

Community Health Services

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Temporary Food Service Vendor

Food Vendor Checklist and Food Vendor Application Form

Temporary Food Service Vendors serving or selling potentially hazardous foods are subject to the public eating establishment licensing requirements as per Section 5 of *The Food Safety Regulations*. The Public Health Inspection department of the Cypress Health Region is dedicated to ensuring the safety of the public at these events. Our office is available to assist you to ensure that your event is safe and successful.

The Public Health Inspectors will determine if a public eating establishment licence should be issued and if they will inspect the food service prior to issuing the licence. Considerations include, but are not limited to:

- number of vendors
- anticipated attendance
- duration of the event
- types of food served or sold; and
- amount of food handling.

Please use the attached documents to assist you in providing a safe and healthy event for your attendees.

Community Organization Vendors:

Community Organization means a non-profit organization, including but not limited to, community associations, service clubs, multicultural associations, church groups, schools, sports teams and recreational clubs. Community Organization vendors are required to follow the operation requirements below. It is highly recommended that a certified food handlers is present whenever food is prepared or served.

Subsection 5(3) of *The Food Safety Regulations* allows the local health authority to exempt classes of public eating establishments from the licensing provisions. Community Organization vendors serving the foods listed below may be exempted from the public eating establishment licensing requirements contained in Section 5 of *The Food Safety Regulations*.

- hot dogs, pre-cooked hamburgers or smokies;
- pre-packaged foods; and
- non-potentially hazardous food.

For all other food, or potentially hazardous foods not included in the list above a public eating establishment license from the local health authority is required. Community organization vendors are also required obtain a public eating establishment licence when operating at events with large attendance and multiple vendors. In situations when community groups are required to obtain public eating establishment licence, complete a **Temporary Food Service Event Vendor Application Form**.

Temporary Food Service Vendors:

Public eating establishment licences may be issued upon review and approval of the application form. Vendors are to:

- complete a **Temporary Food Service Event Vendor Application Form** and submit the forms to the event organizer at least 2 weeks prior to the event if applicable. Otherwise submit the form to the Public Health Inspection department at **least 2 weeks** prior to the event.
- operate in accordance with safe food handling practices, many of which are identified in the Operational Requirements section of this guideline.

Note: For events with multiple vendors an event organizer is required.

OPERATIONAL REQUIREMENTS:

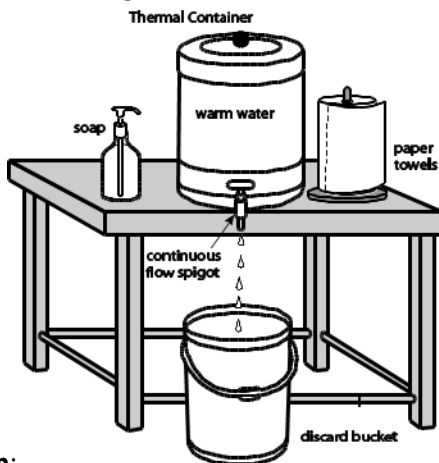
The following requirements outline the procedures and facility attributes necessary to meet the intent of *The Food Safety Regulations* and the Public Eating Establishment Standards.

PERSONAL

Handwashing:

Handwashing facilities are required in all temporary food facilities where direct handling or preparation of food occurs. Handwashing stations require liquid soap, paper towel in a dispenser, receptacles for wastewater, garbage can for paper towel. The following are approved water dispensers for handwashing

- A 20 litre container of potable water with a spigot; or
- Where potentially hazardous foods are being served or sold, an onsite prefabricated temporary handwashing station with hot and cold running water may be required.



Health:

- Food handlers experiencing vomiting or diarrhea are to be excluded from food handling activities for at least 48 hours after the symptoms end; and
- Food handlers are not to have any infected wound or lesion that is open or draining on or about their hands, wrists or exposed portion of arms.

Habits:

Food handlers are:

- to wear clean outer garments, aprons, and effective hair restraints;
- to refrain from smoking, eating, and drinking while preparing or serving food;
- to wash their hands prior to entering the temporary food facility, food preparation, and/or service areas, immediately before engaging in food handling, after using the washroom, and as often as necessary to remove contamination and prevent cross contamination; and
- not to contact exposed, ready-to-eat food with their bare hands and are to use suitable utensils such as tongs, single-use gloves, single use wax paper or dispensing equipment.

FOOD SAFETY

Source:

- All meat and poultry is to be obtained from approved sources.
- Home canned or home cooked or prepared potentially hazardous foods are not to be served or sold at temporary food service events.

Preparation:

All potentially hazardous food preparation conducted in advance of the temporary food service event is to be prepared at an approved food service facility.

Thermometers:

Thermometers to take temperatures during food preparation and storage are to be provided.

Cooking:

Foods are to be cooked to the minimum internal temperatures as below and held for at least 15 seconds;

Food Product	Degree Celsius	Degree Fahrenheit
Rare beef steaks and roasts	60	140
Eggs, medium rare beef, Lamb, veal steaks	63	145
Farmed game meat products	68	154
Fish	70	158
Ground beef, pork, or mixed beef or pork products	71	160
Ground poultry, mixed poultry, eggs or fish, stuffed eggs, stuffed pasta, hot dogs, wings	74	165
Whole poultry	82	180

Thawing:

Potentially hazardous foods are to be thawed using one of the following methods:

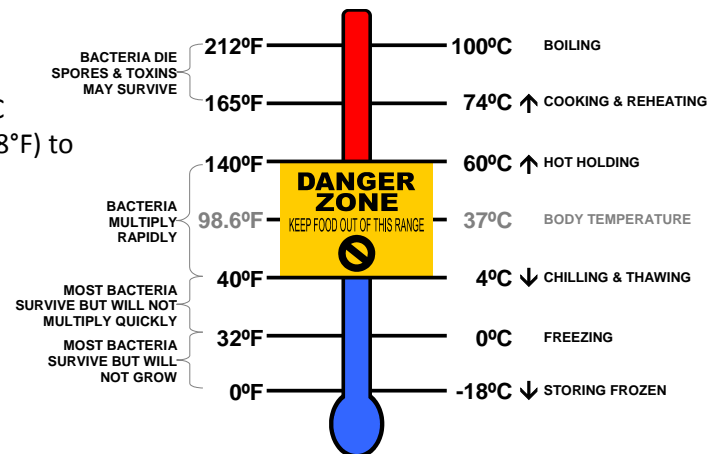
- either under refrigeration that maintains the food temperature at 4°C (40°F) or less;
- completely submerged under running water at a temperature of 4°C (40°F) or less; or
- as part of a cooking process.

Cooling:

Cooked potentially hazardous food are to be cooled from 60°C (140°F) to 20°C (68°F) within 2 hours or less, and from 20°C (68°F) to 4°C (40°F) within 4 hours or less.

Reheating for hot holding:

Potentially hazardous food is to be reheated rapidly to a temperature of at least 74°C (165°F) for 15 seconds and then held at or above 60°C (140°F).



Hot and Cold Holding of Hazardous Foods:

- Hot Holding: Foods must be held at an internal temperature of 60°C (140°F) or higher
- Cold Holding: Foods must be held at an internal temperature of 4°C (40°F) or less

FOOD AND UTENSIL STORAGE AND HANDLING

Dry storage:

All food, equipment, utensils, and single service items are to be protected from contamination and stored at least 15cm (6 inches) off the ground or floor.

Food display:

- Food is to be protected from contamination by sneeze guards, packaging or other barriers.
- Condiments are to be dispensed in pump-style dispensers, squeeze bottles, single-serve packages to prevent contamination by food handlers, patrons, insects, or other sources.
- Equipment is to be situated such that its operation cannot harm patrons or the public.

Utensil storage:

Food dispensing utensils are to be:

- stored in the food with their handles above the top of the food and container;
- on a clean portion of the food preparation table or cooking equipment; or
- in a container of water. The water is to be changed at least every two hours.

Cross contamination:

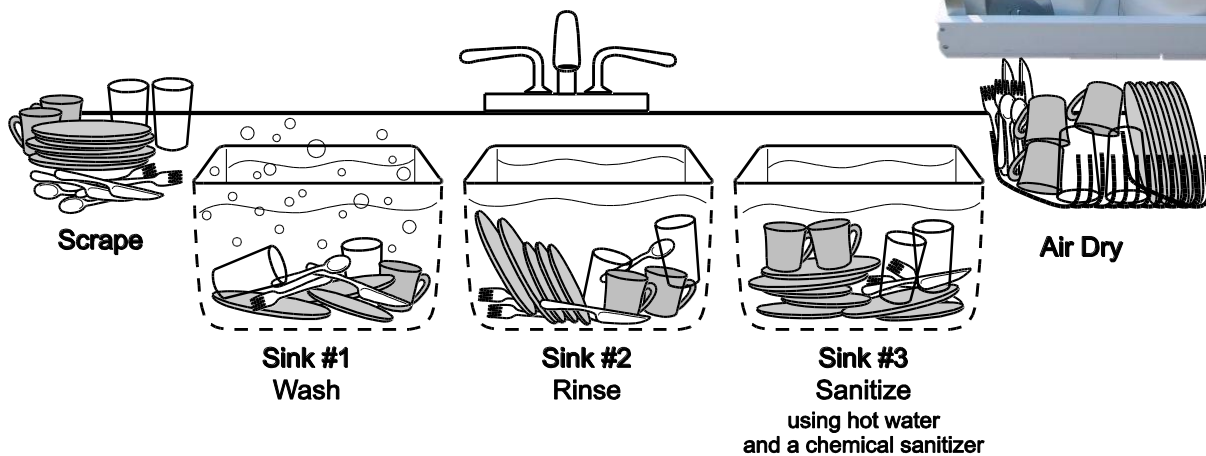
- Food is to be protected from cross contamination by separating raw meat and fish from ready-to-eat foods during storage, preparation, holding, and display.
- Equipment and utensils ie knives, cutting boards, and food storage containers, are to be cleaned and sanitized after being used for raw foods and before being used for ready-to-eat food.

WARE-WASHING, CLEANING, SANITIZING

Ware-washing:

Where on-site food preparation takes place, a minimum of a three-compartment sink is to be provided to wash, rinse, and sanitize utensils and equipment in potable water.

- All equipment must be able to be fully submersed in the sanitizing sink for two minutes using one of the following solutions:
 - a) 24°C to 44°C (75°F to 111°F) chlorine solution of not less than 100 parts per million (ppm) concentration 5 ml (1 teaspoon) of bleach to 1 litre (4 cups) of water;
 - b) 24°C to 44°C (75°F to 111°F) quaternary ammonium solution of not less than 200 ppm; or
 - c) 24°C to 44°C (75°F to 111°F) iodine solution of between 12.5 and 25 ppm concentration.



Note: A centralized ware-washing area used by multiple food vendors may be permitted by your Public Health Inspector.

Cleaning and Sanitizing Food Contact Surfaces:

- An approved sanitizer is to be provided for sanitizing food contact surfaces, equipment, and wiping cloths, and changed at least every two hours.
- Wiping cloths are to be used for no other purpose and are to be stored in an approved sanitizing solution when not in use.

PREMISES

Counters and shelves:

Food contact surfaces are to be smooth, impervious to moisture, easily cleanable and durable.

Floors, Walls, Ceilings:

- Ground coverings are to be constructed of materials that protect food from contaminants, eg dust, rain, birds, insects. Suitable surfaces include concrete, asphalt, nonabsorbent matting and wood sheathing, graded to drain away from the food service area.
- The temporary food facility is to be covered with overhead protection such as a canopy, unless food items served or sold are commercially pre-packaged and are dispensed in original packaging.
- Access to food preparation and service areas are to be restricted to food handlers only.
- Walls and ceilings, if required, are to be constructed to protect against the elements, windblown dust and other sources that may contaminate food, and the food contact surfaces.



Lighting:

- Adequate lighting is to be provided and covered to protect the food from physical contamination in the case of breakage.

Garbage:

- An adequate number of covered, rodent-proof, and non-absorbent refuse receptacles of sufficient size are to be provided for each temporary food facility site.
- Grease is to be disposed of properly and is not to be discarded onto the ground surface or drains.

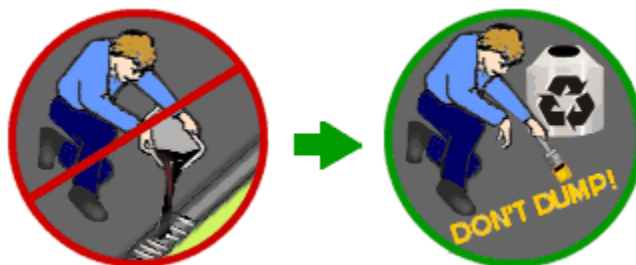
WATER SUPPLY AND WASTEWATER DISPOSAL

Water:

- An adequate supply of potable water is to be available on site for cooking, drinking, cleaning and sanitizing equipment and handwashing. Ice is to be from an approved source.
- The water supply system materials and hoses distributing water are approved for contact with potable water (ie meet National Sanitation Foundation Standard 61).

Wastewater disposal:

- Wastewater is to be disposed in an approved wastewater disposal system, not onto the ground or into storm drains.



Temporary Food Service Event Vendor Application Form

PLEASE COMPLETE AND RETURN TO THE PUBLIC HEALTH OFFICE

NO LESS THAN TWO WEEKS PRIOR TO THE EVENT

Event Information:

Name of Event:	
Event Location (Address):	
Event Date(s):	Time(s) of Operation:
Number of Days in Operation:	Expected Total Attendance:

Vendor Information:

Name of Food Booth:	
Operator or Business Name(s):	Contact Person:
Mailing Address:	Phone #: Fax #:
Email:	Cell #
Alternate Contact Person:	Cell #:

Type of Facility:

<input type="checkbox"/> Food Booth or Tent <input type="checkbox"/> Hot Dog Cart or stand <input type="checkbox"/> Mobile Catering Vehicle
Is the facility constructed with a roof? <input type="checkbox"/> Yes <input type="checkbox"/> No Flooring? <input type="checkbox"/> Yes <input type="checkbox"/> No

Hand washing:

<p>Describe your hand washing station:</p> <input type="checkbox"/> Fixed sink with <input type="checkbox"/> hot running water <input type="checkbox"/> cold running water <input type="checkbox"/> Portable sink with <input type="checkbox"/> hot running water <input type="checkbox"/> cold running water <input type="checkbox"/> 20 litre container with a spigot with <input type="checkbox"/> hot water <input type="checkbox"/> cold water <p>NOTE: <i>Liquid soap in a dispenser and paper towels are also required.</i></p>

Potable Water Source:

Municipal
 Well
 Commercially Bottled
 Other: _____

Hauled Municipal Water (Hauler name & phone): _____

Water lines: Food-grade material Yes No
 Backflow devices provided: Yes No

Identify ice source: _____

Waste Water and Garbage Disposal

Method of waste water and sewer disposal: Municipal

Other (specify): _____

Number of garbage receptacles in food preparation area: _____

Food Menu

Please list all types of foods that will be offered for sale and how and where they will be prepared.

Menu Item	Describe Food Preparation (eg grilling, frying, BBQ)	Is Food Pre-cooked?	Is Food Cooked Onsite?	Is Food Storage On-Site?	Hot Holding On-site?	Cold Holding On-site?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Note: Please attach a separate sheet of paper if more space is required.

Food Preparation Off Site:

If foods are being prepared off-site, please provide the following:

Name of Food Premise #1: _____

Location of Food Premise: _____

Contact Person: _____ Phone Number : _____

Name of Food Premise #2: _____

Location of Food Premise: _____

Contact Person: _____ Phone Number: _____

Note: *Please attach a separate sheet of paper if more space is required.*

Foods and Food Product Sources:

Source of Foods: Wholesale Retail Grocery Store Meat shop or Slaughterhouse

Name and Location: _____

Name and Location: _____

Name and Location: _____

Note: *Please attach a separate sheet of paper if more space is required.*

Food Storage and Transportation

During the event, where will food be stored?

How will food be transported to the event? (please check all that apply)

Refrigerated Truck Coolers with Ice Packs Insulated Thermal Unit

Other (specify): _____

How will food be kept cold at the event? (please check all that apply)

Refrigerated Truck Mechanical Refrigeration Coolers with Ice Packs

Other (specify): _____

How will food be kept hot at the event? (please check all that apply)

Steam Table Chafing Dish Enclosed Warming Unit Insulated Thermal Unit

Other (specify): _____

Utensil Washing

<p>Will a three compartment sink be provided for utensil washing? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, explain: _____</p>
<p>What type of sanitizer will be used? <input type="checkbox"/> Bleach & Water <input type="checkbox"/> Quaternary Ammonia and Water</p> <p>Other (explain): _____ Are test strips available to test sanitizer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Food Handlers

Number of Food Handlers: _____ Number of Food Handlers with Training: _____	
Names of Food handlers with Training:	Date of Training:

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

Power

Electricity required at booth: <input type="checkbox"/> Yes <input type="checkbox"/> No Electricity available at booth: <input type="checkbox"/> Yes <input type="checkbox"/> No Back-up electricity available? <input type="checkbox"/> Yes <input type="checkbox"/> No
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The information I have provided is complete and accurate to the best of my knowledge. I agree to comply with the provisions of the Food Service in Temporary Setting Technical Guideline, *The Food Safety Regulations*, and any other instructions I receive from the Public Health Inspector.

I understand that:

- failure to operate in accordance with the above requirements may affect my ability to operate at a temporary food service event;
- I may not receive approval to operate if the application is incomplete or not submitted at least two weeks prior to the event; and
- I cannot operate without approval from the local health authority.

Date	Applicant Name (please print)	Applicant Signature
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Booth Layout

Please provide a detailed drawing of the layout of your location including;

- Food equipment
- Hand washing sink
- Electricity
- Water source
- Waste water disposal
- Dish washing stations
- Canopy area



FOR PUBLIC HEALTH OFFICE USE ONLY

Application Reviewed by: _____	Date Reviewed: _____	
Approved <input type="checkbox"/>	Approved With Conditions <input type="checkbox"/>	Not Approved <input type="checkbox"/>
If not approved, please state the reason(s): _____		

Conditions to be met: _____		

Date Licence Issued: _____	Signature of Public Health Officer: _____	