**Public Health Inspection Services**
**Community Health Head Office**
**Frontier Mall**
**11427 Railway Ave. East**
**NORTH BATTLEFORD, SK. S9A 1E9**
**Tel: (306)446-6400**
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# Temporary Food Service

## Food Vendor Checklist and Food Vendor Application

The purpose of this guideline is to provide guidance for minimum food sanitation standards at various events such as trade shows, craft fairs, business promotions, etc. These guidelines apply to Temporary Food Service/Food Vendors only**.** These include but are not limited to temporary short term food service located either outdoors or indoors for promotional events such as business promotions, customer appreciation days, street fairs, civic celebrations, craft fairs, trade fairs and similar product promotional events, as well as charity fund raising events by various organizations.

**Approval to operate your temporary food service operation will only be issued for events, which operate less than 6 days a year. In the event you intend to operate more than 6 days a year you will be required to meet all the requirements of *The Food Safety Regulations* and Public Eating Establishment Standards. A licence to operate the temporary food service event will be issued once the attached application is submitted, reviewed and approved by your local Public Health Inspector. Your local Public Health Inspector must receive the application at least 7 days prior to the event. The licence must be displayed to the public during the event.**

Event organizer(s) should take responsibility to ensure the facility intended to be used for the event will meet the standards for food service. In addition, the event organizer should distribute the attached food vendor checklist to all proposed food vendors and ensure they in turn submit a temporary food vendor application to the local health authority in accordance with this guideline.

For more information or to contact your local Public Health Inspector, please contact:

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# Temporary Food Service - Food Vendor Checklist and Application Form

Please use this checklist to ensure that your temporary food facility will meet all the current health requirements. Failure to properly prepare for an event can result in unnecessary difficulty in complying with regulations and standards. More stringent requirements may be necessary depending on the nature of your event and the types of foods served.

## A. *Temporary Food Vendor Checklist*

### 1. FOOD SOURSES AND PREPARATION

No foods shall be prepared in a private home kitchen.

All foods and ingredients are to be purchased from approved source(s) (i.e. grocery store, butcher shop, food processor, etc.) or other sources approved by the Prairie North Health Region.

Some foods that require significant handling and preparation may not be suitable for temporary food service events. Your proposed menu will dictate any additional requirements.

Ice when used to cool foods or to be served in drinks must be made with potable water only.

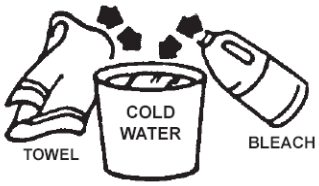
An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.

**If you plan to use a private well as your source of water for the event then you must contact your local Public Health Inspector for approval of this water supply at least 30 days in advance to ensure the water can be sampled and analyzed by the Provincial Lab for bacteriologically quality.**

All food preparation surfaces shall be smooth, impervious to water and easily cleaned.

To prevent cross-contamination, please ensure all raw foods must not come in contact directly or indirectly with prepared foods.

### 2. GENERAL REQUIREMENTS




Wiping cloths used to sanitize counters and food contact surfaces shall be rinsed frequently in a clean 200 ppm chlorine solution (2 tablespoons or 30 mls of bleach per gallon or 4.5 litres of warm water). And, change the solution frequently (at least every 2 hours).

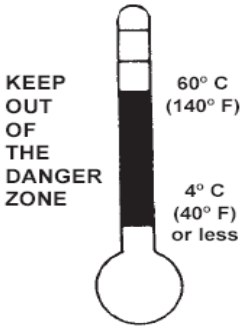
At least one metal-stemmed probe thermometer shall be provided where foods are prepared or served to check the internal temperatures of both hot (60°C (140°F)) and cold (4°C (40°F)) foods. This thermometer must be sanitized before and after each use.

An adequate number of trash containers lined with removable plastic bags shall be provided inside and outside the booth.

An adequate number of approved toilet and hand washing facilities shall be provided at each event. These facilities shall be accessible for employee/volunteer use and should be located no more than 500 feet away from the location of the temporary food service event.

Food handler training is not mandatory for temporary food service events, however it is recommended that at least one person per shift successfully complete the Saskatchewan Foodhandler Training Program (or the equivalent training). This person then can provide guidance to other volunteers or employees.

## 3. FOOD STORAGE




All food, single-service disposable tableware, the cookware, and the associated equipment must be stored above the floor or off the ground on shelving or pallets respectively, and be protected from contamination.

Cold food storage by refrigeration units or by ice packed picnic coolers shall be provided to keep potentially hazardous foods at 4°C (40°F) or below.

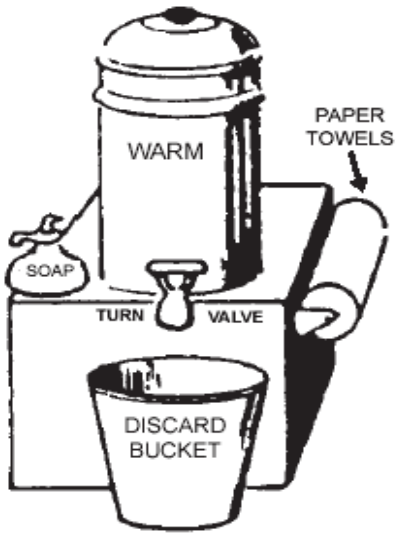
Hot food storage units shall be used where necessary to keep potentially hazardous foods at 60°C (140°F) or above. Foods requiring re-heating shall be rapidly heated to 74°C (165°F). Use the stove or grill to quickly re-heat the food. Most hot holding devices (e.g. crock pots, steam table, sterno, etc.) are not capable of rapid re-heating.

Wet storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains chlorine and the water is changed frequently to keep the water potable (one tablespoon or 15 mls of bleach in one gallon or 4.5 litres of water).

All food shall be protected and displayed from contamination such as; soil, customer handling, customer coughing or sneezing, etc. Adequately wrapping the food, installing sneeze guards or other effective barriers must all be in place before customers arrive.

Condiments must be dispensed from squeeze containers or from single service packages. No open bowls of condiments will be allowed for customer use.

## 4. HANDWASHING




Provisions must be made for adequate hand washing facilities. If possible, hot and cold water under pressure should be available. However, if access to this is not available, a minimum five-gallon container/picnic jug of hot water with a spigot, and a waste receptacle to receive wastewater will be required. Soap and paper towels must also be provided for hand washing. Disposable gloves may be used BUT do not replace proper hand washing.

Portable sinks or portable handwashing stations may be available from your local hardware store.

## 5. FOOD HANDLERS

Food handlers shall not have open cuts, sores or any wounds on their hands. Any staff experiencing vomiting, diarrhea or stomach cramps before or during the event shall not have any contact with the food, ice or water. They should immediately seek medical attention.

Food handlers shall have clean outer garments and hair restraints (e.g. hats/hairnets/tennis visors) unless their hair is kept very short or tied back in a bun or ponytail.

Smoking tobacco is not allowed by food handlers in the food preparation and the service areas.

## 6. DISHWASHING

Customers must have their foods and any on-site made drinks served to them on single-use disposable dishes and disposable utensils.

Hot water and two or three basins shall be provided for sanitizing of the cooking utensils and the equipment. The tubs (e.g. plastic tubs or laundry tubs) should be large enough to completely submerge all utensils and pieces of equipment.

Proper dishwashing in food booths employs five actual steps:

1. The first step in dishwashing would be to scrape off any food left on the dishes, cookware and cooking utensils into the garbage can
2. The second step would be to wash the dishes with warm soapy water (at 44 C or 111 F) to remove organic matter (i.e. food residue, oils and greases)
3. The third step would be to rinse the dishes in clean warm water (at 44 C or 111 F) to remove any soap and residual foods, and
4. The fourth step would be to sanitize the dishes using a warm (44 C or 111 F) bleach water solution (1 tablespoon of bleach per gallon of water or 15 mls of bleach per 4 litres of water). The dishes must be kept in this solution for 1 to 2 minutes to ensure potentially dangerous bacteria and viruses are destroyed
5. Lastly, dishes should be set out or racked to air dry and not be towel dried.

Chlorine bleach shall be available at the booth for sanitizing food contact surfaces and equipment, at all times when food is being prepared or served.

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## B. *Temporary Food Vendor Application*

**Please return the completed application to your local Public Health Inspector at least 7 (seven) days before the event, so the licence can be issued and sent back to you for posting.**

**By providing the following information, you will assist in identifying potential food safety problems that might occur during your event. Solving these problems in advance will help provide safe food to the public and avoid compliance problems at the time of inspection.**

**Please type or print legibly to ensure quick processing.**

Name of Event: _____

Date(s) of Event: _____Time of foodservice setup _____

Location of Event: _____

Applicant's Name (event coordinator/responsible person(s)/leader): _____

Applicant's Signature: _____

Applicant's Address: _____
Mailing Address

_____
City/Town/Village Postal Code

Applicant's Email Address: _____

Applicant's Phone Number: _____

What equipment will you use to cook the food and how will this food be kept hot? _____
_____
_____

How will you keep foods cold? _____
_____
_____

Do you have a metal stem probe thermometer? Yes ☐ No ☐

Describe your handwashing facilities: _____
_____

How will you be washing and sanitizing any dishware or cookware (i.e. three basins/tubs and bleach)?

_____

_____

Describe your potable water supply (i.e. using all bottled water, Town water, private well): _____

_____

*(If a private water supply is used, please attach a photocopy of the bacteriological water analysis results from within the past month)*

Describe the wastewater (grey water) disposal system: _____

_____

Describe the garbage collection and final disposal of the garbage: _____

_____

How will you provide for the staff washrooms and the public washrooms? (Type, number, and location)_____

_____

Will electrical outlets be provided to the food booth? Yes ☐ No ☐

Date reviewed on and by: _____

Approved ☐ Approved With Conditions ☐ Not Approved ☐

If not approved, please state the reason (s): _____

_____

_____

_____

Conditions to be met: _____

_____

_____

_____

_____

Date licenced issued: _____

# Proposed Menu

| Food Item | Identify source of ingredients (Store or butcher shop) | The location the food item was prepared (On site or other location) | Date food item prepared (Day of the event or another date) | Name of person who prepared food (Please include phone no.) |
|---|---|---|---|---|
| | | | | 1. |
| | | | | |
| | | | | 2. |
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| | | | | 5. |
| | | | | |
| | | | | 6. |
| | | | | |
| | | | | 7. |
| | | | | |

List names of food handlers with a safe food handling course certificate: _____ _____

_____ _____ _____

_____ _____ _____

**Note: Food handler training is not mandatory to hold an event.**

List of names of food handlers without a safe food handling course certificate: _____ _____

_____ _____ _____

_____ _____ _____