



Town of West Springfield

Health Department

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West Springfield, MA 01089
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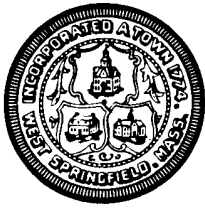
The City of West Springfield is now using OpenGov online permitting system.

In order to use our new system, you will need to go to <https://westspringfieldma.viewpointcloud.com/>, set up a username and password, and apply for permits online.

Using the new system will be helpful by ensuring your applications are complete, and include all the required documents when submitted.

The required documentation you would normally submit with the paper application, will need to be scanned in and uploaded so please keep that in mind.

In the process of filling out your permit application, you will have the option to save your “Draft” and come back later to complete it.



TEL (413) 263-3206

TOWN OF WEST SPRINGFIELD

HEALTH DEPARTMENT

26 Central Street, Suite 18
West Springfield, MA 01089-2754

www.townofwestspringfield.org

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HEALTH REGULATIONS

EASTERN STATES EXPOSITION, WEST SPRINGFIELD, MA

All food vendors and their employees are expected to know and follow the **2013 US FDA Food Code**. The information that follows is provided to make you aware of items that the West Springfield Health Department considers most important or are specific to our community.

1. All applications for permits must be received in the office of the West Springfield Health Department no later than **THIRTY (30)** days before the event begins. Permits are required for anything associated with food (selling or sampling whether for a fee or not.)
2. All vendors must comply with the Massachusetts regulations regarding allergen awareness.
3. Certified Food Managers are required at all shows and at all booths serving food that require **"time/temperature control for food safety"**.*
4. Smoking / vaping is strictly prohibited in food storage, preparation, and service areas.
5. **The use of electronic cigarettes and vaporizers is prohibited in all places where smoking is prohibited.**
6. Refrigeration must be 41°F or lower. All foods under refrigeration must also be less than 41°F.
7. Foods that are to be kept hot in a steam table must be at least **135°F**.* The foods must be properly preheated BEFORE being placed into the preheated steam table.
8. Vendors must use thermometers to monitor food temperatures during preparation, cooking, cooling, reheating, and service. Maintaining a log of temperatures is advised.
9. **Waste of all kinds can NOT be placed into storm sewers (open grates in the pavement).** This includes melt water, mop water, waste water from hand washing, overflows from beverage dispensing, waste beverages, trash and debris.
10. **Vendors are requested to recycle cardboard, metal cans, and organics. Please reach out to the Eastern States staff for more information on doing this properly.**
11. All employees must wear DISPOSABLE GLOVES (**NO** latex gloves) when serving ready-to-eat food. No bare hand contact with ready-to-eat foods.
12. All employees must wear clean outer garments and shall keep their hands clean at all times while engaged in handling food, drink, utensils or equipment.
13. **Nail polish and artificial nails are not allowed unless the worker wears gloves at all times.***
14. **Only a PLAIN wedding band is allowed to be worn on hands or arms while working. No other rings, bracelets or watches may be worn on the arms or hands.** *
15. Employees must wear effective hair restraints such as hairnets or hats. Any long hair must be pulled back behind the shoulders.
16. Adequate and convenient hand washing facilities must be provided and used. Each location shall have running water, liquid soap and approved single use paper towels. If possible, hot running water should be provided to all hand washing stations.

17. No employee shall resume work after using the toilet room or after smoking/vaping without first washing his/her hands. This includes bar tenders, waiters, bus staff and kitchen staff.
18. Cups must be protected from contamination during storage and dispensing. The plastic sleeves they come in or an enclosed dispenser are acceptable.
19. Raw fruits and vegetables must be washed thoroughly before use.
20. Ice cream scoops must be in cold running water or a dry container between uses.
21. All food and drink shall be clean, wholesome, free from spoilage, and prepared so as to be safe for human consumption.
22. All foods must be from an approved source. This means a licensed facility or one that complies with regulations from their state of origin.
23. All food and drink shall be stored, displayed, and served so as to be protected from dust, flies, vermin, and other contamination. This means off the ground, covered and away from sources of contamination such as rain, splash from water/wastewater, birds or other food preparation activities.
24. All straws used for drinking purposes must be individually wrapped or from a dispenser that dispenses only one straw at a time.
25. *For events of two (2) days or less or in an emergency, ice chests can be used to keep products cold. Do not allow products to sit in the melt water. Drain the ice chest to an approved sewage disposal system NOT onto the ground whether the ground is paved or unpaved. Longer events must provide commercial refrigeration equipment connected to electricity.*
26. No gravy or stuffing shall be made or meat and poultry sliced until the day that they are to be sold.
27. **Failure to comply with a notice of violation in the time specified may result in the suspension of your ability to sell, sample, serve or give away foods.** The notice of violation is the inspection report that is left with the person in charge at the time of the inspection. It is incumbent upon each and every employee that the information on the notice of violation/ inspection report be shared with a manager immediately so that corrective action is taken promptly. *A failure to communicate within your operation is NOT an acceptable reason to fail to comply and puts your permit to operate at risk.*

If you have any questions, feel free to contact the West Springfield Health Department.

Here's to a safe and healthy event.



Jeanne Galloway, REHS, MPA, CHO
Director of Public Health

- These items are new due to the change from the 1999 Food Code to the 2013 Food Code.