

Special Events

Food Vendor Requirements



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Getting Started

Find out if you will be at an event that is serviced or unserviced. This will help you determine what is needed on site to operate.

Operational Definitions

Serviced Site: Utilities are provided (e.g., electricity, water, garbage and sewage disposal).

Unserviced Site: Limited or no utilities provided and the following restrictions apply:

- The bulk of the food is prepared off-site at an inspected kitchen facility. *
- On-site food preparation is limited.

Food Definitions

Potentially Hazardous Food: Food contains milk or milk products, eggs, meat, poultry, fish, shellfish, ready-to-eat foods or other products that can support the growth of disease-causing micro-organisms or their toxins. Examples: hamburgers, shish kabobs, hot dogs, gyros, pogos, chicken, potatoes, cooked rice, cream-filled pastries and ice cream.

Potentially Non-Hazardous Food: Food that normally does not support the growth of disease-causing micro-organisms. Examples: dry goods and cereals, unconstituted dehydrated foods, baked goods, fruit pies, cookies, breads, cakes, potato chips, popcorn, cotton candy and candy bars.

Food Supplies and Water

- All foods must be obtained from an approved commercial source.*
- All foods served at special events must be prepared in an inspected kitchen.*
- No foods prepared or canned at home can be used, offered for sale or given away at the event.*
- All water must be from an approved potable supply.

* Exception: If you are a religious organization, fraternal organization or service club, you may accept food donations to serve/sell from an uninspected facility (e.g., home). The “Food Donor List for Exempt Special Events” must be provided (see page 12) and a Notice to Patrons sign must be posted at your stand (see page 13).

Food Handling and Protection

- Food preparation area must be covered by an overhead canopy.
- Food preparation and cooking areas must be separated from the serving area. These areas must have smooth, non-absorbent surfaces and be easily cleanable.
- Food must be handled with utensils (e.g., tongs, spoons, ladles, etc.) to prevent direct hand contact with food. Use napkins or disposable tissue to handle dry goods like pastries.
- Separate utensils or equipment must be used for preparing or serving raw and ready-to-eat foods.
- Use single-use eating utensils such as plastic forks, knives, spoons, paper plates and cups.
- Condiment containers must be pump type, squeeze containers, or have self-closing covers or lids. Single-use packets are recommended.
- All food (including ice) being prepared, stored, displayed or transported must be protected from contamination (e.g., dust, dirt, insects or other contamination). Foods must be covered completely by food-grade plastic wrap, foil, sneeze guards or cabinets. Store food and supplies in fully enclosed food-grade containers with tight-fitting lids.
- All food and food supplies must be stored at least 15 cm or 6 inches off the floor or ground.
- Customer samples must be protected from contamination (provide individual containers, toothpicks or a serving spoon).

Temperature Control

To reduce the potential of food-borne illness:

- All potentially hazardous foods must be transported, stored and maintained at required temperatures. Indicating thermometers must be provided in all cold holding units.
- Transport hot and cold foods quickly from place to place. Use thermal insulated containers with cold or hot packs, or refrigerated trucks to maintain hazardous foods at the required temperatures.
- Do not thaw frozen foods at room temperature. Foods must be thawed in a refrigerator or under cold running water.
- All hazardous foods that require cooking must be fully cooked to the minimum internal cooking temperatures. Probe thermometers must be available to test internal food temperatures. Food should be probed at the thickest section of meat without touching bone, fat or cartilage.
- Reheat food to original cooking temperature or above for at least 15 seconds.

Keep food safe

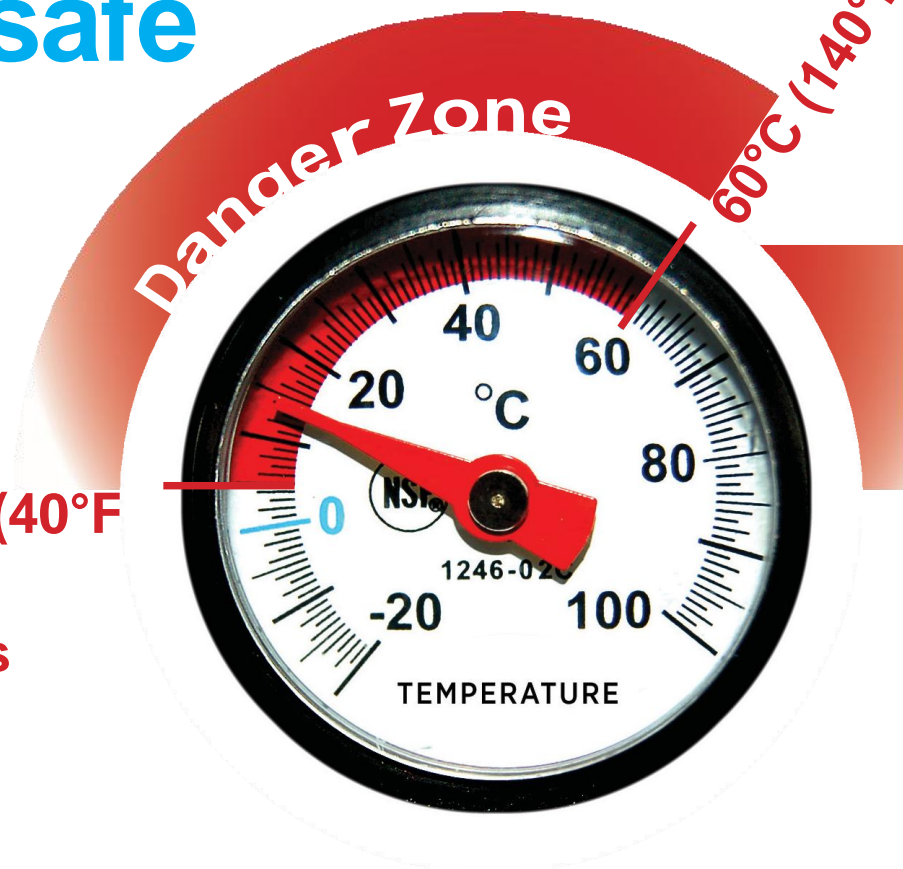
Harmful bacteria grow quickly in the danger zone.

never leave food for more than two hours in the danger zone.

4°C (40°F)

Danger Zone

60°C (140°F)



Keep people healthy

always cook meat to the right internal temperature:

Poultry, whole	82°C (180°F)
Poultry, pieces and ground	74°C (165°F)
Food mixtures with meat	74°C (165°F)
Ground meats (not poultry)	71°C (160°F)
Pork, pork products	71°C (160°F)
Fish	70°C (158°F)

reheating food? Reheat food to original cooking temperature or above for at least 15 seconds.

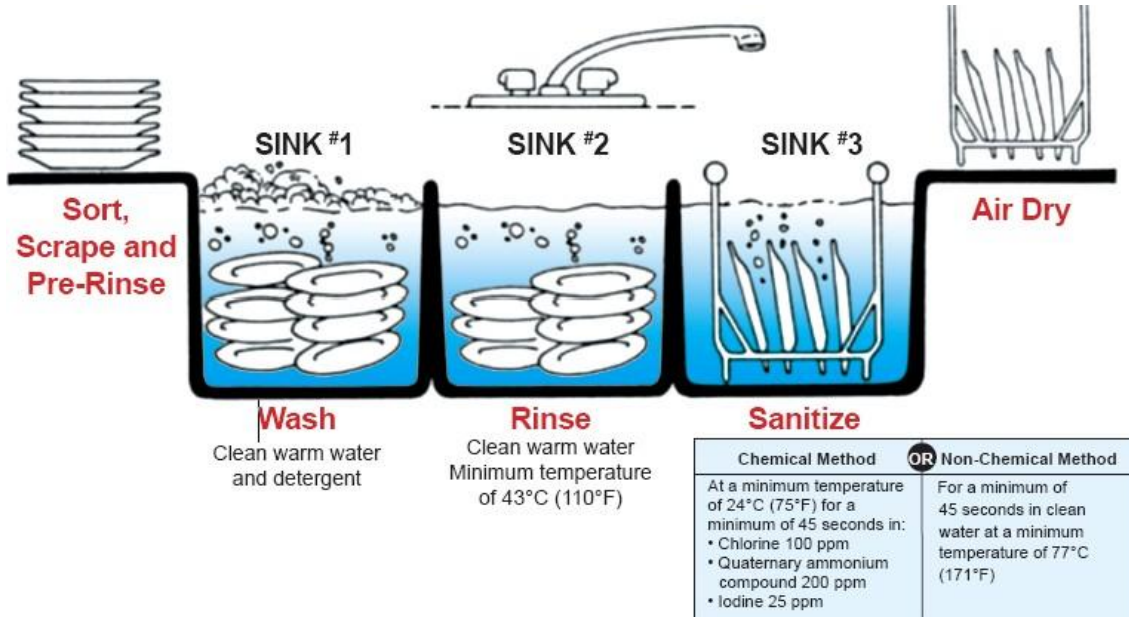
Be sure to keep hot food hot, and cold food cold:

Hot food	60°C (140°F)
Cold food	4°C (40°F)
Frozen food	-18°C (0°F)

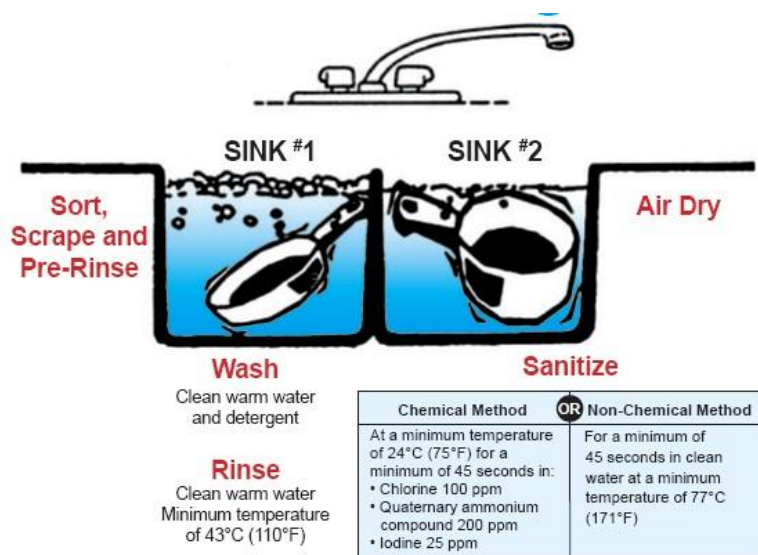
Dishwashing

- Utensils and equipment may be washed on site or in a commercial kitchen. A two or three-compartment sink with hot and cold running water must be used to wash, rinse and sanitize utensils and equipment.

3-compartment sink dishwashing method



2-compartment sink dishwashing method



- Sanitizing solutions:
 - Chlorine: 100 parts per million (ppm) (2 ml or ½ teaspoon of household unscented chlorine bleach in 4 cups or 1 litre of water)
 - Quaternary Ammonium: 200 ppm
 - Iodine: 25 ppm
- Vendors must provide a sufficient number of clean utensils for back-up. Store utensils and equipment in a clean, washable container. Four sets of utensils are recommended for each day of the event.

Sanitizing

- A sanitizing solution (bucket or spray bottle) must be available to sanitize food contact surfaces. A quaternary ammonium compound, iodine or bleach solution can be used.
- A bleach and water sanitizing solution of 200 ppm is made by mixing 1 teaspoon (5 ml) of household strength unscented chlorine bleach with 4 cups (1 litre) of water.
- If a bucket is used, wiping cloths must be stored in the sanitizing solution. An adequate supply of cloths must be provided.
- If a spray bottle is used, it must be clearly labelled and a clean wiping cloth or disposable paper towels must be used.
- Sanitizing solutions must be prepared daily and changed at least every 3 hours, or as often as needed.
- Test strips should be used regularly to ensure sanitizing strengths meet the minimum concentration requirements. Chlorine solution loses its effectiveness after 3 hours due to evaporation.

Waste Disposal

- An appropriate-sized garbage container made of durable, waterproof and rodent-proof material with tight-fitting lid must be provided. Keep it clean and empty it frequently.
- Final garbage disposal must be made at a designated garbage bin or approved waste disposal site.
- Grease from fryers must be stored in covered, non-flammable and durable containers and is to be disposed of by approved methods.

Wastewater Disposal

- Wastewater must be stored in a covered, durable container and disposed of in an approved sanitary sewer, bathroom facility or holding tank. Wastewater must not be disposed of on the surface of the ground.

Handwashing Facilities

- Each vendor must provide warm running water, liquid soap in a dispenser and individual paper towels in each food preparation/handling/serving area.
- The container for the water must have a turn valve that will allow water to flow freely while permitting both hands to be washed at the same time.
- A bucket must be available to collect wastewater.

Food Handler Hygiene Tips

- All food handlers shall wash hands thoroughly using soap and water:
 - Before beginning work
 - Before preparing food
 - After handling raw meat
 - After using the toilet or washroom
 - After coughing, sneezing or blowing their nose
 - After touching garbage or soiled work surfaces
 - Whenever hands become dirty (e.g., after handling money)
- Smoking or the use of tobacco is not permitted in the booth.
- Clean outer garments must be worn.
- Hair must be confined while handling or preparing food.
- Food handlers that are coughing or sneezing; have a fever, jaundice, diarrhea or vomiting; or have infected sores or cuts should not be handling food.
- Hands must be washed before putting on new gloves and taking off dirty gloves.
 - Gloves are for single-use only and must be changed between tasks.
 - Gloves must be worn if the food handler has a bandage over a minor cut or burn.
 - Washing gloves is not permitted

It is recommended that all food handlers become food safety certified. Please visit the Food Safety Training & Certification page:

www.wdgpulichealth.ca/?q=businessfoodcert

For additional information please visit our website: www.wdgpulichealth.ca or call us at: 1-800-265-7293 ext. 4753

Useful Sources of Information

Canadian Food Inspection Agency: Food Handling Tips

www.inspection.gc.ca/food/information-for-consumers/fact-sheets/food-handling/eng/1331871496701/1331871695247

www.inspection.gc.ca/food/information-for-consumers/fact-sheets/food-poisoning/eng/1331151916451/1331152055552

Canadian Partnership for Consumer Food Safety Education

www.canfightbac.org

Centers for Disease Control and Prevention

www.cdc.gov/foodsafety

Eat Right Ontario

www.eatrightontario.ca/en/Articles/Food-safety

Foodland Ontario

www.foodland.gov.on.ca

Ontario Ministry of Health and Long-Term Care

www.health.gov.on.ca/en/public/programs/publichealth/foodsafety

Public Health Agency of Canada

www.phac-aspc.gc.ca/fs-sa/index-eng.php

Special Events

Did you forget anything?

A. Handwashing

- Warm running water in food-grade container with turn valve
- Liquid soap in dispenser and paper towels
- Catch basin for wastewater

B. Safe Food Handling

- Adequate refrigeration/thermal container with ice freezer packs at a temperature of 4°C (40°F)
- Adequate hot holding at a temperature of 60°C (140°F)
- Probe thermometers (with means to sanitize probe in between uses) & refrigerator
- Materials (e.g., plastic wrap, foil) for properly covering foods
- Provisions to store food 15 cm (6 inches) off the ground
- Separate cutting boards and utensils for raw and cooked foods
- Single-use utensils for customers
- Adequate sets of clean utensils (4 sets recommended per event day)
- Ice container with a dedicated ice scoop (stored separately)

C. Sanitation

- Bleach sanitizing solution (1 tsp bleach/4 cups of water), quaternary ammonia compound or iodine available in buckets or labelled spray bottles
- Supply of clean wiping cloths
- Supply of clean utensils and equipment
- An appropriate-sized garbage container with lid

D. Personal Hygiene

- Hair covering/restraint (e.g., hairnet, cap, tied back)
- Clean outer clothing

Any Questions?

Call Wellington-Dufferin-Guelph Public Health 1-800-265-7293 ext. 4753

Special Event Vendor Application

Please complete this form and submit at least 30 days prior to event.

Multiple Events: If attending more than one event within Wellington-Dufferin-Guelph region one application may be submitted – a list of events attending is required (attach).

Event Information	
Event Name:	Duration: 1 day <input type="checkbox"/> 2-3 days <input type="checkbox"/> 4-7 days <input type="checkbox"/>
Date(s) of Event:	Total Attendance: Under 800 <input type="checkbox"/> Over 800 <input type="checkbox"/>
Event Location:	Annual Event: Yes <input type="checkbox"/> No <input type="checkbox"/>
Vendor Information	
Contact Name:	Business Name:
Address:	Phone:
City/Town: Postal Code:	Business Phone:
Email Address:	Web Page:
Are you an inspected facility? Yes <input type="checkbox"/> No <input type="checkbox"/> * If yes, please attach a copy of your last inspection report.	
Food Handler Certified: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, year certified:	
By what organization:	
Personal Service Setting Booth: (piercing, tattoo, manicure, etc.) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Petting Zoo or Animal Exhibit: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Type of Vendor/Organization: Religious Organization* <input type="checkbox"/> Fraternal Organization* <input type="checkbox"/> Service Club* <input type="checkbox"/>	
Food Business <input type="checkbox"/> Other <input type="checkbox"/> (specify): _____	
*If you are a religious organization, fraternal organization or service club and are accepting food from an un-inspected facility (e.g. home), you must also complete the "Donors of Potentially Hazardous Food" list.	
Food Information	
Food Menu	Source of Food
List ALL food to be prepared or served (If more space is needed, please attach a separate list)	Name and address of grocer, caterer, restaurant (If more space is needed, please attach a separate list) No home preparation permitted
	Name:
	Address:
	Name:
	Address:
	Name:
	Address:
	Name:
	Address:
Food Handling & Storage	
How will food be transported to the event:	
Refrigerated truck <input type="checkbox"/> Thermal unit (e.g., Cambro) <input type="checkbox"/> Coolers with ice <input type="checkbox"/> Insulated container/bag <input type="checkbox"/>	
Other <input type="checkbox"/> (specify): _____	
How will temperature be maintained on site:	
Refrigerated truck <input type="checkbox"/> Thermal unit (e.g., Cambro) <input type="checkbox"/> Coolers with ice <input type="checkbox"/> Insulated container/bag <input type="checkbox"/>	
Chafing dish <input type="checkbox"/> Other <input type="checkbox"/> (specify): _____	
*A probe thermometer must be available on site to ensure proper internal food temperatures.	
Describe your hand washing station:	
Portable hand washing station <input type="checkbox"/> Container with turn spout <input type="checkbox"/> Other <input type="checkbox"/> (specify): _____	
*Liquid hand soap in a dispenser and paper towels must be available for use.	
What sanitizer will be used:	
Chlorine bleach <input type="checkbox"/> QUAT <input type="checkbox"/> Iodine <input type="checkbox"/> Other <input type="checkbox"/> (specify): _____	

Please provide a floor plan which includes (the floor plan can be hand drawn in the space below or attached to this application):

- Two/three compartment sink
- Food storage
- Hand washing station with soap in dispenser, paper towel and waste water container
- Food preparation areas
- Adequate refrigeration (include method refrigeration)
- Garbage disposal

Vendor Signature: _____ Date: _____

For Office Use Only

CSR Number:	CID Notified: Yes <input type="checkbox"/> No <input type="checkbox"/> Date:
Inspector:	Inspection Required: Yes <input type="checkbox"/> No <input type="checkbox"/>
Premise Exempted: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments:	
Date Reviewed:	PHI Signature:



Food Donor List for Exempt Special Events

Under the Food Premises Regulation (562), religious organizations, service clubs and fraternal organizations that are exempt must keep a list of all people who donate hazardous food for the special event. Hazardous foods are those that are able to support the growth of food poisoning bacteria or the production of toxins by those bacteria. Hazardous foods are high in protein and moisture. Some examples include: hamburgers, hot dogs, other meat, poultry, fish, eggs, milk, ready-to-eat foods and tofu.

A copy of this list must be given to a public health inspector if requested.

Event: _____ Date: _____

Coordinator: _____ Phone: _____

Organization Type (Religious, Service Club, Fraternal, etc.): _____

Location of Event: _____

Name	Full Address with Postal Code	Phone	Food Donated

For more information visit www.wdgppublichealth.ca or call 1-800-265-7293 ext. 4753

Notice To Patrons

Food at this stand came from a location that has not been inspected by Public Health in accordance with the Food Premises Regulation, under the Ontario Health Protection and Promotion Act

Posted in accordance with Section 2 (3) (1) Ontario Regulation 562 (Food Premises)



1 800 265 7293 x 4753
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www.wdgpublichealth.ca