

# HALDIMAND-NORFOLK HEALTH UNIT

## SPECIAL EVENT FOOD PROVIDER'S APPLICATION PACKAGE



### **This food provider package includes:**

- Health Inspection Guidelines for Food Providers at Special Events
- Food Booth Checklist
- Helpful Reminders
- Points to Ponder Fact Sheet
- Appendix A – Food Provider Form

***NOTE: Submission of a completed Appendix A: Food Vendor Form is required for approval of the County's applicable food vending permit.***

Note: If your food booth is run by a service club, religious organization or fraternal organization and is claiming exemption from the Food Premises Regulation please use the Exempt Group Event Application available at [www.hnhu.org](http://www.hnhu.org) (click on Forms).

2012-05

Please **complete and submit Appendix A: Food Provider Form, one for each food provider, at least thirty (30) days prior to the event.** A copy of the completed form should also be provided to the event organizer where applicable.

**Food Provider forms submitted less than 30 days prior to the event may not be approved.**

**Non-residents of Haldimand or Norfolk counties must submit their most recent inspection report from their local health unit.**

If you have any questions, please contact the Haldimand-Norfolk Health Unit.

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### IMPORTANT FACTS

1. All persons and/or organizations planning to sell or give food and/or beverages away to the public must contact Haldimand-Norfolk Health Unit.
2. Health Unit approval must be obtained **prior** to operating food and/or beverage booths. Please complete and submit Appendix A: Food Provider Form.
3. Failure to meet Health Unit requirements and associated Regulations may result in legal action and/or closure of the vending site.
4. Any questions you have can be directed to the Public Health Inspector in your area. See below for an office near you.

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#### Simcoe:

P.O. Box 247, 12 Gilbertson Drive  
Simcoe, ON N3Y 4L1  
519.426.6170 or 905.318.6623  
Fax: 519.426.9974

#### Caledonia:

282 Argyle Street South  
Caledonia, ON N3W 1K7  
905.318.5367  
Fax: 905-765-8905



## HEALTH INSPECTION GUIDELINES FOR FOOD PROVIDERS AT SPECIAL EVENTS

To assist you in organizing a safe event and to minimize the risk of food-borne illness, the following minimum requirements are provided. This package will help you achieve and maintain a high level of food safety for the foods provided during the special event.

Please ensure that Appendix A: Food Provider form is completed and forwarded to the Haldimand-Norfolk Health Unit directly.

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### PERMITS

Check with your local municipality about permits and code requirements. If you are providing food at your event, Appendix A: Food Provider form must be completed, submitted to and approved by the Haldimand-Norfolk Health Unit in order to obtain a food vending permit.

Applications will be processed by the Health Unit to determine approval. The Health Unit may contact you to discuss your application. **Note: Submission of a completed APPENDIX A: Food Provider form does not guarantee approval.**

If you require assistance with this process please phone the Haldimand-Norfolk Health Unit at 519-426-6170 or 905-318-6623.

Be prepared to tell the health unit where you will hold the event, what you plan to serve, where the food will come from, how you will prepare and transport it, and the precautions you will take to prevent contamination.

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### BOOTHS

-  Design your booth with food safety in mind (e.g., an overhead covering). The more food is exposed to outsiders, the greater the likelihood of contamination. Only food workers may be permitted inside the food preparation area: children and animals must be excluded.
-  If you have any fire and safety concerns, please contact your local fire department.

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### FOODS

-  Keep your menu simple, and keep hazardous food (e.g. meat, eggs, dairy products, cut fruit and vegetables, etc.) to a minimum.
-  **No home prepared food is allowed to be sold or distributed.**
-  Federally inspected, pre-cooked hamburgers are permitted if re-heated for immediate service.
-  Meat, poultry, dairy products and eggs must be obtained from an approved inspected source and not directly from the farm.
-  Don't use leftovers.
-  Cook to order to avoid the potential for food being stored or waiting for service in the danger zone of 4°C (40°F) to 60°C (140°F).

## FOODS STORAGE AND TEMPERATURE

- ✍ Use a food thermometer to check on cold and hot holding temperatures of hazardous foods. A log book of internal food temperatures is recommended.
- ✍ All food while being stored, prepared, displayed or transported to the site must be protected against contamination from dust, insects and other sources. Provide adequate protection by covering food entirely with a lid, plastic wrap, aluminum foil, sneeze guards and/or food grade material. Garbage bags are not permitted.
- ✍ Hazardous food must be transported, stored and maintained at required temperatures. Cold foods must be kept at 4°C (40°F) or less and hot foods at 60°C (140°F) or more and frozen foods at -18°C (0°F) or less.
- ✍ Use thermal insulated containers with cold or hot packs, coolers, or mechanical refrigerator units to transport food from place to place quickly.
- ✍ Keep food and food supplies off the ground unless stored in fully enclosed plastic containers which are insect, rodent and waterproof and have a tight-fitting lid.
- ✍ Thermometers must be provided in all coolers/refrigerators/freezers.

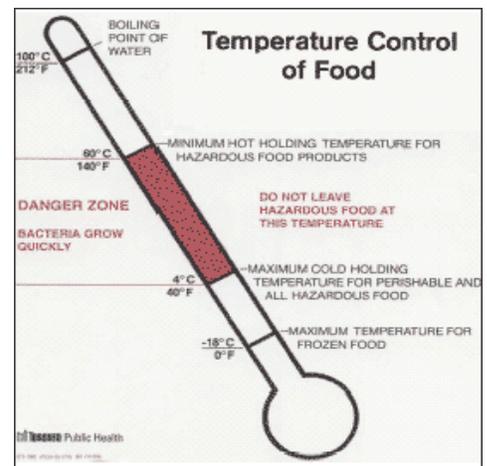
## COOLING HAZARDOUS FOODS

- ✍ Hot foods that require refrigeration must be cooled rapidly to 4°C (40°F) and held at that temperature until ready to serve.
- ✍ To cool foods down quickly, use an ice water bath (60% ice to 40% water) stirring the product frequently, or place the food in shallow pans no more than 10 cm (4 inches) deep and refrigerate.
- ✍ Pans should not be stored on top of the other until the food is completely cooled.
- ✍ Check the internal food temperature periodically to see if the food is cooling properly.

## COOKING HAZARDOUS FOODS

- ✍ Use a food thermometer to check on internal temperatures for hazardous foods.
- ✍ The cooked foods must reach these internal temperatures:
 

|                    |             |
|--------------------|-------------|
| • Chicken (whole)  | 82°C(180°F) |
| • Chicken (pieces) | 74°C(165°F) |
| • Pork             | 71°C(160°F) |
| • Hamburger        | 71°C(160°F) |
| • Fish             | 71°C(160°F) |
- ✍ Hazardous food in the danger zone, from 4°C (40°F) to 60°C (140°F), support the growth of illness causing bacteria which can multiply and cause food poisoning.

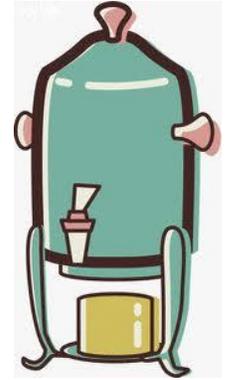


## REHEATING PREVIOUSLY COOKED FOOD

- ✍ If food is cooked, cooled and re-heated for hot-holding, the food must reach an internal temperature at least equal to the recommended cooking hazardous foods temperature. The one exception is whole poultry, which need only be reheated to 74°C (165°F).
- ✍ Crockpots are not acceptable for reheating food. Similarly, chafing dishes, steam tables and any other equipment designed only for hot holding and incapable of reheating foods to the proper internal temperature are not allowed for reheating. Reheat foods first before using a crockpot, chafing dish to keep food hot.
- ✍ Food can only be reheated once and then must be discarded if not used.

## HAND WASHING

Provision must be made for an adequate hand washing facility. Where a sink with plumbing is not available, a large container of warm water (e.g. a coffee urn with a spigot), a liquid soap dispenser, a roll of paper towels and a bucket to collect waste water may be adequate.



- ✍ **The use of disposable gloves can provide an additional barrier to contamination, but gloves are no substitute for hand washing.** Frequent and thorough hand washing remains the first line of defence in preventing food borne disease.
- ✍ The following safe hand washing procedures must be used.

## SAFE HAND WASHING PROCEDURES

- ✍ Hands must be thoroughly washed with liquid soap and warm water whenever they become contaminated
- Examples of when to wash your hands include:
  - Before handling foods
  - Before handling ready-to-eat foods
  - After touching raw meats
  - After using the bathroom
  - After sneezing, coughing and/or touching your face and/or hair
  - After handling money
- ✍ **Hand sanitizers can be used if hands are not visibly dirty. Read the label – they must contain at least 62% alcohol to be effective.**



## HEALTH AND HYGIENE

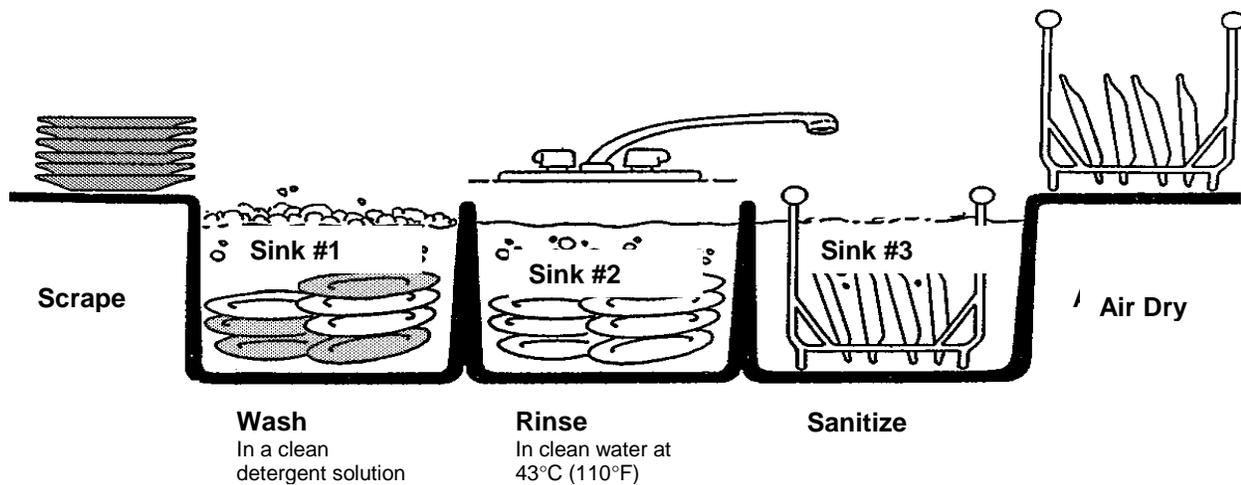
- ✍ Only healthy workers should prepare and serve food.
- ✍ Anyone who has a fever, nausea, diarrhea, vomiting, or jaundice (yellowing of the skin) or who has open sores or infected cuts on the hands must not handle or prepare food. Hands can be protected for minor cuts with gloves.
- ✍ Clean outerwear is required.
- ✍ Hair restraints (e.g. hairnet or cap) must be worn if handling food.
- ✍ Smoking is not allowed in the food premises.

## FOOD HANDLING

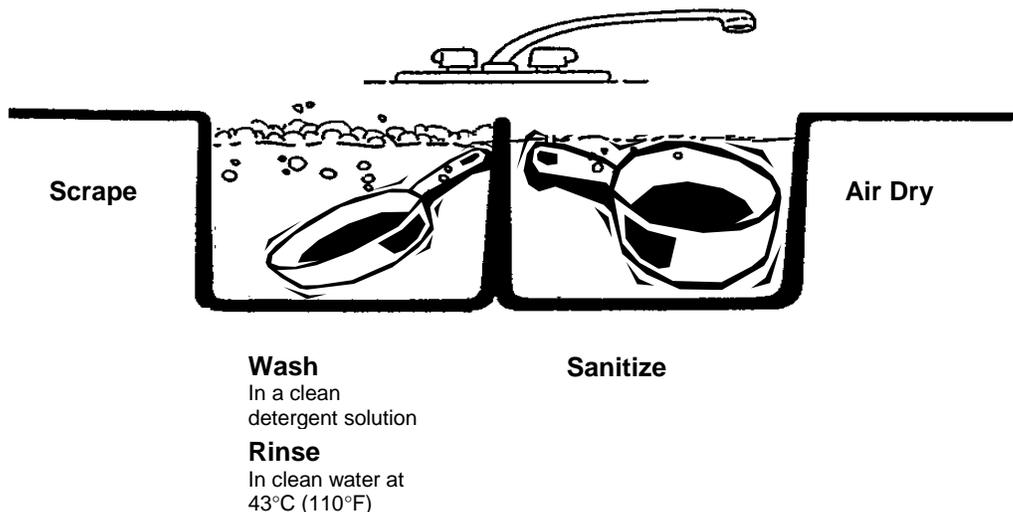
- ✍ Use separate work tables and cutting boards for the preparation of raw food and ready-to-eat foods to prevent cross-contamination.
- ✍ Use utensils (e.g. tongs, ladles, forks, spoons) to avoid hand contact with food.
- ✍ When gloves are used they must be changed in between tasks and hands must be washed before putting on a new pair and after taking off a dirty pair. **Washing gloves is not acceptable. Gloves are for single use only.**
- ✍ Ensure that proper hand washing procedure is followed (see previous "Hand Washing").

## FOOD UTENSILS AND EQUIPMENT

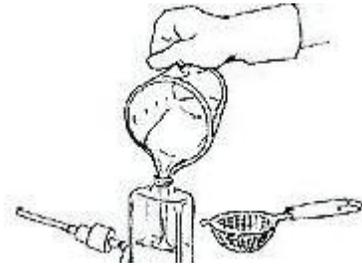
- ✍ Disposable eating utensils such as plastic knives, forks, spoons, paper plates and cups should be provided. Re-use of disposable items is not permitted.
- ✍ Reusable eating utensils are not recommended but if they are used, a 3-compartment sink or commercial dishwasher must be used for the wash, rinse and sanitizing cycles.



- ✍ Utensils for preparing food, can be washed, rinsed and sanitized in a 2-compartment sink. The washing and rinsing would be done in the first sink, with the sanitizing in the second one.



- ✍ Wiping cloths or sponges for cleaning and sanitizing food contact surfaces must be stored in a sanitizing solution between uses.
- ✍ To make a sanitizing solution, mix 5 ml (1 tsp.) bleach with 750 ml (3 cups) water. Discard sanitizing solution every 3 hours or sooner if it looks dirty.
- ✍ Make a new sanitizing solution at the start of each day.



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## ICE

- ✍ Ice must be supplied from an approved source (potable water)
- ✍ Ice to cool food, cans and bottles must not be used in beverages or other foods.
- ✍ An unbreakable scoop should be used to dispense ice, never the hands.
- ✍ Ice can become contaminated with bacteria and viruses and cause food poisoning

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## WATER

- ✍ Potable (safe) water under pressure or gravity fed must be provided. The supply must be adequate for hand washing, food preparation and equipment cleaning.
- ✍ When a sink or hand wash basin is not available a clean water container must be used (e.g. plastic jug with spigot).
- ✍ All wastewater must be drained into leak-proof container/tanks and disposed of in a sanitary manner. **Do not dispose of wastewater on the ground's surface or into storm drains.**

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## INSECT CONTROL AND WASTES

- ✍ Keep foods covered to protect them from insects.
- ✍ Store pesticides away from food. When you use them, follow the label directions, avoiding contamination of food, equipment or other food contact surfaces.
- ✍ Flies and other insects are carriers of food borne diseases. The chemicals used to kill them can be toxic to humans and should be used sparingly so that they do not contaminate food.
- ✍ Place garbage and paper waste in a container with a tight-fitting lid.
- ✍ Dispose of waste water in a sanitary sewer or public toilet. Have back-up plans in the event of a power failure or water shortage (e.g. provision of emergency generators and supply of ice) and notify the Health Unit of any significant changes.

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**For more information about food safety call the Haldimand-Norfolk Health Unit at the number below.  
Ask to speak to a Public Health Inspector**

**EVENT CHECKLIST – DID YOU FORGET ANYTHING?**

- Meat, poultry, dairy and egg products must be from an approved, inspected source not directly from the farm.
- Food probe thermometer(s) available to check internal temperature of hot and cold hazardous foods.
- Thermometers for each cooler/refrigerator/freezer.
- Hazardous foods must be transported, stored and displayed at the appropriate temperatures. Cold foods at 4°C(40°F) or less and hot foods at 60°C(140°F) or greater
- Adequate protection is provided to ensure that food is not contaminated (e.g. lids, plastic wrap, aluminum foil, sneeze guards, etc.).
- Food is kept off the ground.
- Utensils (e.g. serving spoons, tongs, spatulas, etc.) are used to avoid hand contact with food and a backup supply is provided if sanitizing cannot be done on site.
- Disposable eating utensils are encouraged.
- Safe water supply is provided for hand washing, food preparation and equipment cleaning.
- Leak proof containers/tanks provided for storage of waste water.
- Ice container with an unbreakable ice scoop stored separately.
- Detergent and bleach/sanitizer.
- Liquid soap in a dispenser and paper towels for hand washing.
- Clean outer garments and apron must be worn at all times while handling and preparing food.
- Hairnets, caps or other restraints must be worn at all times while handling food.
- No eating, drinking or smoking allowed in any food preparation area.
- Adequate supply of garbage bags.
- Wiping cloths/sponges stored in a sanitizing solution for cleaning and sanitizing preparation areas and service areas.

**Be sure to maintain records of all food-handlers participating before and during event.**

**Keep records and receipts of all food purchased for event.**

## POINTS TO PONDER

| Fine  | Fact  |
|-------|---|
| \$375 | <p>All hazardous foods must be maintained at proper temperature control.</p> <ul style="list-style-type: none"> <li>• Hot holding temperature must be 60°C (140°F) or higher</li> <li>• Cold holding temperature must be 4°C (40°F) or lower</li> </ul> |
| \$100 | Accurate food thermometers must be provided for all hot and cold holding units.   |
| \$375 | Avoid unnecessary stacking of hazardous cooked foods.   |
| \$375 | Provide refrigerated space adequate for the safe storage of hazardous and perishable foods.   |
| \$250 | All food products must be stored and displayed in such a manner as to be protected from contamination (i.e. covered containers, 15 centimetres off floor/ground).   |
| \$250 | All raw, hazardous foods must be stored in a manner as not to cross-contaminate other food products.  |
| \$250 | Hot and cold running water under pressure must be provided at the hand wash and dishwashing sinks.  |
| \$100 | Hand wash sink must be equipped with soap in a dispenser and single-service disposable paper towels.  |
| \$250 | Provide an approved sanitizer to disinfect utensils, equipment and work surfaces, e.g., Javex.  |
| \$50  | Provide test strips to determine sanitizer strength for manual dishwashing and wiper rag storage.   |
| \$50  | Food-handlers must wear clean outer garments and headgear that confines the hair.   |
| \$50  | All liquid wastes must be disposed of in a sanitary manner.   |
| \$50  | Garbage must be stored in containers of durable leak-proof material with lids.  |
| \$50  | Absolutely " <b>No Smoking</b> " in the food preparation area.  |

**HELPFUL REMINDERS**

|   |   |
|---|---|
| <b>Keep hot foods hot above 60°C (140°F)</b>          | All hot foods must be kept hot by approved methods, e.g., steam tables/stoves. Provide thermometers and check temperatures regularly. Transport hot foods in insulated containers that maintain 60°C (140°F) or higher. |
| <b>Keep cold foods cold below 4°C (40°F)</b>          | All cold foods must be kept cold by approved methods, e.g., fridges/coolers. Provide thermometers in all units storing hazardous foods. Transport cold foods in insulated containers that maintain 4°C (40°F) or lower. |
| <b>Wash your hands</b>                                | Always wash hands with soap and water before starting work and whenever needed. Hand wash sink with minimum 20 litres of water must be provided.  |
| <b>Protect food from contamination</b>                | Store foods in covered containers. All foods on display must be covered. Minimize food handling with hands, e.g., use tongs, ladles.  |
| <b>Wear clean clothing</b>                            | Food-handlers must wear clean uniforms and/or aprons.   |
| <b>Wear head gear</b>                                 | Food-handlers must confine hair with hair nets or hats.   |
| <b>No smoking</b>                                     | No smoking in food booths.  |
| <b>Don't work if you are ill</b>                      | Do not work in food booth if sick. Do not handle food with cuts or open sores on hands.   |
| <b>Wash &amp; sanitize work areas &amp; equipment</b> | Use soap, water and sanitizer on all work surfaces and equipment as needed. Sanitizer may be bleach.  |

**(Please post at food provider's site.)**



## APPENDIX A: FOOD PROVIDER FORM

Please **complete and submit this form, one for each food provider**, at least thirty (30) days prior to the event. **Food Provider forms submitted less than 30 days prior to the event may not be approved.** Health Unit approval must be granted prior to obtaining a County permit. **Failure to receive prior approval may result in closure of premises or other legal action.** Operation of the food provider site must comply with applicable sections of the Food Premises Regulation 562/90, under the Health Protection and Promotion Act, R.S.O., 1990 as amended. **Attach the most recent inspection report from your local Health Unit.**

Note: If your food both is run by a service club, religious organization or fraternal organization and is claiming exemption from the Food Premises Regulation please refer to the Exempt Group Event Package available at [www.hnhu.org](http://www.hnhu.org) (click on Forms).

| <b>Food Provider Information</b> |                              |  |                             | (please print clearly) |
|----------------------------------|------------------------------|--|-----------------------------|------------------------|
| Name of Concession:              |                              |  |                             |                        |
| Contact Person:                  |                              |  |                             |                        |
| Home Phone #:                    |                              |  | Cell or Business Phone #:   |                        |
| Mailing Address:                 |                              |  |                             | P/C:                   |
| E-Mail Address:                  |                              |  |                             |                        |
| Emergency Contact during Event:  |                              |  |                             | Phone #:               |
| Name of Event:                   |                              |  |                             |                        |
| Event Dates:                     |                              |  |                             |                        |
| Event Location:                  |                              |  |                             |                        |
| Set-up Date & Time:              |                              |  |                             |                        |
| Food Served:                     | Complete back of form        |  |                             |                        |
| Food Supplier Name:              | Complete back of form        |  |                             |                        |
| BBQ Used:                        | <input type="checkbox"/> Yes |  | <input type="checkbox"/> No |                        |

| <b>Site Information</b>            |  |  |  |
|------------------------------------|--|--|--|
| Premise Type:                      | <input type="checkbox"/> Tent                          | <input type="checkbox"/> Trailer               | <input type="checkbox"/> Other                   |
| Water Supply System:               | (hot & cold running water under pressure required)     |  |  |
|                                    | <input type="checkbox"/> Pressurized                   |  | <input type="checkbox"/> Gravity                 |
| Required Sinks:                    | <input type="checkbox"/> 2 compartment for dishwashing |  | <input type="checkbox"/> Handwashing             |
| <b>Wastewater Disposal</b>         |  |  |  |
| Collection Method:                 | <input type="checkbox"/> Holding tank                  | <input type="checkbox"/> Grey water containers | <input type="checkbox"/> Other (please specify): |
| Disposal Site:                     |  |  |  |
| <b>Garbage and Grease Disposal</b> |  |  |  |
| Garbage Receptacle(s) Provided:    | <input type="checkbox"/> Yes                           |  | <input type="checkbox"/> No                      |
| Disposal Method:                   |  |  |  |
| Grease:                            | <input type="checkbox"/> Yes                           |  | <input type="checkbox"/> No                      |
| Disposal Method:                   |  |  |  |

\_\_\_\_\_  
Print Food Provider Name

\_\_\_\_\_  
Food Provider Signature

\_\_\_\_\_  
Date

