



# Heartland Health Region

*Healthy people, Healthy Communities, and Service Excellence in an Enduring Health System.*

***HealthLine***  
**1-877-800-0002**

## Temporary Food Service/Food Vendors 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 Provincial Public Eating Establishment Standards. A license 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 License should 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. **The event organizer should also have a food safe training certificate that they have received in the last 10 years.**

For more information or to contact your local Public Health Inspector

### **Rosetown Area**

Heartland Health Region  
P.O. Box 1300  
Rosetown, Sk. S0L 2V0  
Ph. (306) 882-6413 ext. 288  
Fax (306) 882-6474

### **Unity Area**

Heartland Health Region  
P.O. Box 1538  
Unity, Sk. S0K 4L0  
Ph. (306) 228-2666 ext. 289  
Fax (306) 228-2292

### **Outlook Area**

Heartland Health Region  
P.O. Box 369  
Outlook, Sk. S0L 2N0  
Ph. (306) 867-8676 ext. 406  
Fax (306) 867-2069

### **Kindersley Area**

Heartland Health Region  
1003 1<sup>st</sup> St West  
Kindersley, Saskatchewan S0L 1S2  
Ph. (306) 463-1000 Ext. 235  
Fax (306) 463-4550

# Food Vendor Application Form/Checklist

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.

## Temporary Food Vendor Application

### **FOOD PREPARATION**

No **hazardous** foods shall be prepared in a private home kitchen.

All foods and ingredients are to be purchased from a source approved by your local Public Health Inspector.

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 private well water as an ingredient in food you must submit a water sample for bacteriological analysis and have shock chlorinated your well in the previous 6 months.**

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

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



### **GENERAL REQUIREMENTS**

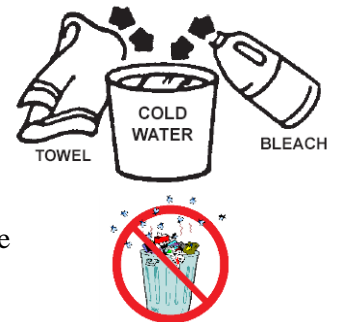
Wiping cloths used to sanitize counters and food contact surfaces shall be rinsed frequently in a clean 200 ppm chlorine solution (2 tablespoons or 30 mls of bleach per gallon or 4.5 litres of warm water). Change the solution frequently, at least every 2 hours.

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.

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.

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 Food Handlers Training Program. This person then can provide guidance to other volunteers/employees.



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.

## STORAGE

All food, equipment, utensils and single service utensils shall be stored above the floor or ground on pallets or shelving, and be protected from contamination.

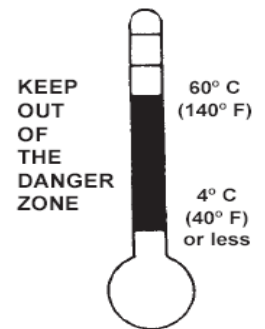
Refrigeration units shall be provided to keep potentially hazardous foods at 4°C (40°F) or below.

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). 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 clean (one tablespoon or 15 mls of bleach in one gallon or 4.5 litres of water). Ice, if used to cool foods, or to be served in drinks must be made with potable water.

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.

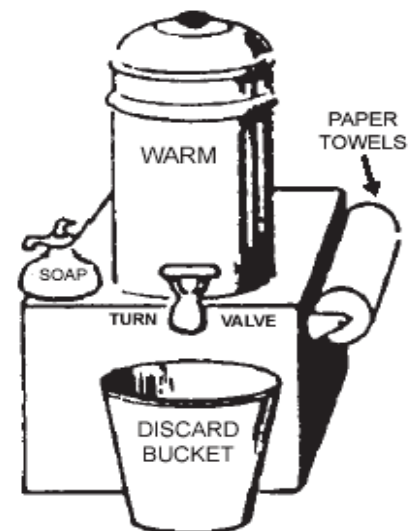
Condiments must be dispensed from squeeze containers or from single service packages. No open bowls of condiments will be allowed for customer use.



## 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 hand washing.

Portable sinks may be available from your local hardware store.



## FOOD HANDLERS

Food handlers shall not have any open cuts, sores on or around the hands. Anyone experiencing vomiting, diarrhea or stomach cramps shall not have any contact with foods.

Food handlers shall have clean outer garments and hair restraints (e.g. hats/hairnets) unless hair is kept very short.

Tobacco usage is not permitted by food handlers in food preparation and service areas.

## **DISHWASHING**

Customers must have their foods served to them on single use disposable dishes and utensils.

Hot water and two or three basins (e.g. plastic tubs or laundry tubs) shall be provided in addition to the hand sink/basin for washing of cooking utensils and equipment. The tubs should be large enough to completely submerge all utensils and equipment.

Proper dishwashing employs three steps:

1. The first step in dishwashing would be to wash the dishes with warm soapy water to removed organic matter,
2. The second step would be to rinse the dishes in clean warm water to remove any soap and residual foods and
3. The third step would be to sanitize the dishes using a warm 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 are destroyed. Lastly, dishes should be permitted to air dry.
4. 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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**Please return the completed application to the Heartland Health Region at least 7 (seven) days before the event.**

**Please type or Print Legibly**

**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.**

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Mailing Address

City/Town/Village

Postal Code

Applicant's Email Address: \_\_\_\_\_

Applicant's Phone Number/Fax Number: \_\_\_\_\_

How will you cook foods and keep foods hot? \_\_\_\_\_

\_\_\_\_\_

How will you keep foods cold? \_\_\_\_\_

\_\_\_\_\_

Is a metal stem probe thermometer available to measure hot and cold food temperatures?

Yes  No

Describe hand washing facilities: \_\_\_\_\_

\_\_\_\_\_

Describe potable water supply: \_\_\_\_\_  
\_\_\_\_\_ (if a private water supply is used, please attach the bacteriological water analysis results from within the past 3 months)

Describe wastewater disposal system: \_\_\_\_\_  
\_\_\_\_\_

Describe garbage disposal: \_\_\_\_\_  
\_\_\_\_\_

Will electricity be provided to the food booth? Yes  No

Describe washroom facilities: \_\_\_\_\_  
\_\_\_\_\_

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

Approved       Approved With Conditions       Not Approved

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Not Approved, State Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date license issued: \_\_\_\_\_

## Proposed Menu

| <b>Food Item</b> | <b>Date Food Item Prepared</b> | <b>Name of Person who Prepared Food</b><br><small>(please include phone #)</small> | <b>Location Food Item was Prepared</b> | <b>Identify Source of Ingredients</b> |
|------------------|--------------------------------|--|--|---------------------------------------|
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List names of Food handlers with Safe Food Handling Certificate: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_