



TECHNICAL GUIDELINE NO 166

TITLE: TEMPORARY FOOD SERVICE/FOOD VENDORS **Date:** April 26, 2001

Reference Regulation: Public Eating Establishment Regulations

PURPOSE:

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.

DEFINITIONS:

Temporary Food Service/Food Vendors are defined as a 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. Such food service comes under the legal definition of a “Public Eating Establishment”.

Caterers that agree to prepare food for a group or event are also required to be licensed under the Public Eating Establishment Regulations (Technical Guideline 152). Certain traditional or cultural events such as church suppers, fall suppers and potluck suppers and privately arranged social events such as ball team wind-up barbeques and staff picnics are a part of Saskatchewan’s heritage and have been largely unregulated for decades. While regulations do not apply to these events, the use of other prevention approaches such as food handling education is effective in these unique circumstances.

LICENSING:

Section 3(2) of the Public Eating Establishment Regulations allows the Medical Health Officer to exempt a Public Eating Establishment from requiring a licence because of the limited quantities and manner in which food is prepared in the facility. This section is generally interpreted to mean exemption of temporary facilities operating six days or less per year. Temporary facilities operating more than six days will need to be licensed by the local authority. However, if the volume of food will be high or the type of food is deemed potentially hazardous, the local authority may issue a licence with conditions even if the event is less than six days. Note this technical guideline applies to the above mentioned temporary events whether they are licensed or not.

The event organizer 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.

Food Vendor Checklist

Use this checklist to ensure that your temporary food facility is prepared for inspection on the day of your event. Failure to properly prepare for an event can result in unnecessary difficulty in complying with regulation and standards requirements. More stringent requirements may be necessary depending on the nature of your event.

- APPLICATION** A completed temporary food establishment application is to be submitted to the Local Authority a minimum of 7 days prior to the event.

Food and Utensil Storage and Handling

- FOOD PREPARATION** Potentially hazardous foods, or foods requiring extensive handling must be prepared in a food preparation facility approved by the local authority. All foods and ingredients are to be purchased from an approved source. To prevent cross-contamination, all raw foods must not come in contact directly or indirectly with prepared foods.
- DRY STORAGE** All food, equipment, utensils and single service utensils shall be stored above the floor or ground on pallets or shelving, and protected from contamination.
- COLD STORAGE** Refrigeration units shall be provided to keep potentially hazardous foods at 4°C (40°F) or below. An effectively insulated container with sufficient coolant may be approved by the inspector for use at events of short duration, less than 6 days.
- HOT STORAGE** 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). Most hot holding devices (crock pots, steam table, sterno) are not capable of rapid re-heating.
- THERMOMETERS** Each refrigeration unit shall have a numerically scaled thermometer to accurately measure the air temperature of the unit. A metal stem thermometer shall be provided where necessary to check the internal temperatures

of both hot and cold food and be sanitized before each use. Thermometers must be accurate to $\pm 2^{\circ}\text{C}$ and have a minimum range of $-20^{\circ}\text{C} - 75^{\circ}\text{C}$ ($-4^{\circ}\text{F} - 165^{\circ}\text{F}$)

- WET STORAGE** 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 clean (one capful of bleach in one gallon of water). Ice, if used, must be made with potable water.
- FOOD DISPLAY** All food shall be protected from contamination such as customer handling, coughing, or sneezing, by either wrapping the food or installing sneeze guards or other effective barriers.
- FOOD PREPARATION** All cooking and serving areas shall be protected from contamination.

Personnel

- HANDWASHING** A minimum five-gallon container with a spigot, and a waste receptacle to receive wastewater, soap and paper towels shall be provided for hand washing. Hot water is preferable. Disposable gloves do not replace hand washing. If high volumes of potentially hazardous food are being handled or prepared, the local authority may require an onsite prefabricated temporary hand wash station.
- HEALTH** Employees shall not have any open cuts, sores or diseases transmittable by food. Employees experiencing vomiting and/or diarrhea shall not have contact with food. Animals are to be excluded from the food storage/preparation/service area.
- HYGIENE** Employees shall have clean outer garments and hair restraints unless hair is kept very short. Tobacco usage and eating are not permitted by employees in food preparation and service areas.

Cleaning

- WAREWASHING** Where single service utensils are used, hot water and two basins, not including the hand sink, shall be provided. If multi-use utensils are used three basins must be provided. The basins should be large enough for complete immersion of utensils and equipment.
- SANITIZING** Chlorine bleach or other approved sanitizers shall be provided for sanitizing food contact surfaces and, equipment (100 ppm chlorine solution)

- WIPING CLOTHS** Wiping cloths shall be rinsed frequently in a clean 200 ppm chlorine solution (one capful of bleach in one gallon of water). Change the solution frequently, at least every 2 hours.

Water

- WATER SUPPLY** 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.
- WATER WASTE DISPOSAL** Wastewater shall be disposed in an approved wastewater disposal system.

Premises

- FLOORS** Unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors shall be finished so to be cleanable.
- PARTITIONS & ENCLOSURES** Outdoor partitions and enclosures are to be of tight and sound construction to offer protection from the entrance of the elements and, where necessary, flying insects. Walls or partitions shall be cleanable.
- LIGHTING** Adequate lighting by natural or artificial means is to be provided. Bulbs shall be non-breakable or shielded.
- COUNTERS/SHELVES** All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be finished so to be cleanable.
- GARBAGE** An adequate number of cleanable containers lined with removable plastic bags shall be provided inside and outside the booth.
- WASHROOMS** An adequate number of approved toilet and hand washing facilities shall be provided at each event. These facilities shall be accessible for employee use.
- CLOTHING** Personal clothing and belongings shall be stored at a designated place in the booth, away from food preparation, food service and dishwashing areas.

Cooking Equipment

- ALL gas appliances and equipment must receive approval for installation and use from the local municipal fire authority and the local Sask Energy office – Gas Inspection Division.

- Fire extinguisher(s) should be provided at each booth of the size and type directed by the local Fire Authority where fuelled cooking appliances are used.

- All cooking equipment should be segregated from public access or contact.

Temporary Food Vendor Application

Return completed application to the Local Health Authority

7 (seven) days before the event

Please type or Print Legibly

By providing the following information, you will assist in identifying potential public health problems that might occur during your event. Solving these problems in advance will provide the opportunity for a successful and smooth operation and avoid compliance problems at the time of inspection.

Name of Event _____ Date(s) _____

2. Event Location _____

3. Proposed menu /food service _____
(Attach List if necessary)

4. Name of Event Coordinators/Responsible Individuals

Name

Address

Phone (Work and Home)

a. _____

b. _____

c. _____

d. _____

5. Time of Event Set-up _____

6. Describe Proposed Washroom Facilities (Type, Number, Location)

7. Will Electricity be provided to the Food Booths? Yes _____ No _____

8. Describe Potable Water Supply

9. Describe Wastewater Disposal System

10. Describe Garbage Disposal

11. Off-site Food Preparation Location _____

Applicant's Signature

Date