

## GUIDELINES FOR TEMPORARY FOOD SERVICE PREMISES

### Application for a Temporary Food Service Permit

Please fill out this application and submit to the Environmental Health Officer at least 14 Days before your event

<b>Contact Person</b>	
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<b>Vendor Name (Name of the Organization)</b>	
<b>Vendor Contact Information</b> <i>(The EHO may be contacting you for additional information – include phone#)</i>	Address:  (Postal Code)  Phone:  Fax:  Email:
<b>Event Name</b>	
<b>Event Location</b>	
<b>Event Dates</b>	
<b>Expected Attendance</b>	

**Please list the names of workers that have their FoodSafe certificates**

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<b>Applicant Signature</b>		<b>Date Signed</b>	
<b>EHO Signature</b>		<b>Date Approved</b>	

Read the attached guidelines and submit the information indicated on pages 6 through 12

<b>Permit Conditions:</b> (EHO use only)
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## **INTRODUCTION**

When a special event is held that requires the short term provision of food, the facilities may often be unable to meet the requirements of the Food Premises Regulation. This Guideline is intended to provide guidance in determining when a temporary food permit is required and sets out a minimum standard to ensure safe food provision at special events where full compliance with the Food Premise Regulation is not achievable. For the purpose of this guideline, a temporary food service premise is a short-term (14 days or less per year) operation for the preparation and / or serving of food products. If the Temporary Facility operates for more than 14 days it is no longer temporary and it would need the same type of permit as those who hold a mobile facilities permit. This means a permanent hand wash station within their booth along with mechanical refrigeration if appropriate to the menu served. (See Guideline for Mobile Food Vending Carts for more information.) Organizers can fill out all of the event permit applications at once if they know that they are having more than one event per year.

## **BACKGROUND**

Under the Food Premises Regulation, the Environmental Health Officer is delegated the authority to issue permits to allow a person to operate a Food Service Establishments. The Permit to Operate is issued to a person which includes corporations and societies. The Permit to Operate is not issued to a facility.

The Environmental Health Officer must assess two aspects of the proposed food service establishment.

1. The floor plans and physical structure of the establishment including the equipment must be approved.
2. The operational aspects of the application, including the food handling procedures, staff qualifications, sanitation and maintenance procedures must meet the approval of the Environmental Health Officer.

Therefore a permit to operate is only valid when the operator is providing food from the establishment that was approved at the time of application. If the operator intends to prepare or serve food at an alternate location, they are required to get permission from the Environmental Health Officer via the Temporary Food Permit process.

On a case by case basis, the need to apply for a temporary food permit is determined by the following assessment. Does the operator have a permit to operate which allows them to prepare or serve food in the proposed location?

For example, a temporary food permit is needed if:

1. A food premise has been approved for operation but the operator differs each time the premise is used.
2. An operator with a Permit to Operate intends to prepare or serve food at a site other than the premise approved by the Environmental Health Officer.

A temporary food permit is not needed if:

1. Food is being prepared or served in an approved food premise by the operator holding the permit for that food premise.
2. A caterer with a Permit to Operate is preparing the food in an approved kitchen according to the conditions of their permit.

## **GUIDELINE**

### **I. General Requirements**

- i. An operating permit must be posted in a prominent place in the food establishment.
- ii. Each application (appendix one) must be accompanied with a food safety plan.
- iii. Cold potable running water, obtained from an approved source, must be available in each food booth. Water can be stored in a food grade water container with a spigot if a water system is not available. If water is to be supplied by the events organizer, then it is to be conveniently located for easy use by all food premises.
- iv. A means of heating water for washing and cleaning must be available for each food premise.
- v. All counters and food contact surfaces shall be smooth, non-absorbent and easily cleanable.
- vi. All utensils for serving food must be sufficient in number to allow replacement as needed throughout the day. Alternatively, utensils that require cleaning must be properly washed, rinsed and sanitized on a regular basis throughout the day. A three step system must be provided for the washing, rinsing and sanitizing of utensils and pots as noted below (Appendix 2). Hot water must be available for the wash water.
- vii. Only single service dishes/utensils may be provided for use by customers.
- viii. Wiping cloths stored in a sanitizing solution must be provided for routine cleaning and sanitizing of food contact surfaces over the course of the day. (1 tsp bleach/ 1 L water).
- ix. One person with basic "FOODSAFE" training must be present and in charge of the operation at all times that food is present.

### **II. Personal Hygiene**

- i. A separate sink must be provided within the food preparation area for hand washing. A hand washing station includes water under pressure (gravity pressure is acceptable) with a suitable waste receptacle, liquid soap dispenser, and disposable towels in a dispenser.
- ii. Smoking is not permitted in the food premise.

### III. Food Supplies

- i. All food must come from an approved source. Food to be consumed at public events is not to be prepared in private homes.
- ii. During transportation, storage, and display, foods must be kept below 4°C (40°F) or above 60°C (140°F).  
Thermometers must be provided to check temperatures of cold and hot holding. Probe thermometers are needed to check internal temperatures of foods for thorough cooking and hot holding.
- iii. Foods must be protected from contamination at all times. This can be accomplished with sneeze-guards, wrapping the products, or locating the products away from the public.
- iv. Food shall be stored a minimum of 15 centimeters (6 inches) off of the ground at all times.

### IV. General Sanitation

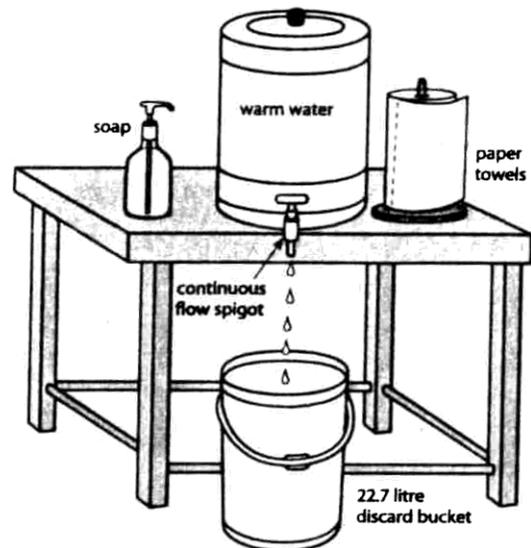
- i. All display cases, counters, shelves, tables, and any other equipment used in connection with the temporary food market shall be kept clean and in good repair.
- ii. If a sanitary sewer connection is not available, an appropriate holding tank for wastewater must be provided. The discharge of wastewater onto the ground is prohibited.
- iii. Garbage receptacles are required both in the stand and outside the stand for public use and must be kept in a sanitary condition at all times.

### Hand Washing Stations

Vendors can set up temporary hand washing stations on sites where ready access to hand washing sinks with hot and cold running water is not available.

Hand Washing Stations must have:

- A source of warm potable (drinkable) water
- A free running spout
- Liquid soap in a dispenser
- Clean, dry, single use paper towels
- A discard or refuse container for the collection of the waste water



*Hand wash stations must be operational before any food is handled.*

Note: the acceptable method for washing hands is in the stream of running water and not in water that is resting in the catch basin.

### **Alternative Methods of Hand Cleaning**

**Hand Sanitizers and Wipes:** “No-water” alcohol hand sanitizers and wipes help to reduce some of the surface bacteria found on hands and they may be used to reduce bacteria from handling money, containers and fresh fruits and vegetables when immediate and ready access to adequate hand washing facilities is not available. **The use of hand wipes and sanitizers is acceptable where only prepackaged food or uncut fresh fruits and vegetables are sold and must be used as per the manufacturers recommendations.** If samples or product tasting is undertaken, a proper hand washing station must be provided.

**Disposable Gloves:** Gloves can provide an extra barrier of protection between clean, sanitized hands and food. But remember that gloves pick up bacteria, too, just like your hands! Disposable, water-tight gloves should be worn over properly cleaned hands, and should be changed as often, and in the same circumstances, as you would wash your hands. Latex is a common allergen and can cause severe allergic reactions. The recommended materials for disposable gloves are: neoprene, polyethylene, and vinyl.

The final decision on the use of alternative methods of hand cleaning is at the discretion of the Environmental Health Officer (EHO). Please contact your local EHO to discuss your plans for using one of these alternative methods.

<p><b>Are any foods to be stored or prepared offsite?</b> Yes _____ <input type="checkbox"/> No _____ <input type="checkbox"/></p>	<p>If yes, where? And how will they be transported?</p>
<p><b>What equipment do you have to maintain foods hot or cold?</b></p>	
<p><b>What type of thermometers do you have to check food temperatures?</b></p>	
<p><b>What facilities do you have to wash hands?</b></p>	
<p><b>What facilities do you have to wash utensils?</b></p>	
<p><b>How will you supply hot and cold running water at your booth?</b></p>	
<p><b>What is the source of water?</b></p>	
<p><b>How will you store and dispose of wastewater?</b></p>	

**Please draw a diagram of your booth layout (Use a separate page if necessary)**

<b>Northern Interior:</b> Prince George: 250-565-2150 Quesnel: (250) 983-6810 Vanderhoof: (250) 567-6900	<b>Northwest:</b> Terrace: (250) 631-4222 Smithers: (250) 847-6400 Prince Rupert: (250) 622-6380	<b>Northeast:</b> Dawson Creek: (250) 719-6500 Fort St. John: (250) 263-6000
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## Food Safety Plan Hamburgers and Hotdogs

### Receiving:

- buy hamburgers and hotdogs only from approved commercial outlets.

### Storage:

- keep frozen meat in a freezer until needed and keep hotdogs at less than 4°C
- do not thaw frozen meat at room temperature
- If hamburgers are to be thawed before cooking then thaw in fridge on the lowest shelf so that meat juices cannot drip onto other foods
- fridges and/or coolers should have an accurate thermometer – check frequently that the fridge/cooler is maintaining the proper temperature.

### Preparation:

- handle raw hamburger meat with tongs, disposable gloves or bare hands only after washing hands thoroughly.
- hands must be washed after touching raw meat to prevent cross-contamination
- do not put cooked meat into/onto the same container that held the raw meat
- ensure utensils that touch raw meat do not touch cooked meat, including barbeque sauce brushes.

### Cooking: (Critical control point)

- hamburgers and hotdogs must be thoroughly cooked
- check the internal temperature of hotdogs using a probe thermometer (74°C)
- check that hamburgers are properly cooked by using a thermometer, cutting open to see that no pink meat is left and that the juices run clear is NOT an adequate way to ensure doneness (only a thermometer can guarantee that the meat has reached 74°C for 15 seconds).

### Hot holding: (Critical control point)

- hamburgers held in gravy or sauce must be kept at 60°C or higher
- after cooking to 74°C, hot dogs must be held at 60°C or higher.

### Serving:

- wash hands before touching buns and condiments
- do not handle money then food without washing hands first
- wash hands after using toilet, smoking, eating or touching hair/face, handling money

# Food Safety Plans

**Name of Premise:** \_\_\_\_\_

**Menu Items:** (Include foods that are prepared in the same manner per plan):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Receiving:** (Include where items are purchased & if received frozen or fresh.)

\_\_\_\_\_  
\_\_\_\_\_

**Monitoring:** (What checks are done to ensure a safe product? E.g. Temperatures or visual checks)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Corrective Actions:** (What will be done if the product is damaged or rendered unsafe? E.g. Discard or return to supplier)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Storage:** Where will the product be stored and at what temperature? (4°C/40°F or -18°C/0°F)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Monitoring:** (How will you ensure the product will remain safe? E.g. temperature checks)

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**Corrective Actions:** (What will be done if the storage temperatures become unsafe? E.g. Call repair man, transfer food to working cooler)

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**Preparation:** Avoid cross contamination; wash hands, use clean and sanitized work surfaces & equipment.

**Cooking:** (Include how items are cooked as well as the safe cooking temperatures. Min. 74°C/165°F)

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**Monitoring:** (What procedures are in place to ensure the food is cooked properly? E.g. Check with probe thermometer, visual checks)

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**Corrective Actions:** (What will be done if the food item isn't properly cooked when checked? E.g. If within 2 hrs reheat to 74°C)

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**Hot Holding:** (Will the item be hot held? Min. 60°C/140°F)

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**Monitoring:** (How will you ensure the food remains safe? E.g. check with probe thermometer)

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**Corrective Actions:** (What will be done if the temperature drops below 60°C/140°F? E.g. reheat to 74°C if within 2hrs or discard)

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**Cooling:** Use shallow pans, cooling wands, ice bath, cool from 60°C to 20°C in less than 2 hrs and from 20°C to 4°C in less than 4 hrs.

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**Reheating:** Reheat quickly to 74°C/165°F for at least 15 seconds, reheat once and discard leftovers.

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**Please remember that all food handlers must be aware of this plan & have easy access to it.  
Daily records are vital!**

°Event: \_\_\_\_\_

**TEMPERATURE LOG FOR FOOD AND EQUIPMENT**

**Critical Control Points to check** – Raw food storage temp, final cooking temp, cooler temp, freezer temp, reheating temp. Test foods with clean probe-type thermometer several times through your event.

Date	Food Item or Equipment	Action Taken / Initials				
		Time				
		Temp				
		Time				
		Temp				
		Time				
		Temp				
		Time				
		Temp				
		Time				
		Temp				
		Time				
		Temp				
		Time				
		Temp				

**Cooler Temperatures must be less than 4°C (40°F); freezers less than -18°C (0°F);  
 Hot holding Temperatures must be greater than 60°C (140°F);  
 Cook food mixtures containing meat to 74°C, (165°F);  
 Cooling: 60°C (140°F) to 20°C (70°F) within 2 hours, 20°C (70°F) to 4°C (40°F) within 4 hours**