



Temporary Food Service Event



Event Organizer Application

Environmental Public Health Department

Population and Public Health

Saskatoon Health Region Phone:

306-655-4605

Fax: 306-655-4699

Email: phioc@saskatoonhealthregion.ca

Temporary Food Service Event - Event Organizer Application

Instructions

- Review the attached Operational Requirements for Temporary Food Events
- Review and fill in pages 2 to 4.
- Distribute a copy of the Temporary Food Service Event – Vendor Application to each vendor expected to attend the event.
- Each vendor must fill out the Vendor Application, with the exception of:
 - Restaurants located with the festival site and who have a sidewalk cafe permit from the city, and
 - Food trucks or mobile carts already licenced by the Saskatoon Health Region. (note: food trucks/carts licenced by other jurisdictions are still required to submit a vendor application).
- Submit the Event Organizer Application at least 3 weeks prior to the event start date.
- Submit all completed Vendor Applications at least 2 weeks prior to the event start date to:

Environmental Public Health Department

Saskatoon Health Region

101-310 Idylwyld Dr

North Saskatoon SK S7L

022 Phone: 306-655-

4605

Fax: 306-655-4699

Email: phioc@saskatoonhealthregion.ca

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Organizer Information	
Contact 1 Name:	Contact 2 Name:
Contact 1 Email:	Contact 2 Email:
Contact 1 Work #:	Contact 2 Work # :
Contact 1 Cell #:	Contact 2 Cell #:
Business Name:	
Mailing Address:	

Event Information	
Name of Event:	Date(s) of Event:
Location of Event:	Event Operation Hours
Expected Number of People Attending Event:	

On Site Contacts	
Contact 1 Name:	Contact 1 Cell #:
Contact 2 Name:	Contact 2 Cell #:
Contact 3 Name:	Contact 3 Cell #:
<i>(please list organizer contacts who will be onsite during the event and who have decision making authority)</i>	



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Provide the information below for all food service vendors that will be participating in the event. Please also list any food trucks/carts, licensed by the Saskatoon Health Region that will be in attendance.

Food Vendors			
Business/Organization Name	Main Contact	Mailing Address and Email Address	Cell Number



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Event Layout

Please provide a detailed drawing of the layout of your event, or attach photocopies or electronic copies of actual drawings. Details to be included:

- Food vendor locations.
- Washroom locations (permanent and temporary).
- Temporary handwash station locations.
- Patron dining areas.
- Power supply locations.
- Water sources locations.
- Live animal location (if applicable).

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Organizer Responsibilities

- Notify the Saskatoon Health Region – Environmental Public Health Department of any significant changes to your original application.
- Ensure sufficient electrical power supply for all food vendors.
- Coordinate alternate back up plans with food vendors in the event of power failure or water shortages (e.g. provision of emergency generators, propane burners, supply of ice etc.)
- Arrange adequate disposal of garbage at a designated site (e.g. dumpster).
- Provide sanitary facilities (e.g. portable toilets, temporary handwash stations) in sufficient numbers and maintain in a sanitary manner.
- Arrange for sanitary disposal of liquid waste water (e.g. leak-proof container/holding tank) if sanitary sewers are not available.
- Obtain all necessary approvals from partnering agencies (e.g. City of Saskatoon, Saskatchewan Liquor and Gaming Authority) regarding licencing, waste management, noise, policing, emergency medical services, road closures etc. For more information on City of Saskatoon requirements, contact City of Saskatoon Recreation and Sport at 306-975-3342.

For more information please contact:
Environmental Public Health Department
Population and Public Health
Saskatoon Health Region
Phone: 306-655-4605
Fax: 306-655-4699
Email: phioc@saskatoonhealthregion.ca

Operational Requirements for Temporary Food Events

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 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.

Temperatures:

Potentially hazardous foods are to be maintained at 60C (140F) or higher at 4C (40F) 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) 60C (140F) or above for rare beef steaks and roasts.
- b) 63C (145F) or above for eggs (if prepared for immediate service); medium rare beef, lamb and veal steaks and roasts.
- c) 68C (154F) or above for game farm meat products.
- d) 70C (158) or above fish.
- e) 71C (160F) 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) 74C(165F) 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) 82C (180F) 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 4C(40F) or less;
- completely submerged under running water at a temperature of 4C (40F) or less or
- As part of a cooking process.

Operational Requirements for Temporary Food Events (cont.)

Cooling:

- Cooked potentially hazardous food are to be cooled from 60C(140F) to 20C(68F) within 2 hours or less, and from 20C(68F) to 4C(40F) 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 74C(165F) for 15 seconds then held at or above 60C(140F).

B. FOOD AND UTENSIL STORAGE & 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 4C(40F) or less.
- Frozen food should be maintained at -18C(0F) 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 4C(40F) 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 60C(140F) or higher.

Thermometers:

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

Food Display:

- Food is to be protected from the 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, insect, or other sources.

Operational Requirements for Temporary Food Events (cont.)

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.
- 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;
 - on a clean portion of the food preparation table or cooking equipment, or
 - in a container of water. The water is to be 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..

C. WAREWASHING/CLEANSING/SANITIZING

Warewashing:

- 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 24C - 44C (75F - 111C) chlorine solution of not less than 100 parts per million (ppm) concentration;
 - b) immersion for at least two minutes in a warm 24C - 44C (75F - 111F) quaternary ammonium solution having a concentration of 200ppm; or
 - c) immersion for a least two minutes in a warm 24C - 44C (75F t 0 111F) iodine solution of between 12.5 and 25ppm concentration.
- a centralized utensil washing area for use by multiple food vendors may be permitted by the local health authority.

Cleaning/Sanitizing Food Contact Surface:

- 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 100ppm chlorine solution, add 2ml chlorine (bleach) to one liter of water (0.5 oz. per gallon of water). Follow manufacturer's instructions for other sanitizer concentrations.

Operational Requirements for Temporary Food Events (cont.)

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 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 base 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 Standard 61)
- The water supply is to be installed with appropriate backflow protection. Sanitary potable water storage tanks or bottle water may be allowed if approved by the local health authority.
- Ice is to be from an approved source.

Operational Requirements for Temporary Food Events (cont.)

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

Handwashing:

- 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 liter 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 and 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.

Health:

- Food handlers are:
 - 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;
 - to refrain from smoking, eating, and drinking while preparing or serving food;
 - to wash their hands prior to entering the temporary food facility or food preparations 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 use suitable utensils such as tongs, single-use gloves, single uses wax paper or dispensing equipment.