



**Saskatchewan  
Health Authority**

*Environmental Public Health*

## *Temporary Food Service Event*



## *Vendor Application*

**Environmental Public Health Department**

Population and Public Health  
Saskatchewan Health Authority

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## Temporary Food Service Event - Vendor Application

### Instructions

- Review and adhere to the attached Operational Requirements for Temporary Food Events.
- Review and fill in pages 2-4 of the application.
- For events with a single vendor –submit this application to our office at least 2 weeks prior to start of event.
- For larger events with multiple food vendors, return this application to the Event Organizer by the deadline given.
- Retain this page as it has important information regarding event opening day.

### Opening Day Instructions

- All hot holding units should be turned on 30 to 60 minutes prior to receiving food to ensure that the food is capable of maintaining a temperature above 60C (140F).
- All cold holding units (coolers, fridges) need to be at or below 4 C before potentially hazardous foods are stored inside.
- Ensure your temporary hand wash station (which includes hot water, liquid soap (note: hand sanitizer does not replace liquid hand soap) and paper towel, is set up in your booth.
- Ensure you have an approved sanitizer (bleach solution, quaternary ammonium solution or iodine solution.)
- Ensure you have appropriate thermometer capable of monitoring both hot and cold temperatures onsite at all times.
- Operations should be set up 30 to 60 minutes prior to the serving of food. This will allow the Public Health Inspector to inspect the booth/tent and issue a licence.
- Operators are not allowed to serve/sell food until they have been inspected and received their licence.
- Operators who are not set up 30 to 60 minutes prior will delay the process of inspection and licencing.

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<b>Vendor Information</b>	
Contact 1 Name:	Contact 2 Name:
Contact 1 Email:	Contact 2 Email:
Contact 1 Work #:	Contact 2 Work # :
Contact 1 Cell #:	Contact 2 Cell #:
Name of restaurant/organization/booth (*This will be the name printed on your <b>Temporary Food Service Licence</b> )	
Mailing Address:	

<b>Event Information</b>	
Name of Event:	Date(s) of Event:
Location of Event:	Event Operation Hours

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

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**General Questions**

1. How will hand washing facilities be set up on site and what supplies will be provided?  
\_\_\_\_\_
2. How will sanitizing solutions (i.e. bleach and water, not hand sanitizer) be provided on site? List supplies that will be used. \_\_\_\_\_
3. Where will reusable dishware (utensils, equipment) be washed and sanitized before reuse?  
\_\_\_\_\_
4. Will there be any workers with food safe training onsite? How many? \_\_\_\_\_

**Type of Foods being Prepared/Served**

(Attach additional sheets if needed)

\*All foods must be prepared in a licenced/approved food service facility. Only limited preparation (e.g. grilling, reheating and associated assembly) should take place at the event site.

	food item 1	food item 2	food item 3
Food Item (description of food and ingredients)			
How is it prepared?			
Where is It prepared?			
1. name of restaurant/kitchen	1	1	1
2. address	2	2	2
3. phone number	3	3	3
4. contact name at location	4	4	4
Will it be pre-cooked for the event (Y/N) If Yes, When?			
Will it be cooked/re-heated onsite (Y/N)			
Will the food be transported HOT or COLD?			
What type of container will be used to transport food (s) to maintain temperatures?			
How will the temperatures of foods be checked and kept at the special event location?			

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**Booth/Pavilion Layout**

Provide a drawing of your booth/pavilion layout, including: equipment to be used (cooking, hot/cold holding), hand wash sink(s), equipment sink(s), electricity (or other power), water sources, waste water disposal, food storage units, etc. Also indicate what type of canopy or cover will be used to protect the booth (if applicable). If available, attach an electronic copy.

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### Checklist for Vendors

- Potentially hazardous foods are transported, stored and displayed below 4C (40F) or about 60C (140F). Keep hot foods hot and cold foods cold.
- Food storage units are plugged in/turned on early enough to maintain proper temperatures.
- Thermometers are in place and used to monitor temperatures of foods and cold/hot holding units.
  
- Ensure an adequate supply of the following is provided:
  - Sanitizer solution (e.g. bleach)
  - Wiping cloths
  - Tables
  - Cutting boards
  - Plastic wrap/aluminum foil
  - Serving spoons, spatulas, tongs etc.
  - Utensils for customer use
  - Potable water
  - Liquid hand soap
  - Paper towels
  - Detergent
  - Garbage cans
  - Burner fuel
  
- Staff to wear clean clothes/apron and adequately restran hair (e.g. hair nets, ball caps)
- No eating, drinking or smoking allowed in any food preparation areas.
- Plan for back up supplies in case of power failure, water shortage (e.g. backup generator, propane burner, supply of ice.)

For more information please contact:  
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# ***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 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.

#### **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 use wax paper or dispensing equipment.