

Halton Region Health Department

# Special Events

## Food Vendors Requirements



## Special Events Food Vendor's Requirements

Dear Food Vendor:

The Health Department has been notified that you will be serving food/drinks at an event in Halton Region.

Each year, every food vendor must submit a vendor's application and a proposed food menu to the Health Department at least four weeks prior to the event.

Halton Region Health Department offers Special Event Seminars highlighting safe food handling practices and a detailed review of the application process for both co-ordinators and vendors. Please check the Halton website for seminar dates or call the number below.

A more intensive Food Handler Certification course is also provided by the Halton Region Health Department. For more information and upcoming dates for the course, please contact the Halton Region Health Department or your local Public Health Inspector.

It is advised that the attached information package be reviewed by you with your staff. This package has been developed to help you run your food service operation in a manner that will limit the risks of food-borne illness. Please note that not all requirements may pertain to your operation.

**Please note:** If your water supply is from a private source i.e. well or cistern, you must contact Halton Region Health Department to set up an appointment for sampling. Please see page six for the process.

For more information, please contact the Halton Region Health Department at 905-825-6000, toll free 1-866-442-5866, TTY 905-827-9833 and fax 905-825-8797, [www.halton.ca](http://www.halton.ca).

We look forward to working with you and wish you all the best with your event.

General Food Safety Definitions .....	4
Food-borne Illness .....	4
Hazardous Food .....	4
Non-hazardous Food .....	4
Danger Zone .....	5
Cross Contamination .....	6
Water Source .....	6
Determining if a Private Water Supply is Safe: .....	6
Cistern supplied with municipally delivered water .....	6
Treated or Untreated Well .....	6
Booth or Temporary Food Preparation, Storage and Service Area Set-up: .....	7
Food Handlers .....	7
Hand-Wash Station.....	7
Food Safety Management.....	8
Food Storage Temperatures.....	9
Cooking/Reheating Temperatures .....	9
Cleaning and Sanitizing.....	10
Waste Disposal .....	11
Completion Checklist .....	11

# General Food Safety Definitions

## Food-borne Illness

Food-borne illness (often called food poisoning) occurs when you eat food that is contaminated.

Food-borne illness is a general term for:

- Infections caused by micro-organisms such as bacteria, viruses, and parasites.
- Poisoning by toxins from bacteria or mould in food.
- Poisoning by chemicals in food.

There are currently over two hundred diseases that are transmitted through food (Institute of Food Technologists Expert Report on Food Safety Issues in the 21st Century, 2002).

**Note:** All types of food can make people sick if it is contaminated, but some types of food are higher risk than others. They are referred as hazardous or high risk foods.

## Hazardous Food

Food, which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, or other products that can support the growth of disease causing bacteria. Examples are deli meats, all raw meats and poultry, sausage, fish, eggs, cheese and cream filled pastries. Meringue and other desserts containing dairy products are considered hazardous foods. Hazardous food must be refrigerated.

Fruits and vegetable, which are generally considered low risk foods can still become contaminated through food handling or production processes. Be sure to follow safe food handling practices and thoroughly wash fresh fruits and vegetables before preparation.

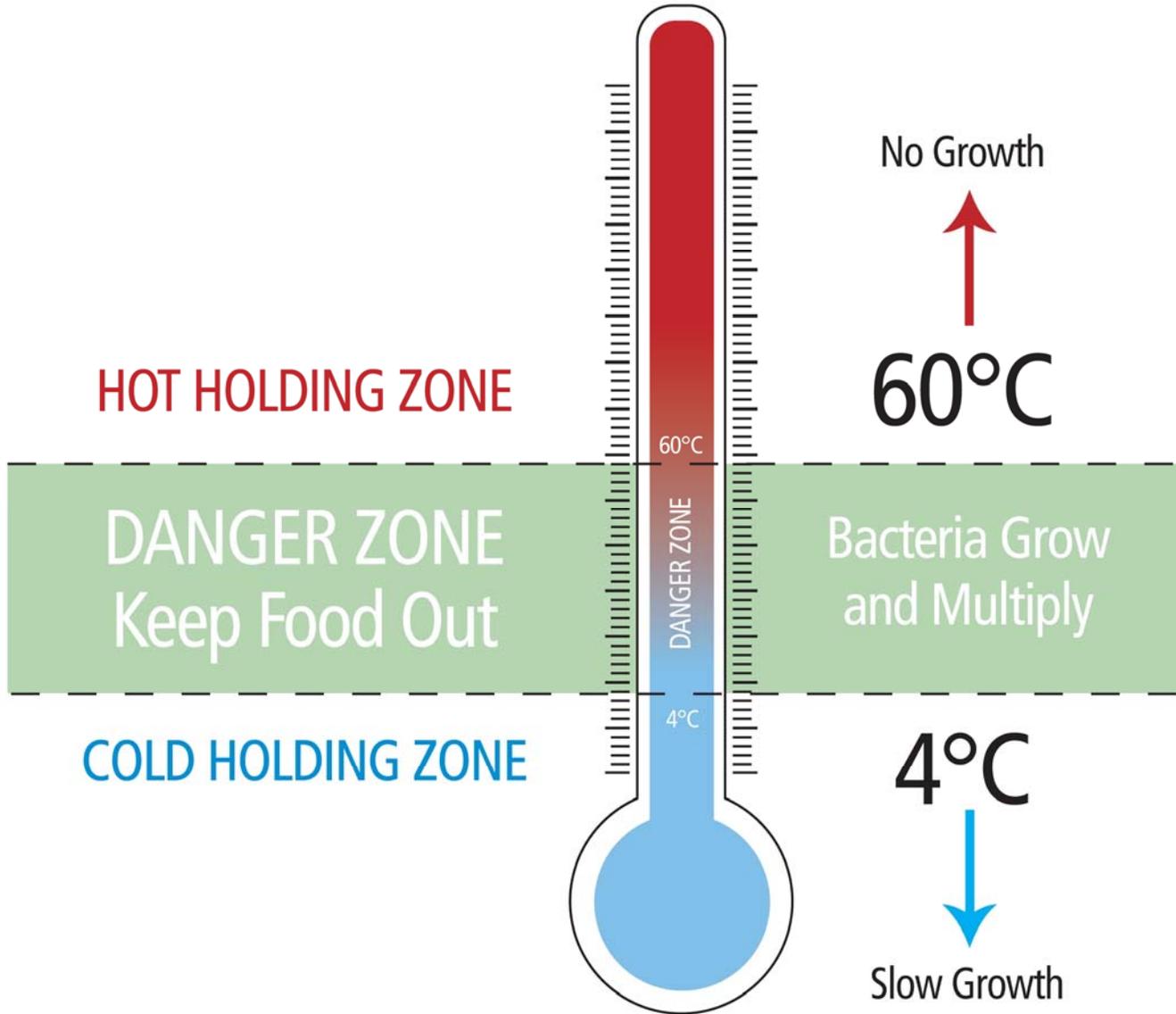
## Non-hazardous Food

Food, such as dry goods and cereals, most baked goods and unconstituted dehydrated foods. These foods do not normally support the growth of disease causing bacteria and do not usually need to be refrigerated. Examples are cookies, breads, cakes, potato chips, popcorn, and nuts.

## Danger Zone

The temperature zone where bacteria multiply is called the “Danger Zone.” This temperature range is between 4°C and 60°C (40°F to 140°F). If food items are kept within this temperature range, bacteria will multiply and double every 20 minutes. Therefore, it is important to keep the food cold or hot and out of the danger zone to stop bacteria from growing.

An accurate thermometer must be provided to check the internal temperatures of hazardous food.



## **Cross Contamination**

Cross-contamination occurs when safe-to-eat food has become contaminated with pathogenic bacteria, chemicals or unwanted items. Prepared food items can become unsafe when they come in contact with surfaces, utensils, hands, equipment and other food items that are contaminated.

All foods being served must come from an inspected source. See page 14 for the Food Source log that must be submitted with your Food Vendor Application.

## **Water Source**

All water used throughout the event, including water used for hand washing, preparation of foods, cleaning and making ice must be potable or safe.

All water samples must be taken by a Public Health Inspector. Please contact Halton Region Health Department, in a timely manner, to set up an appointment for sampling.

## **Determining if a Private Water Supply is Safe:**

### **Cistern supplied with municipally delivered water**

- One water sample taken to determine whether supply is safe.
- A cistern which is used to collect rain water is not to be used as a water supply.

## **Treated or Untreated Well**

Three consecutive samples, taken 1-3 weeks apart are needed to determine the stability of the water supply.

For information and interpretation on water testing and water results please contact the Halton Region Health Department or visit [http://www.halton.ca/living\\_in\\_halton/water\\_wastewater](http://www.halton.ca/living_in_halton/water_wastewater).

## Booth or Temporary Food Preparation, Storage and Service Area Set-up:

- Booths must have an overhead cover with at least three side flaps in areas where food will be prepared. Side flaps are not required if foods are prepared off site.
- Cooking equipment is to be secured away from the public by using fencing or ropes. Cooking equipment is not to be located under the canopy.

## Food Handlers

- If you have a cold, the flu, diarrhea or vomiting, sores or infected cuts on your hands, do not handle food.
- Clean outerwear is required when handling food.
- Hair restraints must be worn while handling foods.
- Smoking is not permitted within the booth or wherever food is stored, prepared, and served.
- Glove use is not mandatory unless the food handler has a cut or burn. Gloves must be changed in between tasks. Hands must be washed before putting new gloves on and after taking dirty gloves off.

## Hand-Wash Station

- Hand-wash stations are needed in all booths where food is being prepared or served. The stations consist of a container with a valve that can stay open while both hands are washed. A bucket is placed underneath to catch the waste water. Liquid soap and paper towels must also be included in this arrangement.
- It is not adequate to have only a hand sanitizer on site.
- Hands must be washed regularly with liquid soap and warm water throughout the day, especially after handling raw foods, smoking, shaking hands, using the bathroom, sneezing, coughing, after breaks and before starting work.
- All water used is to be from an approved safe supply.



## Food Safety Management

- Use separate work tables or surfaces for the preparation of raw foods and ready-to-eat foods so as to prevent cross-contamination.
- Use utensils (e.g. tongs, ladles, forks, spoons) to handle foods. Napkins or disposable wrappings can be used to handle dry goods like pastries and donuts.
- Keep foods (including ingredients) separate from one another and **have a full ingredient list available for each food for review by the Public Health Inspector or customers.** This will satisfy labelling requirements and assist in dealing with allergy issues.
- A probe thermometer is required to check cold holding, hot holding and cooking temperatures.
- Transport hot & cold foods quickly from place to place. Use thermal insulated containers with cold or hot packs to maintain minimum required temperatures.
- If foods are brought to the event cold and are to be served hot, the food must be reheated properly first before placing in hot holding equipment like chafing dishes. You must reheat food to appropriate cooking temperatures (see chart on page 10) then place in hot holding equipment. Foods are to be reheated within two hours.
- Foods are to be protected and secured during transportation, storage and display. The use of wraps, foil, lids or other similar food grade material can to be used to protect foods from dust, dirt, pests or foreign objects. Keep all foods and food supplies stored in a secured area such as your booth or vehicle.
- Food must be stored in their original containers or in food grade containers. Cardboard boxes, garbage bags, reused plastic buckets or pails are not acceptable.
- Food shall not be stored directly on the floor or ground. It must be stored at least 15 cm (6 inches) off the ground.
- It is recommended to discard leftovers daily instead of cooling foods for the next day. If you are cooling foods, they should be cooled to 4°C (or lower) within six hours or less.
- Do not mix old food with new food when replenishing service pans or chafing dishes.
- Keep your food products safe and secure. For example, keep storage bins or trucks locked.



## Food Storage Temperatures

Cold Holding	4°C (or lower)	40°F (or lower)
Hot Holding	60°C (or higher)	140°F (or higher)

## Cooking/Reheating Temperatures

Cook/re-heat foods to at least the temperatures listed below for a minimum of 15 seconds



**Whole Poultry  
(chicken, turkey)**

82°C

180°F



**Poultry Pieces or  
Ground Poultry**

74°C

165°F



**Hazardous Food  
Mixtures**

74°C

165°F



**Ground Meats  
(beef, pork, lamb)**

71°C

160°F



**Pork & Pork Products**

71°C

160°F



**Fish**

70°C

158°F

**Use a probe thermometer to check cooking temperature.**

## Cleaning and Sanitizing

- The three-step method of dishwashing is to be used to clean utensils. Utensils are to be washed in the first sink, rinsed in the second sink with clean water and sanitized in the third.
- A sanitizing solution of chlorine (bleach) and water at a concentration of 100 ppm (parts per million) can be used in the third sink. To make a 100 ppm chlorine solution, combine 2 ml. (1/2 tsp.) of bleach with one litre of water. Immerse utensils for at least 45 seconds.
- Change the wash, rinse and sanitizer water frequently (for example every two hours) or as the water becomes dirty. Use sanitizer test strips to check sanitizer concentration.
- For large items such as cutting boards, that can only be washed and rinsed in place, a sanitizing solution can be applied of 200 ppm bleach and water (one tsp chlorine in one litre of water).
- Other sanitizers in proper concentrations, following the manufacturers' instructions, may be used if approved by the Health Department.
- Ensure all containers (bucket/spray bottle) of soap or sanitizer solutions are properly labelled and kept away from food.
- Do not use cloths to wipe food contact surfaces dry after sanitizing.
- All water used is to be from an approved safe supply.
- You may use tubs or basins if sinks are not available during the event.



### OPTIONAL:

- Use single service or disposable utensils or equipment such as paper cups and disposable plates, paper bags, forks, knives, spoons, toothpicks and cups.
- Keep a back-up supply of clean utensils (tongs, scoops, etc.) to replace soiled or contaminated ones. Back-up utensils should be wrapped or kept in a clean, sealed container.

## Waste Disposal

- Garbage such as food waste is to be stored in garbage bins of durable, water/rodent proof material and covered with a tight fitting lid.
- Grease from fryers must be stored in a covered, non-flammable and durable container.
- Wastewater shall be stored in a covered, durable container.
- Final disposal of all waste is required to be done in an approved manner.

## Completion Checklist

Prior to sending your information, please ensure the following has been completed:

- Reviewed Vendor requirements package
- Food Vendor Application form
- Proposed Food Menu
- Food Source Log

For more information on food safety, contact

**Halton Region**

**Dial 311 or 905-825-6000**

1-866-4HALTON (1-866-442-5866)

TTY 905-827-9833

Fax: 905-825-8797

[www.halton.ca](http://www.halton.ca)