



SPECIAL EVENTS

Food Vendor Requirements



Special Event Food Vendor Requirements

Peterborough Public Health works to ensure that all special events (festivals, fairs, fundraisers, etc.) will be as safe as possible for the community.

It is required for food vendors to complete and submit a special event application (enclosed) and a proposed food menu to Peterborough Public Health as well as to the event's coordinator at least 2 weeks prior to the event. Applications must be accompanied by the most recent inspection report for the food concession (food trailer) or for the facility/premises where the food is prepared (if prepared off-site for the event). All food vendors are subject to the Ontario Food Premises Regulation 562 found here:

<https://www.ontario.ca/laws/regulation/900562>

It is also required that each food vendor have at least one Certified Food Handler on-site at all times during operation as well as proof of the certification. This is according to the Mandatory Certified Food Handler By-Law for both Peterborough County and City. Training is available through local health units. The Food Handler Course Manual can be found here: <http://www.pcchu.ca/wp-content/uploads/2011/09/140407-FHC-Manual.pdf>

Your special event application will be reviewed upon receipt by a Public Health Inspector. An on-site inspection may also be completed at any time during the event.

It is recommended that the attached information package be reviewed by food vendors and their staff. This package has been developed to help you run your food service operation in a manner that will limit the risk of food-borne illness.

For more information, please contact:

Peterborough Public Health
Jackson Square, **185 King Street**, Peterborough, ON K9J 2R8
P: **705-743-1000** or 1-877-743-0101
F: 705-743-1203
peterboroughpublichealth.ca

Food Definitions

Potentially 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, meats and poultry, sausage, fish, eggs, cheese, cream-filled pastries, and other desserts containing dairy products.

Non-Hazardous Food

Food, such as dry goods and cereals, most baked goods and 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.

Food Handling

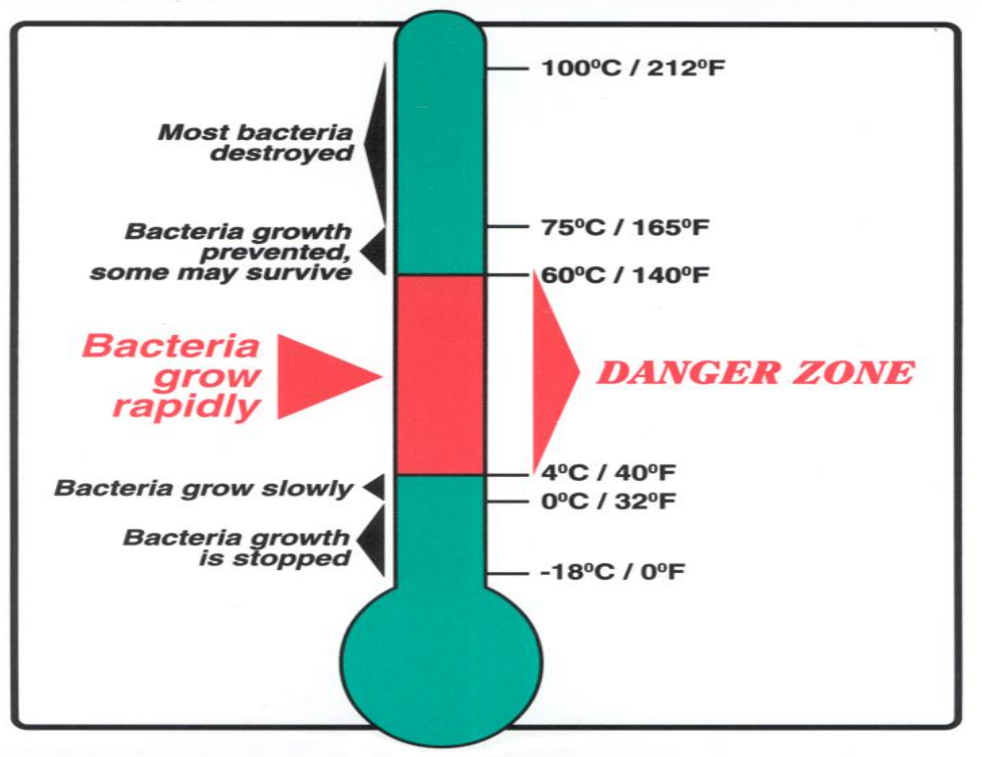
- Only approved food sources can be used: Inspected meat, Grade A inspected eggs, pasteurized milk
- Use separate work tables or surfaces for the preparation of raw foods and ready-to-eat foods so as to prevent cross-contamination.
- Use separate cutting boards for different foods e.g.: beef, chicken and pork.
- Use utensils (e.g. tongs, ladles, forks, spoons) to handle foods. Napkins or disposable wrappings should be used to handle dry goods, such as pastries and donuts.
- Microwave ovens are not to be used to cook raw foods. Microwave ovens can be used to reheat soups, stews, gravies, sauces and pre-cooked dishes only.
- Food preparation/serving supplies (e.g. dishes, cutlery, plates, cups, napkins) must be protected from contamination.

NOTE: Cooking of raw meat at special events can only be done by food vendors with a fully enclosed and inspected food truck/trailer and meeting all requirements of Ontario Food Premises Regulation 562. One-day BBQ events (e.g. charities, fundraisers) must only sell commercially pre-cooked products (burgers, hot dogs, sausages).

Storage/Temperatures

- Ensure all foods are thoroughly cooked to the proper temperatures (page 7).
- An accurate probe thermometer is required to check the internal temperature of food.
- Ensure all hot foods are maintained at the proper temperatures.
- An accurate, working thermometer must be placed in all cold holding units.
- Cold food storage during transport and at the event must be at 4°C or colder – using refrigeration or insulated containers with ice or cold packs.
- Hot food storage during transport and at the event must be at 60°C or hotter.
- Foods are to be protected during transportation, storage and display. For example, plastic wrap, foil, lids, sneeze guards, etc. must be used to protect foods from dust, dirt, insects or foreign objects. Plastic containers are suggested for storage as they are insect and rodent proof, and waterproof. All food vendors must have a roof (umbrella/portable patio tent) covering the food preparation area.
- Keep food and food supplies off of the ground (store 6"/15 cm off floor).
- Keep all foods and food supplies stored in a secured area such as your food premise vehicle.

Keep hot foods hot and cold foods cold!



Adapted with
from Toronto








permission
Public Health



Cooking and Reheating Temperatures

An accurate probe thermometer should be used to check the internal temperature of cooked and reheated hazardous foods* for at least 15 seconds.

* Hazardous foods are foods that need to be kept hot or cold to keep them safe.

Product	Cook until internal temperature is	Reheat until internal temperature is
 Whole poultry	82°C (180°F)	74°C (165°F)
 Cut and ground poultry and all parts of ground meats that contain poultry	74°C (165°F)	74°C (165°F)
 Food mixture containing poultry, egg, meat, fish or another hazardous food	74°C (165°F)	74°C (165°F)
 Pork and pork products	71°C (160°F)	71°C (160°F)
 Ground meat, other than ground meat containing poultry	71°C (160°F)	71°C (160°F)
 Fish	70°C (158°F)	70°C (158°F)
 Beef, veal and lamb Medium-rare Medium Well done	63°C (145°F) 71°C (160°F) 77°C (170°F)	63°C (145°F) 71°C (160°F) 77°C (170°F)

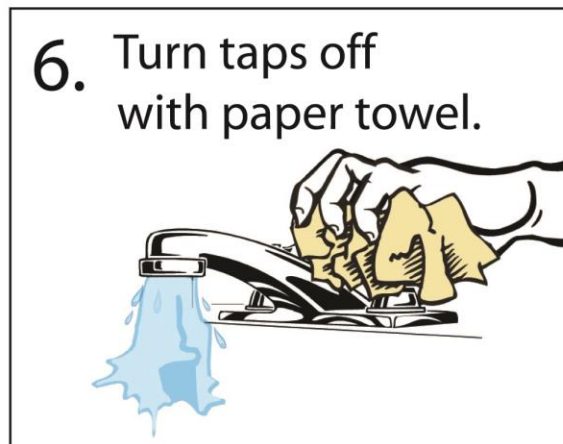
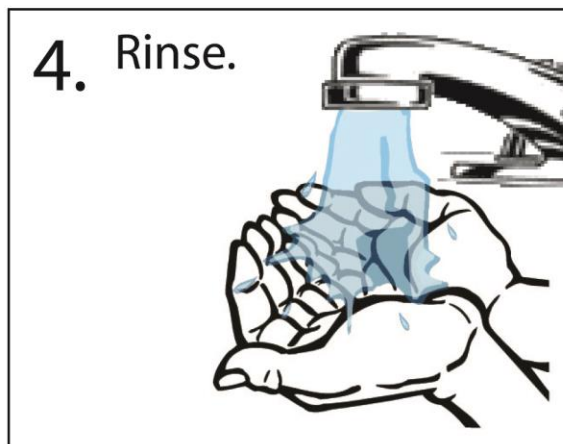
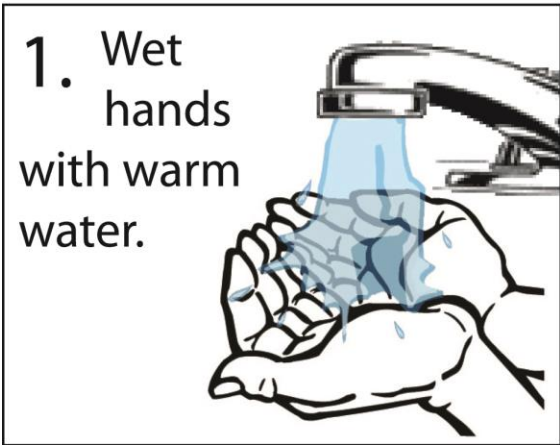
Handwashing

- Handwash basins are a mandatory requirement under the Ontario Food Premises Regulation.
- Instant hand sanitizer cannot be used as a replacement to handwashing.
- Hands must be washed regularly with liquid hand soap and warm water throughout the day, especially after smoking, shaking hands, using the bathroom, sneezing, coughing, after breaks and before starting work.
- Money handlers should not be handling food and vice versa unless hands are washed in between tasks.
- Handwash stations must be provided in the food preparation area with warm water, paper towel (not cloths) and liquid hand soap in a pump dispenser.
- The water container must have a turn valve that will allow water to flow freely while permitting both hands to be washed at the same time. A catch basin must be provided and waste water disposed of properly.
- All water used is to be from an approved potable supply.

Vendor Hygiene

- If you are coughing or sneezing, have a fever, diarrhea or vomiting, or have sores or infected cuts on your hands, you should not handle or prepare food.
- Clean outerwear is required.
- Hair restraints such as a hair net or ball cap must be worn while handling or preparing foods.
- Smoking is not permitted within the food premise.
- Gloves are not a substitute for handwashing. Gloves must be changed in between tasks and hands must be washed before putting new gloves on and after taking dirty gloves off.
- Washing gloves is not acceptable.
- Gloves are for single-use only, and should be non-latex.

The Six Steps of Proper Handwashing



Cleaning and Sanitizing

- Two-sink dishwashing method (image below) can only be used when both washing and rinsing can effectively take place in one sink. Otherwise, a three-sink dishwashing method is required. No multi-service dishes (customer dishes) are allowed – take-out only.
- The final step (2nd or 3rd sink) must contain a sanitizing solution. A solution of bleach and water at 100ppm (parts per million) can be used. Combine 2 tsp. of bleach for every 4 litres of water to obtain 100 ppm sanitizer.
- For large items (cutting boards) or stationary items (food prep counters), surfaces should be washed with hot soapy water and then rinsed with a sanitizing solution using a labeled spray bottle containing a 200 ppm solution of bleach and water (combine 1 tsp. of bleach in 1 litre of water). Allow the surface to remain wet with the sanitizer for 45 seconds before drying with paper towel or allow to air dry.
- Other sanitizers in proper concentrations, following the manufacturer's instructions, may be used if approved by the Public Health Inspector.
- Ensure all containers with chemicals are properly labeled (including spray bottles and buckets).
- Do not rinse items after sanitizing – use the proper concentrations and follow the above instructions.
- All water used is to be from an approved potable supply.

NOTE: Sanitizer test strips should be used to verify sanitizer concentration.



Waste Disposal

- Garbage such as food waste is to be stored in lined garbage bins of durable, waterproof and rodent-proof material and covered with a tight fitting lid.
- Final garbage disposal can be made at a designated garbage bin, if provided on-site. If not provided, store all garbage within your booth, trailer or other secured area until final disposal can be made off-site.
- Grease from fryers must be stored in covered, non-flammable and durable containers and is to be disposed of by approved methods.

Wastewater Disposal

- Wastewater must be collected in a covered, durable tank and disposed of in an approved sanitary sewer, bathroom facility or holding tank. Wastewater is not to be disposed of on the surface of the ground or into storm sewer drains.

Final Checklist

- Food Vendor Application submitted

Food Temperature Control

- Adequate cold-holding and hot-holding methods available, with thermometers
- Adequate supply of ice, if needed
- Probe thermometer for checking reheating, cooking and hot-holding temperatures

Food Protected From Contamination

- Separate storage space and food prep areas for raw hazardous foods and ready-to-eat foods
- Containers, wrap, lids etc. for covering food
- Shelving 15cm off the floor
- Separate storage for chemicals, proper labels
- Sanitary storage of clean dishes, utensils and take-out supplies

Utensils and Equipment Sanitizing

- Dishwashing area set-up: hot and cold running potable water, two sinks, waste water collection
- Dish soap, bleach, and test strips
- Spray bottle with bleach and water solution

Food Handler Hygiene

- Handwashing area set-up: warm running potable water, handwashing sink, waste water collection
- Liquid soap, paper towels
- Hair confined (e.g. hair nets), clean uniforms/aprons
- Proper use of gloves
- No ill food handlers

Waste Disposal

- Garbage bins with lids, plastic garbage bags
- Waste water disposal plan

Certified Food Handler

- Certified Food Handler on-site and proof of certification available

Potable Water Supply

- Coordinator of events is to submit a water sample to Peterborough Public Health at least two weeks prior to the event.

Food Vendor's Application for Special Events

Email, fax, or mail to Peterborough Public Health at least 2 weeks prior to the special event.



Concession Name:			
Concession Contact:		Phone:	
Address:		Cell:	
City/Town:		Fax:	
Postal Code:		Email:	
Date of Event:			
Name of Event:			
Location of Event:			
Type of Location:	<input type="checkbox"/> Public Park <input type="checkbox"/> Street <input type="checkbox"/> Commercial Property <input type="checkbox"/> Private Property		
Previously Inspected:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Health Unit:	
Menu for Event:			
Are foods prepared on-site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are foods prepared off-site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location where food is prepared off-site:	*Must be an inspected facility, copy of most recent inspection report must be available		
Food Storage and Handling:	How will you keep foods cold during transport and at the event?		
	How will you keep foods hot during transport and at the event?		
	Will you have thermometers available for monitoring food temperatures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Will you have separate space for storage and for preparation of potentially hazardous foods vs. ready-to-eat foods?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Handwashing:	Describe your handwashing set-up:		
Dishwashing:	Describe your dishwashing set-up:		
	Type of sanitizer used:		
Waste Disposal:	Will you have appropriate garbage and waste water storage available:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certified Food Handler:	Name and expiry date of your Certified Food Handler for the event:		
I confirm that I have reviewed the Food Vendor Requirements and the Final Checklist provided in this package: Name: _____ Signature: _____			

For more information on food safety, please contact:

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