

GUIDELINES FOR TEMPORARY FOOD SERVICE PREMISES

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.

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 oz bleach/gallon 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.

APPENDIX 1

PLEASE PRINT and SUBMIT AT LEAST 2 WEEKS PRIOR TO THE DATE OF THE EVENT/FUNCTION/SPECIAL OCCASION

APPLICATION FOR TEMPORARY FOOD PERMIT

<u>Date of Application</u>

<u>Special Event Information</u>	
Event Name:	
	<i>What is the common name of the Event ?</i>
Event Location	
	<i>Where will the event be held? ie: Name of Park or Community Centre</i>
Address of Event:	
	<i>If held over several streets in the central business area, state 'Downtown'</i>
Event Sponsor	
	<i>Person or Society responsible for the whole Event</i>
Contact Info Address, P/C, Phone #	
	<i>Where can we reach the Organizer</i>

Event Details		
	Start Date	End Date
Dates of Event		
Times of Event		
No of People Expected to Attend		

.....

<u>Applicant Information</u>	
Name of Temporary Food Establishment	
Name of Owner	
Owner Address, P/C & Phone #	
Contact Person who will be present at the event & Phone #	
	<i>Who will be the contact person during the event?</i>

Facility Details		
Type of Facility	<input type="checkbox"/> Food Trailer <input type="checkbox"/> Building on Site <input type="checkbox"/> Mobile Cart	<input type="checkbox"/> Tent / Canopy <input type="checkbox"/> Open Air <input type="checkbox"/> Other
Chain or Franchise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please state Name		
Running Hot Water Present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Running Cold Water Present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Waste Water Disposal Method:	<input type="checkbox"/> Piped Connection <input type="checkbox"/> Other	<input type="checkbox"/> Holding Tank
Waste Disposal Description		
Type of Food Storage <i>(tick all applicable categories)</i>	<input type="checkbox"/> Cold <input type="checkbox"/> Frozen	<input type="checkbox"/> Hot <input type="checkbox"/> Dry
Washroom Facilities Present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Food Served		
Perishable Food Prepared / Services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Commercially Prepackaged Food?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preparation / Packaging before Event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Location of Preparation		
Proposed Menu received?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Facility Layout / Plan received?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Menu <i>(include all beverages and extra ingredients served with each item)</i>	

Food Preparation		
How will foods be protected from contamination? <i>(eg sneeze guard, plastic wrap)</i>		
How will potentially hazardous foods(s) be stored at proper temperatures <i>(eg meat, fish, dairy products) (4° C/40°F or below or 60°C/140°F or above)</i>		
If applicable, how will food(s) be cooked?		
All food preparation will be done on-site	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Guidelines for Temporary Food Service Premises

If NO, provide detailed information as to where and when the food is being prepared, how it will be transported to the site, and by whom	
Aprons will be worn	<input type="checkbox"/> Yes <input type="checkbox"/> No
Thermometer provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attach Your Food Safety Plan	

Handwashing and Equipment Washing Facilities	
Do you have the following available? <i>(please tick all applicable boxes)</i>	
Warm Water under gravity or pressure	<input type="checkbox"/> Yes <input type="checkbox"/> No
Paper Towels	<input type="checkbox"/> Yes <input type="checkbox"/> No
Liquid Soap	<input type="checkbox"/> Yes <input type="checkbox"/> No
Basin to Catch Waste Water	<input type="checkbox"/> Yes <input type="checkbox"/> No
Large Waste Container to hold Basin Waste Water <i>(must not be disposed of on ground or in gutter)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Method of Cleaning and Disinfecting Surfaces / Equipment / Dishes:	
Single Service Utensils will be used:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Staff	
Number of Certified Supervisors	
Number of Certified Food Handlers	
Total Number of Food Handlers <i>(certified and non-certified)</i>	

Signature	
I am familiar with good public health practices that pertain to the operation of a food premise, and declare that to the best of my knowledge, the information submitted here is accurate	
SIGNATURE OF APPLICANT	PRINT NAME
PHONE NUMBER:	

Approval	
APPROVED BY	DATE
Environmental Health Officer	

Northern Interior:
 Prince George: (250) 565-2150
 Quesnel: (250) 983-6810
 Vanderhoof: (250) 567-6900

Northwest:
 Terrace: (250) 638-2222
 Smithers: (250) 847-7360
 Prince Rupert: (250) 624-7480

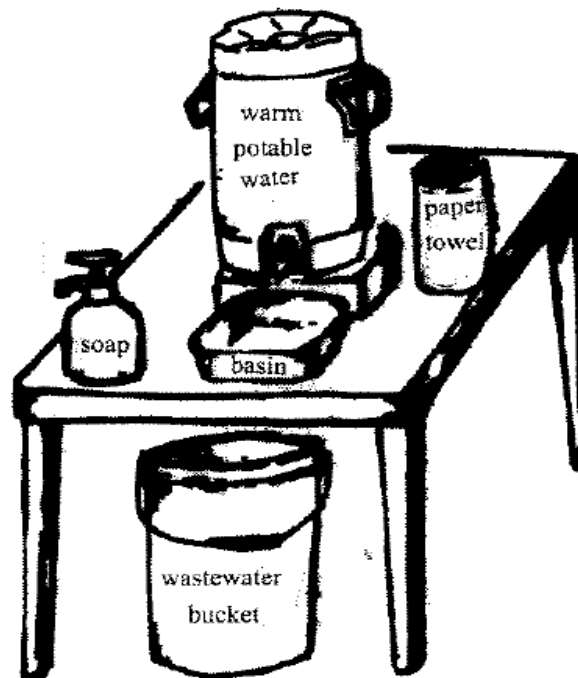
Northeast:
 Dawson Creek: (250) 719-6500
 Fort Nelson: (250) 774-7092
 Fort St. John: (250) 263-6000

APPENDIX 2

Temporary Hand Wash Stations

Here is a description of the components of a the temporary hand wash station required by each participant (to be set up in their own booth) who will be handling open foods at a short-term food event:

1. A source of fresh warm water (at a temperature between 30°C – 45°C) is provided that allows hands to be washed at the same time in a stream of water. A five gallon camping jug or a coffee urn with a tap or spigot are examples.
2. A method of collecting the wastewater is provided. This wastewater collection system must be equal or greater in capacity then the water source. Inserting a large automotive funnel over the top of an open five gallon pail would be an acceptable example.
3. Paper towels and liquid soap in a dispenser are present.



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.