

# SPECIAL EVENTS TEMPORARY FOOD ESTABLISHMENT



# VENDOR PACKAGE

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## SPECIAL EVENTS

### TEMPORARY FOOD ESTABLISHMENT VENDOR PACKAGE

To assist you in organizing a safe event, the following **minimum requirements** have been provided to minimize the possibility of food borne illness. Please ensure that the **Temporary Food Establishment (Vendor) Notification** is completed and forwarded to Alberta Health Services (AHS), Environmental Health.

A Public Health Inspector/ Environmental Health Officer (PHI/EHO) will review this information and may contact you or the event organizer with any questions or concerns.

All persons involved in preparation and selling or offering of food and/or beverages to the public are strongly encouraged to attend the basic Food Handler Training. At least one food handler in charge must have successfully completed one safe food handling course provided by or satisfactory to AHS. All information & forms can be obtained from our website

### VENDOR RESPONSIBILITIES

- Complete and return the **Temporary Food Establishment (Vendor) Notification** to AHS at least **Fourteen (14) days** prior to the proposed Special Event. In most circumstances the organizers will be collecting the completed form for submission to AHS.
- If you do **not** have a commercial kitchen and are using an alternative kitchen, you must complete and return the **Permission to Use an Approved Food Establishment Form** to AHS.
- Ensure that your Temporary Food Establishment is set up and ready for inspection by a PHI/EHO no less than **one (1) hour** before the special event is scheduled to start
- Use only potable water (*water that is safe for human consumption*) If you are a food preparation vehicle or cart with a holding tank you must have satisfactory bacteriological test results from a Provincial Laboratory submitted within the last **thirty (30) days**.

### REQUIREMENTS FOR SPECIAL EVENTS

(Reference: *Alberta Food Regulation and Food Retail and Foodservices Code, Alberta Health Services Food Establishment Policy*)

**All events must obtain health approval from a PHI / EHO of Alberta Health Services (AHS)**

#### 1. FOOD SOURCE AND PREPARATION

- **All foods and ingredients must be obtained from approved sources (*commercially pre-packaged or prepared in a licensed facility*).**
- All food that is not prepared at the approved temporary Food Establishment must be prepared in an approved facility holding a valid **Food Handling Permit** issued by a Regional Health Authority.

- The type of cooking, food processing, food preparation or handling of food that is permitted at the site of the event is determined in accordance to the **Sink Requirements for Special Events**.

## 2. FOOD PROTECTION

- **All foods must be protected from contamination** (*i.e. public handling, coughing, sneezing, dust, etc.*) during preparation, processing, storage, and display. **Cooking devices** such as *BBQ's, grills, boiling pots etc.* must be physically separated from the public.
- **All perishable foods (i.e. seafood, meats and dairy products, etc.)** must be kept at temperatures **below 4°C (40°F) or above 60°C (140°F)**.
- **Foods must be transported from food establishments in a manner that prevents contamination.**
- **A suitable thermometer** that is capable of measuring temperatures between 0°C and 100°C is required for potentially hazardous foods (*i.e. probe thermometer or infrared*).
- **Self serve condiments must be individually pre-packaged** or dispensed from a squeeze or pump container or a container with an attached lid.
- **All foods and utensils must be stored in a sanitary manner** at least 15 cm. (6 inches) off the ground, protected from sources of contamination and separate from the General Public, Chemicals and staff personal items.
- All lights must be shatterproof or provided with protective covers.
- All food must be handled in a safe manner to ensure the food is safe to eat.

## 3. FOOD HANDLER TRAINING

- **It is recommended that all food handlers take some basic food handler course. Contact your PHI/EHO to find out what courses are available. On-line training courses are available from Alberta Health Services.**

## 4. FOOD HANDLER HYGIENE

- All food handlers must wash their hands as often as is necessary to prevent contamination of food and food areas.
- Hair must be controlled and secured away from face (*i.e. baseball caps, scarves, elastics, etc.*).
- Food handlers must not work when ill.
- Smoking must not occur in food areas
- Staff must wear clean clothing when working

## 5. WATER SUPPLY

- **ONLY POTABLE WATER** (water that is safe for human consumption) is allowed.
- The water supply must either be connected to an approved potable water system or from a totally enclosed potable water holding tank with applicable volumes as outlined in the sink requirement's chart.

## 6. WASTE MANAGEMENT

- **Liquid waste** must either be discharged directly to an approved sanitary sewer or stored in a totally enclosed waste water holding tank. Waste water may not be disposed of into a storm sewer
- Waste water holding tanks must be sized to accommodate equal or greater volumes of the potable water supply.
- An **adequate number of garbage containers** with plastic liners must be provided for both operator and customers, and emptied regularly.

## 7. VENTILATION

- Adequate ventilation must be provided to prevent any accumulation of smoke, grease, and/or excessive food odour in the food preparation or cooking areas.

## 8. HANDWASH STATIONS

Please refer to the Sink Requirements for Special Events.

- All Temporary Food Establishments handling unwrapped food require a suitable handwash station. Washroom sinks cannot be used for this purpose. Handwash stations must be equipped with liquid soap and single use towels in suitable dispensers. *Temporary handwash stations may be permitted in some circumstances.*
- Hand sanitizers are permitted for Temporary Food Establishments serving pre-packed foods, or pre-portioned non-perishable foods.

## 9. CLEANLINESS & MAINTENANCE

- The walls, floors, ceilings and equipment in every Temporary Food Establishment must be kept clean, free from debris, and in good condition at all times.
- All food contact equipment must be cleaned and sanitized.

## 10. UTENSIL WASHING SINKS

- For requirements on utensil washing sinks please see the **Sink Requirements for Special Events**
- The 2 compartment stainless steel sink must be supplied with potable hot (minimum 45 °C and cold running water, or warm water from a mixer tap. Utensils must be washed and sanitized in an approved manner.
  - **First sink:** use detergent and warm water to clean.  
Rinse all detergent off under running water into first sink.
  - **Second sink:** sanitize with approved sanitizer (as listed below). Totally immerse in sanitizer for a minimum of 2 minutes.
  - Items must be air dried.

## 11. APPROVED SANITIZERS

- An approved sanitizer must be on-site for sanitizing of utensils and surfaces. Test strips to test sanitizer concentration must be on site. **Approved sanitizers** are:
  - **100ppm chlorine solution (½ teaspoon household bleach per litre water)**
  - **200ppm - 400ppm quaternary ammonium solution**
  - **12.5ppm iodine solution**

- All utensils and equipment that cannot be immersed in water shall be:
  1. cleaned with a detergent solution,
  2. rinsed with clean water, and
  3. wiped with a cloth that has been immersed in an approved sanitizing solution. (A sanitizing solution in a spray bottle may be used with a clean and sanitized cloth to replace to replace this step.)

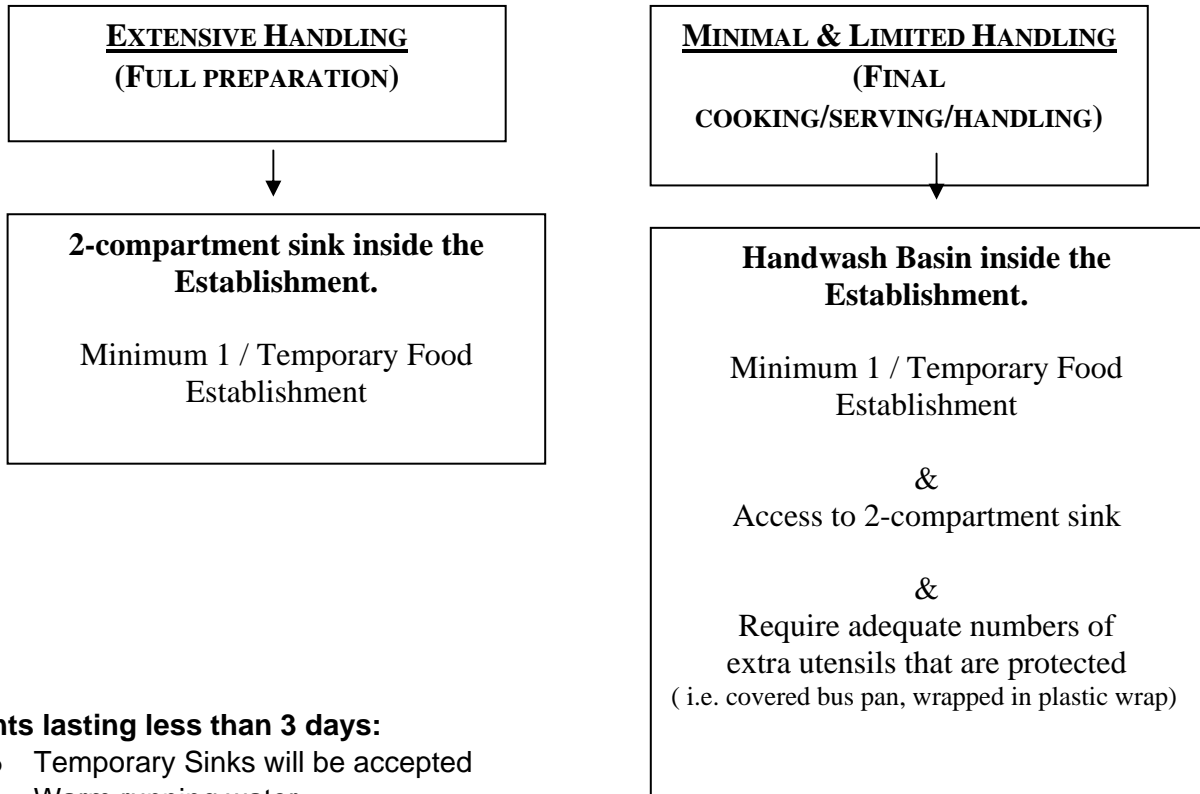
## **12. DIPPER WELLS**

- If hard ice cream is scooped, one of the following methods can be used; (A) A continuous flow dipper well, (B) Individual ice cream scoops stored in each of the different flavours of ice cream.

## **13. STRUCTURAL FINISHES**

- All counter surfaces must be smooth and washable. Linens or table covers must be clean.
- All floor surfaces must be durable, smooth, easily cleanable, waterproof material and constructed in a manner to prevent contamination from rain. Events that run one day or less may be exempt at the discretion of AHS.

## SINK REQUIREMENT FOR SPECIAL EVENTS



**Events lasting less than 3 days:**

- Temporary Sinks will be accepted
- Warm running water
- Holding tanks can be used
  - 20 Litres for a handwash basin
  - 82 Litres for a 2-compartment sink
  - 137 Litres for a 3-compartment sink

**Events lasting 3 days or more:**

- Hot and cold running water
- large enough to wash your largest piece of equipment.

**Hand sanitizers are permitted for Temporary Food Establishments in the following circumstances:**

- serving pre-packed foods only.
- Portioning of non-perishable items into single service cups/glasses using utensils / without touching food products – e.g. cookies, crackers, chips, wine.
- Non-perishable items are pre-portioned into cups at central approved sink location.

Note: These are ***minimum*** requirements; further conditions can be applied by the Public Health Inspector / Environmental Health Officer.

## TEMPORARY HANDWASH STATIONS

The AHS Food Establishment Policy requires on-site handwashing facilities at Special Events and Trade Shows. **A temporary handwash station may be permitted in some circumstances.**

Here is a description of the temporary handwash station required by each participant, to be set-up in their booth if they are handling unwrapped foods:

1. A fresh water source in a holding container with a minimum capacity of five (5) gallons or twenty (20) litres is required. The water temperature should be between 30°C - 45°C. The acceptable method for washing hands is in the stream of running water for approximately 20 seconds and not in water that is resting in the catch basin.
  - I.e. a five (5) gallon (20 L) camping jug or coffee urn with a **tap or spigot** (there must be hands free flow of water), filled with water that is maintained at proper temperature.



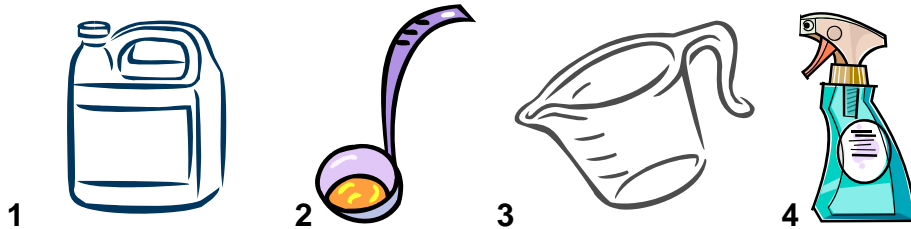
2. A collection system to catch the waste water from the handwashing procedure. The waste collection system must be equal or greater in capacity than the water source.
3. Single-use towels and liquid soap in suitable dispensers.

**Handwash stations must be operational before any unwrapped food is handled.**

Note: water shall be disposed of in a toilet or other receptacle connected to a sanitary sewer. Do not dump waste water into storm sewer.

## HOW TO MIX A SANITIZING SOLUTION

**What you will need to start:**



1. Ordinary household bleach solution. Do **NOT** use bleach with fibre guard or fresh scent.
2. Teaspoon
3. Measuring cup
4. Spray bottle – label container “sanitizer”

Use sanitizing solution on utensils and equipment such as cutting boards, knives, cooking utensils, and counter tops.

<u>Sanitizer</u>	<u>How to Mix</u>	<u>Solution Strength</u>
Chlorine Solution	>Mix ½ teaspoon of household bleach with 1 litre of water >Mix one tbsp. per gallon of water >Mix ½ ounce per gallon of water >Mix 2mL per litre of water	100 PPM Chlorine
Quaternary Ammonia Solution (QUATS)	Follow manufacturer’s instructions	200 PPM QUATS
Iodine Solution	Follow manufacturer’s instructions	Between 12.5 PPM and 25 PPM Iodine

### Tips to Remember:

- Make a new sanitizing solution at the start of your event
- **Do not mix bleach with detergent**
- Use test strips to check the strength of the sanitizing solution
- Replace sanitizing solution when solution strength is less than the required strength as noted above, since the strength of the solution will weaken over time



## APPROVAL INSPECTION CHECKLIST FOR SPECIAL EVENTS & TRADE SHOWS

Temporary Food Establishments must be ready for approval inspection 1 hour prior to event starting.

- All foods must be prepared in an approved facility using ingredients from an approved source.
- All foods must be protected from contamination (i.e. public handling, coughing, sneezing, dust, etc.) during preparation, processing, storage, display and transportation.
- Foods and utensils must be stored in a sanitary location off the ground and separate from all chemicals and staff personal items.
- All high risk foods i.e. seafood, meats, dairy products, etc.) must be kept & transported at temperatures below 4°C (40°F) or above 60°C (140°F) and in a manner that prevents contamination.
- A suitable thermometer that is capable of measuring temperatures between 0°C (32°F) and 100°C (212°F) is required for high risk foods (i.e. digital probe thermometer or infrared )
- All Temporary Food Establishments handling unwrapped food require a suitable handwash station. Handwash stations must be provided with liquid soap and single use towels in proper dispensers.
- Hot and cold water must be functioning at all utensil washing sinks and handwash stations.
- Water supplied to concessions must be potable and all water lines must be of potable water grade material. All lines must be sanitized with an approved solution prior to operation.
- An approved sanitizer & sanitizer test strips must be available on site for utensil washing and sanitizing of surfaces. Surface sanitizer should be pre-mixed and readily available (i.e. spray bottle). **Examples of approved sanitizers** are:
  - 100ppm chlorine solution (½ teaspoon household bleach per litre water)
  - 200ppm – 400ppm quaternary ammonium solution
  - 12.5ppm iodine
- Liquid waste must either be discharged directly to an approved sanitary sewer or stored in a totally enclosed waste water holding tank and dumped as necessary into an approved sanitary sewer.
- All surfaces must be of smooth, washable construction and in good repair.
- All floor surfaces must be durable, smooth, easily cleanable, waterproof material and constructed in a manner to prevent contamination from rain. Events that run one day or less may be exempt at the discretion of AHS.
- Adequate numbers of garbage containers must be provided for operators and customers.
- All lights must be shatterproof or provided with protective covers.
- At least one food handler in charge should have successfully completed one safe food handling course provided by or satisfactory to AHS. It is recommended that all food handlers take the basic food handler course.



**PERMISSION TO USE AN APPROVED FOOD ESTABLISHMENT**

THIS FORM IS TO BE COMPLETED BY THE OWNER (OR OPERATOR) OF THE APPROVED FOOD FACILITY who is providing permission for the applicant to use their facilities for the purposes of operating a Mobile Food Vehicle, Temporary Food Establishment, Farmer’s Market Vendor, Public Market Vendor or Caterer.

Owner of Approved Food Establishment	Owner’s Name:
	Establishment Name:
	Address:
	Phone number:

I hereby declare that \_\_\_\_\_  
 (Applicant’s name) & (Primary Phone Number)

of \_\_\_\_\_  
 (Name of Temporary Food Establishment, Mobile Food vehicle, Caterer or Market vendor) &  
 (Location)

has permission to use the above noted food establishment as a base of operation. He/she is permitted to use the facilities at this food establishment for the following:

- food preparation
- food/utensil storage
- storage of mobile food cart
- cleaning of equipment/utensils
- other: \_\_\_\_\_

During the following times:

**Hours** \_\_\_\_\_ (i.e. 8:00 am - 2:30 pm)

**Day** \_\_\_\_\_ (i.e. Monday - Friday)

**Effective** \_\_\_\_\_ (i.e. 4 June 08 – 4 July 09)

\_\_\_\_\_  
 (Signature of Owner of Base of Operation)

\_\_\_\_\_  
 (Date)

<b>Applicant Information</b>	Name of Organization		
	Mailing Address		
	City / Municipality	Province	Postal Code
	Name of Establishment Manager / Vendor		
	Phone ( )	E-mail	Fax ( )

<b>Event</b>	Name of Special Event		
	Event Address		
	Date(s) of Event (dd-mon-yy)	Time(s) of Event	Estimated # / Day

<b>Food &amp; Beverage Items</b>	Please list all of the food and beverage items for sale.		

<b>Location of Food Preparation</b>	<input type="checkbox"/> Temporary Food Establishment Name of Establishment: _____  If <u>all</u> foods will be prepared in the temporary concession move to page two. If any foods will be prepared off site please continue fill out the information below.		
	<input type="checkbox"/> Permitted Food Establishment		
	Name of Food Establishment		Facility Number
	Address of Food Establishment		
	City / Municipality	Province	Postal Code

# Temporary Event Notification

<b>Services</b>	<b>Services Provided By:</b>	<input type="checkbox"/> Vendor	<input type="checkbox"/> Event Organizer	
	<b>Solid Waste Disposal</b>	<input type="checkbox"/> Garbage containers	<input type="checkbox"/> Other _____	
	<b>Liquid Waste Disposal</b>	<input type="checkbox"/> Municipal sewer (Direct connection) (city/town) _____	<input type="checkbox"/> Holding tank Disposal location _____	<input type="checkbox"/> Other _____
	<b>Water Source &amp; Equipment</b>	<i>*All water containers &amp; equipment (including water lines) must be food grade.</i>		
	<input type="checkbox"/> Municipal Water (Direct connection) (city/town) _____	<input type="checkbox"/> Holding tank Fill Location _____	<input type="checkbox"/> Other _____	
<b>Power Supply</b>	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas/Propane	<input type="checkbox"/> Other _____	

<b>Temperature Control</b>	<b>Hot Holding Equipment</b>	<input type="checkbox"/> Steam Tables How many: _____	<input type="checkbox"/> Stoves How many: _____	<input type="checkbox"/> Other _____
	<b>Cold Holding Equipment</b>	<input type="checkbox"/> Refrigeration How many: _____	<input type="checkbox"/> Ice-chests with ice	<input type="checkbox"/> Other _____
	<b>Cooking Equipment</b>	<input type="checkbox"/> Stoves How many: _____	<input type="checkbox"/> BBQ	<input type="checkbox"/> Other _____
	<b>Transportation</b>	<input type="checkbox"/> Ice-chests How many: _____	<input type="checkbox"/> Reefer Truck	<input type="checkbox"/> Other (Hot holding cabinet) _____

<b>Sinks</b>	<b>Handwashing</b>	<i>*All handwashing facilities must have warm running water, liquid soap and paper towels.</i>		
	<input type="checkbox"/> Temporary sink	<input type="checkbox"/> Plumbed sink	<input type="checkbox"/> Other _____	
	<b>Dishwashing</b>	<input type="checkbox"/> 2 sinks	<input type="checkbox"/> 3 sinks	<input type="checkbox"/> N/A _____

<b>Structure</b>	Event will be held:	<input type="checkbox"/> Inside	<input type="checkbox"/> Outside
	<input type="checkbox"/> Enclosed Tent	<input type="checkbox"/> Covered Booth	<input type="checkbox"/> Other
	<input type="checkbox"/> Covered Tent	<input type="checkbox"/> Open-top Booth	_____
	Describe the surface types/materials within the structure used during outdoor events. Floors: _____ Walls: _____ Counters: _____		

## Temporary Event Notification

Do any food handlers have training in food sanitation and hygiene?

yes     no

Please use this space to draw a diagram of the booth layout including all equipment for the event (cooking, dishwashing, handwashing, storage etc). Photographs may also be submitted.

I certify that the information is to the best of my knowledge true and correct.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

### For Office Use Only

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_



## Notification of Increased Health Hazard

Associated with this food namely \_\_\_\_\_, which is being served **RAW or LIGHTLY COOKED**. Eating this type of food poses a health risk to everyone, but especially to the elderly, young children, pregnant women and other highly susceptible individuals with compromised immune systems.

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Fold in half at the top. Fold bottom edges toward each other, and tape to make the table tent stand upright.



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