

Food Safety Matters

A manual for farmers' market
vendors, managers and staff



Click on a title to download
that section.

1. Recognizing Risk
2. Hand Washing & Hygiene
3. Preparing for the Market
4. At the Market
5. At the End of the Day
6. Vendor Tools
7. Market Manager Tools
8. Checklists

Introduction

This guide provides clear information, practices, tools and checklists for handling food intended for the farmers' market safely, to minimize the risk of foodborne illness. While intended primarily for farmers, food vendors and their staff, we recommend that all market managers, market staff and vendors review its contents. Awareness helps prevent foodborne illness, and food safety matters to all market participants.

Acknowledgements

Thank
you!

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Contents

Section 1 - Recognizing Risk	5	Section 3 - Preparing for Market	25
What you need to KNOW:		What you need to KNOW:	
Why Practice Food Safety	6	Importance of Preparing for Market	26
Foodborne Illnesses: Risks & Symptoms	7	What you need to DO:	
Underlying Causes of Foodborne Illness	8	Before the Market	27
FAT TOM: What You Need to Know	9	Sanitizing Containers	28
Risk Levels of Different Foods	10	Chilling Cooked Food Quickly	28
Common Food Handling Mistakes	11	Thawing Frozen Food	29
What you need to DO:		Market Day Morning	29
Clean, Separate, Cook and Chill	12	Food Containers – DOs and DON'Ts	30
What HELP is available:		Packing Principles	31
References & More Info	13	Packing Cold Food	32
		Packing Frozen Food	32
		Loading the Vehicle	33
Section 2 - Hand Washing & Hygiene	15	Checklists:	
What you need to KNOW:		✓ Sanitizing within 24 hours of Market	34
The Importance of Hand Washing & Hygiene	16	✓ Ice and Water	35
What you need to DO:		✓ Preparation within 24 hours of Market	36
Hand Care 101	17	✓ Preparing your Staff	37
Hand Washing 101	17	What HELP is available:	
When to Wash	20	OMAFRA Tools, Training & Forms	38
When and how to use a hand sanitizer	21	References & More Info	39
When and how to use disposable gloves	22	Notes	40
Appearance and attire	23		
Checklists:		Section 4 - At the Market	41
✓ Common Sense DOs & DON'Ts	22	What you need to KNOW:	
✓ Monitoring Hygiene	23	Food-Safe Market Practices	42
✓ Safety Toolkit	23	What you need to DO:	
What HELP is available:		What to do upon Arrival	43
OMAFRA Tools, Training & Forms	24	Sanitizing the Work Area	43
References & More Info	24		

Section 4 - At the Market cont'd

Cleaning Spills and Mess	44
Cleaning and Sanitizing	44
The Essentials of "Separation"	45
Product Display Set-up	46
Handling Cash	47
Chilling Foods	47
Cooking at the Market	48
Managing Food Sampling	49
Monitoring Time and Temperature	50

Checklists:

✓ Safe Cooking Temperatures	51
✓ Monitoring Practices at Market	52

What HELP is Available

OMAFRA Tools, Training & Forms	53
References & More Info	54

Section 5 - End of the Day 55

What you need to KNOW:

Best End of Day Practices	56
---------------------------	----

What you need to DO:

Tips for Packing Up	57
Tearing Down and Loading Up	58
Back at Home Base, What Next?	59
Tips for Storing Food	60
Stocking the Fridge	61

Checklist:

✓ End of Day	62
--------------	----

What HELP is Available

OMAFRA Tools, Training & Forms	63
References & More Info	64

Section 6 - Vendor Tools 65

What you need to KNOW:

Vendor Tools	66
Farmer Responsibilities	66

Vendor Tools

Checklists:

✓ Staff Training	67
✓ Vendor Food Safety: Stall	68
✓ Vendor Food Safety: Staff	69
✓ Vendor Food Safety: Food Handling	70
✓ Packing & Transport	71

What HELP is Available

References & More Info	72
------------------------	----

Section 7 - Market Manager Tools 73

What you need to KNOW:

Market Manager's Role	74
-----------------------	----

Market Manager Tools

Checklists:

✓ Outdoor Facility Monitoring	75
✓ Indoor Facility Monitoring	76
Market Manager and Water Safety	77
Market Manager and Records	78
✓ Food Safety Checklist - Staff	79
✓ Food Safety Checklist - Stalls	80
✓ Food Safety Checklist - Vendor Staff	81
✓ Food Safety Checklist - Food	82

What HELP is Available

References & More Info	83
Contact Us	back cover

Section 8 - Checklists

Vendor Checklists

- ✓ Common Sense DOs & DON'Ts
- ✓ Monitoring Hygiene
- ✓ Safety Toolkit
- ✓ Sanitizing within 24 hours of Market
- ✓ Ice and Water
- ✓ Preparation within 24 hours of Market
- ✓ Preparing your Staff
- ✓ Safe Cooking Temperatures
- ✓ Monitoring Practices at Market
- ✓ End of Day
- ✓ Staff Training
- ✓ Vendor Food Safety: Stall
- ✓ Vendor Food Safety: Staff
- ✓ Vendor Food Safety: Food Handling
- ✓ Packing & Transport

Market Manager Checklists

- ✓ Outdoor Facility Monitoring
- ✓ Indoor Facility Monitoring
- ✓ Food Safety Checklist - Staff
- ✓ Food Safety Checklist - Stalls
- ✓ Food Safety Checklist - Vendor Staff
- ✓ Food Safety Checklist - Food



Section 1

Recognizing Risk

Click on a title to go directly
to that page.

Why Practice Food Safety	6
Foodborne Illness: Risks & symptoms	7
Underlying Causes of Foodborne Illness	8
FAT TOM: What You Need to Know	9
Risk Levels of Different Foods	10
Common Food Handling Mistakes	11
Clean, Separate, Cook & Chill	12
References & More Info	13-14



What You Need To Know

Why Practice Food Safety

In business, reputation is everything. A reputation for food safety demonstrates that you care about the quality of your product and the health of your customers.

Consumers care about food safety. A poll conducted by Ipsos Reid in 2010 showed that 77% of Canadians are concerned about the safety of the food they eat.

Food-safe practices:

- Create a positive impression that builds customer loyalty, gains referrals and earns repeat business
- Attract new business; consumers will shop at a clean market stall over a messy one
- Contribute to business longevity and the bottom line
- Give your business a marketing advantage, so long as you do what you claim to do
- Protect the health and livelihood of all workers who handle food

Handling food safely also reflects on the reputation of your local farmers' market,* and ensures that the doors to direct marketing remain open.

The alternative to handling food safely exposes your business – and potentially the entire farmers' market – to the risk of shutdown for whatever length of time the health inspector deems appropriate.

* The term "farmers' market" refers to a seasonal, multi-vendor, community-driven (not private) organization selling agricultural, food, art and craft products including home-grown produce, home-made crafts and value-added products where the majority of vendors are primary producers (including preserves, baked goods, meat, fish, dairy products, etc. A farmers' market has a legal obligation to enforce food safety measures.



What You Need To Know

Foodborne Illness



Public health experts estimate that there are 11 to 13 million cases of foodborne illness in Canada every year.

Typically only a small percentage of all incidents are reported.

Usually people fall sick within a day or two of eating contaminated food, but symptoms can appear hours or even weeks later.

Symptoms are usually flu-like and may include fever, nausea, vomiting, diarrhea and stomach cramps.

In severe cases, foodborne illness can have a long-term impact on someone's health, and occasionally, causes death.

People most vulnerable to food borne illness include the elderly, children, those already in poor health and pregnant women.

What You Need To Know

Underlying Causes of Foodborne Illness

There are essentially three types of hazards that cause foodborne illness: physical, chemical and biological.

1. Physical hazards

Hair, fingernails, wood splinters and metal fragments generate the most complaints as they are the most visible contaminants. Improper hygiene, handling and packaging makes food vulnerable to physical hazards.

2. Chemical hazards

Additives, allergens, pesticides, drug residue, toxins, metals and cleaning agents) generally result from cross-contamination introduced during production, processing or marketing.

3. Biological hazards

Fungi, moulds, yeast, worms, viruses and bacteria) are micro-organisms that present the greatest health risk. Improper cooking, cooling and hygiene practices, along with untreated water, soil and feces are all contributing factors.

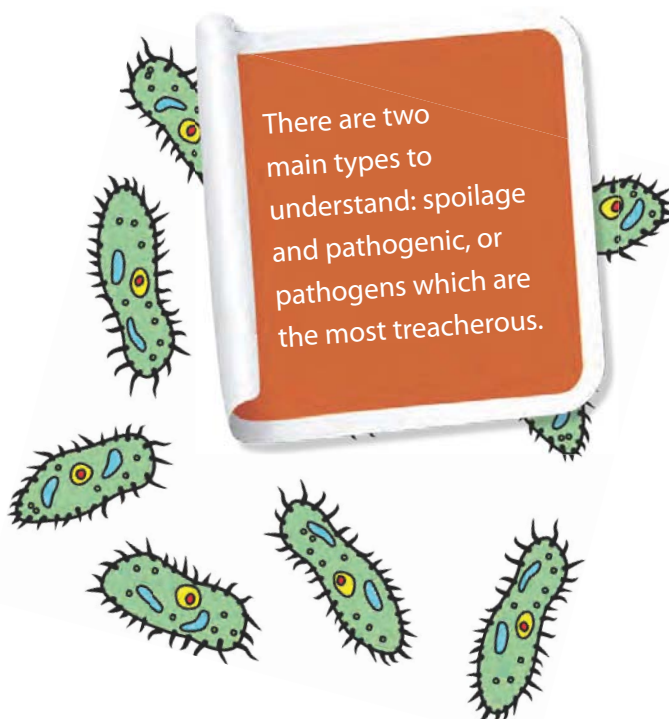
Physical hazards



Chemical hazards



Biological hazards



Bacteria are the most serious cause of biological food-borne illness.

- 1. Spoilage bacteria** are present when food breaks down, and cause it to smell, look and taste bad.
- 2. Pathogens** are the bacteria most likely to cause illness or even death, and you can not see, taste or smell their disease-causing presence.

What You Need To Know **FAT TOM**

FAT TOM is a term made up of initials representing the conditions favourable for pathogens—and decidedly unfavourable for food safety:

F **Food** is the host that pathogens need to survive.

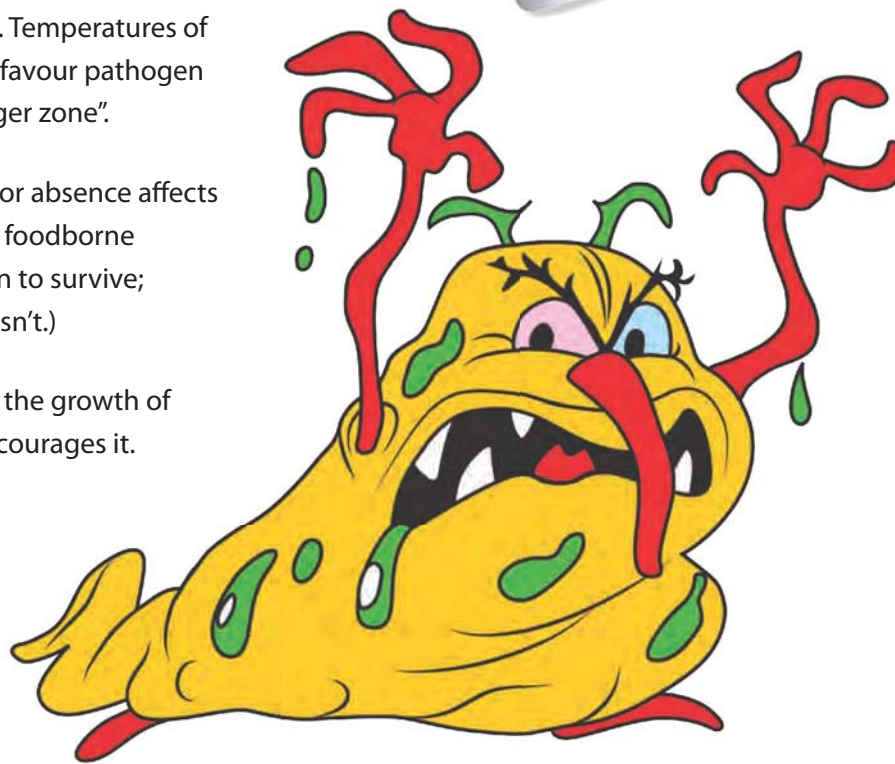
A **Acidity** or alkalinity of food.*

T **Time** is of the essence. The number of pathogens doubles every 15–20 minutes.

T **Temperature** matters. Temperatures of 4°C/40°F to 60°C/140°F favour pathogen growth. That's the "danger zone".

O **Oxygen:** Its presence or absence affects bacterial growth. (Most foodborne pathogens need oxygen to survive; botulism, however, doesn't.)

M **Moisture** encourages the growth of pathogens; dryness discourages it.



If **FAT TOM** were a person, he'd be a sneaky master criminal who steals into your kitchen, pantry or workplace, ruins your food and spreads foodborne illness, undetected.

Understanding how **FAT TOM** works underhandedly to ruin your food allows you to take precautionary measures and implement safe practices.

What You Need To Know

Risk Levels of Different Foods

All foods are not created equal when it comes to foodborne illness. Foods that are better hosts to bacteria are considered high-risk, or potentially hazardous.

All foods have the potential to carry foodborne illness if they are not properly handled or processed. Wash all fruits and vegetables under running water before preparing or serving.



High-risk foods

High-risk foods need to be stored in a refrigerator or freezer and should be cooked correctly at a high temperature for the proper length of time.

- Meat or meat products
- Fish and seafood
- Poultry
- Eggs
- Dairy (yogurt, butter, cream, milk, cheese or products that contain them, such as quiches and cream pies)

Lower-risk foods

Lower-risk foods tend to be more acidic, contain more sugar or salt and/or are low in water content. They don't typically require refrigeration until opened.

- Lower risk foods include:
- Breads, buns and most baked goods
- Fresh fruits and vegetables
- Pickles and vinegars
- Candies
- Jams, jellies and preserves
- Syrups, honey

What You Need To Know

Common Food Handling Mistakes



Cross-contamination can occur through poor production, storage, transport, processing and marketing practices.

Most Common Mistakes

Poor personal hygiene, and in particular, poor hand washing practices are a common, yet easily rectified oversight when handling food.

Poor sanitation of equipment, utensils and food contact surfaces allows the transfer and growth of bacteria.

Poor temperature control is another common mistake—either by exposing food to the danger zone from 4°C/40°F to 60°C/140°F, or by incorrect cooking or reheating practices, or by using inappropriate thawing methods or chilling practices.

What You Need To Do

Clean, Separate, Cook and Chill

Remembering to clean, separate, cook and chill will help you perform the best practices associated with each, found throughout this guide.

These four principles are key to the prevention of foodborne illness:

- 1. CLEAN** hands, surfaces, utensils and equipment often and thoroughly.
- 2. SEPARATE** different types of food; keep raw meat and ready-to-eat foods separate; store similar foods together; use separate cutting boards & utensils for raw meats and produce.
- 3. COOK** food to the correct temperature using a food probe thermometer for meats; keep hot foods hot, at 60°C/140°F or hotter until served; bring sauces, soups & gravies to a boil when reheating; heat leftovers to 74°C/165°F.
- 4. CHILL** high-risk foods; keep cold foods cold; keep refrigerated food at 4°C/40°F or colder & frozen at -18°C/0°F or colder; for insulated coolers, use ice made from drinking water; defrost food in the fridge, under cold running water or in the microwave.

Reheat food served at market once only.



What Help Is Available

References & More Info

Food Safety – True or False?

Eat Right Ontario

<http://www.eatrightontario.ca/en/ViewDocument.aspx?id=12>

Food Safety: Understanding Foodborne Illness

Eat Right Ontario

<http://www.eatrightontario.ca/en/viewdocument.aspx?id=309>

Food Safety Tips > Fact Sheets

Canadian Partnership for Consumer Food Safety Education

http://www.canfightbac.org/cpcfse/en/safety/safety_factsheets/

Bacterial Foodborne Illness in Canada: The Problem

Canadian Partnership for Consumer Food Safety Education

http://www.canfightbac.org/cpcfse/en/safety/safety_factsheets/foodborne_illness/

Safe Food Handling in the Home

Health Canada

<http://www.hc-sc.gc.ca/fn-an/securit/kitchen-cuisine/interact/home-maison-eng.php>

Food Recall Alerts – High Risk

Canadian Food Inspection Agency <http://www.inspection.gc.ca/english/corpaffr/recarapp/recaltoce.shtml>

Causes of Foodborne Illness

Canadian Food Inspection Agency

<http://www.inspection.gc.ca/english/fssa/concen/causee.shtml>

Reminding Canadians of Potential Safety Concerns in Home Canning and Bottling

Health Canada, <http://www.marketwire.com/press-release/Reminding-Canadians-of-Potential-Safety-Concerns-in-Home-Canning-and-Bottling-1326429.htm>

cont'd ...

What Help Is Available

References & More Info cont'd

Marketing Food Safely: Farm Direct Advantage, Chapter 3: Bad Bugs

Alberta Farmers' Market Association, 1-780-644-5377

Marketing Food Safely: Farm Direct Advantage, Chapter 5: Danger Zone Ahead

Alberta Farmers' Market Association, 1-780-644-5377

MarketSafe Student Workbook 2010, Unit 1, The Causes of Foodborne Illness

Province of British Columbia, BC FOODSAFE Secretariat, Camosun College

FOODSAFE and MarketSafe Resources, 1-800-663-6105





Section 2

Hand Washing & Hygiene

Click on a title to go directly to that page.

Importance of Hand Washing & Hygiene	16
Hand Care 101	17
Hand Washing 101	17
When to Wash	18
When to Use a Hand Sanitizer	19
When to Use Disposable Gloves	20
Appearance and Attire	21
Vendor Checklists:	
✓ Common Sense DOs and DON'Ts	22
✓ Monitoring Hygiene	23
✓ Safety Toolkit	23
OMAFRA Tools, Training & Forms	24
References & More Info	24



What You Need To Know

Importance of Hand Washing & Hygiene



Food safety
starts with
YOU

- Experts believe thorough and frequent hand washing is the single most important thing any food handler can do to keep from getting sick, and to avoid making others sick
- As a food handler, practicing good hygiene conveys a professional image, and demonstrates to co-workers, customers, and in some cases, your employer that you care about your work, yourself, and others
- Following safe hand washing and hygiene practices protect your own health, and are the first line of defense in preventing cross-contamination

If you're a food vendor, it benefits your business to ensure that both you and your employees follow best practices for hand washing and personal hygiene

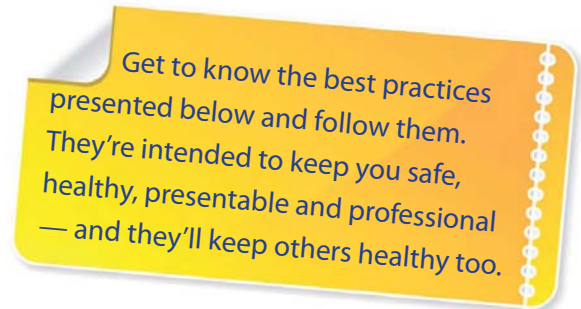
Get to know the best practices presented below and follow them. They're intended to keep you safe, healthy, presentable and professional—and they'll keep others healthy too.

What You Need To Do

Hand Care 101

When handling food, it's best to:

- Keep your nails short
- Remove watches, rings and bracelets before going to work (they carry bacteria & must be removed every time you wash your hands)
- Avoid using artificial nails
- Ensure nail polish is not chipped



What You Need To Do

Hand Washing 101

Wash your hands frequently using drinking water and liquid soap from a pump dispenser, at a proper hand washing station.*

- Wet your hands under running water and apply 1 or 2 drops of soap.
- Lather hands with soap for 20 seconds or more, paying attention to palms, fingertips, fingernails, between fingers, the back of the hands, base of thumbs, and wrist and forearms, if contaminated.
- Rinse thoroughly and dry with a paper towel.
- Use the paper towel to turn off the tap.



Poor personal hygiene, and in particular, poor hand-washing practices are a common, yet easily rectified oversight when handling food.

* Typically this includes a sink with hot and cold running water that drains into a proper sewage system; a portable hand washing station includes paper towels, liquid soap, a container with a spigot filled with drinking water, a small table and a receptacle to catch waste waste.

What You Need To Do

When to Wash



Wash your hands frequently throughout the market day, including:

BEFORE YOU:

- Start work
- Handle food

AFTER YOU:

- Handle dirty dishes or utensils
- Clean things
- Take a break
- Use a washroom
- Handle trash
- Eat or drink

AFTER YOU:

- Chew gum
- Smoke
- Touch animals
- Sneeze
- Cough
- Blow your nose
- Touch your mouth, hair, or face
- Handle cash (and before handling food again)
- Handle one type of food, before you handle any other type of food

What You Need To Do

When to Use a Hand Sanitizer

Use an alcohol-based hand sanitizer (with at least 60% alcohol content) as an extra protection after thoroughly washing your hands with soap and water only if:

- Soap and water aren't readily available at market, and
- You are selling fruit and vegetables or prepackaged foods

If you display and package unwrapped prepared foods, or provide samples, the food vendor or market manager must provide a hand washing station.

Alcohol-based sanitizers work best on hands that are already dry and clean. Oil, dirt and moisture reduce their usefulness.

To use, wet your palm with 1 or 2 pumps of the product and:

- Rub it into your palms, fingertips, fingernails, between fingers, the back of the hands, the base of the thumbs, and wrist and forearms
- Rub until completely dry



What You Need To Do

When to Use Disposable Gloves

Use clean disposable gloves if you have a cut or bandage on your hand.

When using gloves, remember they are no substitute for effective, frequent hand washing.

- Wash your hands thoroughly before and after wearing them.
- Make sure they fit properly, like a second skin.
- Discard torn or damaged gloves.
- Replace gloves every two hours.
- Change them whenever you change activities, or after:
 - sneezing
 - coughing
 - touching your face or hair
 - picking up something from the floor
 - handling money
 - handling cleaning/sanitizing chemicals



What You Need To Do

Appearance and Attire

- Show up for work washed, clean and presentable.
- Wear clean, suitable clothing and shoes.
- Tie back your hair, and cover it with a clean hair net, ball cap or chef's hat.
- Wear t-shirts without buttons (so they don't fall off into the food displays).
- Wear a clean apron, if the food vendor or market supplies them.

Long hair
should be
tied back





Vendor Checklist

Common Sense Hygiene DOs & DON'Ts

Post the **Common Sense DOs and DON'Ts checklists** where staff can see them. Use the Safety Toolkit checklist to ensure you're stocked and ready for market, and use the Monitoring Hygiene checklist as a way to reinforce good practices.

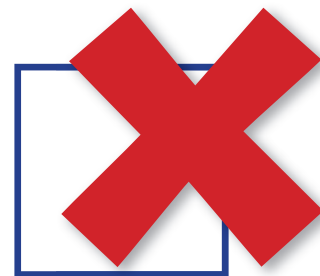
Common Sense DOs

- ☐ Wear clean clothing and shoes (t-shirts preferable)
- ☐ Tie your hair back and wear a clean ball cap or chef's hat
- ☐ Keep the market stall clean at all times
- ☐ Wash hands frequently
- ☐ Empty trash cans regularly
- ☐ Wear disposable gloves if you have a cut (wash hands thoroughly, apply a band-aid, then put on gloves)
- ☐ Empty waste water from hand washing station into a proper sanitation drain; ask the market manager, if you're not sure



Common Sense DON'Ts

- ☐ Handle food if you're ill
- ☐ Eat or drink in the stall
- ☐ Smoke near the stall
- ☐ Sneeze, cough, or blow your nose over unprotected food or food contact surfaces
- ☐ Let animals in the stall or near food





Vendor Checklists

Monitoring Hygiene

As a vendor, you are responsible for ensuring that your helpers practice good hygiene at your stall.

- ☐ Ensure everyone working at your market stall is familiar with proper hygiene and hand washing/cleansing procedures
- ☐ Ensure that market workers are appropriately attired and have removed their jewelry
- ☐ Assign someone to check that all workers practice good hygiene and wash/cleanse hands frequently at market
- ☐ Make sure the safety toolkit is properly ready for market

Keep these two checklists with your farmers' market bins and baskets. Make sure you have everything on the **Safety Toolkit** before leaving home and take the **Monitoring Hygiene** checklist with you when you leave.



Vendor Checklist

Safety Toolkit

Your safety toolkit for market should include:

- ☐ Several spray bottles with 1 tsp. bleach and 4 cups water, labeled "Sanitizing Solution"
- ☐ Several dry, clean cloths/towels
- ☐ Paper towels
- ☐ Spare aprons
- ☐ Basic first-aid kit, including band-aids, gauze
- ☐ Disposable gloves
- ☐ Alcohol-based hand sanitizer (at least 60% alcohol content)
- ☐ Trash can with lid, plastic bags*
- ☐ Hand washing station (paper towels, liquid soap, container with a spigot filled with drinking water, chair or small table, a receptacle to catch waste water)*

**if market doesn't supply*



What Help Is Available

OMAFRA Tools, Training & Forms

Advantage Producer Checklist, Section 1.2, Worker Policies, Hand Washing

Ontario Ministry of Agriculture, Food and Rural Affairs <http://www.omafra.gov.on.ca/english/food/foodsafety/producers/checklist.htm#worker>

Good Agricultural Practices Manual, Chapter 1, Worker Policies

Ontario Ministry of Agriculture, Food and Rural Affairs, 1-877-424-1300
- Worker Training Record, Form #10

Hand Washing Laminated Poster

Ontario Ministry of Agriculture, Food and Rural Affairs, 1-877-424-1300

What Help Is Available

References & More Info

Handle Food Safely, Clean, Separate, Cook, Chill (brochure)

Government of Ontario, 1-866-801-7242

Food Safety Matters at Farmers' Markets (brochure and DVD, 2007)

Farmers' Markets Ontario, 1-800-387-3276

MarketSafe Student Workbook 2010, Unit 2, Personal Hygiene

Province of British Columbia, BC FOODSAFE Secretariat, Camosun College
FOODSAFE and MarketSafe Resources, 1-800-663-6105

Marketing Food Safely: Farm Direct Advantage, Chapter 13: Personal Hygiene

Alberta Farmers' Market Association, 1-780-644-5377



Section 3

Preparing for the Market

Click on a title to go directly
to that page.

Importance of Preparing for Market	26
Before the Market	27
Sanitizing Containers	28
Chilling Cooked Food Quickly	28
Thawing Frozen Food	29
Market Day Morning	29
Food Containers - DOs & DON'Ts	30
Packing Principles	31
Packing Cold Food	32
Packing Frozen Food	32
Loading the Vehicle	33
Vendor Checklists:	
✓ Sanitizing within 24 Hours of Market	34
✓ Ice and Water Tips	35
✓ Preparation within 24 Hours of Market	36
✓ Preparing Your Staff	37
OMAFRA Tools, Training & Forms	38
References & More Info	39
Notes (blank)	40



What You Need To Know

Importance of Preparing for Market

Preparing for market is a food-safe practice that prevents cross-contamination, protecting the health of co-workers, customers and your business.

Think of your vehicle and the risk it presents to your livelihood and customers if food is packed into a truck that isn't clean. Many market vehicles are also used to transport fertilizer, feed, pesticides, fuel, and animals, leaving you vulnerable to transferring chemical and/or physical food hazards.

Consider the many common sources of cross-contamination, such as:

- Cutting boards, countertops, plates & food contact surfaces
- Serving utensils, tongs, knives, food probe thermometers, slicers, mixers and grinders
- Table covers, containers, bags and crates used for food storage
- Juices from raw meat coming in contact with cooked or prepared food
- Dust from surrounding area, wind, vehicles, etc.

Anything that comes
in contact with food
could be a source of
cross-contamination



What You Need To Do

Before the Market

Within 24 hours of market day, check your supplies, and:

- Vacuum, clean and wash the market vehicle and the canopy.
- Wash your hands, and check that all equipment/utensils/containers for market are sanitized and stored off the floor in a cool, dry area free of contaminants within 24 hours of departure.
Sanitize again if stored more than a day, or exposed to contaminants
- Pre-cool insulated coolers for cold food transport to recommended temperature (0 to 4°C) prior to packing.
- Pre-cool hot food to 4°C and refrigerate (if transporting cold).
Make sure frozen food is frozen prior to packing.
Do any foods require thawing the night before?
- Ensure an adequate supply of frozen gel packs or packaged ice made from safe drinking water.
- Check that you have enough thermometers on hand (food probes for cooking meat, and others for monitoring cooler, freezer and cooking temperatures) and that all are properly calibrated and in good working order.
- Check product labeling for processing dates to ensure freshness, and make sure contents are listed to alert consumers to potential allergens.



Remember to wash your hands thoroughly between activities.



What You Need To Do

Sanitizing Containers

When cleaning dishes, utensils and containers by hand, use three sinks or basins, and:

1. **WASH** items in hot water and dish detergent in the first sink.
2. **RINSE** items in hot water in the second sink.
3. **SANITIZE** items in a solution made up of ½ teaspoon of household bleach for every four cups of warm water, soaking dishes and cutting boards for at least 45 seconds.
4. **AIR DRY** items completely, and store them in clean, sealed containers off the floor in a cool, dry area so they're ready for transport to market the next day

Note: each sink or basin should be deep enough to submerge the largest pots and utensils used at the market stand.

What You Need To Do

Chilling Cooked Food Quickly

Once food is cooked, chill it quickly to minimize the length of time it's exposed to the danger zone, between 4°C/40°F to 60°C/140°F.

Either:

- Divide into shallow containers to cool, then refrigerate, or
- Place pot in a container of ice, stirring frequently. Cover and refrigerate within half an hour, once cooled

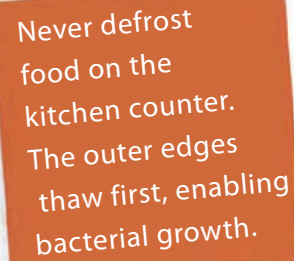


What You Need To Do

Thawing Frozen Food

Defrost foods:

- In the fridge, on a lower shelf, allowing 10 hours per kilogram
- Under cold running water
- In the microwave, and cook immediately
- In an insulated cooler, on frozen gel packs or packaged ice made from drinking water



Never defrost food on the kitchen counter. The outer edges thaw first, enabling bacterial growth.

What You Need To Do

Market Day Morning

- Double-check the vehicle to ensure that it is still clean (if not, do it again).
- Make up labeled spray bottles of sanitizing solution to use at market (1 teaspoon of bleach to 4 cups of water).
- Stock and pack the safety toolkit in a clearly labeled, clean container and cover with a lid.
- If transporting hot food, cook to the correct temperature and transfer to a proper hot holding unit that will maintain the temperature at 60°C/140°F or hotter for transport.
- Begin packing food in appropriate food-grade packaging, totes & cardboard boxes for transport.

Remember to wash your hands thoroughly between activities.



What You Need To Do

Food Containers –DOs and DON'Ts

Pack food for transport and storage in clean food-grade containers that are not used for any other purpose. Never re-use food packaging that is intended for single-use.

Food-grade containers are approved by the Canadian Food Inspection Agency (CFIA). If you have questions about food packaging:

- Consult the health inspector at your local public health unit (http://www.health.gov.on.ca/english/public/contact/phu/phuloc_mn.html)
- Search the CFIA database which lists acceptable packaging materials (<http://www.inspection.gc.ca/english/fssa/reference/refere.shtml>)

Examples of acceptable containers for food include:

- Clean, sanitized food-grade plastic totes
- Clean food-grade cardboard boxes for fresh fruits and vegetables
- Clean, sanitized stainless steel containers
- Insulated food-grade coolers and thermal containers

New, single-use food grade packaging such as:

- Plastic wrap
- Hinged “clam shell” containers
- Foil
- Berry boxes
- Wax or parchment paper
- Domed serving/deli trays
- Zip lock bags
- Cardboard bakery boxes
- Produce bags on a roll



What You Need To Do

Packing Principles

- Inspect each container for cleanliness, before packing.
- Pack food products, utensils & food service items in clean containers with lids, or cover with clean, unused plastic wrap; food can also be packed in single-use food grade bags, wraps or foil.
- Check the quality of products as you pack them for transport, removing anything past the expiration date or showing signs of spoilage.
- Pack an extra supply of clean utensils (tongs, scoops, calibrated thermometers and food probe thermometers, serving spoons etc.) to replace soiled or contaminated ones. Keep them wrapped, or in a clean, sealed container.
- **With the exception of food you intend to transport hot,** pack so that food remains at or near its storage temperature, keeping frozen foods frozen and higher risk foods cold. Pack and load chilled or frozen foods last, to keep them cold.
- If transporting hot food, pack in proper hot holding containers for transport. Record the temperature (which must be 60°C/140°F or hotter) and your time of departure.
- Pack different types of food in separate containers, and wash your hands between handling different products. (e.g., between handling meat & packing produce).



What You Need To Do

Packing Cold Food

- Fill pre-chilled, insulated coolers quickly with pre-chilled food.
(Place raw meats in separate containers from ready-to-eat foods.)
Cover and keep covered.
- Place ice or gel packs on top, if a long trip or a hot day. All ice for insulated coolers must be made from safe drinking water.
- Record the temperature and time of departure for all insulated coolers.
- Maintain the temperature at 4°C or colder for transport, and throughout the day.

What You Need To Do

Packing Frozen Food

- Fill pre-chilled, insulated containers quickly with frozen food, cover and keep covered.
- Place ice or gel packs on top, if a long trip or a hot day. All ice for insulated coolers must be made from safe drinking water.
- Record the temperature and time of departure for all insulated coolers.
- Maintain the temperature at -18°C/0°F or colder, to prevent thawing.



What You Need To Do

Loading the Vehicle



- Load products to prevent damage/contamination
- Pack cleaning/sanitation supplies well away from food containers
- Load the vehicle as quickly as possible, leaving insulated coolers till the end
- Place food products in the coolest part of your vehicle, out of direct sunlight and covered for transport
- Take special care packing produce to avoid bruising and spoilage
- All utensils, food sampling materials, and equipment must be covered for transport



Vendor Checklist

Sanitizing within 24 hours of Market

Post the checklists for staff where they can see them. As a vendor, follow the suggestions listed in **"Preparing your staff"** so they have the tools and understanding to do their jobs, and represent your business in the best possible manner.

Items to sanitize and store safely the day before include:

- ☐ Serving utensils such as knives, tongs, large spoons*
- ☐ Food-grade containers
- ☐ Transport containers (for utensils, dishes etc.)
- ☐ Drinking water containers

*Pack in clean, sanitized containers and cover for transport.





Vendor Checklist

Ice and Water

Post the checklists for staff where they can see them. As a vendor, follow the suggestions listed in **"Preparing your staff"** so they have the tools and understanding to do their jobs, and represent your business in the best possible manner.

Safe drinking water is necessary for:

- ☐ Ice used in insulated coolers
- ☐ Hand washing
- ☐ Food preparation
- ☐ Use clean tongs or a scoop to handle ice. Keep them in a clean, separate container (not in the ice storage unit).



Vendor Checklist

Preparation within 24 hours of Market

Post the checklists for staff where they can see them. As a vendor, follow the suggestions listed in **"Preparing your staff"** so they have the tools and understanding to do their jobs, and represent your business in the best possible manner.

Within 24 hours:

- ☐ Clean vehicle, and double-check in the morning.
- ☐ Check and stock all supplies, calibrate thermometers.
- ☐ Sanitize items for market.
- ☐ Pre-pack utensils/equipment in clean containers & store off the floor.
- ☐ Get insulated coolers and ice ready.
- ☐ Finish processing, cooling, thawing, labeling or freezing food for transport.

In the morning

- ☐ Make up sanitizing solution for that day, and pack the safety toolkit.
- ☐ Pack food, keeping different types separate.
- ☐ Pack chilled/frozen food last.
- ☐ Load vehicle, putting food in coolest part, covered.
- ☐ Record temperature/time for each insulated cooler.



A yellow checkmark inside a white square, which is itself inside a blue rounded rectangle with a dashed white border.

Vendor Checklist Preparing your Staff

Post the checklists for staff where they can see them. As a vendor, follow the suggestions listed in **"Preparing your staff"** so they have the tools and understanding to do their jobs, and represent your business in the best possible manner.

It's in your interest to:

- ☐ Train staff on the specifics of market preparation for your business.
- ☐ Provide written instructions, forms and checklists for vehicle cleaning, thermometer calibration, supplies to check, stock, pack and store safely in advance, food to pack for market day, time/temperature record-keeping.
- ☐ Appoint an individual to oversee market preparation, providing them with the Preparation checklist to record activities.

What Help Is Available

OMAFRA Tools, Training & Forms

Advantage Producer Checklist, Section 3.1, Equipment, Equipment Maintenance and Calibration

Ontario Ministry of Agriculture, Food and Rural Affairs

<http://www.omafra.gov.on.ca/english/food/foodsafety/producers/checklist.htm#equipment>

Advantage Producer Checklist, Section 5, Cleaning and Sanitizing

Ontario Ministry of Agriculture, Food and Rural Affairs

<http://www.omafra.gov.on.ca/english/food/foodsafety/producers/checklist.htm#cleaning>

Advantage Producer Checklist, Section 7.2, Shipping, Sorting & Packaging

Ontario Ministry of Agriculture, Food and Rural Affairs

<http://www.omafra.gov.on.ca/english/food/foodsafety/producers/checklist.htm#shipping>

Advantage Producer Checklist, Section 7.3, Shipping, Transport Vehicles

Ontario Ministry of Agriculture, Food and Rural Affairs

<http://www.omafra.gov.on.ca/english/food/foodsafety/producers/checklist.htm#shipping>

Good Agricultural Practices Manual 2010,

Ontario Ministry of Agriculture, Food and Rural Affairs, 1-877-424-1300

Chapter 3, Equipment

Chapter 5, Cleaning and Sanitizing

Chapter 7, Shipping

- Equipment Maintenance and Calibration Record, Form #3
- Cleaning and Sanitizing Record, Form #5
- Worker Training Record, Form #10

What Help Is Available

References & More Info

Section C: Food Packaging Questions

Canadian Food Inspection Agency

<http://www.inspection.gc.ca/english/fssa/reference/q-ae.shtml>

Labelling of Foods Causing Allergies and Sensitivities

Canadian Food Inspection Agency

<http://www.inspection.gc.ca/english/fssa/labeti/allerg/allergense.shtml>

Guide to Food Labelling and Advertising

Canadian Food Inspection Agency

<http://www.inspection.gc.ca/english/fssa/labeti/guide/toce.shtml>

Handle Food Safely, Clean, Separate, Cook, Chill (brochure)

Government of Ontario, 1-866-387-3276

Food Safety Matters at Farmers' Markets (brochure and DVD, 2007)

Farmers' Markets Ontario, 1-800-387-3276

MarketSafe Student Workbook 2010, Unit 2, Personal Hygiene

Province of British Columbia, BC FOODSAFE Secretariat, Camosun College

FOODSAFE and MarketSafe Resources, 1-800-663-6105

Health Services in Your Community, Public Health Unit Locations

Ontario Ministry of Health and Long-Term Care Infoline @ 1-866-532-3161

http://www.health.gov.on.ca/english/public/contact/phu/phuloc_mn.html

Reference Listing of Accepted Construction Materials, Packaging

Materials and Non-Food Chemical Products

Canadian Food Inspection Agency

<http://www.inspection.gc.ca/english/fssa/reference/refere.shtml>

Marketing Food Safely: Farm Direct Advantage, Chapter 9, Sanitation & Chapter 10, Storage & Chapter 11, Transportation

Alberta Farmers' Market Association, 1-780-644-5377

Notes





Section 4

At the Market

Click on a title to go directly
to that page.

Food-Safe Market Practices	42
What To Do Upon Arrival	43
Sanitizing the Work Area	43
Cleaning Spills and Mess	44
Cleaning and Sanitizing	44
The Essentials of “Separation”	45
Product Display Set-Up	46
Handling Cash	47
Chilling Foods	47
Cooking at the Market	48
Managing Food Sampling	49
Monitoring Time and Temperature	50
Vendor Checklists:	
✓ Safe Cooking Temperatures	51
✓ Monitoring Practices at Market	52
OMAFRA Tools, Training & Forms	53
References & More Info	54



What You Need To Know

Food-Safe Market Practices

- Consumers are naturally drawn to clean stalls staffed with well-attired people who handle food with care.
- As a food vendor, demonstrating through leadership sets the standards for your own staff, illustrates how you want things done, and raises the bar for the food vendors around you.
- The health inspector watches for food-safe practices, and may show up at market unexpectedly. Implementing good practices at all times protects your business.
- Your market's reputation depends on all food vendors following food-safe practices. It's in your interest to encourage other vendors to follow suit.



What You Need To Do

What to Do Upon Arrival

- Perform a visual inspection of the area on arrival, make note of any potential hazards and take remedial action. (For example, if there's a strong wind, take extra measures to protect food from dust and debris.)
- Set up the canopy and tables on a well-drained, hard surface at least 100 feet away from any washrooms.
- Set up the hand washing station, filling the container with safe drinking water (if empty) and place on a table or chair, along with paper towels, liquid soap and a receptacle to catch the waste water.
- Wash your hands, and have the rest of the workers do so as well.
- Unpack the food quickly, recording time of arrival, and temperature of pre-chilled and frozen food containers.
- Quickly move high-risk foods to temperature-controlled equipment, if available.

Review the best practices in this section, and encourage your staff to review them too. Make a concerted team effort to put them into practice, and talk to the market manager about getting other food vendors involved.

What You Need To Do

Sanitizing the Work Area

Before you put the food out:

- Clean countertops and food contact surfaces with soap and hot water first to remove visible dirt, grease, etc.. Air dry for 45 seconds, then wipe with a clean towel.
- Spray the sanitizing solution (1 tsp of household bleach per 4 cups water) on counters, tables and all food contact surfaces.
- Air dry for 45 seconds.
- Begin packing food in appropriate food-grade packaging, totes and cardboard boxes for transport.

Sanitize food containers
BEFORE and
AFTER use!



What You Need To Do

Cleaning Spills and Mess

Use clean cloths or paper towels to wipe up spills on food contact surfaces.

If using clean cloths:

- Keep solely for wiping up spills on food contact surfaces.
- Store wet cloths in a separate sanitizing solution/bucket to prevent cross-contamination.
- Change as soon as they or the sanitizing solution is visibly dirty, or failing that, every 4 hours.
- Replenish the sanitizing solution as soon as visibly dirty, or failing that, every 4 hours.
- Use disposable towels for wiping up spills on non-food contact surfaces.

What You Need To Do

Cleaning and Sanitizing

- Before market start-up, every 4 hours, and at the end of the day.
- Between handling different food types, after finishing a job, and when an inappropriate item, such as money, touches a food contact surface.
- Wipe down non-food contact surfaces as often as necessary.
- Clean as you go; keep market tables and the sales area clean and tidy through out day; clean spills immediately; constantly monitor cleanliness of market equipment.
- Wash, rinse and sanitize dirty utensils and dishes, or replace with extras, as required, storing dirty items in a separate, covered container.



What You Need To Do

The Essentials of “Separation”

Cross-contamination happens when bacteria spreads between food types, such as cooked or consumables coming in contact with raw meat, dirty utensils, uncooked food or dirty hands.

To isolate potential sources of foodborne illness:

- Wash hands often and thoroughly.
- Keep raw meats away from ready-to-eat food.
- Never put cooked food on a plate, cutting board or surface used for raw meat, poultry, seafood or eggs.
- Use separate cutting boards; one for raw meats, and one for fruits, vegetables and lower risk foods. (Some vendors use different coloured cutting boards as they are easy to see.) Use separate utensils, as well.
- Wash, rinse and sanitize utensils, cutting boards and food probe thermometers between uses.
- Separate raw meats and high risk foods from lower risk foods and store similar types of food together.
- Store raw meat, poultry and seafood on the bottom shelf of the fridge, or in a separate insulated cooler for market.
- Cover baked and ready-to-eat foods tightly with plastic wrap.
- Handle ice with tongs or a scoop.



What You Need To Do

Product Display Set-up

- Keep all food at least six inches off the ground in food grade containers on shelves, tables and racks.
- Keep food separated by type, and wash hands between handling different types of food.
- Keep all food under the canopy and out of the sun.
- Provide clean tongs for self-service bins.
- Follow the first-in, first-out principle, putting freshest food at the back of the display, and displaying older product at the front.
- Protect baked goods and high-risk foods from handling with sneeze guards, barriers, mesh tenting or plastic wrap.



What You Need To Do

Handling Cash

- One person should handle the cash, if possible.
- If not, people must wash their hands thoroughly before handling cash and after, before they handle food again.

What You Need To Do

Chilling Foods

- Keep cold foods cold at 4°C/40°F or colder, and frozen foods frozen at -18°C/0°F or colder.
- Defrost frozen foods in the refrigerator or in an insulated cooler with ice made from drinking water—protect food from direct contact with ice.
- Ice for all insulated coolers must be made from safe drinking water.
- Keep high risk foods such as meat, poultry, fish, seafood, dairy & eggs chilled.
- Use a separate insulated cooler for raw or thawing meat.
- Monitor and record the temperature of all insulated coolers, freezers & refrigerators frequently, using an accurate, calibrated thermometer.
- Keep insulated coolers closed to maintain temperature, and drain excess water, as necessary. Keep them in a shady, cool area, out of the sun.

Be sure to wash
your hands after
or wear gloves
when handling
cash



What You Need To Do

Cooking at the Market

- Thoroughly cook all foods to the correct temperature for the recommended length of time and keep them out of the temperature danger zone (4°C/40°F to 60°C/140°F).
- Check and record temperature of cooked foods frequently, to ensure they are not in the danger zone.
- Never cook or heat marinades that have been used for raw meats. Make extra marinade for cooking purposes, and keep it separate from marinades used for raw meat
- Always use a food probe thermometer to check that meat, poultry or fish is cooked to the correct internal temperature; push the thermometer into the thickest portion of the meat, avoiding bone, gristle or fat.
- Clean and sanitize food probe thermometers before use, when checking internal meat temperatures.
- Always keep hot foods hot, at 60°C/140°F or hotter.
- Bring sauces, soups and gravy to a full boil when you re-heat them. Heat other leftovers thoroughly to 74°C/165°F. Reheat food served at market once only, using a stove or a grill—a steamtable is not an acceptable substitute for proper equipment to heat food to the correct temperatures

When using a microwave, cover the food, then stir and rotate for even cooking; use food grade, microwave-safe containers and lids.



What You Need To Do

Managing Food Sampling



For safety's sake:

- Control customer access to food.
- Use single-serving items such as toothpicks, paper cups and disposable cutlery.
- Put out a few samples at a time, to ensure freshness.
- Wash fruits and vegetables thoroughly under safe drinking water, and remember to use single-serving items.
- Provide a proper hand washing station and a place for customers to deposit waste.
- Only put out a few samples at a time, so they go quickly.
- Keep the sampling area clean, sanitary, neat and tidy.

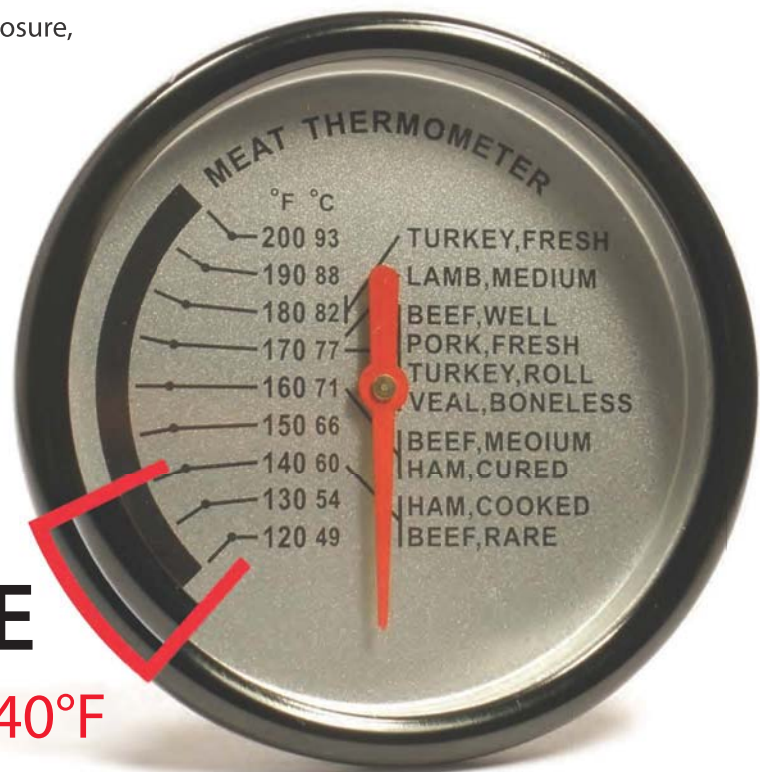
What You Need To Do

Monitoring Time and Temperature

The time high risk food is held in the temperature **danger zone** (**4°C/40°F to 60°C/140°F**) is cumulative, and includes time spent purchasing, preparing, storing, transporting, serving and sampling, so track it well.

Cumulative time food is held in the danger zone must be minimal and in extreme cases, no greater than 4 hours.

- Ensure freezers operate at -18°C; check & record the temperature frequently through out the day
- Ensure fridges and insulated cooler temperatures are at 4°C or below; check & record the temperature frequently through out the day
- Monitor the temperature of cooked food through out the day, keeping it out of the danger zone and heated to 60°C/140°F or hotter, for serving
- Monitor and record the time high risk food is in the danger zone. Throw food out at 4 hours of exposure, or sooner.



60°C/140°F

DANGER ZONE

4°C/40°F



Vendor Checklist

Safe Cooking Temperatures

Cook until the inside temperature of the food reaches the temperatures shown below, and then continue cooking for at least 15 seconds.

POULTRY

- ☐ Whole poultry82°C/180°F
- ☐ Stuffing in poultry74°C/165°F
- ☐ Cut poultry (breasts, thighs, wings)74°C/165°F
- ☐ Ground poultry74°C/165°F

MEAT

- ☐ Food mixtures (cooked food containing eggs, poultry, meat or fish)74°C/165°F
- ☐ Meat (beef, lamb, veal or goat)74°C/165°F
- ☐ Meat (roasts & steaks, medium done)74°C/165°F
- ☐ Meat (pork or fresh cured ham)74°C/165°F
- ☐ Meat (ground meat - beef, pork, veal, lamb etc.)74°C/165°F





Vendor Checklist

Monitoring Practices at Market

Make food safety everyone's responsibility by ensuring staff are familiar with best practices while at market.

Throughout the market day:

- ☐ Monitor cleanliness of the stall, and see to sanitizing of all food contact surfaces at the start of the day, every four hours and at the end of the day.
- ☐ Ensure staff are washing their hands frequently and using hand sanitizers or gloves as recommended.
- ☐ Double-check that insulated cooler temperatures are properly maintained, frequently checked and recorded.
- ☐ Minimize the time high-risk food is exposed to the temperature danger zone.
- ☐ Double-check and record the temperatures used for cooking, serving and reheating food.
- ☐ Oversee the cleanliness of the sampling area.
- ☐ Wipe up spills on food contact surfaces using clean cloths soaked in a sanitizing solution.
- ☐ Replenish or replace sanitizing solution and cleaning cloths as necessary.
- ☐ Empty the garbage frequently, and keep the hand washing station clean and orderly.
- ☐ Ensure different types of food are adequately separated, and that equipment and utensils used for raw meats are not used for other foods.

What Help Is Available

OMAFRA Tools, Training & Forms

Advantage Producer Checklist, Section 5, Cleaning and Sanitizing

Ontario Ministry of Agriculture, Food and Rural Affairs

<http://www.omafra.gov.on.ca/english/food/foodsafety/producers/checklist.htm#cleaning>

Good Agricultural Practices Manual 2010,

Ontario Ministry of Agriculture, Food and Rural Affairs, 1-877-424-1300

Chapter 5, Cleaning and Sanitizing

- Cleaning and Sanitizing Record, Form #5
- Temperature Monitoring Record, Form #9B
- Worker Training Record, Form #10



What Help Is Available

References & More Info

Food Thermometer Food Safety Tips

Canadian Food Inspection Agency

<http://www.inspection.gc.ca/english/fssa/concen/tipcon/thermoe.shtml>

Test the Temperature – Use a Thermometer for Food Safety

Eat Right Ontario

<http://www.eatrightontario.ca/en/ViewDocument.aspx?id=224>

Handle Food Safely, Clean, Separate, Cook, Chill (brochure)

Government of Ontario, 1-866-801-7242

Food Safety Matters at Farmers' Markets (brochure and DVD, 2007)

Farmers' Markets Ontario, 1-800-387-3276

MarketSafe Student Workbook 2010, Unit 3, Food Safety from Gate to Plate

Province of British Columbia, BC FOODSAFE Secretariat, Camosun College

FOODSAFE and MarketSafe Resources, 1-800-663-6105

Marketing Food Safely: Farm Direct Advantage, Chapter 14: Food Handling

Alberta Farmers' Market Association, 1-780-644-5377

Section 5

End of Day

Click on a title to go directly to that page.

Best End of Day Practices	56
Tips for Packing Up	57
Tearing Down and Loading Up	58
Back at Home Base, What Next?	59
Tips for Storing Food	60
Stocking the Fridge	61
Vendor Checklist:	
✓ End of Day	62
OMAFRA Tools, Training & Forms	63
References & More Info	64





What You Need To Know

Best End of Day Practices

- Bacteria, along with physical and chemical hazards for foodborne illness are present 24 hours a day, seven days a week. The risk to the health of individuals, vendor businesses and market reputation remains long after the end of the business day.
- If anything, the risk for cross-contamination is higher at the end of the day, when workers are tired, and less vigilant.
- Following best practices at the close of the day protects your home base from foodborne illness, as workers unpack and store food safely.

Review and implement the best practices that follow for the continued health and protection of your workers, customers and business reputation.

What You Need To Do

Tips for Packing Up



Review and implement the best practices below for the continued health and protection of your workers, customers and business reputation.

- Inspect each food-grade container for cleanliness, before packing.
- Throw out any spoiled food, including any samples that remain uneaten on the sampling table.
- Quickly pack food in appropriate food grade containers and cover with lids or plastic wrap, keeping different types of food separate, and washing your hands in between.
- Evaluate the hot food for quality and food safety. If in doubt, throw it out.
- If you must transport hot food, cover it and place it in an insulated thermal container, or wrap in foil and cover with heavy towels. Include a thermometer and record the temperature, which should remain at 60C/140F or hotter.
- Check and record the temperatures of all insulated coolers.
- Put dirty utensils and equipment in their own containers and cover.

What You Need To Do

Tearing Down and Loading Up

- Sanitize the tables, all food contact surfaces and plastic table cloths after the food is packed, covered and removed from the area.
- Empty the garbage in a place designated by the market manager. Sanitize garbage can, inside and out, and replace the lid. Cover and put it well **AWAY** from the food in the vehicle when loading.
- Empty the waste water from insulated coolers, and from the hand washing station into a sanitary drain designated by the market manager.
- Check the vehicle for cleanliness, prior to loading. Wipe up any spills.
- Pack and cover the food safety toolkit, and load it into the vehicle, **AWAY** from the food and clean/sanitized equipment.
- Load the covered food quickly into the coolest part of the vehicle, taking special care with produce to prevent bruising.
- Take down the canopy, cover and load it into the vehicle **AWAY** from the food and clean/sanitized equipment.



What You Need To Do

Back at Home Base, What Next?

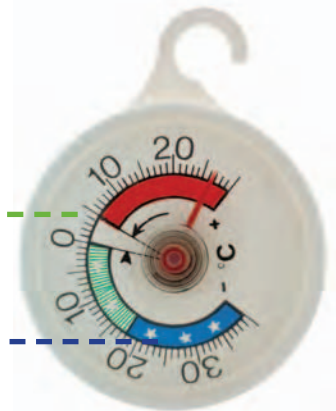
- Wash your hands, and unload the food containers quickly.
- Move non-perishables to a cool, dry area, and place on shelves, at least six inches off the ground.
- Check and record the temperature of the insulated coolers as you unload the food into a permanent fridge or freezer, washing your hands between handling different types of food.
- If there is any hot food, divide into shallow containers and refrigerate or place pot in ice, stir frequently and refrigerate as soon as cooled.
- Once food containers are emptied, take them to an area for immediate washing, rinsing and sanitizing.
- Designate someone to take the dirty equipment and utensils to an area for immediate washing, rinsing and sanitizing.
- Unload the safety toolkit and store well AWAY from the food.
- Store sanitized food contact items, such as tables and table cloths in a separate area AWAY from food.
- Store the canopy, garbage can and signage in a separate area, for cleaning later.



What You Need To Do

Tips for Storing Food

- Store stable, non-perishable, low-risk food such as jams, jellies and pickles in dry, well ventilated areas, on shelving at least six inches off the ground.
- Ensure that all foods are properly packaged, and separated according to type.
- Store products putting the freshest at back, and older product near the front.
- Refrigerate perishable and potentially hazardous foods for short-term storage at 4°C/40°F or colder.
- Freeze perishable & potentially hazardous foods for long-term storage of 6 to 12 months at -18°C/0°F or colder.
- Observe the stacking limits of shelving and packaging to avoid spoilage or collapse.



What You Need To Do

Stocking the Fridge

Make sure that you refrigerate high risk foods within two hours of purchase or preparation. Refrigerate fresh fruits and vegetables within two hours of peeling or cutting.



- Avoid over-packing a refrigerator. There needs to be room for cool air to circulate and keep food safe.
- Store raw meat, poultry and seafood in covered containers, on the bottom shelf, to prevent juices from contaminating other food.
- Store fruits and vegetables in separate containers.
- Eggs are best stored on a middle shelf in the refrigerator, rather than the door.
- Low-acid foods such as antipasto and salsa require refrigeration.
- Store beverages and ready-to-eat food near the top of the refrigerator.



Vendor Checklist End of Day

Use the End of Day list to ensure that all the essential jobs are completed in a timely manner.

- ☐ Ensure all food containers, dirty utensils, dishes and food service equipment is washed, rinsed and sanitized before you retire.
- ☐ Do a quick check of the dry storage area to make sure all items are adequately shelved off the ground.
- ☐ Collect the time/temperature records for cooked foods and insulated coolers and store with other records.
- ☐ Check the refrigerator to ensure that it's properly stocked, and see if hot foods have been chilled and refrigerated.
- ☐ Move the sanitized items to a clean storage area. Throw towels, cleaning cloths, and aprons in the laundry.
- ☐ Designate someone to wash the canopy, laminated signage and vehicle first thing the next day.



What Help Is Available

OMAFRA Tools, Training & Forms

Advantage Producer Checklist, Section 6.2, Farm Inputs, General Storage

Ontario Ministry of Agriculture, Food and Rural Affairs

<http://www.omafra.gov.on.ca/english/food/foodsafety/producers/checklist.htm#farminputs>

Advantage Producer Checklist, Section 6.3, Farm Inputs, Storage of Potentially Hazardous Products

Ontario Ministry of Agriculture, Food and Rural Affairs

<http://www.omafra.gov.on.ca/english/food/foodsafety/producers/checklist.htm#farminputs>

Good Agricultural Practices Manual 2010,

Ontario Ministry of Agriculture, Food and Rural Affairs, 1-877-424-1300

Chapter 6, Farm Inputs (6.2 and 6.3)

- Cleaning and Sanitizing Record, Form #5
- Temperature Monitoring Record, Form #9B
- Worker Training Record, Form #10



What Help Is Available

References & More Info

Safe Food Storage

Eat Right Ontario

<http://www.eatrightontario.ca/en/ViewDocument.aspx?id=226>

Food Handlers' Storage Guide, 2005, pdf

Eat Right Ontario

<http://www.eatrightontario.ca/en/ViewDocument.aspx?id=289>

Handle Food Safely, Clean, Separate, Cook, Chill (brochure)

Government of Ontario, 1-866-801-7242

Food Safety Matters at Farmers' Markets (brochure and DVD, 2007)

Farmers' Markets Ontario, 1-800-387-3276

MarketSafe Student Workbook 2010, Unit 3, Food Safety from Gate to Plate

Province of British Columbia, BC FOODSAFE Secretariat, Camosun College

FOODSAFE and MarketSafe Resources, 1-800-663-6105

Marketing Food Safely: Farm Direct Advantage, Chapter 10: Storage

Alberta Farmers' Market Association, 1-780-644-5377



Section 6

Vendor Tools

Click on a title to go directly to that page.

Vendor Tools	66
Farmer Responsibilities	66
Vendor Checklists:	
✓ Staff Training	67
✓ Food Safety: Stalls	68
✓ Food Safety: Staff	69
✓ Food Handling	70
✓ Packing & Transport	71
References & More Info	72



What You Need To Know

Vendor Tools

The tools in this section, while not exhaustive, are designed to help you manage and monitor food safety practices for farmers' markets. Use the Farmer Responsibilities tool as an overview that puts these best practices in their proper context.

The Staff Training Checklist will help track the areas where your staff may need additional guidance, instruction, demonstration and on-the-job training. Use the Vendor Food Safety Checklist to monitor your business performance on food safety matters for farmers' markets.

What You Need To Know

Farmer Responsibilities

Apart from understanding the legislation regarding the products you sell, where you sell them and how, OMAFRA recommends that each farm develop a written:

- food safety plan, along with written procedures
- sanitation plan, along with written procedures
- equipment maintenance plan, along with written procedures
- training plan, along with written procedures

The practices and tools in this guide are intended to complement all on-farm food safety plans and related procedures—they are not a replacement for them.





Vendor Checklist

Staff Training

Personnel Training	Details	Yes	No	N/A
Hands	Observing hand care basics? (no jewelry, false or chipped nails, open cuts, band-aids etc.?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disposable gloves (when & how)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hygiene	Appearance & attire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	DOs and DON'Ts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Safety toolkit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation	Vehicle cleaning—instructions, supplies, log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sanitation—what items, when, how, log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sanitizing solution—when to make, how	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Thawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Chilling hot food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pre-chilling insulated coolers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ice from safe drinking water, packaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Equipment care—thermometer calibration, log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Packing—what, when, how, which containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cold/frozen requirements, log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Loading vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Market	Arrival—inspect area, log (for market mgr. if necessary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sanitize—food contact surfaces, when & how, log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Separate—what & how	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Setting up food displays—what & how	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Chill—what & how, monitor temperatures, log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cook—what & how, monitor temperatures, log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sampling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End of Day	Packing, tearing down, loading & unpacking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Storing food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Stocking refrigerator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Vendor Checklist

Food Safety: Stalls

Stalls	Details			
Area	Any potential hazards to report to market manager? (debris, construction material, standing water, pests)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Space	Canopy clean, and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables and food contact surfaces sanitized before food displays set up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are spills wiped up using clean cloths soaked in a separate sanitizing solution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables & food contact surfaces cleaned and sanitized regularly through out market day, and at close? (every 4 hours at least)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Animals kept away from food displays? Garbage can emptied frequently, and kept covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sampling area clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hand washing station clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cleaning/sanitizing tools separate from food displays?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Display	Proper containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tongs for self-serve bins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Freshest product at back, older product near front?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All food under the canopy, out of the sun, off the ground (at least 6 inches) in food-safe containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All baked goods, ready-to-eat or prepared foods are properly wrapped, sealed or covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate sneeze guards and covers for high risk foods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Different types of food kept separate, particularly raw meats away from ready-to-eat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment	Utensils and equipment that comes in contact with food kept clean and sanitized through out day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All equipment working, in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Table cloths dirt-free, without tears?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Containers used for food and equipment transport kept clean and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Vendor Checklist

Food Safety: Staff

Staff	Details	Yes	No	N/A
Hands	Observing hand care basics? (no jewelry, false or chipped nails, open cuts, band-aids etc.?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are they washing their hands thoroughly enough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are they washing their hands frequently enough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Using alcohol-based sanitizers as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Using the hand washing station properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Using disposable gloves as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Washing hands, using alcohol-based sanitizer or changing gloves between activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attire	Clean in person and attire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hair tied back or covered with clean hat/cap?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sturdy, clean shoes? (no sandals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	T-shirts, so buttons don't fall into work area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean aprons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Observing DOs and DON'Ts of hygiene?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health	Everyone healthy, free of flu or colds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Any open cuts or wounds on hands, requiring washing, first-aid and use of gloves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Vendor Checklist

Food Handling

Food Handling	Details	Yes	No	N/A
Sampling	Single-serve methods used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Samples protected from flies with cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Only a few out at a time to avoid spoilage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A waste container provided and emptied frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooking	A proper hand washing station provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Monitoring/recording temperature of cooked food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Observing proper temperature rules for reheating, cooking and serving hot food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chilling	Using a food probe thermometer when cooking meat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Keeping hot food hot (60°C/140°F or hotter), and out of the danger zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Keeping cold foods cold (4°C or colder) and out of the danger zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Monitoring/recording temperature of cold food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Monitoring/recording the time high risk food is exposed to the temperate danger zone (cumulative)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separating	Thawing frozen foods properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Chilling hot food properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Vendor Checklist

Packing & Transport

Packing & Transport	Details	Yes	No	N/A
Coolers	Did you pre-chill insulated coolers prior to packing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are insulated coolers intended for cold food transport kept between 0°C and 4°C?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are staff recording/monitoring temperatures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If using ice, is it packaged and made from a safe drinking water source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	At market, are staff keeping insulated coolers covered and out of the sun?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is refrigeration equipment operating between 0°C and 4°C?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is frozen food kept frozen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are insulated coolers used for transporting frozen food kept at temperatures of -18°C or colder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are staff recording/monitoring temperatures of insulated coolers used for frozen food transport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is freezer equipment operating at -18°C or colder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all thermometers calibrated as recommended by manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all high risk foods packed and kept chilled for transport, and through out market day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packing	Is vehicle clean and contaminant-free prior to loading?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are cleaning/sanitation supplies loaded into the vehicle well AWAY from food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is food packed and covered appropriately, in clean food grade containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are utensils, equipment, dishes and containers cleaned and sanitized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	within 24 hours of departure and stored off the ground in clean, sanitary area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are utensils, equipment and dishes packed in clean/sanitized containers and wrapped or covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are food containers loaded in the coolest part of the vehicle, out of sun?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are different types of food packed in different containers to keep separate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What Help Is Available

References & More Info

Good Agricultural Practices Manual 2010,
Ontario Ministry of Agriculture, Food and Rural Affairs, 1-877-424-1300





Section 7

Market Manager Tools

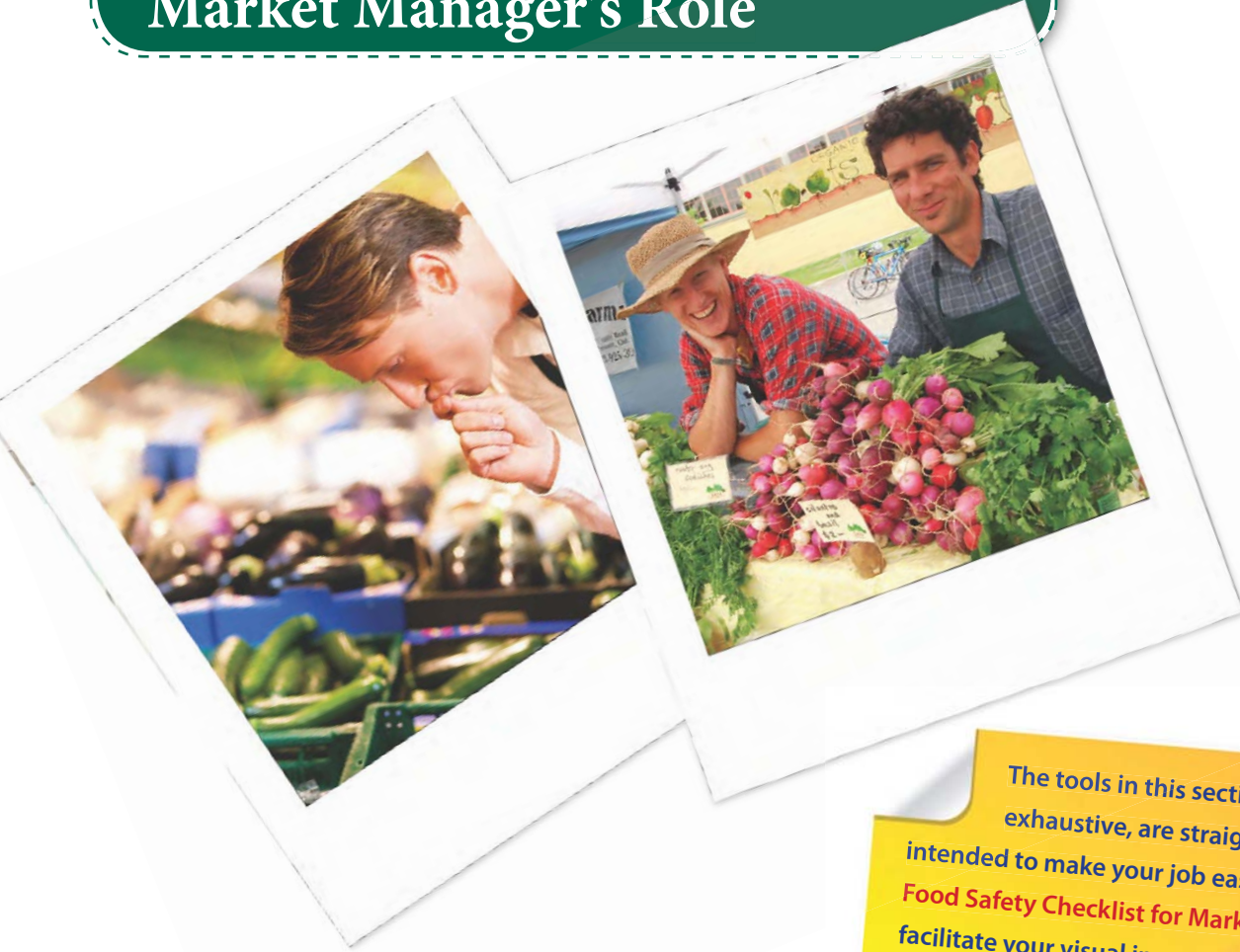
Click on a title to go directly to that page.

Market Manager’s Role	74
Market Manager Checklists:	
✓ Outdoor Facility Monitoring	75
✓ Indoor Facility Monitoring	76
Market Manager and Water Safety	77
Market Manager and Records	78
More Market Manager Checklists:	
✓ Food Safety: Stalls (part 1)	79
✓ Food Safety: Stalls (part 2)	80
✓ Food Safety: Staff	81
✓ Food Safety: Food Handling	82
References & More Info	83
How to Contact Us	



What You Need To Know

Market Manager's Role



The tools in this section, while not exhaustive, are straightforward, and intended to make your job easier. Use the **Food Safety Checklist for Market Managers** to facilitate your visual inspection of vendor areas and food safety practices.

- Know the federal and provincial legislation that applies to products at market
- Provide operational guidelines to set standards and help vendors comply
- Work with public health inspection agencies
- Obtain the operational permit every year
- Monitor market and vendor compliance
- Verify that animals are slaughtered and meat processed at inspected facilities
- Inspect tables to ensure compliance



Market Manager Checklist

Outdoor Facility Monitoring

Do a weekly inspection of the outdoor market area to verify that someone:

- ☐ Eliminates refuse and debris that attracts insects and rodents
- ☐ Mows the grass and trims the shrubs around the facility exterior
- ☐ Provides adequate garbage containers with lids and plastic bags
- ☐ Provides proper hand washing stations
- ☐ Establishes outdoor washroom facilities 100 feet away from any market vendors—and check that vendors don't set up too close to washrooms
- ☐ Provides an adequate water supply, if required

The outdoor area should be kept clean and free of standing water, debris, construction materials or anything that presents a potential food hazard.



Market Manager Checklist **Indoor Facility Monitoring**

Do a weekly inspection of the indoor market facility to make sure:

- ☐ Chemicals, pesticides and cleansers are stored away from food service and food sales areas
- ☐ All storage areas are dry and pest-free
- ☐ Regular cleaning and maintenance actions are complete
- ☐ Washrooms and food service areas are clean and sanitary
- ☐ Market tables are stored away from food service areas
- ☐ Proper cleaning and sanitizing of indoor facility prior to market opening



What You Need To Do

Market Manager and Water Safety



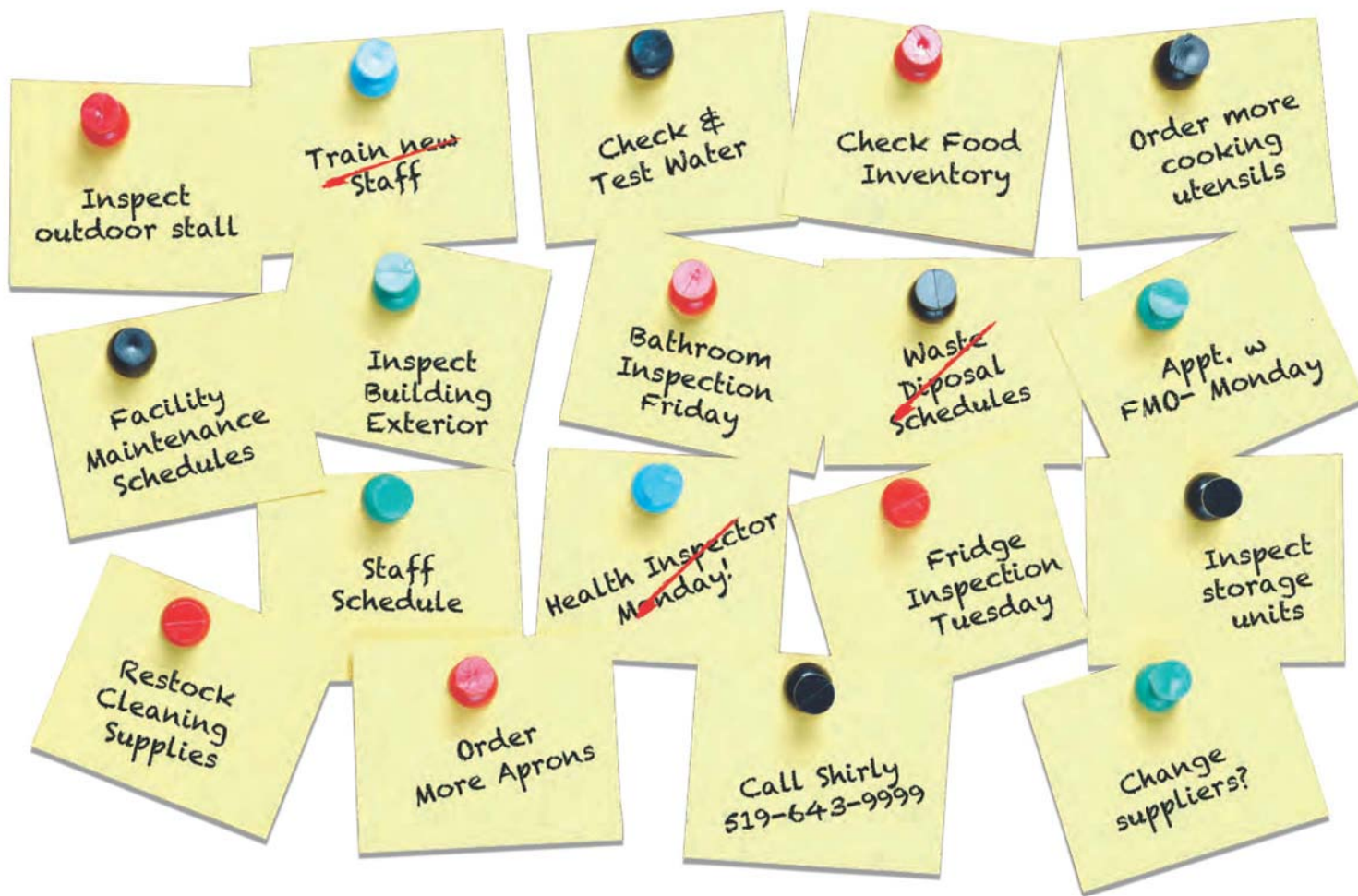
Ensure that:

- All food establishments, even temporary ones, have access to a safe source of drinking water, with adequate supply and pressure for their activities
- Hot and cold running water is supplied
- Ice is made from safe drinking water, and protected from contamination as handled and stored
- Safe drinking water is used in all cleaning/ sanitizing processes
- Water testing records are maintained and/or provided by any outside water supplier
- Dirty water is emptied into adequate service drain or sink near the janitorial area



What You Need To Do

Market Manager and Records



Your job will be easier if you maintain **adequate** records for:

- Inspections of outdoor site, problems & corrective actions
- Inspections of building exterior, problems & corrective actions
- Water sources/test results
- Facility maintenance schedules
- Waste disposal schedules.
- Training records for market staff regarding maintenance, garbage collection and disposal, cleaning and restocking of rest rooms/hand washing stations, proper use of storage area, market stall set-up, proper sanitation, etc.



Market Manager Checklist

Food Safety: Stalls (part 1)

Stalls	Details	Yes	No	N/A
Area	Any potential hazards to remedy? (debris, construction material, standing water, pests)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Spaces	Canopies clean, and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables and food contact surfaces cleaned and sanitized before food displays set up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are spills wiped up using clean cloths soaked in a separate sanitizing solution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables & food contact surfaces cleaned and sanitized regularly through out market day, and at close? (every 4 hours at least)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Stall generally tidy and clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Animals kept away from food displays?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Garbage cans emptied frequently, and kept covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sampling areas clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hand washing stations clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cleaning/sanitizing tools separate from food displays?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Displays	Proper containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tongs for self-serve bins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Freshest product at back, older product near front?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All food under the canopy, out of the sun, off the ground (at least 6 inches) in food-safe containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All baked goods, ready-to-eat or prepared foods are properly wrapped, sealed or covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate sneeze guards and covers for high risk foods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Different types of food kept separate, particularly raw meats away from ready-to-eat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

cont'd



Market Manager Checklist

Food Safety: Stalls (part 2)

cont'd

Stalls	Details	Yes	No	N/A
Equipment	Utensils and equipment that comes in contact with food kept clean and sanitized through out day or replaced with clean back-ups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All equipment working, in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Table cloths dirt-free, without tears?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Containers used for food and equipment transport kept clean and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coolers	Are staff recording/monitoring temperatures of insulated coolers used for chilled and frozen foods? (logs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is ice packaged and made from a safe drinking water source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do staff keep insulated coolers covered and out of the sun?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are temperatures for refrigeration equipment or insulated coolers used for chilling food between 0°C and 4°C? (logs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are insulated coolers used for transporting frozen food kept at temperatures of -18°C or colder? (logs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle	Are all high risk foods kept chilled through out market day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does vehicle appear clean and sanitary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Market Manager Checklist

Food Safety: Staff

Food Vendor Staff	Details	Yes	No	N/A
Hands	Observing hand hygiene basics? (no jewelry, false or chipped nails, open cuts, band-aids etc.?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are they washing their hands thoroughly enough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are they washing their hands frequently enough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Using alcohol-based sanitizers as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Using the hand washing station properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Using disposable gloves as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Washing hands, using alcohol-based sanitizer or changing gloves between activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attire	Clean in person and attire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hair tied back or covered with clean hat/cap?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sturdy, clean shoes? (no sandals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	T-shirts, so buttons don't fall into work area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean aprons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Observing DOs and DON'Ts of hygiene?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health	Everyone healthy, free of flu or colds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Any open cuts or wounds on hands, requiring washing, first-aid and use of gloves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Market Manager Checklist

Food Safety: Food Handling

Food Handling	Details	Yes	No	N/A
Sampling	Single-serve methods used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Samples protected from flies with cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Only a few out at a time to avoid spoilage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A waste container provided and emptied frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A proper hand washing station provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooking	Monitoring/recording temperature of cooked and hot food? (log)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Keeping hot food hot (60°C/140°F or hotter), and out of the danger zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Using a food probe thermometer when cooking meat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chilling	Keeping cold foods cold (4°C or colder) and out of the danger zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Monitoring/recording temperature of refrigerators, freezers and/or insulated coolers? (log)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Monitoring/recording the time high risk food is exposed to the temperate danger zone (cumulative)? (log)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separating	Thawing frozen foods properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Raw meat separate from ready-to-eat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Separate cutting boards & utensils used for raw meats and produce?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Different types of food separated, and similar types displayed together?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hand washing between handling different types of food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Washing, rinsing & sanitizing of equipment, dishes & utensils after exposure to one type of food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dirty utensils/equipment stored separately, away from food and sanitized area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



What Help Is Available

References & More Info

Marketing Food Safely: Farm Direct Advantage, Chapter 8: Premises

Alberta Farmers' Market Association, 1-780-644-5377





Notes

Section 8

Checklists

Click on a title to go directly to that page.



Vendor Checklists

- ✓ Common Sense DOs & DON'Ts
- ✓ Monitoring Hygiene
- ✓ Safety Toolkit
- ✓ Sanitizing within 24 hours of Market
- ✓ Ice and Water
- ✓ Preparation within 24 hours of Market
- ✓ Preparing your Staff
- ✓ Safe Cooking Temperatures
- ✓ Monitoring Practices at Market
- ✓ End of Day
- ✓ Staff Training
- ✓ Vendor Food Safety: Stall
- ✓ Vendor Food Safety: Staff
- ✓ Vendor Food Safety: Food Handling
- ✓ Packing & Transport

Market Manager Checklists

- ✓ Outdoor Facility Monitoring
- ✓ Indoor Facility Monitoring
- ✓ Food Safety Checklist - Staff
- ✓ Food Safety Checklist - Stalls
- ✓ Food Safety Checklist - Vendor Staff
- ✓ Food Safety Checklist - Food



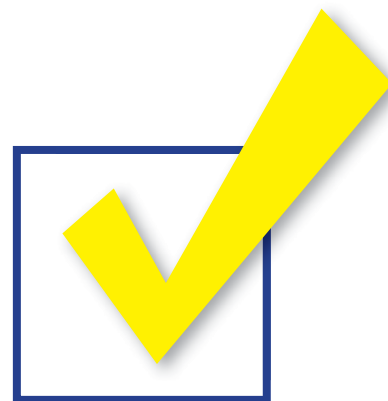
Vendor Checklist

Common Sense Hygiene DOs & DON'Ts

Post the **Common Sense DOs and DON'Ts checklists** where staff can see them. Use the Safety Toolkit checklist to ensure you're stocked and ready for market, and use the Monitoring Hygiene checklist as a way to reinforce good practices.

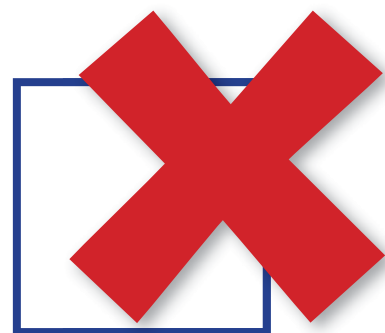
Common Sense DOs

- ☐ Wear clean clothing and shoes (t-shirts preferable)
- ☐ Tie your hair back and wear a clean ball cap or chef's hat
- ☐ Keep the market stall clean at all times
- ☐ Wash hands frequently
- ☐ Empty trash cans regularly
- ☐ Wear disposable gloves if you have a cut (wash hands thoroughly, apply a band-aid, then put on gloves)
- ☐ Empty waste water from hand washing station into a proper sanitation drain; ask the market manager, if you're not sure



Common Sense DON'Ts

- ☐ Handle food if you're ill
- ☐ Eat or drink in the stall
- ☐ Smoke near the stall
- ☐ Sneeze, cough, or blow your nose over unprotected food or food contact surfaces
- ☐ Let animals in the stall or near food





Vendor Checklists

Monitoring Hygiene

As a vendor, you are responsible for ensuring that your helpers practice good hygiene at your stall.

- ☐ Ensure everyone working at your market stall is familiar with proper hygiene and hand washing/cleansing procedures
- ☐ Ensure that market workers are appropriately attired and have removed their jewelry
- ☐ Assign someone to check that all workers practice good hygiene and wash/cleanse hands frequently at market
- ☐ Make sure the safety toolkit is properly supplied and ready for market





Vendor Checklist

Safety Toolkit

Your safety toolkit for market should include:

- ☐ Several spray bottles with 1 tsp. bleach and 4 cups water, labeled "Sanitizing Solution"
- ☐ Several dry, clean cloths/towels
- ☐ Paper towels
- ☐ Spare aprons
- ☐ Basic first-aid kit, including band-aids, gauze
- ☐ Disposable gloves
- ☐ Alcohol-based hand sanitizer (at least 60% alcohol content)
- ☐ Trash can with lid, plastic bags*
- ☐ Hand washing station (paper towels, liquid soap, container with a spigot filled with drinking water, chair or small table, a receptacle to catch waste water)*

*if market doesn't supply





Vendor Checklist

Sanitizing within 24 hours of Market

Post the checklists for staff where they can see them. As a vendor, follow the suggestions listed in **"Preparing your staff"** so they have the tools and understanding to do their jobs, and represent your business in the best possible manner.

Items to sanitize and store safely the day before include:

- ☐ Serving utensils such as knives, tongs, large spoons*
- ☐ Food-grade containers
- ☐ Transport containers (for utensils, dishes etc.)
- ☐ Drinking water containers

*Pack in clean, sanitized containers and cover for transport.





Vendor Checklist

Ice and Water

Post the checklists for staff where they can see them. As a vendor, follow the suggestions listed in **"Preparing your staff"** so they have the tools and understanding to do their jobs, and represent your business in the best possible manner.

Safe drinking water is necessary for:

- ☐ Ice used in insulated coolers
- ☐ Hand washing
- ☐ Food preparation
- ☐ Use clean tongs or a scoop to handle ice. Keep them in a clean, separate container (not in the ice storage unit).





Vendor Checklist

Preparation within 24 hours of Market

Post the checklists for staff where they can see them. As a vendor, follow the suggestions listed in “Preparing your staff” so they have the tools and understanding to do their jobs, and represent your business in the best possible manner.

Within 24 hours:

- ☐ Clean vehicle, and double-check in the morning.
- ☐ Check and stock all supplies, calibrate thermometers.
- ☐ Sanitize items for market.
- ☐ Pre-pack utensils/equipment in clean containers & store off the floor.
- ☐ Get insulated coolers and ice ready.
- ☐ Finish processing, cooling, thawing, labeling or freezing food for transport.

In the morning

- ☐ Make up sanitizing solution for that day, and pack the safety toolkit.
- ☐ Pack food, keeping different types separate.
- ☐ Pack chilled/frozen food last.
- ☐ Load vehicle, putting food in coolest part, covered.
- ☐ Record temperature/time for each insulated cooler.





Vendor Checklist

Preparing your Staff

Post the checklists for staff where they can see them. As a vendor, follow the suggestions listed in “Preparing your staff” so they have the tools and understanding to do their jobs, and represent your business in the best possible manner.

It's in your interest to:

- ☐ Train staff on the specifics of market preparation for your business.
- ☐ Provide written instructions, forms and checklists for vehicle cleaning, thermometer calibration, supplies to check, stock, pack and store safely in advance, food to pack for market day, time/temperature record-keeping.
- ☐ Appoint an individual to oversee market preparation, providing them with the Preparation checklist to record activities.





Safe Cooking Temperatures

Cook until the inside temperature of the food reaches the temperatures shown below, and then continue cooking for at least 15 seconds.

POULTRY

- ☐ Whole poultry82°C/180°F
- ☐ Stuffing in poultry74°C/165°F
- ☐ Cut poultry (breasts, thighs, wings)74°C/165°F
- ☐ Ground poultry74°C/165°F

MEAT

- ☐ Food mixtures (cooked food containing eggs, poultry, meat or fish)74°C/165°F
- ☐ Meat (beef, lamb, veal or goat)74°C/165°F
- ☐ Meat (roasts & steaks, medium done)74°C/165°F
- ☐ Meat (pork or fresh cured ham)74°C/165°F
- ☐ Meat (ground meat - beef, pork, veal, lamb etc.)74°C/165°F





Vendor Checklist

Monitoring Practices at Market

Make food safety everyone's responsibility by ensuring staff are familiar with best practices while at market.

Throughout the market day:

- ☐ Monitor cleanliness of the stall, and see to sanitizing of all food contact surfaces at the start of the day, every four hours and at the end of the day.
- ☐ Ensure staff are washing their hands frequently and using hand sanitizers or gloves as recommended.
- ☐ Double-check that insulated cooler temperatures are properly maintained, frequently checked and recorded.
- ☐ Minimize the time high-risk food is exposed to the temperature danger zone.
- ☐ Double-check and record the temperatures used for cooking, serving and reheating food.
- ☐ Oversee the cleanliness of the sampling area.
- ☐ Wipe up spills on food contact surfaces using clean cloths soaked in a sanitizing solution.
- ☐ Replenish or replace sanitizing solution and cleaning cloths as necessary.
- ☐ Empty the garbage frequently, and keep the hand washing station clean and orderly.
- ☐ Ensure different types of food are adequately separated, and that equipment and utensils used for raw meats are not used for other foods.





Vendor Checklist

End of Day

Use the End of Day list to ensure that all the essential jobs are completed in a timely manner.

- ☐ Ensure all food containers, dirty utensils, dishes and food service equipment is washed, rinsed and sanitized before you retire.
- ☐ Do a quick check of the dry storage area to make sure all items are adequately shelved off the ground.
- ☐ Collect the time/temperature records for cooked foods and insulated coolers and store with other records.
- ☐ Check the refrigerator to ensure that it's properly stocked, and see if hot foods have been chilled and refrigerated.
- ☐ Move the sanitized items to a clean storage area. Throw towels, cleaning cloths, and aprons in the laundry.
- ☐ Designate someone to wash the canopy, laminated signage and vehicle first thing the next day.





Staff Training

Personnel Training	Details	Yes	No	N/A
Hands	Observing hand care basics? (no jewelry, false or chipped nails, open cuts, band-aids etc.?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disposable gloves (when & how)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hygiene	Appearance & attire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	DOs and DON'Ts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Safety toolkit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation	Vehicle cleaning—instructions, supplies, log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sanitation—what items, when, how, log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sanitizing solution—when to make, how	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Thawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Chilling hot food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pre-chilling insulated coolers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ice from safe drinking water, packaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Equipment care—thermometer calibration, log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Packing—what, when, how, which containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cold/frozen requirements, log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Loading vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Market	Arrival—inspect area, log (for market mgr. if necessary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sanitize—food contact surfaces, when & how, log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Separate—what & how	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Setting up food displays—what & how	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Chill—what & how, monitor temperatures, log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cook—what & how, monitor temperatures, log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sampling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End of Day	Packing, tearing down, loading & unpacking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Storing food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Stocking refrigerator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Vendor Checklist

Food Safety: Stalls

Stalls

Area	Any potential hazards to report to market manager? (debris, construction material, standing water, pests)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Space	Canopy clean, and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables and food contact surfaces sanitized before food displays set up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Display	Are spills wiped up using clean cloths soaked in a separate sanitizing solution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables & food contact surfaces cleaned and sanitized regularly through out market day, and at close? (every 4 hours at least)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Animals kept away from food displays? Garbage can emptied frequently, and kept covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sampling area clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hand washing station clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cleaning/sanitizing tools separate from food displays?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Proper containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tongs for self-serve bins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Freshest product at back, older product near front?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All food under the canopy, out of the sun, off the ground (at least 6 inches) in food-safe containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment	All baked goods, ready-to-eat or prepared foods are properly wrapped, sealed or covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate sneeze guards and covers for high risk foods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Different types of food kept separate, particularly raw meats away from ready-to-eat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Utensils and equipment that comes in contact with food kept clean and sanitized through out day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All equipment working, in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Table cloths dirt-free, without tears?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Containers used for food and equipment transport kept clean and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Vendor Checklist

Food Safety: Staff

Staff	Details	Yes	No	N/A
Hands	Observing hand care basics? (no jewelry, false or chipped nails, open cuts, band-aids etc.?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are they washing their hands thoroughly enough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are they washing their hands frequently enough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Using alcohol-based sanitizers as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Using the hand washing station properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Using disposable gloves as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Washing hands, using alcohol-based sanitizer or changing gloves between activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attire	Clean in person and attire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hair tied back or covered with clean hat/cap?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sturdy, clean shoes? (no sandals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	T-shirts, so buttons don't fall into work area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean aprons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Observing DOs and DON'Ts of hygiene?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health	Everyone healthy, free of flu or colds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Any open cuts or wounds on hands, requiring washing, first-aid and use of gloves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Vendor Checklist

Food Handling

Food Handling	Details	Yes	No	N/A
Sampling	Single-serve methods used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Samples protected from flies with cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Only a few out at a time to avoid spoilage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A waste container provided and emptied frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooking	A proper hand washing station provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Monitoring/recording temperature of cooked food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Observing proper temperature rules for reheating, cooking and serving hot food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chilling	Using a food probe thermometer when cooking meat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Keeping hot food hot (60°C/140°F or hotter), and out of the danger zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Keeping cold foods cold (4°C or colder) and out of the danger zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Monitoring/recording temperature of cold food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Monitoring/recording the time high risk food is exposed to the temperate danger zone (cumulative)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separating	Thawing frozen foods properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Chilling hot food properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Packing & Transport

Packing & Transport	Details	Yes	No	N/A
Coolers	Did you pre-chill insulated coolers prior to packing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are insulated coolers intended for cold food transport kept between 0°C and 4°C?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are staff recording/monitoring temperatures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If using ice, is it packaged and made from a safe drinking water source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	At market, are staff keeping insulated coolers covered and out of the sun?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is refrigeration equipment operating between 0°C and 4°C?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is frozen food kept frozen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are insulated coolers used for transporting frozen food kept at temperatures of -18°C or colder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are staff recording/monitoring temperatures of insulated coolers used for frozen food transport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is freezer equipment operating at -18°C or colder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all thermometers calibrated as recommended by manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all high risk foods packed and kept chilled for transport, and through out market day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packing	Is vehicle clean and contaminant-free prior to loading?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are cleaning/sanitation supplies loaded into the vehicle well AWAY from food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is food packed and covered appropriately, in clean food grade containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are utensils, equipment, dishes and containers cleaned and sanitized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	within 24 hours of departure and stored off the ground in clean, sanitary area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are utensils, equipment and dishes packed in clean/sanitized containers and wrapped or covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are food containers loaded in the coolest part of the vehicle, out of sun?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are different types of food packed in different containers to keep separate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Outdoor Facility Monitoring

Do a weekly inspection of the outdoor market area to verify that someone:

- ☐ Eliminates refuse and debris that attracts insects and rodents
- ☐ Mows the grass and trims the shrubs around the facility exterior
- ☐ Provides adequate garbage containers with lids and plastic bags
- ☐ Provides proper hand washing stations
- ☐ Establishes outdoor washroom facilities 100 feet away from any market vendors—and check that vendors don't set up too close to washrooms
- ☐ Provides an adequate water supply, if required

The outdoor area should be kept clean and free of standing water, debris, construction materials or anything that presents a potential food hazard.





Market Manager Checklist

Indoor Facility Monitoring

Do a weekly inspection of the indoor market facility to make sure:

- ☐ Chemicals, pesticides and cleansers are stored away from food service and food sales areas
- ☐ All storage areas are dry and pest-free
- ☐ Regular cleaning and maintenance actions are complete
- ☐ Washrooms and food service areas are clean and sanitary
- ☐ Market tables are stored away from food service areas
- ☐ Proper cleaning and sanitizing of indoor facility prior to market opening





Food Safety: Stalls (part 1)

Stalls	Details	Yes	No	N/A
Area	Any potential hazards to remedy? (debris, construction material, standing water, pests)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Spaces	Canopies clean, and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables and food contact surfaces cleaned and sanitized before food displays set up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are spills wiped up using clean cloths soaked in a separate sanitizing solution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables & food contact surfaces cleaned and sanitized regularly through out market day, and at close? (every 4 hours at least)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Stall generally tidy and clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Animals kept away from food displays?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Garbage cans emptied frequently, and kept covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sampling areas clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hand washing stations clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cleaning/sanitizing tools separate from food displays?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Displays	Proper containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tongs for self-serve bins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Freshest product at back, older product near front?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All food under the canopy, out of the sun, off the ground (at least 6 inches) in food-safe containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All baked goods, ready-to-eat or prepared foods are properly wrapped, sealed or covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate sneeze guards and covers for high risk foods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Different types of food kept separate, particularly raw meats away from ready-to-eat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

cont'd





Stalls	Details	Yes	No	N/A
Equipment	Utensils and equipment that comes in contact with food kept clean and sanitized through out day or replaced with clean back-ups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All equipment working, in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Table cloths dirt-free, without tears?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Containers used for food and equipment transport kept clean and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coolers	Are staff recording/monitoring temperatures of insulated coolers used for chilled and frozen foods? (logs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is ice packaged and made from a safe drinking water source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do staff keep insulated coolers covered and out of the sun?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are temperatures for refrigeration equipment or insulated coolers used for chilling food between 0°C and 4°C? (logs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are insulated coolers used for transporting frozen food kept at temperatures of -18°C or colder? (logs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle	Are all high risk foods kept chilled through out market day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does vehicle appear clean and sanitary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Food Safety: Staff

Food Vendor Staff	Details	Yes	No	N/A
Hands	Observing hand hygiene basics? (no jewelry, false or chipped nails, open cuts, band-aids etc.?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are they washing their hands thoroughly enough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are they washing their hands frequently enough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Using alcohol-based sanitizers as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Using the hand washing station properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Using disposable gloves as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Washing hands, using alcohol-based sanitizer or changing gloves between activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attire	Clean in person and attire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hair tied back or covered with clean hat/cap?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sturdy, clean shoes? (no sandals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	T-shirts, so buttons don't fall into work area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean aprons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Observing DOs and DON'Ts of hygiene?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health	Everyone healthy, free of flu or colds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Any open cuts or wounds on hands, requiring washing, first-aid and use of gloves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Food Safety: Food Handling

Food Handling	Details	Yes	No	N/A
Sampling	Single-serve methods used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Samples protected from flies with cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Only a few out at a time to avoid spoilage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A waste container provided and emptied frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A proper hand washing station provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooking	Monitoring/recording temperature of cooked and hot food? (log)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Keeping hot food hot (60°C/140°F or hotter), and out of the danger zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Using a food probe thermometer when cooking meat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chilling	Keeping cold foods cold (4°C or colder) and out of the danger zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Monitoring/recording temperature of refrigerators, freezers and/or insulated coolers? (log)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Monitoring/recording the time high risk food is exposed to the temperate danger zone (cumulative)? (log)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separating	Thawing frozen foods properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Raw meat separate from ready-to-eat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Separate cutting boards & utensils used for raw meats and produce?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Different types of food separated, and similar types displayed together?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hand washing between handling different types of food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Washing, rinsing & sanitizing of equipment, dishes & utensils after exposure to one type of food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dirty utensils/equipment stored separately, away from food and sanitized area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What You Need To Know

How to Contact Us

Food Safety Matters: A Guide for Farmers' Market Vendors and Market Managers and the accompanying vendor and market manager checklists are available on the Farmers' Markets Ontario website. The guide can be downloaded in sections; the checklists can be downloaded individually or as a complete set.

If you have questions not answered in the guide, please don't hesitate to get in touch with us.

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