149 Main Street  
Watertown, MA 02472  
Phone: 617-972-6446  
Fax: 617-972-6499  
[www.watertown-ma.gov](http://www.watertown-ma.gov)

### 2020 FARMER'S MARKET FOOD PERMIT APPLICATION

- 1) Applicant's Name: \_\_\_\_\_
- 2) Name of Business (if different): \_\_\_\_\_
- 3) Business Street Address: \_\_\_\_\_
- 4) City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- 5) Business Telephone: \_\_\_\_\_
- 6) Cell Phone: \_\_\_\_\_ Webpage: \_\_\_\_\_
- 7) E-mail: \_\_\_\_\_
- 8) List all food and food products to be sold at the Farmer's Market: (Ex: pies, cakes, jams, jellies, breads, sauces, spreads, etc. Attach a list if that is easier.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 9) List the name and address of distributors, suppliers, meat or poultry packing plants for any product to be sold at the Farmer's Market not packed or processed at your business location. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 10) Processed foods properly packaged and labeled, see enclosed Department of Public Health Labeling Brochure for labeling requirements: ☐ Yes ☐ No
- 11) Food Temperature control method to ensure refrigerated/ freezer temperatures are maintained during Farmer's Market operations: ☐ Ice ☐ Dry Ice ☐ Gas ☐ Mechanical Refrigeration ☐ Other
- 12) Thermometers available inside coolers and mechanical refrigeration units to measure food temperatures during Farmer's Market operations. ☐ Yes ☐ No
- 13) Describe food transportation methods to the Farmer's Market to ensure food is protected from contamination and food is kept at the correct temperatures. \_\_\_\_\_  
\_\_\_\_\_
- 14) Describe measures to protect food from contamination during Farmer's Market operations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 15) All food is stored at least six inches the ground. ☐ Yes ☐ No
- 16) All food is not stored under direct sunlight during Farmer's Market operations to prevent temperature elevation of food products. ☐ Yes ☐ No
- 17) Single use non-latex disposable gloves provided for handling ready to eat foods. ☐ Yes ☐ No
- 18) Effective hair restraints provided. ☐ Yes ☐ No
- 19) Describe means for storage and disposal of rubbish and garbage. \_\_\_\_\_  
\_\_\_\_\_

20) Will you be sampling food products?   ☐ Yes   ☐ No

21) If so, list the type of food you intend to sample: \_\_\_\_\_

22) 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. \_\_\_\_\_

23) 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 in a safe manner.

24) **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.**

25) **Vendors conducting food service at the Farmer's 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.**

26) **Attach check for seasonal Farmer's Market permit fee of \$50.00. Check payable to "Town of Watertown."**

27) *I have read the Watertown Health Department's Farmer's Market Policies – 2020 and will comply with those policies.*

28) Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



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## WATERTOWN HEALTH DEPARTMENT

### FARMER'S MARKET POLICIES - 2020

- 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 Watertown Health Department at least one week prior to participating in the market. The permit fee is \$50.00 per season. A single day \$25.00 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 Watertown Board of Health 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 Department of Public Works, 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 Watertown 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 Watertown 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 water waste. 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:** 2 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 undrained 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 Farmer's Market are required to have a Certified Food Protection Manager and an individual who has received Food Allergy Awareness training onsite during operation of the market.

For additional please contact one of the Health Officers in the Health Department at 617-972-6446.

May 14, 2020



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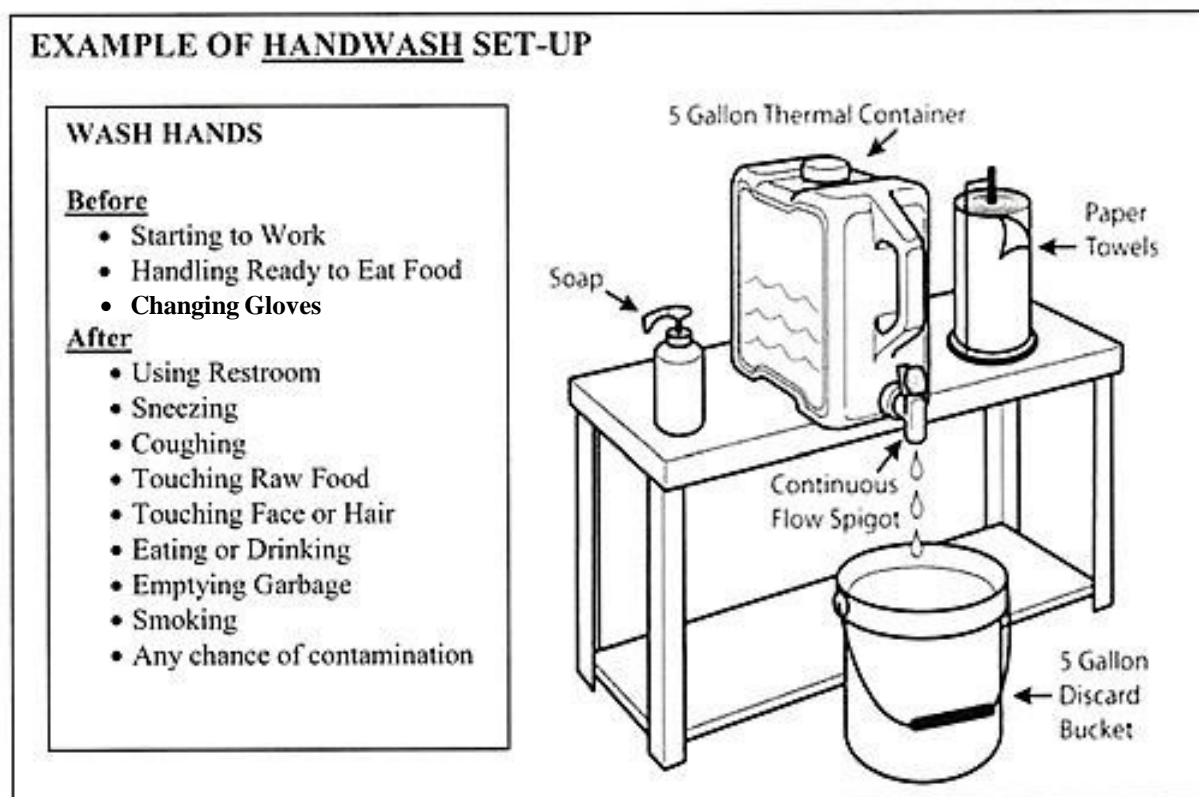
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## WATERTOWN HEALTH DEPARTMENT

### HAND WASH DIAGRAM

#### Set-Up required items:

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 wastewater system once full.
3. Hand soap and paper towels (sanitizers DO NOT replace hand washing).



For additional information please contact one of the Health Officers in the Health Department at 617-972-6446.

May 14, 2020

## Minimum Requirements for Packaged-food Labeling

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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](http://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**

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## Minimum Information Required on a Food Label

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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
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## Massachusetts Open-dating Regulation

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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

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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-cariogenic carbohydrate sweeteners and reduced risk of tooth decay.
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## 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

<b>Milk</b>	<b>Fish</b>
<b>Egg</b>	<b>Crustacean Shellfish</b>
<b>Peanuts</b>	<b>Tree Nuts</b>
<b>Soybeans</b>	<b>Wheat</b>

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 CMR 520.101  
21 CFR 101.0

Information panel  
105 CMR 520.102  
21 CFR 101.2

Identity labeling of food  
105 CMR 520.103  
21 CFR 101.3

Nutrition labeling  
105 CMR 520.109  
21 CFR 101.9

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

Mandatory labeling information  
105 CMR 520.020

Natural and organic labeling  
105 CMR 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/alrguid4.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  
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