Food Safety Matters
A manual for farmers’ market vendors, managers and staff

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5. At the End of the Day
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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.

A special thanks to those who helped in the development of this guide, including the Ontario Ministry of Agriculture, Food and Rural Affairs, Food Safety Programs Branch; Alberta Agriculture, Food and Rural Development, Food Safety Division; Market Safe Program, Food Protection Services, British Columbia Centre for Disease Control, British Columbia FOODSAFE Secretariat, Camosun College, Ontario Ministry of Health & Long Term Care, and Association of Supervisors of Public Health Inspectors of Ontario.
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Recognizing Risk

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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.

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*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.*
Food Safety Matters

What You Need To Know

Foodborne Illness

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.
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 microorganisms that present the greatest health risk. Improper cooking, cooling and hygiene practices, along with untreated water, soil and feces are all contributing factors.

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**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.
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.

*Alkaline pH levels of 4.6 and up favour the growth of pathogens. Acidic pH levels of 4.5 and less discourage their growth.

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.
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.

**Risk Levels of Different 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)

Low-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

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.
What You Need To Know
Common Food Handling Mistakes

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.
Food Safety – True or False
Eat Right Ontario

Food Safety: Understanding Foodborne Illness
Eat Right Ontario

Food Safety Tips > Fact Sheets
Canadian Partnership for Consumer Food Safety Education

Bacterial Foodborne Illness in Canada: The Problem
Canadian Partnership for Consumer Food Safety Education

Safe Food Handling in the Home
Health Canada

Food Recall Alerts – High Risk

Causes of Foodborne Illness
Canadian Food Inspection Agency

Reminding Canadians of Potential Safety Concerns in Home Canning and Bottling

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
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OMAFRA Tools, Training & Forms
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Importance of Hand Washing & Hygiene

- 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.
Food Safety Matters

Section 2 - Hand Washing & Hygiene

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
• Take a break
• Use a washroom
• Eat or drink
• Clean things

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
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.
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
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

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
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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.
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.

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.
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
- 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.
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
• 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.
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.
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.
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
Section C: Food Packaging Questions
Canadian Food Inspection Agency

Labelling of Foods Causing Allergies and Sensitivities
Canadian Food Inspection Agency

Guide to Food Labelling and Advertising
Canadian Food Inspection Agency

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

Marketing Food Safely: Farm Direct Advantage, Chapter 9, Sanitation & Chapter 10, Storage & Chapter 11, Transportation
Alberta Farmers’ Market Association, 1-780-644-5377
Section 4
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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.
Food Safety Matters

Section 4 - At the Market

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.

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.

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.
Food Safety Matters

Section 4 - At the Market

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.
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.

- Cover baked and ready-to-eat foods tightly with plastic wrap.

- Handle ice with tongs or a scoop.
• 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.
Food Safety Matters

Section 4 - At the Market

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.
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.
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.
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.
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 poultry .................................................................82°C/180°F
☐ Stuffing in poultry ...........................................................74°C/165°F
☐ Cut poultry (breasts, thighs, wings) ..................................74°C/165°F
☐ Ground poultry .................................................................74°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
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

Test the Temperature – Use a Thermometer for Food Safety
Eat Right Ontario

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

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**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

- 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.

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

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.
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.
• 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.
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.
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
Safe Food Storage
Eat Right Ontario

Eat Right Ontario

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
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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.

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**

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<td>Cook—what &amp; how, monitor temperatures, log</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Sampling</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>End of Day</strong></td>
<td>Packing, tearing down, loading &amp; unpacking</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Storing food</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Stocking refrigerator</td>
<td>☐</td>
<td>☐</td>
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</table>
## Food Safety: Stalls

<table>
<thead>
<tr>
<th>Stalls</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area</strong></td>
<td>Any potential hazards to report to market manager? (debris, construction material, standing water, pests)</td>
</tr>
<tr>
<td></td>
<td>Canopy clean, and in good repair?</td>
</tr>
<tr>
<td></td>
<td>Tables and food contact surfaces sanitized before food displays set up?</td>
</tr>
<tr>
<td></td>
<td>Are spills wiped up using clean cloths soaked in a separate sanitizing solution?</td>
</tr>
<tr>
<td></td>
<td>Tables &amp; food contact surfaces cleaned and sanitized regularly through out market day, and at close? (every 4 hours at least)</td>
</tr>
<tr>
<td></td>
<td>Animals kept away from food displays? Garbage can emptied frequently, and kept covered?</td>
</tr>
<tr>
<td></td>
<td>Sampling area clean and orderly?</td>
</tr>
<tr>
<td></td>
<td>Hand washing station clean and orderly?</td>
</tr>
<tr>
<td></td>
<td>Cleaning/sanitizing tools separate from food displays?</td>
</tr>
</tbody>
</table>

**Food Display**

- Proper containers?
- Tongs for self-serve bins?
- Freshest product at back, older product near front?
- All food under the canopy, out of the sun, off the ground (at least 6 inches) in food-safe containers?
- All baked goods, ready-to-eat or prepared foods are properly wrapped, sealed or covered?
- Appropriate sneeze guards and covers for high risk foods?
- Different types of food kept separate, particularly raw meats away from ready-to-eat?

**Equipment**

- Utensils and equipment that comes in contact with food kept clean and sanitized through out day?
- All equipment working, in good repair?
- Tables in good repair?
- Table cloths dirt-free, without tears?
- Containers used for food and equipment transport kept clean and in good repair?
<table>
<thead>
<tr>
<th>Staff</th>
<th>Details</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hands</td>
<td>Observing hand care basics? (no jewelry, false or chipped nails, open cuts, band-aids etc.?)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Are they washing their hands thoroughly enough?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Are they washing their hands <strong>frequently</strong> enough?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Using alcohol-based sanitizers as required?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Using the hand washing station properly?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Using disposable gloves as required?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Washing hands, using alcohol-based sanitizer or changing gloves between activities?</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>Attire</td>
<td>Clean in person and attire?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Hair tied back or covered with clean hat/cap?</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td></td>
<td>Sturdy, clean shoes? (no sandals)</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td></td>
<td>T-shirts, so buttons don’t fall into work area?</td>
<td>☐</td>
<td>☐</td>
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<td></td>
<td>Clean aprons?</td>
<td>☐</td>
<td>☐</td>
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<td></td>
<td>Observing DOs and DON’Ts of hygiene?</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Health</td>
<td>Everyone healthy, free of flu or colds?</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td></td>
<td>Any open cuts or wounds on hands, requiring washing, first-aid and use of gloves?</td>
<td>☐</td>
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<tr>
<td>Food Handling</td>
<td>Details</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
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</tr>
<tr>
<td>Sampling</td>
<td>Single-serve methods used?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Samples protected from flies with cover?</td>
<td></td>
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<tr>
<td></td>
<td>Only a few out at a time to avoid spoilage?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A waste container provided and emptied frequently?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A proper hand washing station provided?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Monitoring/recording temperature of cooked food?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Observing proper temperature rules for reheating, cooking and serving hot food?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Cooking</td>
<td>Using a food probe thermometer when cooking meat?</td>
<td></td>
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<tr>
<td></td>
<td>Keeping hot food hot (60°C/140°F or hotter), and out of the danger zone?</td>
<td></td>
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<tr>
<td></td>
<td>Keeping cold foods cold (4°C or colder) and out of the danger zone?</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Monitoring/recording temperature of cold food?</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Monitoring/recording the time high risk food is exposed to the temperate danger zone (cumulative)?</td>
<td></td>
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<tr>
<td>Separating</td>
<td>Thawing frozen foods properly?</td>
<td></td>
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<td></td>
<td>Chilling hot food properly?</td>
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<td>Packing &amp; Transport</td>
<td>Details</td>
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<tr>
<td>---------------------</td>
<td>------------------------------------------------------------------------</td>
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<tr>
<td>Coolers</td>
<td>Did you pre-chill insulated coolers prior to packing?</td>
<td></td>
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<tr>
<td></td>
<td>Are insulated coolers intended for cold food transport kept between</td>
<td></td>
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<tr>
<td></td>
<td>0°C and 4°C?</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>Are staff recording/monitoring temperatures?</td>
<td></td>
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<tr>
<td></td>
<td>If using ice, is it packaged and made from a safe drinking water source?</td>
<td></td>
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<tr>
<td></td>
<td>At market, are staff keeping insulated coolers covered and out of the sun?</td>
<td></td>
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<tr>
<td></td>
<td>Is refrigeration equipment operating between 0°C and 4°C?</td>
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<tr>
<td></td>
<td>Is frozen food kept frozen?</td>
<td></td>
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<td></td>
<td>Are insulated coolers used for transporting frozen food kept at</td>
<td></td>
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<tr>
<td></td>
<td>temperatures of -18°C or colder?</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>Are staff recording/monitoring temperatures of insulated coolers</td>
<td></td>
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<tr>
<td></td>
<td>used for frozen food transport?</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>Is freezer equipment operating at -18°C or colder?</td>
<td></td>
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<td></td>
<td>Are all thermometers calibrated as recommended by manufacturer?</td>
<td></td>
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<tr>
<td></td>
<td>Are all high risk foods packed and kept chilled for transport, and</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>through out market day?</td>
<td></td>
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<tr>
<td>Packing</td>
<td>Is vehicle clean and contaminant-free prior to loading?</td>
<td></td>
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<tr>
<td></td>
<td>Are cleaning/sanitation supplies loaded into the vehicle well AWAY</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>from food?</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Is food packed and covered appropriately, in clean food grade containers?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are utensils, equipment, dishes and containers cleaned and sanitized?</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>within 24 hours of departure and stored off the ground in clean,</td>
<td></td>
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<tr>
<td></td>
<td>sanitary area?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are utensils, equipment and dishes packed in clean/sanitized</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>containers and wrapped or covered?</td>
<td></td>
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<tr>
<td></td>
<td>Are food containers loaded in the coolest part of the vehicle, out of sun?</td>
<td></td>
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<tr>
<td></td>
<td>Are different types of food packed in different containers to keep</td>
<td></td>
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<tr>
<td></td>
<td>separate?</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Good Agricultural Practices Manual 2010,
Ontario Ministry of Agriculture, Food and Rural Affairs, 1-877-424-1300
Market Manager’s Role

Market Manager Checklists:
- Outdoor Facility Monitoring
- Indoor Facility Monitoring
- Market Manager and Water Safety
- Market Manager and Records

More Market Manager Checklists:
- Food Safety: Stalls (part 1)
- Food Safety: Stalls (part 2)
- Food Safety: Staff
- Food Safety: Food Handling

References & More Info

How to Contact Us
What You Need To Know

Market Manager’s Role

- 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

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.
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.
## Food Safety: Stalls (part 1)

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

#### Food Safety: Stalls (part 2)

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<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>Utensils and equipment that comes in contact with food kept clean and sanitized throughout the day or replaced with clean back-ups?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>All equipment working, in good repair?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Tables in good repair?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Table cloths dirt-free, without tears?</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td></td>
<td>Containers used for food and equipment transport kept clean and in good repair?</td>
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<td>☐</td>
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</tr>
<tr>
<td>Coolers</td>
<td>Are staff recording/monitoring temperatures of insulated coolers used for chilled and frozen foods? (logs)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Is ice packaged and made from a safe drinking water source?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Do staff keep insulated coolers covered and out of the sun?</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td></td>
<td>Are temperatures for refrigeration equipment or insulated coolers used for chilling food between 0°C and 4°C? (logs)</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td></td>
<td>Are insulated coolers used for transporting frozen food kept at temperatures of -18°C or colder? (logs)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Are all high risk foods kept chilled throughout market day?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Vehicle</td>
<td>Does vehicle appear clean and sanitary?</td>
<td>☐</td>
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### Market Manager Checklist

#### Food Safety: Staff

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

#### Food Safety: Food Handling

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

References & More Info

Marketing Food Safely: Farm Direct Advantage, Chapter 8: Premises
Alberta Farmers’ Market Association, 1-780-644-5377
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
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
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.
What You Need To Do

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*
- Tie your hair back and wear a clean ball cap or chef’s hat*
- 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**

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

**POULTRY**

- Whole poultry
- Stuffing in poultry
- Cut poultry (breasts, thighs, wings)
- Ground poultry

**MEAT**

- Food mixtures (cooked food containing eggs, poultry, meat or fish)
- Meat (beef, lamb, veal or goat)
- Meat (roasts & steaks, medium done)
- Meat (pork or fresh cured ham)
- Meat (ground meat - beef, pork, veal, lamb etc.)
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.
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.
<table>
<thead>
<tr>
<th>Personnel Training</th>
<th>Details</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Hands</td>
<td>Observing hand care basics? (no jewelry, false or chipped nails, open cuts, band-aids etc.?)</td>
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<td></td>
<td>Disposable gloves (when &amp; how)</td>
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<tr>
<td>Hygiene</td>
<td>Appearance &amp; attire</td>
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<td>DOs and DON'Ts</td>
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<td></td>
<td>Safety toolkit</td>
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<tr>
<td>Preparation</td>
<td>Vehicle cleaning—instructions, supplies, log</td>
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<td></td>
<td>Sanitation—what items, when, how, log</td>
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<td></td>
<td>Sanitizing solution—when to make, how</td>
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<td></td>
<td>Thawing</td>
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<td></td>
<td>Chilling hot food</td>
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<td></td>
<td>Pre-chilling insulated coolers</td>
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<td>Ice from safe drinking water, packaged</td>
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<td></td>
<td>Equipment care—thermometer calibration, log</td>
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<td>Other?</td>
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<td>Packing—what, when, how, which containers</td>
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<td>Cold/frozen requirements, log</td>
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<td>Loading vehicle</td>
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<td>At Market</td>
<td>Arrival—inspect area, log (for market mgr. if necessary)</td>
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<td>Sanitize—food contact surfaces, when &amp; how, log</td>
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<td>Separate—what &amp; how</td>
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<td>Setting up food displays—what &amp; how</td>
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<td>Chill—what &amp; how, monitor temperatures, log</td>
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<td>Cook—what &amp; how, monitor temperatures, log</td>
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<td>Sampling</td>
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<tr>
<td>End of Day</td>
<td>Packing, tearing down, loading &amp; unpacking</td>
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<td></td>
<td>Storing food</td>
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<td></td>
<td>Stocking refrigerator</td>
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<td>Stalls</td>
<td>Details</td>
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<tr>
<td><strong>Area</strong></td>
<td>Any potential hazards to report to market manager? (debris, construction material, standing water, pests)</td>
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<td></td>
<td>Canopy clean, and in good repair?</td>
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<td></td>
<td>Tables and food contact surfaces sanitized before food displays set up?</td>
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<td></td>
<td>Are spills wiped up using clean cloths soaked in a separate sanitizing solution?</td>
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<tr>
<td><strong>Work Space</strong></td>
<td>Tables &amp; food contact surfaces cleaned and sanitized regularly through out market day, and at close? (every 4 hours at least)</td>
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<td></td>
<td>Animals kept away from food displays? Garbage can emptied frequently, and kept covered?</td>
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<td></td>
<td>Sampling area clean and orderly?</td>
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<td>Hand washing station clean and orderly?</td>
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<td></td>
<td>Cleaning/sanitizing tools separate from food displays?</td>
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<td><strong>Food Display</strong></td>
<td>Proper containers?</td>
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<td>Tongs for self-serve bins?</td>
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<td>Freshest product at back, older product near front?</td>
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<td>All food under the canopy, out of the sun, off the ground (at least 6 inches) in food-safe containers?</td>
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<td>All baked goods, ready-to-eat or prepared foods are properly wrapped, sealed or covered?</td>
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<td>Appropriate sneeze guards and covers for high risk foods?</td>
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<td></td>
<td>Different types of food kept separate, particularly raw meats away from ready-to-eat?</td>
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<tr>
<td><strong>Equipment</strong></td>
<td>Utensils and equipment that comes in contact with food kept clean and sanitized through out day?</td>
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<td></td>
<td>All equipment working, in good repair?</td>
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<td>Tables in good repair?</td>
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<td>Table cloths dirt-free, without tears?</td>
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<td></td>
<td>Containers used for food and equipment transport kept clean and in good repair?</td>
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<td>Staff</td>
<td>Details</td>
<td>Yes</td>
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<td>Observing hand care basics? (no jewelry, false or chipped nails, open cuts, band-aids etc.)</td>
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<td></td>
<td>Are they washing their hands thoroughly enough?</td>
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<td></td>
<td>Are they washing their hands frequently enough?</td>
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<td>Using alcohol-based sanitizers as required?</td>
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<td></td>
<td>Using the hand washing station properly?</td>
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<td>Using disposable gloves as required?</td>
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<td>A proper hand washing station provided?</td>
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<td></td>
<td>Monitoring/recording temperature of cooked food?</td>
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<td></td>
<td>Observing proper temperature rules for reheating, cooking and serving hot food?</td>
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<tr>
<td><strong>Chilling</strong></td>
<td>Using a food probe thermometer when cooking meat?</td>
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<td>Monitoring/recording temperature of cold food?</td>
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<td>Monitoring/recording the time high risk food is exposed to the temperate danger zone (cumulative)?</td>
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<tr>
<td><strong>Separating</strong></td>
<td>Thawing frozen foods properly?</td>
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<tr>
<td></td>
<td>Chilling hot food properly?</td>
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## Packing & Transport Checklist

<table>
<thead>
<tr>
<th>Details</th>
<th>Yes</th>
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<tbody>
<tr>
<td><strong>Coolers</strong></td>
<td></td>
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</tr>
<tr>
<td>Did you pre-chill insulated coolers prior to packing?</td>
<td></td>
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<tr>
<td>Are insulated coolers intended for cold food transport kept between 0°C and 4°C?</td>
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<tr>
<td>Are staff recording/monitoring temperatures?</td>
<td></td>
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<tr>
<td>If using ice, is it packaged and made from a safe drinking water source?</td>
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<tr>
<td>At market, are staff keeping insulated coolers covered and out of the sun?</td>
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<tr>
<td>Is refrigeration equipment operating between 0°C and 4°C?</td>
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<tr>
<td>Is frozen food kept frozen?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Are insulated coolers used for transporting frozen food kept at temperatures of -18°C or colder?</td>
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<tr>
<td>Are staff recording/monitoring temperatures of insulated coolers used for frozen food transport?</td>
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<tr>
<td>Is freezer equipment operating at -18°C or colder?</td>
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<tr>
<td>Are all thermometers calibrated as recommended by manufacturer?</td>
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<tr>
<td>Are all high risk foods packed and kept chilled for transport, and through out market day?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Packing</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Is vehicle clean and contaminant-free prior to loading?</td>
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<tr>
<td>Are cleaning/sanitation supplies loaded into the vehicle well AWAY from food?</td>
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<tr>
<td>Is food packed and covered appropriately, in clean food grade containers?</td>
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<tr>
<td>Are utensils, equipment, dishes and containers cleaned and sanitized?</td>
<td></td>
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<tr>
<td>within 24 hours of departure and stored off the ground in clean, sanitary area?</td>
<td></td>
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<tr>
<td>Are utensils, equipment and dishes packed in clean/sanitized containers and wrapped or covered?</td>
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<tr>
<td>Are food containers loaded in the coolest part of the vehicle, out of sun?</td>
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<tr>
<td>Are different types of food packed in different containers to keep separate?</td>
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</table>
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.
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
## Market Manager Checklist

### Food Safety: Stalls (part 1)

<table>
<thead>
<tr>
<th>Details</th>
<th>Yes</th>
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<tbody>
<tr>
<td><strong>Area</strong></td>
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<tr>
<td>Any potential hazards to remedy? (debris, construction material, standing water, pests)</td>
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<tr>
<td><strong>Work Spaces</strong></td>
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<tr>
<td>Canopies clean, and in good repair?</td>
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<tr>
<td>Tables and food contact surfaces cleaned and sanitized before food displays set up?</td>
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<tr>
<td>Are spills wiped up using clean cloths soaked in a separate sanitizing solution?</td>
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<tr>
<td>Tables &amp; food contact surfaces cleaned and sanitized regularly through out market day, and at close? (every 4 hours at least)</td>
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<tr>
<td>Stall generally tidy and clean?</td>
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<tr>
<td>Animals kept away from food displays?</td>
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<tr>
<td>Garbage cans emptied frequently, and kept covered?</td>
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<tr>
<td>Sampling areas clean and orderly?</td>
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<tr>
<td>Hand washing stations clean and orderly?</td>
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<tr>
<td>Cleaning/sanitizing tools separate from food displays?</td>
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<tr>
<td><strong>Food Displays</strong></td>
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<tr>
<td>Proper containers?</td>
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<tr>
<td>Tongs for self-serve bins?</td>
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<tr>
<td>Freshest product at back, older product near front?</td>
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<tr>
<td>All food under the canopy, out of the sun, off the ground (at least 6 inches) in food-safe containers?</td>
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<tr>
<td>All baked goods, ready-to-eat or prepared foods are properly wrapped, sealed or covered?</td>
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<tr>
<td>Appropriate sneeze guards and covers for high risk foods?</td>
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<tr>
<td>Different types of food kept separate, particularly raw meats away from ready-to-eat?</td>
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cont’d
<table>
<thead>
<tr>
<th>Stalls</th>
<th>Details</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>Utensils and equipment that comes in contact with food kept clean and sanitized throughout day or replaced with clean back-ups?</td>
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<td></td>
<td>All equipment working, in good repair?</td>
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<td></td>
<td>Tables in good repair?</td>
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<td></td>
<td>Table cloths dirt-free, without tears?</td>
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<td></td>
<td>Containers used for food and equipment transport kept clean and in good repair?</td>
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<tr>
<td>Coolers</td>
<td>Are staff recording/monitoring temperatures of insulated coolers used for chilled and frozen foods? (logs)</td>
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<tr>
<td></td>
<td>Is ice packaged and made from a safe drinking water source?</td>
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<tr>
<td></td>
<td>Do staff keep insulated coolers covered and out of the sun?</td>
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<tr>
<td></td>
<td>Are temperatures for refrigeration equipment or insulated coolers used for chilling food between 0°C and 4°C? (logs)</td>
<td></td>
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<tr>
<td></td>
<td>Are insulated coolers used for transporting frozen food kept at temperatures of -18°C or colder? (logs)</td>
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<tr>
<td></td>
<td>Are all high risk foods kept chilled throughout market day?</td>
<td></td>
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<tr>
<td>Vehicle</td>
<td>Does vehicle appear clean and sanitary?</td>
<td></td>
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<tr>
<td>Food Vendor Staff</td>
<td>Details</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td><strong>Hands</strong></td>
<td>Observing hand hygiene basics? (no jewelry, false or chipped nails, open cuts, band-aids etc.?)</td>
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<td></td>
<td>Are they washing their hands thoroughly enough?</td>
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<tr>
<td></td>
<td>Are they washing their hands frequently enough?</td>
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<td></td>
<td>Using alcohol-based sanitizers as required?</td>
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<td></td>
<td>Using the hand washing station properly?</td>
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<td></td>
<td>Using disposable gloves as required?</td>
<td></td>
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<tr>
<td></td>
<td>Washing hands, using alcohol-based sanitizer or changing gloves between activities?</td>
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<tr>
<td><strong>Attire</strong></td>
<td>Clean in person and attire?</td>
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<td></td>
<td>Hair tied back or covered with clean hat/cap?</td>
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<td></td>
<td>Sturdy, clean shoes? (no sandals)</td>
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<td></td>
<td>T-shirts, so buttons don’t fall into work area?</td>
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<td></td>
<td>Clean aprons?</td>
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<td></td>
<td>Observing DOs and DON'Ts of hygiene?</td>
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<tr>
<td><strong>Health</strong></td>
<td>Everyone healthy, free of flu or colds?</td>
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<td></td>
<td>Any open cuts or wounds on hands, requiring washing, first-aid and use of gloves?</td>
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<tr>
<td>Food Handling</td>
<td>Details</td>
<td>Yes</td>
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<tr>
<td><strong>Sampling</strong></td>
<td>Single-serve methods used?</td>
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<td>Samples protected from flies with cover?</td>
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<td><strong>Cooking</strong></td>
<td>Monitoring/recording temperature of cooked and hot food? (log)</td>
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<td>Monitoring/recording the time high risk food is exposed to the temperate danger zone (cumulative)? (log)</td>
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<td>Thawing frozen foods properly?</td>
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<td></td>
<td>Raw meat separate from ready-to-eat?</td>
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<tr>
<td></td>
<td>Separate cutting boards &amp; utensils used for raw meats and produce?</td>
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<td></td>
<td>Different types of food separated, and similar types displayed together?</td>
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<td></td>
<td>Hand washing between handling different types of food?</td>
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<td></td>
<td>Washing, rinsing &amp; sanitizing of equipment, dishes &amp; utensils after exposure to one type of food?</td>
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<td></td>
<td>Dirty utensils/equipment stored separately, away from food and sanitized area?</td>
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</tbody>
</table>
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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F: 613-475-2913

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