

## **Food Services in Temporary Settings Information Package and Application Forms**

This package is to assist organizers and vendors of an event with the Saskatchewan Health Authority approval process. Approval is necessary to operate food services at a special event. The information in this package outlines the minimum requirements needed to reduce the possibility of illness to those who attend the event. Please read through this entire package, as it will guide you through the approval process. Failure to read through this package may cause delays and could impact your approval for the event. If you have questions, please contact local Public Health Inspection at 1-888-295-8005 or [pubhealthinspection@schr.sk.ca](mailto:pubhealthinspection@schr.sk.ca).

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### **1. DEFINITIONS:**

**Community Organization** means a non-profit organization, including but not limited to, community associations, service clubs, multicultural associations, church groups, schools, sports teams and recreational clubs.

**Community Organization Outdoor Function** means an occasional outdoor food service event open to the public for the purpose of fund raising for the operation of a Community Organization or for another social or charitable purpose. For indoor events, please contact local public health for more information.

**Low Risk Foods** means food that is not potentially hazardous.

**Potentially Hazardous Foods** means food with a pH level or a water activity level, or a combination of pH level and water activity level that will support the growth of pathogenic micro-organisms or the production of toxins.

**Temporary Food Service Events** are defined as temporary food services operating at events that include, but are not limited to, fairs, festivals, business promotions, street fairs, civic celebrations, trade fairs and similar product/cultural promotional events.

**Temporary Food Service Vendor** means a food service that operates exclusively at a temporary food service event for a temporary/limited period of time.

## 2. EVENT ORGANIZERS:

For large temporary food service events, an Event Organizer should oversee the operation of the event. The local health authority will consider the number of vendors and the population served to determine which events would benefit from appointing an Event Organizer.

The Event Organizer's role is to:

- submit a **Temporary Food Service Event - Organizer Application Form** (refer to Appendix I) to the local health authority at least three weeks prior to the event;
- ensure the venue selected for the food event has the services necessary for the safe handling and sale of food items to the public; and
- distribute and collect **Temporary Food Service Event – Vendor Application Forms** (refer to Appendix II) from all of the food vendors and submit the forms to the local health authority at least two weeks prior to the event.

## 3. FOOD VENDORS:

All food vendors are to operate in accordance with safe food handling practices, many of which are identified in the Operational Requirements section of this guideline.

### A. Temporary Food Service Vendors:

Temporary Food Service Vendors serving/selling potentially hazardous foods are subject to the public eating establishment licensing requirements contained in Section 5 of *The Food Safety Regulations*.

Temporary Food Service Vendors:

- are to complete a **Temporary Food Service Event – Vendor Application Form** (Appendix II) and submit the forms to the event organizer or the local health authority at least two weeks prior to the event ;
- are required to obtain potentially hazardous food items from an approved source;
- are to provide hand washing facilities, e.g. a 20 litre water container with a spigot\*;
- are to be certified in safe food handling or have a certified food handler present when food is being prepared and/or served; and
- who intend to prepare and/or serve/sell potentially hazardous foods may be required by the local health authority to provide:
  - a hand wash sink with hot and cold running water\*
  - a three compartment sink for cleaning/sanitizing utensils and equipment.

\*Note: The local health authority requirements for hand washing and cleaning sink facilities may vary depending on the type of foods served/sold and the onsite food production methods. The local health authority may allow for a three compartment sink that is located on site for use by multiple vendors.

Refer to Table 1 for a summary of requirements for the various food vendor types.

## **B. Community Organization Vendors:**

Subsection 5(3) of *The Food Safety Regulations* allows the local health authority to exempt classes of public eating establishments from the licensing provisions. Community Organization vendors serving the foods listed below are exempted from the public eating establishment licensing requirements contained in Section 5 of *The Food Safety Regulations*:

- hot dogs;
- hamburgers and smokies;
- pre-packaged foods; and/or
- non-potentially hazardous food.

Community Organization vendors are to provide hand washing facilities, e.g. a 20 litre water container with a spigot.

It is recommended that certified food handlers be present whenever food is being prepared and served.

The number of events and duration of time that Community Organization vendors operate is not restricted when foods served are limited to those listed above.

Community organization vendors may serve/sell other potentially hazardous foods (not included in the list above), but would require a public eating establishment licence from the local health authority. Community organization vendors may also be required by the local health authorities to obtain a public eating establishment licence when operating at events with large attendance and multiple vendors. In situations when community groups are required to obtain public eating establishment licences, the local health authority may require vendors to complete a **Temporary Food Service Event – Vendor Application Form** (Appendix II) and meet the same requirements as the Temporary Food Service Vendors.

Refer to Table 1 for a summary of requirements for the various food vendor types.

## **4. APPLICATION REVIEW:**

A review of the information provided in the Temporary Event Food Service Application Form will be conducted by the local health authority. The local health authority will determine during their review if a public eating establishment licence should be issued. Considerations include but are not limited to: the size of the event, i.e. anticipated attendance, the duration of the event, the types of food served/sold, and the amount of food handling. Requirements are summarized in Table 1.

The reduced level of services and equipment at Temporary Food Service Events increases the potential for food safety issues to occur. This guideline limits the cumulative duration for each operator on an annual basis to a cumulative maximum of 14 days per year. Local health authorities may consider the issuance of licenses for greater than 14 days per year for those Public Eating Establishments meeting regulatory requirements.

**Table 1 – Summary of Requirements for Various Food Vendor Types**

<b>Event Type</b>	<b>Temporary Food Service Vendors</b>	<b>Community Organization Outdoor Vendors</b>
<b>Application</b>	Temporary Food Service Event Vendor Application Form	None unless attending large events with multiple food vendors
<b>Certified Food Handler</b>	Required	Recommended
<b>Approved Source for Potentially Hazardous Food</b>	Required	Required
<b>Duration</b>	14 days per local health authority per year	N/A
<b>Menu/Onsite Food Preparation</b>	No onsite food preparation unless at minimum a <u>3 compartment sink</u> with hot and cold running water is provided.	Limited to hot dogs, hamburgers and smokies, and/or commercially pre-packaged food only
<b>Hand Washing</b> (includes liquid soap and paper towels)	20 litre water container with spigot. Local health authority may require portable hand wash station for higher risk food service.	20 litre water container with spigot.
<b>Public Eating Establishment Licence</b>	Required if serving/selling potentially hazardous food	Required if operating at events with large attendance and multiple food vendors
<b>Inspection</b>	As determined by the local health authority.	

## 5. OPERATIONAL REQUIREMENTS:

The following requirements outline the procedures and facility attributes necessary to meet the intent of *The Food Safety Regulations* and the Public Eating Establishment Standards.

Food from approved sources, good food handling practices, temperature control and properly designed, constructed, equipped and operated facilities all contribute to a safe food product.

### A. FOOD SAFETY

#### Source:

- All food and ingredients must come from an approved source. This means food must come from a facility with a current Public Eating Establishment License, or similar licensing agency (CFIA). Proof of source of food products may be required by the public health inspector so make sure to retain all receipts.
- All meat and poultry is to be obtained from approved sources.
- Home canned and/or home cooked or prepared potentially hazardous foods are not to be served/sold at temporary food service events.

#### Preparation:

- All potentially hazardous food preparation conducted in advance of the temporary food service event is to be prepared at an approved food service facility.
- Potentially hazardous food prepared in a home kitchen is not permitted.

#### Temperatures:

- Potentially hazardous foods are to be maintained at 60°C (140°F) or higher or 4°C (40°F) or lower. Foods are to be cooked to the minimum temperatures below and held for at least 15 seconds when cooking the following foods:
  - a) 60°C (140°F) or above for rare beef steaks and roasts.
  - b) 63°C (145°F) or above for eggs (if prepared for immediate service); medium rare beef, lamb and veal steaks and roasts.
  - c) 68°C (154°F) or above for game farm meat products.
  - d) 70°C (158°F) or above for fish.
  - e) 71°C (160°F) or above for ground beef/pork/lamb/veal; food made with ground beef/pork/lamb/veal, e.g. sausages, meatballs; pork chops, ribs and roasts.
  - f) 74°C (165°F) or above for ground chicken/turkey; food made with ground chicken/turkey or mixtures containing poultry, meat, fish, or eggs; chicken and turkey breasts, legs, thighs and wings; stuffed pasta; hot dogs; egg dishes (if not prepared as specified above); and stuffed fish.
  - g) 82°C (180°F) or above for whole chicken and turkey.

#### Thawing:

- Potentially hazardous foods are to be thawed using one of the following methods:
  - either under refrigeration that maintains the food temperature at 4°C (40°F) or less;
  - completely submerged under running water at a temperature of 4°C (40°F) or less; or
  - as part of a cooking process.

**Cooling:**

- Cooked potentially hazardous food are to be cooled from 60°C (140°F) to 20°C (68°F) within 2 hours or less, and from 20°C(68°F) to 4°C (40°F) within 4 hours or less.

**Reheating for hot holding:**

- Potentially hazardous food that is reheated for hot holding is to be reheated rapidly to a temperature of at least 74°C (165°F) for 15 seconds and then held at or above 60°C (140°F).

**B. FOOD AND UTENSIL STORAGE AND HANDLING****Dry storage:**

- All food, equipment, utensils, and single service items are to be protected from contamination and stored at least 15cm (6 inches) off the ground or floor.

**Cold storage:**

- Mechanical refrigeration of adequate size for the storage of potentially hazardous foods is to be provided and is to be capable of maintaining the potentially hazardous foods at 4°C (40°F) or less.
- Frozen food should be maintained at -18°C (0°F) or less. Dry ice may be used to maintain foods in a frozen state (e.g., hard ice cream and novelties).
- An insulated, hard sided, container with sufficient ice or other means to maintain potentially hazardous foods at 4°C (40°F) or below may be permitted by the local health authority for the storage of small quantities of potentially hazardous foods.

**Hot Holding:**

- Where potentially hazardous foods are intended to be held hot, the hot holding equipment in sufficient number and capacity is to be provided to maintain the foods at 60°C (140°F) or higher.
- Open flame chaffing dishes are not recommended at outdoor events due to blowing out of flames and inability to maintain temperatures over longer periods of time. It is recommended that you use electronic hot holding devices capable of maintaining temperatures over 60°C.

**Thermometers:**

- Suitable thermometers to measure temperatures during food preparation and food storage are to be provided.

**Food display:**

- Food is to be protected from contamination by the use of sneeze guards, packaging or other barriers.
- Condiments are to be dispensed in pump-style dispensers, squeeze bottles, single service type packaging or other similar dispensers which prevent contamination of the food items by food handlers, patrons, insects, or other sources.

**Food preparation:**

- All cooking and serving areas are to be protected from contamination.
- Access to food preparation and service areas are to be restricted to food handlers only.

- Animals, small children and any other potential source of contamination are not permitted in the food booth.
- Cooking equipment is to be situated such that the operation of that equipment does not harm patrons or the public.

**Utensil storage:**

- Food dispensing utensils are to be:
  - stored in the food with their handles above the top of the food and container; or
  - on a clean portion of the food preparation table, clean plate, or cooking equipment; or
  - in a container of water as long as the water is changed at least every two hours.

**Cross contamination:**

- Food is to be protected from cross contamination by separating raw meat and fish from ready-to-eat foods during storage, preparation, holding, and display.
- Equipment and utensils (including knives, cutting boards, and food storage containers) are to be thoroughly cleaned and sanitized (refer to Section C below) after being used for raw animal foods and before being used for ready-to-eat food.

**C. WAREWASHING/CLEANING/SANITIZING**

**Ware washing:**

- Where on-site food preparation takes place, a minimum of a three-compartment sink is to be provided to wash/rinse/sanitize utensils and equipment in potable water. All equipment must be able to be fully submersed in the sanitizing sink using one of the following solutions:
  - a) immersion for at least two minutes in a warm 24°C – 44°C (75°F – 111°F) chlorine solution of not less than 100 parts per million (ppm) concentration;
  - b) immersion for at least two minutes in a warm 24°C – 44°C (75°F – 111°F) quaternary ammonium solution having a concentration of 200 ppm; or
  - c) immersion for at least two minutes in a warm 24°C – 44°C (75°F – 111°F) iodine solution of between 12.5 and 25 ppm concentration.

**Note:** A centralized utensil washing area for use by multiple food vendors may be permitted by the local health authority.

**Cleaning/Sanitizing Food Contact Surfaces:**

- An approved sanitizer, as noted above, is to be provided for sanitizing food contact surfaces, equipment, and wiping cloths. The sanitizing solution is to be changed at least every two hours.
- Wiping cloths are to be used for no other purpose and are to be stored in a bucket containing an approved sanitizing solution.

**Note:** To make a 100 ppm chlorine solution, add 2 ml chlorine (bleach) to one litre of water (0.5 oz. per gallon of water). Follow manufacturer’s instructions for other sanitizer concentrations.

Food Handling Activity	Examples	Sink Requirement
Pre-packaged foods only.	Chips, candy, bottled drink, cookies, cupcakes, pies, etc.	No sink requirements.
<ul style="list-style-type: none"> <li>• Dispensing drinks from original sealed containers</li> <li>• Serving only dry foods</li> <li>• Portioning foods into single use cups</li> <li>• Serving of previously prepared foods. NO food preparation or handling onsite. Simply dispensing.</li> </ul>	<p>Wine, beer, coffee, tea</p> <p>Donuts, cookies, popcorn</p> <p>Sampling pretzels, nuts, bread</p> <p>Serving of hot and cold foods prepared in a licensed kitchen ahead of time</p>	Temporary hand wash sink in booth (extra serving utensils must be available)(if utensils or cups/containers for the public are needed, they must be single use disposable).
Food preparation on-site.	<p>Mixing, cutting, rolling, and similar activities of meats, vegetables, burgers, kabobs, chicken, seafood, etc. (pre-cooking of these products may be required and is highly recommended, which must be done at an approved facility).</p>	Portable Handwash sink with hot and cold running water in booth, three compartment sink with hot and cold running water in booth.

**D. PREMISES**

**Counters/shelves:**

- All food contact surfaces are to be smooth, impervious to moisture, easily cleanable and durable.

**Floors:**

- Unless otherwise approved, ground covering surfaces are to be constructed of materials that protect food from contaminants, e.g. via dust, rain, birds, insects. Suitable surfaces include concrete, asphalt, nonabsorbent matting and wood sheathing. The floor area is to be graded to drain away from the food service area.

**Walls and ceilings:**

- The temporary food facility is to be covered with a canopy or other type of overhead protection, unless the food items served/sold are commercially pre-packaged food items dispensed in their original containers.
- Walls and ceilings, if required, are to be constructed to protect against the elements, windblown dust and other sources that may contaminate food, and the food contact surfaces.

**Lighting:**

- Adequate lighting is to be provided. Food vendors are to ensure that any lighting used at the event is covered to protect the food from potential physical contamination in the case of breakage.



**Garbage:**

- An adequate number of covered refuse receptacles of sufficient size are to be provided for each temporary food facility site.
- Dumpsters are to be covered, rodent-proof, and non-absorbent.
- Grease is to be disposed of properly and is not to be discarded onto the ground surface.

**E. WATER SUPPLY AND WASTEWATER DISPOSAL****Water:**

- An adequate supply of potable water is to be available on site for cooking, drinking, cleaning and sanitizing equipment and hand washing.
- The water supply system materials and hoses distributing water must be approved for contact with potable water (i.e. meet National Sanitation Foundation(NSF) Standard 61).
- The water supply is to be installed with appropriate backflow protection. Sanitary potable water storage tanks or bottled water may be allowed if approved by the local health authority.
- Ice is to be from an approved source.

**Wastewater disposal:**

- Wastewater is to be disposed in an approved wastewater disposal system. Wastewater is not to be drained onto the ground surface or into storm drains.

**F. PERSONNEL****Hand washing:**

- Hand wash facilities are to be located in all temporary food facilities where there is direct handling and/or preparation of food.
- Food vendors are to ensure that a minimum 20 litre container of potable water with a spigot, liquid soap and paper towels in dispensers, and receptacles to receive waste water/paper towels are provided for hand washing.
- Where potentially hazardous foods are being served/sold, the local authority may require an onsite prefabricated temporary hand wash station with hot and cold running water, liquid soap and paper towel and receptacles to receive waste water/ paper towel.

**\*Gloves & hand sanitizer do not replace hand washing\***

**Health:**

- Food handlers:
  - must NOT work while ill.
  - experiencing vomiting and/or diarrhea symptoms are to be excluded from food handling activities for at least 48 hours after the symptoms end; and
  - are not to have any infected wound or lesion that is open or draining on or about their hands, wrists or exposed portion of arms.

**Habits:**

- Food handlers are:
    - to wear clean outer garments, aprons, and effective hair restraints (such as baseball hat, hair net, pony tail or similar);
    - to refrain from smoking, vaping, eating, and drinking while preparing or serving food;
    - to wash their hands prior to entering the temporary food facility or food preparation and service areas, immediately before engaging in food preparation, after using the washroom, and as often as necessary to remove soil and contamination and to prevent cross contamination; and
    - not to contact exposed, ready-to-eat food with their bare hands and are to suitable utensils such as tongs, single-use gloves, single use wax paper or dispensing equipment.
- \*No smoking or vaping is permitted in food preparation areas and/or the food booth\***

**6. FOOD VENDOR PRE-OPENING CHECKLIST**

Ensure that you have your food booth properly set up and ready for operation at least one hour prior to the start of the event and again every day prior to opening if it is a multi-day event.

Any missing items required for safe food handling may result in delays or denial of licensing and you will not be permitted to operate. Use the following checklist to help with setup.

- Accurate probe thermometer(s) capable of measuring between -18 degrees Celsius and 110 degrees Celsius or greater
- An accurate thermometer in each cold holding unit
- Temperature Log Sheet to fill in throughout the event
- Chlorine, quaternary ammonium or Iodine for sanitizing surfaces
- Test strips for sanitizing solution
- A sanitizer bucket
- Clean wiping cloths to place in sanitizer bucket(s)
- Liquid hand soap in a dispenser
- Paper towels in a dispenser
- Sufficient cold holding equipment to hold all foods requiring refrigeration capable of maintaining temperatures 4 degrees Celsius or lower
- Sufficient hot holding equipment capable of maintaining temperatures at or above 60 degrees Celsius
- Enough tables or food preparation surfaces to safely prepare all foods
- Handwashing sink.
- Dishwashing Station.
- Stop plugs for all dishwashing sinks (if applicable)
- Dish detergent and sink sanitizer (if dishwashing onsite)
- Potable water lines to connect hand wash and dish wash stations
- Availability of running potable water at hand sink and dish wash sinks (if applicable)
- Disposable utensils and dishware
- Extra utensils for serving or cooking foods
- Potable water containers (if not direct connect)
- Grey water disposal containers (if not direct connect)
- Garbage bins are present and lined with a bag
- Temporary Event Licence (if applicable)

**7. TEMPERATURE LOG SHEET**

**ENSURE ALL POTENTIALLY HAZARDOUS FOODS ARE KEPT OUT OF THE 'DANGER ZONE'!**

The temperature danger zone is between 4°C (40°F) and 60°C (140°F).

- ✓ Take temperatures at least every 2 hours.
- ✓ Cold food must be 4°C (40°F) or colder.
- ✓ Hot food must be held 60°C (140°F) or hotter.
- ✓ Verify cooking temperatures using a thermometer (see 5. A. for cooking temperatures).

DATE	TIME	UNIT/FOOD ITEM	TEMPERATURE (indicate °C or °F)	CORRECTIVE ACTION TAKEN	INITIALS