



TOWN OF TEWKSBURY

HEALTH DEPARTMENT
1009 MAIN STREET
TEWKSBURY, MASSACHUSETTS 01876
Main Line: 978.640.4470
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health@tewbury-ma.gov

COORDINATOR'S CHECKLIST BAKE SALE REGISTRATION

Tewksbury Health Department, Town Hall, 1009 Main Street, Tewksbury, MA 01876

Please type or print legibly. By providing the following information, you will assist in identifying potential public health problems that might occur during your event. Solving these problems in advance will provide the opportunity for a successful and smooth operation. You must notify all food booth participants about the Tewksbury Bake Sale Guidance and Recommendations. Please submit Bake Sale Registration **NO LATER** than **TWO (2) WEEKS PRIOR TO THE EVENT**.

There is no registration fee for bake sale participants

1. **NAME OF EVENT:** _____ **DATE(s):** _____
LOCATION OF EVENT: _____ **TIME:** start _____ end _____
COORDINATOR NAME: _____ **PHONE:** _____
EMAIL ADDRESS: _____

2. **FOOD BOOTH PARTICIPANTS:**

RESPONSIBLE INDIVIDUAL _____ **ORGANIZATION NAME (if applicable)** _____

General description of foods donated: _____

RESPONSIBLE INDIVIDUAL _____ **ORGANIZATION NAME (if applicable)** _____

General description of foods donated: _____

RESPONSIBLE INDIVIDUAL _____ **ORGANIZATION NAME (if applicable)** _____

General description of foods donated: _____

(list additional participants on the back side of this form)

This registration is for the Health Department only. It does not provide approvals for any other departments. Please be sure to connect with all other Town Departments that you may require approval from. By signing this registration form, you agree to the **Tewksbury Bake Sale Guidance and Requirements and understand that the attached Public Notice provided to you, must be posted in a visible location to the public, on the day of the event.**

PRINT NAME: _____

SIGNATURE: _____ **TITLE:** _____ **DATE:** _____



TOWN OF TEWKSBURY

BOARD OF HEALTH

1009 MAIN STREET

TEWKSBURY, MASSACHUSETTS 01876

Susan Sawyer, R.S.
Director of Public Health

(978) 640-4470
Fax: (978) 640-4472

Tewksbury Bake Sale Guidance and Recommendations

No "Temporary Food Permit" is required for a non-profit organization operating for religious, charitable or educational purposes and selling baked goods that don't require hot or cold holding.

Examples of allowable foods include:

- Cookies, Brownies, muffins, doughnuts, fudge, fruit pies, cake, bread, scones, candy, etc.

The Tewksbury Health Department and the food code *prohibit* foods that require hot or cold holding. Foods including items such as:

- Home canned foods, custard products, cream filled desserts, Meringue pies, whipped cream, cream cheese, pumpkin pies, and cheesecakes.
- Refrigerated, frozen items or home canned foods (excluding jams or jellies)
- Baked items containing nuts or nut products are not recommended due to the dangers of serious allergic reaction.

The following items are required:

- Registration with the Health Department; registration shall be in written or email form; include a listing of baked goods to be donated or obtained and sold at the event, the name of the non-profit organization, the contact information of the person in charge.
- A sign or placard stating "Please be advised that this event is exempt from Health Department Inspections" shall be posted on the Bake Sale table or vendor space. (See back side of this page)

Special handling and other recommendations:

- All baked items are recommended to be packaged. (Acceptable packaging includes food grade plastic wraps, bags, foils, or paper plates. When possible food should be pre-wrapped in qualities in which they will be sold.)
- All baked items are clearly marked with the common name and the ingredients.

Display recommendations and conditions:

- All baked food related items shall be stored off the ground.
- Bare hands shall not be used to serve foods. Single use disposable plastic (non latex) gloves should be utilized at all times.
- No self-service of baked goods should be allowed.
- Whenever possible, all baked food samples should be cut and *individually* wrapped.
- Baked foods shall be protected from the environment and consumer contamination during transportation and display.

Physical and Sanitary Facilities:

- Restrooms and hand washing facilities shall be available nearby for the vendors use.
- If hand washing facilities are not available, the applicant shall create a temporary hand washing station.
- If portable restrooms are provided, a hand washing station must be made available.

If you have any questions, please feel free to contact the Health Department at 978-640-4470.

BOH Adopted September 17, 2015
Revised 3/2017

Director and Sanitarian In-Office Hours: Monday – Friday 7:30 AM to 9:00 AM and 3:00 PM to 4:30 PM.
Public Health Nurse Hours: Monday & Wednesday 8:00 AM to 4:30 PM AND Friday 8:00 AM to 12:00 PM
Open Monday through Friday 7:30 AM to 4:30 PM

Public Notice

PLEASE BE
ADVISED THAT
THIS EVENT IS
EXEMPT FROM BOH
INSPECTIONS

(not permitted by the local Board of Health)