

## Requirements for Special Event Food Vendors

Please be advised that it is the responsibility of the Special Event Food Vendor to be in full compliance with these requirements. Failure to comply will result in Niagara Region Public Health refusal to allow operation or enforcement actions.

### Getting Started:

1. Review special event food service requirements.
2. The food vendor is required to complete the form below and send it to the event organizer. Event organizer will collect completed forms and send them to Niagara Region Public Health.
3. The completed forms must be received by Niagara Region Public Health not less than **2 weeks** prior the event.
4. A public health inspector will contact all food vendors to review set-up, menu and answer vendor questions.
5. A public health inspector may be onsite during the event to conduct an inspection of the food vendor booths.

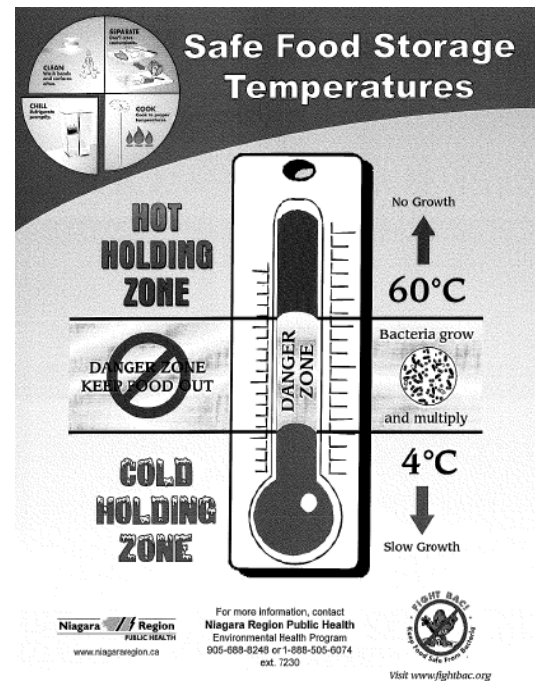
### Section 1 - General Food Safety Guidelines:

#### Food Source

- All foods must come from approved and inspected sources.
- No home prepared food is allowed to be sold or distributed.
- If serving soft serve ice cream, a copy of the sampling report must be provided.

#### Food Transportation

- Hazardous foods must be transported at 4°C (40°F) or lower for cold held foods, or 60C (140F) or higher for hot held foods.
- Mechanically refrigerated vehicles are required. Transportation of hazardous foods packed in coolers with ice need approval of public health department.
- Foods are to be covered, wrapped or sealed during transportation.



## Food Storage

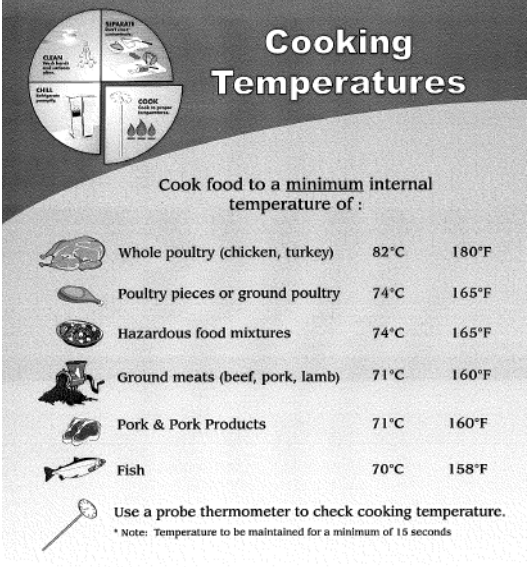
- Foods must be protected from contamination and stored in food-grade containers.
- Raw meats must be kept separate from cooked meats or vegetables.
- Food and food supplies must be raised 15cm (6 inches) off of the ground.

## Mechanical Refrigeration

- Mechanical refrigeration is required onsite and must hold hazardous foods below 4°C (40°F).
- Coolers with ice can only be used if mechanical refrigeration is also provided.
- Internal thermometers must be present in all refrigerators and coolers.







## Cooking and Hot Holding

- Store hot foods at 60°C (140°F) or higher.
- Use probe thermometer to monitor temperatures.
- Hazardous foods must be cooked to the appropriate temperatures for a minimum of 15 seconds.



**Cooking Temperatures**

Cook food to a **minimum** internal temperature of :

	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

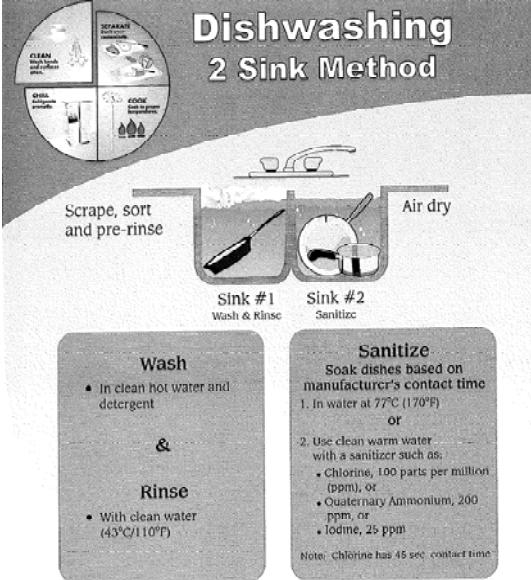
Use a probe thermometer to check cooking temperature.  
\* Note: Temperature to be maintained for a minimum of 15 seconds

Niagara Region PUBLIC HEALTH  
www.niagararegion.ca

For more information, contact  
Niagara Region Public Health  
Environmental Health Program  
905-688-8248 or 1-888-505-6074  
ext. 7230

Visit [www.fightbac.org](http://www.fightbac.org)

Adapted with permission of The Halton Region Health Department June 2009



**Dishwashing 2 Sink Method**

Scrape, sort and pre-rinse

Sink #1 Wash & Rinse

Sink #2 Sanitize

Air dry

**Wash**

- In clean hot water and detergent

**Rinse**

- With clean water (43°C/110°F)

**Sanitize**

Soak dishes based on manufacturer's contact time

1. In water at 77°C (170°F) or
2. Use clean warm water with a sanitizer such as:
  - Chlorine, 100 parts per million (ppm), or
  - Quaternary Ammonium, 200 ppm, or
  - Iodine, 25 ppm

Note: chlorine has 45 sec. contact time

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## Probe Thermometer

- Probe thermometer must be onsite to check cooking, hot holding and refrigeration temperatures.

## Sanitizing Surfaces

- Sanitizer must be available onsite at all times.
- Wiping cloths must be stored in sanitizer buckets or disposable cloths with spray bottles. Sanitizer can be made by mixing 1tsp bleach to 1L water.

## Utensil Wash

- A 2-compartment sink or 2 containers must be available to wash, rinse and submerge utensils in sanitizer.
- Potable water, soap and sanitizer must be onsite.
- Bring multiple sets of utensils.

## Water

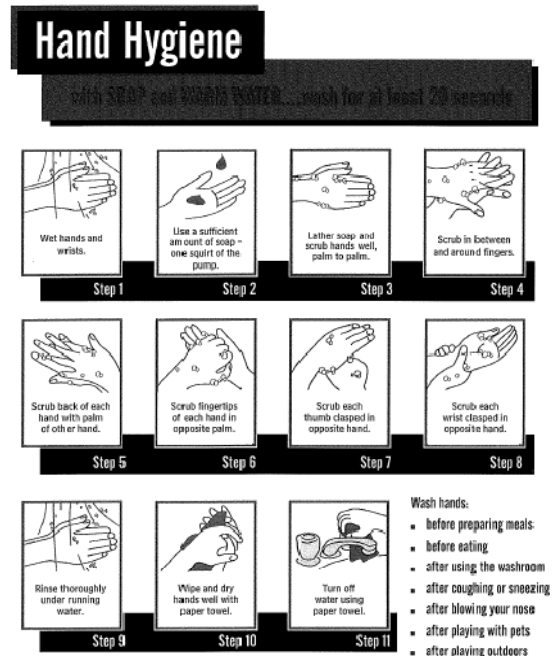
- All water must come from a potable source.
- Potable water must be available onsite for all food vendors.

## Garbage Cans

- Garbage containers with lids must be provided.

## Food Handlers

- Wash your hands. Thoroughly wash your hands with soap and water before handling food, after handling money or raw meats and after each break.
- Food handlers must not work if they are ill.
- Food handlers must wear clean clothing and hair restraints.
- Do not smoke in the food preparation area.
- Minimize direct food handling by using tongs or utensils.
- Use soap and sanitizer to clean all food contact surfaces.



## Section 2 - Mobile Preparation Premise:

Mobile Premise must be in compliance with Food Premise Regulation 562. This includes providing:

- potable water
- hot and cold water under pressure
- handwash sink with soap and paper towel
- 2 or 3 compartment sink for utensil washing (soap and sanitizer)
- Probe thermometer
- Wiping cloths with sanitizer (buckets or spray bottles)
- Mechanical refrigeration with internal thermometers
- Holding tanks for waste water
- Premise maintained in a sanitary manner

## Section 3 - Temporary Food Booths

### Covering

- Booths must have a canopy or covering to prevent food contamination.

### Flooring

- Raised flooring (painted or sealed) is required at all food booths that are set-up on grass or gravel.
- Food booths on pavement or cement do not require flooring.
- Vendors that are only providing samples, with no food handling, or those serving pre-packaged goods are exempt and do not require flooring.
- Food products must be stored on shelves located 15cm above flooring.

### Temporary Handwash Station

- Potable water source must be accessible onsite.
- Fill a camping jug or coffee urn with warm water.
- Must have a spigot that can remain open on its own.
- Liquid soap and paper towel.
- Container to collect the waste water. Waste water must be disposed of in a sanitary manner.
- Gloves and hand-gel sanitizers are not a substitute to hand washing.



### Sampling

- Single serving utensils, squeeze bottles or individual serving portions only.
- Samples must be kept covered and protected from cross-contamination (i.e. sneezeguard)
- No bare-hand contact is allowed.
- Any hazardous products must be kept mechanically refrigerated.

## Application form for Special Event Food Vendors

All applications must be received 2 weeks prior to event. Application should be collected by the event organizer who will send the completed applications to Niagara Region Public Health.

**Niagara Region Public Health**  
 2201 St. David's Road, Campbell East  
 Thorold, ON L2V-0A2

Tel: 905-688-8248, ext. # 7230  
 Tel: 1-800-263-7248  
 Fax: 905-641-4994

Event Name:	Event Date:
Booth Name:	Start Time:  Finish Time:
Vendor Contact Name:	Phone (Work):  Phone (Cell):
Business Address:	
<i>* All food preparation must occur in an inspected kitchen. No home prepared foods shall be sold or distributed.</i>	
Menu Items: (Please List)	
Describe the type of food handling or preparation that will occur:	

Describe method for Transporting Food: *All hazardous foods must be transported in a refrigerated vehicle or pre-approval must be given to operator if foods are being transported in coolers packed with ice.*

VENDOR SET-UP (check one)

<input type="checkbox"/> <b>TRAILER or MOBILE PREMISE</b>	<input type="checkbox"/> <b>TEMPORARY BOOTH or BBQ</b>
<i>General Requirements</i>	<i>General Requirements</i>
Hot and Cold running water (potable)	Temporary handwash station
Handwash sink - pump soap and paper towel	- Warm water under pressure
Mechanical refrigeration with internal thermometers	- Camping jug or coffee urn with spigot
2-compartment sink for utensil wash - dish soap and sanitizer	- Pump soap and paper towel
Wiping cloths used with sanitizer (buckets or spray bottles)	Container to catch waste water
Holding tanks for waste water - Accurate gauge for measuring waste	2 containers to be used for utensil wash
Probe thermometer	Dish soap and Sanitizer
Hats or hairnets	Wiping cloths used with sanitizer (buckets or spray bottles)
Clean clothing or aprons	Mechanical refrigeration with internal thermometers
Multiple sets of tongs or gloves	Canopy or covering over the booth
Premise maintained in a sanitary manner	Probe thermometer
	Hats or hairnets
	Clean clothing or aprons
	Multiple sets of tongs or gloves
	Food products kept 15cm off the ground

- Raised flooring (painted or sealed) is required at all food booths that are set-up on grass or gravel. Food booths on pavement or cement do not require flooring. Vendors that are only sampling (with no food handling) or serving pre-packaged goods are exempt from these requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date