

SAMPLE COVER LETTER TO TFE OPERATORS

Dear *TFE Operator*:

The Board of Health has been informed that you intend to operate a temporary food establishment in *City/Town* at the *Name of Event* on *Date(s)*. A temporary food establishment is defined as a food establishment that operates for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration. Temporary food establishments are licensed and inspected by local boards of health in accordance with Massachusetts Regulation 105 CMR 590.000 Minimum Sanitation Standards for Food Establishments - Chapter X and the federal 1999 Food Code.

Enclosed is a Temporary Food Service Permit Application, which must be completed and returned to the Board of Health 30 days prior to the event. A pre-operational inspection will be conducted on *Date* between the hours of *Time*. All equipment must be in working order. Failure to correct violations noted during the pre-operational and routine inspections may result in suspension of operations.

Also enclosed is an "Are you Ready" Check List and a "Food Safety at Temporary Events" pamphlet which outline operational requirements and food safety information for temporary food establishment operators. Please review these materials carefully and share them with anyone else who will be preparing and serving food with you. To obtain a copy of 105 CMR 590.000 and the federal 1999 Food Code, which contains specific provisions, contact the State House Bookstore at (617)727-2834 or go to the MA Retail Food Safety Information web site at www.mass.gov/dph/fpp/retail.

Please contact the Board of Health if you have any questions or need assistance with completing your application at *Telephone Number*.

Sincerely,

Board of Health