

Brewster Historical Society Farmer's Market Handbook 2018



Mission

The Brewster Historical Society Farmer's Market (BHSFM) aims to connect Brewster back to its agricultural roots by hosting a community event that is educational and fun, while enabling people to support local businesses. The event will provide a platform for our local farmers and for local business at our community table.

Contact information

Market Manager: Ellie Leaning

Email: farmersmarket@brewsterhistoricalsociety.org

Cell: 774-722-9105

Assistant Market Manager: Liz Blanchard

Mail:

BHS Farmers Market

PO Box 1146

Brewster MA 02631

Summary

Operating Dates and Times

Date: Sundays: June 24 – September 9, 2018 (October 28, 2018 10 AM – 2PM)

Operating Time: 9 AM-1 PM

Location: Windmill Village, 51 Drummer Boy Road, Brewster MA 02631

Parking: On-site vendor parking

Set up: Begins at 8 AM. No arrivals after 8:45 AM. *No sales before 9 AM.*

Rain or Shine: Market is open rain or shine

Eligibility/Important Changes

- Open to farmers, harvesters, producers based on Cape Cod and predominately the Lower Cape
- Products: Produce, herbs, flowers, seafood, meats, processed meats, prepared foods, arts & crafts, homemade beauty/health products
- *Off-Cape grown products* must be pre-approved by BHSFM Management, must be bought directly from the producer in New England and must be labeled as such. This will be enforced in 2018.
- All prices must be clearly labeled.
- Vendors are **not** permitted to bring dogs.

Application, Fees, & Products

- Full time (13 markets), 12x12 space = \$200
- Part time (7 markets), 12x12 space = \$100
- Once-off markets, 12x12 space = \$20
- Application & fees must be received by BHS by May 13, 2018.
- A late fee of \$50 will be applied for applications received after May 13th.
- A complete application includes:
 - 2018 BHS Vendor Application (signed)
 - Payment
 - Board of Health Forms (See Below)

Space & Display

- *Display:* Vendors must provide their own tents, tables, chairs, etc. Tents/umbrellas must be secured/anchored.
- *Signage:* Vendors must have signage that shows their business name, town, prices clearly marked, educational materials as needed and all applicable permits and/or forms posted.

Clean up/ Trash/ Wash stations

- All vendors must leave their space broom-clean
- We are aiming to have this be a **zero waste** event – please refrain from bringing plastic bags or other non-sustainably sourced products.
- Vendors are responsible for their own trash removal and for trash left in the area.
- Vendors providing food samples must provide a wash station as identified by the Board of Health.
- There is a spigot with running water in the Park.

Health Regulations

- Please refer to Brewster Board of Health Farmers Market Policy (Annex 1) (contact info below) for information on Brewster’s Health Regulations and permitting process.
- All health requirements as listed in the BHSFM Handbook are subject to change based on the Brewster Health Department.

Please direct questions regarding health requirements to:

Sherrie McCullough

Assistant Health Director, Town of Brewster

Brewster Town Hall

2198 Main Street

Brewster, MA 02631

[508-896-3701](tel:508-896-3701) ext 1140

smccullough@brewster-ma.gov

Other

- *Insurance:* Vendors are encouraged to carry their own product liability insurance
- *Absences:* Please notify the market manager or assistant-market manager by the **Tuesday prior** to the absence so we may fill your spot.
- Familiarity with market rules and regulations is each vendor’s responsibility

Marketing

Please engage with us on social media and spread the word about our market:

Facebook: Brewster Historical Society Farmers Market

Instagram: @BHSfarmersmarket

Table of Contents

Market Description and Management	5
Market Description	5
Market Management	5
About the Market	6
Location and Time	6
Market Vendors	6
Product Eligibility	6
Applying to the Market	7
Application Information	7
Crop List and Additions	7
Visits, Interviews, and Photography	7
Permits, Licenses, State and Federal Regulations	8
Vendor Spaces, Placement, Fees	9
Arrival, Display Set-up, Departure	9
Additional Guidelines	9
Policy and Procedure	10
Rain or Shine Policy	10
Attendance Policy	10
Rules and Regulations Violation Policy	10
Suggestions, Grievances, and Product Challenge Process	10
Product Challenge Form	12
2017 Brewster Board of Health Farmers Market Policy (SUBJECT TO CHANGE IN 2018)	13

Market Description and Management

Market Description

Native peoples lived and farmed in Brewster for over 10,000 years, growing corn, beans, squash and other produce. The town of Brewster grew up around the grist mill on Stony Brook Road, built by Governor Thomas Prentice in 1663 for the purpose of grinding the region's corn for both populations. Residents grew rye, flax, English hay, salt hay, and asparagus, among other crops, raised cows, chickens, hogs, and sheep, and planted orchards. Cranberries became a thriving agricultural industry.

The Brewster Historical Society aims to help connect Brewster to its roots – literally – through this Farmer's Market. Besides selling locally grown produce, the Market will serve as a community event where local businesses working to improve our community can have a turn at our rotating community table and promote their work.

We ultimately aim for the Market to be a “zero waste” event; we ask our vendors and customers to use reusable and sustainably sourced materials when possible.

Market Management

The **Market Manager** is a member of the Brewster Historical Society. This individual is the go-to person for questions and concerns regarding the Market. The Market Manager coordinates vendor sign-ups, site assignment, answering questions, troubleshooting concerns that arise, and more. The Market Manager has the final authority for all policy implementation at the Brewster Historical Society Farmers Market. The Market Manager answers to the BHS Board of Directors.

The **Assistant Market Manager** is a member of the Brewster Historical Society. The Assistant Market Manager supports the Market Manager for the preparation and execution of the event.

Both the Market Manager and Assistant Market Manager are subject to the responsibilities and commitments as written in the Brewster Historical Society bylaws.

About the Market

Location and Time

Sunday Mornings, June 24 – Sept 9, 9 AM – 1 PM
Harvest Market, October 28, 10 AM – 2 PM

Location: Windmill Village, Drummer Boy Park, 773 Main St. Brewster, MA 02631
Vendor set up: 8 AM
Sales begin: 9 AM

The Market will run rain or shine. In the event of extreme weather, we will contact vendors by phone and/or email by 6:30 AM the day of. We aim to make-up cancelled markets in the fall at no extra cost to paid vendors. Vendors are responsible for ensuring their health permits are amended/still valid.

Market Vendors

Given that the primary objective of this market is to support agriculture in Brewster, we will first and foremost try to support Brewster farmers. Our selection process takes a variety of measures into account, including the variety of product sold by the vendor, their ability to meet demand, and their commitment to ecologically sustainable and organic growing techniques. This market is about growing a community and making healthy, locally produced food available for all – we are looking for vendors who support this ethos!

We are trying to maintain a focus on produce at this market but will balance this with flowers, dairy items, baked goods, meats, and more. We aim for a ratio of 50:50 produce: everything else.

Product Eligibility

In our desire to support local farmers, we aim to have mostly Brewster vendors and will then expand to the Lower Cape and the rest of the Cape. Except for extenuating circumstances, approved by the BHS Board of Directors, **we will not offer products grown or produced off Cape without specific approval.** Please note we will be enforcing this in 2018.

This is a “producers market”, which means that products must be grown, raised, caught, or produced by the vendor within Barnstable County. All of the products sold must be clearly labeled with the grower’s name and business name as well as prices, where the food is grown and harvested. Existing vendors may appoint another vendor to sell their approved products with pre-approval from the Market Manager. Vendors must make every effort to ensure that their products hold no health hazards to the public. Vendors selling “certified organic” or “organic” must display this certification.

Applying to the Market

Application Information

As previously noted, the BHSFM gives preference to Brewster vendors, expanding to others based on product uniqueness and interest. A variety of criteria will be taken into consideration when making our decision, including the variety of products offered, the likelihood of the vendor's ability to meet demand, and their interest and support of our zero waste initiative and environmentally friendly farming practices.

We give preferential acceptance to full time vendors over part time vendors. In 2018, we will aim to allow part time vendors to choose their participation dates.

If we do not accept a vendor based on space limitation or product variety, we will keep them on a waitlist and they will be contacted when space becomes available.

All vendors must complete a BHS Vendor Registration Form 2018 and pay the required fee by May 13, 2018. Acceptance to a previous season does not guarantee acceptance this season.

Crop List and Additions

All prospective vendors must submit a product list along with their application each season. The Market Manager will review each item, not the application as a whole. If the vendor wishes to add an item, they must confer with the Market Manager and obtain approval from the Market Manager and the Board of Health, as needed.

Visits, Interviews, and Photography

We will conduct new vendor farm visits at a mutually agreed upon time by the vendor, Market Manager, and/or Assistant Manager. At this visit we will take photos and videos as agreed upon by the vendor to use in our promotional materials as well as to confirm that products are grown or produced on site.

Permits, Licenses, State and Federal Regulations

All health information listed in the BHSFM Handbook is subject to change as noted by the Brewster Health Department.

Please refer to the 2018 Brewster Board of Health Farmers Market Policy for final information (2017 Version attached in Annex 1).

Vendors are not permitted to bring their dogs to the market.

Please direct questions regarding health requirements to:

Sherrie McCullough

Assistant Health Director, Town of Brewster

Brewster Town Hall

2198 Main Street

Brewster, MA 02631

[508-896-3701](tel:508-896-3701) ext 1140

smccullough@brewster-ma.gov

Market Specifics

Vendor Spaces, Placement, Fees

Both full and part-time vendors will be given a designated 12x12 space in our historic windmill lot. The market manager will organize the vendor map and will do his or her best to arrange the market in the most functional manner possible.

Vendors are required to provide their own tables and chairs. Vendors bringing a tent, canopy, or umbrella must adequately secure them to the ground.

Vendor fees must be paid in full by May 13, 2018. Vendors may share a space but no more than two vendors may share a space. A late fee of \$50 will be applied to applications received after May 13, 2018, with the exception of once-off vendors may apply partway through the season if they so desire.

Arrival, Display Set-up, Departure

As noted, vendor set up begins at 8 AM on the day of the Market. No arrivals after 8:45 AM. Sales begin no earlier than 9 AM.

Products must be displayed at least one-foot off the ground except for situations approved by the Market Manager, in the case of large plants or similar.

Products must have labels adequately displaying their cost, where they were produced and the business name. Vendors with organic labeling must provide proof of organic certification.

Stands must not extend into walking space or be disruptive in any manner. Spaces must be kept clean, attractive and hazard-free at all times. The Market Manager reserves the right to remove any display that is hazardous, unsanitary or does not conform to the Market's regulations.

Vendors are responsible for cleaning up their own area. Vendors who provide samples or provide activities that generate waste are required to have their own trash bin. The BHSFM aims to be waste free. Please try to limit or eradicate all waste and utilize reusable and sustainably sourced packaging.

Additional Guidelines

- Vendors must price their products in line with appropriate market values
- Vendors and their representatives must ensure that they are in line with BHSFM rules and regulations
- All vendors are expected to be cooperative and respectful toward management, the public and other vendors, many of whom may be direct competitors. Behavior that is threatening, abusive or harassing shall constitute a violation of Market rules and shall result in immediate termination of the vendor's market privileges and removal from the grounds.
- Smoking is prohibited at the market

Policy and Procedure

Rain or Shine Policy

The BHSFM will be open Sunday mornings 9 AM – 1 PM **rain or shine**.

The market will only be cancelled in the case of dangerous weather. We aim to make up cancelled markets in the fall but do not guarantee this. If we are able to make up markets, there will be no cost for paid-up vendors. Vendors are responsible for ensuring their Board of Health permits are up-to-date.

Attendance Policy

Vendors must notify the Market Manager by Tuesday prior to the absence. Failure to do so is a violation of the BHSFM rules and regulations. No refunds will be provided for cancellations after the Tuesday prior to the market.

Rules and Regulations Violation Policy

The first instance of a vendor's violation of the rules and regulations will result in a written warning. The second violation for the same situation or another will result in termination of the vendor's membership and selling privileges by the BHS Board of Directors. Termination shall not relieve a vendor of unpaid dues nor does it provide for refunds.

Suggestions, Grievances, and Product Challenge Process

Suggestions, Grievances, and Product Challenges shall be submitted via the forms included in the handbook. The Market Manager will address suggestions and grievances in a timely and appropriate manner.

In circumstances concerning a complaint against any vendor by another vendor regarding the origination or legitimacy of their produce, product, or goods, the following shall apply:

The complaining vendor shall submit, in a timely fashion, a completed Product Challenge Form (in handbook) and submit it to the Market Manager or mail. The identity of the complainant will remain confidential.

Complaint resolution of matters of this nature is the responsibility of Brewster Historical Society. The BHS will notify the vendor that one or more of their products offered for sale at the Market is being investigated for product legitimacy.

The BHS will conduct an initial investigation of any complaint in conjunction with the Market Manager using observances, statements of other witnesses and/or inspection of the vendor's production place and methods, thereby making a determination as to a product's legitimacy. If the vendor refuses to allow such an inspection or to determine a mutually convenient time, the vendor's selling privileges and Market membership will be immediately terminated. Inspections to resolve a dispute will be conducted by at least one member of BHS's Board of Directors. If BHS determines that a product does not violate the rules, no further action will be taken.

If BHS determines that a product does violate the rules, the infraction shall be dealt with as set forth in the above Rules and Regulations Violation Policy and vendor must immediately cease sales of the product(s) in violation. Failure or refusal to do so will result in the loss of selling privileges and Market membership effective immediately.

Additionally the vendor will not be eligible to re-apply for membership in the Market until the following season, and then may participate only if the vendor's application is approved by a majority vote of BHS Board of Directors.

Product Challenge Form

Available upon request

2017 Brewster Board of Health Farmers Market Policy (SUBJECT TO CHANGE IN 2018)

BREWSTER BOARD OF HEALTH FARMERS' MARKET POLICY

Traditionally, a farmers' market is a market, consisting of two or more vendors that promote and sell whole products grown and raised by participating farmers.

Some farmers' market vendors have expanded or evolved into retail food operations offering pre-packaged processed foods. These vendors may retail foods prepared at food service establishments, food processors, residential kitchens and or mobile food units. Some vendors may retail food prepared, portioned, or sampled on site.

Boards of Health have been faced with decisions regarding evolving farmers' markets. These decisions have included location, sanitation, and types of food offered. The Brewster Board of Health views its role in the oversight of a farmers' market as:

- An assessment of the facilities available to the farmers' market
- An obligation to assure that all food products are being offered for sale in a safe and sanitary manner.
- Prohibiting the sale of certain food items if the items cannot be prepared, transported, displayed and sold in a manner that protects the consumer.
- Enforcing the provisions of the State and Federal Food Code, consistently, fairly, and firmly. This enforcement includes the requirements for food handling and licensing.

It is the opinion of the Board of Health that it should work with local farmers market managers and vendors offering for sale or sample food items other than whole farm products to ensure that all food products are prepared, stored, and displayed in a manner that promotes good public health principles and must meet the requirements of the State and Federal Food codes including licensure.

For the purpose of this policy the following definitions apply:

Farmers' Market: A public market, consisting of two or more vendors, for the primary purpose of connecting and mutually benefiting local farmers, communities and shoppers while promoting and selling whole farm products grown and raised by participating farmers. A farmers' market may also include "value added products" and other pre-pared products as permitted by the Board of Health.

Farmers' Market Limited Food Service Permit: A document issued by the regulatory authority that authorizes a market approved vendor to prepare, portion, or offer for sample, food at the open market. Food demonstrations may be included. A Farmers Market Limited Food Service Permit is restricted to limited food preparation at a farmers' market that is registered with the Board of Health.

Farmers' Market Manager: An individual or committee who is responsible for overall market management; develops a "plan" of the market showing the location of food vendors, hand washing stations, restroom facilities, maintains a master list of all proposed vendors, and oversees the on-site food handling practices.

Farmers' Market Registration Form: A form completed by the Farmers' Market Manager.

Farmers' Market Retail Food Permit: A document issued by the regulatory authority that authorizes a market approved vendor, to sell (value added) pre-packaged food product at the open market.

Farmers' Market Whole Farm Product Registration: A form completed by a market approved vendor to sell whole farm products.

Federal Food Code: Food and Drug Administration 1999 Food Code.

Mobile Food Establishment: A self-contained food service operation located in a vehicle or push cart (self – or otherwise propelled) used to store, prepare, display or serve food for individual portion service. A Mobile Food Establishment must meet the criteria set forth in 105 CMR 590.000.

State Food Code: For the purpose of this policy the State Food Code refers to 105 CMR 590.000 State Sanitary Code Chapter X – Minimum Sanitation Standards for Food Establishments.

Value Added Products: A whole farm product that has undergone a change in physical state or was produced in a manner that enhances its value or expands the customer base of the product.

Whole Farm Food Products: Whole farm products include;

- Fresh Produce (fresh uncut fruits and vegetables)
- Unprocessed honey (raw honey as defined by the National Honey Board: Honey as it exists in the beehive or as obtained by extraction, settling or straining without adding heat)
- Maple syrup
- Farm fresh eggs (must be stored and maintained at or below 45° F (7.2° C))

All vendors serving food items other than the items included in the above definition of a whole farm product are required to be licensed per the requirements of the State and Federal Food Code.

POLICY

All farmers markets, as defined above, must designate a Market Manager to meet with the Board of Health or its Agent prior to the start of each market season to review the operations of the market. This review must include the location, dates, time of the operation, the vendors and their associated food products proposed at the market.

All farmers markets in Brewster must be reviewed and approved by the Board of Health or its Agent annually for the purposes of:

- **Reviewing the products to ascertain if they meet the definition of Whole Farmed Products as defined above.**
- **Reviewing the products to ascertain if the market proposes the sale of foods other than Whole Farmed Product.**
- **Assessing the market's availability of physical facilities including handwashing and restroom facilities and dust control.**
- **Reviewing procedures being put in place to assure that all food product being offered can be done in a safe and sanitary manner and in compliance with the State and Federal Food Codes.**
- **Reviewing and approving the market's vendor list authorized by the Market Manager. The approved vendor's list shall identify the vendor's name, address, products being offered at the farmer's market, and any existing state and local licenses.**
- **Reviewing and approving all required food service licenses needed for participation at the farmer's market.**

Registrations/Permits to Operate; the following registrations/permits are required prior to the operation of a farmers' market in Brewster. All potential farmers' market vendors requesting to receive Board of Health approval must be authorized by the Market

Manager. All permits shall be granted to a specific applicant for a specific farmers market and are subject to fees and conditions as established by the Board of Health or its Agent. Permits shall be issued annually and shall expire on December 31st of the issuing year.

- 1. FARMERS' MARKET REGISTRATION – All farmers' markets shall register with the Board of Health on a form furnished by the Board of Health or its Agent.**
- 2. FARMERS' MARKET WHOLE FARM PRODUCT REGISTRATION – All farmers' market whole farm product vendors shall register with the Board of Health on a form furnished by the Board of Health or its Agent.**
- 3. FARMERS' MARKET RETAIL FOOD PERMIT - All vendors participating at a farmers' market who sell (value added) pre-packaged food product are required to obtain a Farmers Market Retail Food Permit. All products to be retailed must be approved by the Board of Health or its Agent. The permit is only valid for the farmers' market that it is approved for and all vendors must meet all of the requirements of the State and Federal Food Codes. Additionally, all Farmers' Market Retail Food Vendors must meet the Department of Public Health's food labeling requirements set forth in 105 CMR 520.00.**
- 4. FARMERS' MARKET LIMITED FOOD SERVICE PERMIT – All vendors participating at a farmers' market who prepare, portion or offer for sample including cooking demonstrations are required to obtain a Farmers Market Limited Food Service Permit. All products to be served must be approved by the Board of Health. The permit is only valid for the farmers market that is approved for. All vendors must meet all of the requirements of the State and Federal Food Codes and must have a designated Certified Food Protection Manager/Person in Charge as defined in the Food Codes on site during the farmers market. The holder of a Farmers' Market Limited Food Service Permit will be permitted to sell pre-packaged value added products without the need of a separate Farmers' Market Retail Food Permit.**
- 5. MOBILE FOOD VENDORS – All mobile food vendors authorized by the Market Manager, licensed in Brewster may, within the restrictions of its permit, prepare, portion, sell or give away food at the farmers' market.**
 - a**
- 6. SALE OF ALCOHOL – The sale of wine, beer, or other alcoholic beverages is subject to the approval of the Brewster Board of Selectmen, the Massachusetts Department of Agricultural Resources, and the Alcoholic Beverage Control Commission.**
- 7. SALE OF CRUSTACEANS, FINFISH, or SHELLFISH – Vendors selling crustaceans, finfish, or shellfish, must submit all proper permits including a valid current retail seafood dealer permit or retail seafood truck permit from the Department of Marine Fisheries and local board of health permits from their base of operation. These vendors must obtain a Farmers' Market Limited Food Service Permit. Vendor selling shellfish must have shellfish tags available on site and maintained for a minimum of 90 days.**
- 8. SALE OF MEAT OR POULTRY – Meat must be slaughtered in a federally inspected facility. These facilities are also licensed by the Food Protection Program (FPP). The vendor must submit a copy of the facilities license. USDA inspected meat products must bear the mark of inspection on each retail package. Poultry may be processed in a USDA facility or a state only licensed facility (Mobile Poultry**

Processing Unit) if the processor is working under the exemptions allowed in the USDA Poultry Act. Vendors must submit copies of the facilities license. These vendors must obtain a Farmers' Market Limited Food Service Permit. Meat and poultry products must be maintained and sold frozen.

9. **SALE OF NON-FOOD PRODUCTS** - The Board of Health or its Agent must evaluate non-food items to determine if it creates a conflict with safe storage, display and sale of food products.

PROHIBITIONS

1. The sale of certain food items if in the Board of Health or its Agent opinion cannot be prepared, transported, displayed and sold in a manner that meets regulatory standards and or maintains product quality is prohibited.
2. The sale of live animals, other than lobster or shellfish (as noted above) is prohibited at farmers' markets.
3. Vendors are not allowed to bring their dogs to the farmers' market.
4. The sale of any smoking blend, nicotine delivery device, or any smoking product is prohibited at the farmers' market.
5. Raw (unpasteurized) milk is not allowed for sale at farmers' markets in accordance with 105 CMR 590.000.
6. Potentially Hazardous Foods cannot be prepared in a residential kitchen and must be prepared in a licensed commercial kitchen.
7. Any item, which by its presence at the farmers' market creates a conflict with the safe storage, display and sole of food products is prohibited.

BREWSTER BOARD OF HEALTH CONDITIONS FOR FARMERS' MARKET FOOD VENDORS

1. Food Permits must be posted on-site along with other applicable permits.
2. Only foods approved by the Brewster Board of Health or its Agent may be sold. Examples include but are not limited to the following:
 - a. Herbed vinegars are allowed with proper permitting – vinaigrettes, and garlic or herbs in oil are not permitted.
 - b. Baked goods are allowed with proper permitting – cream filled pastries or other baked goods with potentially hazardous fillings or toppings are not allowed.
 - c. Jams and jellies are allowed with proper permitting – perishable foods that require refrigeration, such as cut fruit and vegetables, tomato and barbeque sauce, pickled products, salsa, relishes, salad dressing and apple sauce are permitted provided that the product is processed in a licensed food processing or manufacturing facility.
 - d. Seed Sprouts are considered potentially hazardous and are not allowed to be sold without proper permitting. Seeds for sprouting must be accompanied by proper documentation to show that they are for human consumption. (per MA FPP)

- e. Micro-greens as are produced in and harvested from soil are considered an agricultural product that has not been altered and are allowed.
 - f. The sale of any smoking blend, alternatives, or any smoking product is prohibited at the farmers' market.
 - g. Any items considered to be cosmetics (such as lipstick/lip balm, skin creams, lotions, perfumes, shampoos, toothpastes, deodorants etc. as defined by the Federal Food, Drug and Cosmetic Act) are subject to federal regulations and must comply with such regulations including labeling.
 - h. Any other items not listed in this section will be reviewed on a case by case basis to assess the safety of the product sold.
3. Bottled honey - must use sterile jars and lids with proper labels.
 4. Maple syrup – must use sterile jars and lids with proper labels.
 5. Eggs must be cleaned and must be held at or below 45° F from the time of collection through the time of sale at the market.
 6. All processed food items must be properly labeled as required by the state.
 7. Toilet and hand washing facilities must be available to all food-handlers.
 8. Bare hand may not contact ready to eat foods. Suitable utensils shall be used such as deli tissue, spatulas, tongs, single use gloves etc. for the handling and service of ready to eat foods.
 9. All equipment, utensils, containers, etc. shall be in clean, sanitary condition. Where there are no ware-washing facilities obtainable, spare sets of work utensils shall be available.
 - a. All potentially hazardous foods (time/temperature control for safety food) must be maintained at 41° F or below.
 - b. A properly calibrated, stem type thermometer must be available for testing time/temperature control for safety foods. The thermometer must be properly cleaned and sanitized before each use.
 - c. All hot and cold holding (mechanical units or coolers with ice) must be monitored, and logged hourly for proper holding temperatures.
 10. Foods shall not come in direct contact with water or un-drained ice. Water / ice cannot be directly discharged / disposed of on top of the ground.
 11. Foods displayed in bulk shall be in covered containers and dispensed with a utensil, single-use glove or single use paper sheet.
 12. Vendors selling shellfish must have shellfish tags available on site and maintain for a minimum of 90 days.
 13. All food, drinks, and condiments shall be handled in a manner that prevents contamination such as using clean, covered containers; storage of food and containers shall be up off the ground (minimum of 12 inches) etc.

- 14. All food handlers must wash their hands after utilizing the toilet facilities, eating, changing tasks, changing gloves, or when hands become contaminated.**
- 15. All carts, coolers, tables, grills and other equipment shall be pre-cleaned and sanitized before the event and transported in such a way as to prevent contamination.**
- 16. Food handlers shall wear clean outer garments, hair restraints, and utilize good hygienic practices.**
- 17. Garbage and waste water must be disposed of in a sanitary manner and the premises shall be kept clean.**
- 18. Containers with covers shall be available on site for disposal of recyclables.**
- 19. A labeled spray bottle of sanitizer prepared at the proper concentration must be on site for sanitizing all food contact surfaces, utensils, etc.**
 - a. Chlorine sanitizer: 50-100 PPM (1/2 TBSP non-scented household bleach per 1 gallon of water for 100 PPM solution)**
 - b. Quaternary Ammonium sanitizer: 200 PPM (follow product instructions)**

May 3, 2017