

# Food Vendor Requirements

## Special Events



# Food Vendor Requirements

---

## Getting Started

All food vendors participating in public special events are required to notify Public Health and complete a [Special Event Food Vendor Application Form](#).

All food vendors are encouraged to review this package and other food safety resources specific to special events on our website.

For questions regarding the food vendor application or food safety please contact the health unit below:

- Phone: 1-800-265-7293 x 4753
- Email: [PHI.Intake@wdgpublichealth.ca](mailto:PHI.Intake@wdgpublichealth.ca)
- Website: [Hosting a Special Event](#)

## Operational Definitions

Find out if you will be at an event that is serviced or unserviced. This will help you determine what is needed on site to operate.

- **Serviced Site:** Utilities are provided (e.g., electricity, water, garbage, and sewage disposal).
- **Unserviced Site:** Limited or no utilities provided, and the following restrictions apply.
  - The bulk of the food is prepared off-site at an inspected kitchen facility. \*
  - On-site food preparation is limited.

## Food Definitions

**Potentially Hazardous Food:** Food contains milk or milk products, eggs, meat, poultry, fish shellfish, ready to eat foods, or other products that can support the growth of disease-causing micro-organisms or their toxins. Examples: hamburgers, shish kabobs, hot dogs, gyros, pogos, chicken, potatoes, cooked rice, cream-filled pastries, and ice cream.

**Potentially Non-Hazardous Food:** Food that normally does not support the growth of disease-causing micro-organisms. Examples: dry goods and cereals, unconstituted dehydrated foods, baked goods, fruit pies, cookies, breads, popcorn, cotton candy and candy bars.

## Food Premise Regulation Exemption

Vendors affiliated with a church, service club or fraternal organization are exempt from [Ontario Food Premise Regulation 493/17](#), however, they are not exempt from the [Health Protection and Promotion Act](#). These vendors may qualify for an exemption for a special event and will need approval from public health. Exempt vendors must still submit a [Special Event Vendor Application Form](#).

## Safe Food Handling Practices

---

### Food Supplies and Water

- All food products served, sold, or sampled **must** be obtained from an approved source.
- All food products served at special events **must** be prepared in an inspected kitchen.
- Food products prepared or canned at home **cannot** be used, offered for sale, or given away at the event.
- All water must be from an **approved potable supply**.

### Food Handling and Protection

- Food preparation area:
  - The ground must be covered with a **hard** cover to protect area from seasonal elements (dirt, dust, mud, rainwater).
  - The area must be covered by an overhead canopy.
- Food preparation and cooking areas must be separated from the serving area. These areas must have smooth, non-absorbent surfaces and be easily cleanable.
- Food must be handled with utensils (e.g., tongs, spoons, ladles, etc.) to prevent direct hand contact with food. Use napkins or disposable tissue to handle dry goods like pastries.
- Separate utensils or equipment must be used for preparing or serving raw and ready-to-eat foods.
- Single use eating utensils such as individual utensils paper plates and cups are required.
- Condiment containers must be pump type, squeeze containers, or have self-closing covers or lids. Single-use packets are recommended.

- All food (including ice) that is prepared, stored, displayed, or transported must be protected from contamination (e.g., dust, dirt, insects, or other contamination).
- Foods must be covered completely by food-grade plastic wrap, foil, sneeze guards or cabinets.
- Store food and supplies in fully enclosed food-grade containers with tight-fitting lids (no cardboard).
- All food and food supplies must be stored at least 15 cm or 6 inches off the floor or ground.

### **Food Sampling**

- All food products are required to be protected from contamination by using food grade wrap, foil, lids, or sneeze guards.
- Offer food samples in small quantities, replenishing often to prevent temperature abuse.
- Where possible provide samples directly to the customer with utensils.
- Food samples should be provided in single servings using single service utensils (paper cup, napkin, toothpick etc.)
- Customers should not be able to touch other food samples.
- A garbage receptacle should be available for service utensil disposal.

### **Temperature Control**

#### **To reduce the potential of foodborne illness:**

- All potentially hazardous foods must be transported, stored, and maintained at required temperatures. Indicating thermometers must be provided in all cold holding units.
- Transport hot and cold foods quickly from place to place. Use thermal insulated containers with cold or hot packs, mechanical refrigeration/ freezers or refrigerated vehicles to maintain hazardous foods at the required temperatures.
- Do not thaw frozen foods at room temperature. Foods must be thawed in a refrigerator or under cold running water.
- All hazardous foods that require cooking must be fully cooked to the minimum internal cooking temperatures. Probe thermometers must be available to test internal food temperatures. Food should be probed at the thickest section of meat without touching bone, fat, or cartilage.
- Reheat food to original cooking temperature or above for at least 15 seconds.

# Prevent foodborne illness

## Cook food to a safe internal temperature:

Fish	70°C	(158°F)
Pork, pork products	71°C	(160°F)
Ground meats (not poultry)	71°C	(160°F)
Food mixtures with meat	74°C	(165°F)
Poultry, pieces or ground	74°C	(165°F)
Poultry, whole	82°C	(180°F)

Use a sanitized probe thermometer to check the temperature.



## Reheating food?

Heat to original cooking temperature for at least 15 seconds.

## Keep **hot food hot** and **cold food cold**:

Hot Food	60°C (140°F) or hotter
Cold Food	4°C (40°F) or colder
Frozen Food	-18°C (0°F) or colder

Never leave food for more than 2 hours in the Danger Zone. Harmful bacteria multiply quickly at these temperatures.

If in doubt, throw it out.

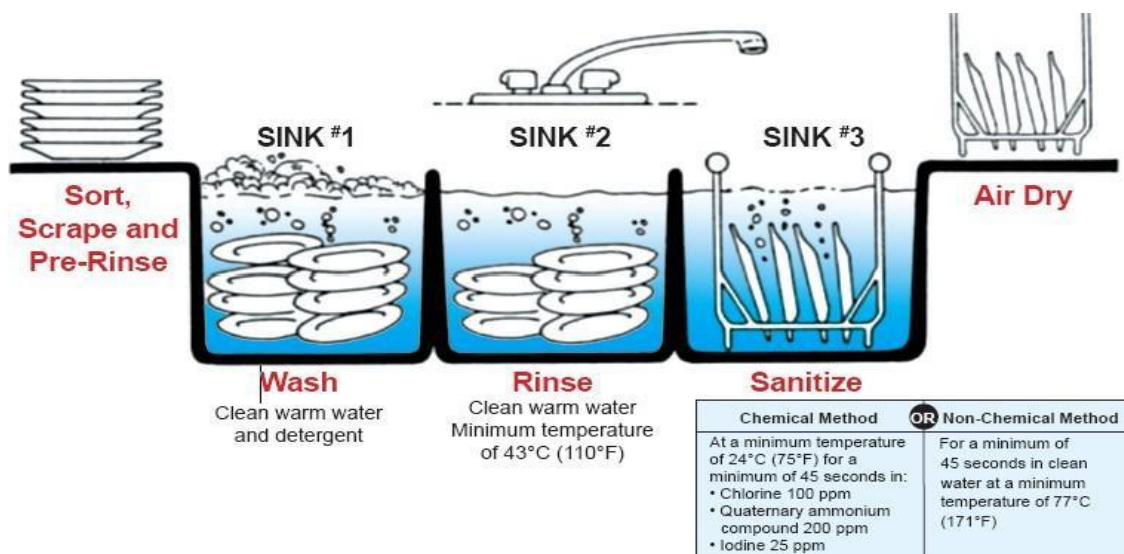




## Dishwashing

- Utensils and equipment may be washed on site or in a commercial kitchen. A two- or three-compartment sink with hot and cold running water must be used to wash, rinse, and sanitize utensils and equipment. Alternatively, with public health approval, the use of three dishwashing basins with hot water can also be used following the standard 3 sink dishwashing method (see examples below).
- A food grade sanitizer is required for sanitizing: Chlorine (100ppm), Quaternary Ammonium (200ppm) or Iodine (25ppm).
- Vendors must have a sufficient supply of clean utensils/cookware stored in a clean washable container. **Four sets** of utensils are recommended for each day.

### 3-Compartment Sink Dishwashing Method



### 3-Compartment Basin Dishwashing Method



## Sanitizing

- An approved sanitizing solution (bucket or spray bottle) must be available to sanitize food contact surfaces.
- Sanitizing Solutions
  - Chlorine: 100 parts per million (ppm) (2 ml or ½ teaspoon of household unscented chlorine bleach in 4 cups or 1 litre of water).
  - Quaternary Ammonium: 200ppm
  - Iodine: 25 ppm.
- If a bucket is used, wiping cloths must be stored in the sanitizing solution. An adequate supply of clothes must be provided.
- If a spray bottle is used, it must be clearly labelled, and a clean wiping cloth or disposable paper towels must be used.
- Sanitizing solutions must be prepared daily and changed as often as needed.
- Test strips must be available and used regularly to ensure sanitizing strengths meet the minimum concentration requirements. Chlorine solution loses its effectiveness in an open container after 3 hours due to evaporation.

## Waste Disposal

- An appropriate-sized garbage container made of durable, waterproof, and rodent-proof material with tight-fitting lid must be provided. Keep it clean and empty it frequently.
- Final garbage disposal must be made at a designated garbage bin or approved waste disposal site.
- Grease from fryers must be stored in covered, non-flammable and durable containers and is to be disposed of by approved methods.

## Wastewater Disposal

Wastewater must be stored in a covered, durable container and disposed of in an approved sanitary sewer, bathroom facility or holding tank. Wastewater must not be disposed of on the surface of the ground.

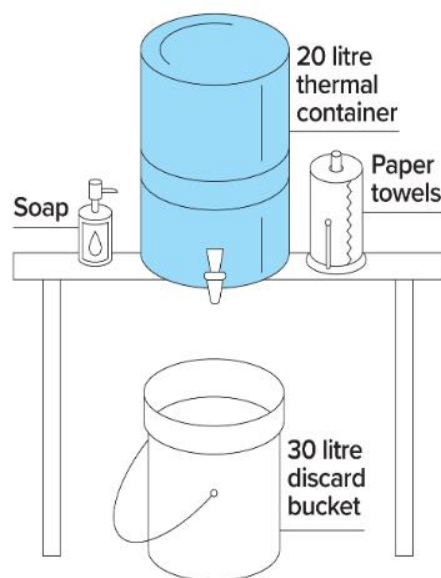
## Handwashing Facilities

A handwashing station is required if food is prepared or handled at an event.

- Each vendor **must have access to a continuous supply of tepid water under pressure**, liquid soap in a dispenser, individual paper towels, and a wastewater collection bin. This must be conveniently located from the food handling area.
- If a portable handwashing station is used, the container for the water must have a turn valve that will allow water to flow freely while permitting both hands to be washed at the same time. See example below:

### Handwashing Station Setup

- Place handwashing station in a convenient location.
- Ensure hand washing station is elevated off the ground.
- Equip station with:
  - Paper towels
  - Liquid soap in a dispenser
  - Wastewater bucket
- **Ensure handwashing station is only used for handwashing.**



Reprinted with the permission of KFL&A Public Health



## Glove Use and Hand Sanitizer

- Wearing disposable gloves is **NOT** a substitute for proper handwashing. Gloves become dirty and contaminated just like bare hands and create a false sense of hand cleanliness.
- If gloves are used:
  - Hands must be washed before putting on new gloves and after taking off dirty gloves.
  - Gloves are single use only and must be changed between tasks.
  - Washing gloves is not permitted.
- Glove use is required when a food handler has a bandage over a minor cut/burn.
- **Hand sanitizer is NOT a substitute for proper handwashing. Food handler hands are often soiled with food particles which prevents hand sanitizer from working effectively.**

## Food Handler Hygiene Tips

To help prevent food contamination, people who handle money should not prepare food. Having a **dedicated money handler** is strongly encouraged.

Ensure everyone's food handler certification is up to date and you have **at least one** certified food handler on site. It is recommended that everyone handling food have their food handler certification.

**If food handling training is needed, please visit [Food Safety Training](#) on our website for more information or contact your local health unit.**

- All food handlers shall wash hands thoroughly using soap and water:
  - Before beginning work
  - Before preparing food
  - After handling raw meat
  - After using the toilet or washroom
  - After coughing, sneezing, or blowing their nose
  - After touching garage, or soiled work surfaces
  - Whenever hands become dirty (e.g., after handling money)
- Clean outer garments must be worn.
- Hair must be confined while handling or preparing food.
- Food handlers that are coughing or sneezing; have a fever, jaundice, diarrhea or vomiting; or have infected sores or cuts, should not be handling food.

## Smoke Free Ontario Act

---

All special events will be operated in accordance with the [Smoke-Free Ontario Act, 2017 \(SFOA\)](#). Please ensure to reference your local municipality's bylaws for additional requirements.

The use of smoking, tobacco, e-cigarettes, and or smoking/vaping cannabis in or around the vendor booth is prohibited.

Places where smoking tobacco, e-cigarette use and smoking/vaping cannabis are prohibited under the SFOA, 2017 include but are not are not limited to:

- Enclosed public places.
- Enclosed workplaces.
- Restaurants and bar patios.
- Public areas within 9 meters of a restaurant or bar patio.
- Children's playgrounds and public areas within 20 metres of playgrounds.
- Sporting areas (excluding golf courses), adjacent spectator areas and public areas within 20 metres of these places.
- The outdoor grounds of a community recreation facility and public areas within 20 metres of the perimeter of the grounds.

## Useful Sources of Information

---

### **Canadian Food Inspection Agency: Food Handling Tips**

<https://inspection.canada.ca/food-safety-for-consumers/fact-sheets/food-handling/eng/1331871496701/1331871695247>

<https://inspection.canada.ca/food-safety-for-consumers/fact-sheets/food-poisoning/eng/1331151916451/1331152055552>

### **Canadian Partnership for Consumer Food Safety Education**

<https://www.fightbac.org/>

### **Eat Right Ontario**

<https://www.unlockfood.ca/en/Articles/Food-safety>

### **Foodland Ontario**

<https://www.ontario.ca/foodland/foodland-ontario>

### **Ontario Ministry of Health and Long-Term Care**

<https://www.health.gov.on.ca/en/public/programs/publichealth/foodsafety/>

### **Public Health Agency of Canada**

<https://www.canada.ca/en/public-health/services/food-safety.html>

# Special Event Inspection Checklist

---

## Handwashing

- Adequate handwashing station with continuous running water appropriate for the type of food handling.
- Liquid soap in a dispenser and paper towels.
- Catch basin for wastewater.
- Receptacle for paper towel disposal.

## Safe Food Handling

- Refrigeration or thermal containers with ice packs at a temperature of 4C (40F).
- Adequate hot holding at a temperature of 60C (140F).
- Probe thermometers for checking internal temperatures of food products (with means to sanitize probe between uses).
- Indicating thermometer for verifying cold holding temperatures.
- Materials for covering and protecting foods (e.g., plastic wrap, foil, sneeze guard)
- A canopy / tent to protect food preparation area (BBQ).
- A hard surface ground cover in food preparation area or another protection from mud, dust, and rain.
- Provisions to store food 15 cm (6 inches) off the ground.
- Separate cutting boards and utensils for raw and cooked foods.
- Single-use utensils for customers.
- Adequate set of clean utensils (4 sets recommend per event day).
- A storage container for dirty cooking utensils.

## Sanitation

- Bleach sanitizing solution (1/2 tsp bleach per 4 cups of water), quaternary ammonia compound, or iodine available in buckets or labeled spray bottles.
- Adequate dishwashing plan.
- Supply of clean wiping clothes.
- An appropriately sized garbage container with lid.

## Personal Hygiene

- Hair covering / restraint (e.g., hairnet, cap, hair tied back).
- Clean outer clothing and apron.

# Any Questions?

Call Wellington-Dufferin-Guelph  
Public Health  
1-800-265-7293 ext. 4753