



COUNTY OF
LAMBTON

COMMUNITY HEALTH SERVICES DEPARTMENT

Environmental Health & Prevention Services

160 Exmouth Street
Point Edward, ON N7T 7Z6
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www.lambtonhealth.on.ca

SPECIAL EVENTS: Requirements for Food Vendors

The Community Health Services Department hopes that your special event is a great success. A food borne illness, however, can turn any special event into a nightmare. To assist you in organizing a safe event, this information package has been developed to provide you with the food safety knowledge you need in order to ensure the food you are serving is safe.

Your First Step

Please ensure that the “**Community Special Event Application for Food Vendors**” (Appendix 1) is completed and forwarded to your event organizer or to Community Health Services at least 14 days before commencement of the event.

A Public Health Inspector will review this information and may contact you to discuss safe food handling practices specific to the foods you are planning to serve.

The types of food you are serving will determine the measures you need to take in order to prevent food borne illness.

Exemptions

Religious organizations, Service Clubs and Fraternal Organizations:

The Ontario Food Premises Regulation was recently amended to exempt food premises operated by religious organizations, service clubs and fraternal organizations (please refer to the definitions page for explanation of these groups). This exemption has also been applied to the aforementioned groups at community based events. These organizations may now sell foods from un-inspected sources (i.e. Home kitchens, uninspected church facilities) provided they meet the following requirements as per the amendments to the Ontario Food Premises Regulation.

Groups exempted from the regulation must still meet the following requirements as per the amendments to the Ontario Food Premise Regulation:

1. If potentially hazardous food is from an uninspected source, the operator must keep a contact list of the suppliers and provide a copy of the list to Public Health Services if requested. (see *attached example – Appendix 2*)
2. If potentially hazardous food is from an uninspected source, the operator must also post a sign indicating this to customers (see *attached example – Appendix 3*)

Although these groups are exempt from the Food Premises Regulation, notification and submission of a site plan of the event to the Community Health Services Department is still required for approval.

Please Note: Food premises must still follow the basic safe food handling practices required of all food vendors at special events. This includes restrictions in place for certain potentially hazardous foods described below.

Certain potentially hazardous foods such as cream filled pies, pastries, custards, salads, or sandwiches will not be permitted for sale unless adequate mechanical refrigeration is provided for the duration of the event. **Due to the hazardous nature of the following foods and the potential for cross contamination, the Community Health Services Department does not permit raw chicken, shell fish or raw ground meats at special events. Frozen preformed meat products may be used as an alternative.**

What kinds of food are you serving?

Potentially Hazardous Food:

Defined as food that contains milk or milk products, eggs, meat, poultry, fish, shellfish, or other products that support the growth of disease causing microorganisms. Examples include hamburgers, hot dogs, gyros, pogos, chicken, potatoes, cooked rice, and cream filled pastries and ice cream.

Non-Hazardous Food:

Defined as food that does not support the growth of disease causing microorganisms. Examples include dry goods and cereals, baked goods, cookies, breads, potato chips, popcorn and candy.

Potentially hazardous foods require proper storage temperatures to slow the growth of microorganisms. No matter what kind of food you are serving it is important that we follow the steps of food safety to ensure a safe, successful event. In order to do this you will need the following:

Equipment Needed

To prepare food safely, you **must** have the following tools:

1. Cooking or “stem” probe thermometers
2. Accurate indicating thermometers (for fridge, etc.)
3. Bleach or other sanitizing agent
4. Clean wiping cloths
5. Clean tongs and utensils
6. Separate hand washing sink supplied with running warm water, soap and paper towels.

Food Supplies and Water

When foods are served to the public there are important things you need to consider:

- All foods must be obtained from an inspected commercial source
- All foods served at special events must be prepared in a licensed and inspected kitchen*
- Only final cooking is permitted at the site of the event
- 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, (*please refer to definitions of these organizations*) you may accept food from an un-inspected facility (e.g. home). A list of **Donors of Potentially Hazardous Food** must be provided (*see attached – Appendix 2*) and a public notification sign must be posted at your booth (*see attached – Appendix 3*) in order to remain exempt.

Food Handling and Protection

- All food preparation areas must be separated from the serving area. These areas must have smooth, non-absorbent surfaces and be easy to clean.
- Food must be handled with utensils (e.g. tongs, spoons, ladles, etc.) to prevent direct hand contact with food. Napkins or disposable bakery papers can be used to handle dry goods.
- Aprons or uniforms and head gear that confines the hair **must** be worn by those directly handling non-pre-packaged foods.
- Tobacco can not be used by anyone handling, preparing or serving food.
- Only single service (disposable) utensils and dishes must be used to serve food to customers.
- Use separate utensils/equipment to prepare/serve raw and ready to eat foods.
- Condiment containers must be pump type, squeeze containers, or self closing covers and lids. Single service packets are also acceptable.
- All food being prepared, stored, displayed, or transported must be protected from contamination (e.g. dust, dirt, insects, chemicals and other sources of contamination). Foods must be covered by food grade plastic wrap, foil, sneeze guards or food grade containers with tight fitting lids.
- All food and supplies including dishes and utensils must be stored at least 15 cm or 6 inches off the floor/ground
- Customer samples must be protected from contamination (provide individual containers, toothpicks or serving spoon).

Temperature Control

All potentially hazardous foods must be kept out of the temperature danger zone. - Between **4°C/40°F** and **60°C/140°F**. An important rule to help you remember this is **Keep all Hot Foods Hot and Cold Foods Cold.**

- 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. Steam tables can be used to keep foods hot.

Safe Food Storage Temperatures:

Cold Holding: 4°C (40°F)

Hot Holding: 60°C (140°F)

Freezing: below -18°C (0°F)

- Thawing of frozen foods is not to be done at room temperature. Only thaw food in the 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.

Cooking Temperatures:

Whole Poultry: 82°C (180°F)

Poultry/ Ground Poultry: 74°C (165°F)

Pork/ Pork Products: 71°C (160°F)

Ground Meat: 71°C (160°F)

Fish: 70°C (158°F)

Hazardous Food Mixtures: 74°C (165°F)

- All hazardous foods must be cooled as quickly as possible (from 60°C to 4°C) within 4 hours. You may use ice baths, freezers and shallow pans to do this.
- Reheat all hazardous foods quickly to an internal temperature of 74°C (165°F). **Do not** use steam tables to reheat foods.

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.
- Sanitizing Solution:
 - Chlorine: 100 ppm (2 ml or ½ tsp. of household bleach in 4 cups or 1 L of water)
 - Quaternary Ammonium at 200 ppm
 - Iodine at 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.

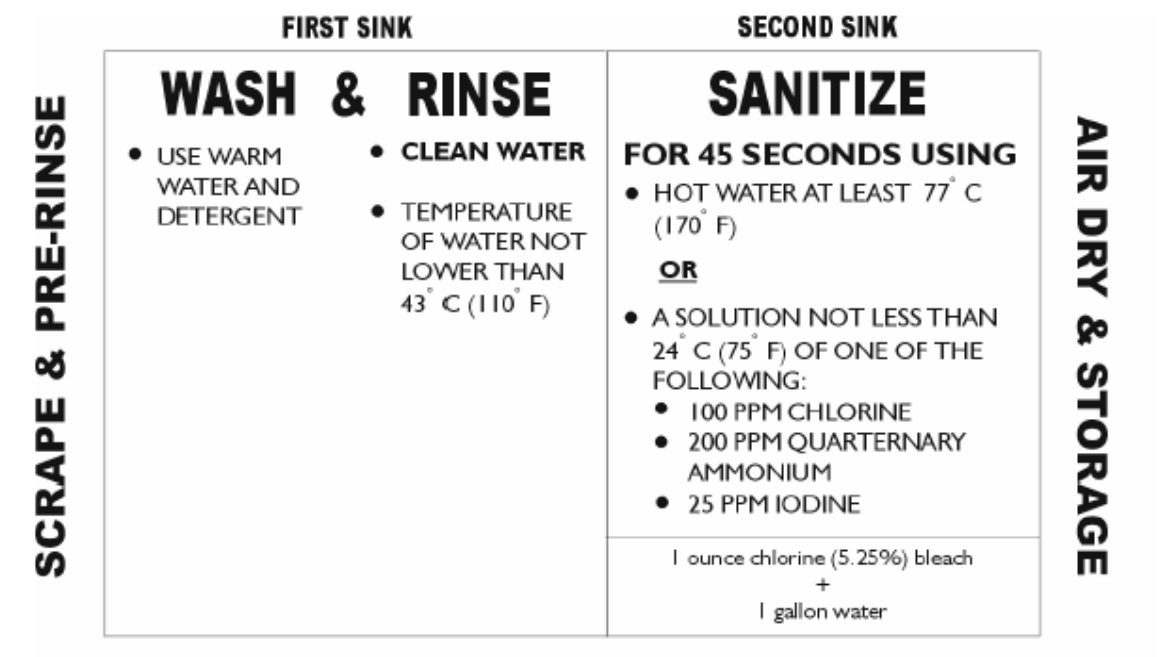
Manual Dishwashing – Correct Dishwashing Procedures

1. Dishes and Wares

All dishes, cutlery, glasses, etc. that are used for the public must be washed in three (3) sinks or a 3-compartment sink.

	FIRST SINK	SECOND SINK	THIRD SINK	
SCRAPE & PRE-RINSE	WASH	RINSE	SANITIZE	AIR DRY & STORAGE
	<ul style="list-style-type: none"> • USE WARM WATER AND DETERGENT 	<ul style="list-style-type: none"> • CLEAN WATER • TEMPERATURE OF WATER NOT LOWER THAN 43° C (110° F) 	<p>FOR 45 SECONDS USING</p> <ul style="list-style-type: none"> • HOT WATER AT LEAST 77° C (170° F) <p>OR</p> <ul style="list-style-type: none"> • A SOLUTION NOT LESS THAN 24° C (75° F) OF ONE OF THE FOLLOWING: <ul style="list-style-type: none"> • 100 PPM CHLORINE • 200 PPM QUARTERNARY AMMONIUM • 25 PPM IODINE 	
			1 ounce chlorine (5.25%) bleach + 1 gallon water	

Two (2) Compartment Sink Method:



Sanitizing (refer to Appendix 4 – How to Mix Bleach Solution for Sanitizing)

- A sanitizing solution (bucket or spray bottle) must be available to sanitize food contact surfaces.
- A bleach and water solution of 200 ppm is made by mixing 1 tsp. (5 ml) of bleach with 4 cups (1 L) of water.
- If a bucket is used, wiping cloths must be stored in the solution. Supply an adequate number of cloths
- If a spray bottle is used, a clean wiping cloth or disposable paper towels must be used.
- Sanitizing solutions must be prepared daily and changed frequently throughout the event day.

Waste Disposal

- An appropriate sized garbage container made of durable, waterproof and rodent proof material with a 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 should be disposed of by approved methods.

Garbage and Pest Control

- Garbage receptacles with lids must be provided in each vendor location. Provide covers to keep vermin and insects away from the food preparation areas.

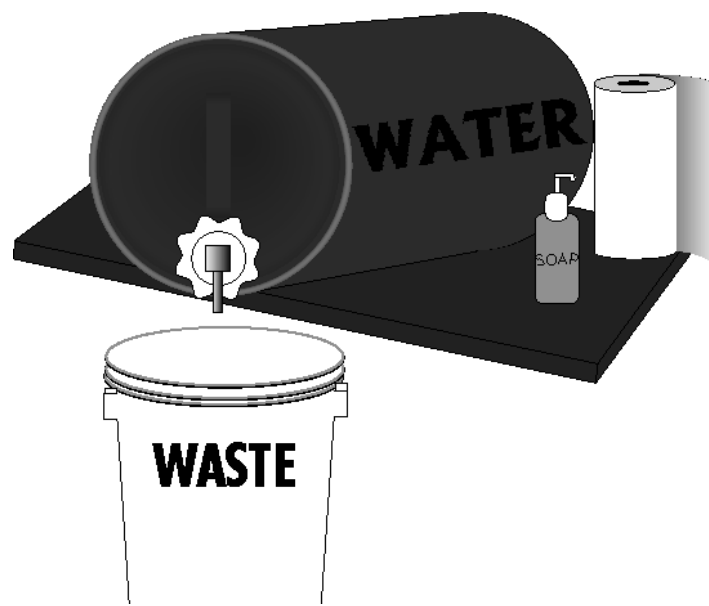
Wastewater Disposal

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

Handwashing Facilities

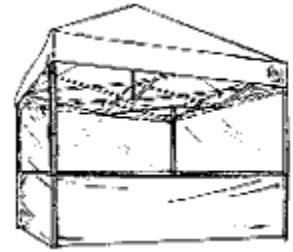
- Each vendor must provide warm running water, liquid soap in a dispenser and individual paper towels in each food preparation/handling/serving areas.
- If running water under pressure is not serviced to your site an acceptable method is to have a container with a turn valve that will allow water to flow freely by gravity to allow both hands to be washed at the same time. A bucket must be available below to collect waste water. (see *diagram below for example*)
- Hands must be washed:
 - before handling or preparing food;
 - after handling money;
 - after cleaning;
 - before handling ready to eat food;
 - after handling raw foods;
 - after using the washroom;
 - before changing gloves; and
 - any time they look or feel dirty or become contaminated.
- Glove use is not a substitute for hand washing. Gloves can be used but must be changed frequently and hands must be washed in between changing into a fresh pair.

Hand Washing Station - Temporary Set Up



Booth Construction

1. Booths must be constructed in a manner which prevents entry of wind, dust and rain.
2. Work surfaces must be constructed of smooth, non-absorbent, non-toxic material that can easily be cleaned.
3. Hand wash stations must be located in a convenient location for food handlers.



Personal Hygiene Tips

All food handlers should obey the following rules:

- Wash hands thoroughly using soap and water.
- Smoking or the use of tobacco is not permitted in the booth.
- Clean garments must be worn.
- Hair must be confined while handling or preparing food.
- Food handlers that are coughing, sneezing, have a fever, diarrhea, vomiting or have infected sores or cuts should not be handling food.
- Gloves must be worn if a food handler has a band-aid over a minor cut or burn.
- Gloves are not a substitute for hand washing and hands must be washed before putting gloves on and after taking dirty gloves off.

Exempt Premises

Only the following food premises are not required under Ontario Regulation 562 R.R.O. 1990, to provide hot and cold running water, utensil washing sinks and hand wash basins:

- Where only cold drinks are sold in or from the original container.
- Where only frozen confections are sold in the original package or wrapper.
- Where only hot beverages are prepared and sold.
- Selling farm products in the form of honey, maple syrup, or unprocessed fruits, vegetables or grains.
- Preparing and selling only popped corn, roasted nuts and french fried potatoes.
- Selling pre-packed food that is not hazardous food.

The above premises must use single service utensils and supply and use single-use commercially packaged, moist hand towelettes and/or hand sanitizer of at least 62% alcohol for personal hygiene of its employees and provide access to a potable water supply.

The Community Health Services Department hopes that your event runs smoothly, successfully and safely. If you require further information, please contact a Public Health Inspector at the numbers listed below.

Point Edward: 519 383-8331
Forest: 519 786-2148
Toll Free: 1-800-667-1839

Did You Forget Anything?



Special Event Check List

- Probe thermometer(s) available to check the internal temperature of hot and cold hazardous foods
- Alcohol swabs to sanitize probe in between uses
- Cold hazardous foods must be transported, stored and displayed at a temperature of 4°C or less
- Thermometers for each cooler/refrigerator
- Hot hazardous foods must be transported, stored and displayed at a temperature of 60°C or higher
- Platforms for elevating food and paper goods 15 cm off the ground
- Clean containers for food storage
- Roll of plastic wrap or aluminum foil for protecting food
- Adequate supply of utensils for handling food
- Wiping cloths for cleaning and sanitizing preparation and equipment cleaning
- Adequate supply of potable water for hand washing, food preparation and equipment cleaning
- Leak proof containers/tanks for storage of water
- Ice container and ice scoop
- Detergent, bleach solution
- Liquid soap in a dispenser and paper towels for hand washing
- Clean water containers with spigot for hand washing
- Clean clothes and aprons to be worn at all times in the food preparation area
- Hairnets and/or caps to be worn at all times while handling food
- No eating, drinking or smoking allowed in any food preparation area
- Adequate supply of large plastic garbage containers and garbage bags

Definitions:

- a) **“Religious Organization”** means an organization, other than a registered charity, of which a congregation is a constituent part, that adheres to beliefs, evidenced by the religious and philosophical tenets of the organization, that include a belief in the existence of a supreme being
- b) **“Service Club”** means any of several organizations dedicated to the growth and general welfare of its members and the community. Examples include the Lions Club, Rotary Club, Optimists, Royal Canadian Legion, Boy Scouts, Community Sports Association.
- c) **“Fraternal Organization”** means any organized body of men or women or both, who are banded together, not for pecuniary profit, but for mutual assistance, and to promote moral, intellectual or social benefits among the members. Examples include Knights of Columbus, Masonic Lodge, Moose Lodge, Sisterhoods and Brotherhoods.
- d) **“Employee”** means any person who, is employed in a food premise, and handles or comes in contact with any utensil or with food during its preparation, processing, packaging, service, storage or transportation.
- e) **“Food”** is not limited to, but includes liquids and ice intended for human consumption
- f) **“Food contact surface”** means any surface that food comes in contact with
- g) **“Hazardous food”** means any food that is capable of supporting the growth of pathogenic organisms (organisms that are capable of causing disease) or the production of the toxins of such organisms
- h) **“Mobile preparation premises”** means a vehicle or other itinerant food premise from which food prepared therein is offered for sale to the public
- i) **“multi-service article”** means any container or eating utensil that is intended for repeated use in the service or sale of food
- j) **“potable water”** means water that is safe for human consumption
- k) **“pre-packaged foods”** means food that is packaged at a premise other than the premises at which it is offered for sale
- l) **“single-service article”** means any container or eating utensil that is to be used only once in the service or sale of food
- m) **“structure”** means something that is arranged in a pattern to form a surface appropriate to prepare, serve and store food products (i.e. tables, food vending cart, mobile food premises, kitchen facility)
- n) **“utensil”** means any article or equipment used in the manufacture, processing, preparation, storage, handling, display, distribution, sale or offer for sale of food except a single-service article



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**COMMUNITY SPECIAL EVENT APPLICATION
 FOR FOOD VENDORS**

PLEASE PRINT

EACH FOOD VENDOR MUST SUBMIT A COMPLETED APPLICATION FORM TO COMMUNITY HEALTH SERVICES DEPARTMENT AT LEAST 2 WEEKS PRIOR TO THE EVENT. ALL APPLICATIONS MUST BE APPROVED PRIOR TO ATTENDANCE AT EVENTS.

EVENT INFORMATION

NAME OF EVENT:	EVENT LOCATION (ADDRESS):	
EVENT DATE(S):	TIME(S) OF OPERATION (a.m.-p.m.):	EXPECTED ATTENDANCE:

VENDOR INFORMATION

NAME OF TEMPORARY FOOD PREMISE:	OPERATOR NAME(S):	PHONE #:	FAX #:
MAILING ADDRESS:		EMAIL:	

VENDOR SET UP

<input type="checkbox"/> FOOD BOOTH / TENT	<input type="checkbox"/> HOT DOG CART	<input type="checkbox"/> INDOOR FACILITY
<input type="checkbox"/> MOBLIE CATERING TRUCK OR TRAILER	<input type="checkbox"/> OTHER	

TYPE OF ORGANIZATION

<input type="checkbox"/> RELIGIOUS ORGANIZATION	<input type="checkbox"/> SERVICE CLUB	<input type="checkbox"/> FRATERNAL ORGANIZATION	<input type="checkbox"/> FOOD BUSINESS	<input type="checkbox"/> OTHER
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WILL YOU BE CLAIMING AN EXEMPTION AT THIS EVENT? YES NO

★ NOTE: IF YOU ARE A RELIGIOUS ORGANIZATION, FRATERNAL ORGANIZATION OR SERVICE CLUB AND ARE ACCEPTING FOODS FROM AND UN-INSPECTED FACILITY (e.g. HOME), YOU MUST ALSO COMPLETE THE "DONORS OF POTENTIALLY HAZARDOUS FOOD" LIST

PLEASE PROVIDE THE FOLLOWING INFORMATION:

WHERE WILL THE FOODS BE PREPARED? <input type="checkbox"/> ON-SITE <input type="checkbox"/> OFF-SITE	
IF FOODS ARE BEING PREPARED OFF-SITE PLEASE PROVIDE THE FOLLOWING:	
NAME OF FOOD PREMISE:	
LOCATION:	
PHONE # : <input type="text"/>	CELL # : <input type="text"/>

FOOD MENU

PLEASE LIST ALL TYPES OF FOODS THAT WILL BE OFFERED FOR SALE AND HOW THEY WILL BE PREPARED

Note: please attach a separate sheet of paper if more space is required

MENU ITEM	TYPE OF FOOD PREPARATION (GRILLING, FRYING, BBQ, ETC.)	IS FOOD PRECOOKED?	FOOD COOKED ON-SITE?	FOOD STORAGE ON-SITE?	HOT HOLDING?	COLD HOLDING?

FOOD STORAGE AND TRANSPORTATION

HOW WILL FOOD BE TRANSPORTED TO THE EVENT?

- | | | | |
|---|---|---------------------------------------|---------------------------------|
| <input type="checkbox"/> REFRIGERATED TRUCK | <input type="checkbox"/> COOLERS WITH ICE | <input type="checkbox"/> THERMAL UNIT | <input type="checkbox"/> OTHER: |
|---|---|---------------------------------------|---------------------------------|

HOW WILL TEMPERATURE BE MAINTAINED ON-SITE?

- | | | | | | |
|---|---|---------------------------------------|---|---------------------------------------|--------------------------------|
| <input type="checkbox"/> REFRIGERATED TRUCK | <input type="checkbox"/> MECHANICAL REFRIGERATION | <input type="checkbox"/> THERMAL UNIT | <input type="checkbox"/> COOLERS WITH ICE | <input type="checkbox"/> CHAFING DISH | <input type="checkbox"/> OTHER |
|---|---|---------------------------------------|---|---------------------------------------|--------------------------------|

HOW WILL FOODS BE PROTECTED FROM CONTAMINATION ON-SITE?

- | | | | | | |
|--|-------------------------------|---|---|--|--------------------------------|
| <input type="checkbox"/> FOOD GRADE WRAP | <input type="checkbox"/> LIDS | <input type="checkbox"/> PRE-PACKAGED FOODS | <input type="checkbox"/> ENCLOSED CABINET/CONTAINER | <input type="checkbox"/> SNEEZE GUARD/SHIELD | <input type="checkbox"/> OTHER |
|--|-------------------------------|---|---|--|--------------------------------|

HANDWASHING

* NOTE: LIQUID SOAP IN A DISPENSER AND PAPER TOWELS ARE ALSO REQUIRED

DESCRIBE YOUR HAND WASHING STATION:

- | | |
|---|--|
| <input type="checkbox"/> FIXED SINK WITH HOT AND COLD RUNNING WATER | <input type="checkbox"/> PORTABLE SINK WITH HOT AND COLD RUNNING WATER |
| <input type="checkbox"/> TEMPORARY CONTAINER WITH A TURN SPOUT AND WARM WATER | <input type="checkbox"/> OTHER |

UTENSIL WASHING

WHAT TYPE OF SINK IS PROVIDED FOR UTENSIL WASHING?

- | | |
|---|---|
| <input type="checkbox"/> 2 COMPARTMENT SINK | <input type="checkbox"/> 3 COMPARTMENT SINK |
|---|---|

NONE, EXPLAIN:

WHAT TYPE OF SANITIZER WILL YOU BE USING?

- | | |
|---------------------------------|--|
| <input type="checkbox"/> BLEACH | <input type="checkbox"/> OTHER, EXPLAIN: |
|---------------------------------|--|

TEST STIPS FOR SANITIZER? YES NO

PORTABLE WATER SOURCE

- | | |
|------------------------------------|--|
| <input type="checkbox"/> MUNICIPAL | <input type="checkbox"/> COMMERCIALY BOTTLED |
|------------------------------------|--|

- | | |
|--|---------------------------------|
| <input type="checkbox"/> HAULED MUNICIPAL WATER (PROVIDE NAME AND PHONE / CELL #) | <input type="checkbox"/> OTHER: |
|--|---------------------------------|

WASTE WATER AND GARBAGE DISPOSAL

METHOD OF WASTE WATER / SEWER DISPOSAL:

NUMBER OF GARBAGE RECEPTACLES IN FOOD PREPARATION AREA:

PLEASE SKETCH A LAYOUT OF THE FOOD PREPARATION AREA

MUST INCLUDE: HAND WASHING STATION, REFRIGERATION UNITS, FOOD STORAGE AREAS, SINKS, FOOD PREPARATION SURFACES, GARBAGE RECEPTACLES, WASTE WATER CONTAINER, etc.

I HAVE RECEIVED AND READ THE COMMUNITY SPECIAL EVENTS INFORMATION PROVIDED. I UNDERSTAND THE REQUIREMENTS FOR FOOD VENDORS AT SPECIAL EVENTS AND HAVE PROVIDED THE INFORMATION TO ALL FOOD HANDLERS.

PRINT NAME: _____ SIGNATURE: _____ DATE: _____

SPECIAL EVENT
DONORS OF POTENTIALLY HAZARDOUS FOOD* LIST
(In Accordance with Ontario Regulation 562)

Event: _____

Date: _____

Location: _____

Contact Person Name: _____

Contact Person Phone: _____

Name of Donor	Type of Food Donated	Address (in full)	Telephone #

NOTICE TO PATRONS

**THIS PREMISE HAS NOT BEEN INSPECTED BY
PUBLIC HEALTH IN ACCORDANCE WITH THE
FOOD PREMISES REGULATION MADE UNDER THE
HEALTH PROTECTION AND PROMOTION ACT.**





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

How to Mix Bleach (chlorine) Solution for Sanitizing

What you will need to start:



- Ordinary household bleach solution
- Teaspoon
- Measuring cup
- Spray bottle labeled “sanitizer”

Sanitizing	How to Mix	Solution Strength
<p>Utensils</p> <p>Cutting boards, knives, cooking utensils</p> 	<p>Mix ½ teaspoon of household bleach with 1 liter of water</p>	<p>100 PPM chlorine solution</p> 
<p>Equipment</p> <p>Coolers, tables, BBQ</p> 	<p>Mix 1 teaspoon of household bleach with 1 liter of water</p>	<p>200 PPM chlorine solution</p> 

Tips to Remember:

- Make a new sanitizing solution at the start of your event
- Do not mix bleach with detergent
- Using chlorine test strips, check the strength of the solution.