

Requirements for Special Event Food Vendors

Please be advised that it is the responsibility of each Special Event Food Vendor to be aware of and in full compliance with the following requirements. Failure to comply will result in either Niagara Region Public Health's refusal to allow operations or possible enforcement action.

Getting Started:

1. Review special event food service requirements.
2. The food vendor is required to complete the application form (*last 2 pages*) and send it to the event coordinator. The event coordinator will collect completed forms and send them to Niagara Region Public Health.
3. The completed forms must be received by Niagara Region Public Health not less than **2 weeks** prior the event.
4. A public health inspector will contact all food vendors to review set-up, menu and answer vendor questions.
5. A public health inspector may be onsite during the event to conduct an inspection of the food vendors' booth.

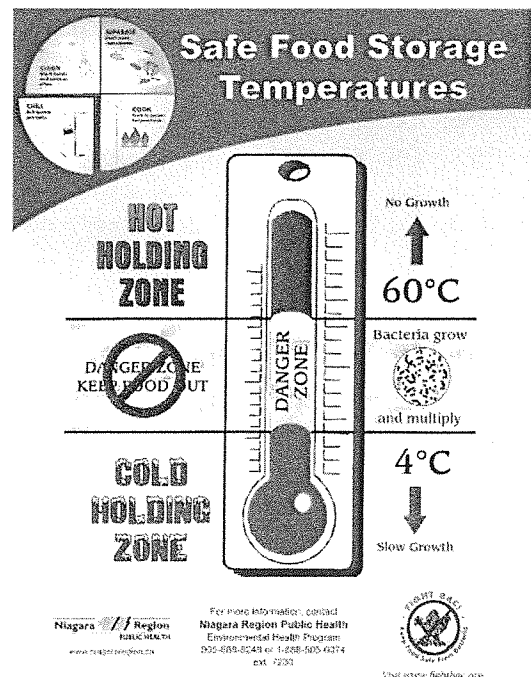
Section 1 - General Food Safety Guidelines:

Food Source

- All foods must come from approved and inspected sources.
- No home prepared food is allowed to be sold or distributed.
- If serving soft serve ice cream, a copy of the microbial sampling results must be provided prior to receiving public health approval.

Food Transportation

- Hazardous foods must be transported at 4°C (40°F) or lower for cold held foods, or 60C (140F) or higher for hot held foods.
- Foods are to be covered, wrapped or sealed during transportation.



Food Storage

- Foods must be protected from contamination and stored in food-grade containers.
- Raw meats must be kept separate from cooked meats, vegetables or any ready-to-eat foods.
- Food and food supplies must be raised 15cm (6 inches) off the ground.

Mechanical Refrigeration

- Mechanical refrigeration is required onsite and must hold hazardous foods below 4°C (40°F).
- Coolers with ice can only be used for hazardous foods if mechanical refrigeration is also provided (ex. refrigeration truck onsite).
- Accurate internal indicating thermometers must be present in all refrigerators and coolers.

Cooking and Hot Holding

- Store hot foods at 60°C (140°F) or higher.
- Use probe thermometer to monitor temperatures.
- Hazardous foods must be cooked to the appropriate temperatures for a minimum of 15 seconds (see display picture on right).

Cooking Temperatures

Cook food to a **minimum** internal temperature of:

Whole poultry (chicken, turkey)	82°C	180°F
Poultry pieces or ground poultry	74°C	165°F
Hazardous food mixtures	74°C	165°F
Ground meats (beef, pork, lamb)	71°C	160°F
Pork & Pork Products	71°C	160°F
Fish	70°C	158°F

Use a probe thermometer to check cooking temperature.
* Note: Temperature to be maintained for a minimum of 15 seconds

For more information, contact
Niagara Region Public Health
Environmental Health Program
905-688-8248 or 1-888-505-6074
ext. 7230
Visit www.fg/nbnc.org

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Dishwashing 2 Sink Method

Scrape, sort and pre-rinse

Sink #1 Wash & Rinse

Sink #2 Sanitize

Air dry

Wash
In clean hot water and detergent

Rinse
With clean water (43°C/110°F)

Sanitize
Soak dishes based on manufacturer's contact time in water at 77°C (170°F) or

2. Use clean warm water with a sanitizer such as:

- Chlorine, 100 parts per million (ppm), or
- Quaternary Ammonium, 200 ppm, or
- Iodine, 25 ppm

Note: Chlorine has 45 sec. contact time.

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Utensil Wash

- A 2-compartment sink or 2 containers, large enough to fit your biggest utensil must be available to wash, rinse and submerge utensils in sanitizer (see display picture on left).
- Potable (safe for drinking) water, soap and sanitizer (bleach, quat) must be onsite.
- Bring multiple sets of utensils.
- Sanitizer test strips onsite to check sanitizer concentrations.

Probe Thermometer

- Probe thermometer must be onsite to check cooking, hot holding, re-heating and refrigeration temperatures.

Sanitizing Surfaces

- Sanitizer must be available onsite at all times.
- Wiping cloths must be stored in sanitizer buckets or disposable single use cloths with spray bottles. Sanitizer can be made by mixing 1tsp bleach to 1L water.
- Sanitizer concentration must be maintained at all times (100-200ppm chlorine; 200-400ppm quaternary ammonium)

Water

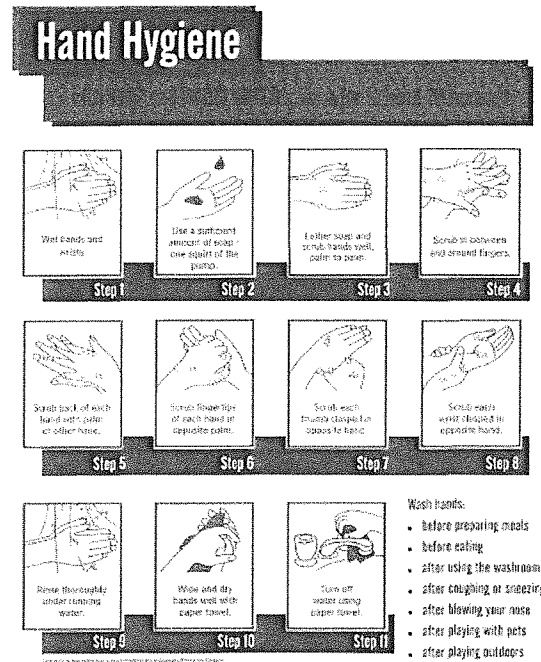
- All water must come from a potable (safe for drinking) source.
- Potable water must be available onsite for all food vendors.

Garbage Cans

- Garbage containers with lids must be provided.

Food Handlers

- Wash your hands. Thoroughly wash your hands with soap and water before handling food, after handling money or raw meats and after each break. Must also occur after any potential contamination.
- Food handlers must not work if they are ill.
- Food handlers must wear clean clothing and hair restraints.
- Do not smoke in the food preparation area.
- Minimize direct food handling by using tongs or utensils.
- Use soap then sanitizer to clean all food contact surfaces.



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Section 2 - Mobile Preparation Premise/ Food Truck/ Trailer:

Mobile Premise must be in compliance with Food Premise Regulation 562. This includes providing:

- Potable water
- Hot and cold water under pressure
- Sanitizer test strips
- Hand wash sink with soap in a dispenser and paper towel
- 2 or 3 compartment sink for utensil washing (soap and sanitizer)
- Probe thermometer
- Wiping cloths store in sanitizer (bucket) or single use disposable wiping cloths with spray bottle
- Mechanical refrigeration with indicating internal thermometers
- Holding tanks for waste water (with an approved source for disposal)
- Premise maintained in a sanitary manner

Section 3 -Temporary Food Booths

Covering

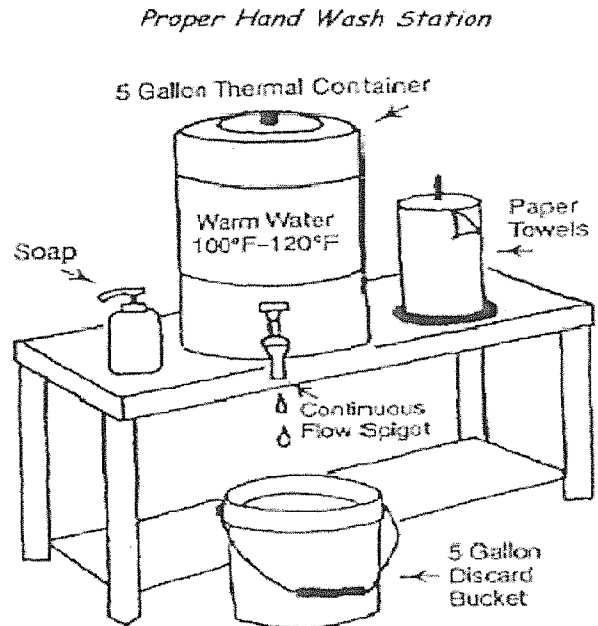
- Booths must have a canopy or covering to prevent food contamination.

Flooring

- Raised flooring (painted or sealed) is required at all food booths that are set-up on grass or gravel.
- Food booths on pavement or cement do not require flooring.
- Vendors that are only providing samples, with no food handling, or those serving pre-packaged goods are exempt and do not require flooring.
- Food products must be stored at least 15cm off the ground or flooring.

Temporary Handwash Station

- Potable water source must be accessible onsite.
- Fill a camping jug or coffee urn with warm water.
- Must have a spigot that that can remain open on its own. Using one hand to keep it the spigot in an open position is not acceptable.
- Liquid soap in a dispenser and paper towel.
- Container to collect the waste water. Waste water must be disposed of in a sanitary manner and in an approved location.
- Gloves and hand-gel sanitizers are not a substitute to hand washing.



Sampling

- Single serving utensils, squeeze bottles or individual serving portions only.
- Samples must be kept covered and protected from cross-contamination (i.e. sneeze guard).
- Any hazardous products must be kept mechanically refrigerated.
- Small sampling dispensers that would allow for frequent turnover/refills can be held submerged in ice baths as long as hazardous product can be maintained below 4°C (40°F).

Checklist for Special Event Food Vendors

DID YOU FORGET ANYTHING?

- Access to a potable water source (i.e. municipal water)
- Hand wash station set up in food handling area with warm running water, wastewater receptacle, liquid soap in a dispenser and paper towels
- Probe thermometer to check the internal temperature of hot and cold hazardous foods
- Sanitizer (1 tsp bleach to 1 litre of water) used for utensil wash and with wiping cloths for surfaces (spray bottle with single use disposable papertowel or bucket)
- Detergent for washing surfaces and utensils
- Two compartment sink or two containers to wash, rinse and sanitize all utensils
- Multiple sets of utensils (knives, ladles, tongs, etc.)
- Garbage receptacles with lids
- Suitable covers for food protection (lids, aluminum foil, plastic wrap, sneeze guards)
- Store food at least 15cm off the ground (on shelving, pallets or tables)
- Clean outer garments and aprons
- Hair restraints - hat and/or hairnet
- Canopy, tent or covering over all food handling or preparation areas
- Sanitizer test strips

HOT HOLDING

- Steamer, stove, chafing dishes that are able to hold hazardous foods at temperatures of at least 60°C (140°F) or higher

COLD HOLDING

- Mechanical refrigeration able to hold hazardous foods at temperatures of 4°C (40°F) or less at all times
- All mechanical refrigeration on-site must be plugged-in and operating at 4°C or less prior to being used for hazardous food storage
- Accurate internal indicating thermometer for refrigeration unit

FLOORING

- All food preparation areas on grass, dirt or gravel must have raised flooring that is painted or sealed.

ENSURE THAT ALL YOUR EQUIPMENT IS COMPLETELY SET-UP PRIOR TO ANY FOOD SERVICE OR HANDLING

Application Form for Special Event Food Vendors

All applications must be received 2 weeks prior to event. Application should be collected by the event organizer who will send the completed applications to Niagara Region Public Health.

Niagara Region Public Health
2201 St. David's Road, Campbell East
Thorold, ON L2V-0A2

Tel: 905-688-8248, ext. # 7230
Tel: 1-800-263-7248
Fax: 905-641-4994

A) Event Information

Event Name: _____
Event Date(s): _____ to _____
Start Time: _____ Finish Time: _____
Event Location: _____

B) Food Vendor Information

Vendor Booth Name: _____
Contact Name: _____
Phone (work): _____ Phone (cell): _____
Address: _____
Email: _____
Onsite Contact/Operator (at event): _____ Phone: _____

C) Location Where Food is Prepared

<i>All food preparation must be onsite, or at a facility inspected by a public health department. No home prepared foods shall be sold or displayed. If food is prepared at a commissary kitchen or food premise complete section below:</i>	
Business Name: _____	
Business Address: _____	
Is food premise is outside of Niagara Region: <input type="checkbox"/> YES <input type="checkbox"/> NO	
* If YES, provide a copy of your most recent health inspection report	

D) Menu Items (Please List)

If soft serve ice cream samples are being served, a copy of your most recent microbial sample results (within calendar year) must be provided prior to approval for vendor to attend the event.

E) Food Handling/ Transportation and Storage

Describe how hazardous foods are to be hot or cold held during transportation:
Describe what type of food preparation is occurring onsite (cooking, hot holding etc.):
Raw meats cooked/handled onsite: <input type="checkbox"/> YES <input type="checkbox"/> NO

F) Vendor Set-up (check one)

<input type="checkbox"/> MOBILE PREMISE/ FOOD TRUCK/ TRAILER <i>General Requirements Below</i>	<input type="checkbox"/> TEMPORARY BOOTH or BBQ <i>General Requirements Below</i>
Hot and Cold running water (potable)	Temporary hand wash station
Hand wash sink - pump soap and paper towels	- Warm water under pressure
Mechanical refrigeration with internal indicating thermometers	- Camping jug or coffee with spigot (that remains open)
2-compartment sink for utensil wash (dish soap, sanitizer)	- Pump soap and paper towels
Wiping cloths used with sanitizer (multi-use cloths with buckets or single-use cloths with spray bottles)	- Container to catch waste water
Holding tanks for waste water - Accurate gauge for measuring waste	Two (2) containers to be used for utensil wash (dish soap, sanitizer)
Probe thermometer	Wiping cloths used with sanitizer (multi-use cloths with buckets or single-use disposable cloths with spray bottles)
Hats or hairnets	Mechanical refrigeration with internal indicating thermometers
Clean clothing or aprons	Canopy or covering over the booth
Multiple sets of tongs or gloves	Probe thermometer
Premise maintained in a sanitary manner	Hats or hairnets
Sanitizer test strips	Clean clothing or aprons
	Multiple sets of tongs or gloves
	Food products kept 15cm off the ground
	Sanitizer test strips

FLOORING - Raised flooring (painted or sealed) is required at all temporary food booths that are set-up on grass or gravel. Food booths on pavement or cement do not require flooring. Vendors that are only sampling (with no food handling) or serving pre-packaged goods are exempt from these requirements.

Signature _____

Date _____