

## Haldimand-Norfolk Health Unit Special Event Food Provider Application Package

This food provider package includes:

- Food Safety Requirements at Special Events
- Food provider checklist
- *Food Provider Application*

**Note:** If your food booth is run by a service club, religious organization, or fraternal organization, and is eligible to claim exemption from the Food Premises Regulation, please use the Exempt Group Application Package for Special Events available at [www.hnhu.org/forms](http://www.hnhu.org/forms).

### IMPORTANT FACTS:

1. All persons and/or organizations planning to sell or offer food and/or beverages to the public at a special event must contact the Haldimand-Norfolk Health Unit.
2. Health unit approval must be obtained **prior** to offering food and/or beverages at special events. Please complete and submit a **Food Provider Application (PDF or online)**, one for each food provider, **at least thirty (30) days** prior to the event. There is no fee associated with the submission of the Food Provider Application to the Haldimand-Norfolk Health Unit. A copy of the completed form should also be provided to the event organizer where applicable.
3. Operators of food premises outside of Haldimand and Norfolk Counties must submit their most recent compliance inspection report from their local health unit, or a food safety inspection report from a recent special event.
4. ***Submission of a completed and approved Food Provider Application is required to obtain a Haldimand or Norfolk County food vending permit.***
5. Failure to meet health unit requirements and associated regulations may result in legal action and/or closure of the vending site.

If you have any questions, please contact the Haldimand-Norfolk Health Unit (see the bottom of this page for contact information) or via email at [specialevents@nhu.org](mailto:specialevents@nhu.org) .

## Food Safety Requirements at Special Events

Please ensure that the **Food Provider Application** is completed and forwarded to the Haldimand-Norfolk Health Unit. A Public Health Inspector will review the application and contact applicants to discuss safe food handling practices specific to the food items that will be served at the event. All person(s) involved in the handling and offering of food to the public are strongly encouraged to attend a food handler certification course. Please contact the Haldimand-Norfolk Health Unit to discuss training options.

### Booths

- ❖ Design your booth with food safety in mind (i.e. an overhead covering to protect from weather and bird droppings).
- ❖ Only food workers may be permitted inside the food preparation area: children and animals must be excluded.
- ❖ If you have any fire and safety concerns regarding the food booth, please contact your local fire department.

### Food

- ❖ Keep your menu simple and keep **potentially hazardous foods (i.e. meat, eggs, dairy products, cut fruit and vegetables, etc.)** to a minimum.
- ❖ Foods prepared in a private home are not allowed to be sold or distributed.
- ❖ Federally inspected, pre-cooked hamburgers are permitted if reheated for immediate service.
- ❖ Meat, poultry, dairy products, and eggs must be obtained from an inspected and approved source. Obtaining these items from a farm gate is not permitted.
- ❖ It is best to cook food to order which will help reduce the time food is stored in the **Temperature Danger Zone of 4°C (40°F) to 60°C (140°F)**.

### Potentially Hazardous Foods

Potentially hazardous foods can support the growth of bacteria due to their high moisture content, or because of their high protein content. It is important to monitor the temperature of these foods to make sure they do not spend too much time in the temperature danger zone, (maximum of 2 hours), the ideal temperature range for bacteria to grow, which can lead to foodborne illness.

Hint: If you would normally see the food in the refrigerated section of the grocery store, consider it a potentially hazardous food.

### Potentially Hazardous Foods

❖ Raw or cooked meat products i.e. beef, chicken, pork, lamb (burgers, sausages, chicken nuggets, gravy, etc.)	❖ Tofu and soy-protein products
❖ Processed meat products such as hot dogs, deli meats, smoked meats	❖ Cooked rice
❖ Milk and milk products (cheese curds, yogurt, coffee cream)	❖ Cooked beans and peas
❖ Seafood i.e. fish, shrimp, mussels, etc.	❖ Custards and puddings
❖ Fruit and vegetables that have been cut open and/or cooked (watermelon slices, cut apples, baked potatoes, apple cider)	❖ Unpasteurized juices
❖ Bean sprouts	❖ Garlic or herbs in oil
❖ Eggs (raw or cooked in a food)	

### Foods Storage and Temperature

- ❖ Potentially hazardous food must be stored, transported, and maintained at required temperatures. **Cold foods must be kept at 4°C (40°F) or less, hot foods at 60°C (140°F) or more, and frozen foods at -18°C (0°F) or less.**
- ❖ Use a probe food thermometer to check internal temperatures of potentially hazardous foods.
- ❖ Use thermal insulated containers with cold or hot packs, coolers, or mechanical refrigerator units to transport food and maintain temperature control.
- ❖ Thermometers must be provided in all coolers/refrigerators/freezers.
- ❖ Keep food and food supplies off the ground unless stored in fully enclosed food grade plastic containers which are pest-proof and waterproof with tight-fitting lids.
- ❖ Food must be protected from dust, insects, and other sources of contamination. Cover food with lids, plastic wrap, aluminum foil, sneeze guards, and/or food grade material. Garbage bags are not permitted to store, transport or cover food.

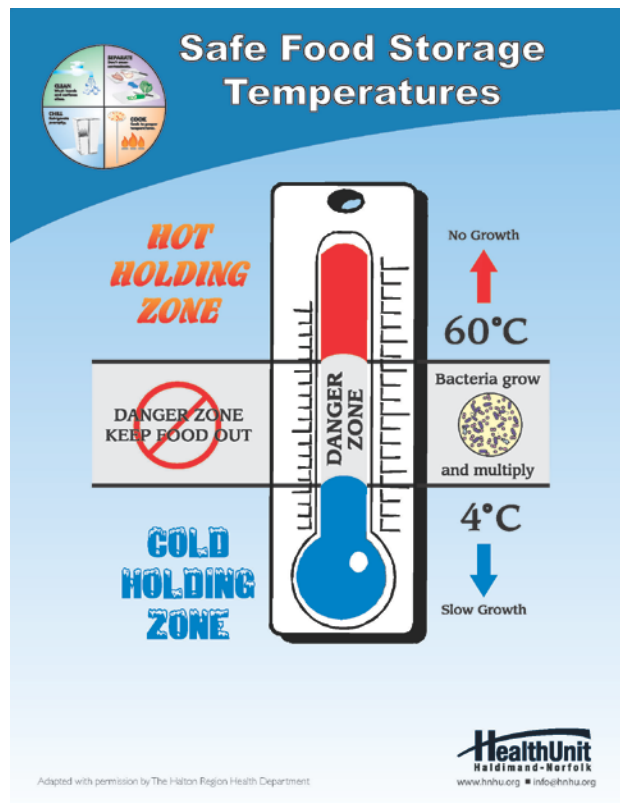
### Cooling Potentially Hazardous Foods

- ❖ Hot foods that require refrigeration must be cooled rapidly to 4°C (40°F) and held at that temperature until ready to serve.

- ❖ To cool foods quickly, use an ice water bath (60% ice to 40% water) stirring the product frequently, or place the food in shallow pans no more than 10 cm. (4 in.) deep and refrigerate.
- ❖ Pans should not be stored on top of each other until the food is completely cooled.
- ❖ Check the internal food temperature periodically to see if the food is cooling properly.

### Cooking Potentially Hazardous Foods

- ❖ Use a probe food thermometer to check internal temperatures for potentially hazardous foods.
- ❖ Cooked foods must reach these internal temperatures:
  - Food Mixtures (chili, soup, pasta, hot dogs) 74°C (165°F)
  - Chicken/Turkey (whole) 82°C (180°F)
  - Chicken/Turkey (pieces/ground) 74°C (165°F)
  - Pork 71°C (160°F)
  - Beef 71°C (160°F)
  - Seafood (fish, shrimp, mussels, etc.) 70°C (158°F)
- ❖ Allowing potentially hazardous foods to remain in the temperature danger zone of 4°C (40°F) to 60°C (140°F) for 2 hours or more supports the growth of illness causing bacteria, which can result in food poisoning.



## Reheating Previously Cooked Foods

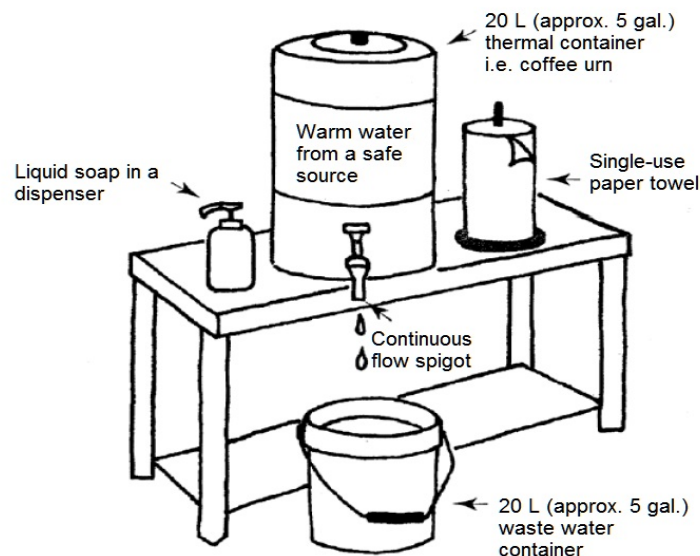
- ❖ If food is cooked, cooled, and reheated for hot holding, the food must be reheated to the original cooking temperature (see the previous section entitled “Cooking Potentially Hazardous Foods” for original cooking temperatures).
- ❖ Chafing dishes, steam tables, and any other equipment designed only for hot holding food items are not acceptable for reheating food. Food must be reheated prior to being hot held.
- ❖ Food can only be reheated once and then must be discarded if not used.

## Hand Washing

A hand washing station must be provided in each food preparation area. Where a sink with plumbing is not available, a large container of warm water (i.e. a coffee urn with a spigot), liquid soap in a dispenser, a roll of paper towel, and a bucket to collect wastewater may be adequate.

- ❖ Frequent and thorough hand washing remains the first line of defense in preventing foodborne illness. Disposable gloves can be worn but hands must be washed before putting on the gloves, and after removing them.
- ❖ Hand sanitizers can be used if hands are not visibly soiled. Hand sanitizers must contain at least 62% alcohol to be effective. Hand sanitizer is not meant to replace hand washing with soap and water. Check the hand sanitizer label for alcohol content and to be sure it is not past its best-before date.

### **Temporary Hand Washing Station**



## Effective Hand Washing Procedure

❖ Hands must be thoroughly washed with liquid soap and warm water whenever they become contaminated. Examples of when to wash your hands include:

- Before handling food.
- After handling raw meats.
- After eating, drinking, using the bathroom, smoking a cigarette or using a cell phone.
- After sneezing, coughing, and/or touching your face and/or hair.
- After handling money.
- After cleaning or handling garbage.



## Personal Hygiene

- ❖ Anyone who has a cold or fever, nausea, diarrhea, vomiting, or jaundice (yellowing of the skin) must not handle or prepare food.
- ❖ Do not handle food with cuts or open sores on hands without applying a bandage and wearing a disposable glove over the bandage.
- ❖ Clean aprons over street clothes are required.
- ❖ Hair restraints (i.e. a hairnet or hat) must be worn if handling food.
- ❖ Smoking is not allowed in the food preparation area.

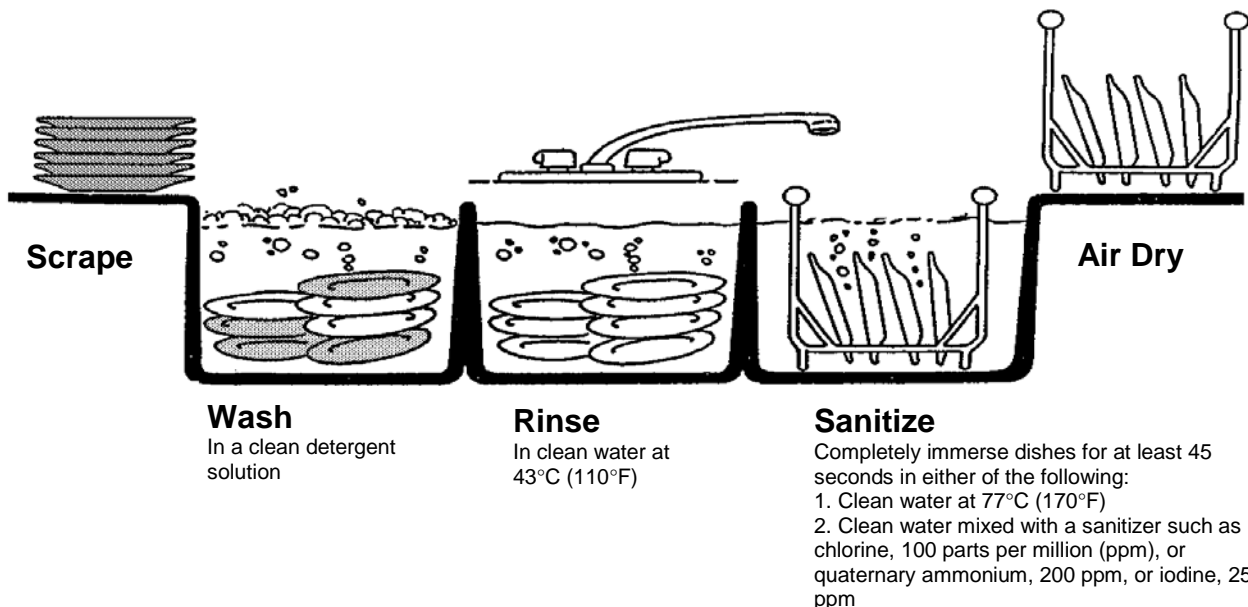
## Food Handling

- ❖ Use separate work tables and cutting boards for the preparation of raw potentially hazardous food and ready-to-eat foods to prevent the transfer of bacteria from one to the other. Ready-to-eat foods are foods that do not need any further cooking before they can be safely eaten (i.e. salads or sliced fruit or cheese).
- ❖ Use utensils (i.e. tongs, ladles, forks, spoons) to avoid direct hand contact with food.
- ❖ When gloves are used they must be changed in between tasks and hands must be washed before putting on a new pair and after taking off a dirty pair. Washing gloves is not acceptable. Gloves are for single use only.
- ❖ Ensure that the proper hand washing procedure is followed (see the previous section entitled “Effective Hand Washing Procedure”).

## Food Utensils and Equipment

- ❖ Single-use (disposable) utensils for eating such as plastic knives, forks, spoons, paper plates and cups should be provided. The reuse of single-use items is not permitted.
- ❖ Reusable utensils for eating are not recommended but if they are used, a 3 compartment sink or commercial dishwasher must be used for the wash, rinse, and sanitizing steps.

### 3 Compartment Sink Dish Washing Method



- ❖ Utensils for preparing food can be washed, rinsed, and sanitized in a 2 compartment sink. The washing and rinsing would occur in the first sink, with sanitizing occurring in the second sink.

## 2 Compartment Sink Dish Washing Method



### Wash

In a clean detergent solution

### Rinse

In clean water at 43°C (110°F)

### Sanitize

Completely immerse dishes for at least 45 seconds in either of the following:

1. Clean water at 77°C (170°F)
2. Clean water mixed with a sanitizer such as chlorine, 100 parts per million (ppm), or quaternary ammonium, 200 ppm, or iodine, 25 ppm

## Sanitizing Food Surfaces

- ❖ Wiping cloths or sponges for cleaning and sanitizing food contact surfaces must be stored in a sanitizing solution between uses.
- ❖ To make a sanitizing solution for food contact surfaces, mix 5 mL (1 teaspoon) of bleach with 1 L (4 cups) of water.
- ❖ Make a new sanitizing solution at the start of each day. Replace the sanitizing solution every 2 hours, or sooner if it appears soiled.
- ❖ Use sanitizer test strips to check the strength the sanitizer solution.

## Ice

- ❖ Ice must be obtained from an inspected and approved source, and be made from clean (potable) water.
- ❖ Ice can become contaminated with bacteria and viruses and cause food poisoning.
- ❖ Ice used to cool food, cans, and bottles must not be used in beverages or other foods.
- ❖ An unbreakable scoop must be used to dispense ice, never the hands.
- ❖ It is advisable to have a back-up plan in the event more ice is needed during the event.



## Water

- ❖ Potable water fed by gravity or under pressure must be provided. The supply must be adequate for hand washing, food preparation, and equipment cleaning.
- ❖ When a sink or hand wash basin is not available, a cleaned and sanitized water container must be used (i.e. a plastic jug with spigot).
- ❖ All wastewater must be drained into leak-proof containers, or disposed of in a sanitary manner. Do not dispose of wastewater directly onto the ground, or into a storm drain.

## Insect Control and Pesticides

- ❖ Keep foods covered to protect them from pests.
- ❖ Store pesticides away from food. When using pesticides, follow the manufacturer's directions, avoiding contamination of food, equipment, or other food contact surfaces.
- ❖ Flies and other insects can be carriers of foodborne diseases. The chemicals used to kill them can be toxic to humans and should be used sparingly so that they don't contaminate food.
- ❖ Keep garbage in a container with a tight-fitting lid to prevent the attraction of pests.

**For more information about food safety, call the Haldimand-Norfolk Health Unit and ask to speak to a Public Health Inspector, or e-mail us at [specialevents@hnhu.org](mailto:specialevents@hnhu.org).**

## Food Provider Checklist – Did You Forget Anything?

- Adequate overhead covering is provided (i.e. a tent or umbrella) if applicable.
- All food sold or offered must originate from an inspected and approved source (i.e. food produced in a private home is not permitted).
- Meat, poultry, dairy, and egg products must be from an inspected and approved source – not directly from a farm gate.
- All hamburgers served must be pre-cooked from a federally inspected facility, and must be reheated for immediate service.
- Food probe thermometer(s) are available to check internal temperatures of hot and cold potentially hazardous foods.
- Thermometers are available for each cooler/refrigerator/freezer.
- Potentially hazardous foods must be transported, stored, and displayed at the appropriate temperatures. Cold foods at 4°C (40°F) or below, and hot foods at 60°C (140°F) or higher.
- Adequate protection is provided to ensure that food is not contaminated (i.e. lids, plastic wrap, aluminum foil, sneeze guards, etc.)
- Clean food grade container(s) are to be used for food storage.
- Disposable eating utensils are encouraged.
- Safe water supply is provided for hand washing, food preparation, and equipment cleaning.
- Clean water container(s) with a spigot are available for hand washing if a hand washing sink is not present.
- Leak proof containers/tanks are provided for storage of wastewater.
- Liquid soap in a dispenser and paper towels are available for hand washing.
- Clean aprons must be worn at all times while handling and preparing food.
- Hairnets or hats must be worn at all times while handling food.
- No smoking allowed in any food preparation area.

- Utensils (i.e. serving spoons, tongs, spatulas, etc.) are used to avoid direct hand contact with food. A backup supply should be provided if dish washing is not available on site.
- 2 or 3 compartment sinks with detergent and sanitizer are available for dishwashing (if applicable).
- Sanitizing solution and test strips are available.
- Wiping cloths are stored in a sanitizing solution for sanitizing food preparation and service areas.
- Ice containers are supplied with an unbreakable ice scoop that is stored separately from the ice.
- Provide for adequate garbage and liquid waste disposal.

Please complete and submit the [Food Provider Application](#) at least thirty (30) days before the start of the special event. There is no fee for this application process. Applications can be submitted via email to [specialevents@hnhu.org](mailto:specialevents@hnhu.org), by fax at 519-426-9974, online at [hnhu.org/food-providers-application-SE](http://hnhu.org/food-providers-application-SE) or it can be dropped off in person at either of the addresses listed below.

Simcoe:  
Haldimand-Norfolk Heath Unit  
P.O. Box 247, 12 Gilbertson Drive  
Simcoe, Ontario N3Y 4L1  
519-426-6170

Caledonia:  
Haldimand-Norfolk Heath Unit  
282 Argyle Street South  
Caledonia, Ontario N3W 1K7  
905-318-5367

Norfolk County Administration Building  
50 Colborne Street South  
Simcoe, Ontario N3Y 4H3  
519-426-5870