

# Food Safety Guidelines for Special Events

This package will help you achieve and maintain proper food safety for your Special Event.

To minimize the risk of a food-borne illness, the following requirements are provided. Please note that the following are minimum requirements and are by no means all-inclusive.

Please ensure that the Vendor Information form is completed and forwarded to the Peel Public Health Department directly or via the Special Event Coordinator. A Public Health Inspector will review this information and may contact you to discuss safe food handling practices specific to the foods you are planning to serve. *In the event of a food-borne illness, it will help if you demonstrate responsible precautionary measures.*

Please note the following key points:

- ✓ **All food must be obtained from an approved source.**
- ✓ **All food must be prepared in an inspected and licensed food premises.**
- ✓ **Home-prepared foods are not allowed.**
- ✓ **Unpasteurized food products and/or beverages are not permitted. They cannot be sold or given away as samples.**

All persons involved in the preparation and selling of food to the public are strongly encouraged to attend Food Handler Training. Please call 905-799-7700 to register.

---

## PERMITS

Check with your municipality about permits and code requirements. If you are providing food at your event, you must complete the *Special Event Information form*

For events requiring inspection, to ensure food safety, the *Vendor Information form* must also be completed.

Please call Peel Public Health at 905-799-7700 or visit [www.peelregion.ca/health](http://www.peelregion.ca/health) for assistance.

Be prepared to tell the Public Health Inspector 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.

---

## BOOTHS



Design your booth with food safety in mind (e.g., an overhead covering). 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.

The more your food is exposed to outsiders, the greater the likelihood of contamination.

---

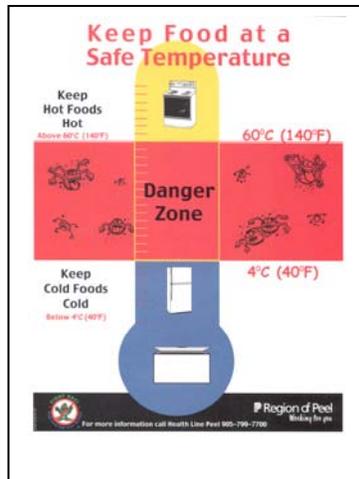
## FOODS

-  Keep your menu simple, and keep hazardous foods (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.
-  Meat, poultry, dairy products and eggs must be obtained from an approved inspected source and not directly from the farm. Selling unpasteurized milk and ungraded eggs is illegal.
-  If you are serving hamburgers, pre-cooked hamburgers are recommended.
-  To avoid keeping food at room temperature for long periods, cook only what will be consumed immediately.

---

## FOOD STORAGE AND TEMPERATURE

-  While cold/hot holding food, use a food thermometer to check the internal 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, food-grade plastic wrap, aluminum foil, sneeze guards and/or other food grade material.
-  Hazardous food must be transported, stored and maintained at required temperatures. Cold foods must be kept at **4°C (40°F)** or less, hot foods at **60°C (140°F)** or more and frozen foods at **-18°C (0°F)** or less.



- ✍ Hazardous food in the danger zone, from 4°C (40°F) to 60°C (140°F), support the growth of harmful bacteria which can multiply and cause food spoilage and food-borne illness.
- ✍ Use cold or hot packs in thermal insulated containers, coolers, or mechanical refrigerator units to transport food from place to place quickly.
- ✍ Keep food and food supplies off the ground. Store food in fully enclosed plastic containers which are insect, rodent and water proof and have a tight-fitting lid.
- ✍ Thermometers must be provided in all coolers/refrigerators/freezers.

---

### COOLING HAZARDOUS FOODS

- ✍ Hot foods that require refrigeration after cooking 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 each other
- ✍ Check the internal food temperature at least every two hours to see if the food is cooling properly.
- ✍ Allowing hazardous foods to remain unrefrigerated for 2 hours or more has been the cause of many food poisonings

---

### COOKING HAZARDOUS FOODS

- ✍ Use a food thermometer to check internal cooking temperatures for hazardous foods
- ✍ The foods must be cooked to the following minimum internal temperatures:
  - Chicken (whole) 82°C (180°F)
  - Chicken pieces (wings, legs, breast) 74°C (165°F)
  - Pork 71°C (160°F)
  - Hamburger 71°C (160°F)
  - Fish 70°C (158°F)
  - Other (e.g., lamb, steak) 60°C (140°F)

---

## RE-HEATING PREVIOUSLY COOKED FOOD

- ✍ If food is cooked, cooled and re-heated for hot-holding, the food must reach an internal temperature of at least 74°C (165°F).
- ✍ Food should only be re-heated once.

---

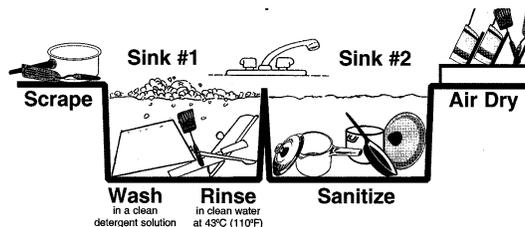
## FOOD HANDLING

- ✍ Use separate work tables and cutting boards for the preparation of raw foods and ready-to-eat foods to prevent cross-contamination.
- ✍ Use utensils (e.g. tongs, ladles, forks, spoons) to minimize direct 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 “Hand Washing” section)

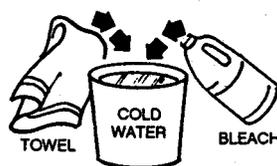
---

## FOOD UTENSILS AND EQUIPMENT

- ✍ Single service eating utensils such as plastic knives, forks, spoons, paper plates and cups should be provided to the public for use. Re-use of single service items is prohibited.
- ✍ Utensils for preparing food, must 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.



- ✍ If a 2-compartment sink is not available for washing and sanitizing utensils (spoons, tongs, ladles, ice cream scoops) a sufficient number of wrapped, clean, back-up utensils must be available should the original utensils become contaminated. Utensils that fall on the ground must not be reused.
- ✍ Wiping cloths or sponges for cleaning and sanitizing food contact surfaces must be stored in a sanitizing solution between uses. Mix 1 tsp (5ml) bleach with 3 cups (750 ml) water.



---

## ICE

- ✂ Ice must be transported, stored and handled in a sanitary manner.
- ✂ Ice used in coolers to keep items cold must not be used in beverages or other foods.
- ✂ Ice must be stored in closed containers or bags to prevent contamination.
- ✂ Tongs and scoops used to dispense ice must not be stored directly inside the ice container.
- ✂ An unbreakable scoop with a handle should be used to dispense ice, never use your hands.
- ✂ All ice must be made from potable (safe) water and/or obtained from an approved source.
- ✂ Treat ice as a ready-to-eat food product. Ice can become contaminated with bacteria and viruses and cause food-borne illness.

---

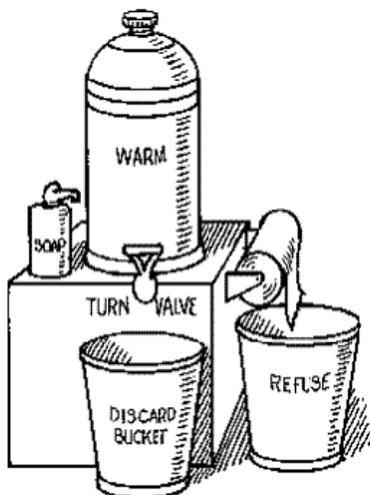
## WATER SUPPLY

- ✂ 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).

---

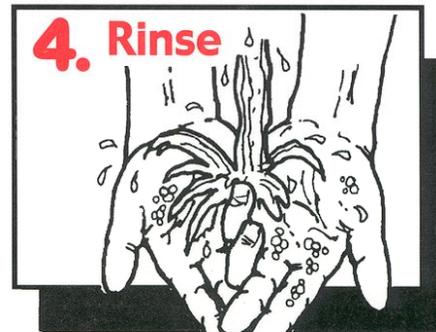
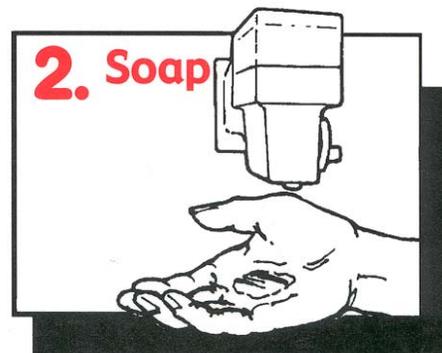
## HAND WASHING

- ✂ Provision must be made for an adequate hand washing station. Where a sink with plumbing is not available, a large container of warm water (e.g., a coffee urn with a spigot), a soap dispenser, a roll of paper towels and a bucket to collect waste water may be adequate.
- ✂ Dispose of waste water in a sanitary sewer or public toilet. Do not dispose in a storm sewer, or a river/creek.



- ✎ The use of disposable gloves can provide an additional barrier to contamination, but gloves cannot replace hand washing. Frequent and thorough hand washing remains the first line of defense in preventing food-borne illness.
- ✎ The following safe hand washing procedures must be used.

## SAFE HANDWASHING PROCEDURES



- ✎ All food handlers must wash their hands with clean water and soap before starting work, after each visit to the toilet, after smoking, handling garbage, handling cash and as frequently as possible to maintain clean hands.

-  Hands must be thoroughly washed especially when they become contaminated by touching raw meat and poultry and before handling ready-to-eat food.
  -  Alcohol based sanitizers are not permitted as a substitute for hand washing.
- 

## HEALTH AND HYGIENE

-  If you are sick, you should NOT work with 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 prohibited in the food premises.
- 

## INSECT AND WASTE CONTROL

-  Rodents and insects are carriers of bacteria and viruses that can cause food-borne illness. Store food in fully enclosed waterproof plastic containers which are rodent and insect proof and have tight-fitting lids/covers.
  -  Place garbage and paper waste in a garbage container with a tight-fitting lid.  
Dispose of waste water in a sanitary sewer or public toilet and have back-up plans in the event of a power failure or water shortage (e.g., provision of emergency generators and supply of ice).  
Notify the Health Department of any significant changes.
  -  If using pesticides, please read and follow product labels as they can be toxic to human health.
  -  Store chemicals away from food.
- 

***For more information about food safety call Peel Health at 905-799-7700. 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 and 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. Hot foods greater than 60°C (140°F) and cold foods less than 4°C (40°F).
- 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 minimize direct contact with food and a backup supply is provided if sanitizing can not be conducted on site.
- Single service eating utensils are encouraged.
- Potable water supply is provided for hand-washing, food preparation and equipment cleaning.
- Leak-proof containers/tanks provided for storage of wastewater.
- 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 must be worn at all times while handling and preparing foods.
- Hairnets, caps or other restraints must be worn at all times while handling food.
- No eating, drinking/smoking allowed in any food preparation area.
- Adequate supply of garbage bags.
- Wiping clothes/sponges for cleaning and sanitizing preparation areas and service areas.

# Educational Posters

(Posters maybe posted at food vendor booth)

## How to Mix Bleach (chlorine) Solution for Sanitizing

You will need:

- ordinary household bleach
- teaspoon
- measuring cup
- spray bottle – labelled “bleach sanitizer”

NOTE: Single service utensils are encouraged

Sanitizing	How to Mix	Solution Strength
<p>Utensils            e.g. cutting boards,            knives, cooking            utensils</p> 	<p>Mix ½ teaspoon of bleach            with 4 cups of water            or            2 ml of bleach with 1 litre            of water</p> <p>After cleaning with soap            and water, immerse            utensil in solution for 45            seconds.</p>	<p>100 ppm            chlorine solution</p> 
<p>Large food contact            surfaces            e.g. coolers, tables</p> 	<p>Mix 1 teaspoon of            bleach with 4 cups of            water            or            4 ml of bleach with 1            litre of water</p>	<p>200 ppm            chlorine solution</p> 

### Tips to Remember

- Make a new sanitizing solution at the start of your event.
- Do NOT mix bleach with detergent.
- Use chlorine test strips to check the strength of your solution.
- Throw away sanitizing solution every 3 hours or as needed. The strength of the solution will be weaker at the end of the day.

## Temporary Handwashing Station

You will need:

				
Liquid soap	Paper towels	Container with spigot	Table	Bucket for waste water

The temporary handwashing station shall consist of, at least, a container with spigot that provides a continuous flow of running water, liquid soap, paper towels, and a bucket to collect waste water. The temporary handwashing station must be set up on a table.

**Any booth that does not have a proper handwashing station will be closed and not allowed to operate.**

**Hand sanitizers do not replace the need for a temporary handwashing station.**