

Special Events Temporary Food Establishment Vendor Package



Vendor Responsibilities	Page 2
Requirements for Special Events	Page 2
Sink Requirements for Special Events	Page 6
Temporary Handwashing Stations	Page 8
How to Mix a Sanitizing Solution	Page 9
Approval Inspection Checklist	Page 10
Permission to Use an Approved Food Establishment	Page 11
Temporary Food Establishment (Vendor) Notification	Attachment 1

VENDOR INFORMATION

To assist you in organizing a safe event, the following **minimum requirements** have been provided to minimize the possibility of foodborne illness. Please ensure that a **Temporary Food Establishment Vendor Notification** is completed and forwarded to the local Alberta Health Services (AHS), Environmental Public Health office.

A Public Health Inspector/Environmental Health Officer (PHI/EHO) will review this information and may contact you or the event organizer with any questions or concerns.

All persons involved in the preparation and selling or offering of food and/or beverages to the public are strongly encouraged to attend basic food handler training. At least one food handler, who is in charge should have successfully completed one safe food handling course provided by or to the satisfaction of AHS. All information and forms are available on the AHS website at <http://www.albertahealthservices.ca/eph.asp> under Education Courses.

Vendor Responsibilities

- Complete and return the included **Temporary Food Establishment (Vendor) Notification** to AHS at least **fourteen (14) days** prior to the proposed special event. In most circumstances the organizers will be collecting the completed form for submission to AHS.
- If you do **not** have a commercial kitchen and are using another kitchen, you must complete and return the included **Permission to Use an Approved Food Establishment Form** to AHS.
- Ensure that your temporary food establishment is set up and ready for inspection by a PHI/EHO no less than **one (1) hour** before the special event is scheduled to start.
- Only use water that is safe for human consumption. If you are the vendor of a food preparation vehicle or cart with a holding tank, you must have satisfactory bacteriological water test results from the Provincial Laboratory submitted within the last thirty (30) days.

REQUIREMENTS FOR SPECIAL EVENTS

References: Alberta Food Regulation and Food Retail and Foodservices Code

All events must obtain health approval from a PHI/EHO of AHS.

1. Food Source and Preparation

- All foods and ingredients must be obtained from **approved sources** (i.e. commercially pre-packaged food or food prepared in a permitted facility).
- All food that is not prepared at the approved temporary food establishment must be prepared in an approved facility holding a valid **Food Handling Permit** issued by AHS.
- The type of cooking, food processing, food preparation or handling of food that is permitted at the site of the event is determined in accordance to the **Sink Requirements for Special Events** (see page 6).

2. Food Protection

- All foods must be protected from contamination (i.e. from public handling, coughing, sneezing, and dust etc.) during preparation, processing, storage, and display. Cooking devices such as BBQs, grills, and boiling pots must be physically separated from the public.
- All potentially hazardous foods such as seafood, meats and dairy products must be kept at temperatures below 4°C (40°F) or above 60°C (140°F).
- Open flame chafing dishes are not recommended for use at outdoor events.
- Foods must be transported from food establishments in a manner that prevents contamination.
- A suitable thermometer such as a probe or infrared thermometer, that is capable of measuring temperatures between 0°C and 100°C is required for potentially hazardous foods.
- Self serve condiments must be individually pre-packaged or dispensed from a squeeze or pump container or a container with an attached lid.
- All foods and utensils must be stored in a sanitary manner at least 15 cm (6 inches) off the ground, protected from sources of contamination and separate from the general public, chemicals and staff personal items.
- All lights must be shatterproof or provided with protective covers.
- All foods must be handled in a safe manner to ensure the food is safe to eat.

3. Food Handler Training

- It is recommended that all food handlers take some basic food handler course. Contact your PHI/EHO to find out what courses are available. Basic food safety training is available on-line from AHS at <http://www.albertahealthservices.ca/eph.asp> under Education Courses.

4. Food Handler Hygiene

- All food handlers must wash their hands as often as is necessary to prevent contamination of food and food areas.
- Hair must be controlled and secured away from the face by wearing baseball caps, hair nets, elastics or similar items.
- Food handlers must not work when ill.
- Smoking must not occur in food areas.
- Staff must wear clean clothing when working.

5. Water Supply

- ONLY potable water (i.e. water that is safe for human consumption) is allowed.
- The water supply must either be connected to an approved potable water system or from a totally enclosed potable water holding tank with applicable volumes according to **Sink Requirements for Special Events** (see page 6).

6. Waste Management

- **Liquid waste** must either be discharged directly to an approved sanitary sewer or stored in a totally enclosed wastewater holding tank. Wastewater may not be disposed of into a storm sewer.
- Wastewater holding tanks must be sized to accommodate equal or greater volumes than the potable water holding tanks.
- An **adequate number of garbage containers** with plastic liners must be provided for operators and customers and emptied regularly.

7. Ventilation

- Adequate ventilation must be provided to prevent any accumulation of smoke, grease, and/or excessive food odour in the food preparation or cooking areas.

8. Handwashing Stations

Please refer to the **Sink Requirements for Special Events** on page 6.

- All temporary food establishments handling unwrapped food require a suitable handwashing station. Washroom sinks cannot be used for this purpose. Handwashing stations must be equipped with liquid soap and single use towels in suitable dispensers. Temporary handwashing stations may be permitted in some circumstances (see page 8).
- Hand sanitizers are permitted for temporary food establishments serving pre-packaged foods, or pre-portioned non-perishable foods.

9. Cleanliness and Maintenance

- The walls, floors, ceilings and equipment in every temporary food establishment must be kept **clean, free from debris, and in good condition at all times.**
- All food contact equipment must be **cleaned and sanitized.**

10. Utensil Washing Sinks

Please refer to the **Sink Requirements for Special Events** on page 6.

- The two-compartment sink must be supplied with hot running water (at least 45°C) and cold running water or warm water from a mixer tap. Utensils must be washed and sanitized in an approved manner.

First sink: Use detergent and warm water to clean.

Rinse off all detergent under running water into the first sink.

Second sink: Sanitize with an approved sanitizer as listed on page 5.

Totally immerse utensils in a sanitizer for a minimum of two minutes.

- Items must be air dried.

11. Approved Sanitizers

Please refer to **How to Mix a Sanitizing Solution** on page 9.

- An approved sanitizer must be on-site for sanitizing utensils and surfaces. Test strips to test sanitizer concentration must also be available on-site.
- **Approved sanitizers** are:
 - 100 ppm chlorine solution ($\frac{1}{2}$ teaspoon household bleach per litre water), or
 - 200 ppm - 400 ppm quaternary ammonium solution, or
 - 12.5 ppm - 25 ppm iodine solution.
- All utensils and equipment that cannot be immersed in water shall be:
 1. cleaned with a detergent solution,
 2. rinsed with clean water, and
 3. wiped with a cloth that has been immersed in an approved sanitizing solution (a sanitizing solution in a spray bottle and a clean, sanitized cloth may be used to replace this step).

12. Dipper Wells

- If hard ice cream is scooped, one of the following scoop storage methods can be used:
 - a continuous flow dipper well, or
 - individual ice cream scoops for each flavour stored inside the ice cream freezer.

13. Structural Finishes

- All counter surfaces must be smooth and washable. Linens or table covers must be clean.
- All floor surfaces must be durable, smooth, easily cleanable, made of waterproof material and constructed in a manner to prevent contamination from rain. Events that run one day or less may be exempt at the discretion of AHS.

Sink Requirements for Special Events

The highest level of food handling activity in the temporary food establishment will be used to determine sink requirements. Please note these are minimum requirements, and further conditions may be applied by the local Public Health Inspector/Environmental Health Officer.

Food Handling Activity	Examples	Requirement
Serving pre-packaged food only.	candy, chips, bottled drinks	No requirement.
Dispensing non-perishable drinks from original sealed containers. Serving only pre-portioned non-perishable dry foods. Portioning non-perishable dry foods into single use cups without touching food products.	wine, beer, coffee, tea donuts, cookies samples of pretzels, nuts	Hand sanitizer and access to handwashing sink.
Portioning and serving non-perishable foods only. Serving pre-portioned perishable foods only. No raw meat. Simple preparation of non-perishable foods.	cutting and serving baked goods, portioning salsa cheese cubes, perishable dip, cut fruit, dispensing dairy drinks grinding/brewing coffee, mixing drinks, popcorn, cotton candy	Handwashing sink in each booth. Spare utensils available.
Heating, portioning and serving of perishable foods. No raw meat. Final cooking of raw meat at events lasting one day or less.	hot dogs, pizza, pre-cooked meat or rice dishes or samosas, scooping ice cream pre-assembled kabobs, burgers, seafood	Handwashing sink in each booth and access to a two-compartment sink. Spare utensils available.
Processing foods on-site. Cooking and handling raw meat at events lasting longer than one day.	mixing, assembly, cutting, rolling and similar activities of meat, vegetable, perishable drinks burgers, kabobs, chicken, seafood	Two-compartment sink in each booth. A three-compartment sink may be required at the discretion of AHS for food handling at large scale events.

Access to a two-compartment sink requires one of the following three options:

- An acceptable two-compartment sink is available in the vendor's booth.
- An acceptable two-compartment sink is available at the special event that the vendor has permission to use. The sink location must be approved by AHS.
- An acceptable two-compartment sink is available at an approved off-site facility. Vendors must demonstrate that they are able to transport utensils and equipment to the facility. **Prior** approval from AHS **must** be obtained.

Special Events lasting three (3) days or less:

- Temporary/portable sinks and holding tanks may be accepted at the discretion of the local Public Health Inspector/Environmental Health Officer.
- Provide warm running water.
- Holding tanks can be used, but must have a minimum volume of:
 - 20 litres for a handwashing basin
 - 75 litres for a two-compartment sink
 - 130 litres for a three-compartment sink

Special Events lasting more than three days:

- Hot and cold running water is provided.
- Dish sinks are large enough to wash the largest piece of equipment.

Minimum requirements for portable two-compartment sink:

1. Connect to an approved potable water or to a clean **75L** holding tank.
2. Connect to an approved sewer line or to a **75L** wastewater tank.
3. Provide running water that reaches at least **45°C**.
4. Each compartment must be large enough to accommodate the largest piece of equipment.

Minimum requirements for portable three-compartment sink:

1. Connect to an approved potable water or to a clean **130L** holding tank.
2. Connect to an approved potable water sewer line or to a **130L** wastewater tank.
3. Provide running water that reaches at least **45°C**.
4. Each compartment must be large enough to accommodate the largest piece of equipment.

Wastewater collected in holding tanks must be disposed of in an approved sanitary sewer.

For more information, please contact your nearest Environmental Public Health office.

Edmonton Main Office
Calgary Main Office
Lethbridge Office

780-735-1800
403-943-2295
403-388-6689

Grande Prairie Main Office
Red Deer Main Office
www.albertahealthservices.ca/eph.asp

780-513-7517
403-356-6366

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Temporary Handwashing Stations

Alberta Health Services requires on-site handwashing facilities at special event and trade show food booths. **A temporary handwashing station may be permitted in some circumstances.**

Here is a description of the temporary handwashing station required for each participant, to be set-up in the booth if handling unwrapped foods:

1. Potable water in a container with a minimum capacity of five (5) gallons or twenty (20) litres is required. The water should be warm, between 30°C - 45°C. The acceptable method for washing hands is in the stream of running water for approximately 20 seconds and not in water that is resting in the catch basin.

An example would be a 5 gallon (20L) camping jug or coffee urn with a **tap or spigot** that allows a hands-free flow of water and filled with water that is maintained at proper temperature.

2. A collection system to catch the wastewater from handwashing. The waste collection system must be equal or greater in capacity than the potable water container.
3. Single-use towels and liquid soap in suitable dispensers.



Handwashing stations must be operational before handling unwrapped food.

Water shall be disposed of in a toilet or other receptacle connected to a sanitary sewer. Do not dump wastewater into the storm sewer.

For more information, please contact your nearest Environmental Public Health office.

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2EPHF-12-011
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How to Mix a Sanitizing Solution

Sanitizing reduces the number of microorganisms on surfaces to levels considered safe. Chemicals can sanitize dishes and other food contact surfaces such as cutting boards, knives, cooking utensils, and counter tops.

Things you need to mix a chlorine sanitizer solution:

1. Ordinary household bleach solution. Do **NOT** use bleach with fibre guard or fresh scent.
2. Teaspoon
3. Measuring cup
4. Spray bottle labelled **Sanitizer**

Mix according to directions provided below. If you do not use chlorine, quaternary ammonia solutions or iodine solutions may be used at solution strength listed below.

Sanitizer	How to Mix	Solution Strength
Chlorine Solution	<ul style="list-style-type: none"> • Mix ½ teaspoon (2 mL) bleach into 1 litre water • Mix one tablespoon (½ ounce) bleach into 1 gallon water 	100 ppm Chlorine
Quaternary Ammonia Solution (QUATS)	Follow manufacturer's instructions	200 ppm QUATS
Iodine Solution	Follow manufacturer's instructions	Between 12.5ppm - 25 ppm Iodine

Tips to Remember:

- Make a new sanitizing solution at the start of your event.
- **Do not mix bleach with detergent.**
- Use test strips to check the strength of the sanitizing solution.
- Replace sanitizing solution when solution strength is less than the required strength as noted above, as the strength of the solution will weaken over time.

For more information, please contact your nearest Environmental Public Health office.

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Approval Inspection Checklist for Special Events

Temporary food establishments must be ready for approval inspection one (1) hour prior to event starting.

- All foods must be prepared in an approved facility using ingredients from an approved source.
- All foods must be protected from contamination during preparation, processing, storage, display and transportation.
- Foods and utensils must be stored in a sanitary location, off the ground, and separate from all chemicals and staff personal items.
- All potentially hazardous foods must be held and transported at temperatures below 4°C (40°F) or above 60°C (140°F) and in a manner that prevents contamination.
- A suitable thermometer that is capable of measuring temperatures between 0°C (32°F) and 100°C (212°F) is required for potentially hazardous foods.
- All temporary food establishments handling unwrapped foods require a suitable handwashing station. Handwashing stations must be easily accessible and provided with liquid soap and single use towels in proper dispensers.
- Hot and cold water must be functioning at all utensil washing sinks and handwashing stations.
- Water supplied to concessions must be potable and all water lines must be of potable water grade material. All lines must be sanitized with an approved solution prior to operation.
- An approved sanitizer and sanitizer test strips must be available on-site for utensil washing and sanitizing of surfaces. Sanitizer should be pre-mixed and readily available, like in a spray bottle. Approved sanitizers are:
 - 100 ppm chlorine solution (½ teaspoon household bleach per litre water)
 - 200 ppm - 400 ppm quaternary ammonium solution
 - 12.5 ppm - 25 ppm iodine
- Wastewater must be discharged directly to an approved sanitary sewer or stored in an enclosed wastewater holding tank, and then dumped into an approved sanitary sewer.
- All surfaces must be smooth, easily washable and in good repair.
- All floor surfaces must be durable, smooth, easily cleanable, waterproof and constructed in a manner to prevent contamination from rain. Events that run one day or less may be exempt at the discretion of AHS.
- Adequate numbers of garbage containers must be provided for operators and customers.
- All lights must be shatterproof or provided with protective covers.
- At least one food handler, who is in charge should have successfully completed one safe food handling course provided by or to the satisfaction of Alberta Health Services. It is recommended that all food handlers take the basic food handler course.

For more information, please contact your nearest Environmental Public Health office.

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Permission to Use an Approved Food Establishment

THIS FORM IS TO BE COMPLETED BY THE OWNER (OR OPERATOR) OF THE APPROVED FOOD FACILITY who is providing permission for the applicant to use their facilities for the purposes of operating a mobile food vehicle, temporary food establishment or as a farmers' market vendor, public market vendor or caterer.

Owner of Approved Food Establishment	Owner's Name:
	Establishment Name:
	Address:
	Phone number:

I hereby declare that _____
Applicant's name and primary phone number

of _____
Name of temporary food establishment, mobile food vehicle, caterer or market vendor and location

has permission to use the above noted food establishment as a base of operation. He/she is permitted to use the facilities at this food establishment for the following:

- | | |
|------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> food preparation | <input type="checkbox"/> cleaning of equipment/utensils |
| <input type="checkbox"/> food/utensil storage | <input type="checkbox"/> other: |
| <input type="checkbox"/> storage of mobile food cart | |

During the following times:

Hours _____	(e.g. 8:00 am - 2:30 pm)
Day _____	(e.g. Monday - Friday)
Effective _____	(e.g. 4 June 08 – 4 July 09)

Signature
Owner of approved food establishment

Date

For more information, please contact your nearest Environmental Public Health office.

Edmonton Main Office
Calgary Main Office
Lethbridge Main Office
Grande Prairie Main Office
Red Deer Main Office

Ph: 780-735-1800 **Fax:** 780-735-1802
Ph: 403-943-2295 **Fax:** 403-943-8056
Ph: 403-388-6689 **Fax:** 403-328-5934
Ph: 780-513-7517 **Fax:** 780-532-1550
Ph: 403-356-6366 **Fax:** 403-356-6433

www.albertahealthservices.ca/eph.asp

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Application Information	Name of Vendor/Booth		
	Mailing Address		
	City/Municipality	Province	Postal Code
	Name of Booth Manager/Vendor		
	Phone ()	Email	Fax ()

Event	Name of Special Event		
	Organizer name		
	Phone	Email	Fax
	Date(s) the booth will operate	Time(s) the booth will operate	

Food & Beverage Items	Please list all open foods and beverages for sale or sampling.		

Location of Food Preparation	If all foods will be prepared in the temporary food establishment, please go to the next section. If any foods are prepared off-site, please fill out the information on this section and provide a completed Permission to Use an Approved Food Establishment form (available in the Vendor Package).		
	Name of Permitted Food Establishment		
	Address of Food Establishment		
	City/Municipality	Province	Postal Code

Vendor Notification

Provided By:

Services	Solid Waste Disposal <input type="checkbox"/> Garbage containers <input type="checkbox"/> Other _____	<input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer
	Liquid Waste Disposal <input type="checkbox"/> Municipal sewer (direct connection) City/Town: _____ <input type="checkbox"/> Holding tank Disposal location: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer
	Water Source and Equipment <i>All water containers and equipment must be food grade.</i> <input type="checkbox"/> Municipal water (direct connection) City/Town: _____ <input type="checkbox"/> Holding tank Fill Location: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer
	Power Supply <input type="checkbox"/> Electric <input type="checkbox"/> Gas/Propane <input type="checkbox"/> Other: _____	<input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer

Provided By:

Temperature Control	Hot Holding Equipment <input type="checkbox"/> Steam Tables <input type="checkbox"/> Stoves How many: _____ How many: _____ <input type="checkbox"/> Chafing dishes <input type="checkbox"/> Other: _____ How many: _____	<input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer
	Cold Holding Equipment <input type="checkbox"/> Refrigeration <input type="checkbox"/> Ice-chests with ice <input type="checkbox"/> Other: _____ How many: _____ How many: _____ _____	<input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer
	Cooking Equipment <input type="checkbox"/> Stoves <input type="checkbox"/> BBQ <input type="checkbox"/> Other: _____ How many: _____ _____	<input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer
	Transportation <input type="checkbox"/> Ice-chests <input type="checkbox"/> Reefer Truck How many: _____ <input type="checkbox"/> Hot holding cabinet <input type="checkbox"/> Other: _____	<input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer

Vendor Notification

Provided By:

Sinks	Handwashing				
	<i>All handwashing facilities must have warm running water, liquid soap and paper towels.</i>				
	<input type="checkbox"/> Temporary sink	<input type="checkbox"/> Plumbed sink	<input type="checkbox"/> Other	<input type="checkbox"/> Vendor	<input type="checkbox"/> Event Organizer
	Dishwashing				
<input type="checkbox"/> 2-compartment sink	<input type="checkbox"/> in the booth		<input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer		
<input type="checkbox"/> 3-compartment sink	<input type="checkbox"/> at central wash station				

Structure	Event will be held:		<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	Provided By	
	<input type="checkbox"/> Enclosed tent	<input type="checkbox"/> Covered booth	<input type="checkbox"/> Vendor <input type="checkbox"/> Event Organizer		
	<input type="checkbox"/> Covered tent	<input type="checkbox"/> Open-top booth			
<input type="checkbox"/> Other _____					
Describe the surface types/materials within the food booth used during outdoor events.					
Floors:		Walls:		Counters:	

Training	Do any food handlers have food safety training? <input type="checkbox"/> yes <input type="checkbox"/> no				
	If yes, describe: _____				

Please draw a diagram of the booth layout using the space below. Include all equipment for the event (cooking, dishwashing, handwashing, storage etc). Photographs may also be submitted.

Vendor Notification

I certify that the information is to the best of my knowledge true and correct.

Signature _____

Date: _____

For Office Use Only

Reviewed by: _____

Date: _____

For applications within the City of Calgary, please fax completed forms to 403-943-8056

Email correspondence can be sent to SpecialEvents@albertahealthservices.ca

For further information, please go to <http://www.albertahealthservices.ca/4656.asp>

For more information, please contact your nearest Environmental Public Health office.

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