



Special Event
Temporary Food Establishment



Organizer Package



Special Event

Temporary Food Establishment Organizer Package

Table of Contents

| | |
|--|---|
| Temporary Food Establishment Application (for Organizer)..... | 2 |
| Special Event Temporary Food Establishment Organizer Package.... | 4 |
| Other City Departments..... | 5 |

Attachment

Special Event Temporary Food Establishment Vendor Package

Regional Offices

Public health Inspectors are available for consultation on compliance issues with regards to your special event. To reach an inspector, please call Toronto Health Connection at 416-338-7600.



Special Event

Temporary Food Establishment Application (For Organizer)

The following application must be completed by the **Event Organizer** and returned to Toronto Public Health. For the office closest to your event call Health Connections at 416-338-7600.

| Organizer Information (Please Print) | |
|---|--------------|
| Contact Person: | |
| Business Name: | |
| Business Address: | |
| Home #: | Cell: |
| Work #: | Fax: |

| <u>Event Information (Please Print)</u> | |
|--|------------------|
| On-site contact person: | |
| Phone /Cell #: | |
| Name of Event: | |
| Location: | |
| Hours of Operation: | |
| Start Date: | End Date: |

Special Event

Temporary Food Establishment Organizer Package

To assist you in organizing a safe event the following **minimum requirements** have been provided to minimize the possibility of food borne illness. Please ensure that the **Special Event Temporary Food Establishment Application (for Organizer)** is completed and forwarded to Toronto Public Health. For the office closest to your event call Health Connections at 416-338-7600. **The following are minimum requirements and are by no means all-inclusive.**

A Public Health Inspector will contact you and review your event.

All person(s) involved in preparation and selling of food to the public are strongly encouraged to attend *Food Handler Training*. As an event organizer it is strongly recommended that you make *Food Handler Training* mandatory for all food vendor(s) participating in your event. Discuss training options for your event with Toronto Public Health.

All food must be obtained from an approved source (e.g. inspected meat, poultry, eggs).

All food must be prepared in a licensed and approved commercial kitchen.

Only limited preparation (cooking and associated assembly) is permitted on site.

No home prepared or home canned foods shall be used, sold or given away.

Unpasteurized food products and/or beverages are not permitted. They cannot be sold or given away as samples (e.g. milk, cider).

Organizer Responsibilities

- ◆ Provide a site map to Toronto Public Health indicating food vendors, garbage/wastewater disposal sites and sanitary facilities.
- ◆ Provide each vendor with a copy of the **Special Event Temporary Food Establishment Vendor Package**.
- ◆ Collect completed vendor application "**Part 1- Special Event Temporary Food Establishment Application (For Vendor)**" and "**Part 2 - Special Event Vendor Information Sheet**" and forward to Toronto Public Health prior to the event.

- ◆ Notify Toronto Public Health of any significant changes to the original application.
- ◆ Co-ordinate alternative back up plans with food vendors in the event of power failure or water shortages (e.g. provision of emergency generators, propane burners, supply of ice).
- ◆ Arrange adequate disposal of garbage at a designated site (e.g. dumpster).
- ◆ Provide sanitary facilities in sufficient numbers and maintain in a sanitary manner.
- ◆ Arrange for sanitary disposal of liquid waste (e.g. leak-proof container/holding tank) if sanitary sewers are not available.

Other City Departments:

Toronto Fire Services (Fire Prevention)

e.g. extinguishers required

Works and Emergency Services

e.g. garbage disposal and water supply

Urban Development Services

e.g. bylaw enforcement, licensing and street vending

Transportation Services Division

e.g. road closures

Parks and Recreation

e.g. permits for community centre and parks

To contact these departments call / e-mail:

| | |
|----------------|--|
| E-mail: | acesstoronto@toronto.ca |
| Phone: | 416-338-0338 |
| Fax: | 416-338-0685 |
| TTY: | 416-338-OTTY (0889) |

 **TORONTO** Public Health

Special Event

Temporary Food Establishment



Vendor Package

April 2008

Temporary Food Establishments 2008



Special Event

Temporary Food Establishment Vendor Package

Table of Contents

| | |
|---|----|
| Part 1 - Temporary Food Establishment Application (For Food Vendor)..... | 2 |
| Vendor's List of Food Supplier..... | 3 |
| Part 2 – Special Event Vendors Information Sheet..... | 4 |
| Definitions..... | 5 |
| Temporary Food Establishments – Vendor Package..... | 6 |
| a) Food Preparation and Protection | |
| b) Food Utensils (Equipment) | |
| c) Water | |
| d) Ice | |
| e) Personal Hygiene | |
| f) Toxic Chemicals | |
| g) Temporary Food Structures | |
| h) Garbage | |
| i) General | |
| Special Event Checklist for Food Vendors..... | 11 |
| Temperature Control of Foods..... | 12 |
| How to Mix Bleach (chlorine) Solution for Sanitizing..... | 13 |
| Temporary Hand Washing Station..... | 14 |
| Handwashing..... | 15 |
| Healthy Summer Living in the City | 16 |



Special Event

Part 1 - Temporary Food Establishment Application (For Food Vendor)

The following application is to be completed by every food vendor and forwarded to the event organizer.

Name of the event: _____

Event organizer/organization: _____

Vendor Information (Please Print)

On-site contact person:

Phone /Cell #:

Booth Name:

Business Owner Name:

Business Owner Address:

Business Phone:

Business Fax:

Hours of Operation:

Municipal License Number:

Start Date:

End Date:

Vendor's List of Food Suppliers (Please Print)

Name of Supplier:

Contact Person:

Address:

Phone :

Fax:

| | |
|--------------------------|-------------|
| Name of Supplier: | |
| Contact Person: | |
| Address: | |
| Phone : | Fax: |

| | |
|--------------------------|-------------|
| Name of Supplier: | |
| Contact Person: | |
| Address: | |
| Phone : | Fax: |

| | |
|--------------------------|-------------|
| Name of Supplier: | |
| Contact Person: | |
| Address: | |
| Phone : | Fax: |

| | |
|--------------------------|-------------|
| Name of Supplier: | |
| Contact Person: | |
| Address: | |
| Phone : | Fax: |

| | |
|--------------------------|-------------|
| Name of Supplier: | |
| Contact Person: | |
| Address: | |
| Phone : | Fax: |

Type of Foods being Prepared/Served

Complete, in full, "Part 2 -Special Event Vendor Information Sheet".

Part 2 – Special Event Vendor Information Sheet

| Food Item | How is it prepared? | Where is it prepared? 1. Name of Restaurant/Kitchen 2. Address 3. Telephone Number 4. Contact Name at location | Will it be pre-cooked for the event? (YES/NO) | Will it be cooked on-site? (YES/NO) | Will the food be transported HOT or COLD? | What type of container will be used to transport food(s) to maintain temperatures? | How will the temperatures of foods be kept at the special event location? |
|-----------|---------------------|--|---|---|--|--|---|
| | | 1. 2. 3. 4. | | | | | |
| | | 1. 2. 3. 4. | | | | | |
| | | 1. 2. 3. 4. | | | | | |
| | | 1. 2. 3. 4. | | | | | |

Additional Information:

1. **Hand washing Facilities** – How will they be provided on site? Please list the supplies that will be used.

2. **Sanitizing Solutions** – How will they be provided on site? Please list supplies that will be used.

Definitions

- as printed in Ontario Regulation 562, as amended under the Health Protection and Promotion Act R.S.O., 1990 c.H.7

- a) **“employee”** means any person who, is employed in a food premise, and handles or comes in contact with any utensil or with food during its preparation, processing, packaging, service, storage or transportation;
- b) **“food”** is not limited to, but includes liquids and ice intended for human consumption;
- c) **“food contact surface”** means any surface that food comes in contact with in a food premise;
- d) **“hazardous food”** means any food that is capable of supporting the growth of pathogenic organisms (organisms that are capable of causing disease) or the production of the toxins of such organisms;
- e) **“mobile preparation premises”** means a vehicle or other itinerant food premise from which food prepared therein is offered for sale to the public;
- f) **“multi-service article”** means any container or eating utensil that is intended for repeated use in the service or sale of food;
- g) **“potable water”** means water that is safe for human consumption;
- h) **“pre-packaged foods”** means food that is packaged at a premise other than the premises at which it is offered for sale;
- i) **“sanitizing”** means antimicrobial treatment, and “sanitize” has a corresponding meaning;
- j) **“single-service article”** means any container or eating utensil that is to be used only once in the service or sale of food;
- k) **“structure”** means something that is arranged in a pattern to form a surface appropriate to prepare, serve and store food products (i.e., tables, food vending cart, mobile food premises, kitchen facility)
- l) **“utensil”** means any article or equipment used in the manufacture, processing, preparation, storage, handling, display, distribution, sale or offer for sale of food except a single-service article.

Special Event

Temporary Food Establishment - Vendor Package

To assist you in organizing a safe event, the following minimum requirements have been provided to minimize the possibility of food borne illness. Please ensure that the "Part 1- Special Event - Temporary Food Establishment Application", along with "Part 2 - Special Event Vendors Information Sheet" is completed and forwarded to the event organizer. **The following are minimum requirements and are by no means all-inclusive.**

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.

All person(s) involved in preparation and selling of food to the public are strongly encouraged to attend *Food Handler Training*. As an event organizer it is strongly recommended that you make *Food Handler Training* mandatory for all food vendor(s) participating in your event. Discuss training options for your event with Toronto Public Health.

All food must be obtained from an approved source (e.g. inspected meat, poultry, eggs).

All food must be prepared in a licensed and approved commercial kitchen.

Only limited preparation (cooking and associated assembly) is permitted on site.

No home prepared or home canned foods shall be used, sold or given away.

Unpasteurized food products and/or beverages are not permitted. They cannot be sold or given away as samples (e.g. milk, cider).

(a) Food Preparation and Protection:

- ◆ Only final cooking is permitted at the site of the event (**i.e. no cutting/chopping of ingredients, marinating or other forms of food processing or preparation are allowed**)
- ◆ All individual pre-packaged foods must be served in their original container.
- ◆ 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 the food entirely with a lid, plastic wrap, aluminium foil or wrap items individually.** Where possible provide sneeze guards.

- ◆ Containers of food must be stored at least 15 cm (6 inches) above the ground.
- ◆ 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** must be kept at **60°C (140°F) or greater**.
- ◆ **Food probe thermometer(s)** must be available to check the internal temperature of hot and cold hazardous food.
- ◆ Thermometers must be provided in all coolers/refrigerators.
- ◆ All meats must be thoroughly cooked and reheated to the following temperatures for the following hazardous foods:

| Hazardous Food Items | Cooking °C (°F) for 15 seconds | Reheating °C (°F) for 15 seconds |
|---|--------------------------------------|--|
| Poultry <ul style="list-style-type: none"> • whole | 82°C (180°F) | 74°C (165°F) |
| Poultry <ul style="list-style-type: none"> • other than whole poultry • all parts of ground poultry • all parts of ground meats that contain poultry | 74°C (165°F) | 74°C (165°F) |
| A food mixture containing poultry, egg, meat, fish, or another hazardous food e.g. hamburgers | 74°C (165°F) | 74°C (165°F) |
| Pork and pork products All parts of ground meat, other than ground meat that contains poultry | 71°C (160°F) | 71°C (160°F) |
| Fish | 70°C (158°F) | 70°C (158°F) |

- ◆ **Do not place cooked food on plates or containers that held raw foods.**
- ◆ Hot food storage facilities must be provided for hazardous foods requiring hot storage and shall be capable of continuously maintaining food temperatures at **60°C (140°F) or greater** (e.g. steam table, rice cooker, B.B.Q., etc).
- ◆ Condiments such as mustard, ketchup, sugar, etc. shall be offered in either individual packages or dispensed from a container which protects the condiments from contamination (e.g. pump dispenser or squeeze bottle).

(b) Food Utensils (Equipment):

- ◆ Only single service eating utensils such as plastic knives, forks, spoons, paper plates and cups shall be used. Cutlery, plates and cups shall be purchased pre-wrapped and stored in a clean container up above the ground. Cups shall be stored in their original containers and handled only from the bottom of the cup. **Re-use of single service items is prohibited.**
- ◆ Where 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 (4 sets) must be available should the original utensils become contaminated. **Utensils that fall on the ground must not be re-used.**
- ◆ Food contact equipment and surfaces must be smooth, non-absorbent, easily cleaned and protected from contamination.
- ◆ Wiping cloths or sponges for cleaning and sanitizing food contact surfaces must be provided and stored in a sanitizing solution (see Page 13 - How to Mix Bleach (chlorine) Solution for Sanitizing).

(c) Water:

- ◆ Potable water under pressure (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 **Temporary Hand Washing Station** must be provided.
- ◆ **Temporary Hand Washing Stations** shall consist of a container with spigot that provides a continuous flow of running water, liquid soap, paper towels, and a bucket to collect waste water. **Any booth not providing the items listed above will be closed and not allowed to operate** (see Page 14 - Temporary Hand Washing Station).
- ◆ **Hand Sanitizers do not replace** the requirements for a Temporary Hand Washing Station. Hand sanitizer should only be used by non-food handlers i.e. cashier, busboy, garbage maintenance, etc.
- ◆ All wastewater must drain into a leak-proof container/bucket. Arrange for sanitary disposal of all wastewater.
- ◆ If you are hooking up to a water supply, food grade hoses must be used.

(d) Ice:

- ◆ All ice must be made from potable (drinkable) water and/or obtained from an approved source.
- ◆ Ice must be transported, stored and dispensed in a sanitary manner.

- ◆ Ice must be stored in single service closed containers or bags to prevent contamination.
- ◆ Tongs and scoops used to dispense ice must not be stored directly inside the ice container.
- ◆ **Ice for consumption must not be touched directly with the hands.**

(e) Personal Hygiene:

- ◆ Hand washing facilities must be provided at each temporary food establishment. Where a sink or hand wash basin is not available a temporary hand washing station must be provided (see page 14 – Temporary Hand Washing Station).
- ◆ Liquid soap in a dispenser and paper towels must be provided.
- ◆ 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.
- ◆ All food handlers must wear clean outer clothing and must confine the hair by wearing hairnets, baseball caps, scarves, etc.
- ◆ Eating, drinking, and smoking is prohibited by the food handlers while working in the temporary food establishment.

(f) Toxic Chemicals:

- ◆ **Toxic chemicals must not be stored in or around the food.** Any chlorine container or chemical container must be clearly labelled as to its contents.

(h) Temporary Food Structures:

- ◆ Food must be prepared and dispensed from a structure. Food preparation and serving area must be kept clean at all times. **The structure must have an overhead cover (e.g. canopy, umbrella or tarp) to protect the food from contamination.**
- ◆ Back up power should be made available for the operation of your temporary food establishment (e.g. generators).

(h) Garbage:

- ◆ Adequate supplies of large plastic garbage bags must be provided.

(i) General

- ◆ To protect against health hazards related to the operation of the temporary food establishment, additional requirements may be imposed, and Toronto Public Health staff may prohibit the sale or service of certain hazardous food(s).
- ◆ To protect the public against injury, prevent access to food preparation areas (e.g. cooking equipment, BBQ, etc).
- ◆ Make health and safety a priority at your event.
- ◆ Temporary food establishments not meeting the requirements of Toronto Public Health will not be allowed to operate.

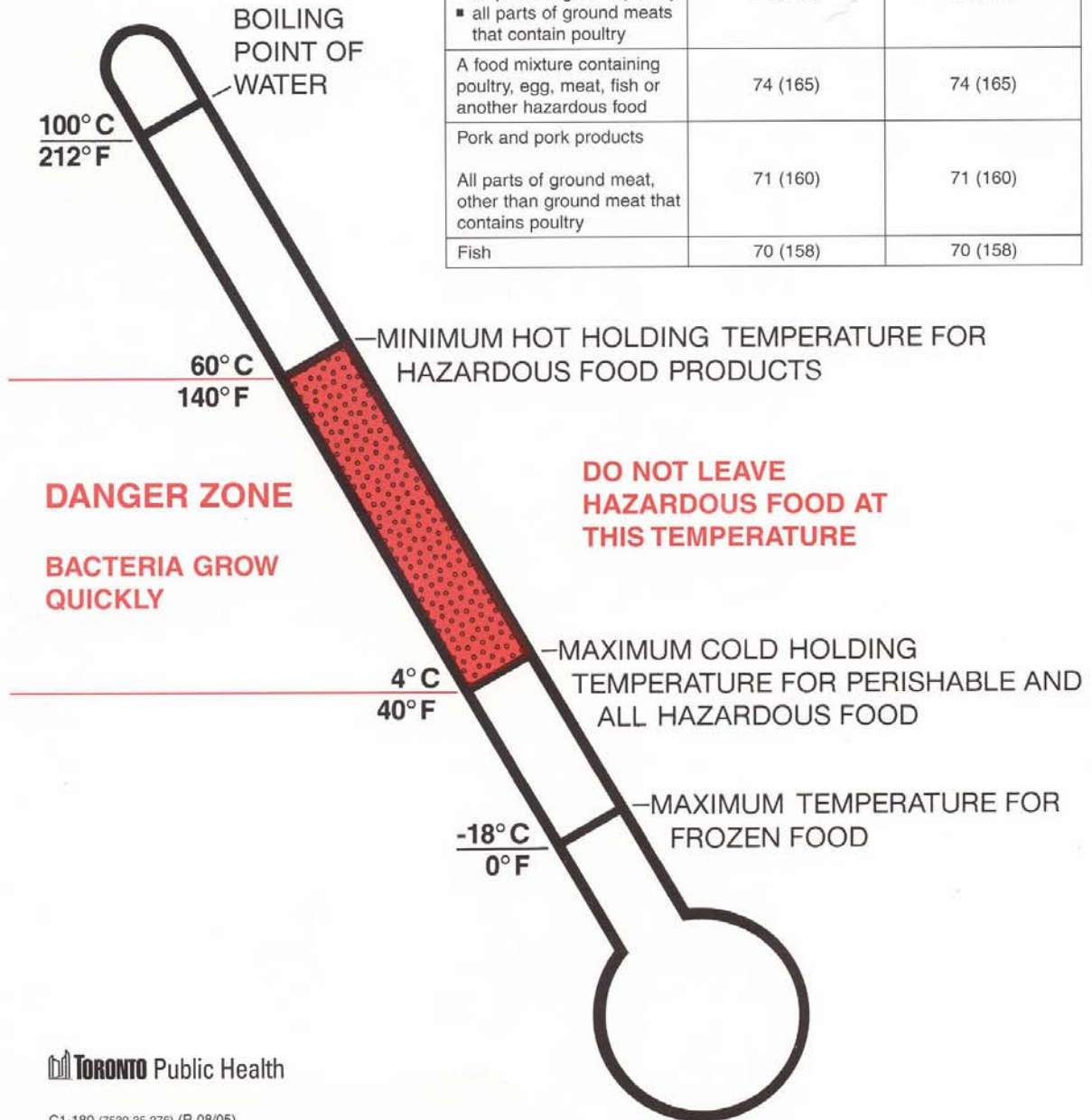
Special Event Check List for Food Vendor

- No unpasteurized food or drinks shall be sold or given away as samples e.g. milk, cider.
- Food probe thermometer(s) must be available to check internal temperatures of hazardous foods e.g. meat, poultry, pork, cheese, etc.
- Cold hazardous foods must be transported, stored and displayed at a temperature of 4° C (40° F) or less.
- Thermometers for each cooler / refrigerator / freezer which store hazardous foods.
- Hot hazardous foods must be transported, stored and displayed at a temperature of 60° C (140° F) or greater.
- Platforms for elevating food and paper goods 15cm (6 inches) off the ground.
- Clean food grade container(s) for food storage. Food should be wrapped or packaged.
- Plastic wrap and / or aluminium foil for protecting food.
- Serving spoons, spatulas, tongs, etc. Wrapped backup supply of utensils (4 sets).
- Adequate number of tables with washable surfaces and plastic cutting boards.
- Wiping cloths / sponges for cleaning and sanitizing preparation and service areas.
- Clean water container(s) with a spigot for hand washing.
- Liquid soap in a dispenser and paper towels for hand washing.
- Leak-proof containers / tanks for the storage of wastewater.
- Adequate supply of potable water for hand washing, food preparation and cleaning.
- Ice container with ice scoop and extra ice for coolers.
- Detergent, bleach and bucket, and / or a spray bottle to mix a sanitizing solution.
- Clean clothes and aprons must be worn at all times in the preparation area.
- Hairnets, caps or other hair restraints must be worn at all times while handling food.
- No eating, drinking or smoking allowed in any food preparation area.
- Adequate supply of large plastic garbage bags.
- Power source/backup supply e.g. generator, propane burner. etc.

TEMPERATURE CONTROL OF FOODS

Internal Temperatures for Cooking and Reheating Hazardous Food

| Hazardous Food Item | Cooking °C (°F) for 15 seconds | Reheating °C (°F) for 15 seconds |
|--|-----------------------------------|-------------------------------------|
| Poultry: ▪ Whole | 82 (180) | 74 (165) |
| Poultry: ▪ other than whole poultry ▪ all parts of ground poultry ▪ all parts of ground meats that contain poultry | 74 (165) | 74 (165) |
| A food mixture containing poultry, egg, meat, fish or another hazardous food | 74 (165) | 74 (165) |
| Pork and pork products | | |
| All parts of ground meat, other than ground meat that contains poultry | 71 (160) | 71 (160) |
| Fish | 70 (158) | 70 (158) |



TORONTO Public Health

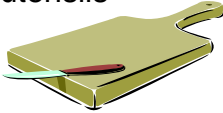
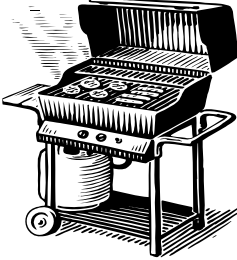
C1-180 (7530-35-276) (R 08/05)

How to Mix Bleach (chlorine) Solution for Sanitizing

What you will need to start:



1. Ordinary household bleach solution
2. Teaspoon
3. Measuring cup
4. Spray bottle – label container “sanitizer”


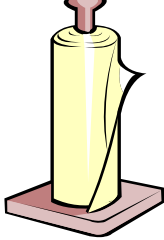



| Sanitizing | How to Mix | Solution Strength |
|---|---|---------------------------|
| Utensils e.g. cutting boards, knives, cooking utensils  | Mix ½ teaspoon of household bleach with 1 litre of water. | 100 ppm chlorine solution |
| Sanitizing Equipment e.g. Coolers, tables, BBQ  | Mix 1 teaspoon of household bleach with 1 litre of water. | 200 ppm chlorine solution |

Tips to Remember:

- Make a new sanitizing solution at the start of your event.
- Do not mix bleach with detergent.
- Using chlorine test strips, check the strength of the solution.
- Discard sanitizing solution every 3 hours or as needed. The strength of the solution will be weaker at the end of the day.

Temporary Hand Washing Station

What you will need are:

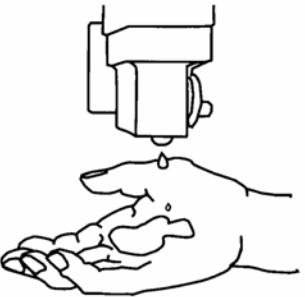
| | | | | |
|---|---|--|--|---|
|  |  |  |  |  |
| <p>Liquid Soap</p> | <p>Paper Towels</p> | <p>Insulated container with a spigot that provides a continuous flow of running water</p> | <p>Table</p> | <p>bucket for waste water</p> |

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

Any booth not providing the items listed above will be closed and not allowed to operate.

Note: Hand Sanitizers do not replace the requirements for a Temporary Hand Washing Station. Hand sanitizer should only be used by non-food handlers i.e. cashier, busboy, garbage maintenance, etc.

Handwashing





| | | |
|--|---|--|
|  <p>1. Wet hands</p> |  <p>2. Soap</p> |  <p>3. Lather for 15 seconds</p> |
|  <p>4. Rinse</p> |  <p>5. Air dry hands or use paper towel</p> |  <p>6. Turn taps off with paper towel if available</p> |

Always Wash Your Hands

- before and after touching food
- after using the washroom
- after sneezing, coughing or blowing your nose
- after touching pets or handling garbage
- after outdoor activities

Healthy Summer Living in the City

Get Out and enjoy a healthy, safe Toronto summer. There is so much to see and do in this vibrant and dynamic city. Take in one of the city's many exciting festivals, celebrations or attractions. Make this summer fun and active for yourself and your family. Follow these simple steps for a safe and healthy summer...

| | |
|---|---|
| <p>1. Physical Activity Get Active this summer</p> <ul style="list-style-type: none">• Make physical activity a priority for yourself and your family.• Visit a pool, park or a community centre.• Drink lots of water.• Walk, swim, dance, garden and of course play! |  |
| <p>2. Sun Safety Protect your skin when outside</p> <ul style="list-style-type: none">• Look for shaded areas to enjoy outdoor activities.• Reduce the time you spend in the sun especially between 11:00 a.m. and 4:00 p.m.• Cover up – wear long sleeves and a hat with a wide brim, whenever possible.• Wear sunglasses with UV (ultraviolet) protection.• Use sunscreen with SPF (sun protection factor) and UVA UVB protection. |  |
| <p>3. West Nile Virus Protect yourself against mosquito bites</p> <ul style="list-style-type: none">• Wear light coloured clothing and cover up whenever possible.• Take precautions outdoors during dusk and dawn when mosquitoes are most active.• Use insect repellent containing 10% DEET or less, or approved alternatives, and follow product instructions.• Remove standing water around your house to reduce mosquito breeding sites.• Protect yourself indoors by repairing holes in window screens. |  |
| <p>4. Heat and Smog Protect your health during heat and smog alert</p> <ul style="list-style-type: none">• Drink lots of water and take frequent rest breaks.• Do your exercise in an air conditioned place on very hot and smoggy days.• Avoid strenuous outdoor activity during heat and smog alerts, especially if you have asthma or other breathing problems. |  |

For more information on Healthy Summer Living in the City, contact
Toronto Health Connection at 416-338-7600
or visit www.toronto.ca/health