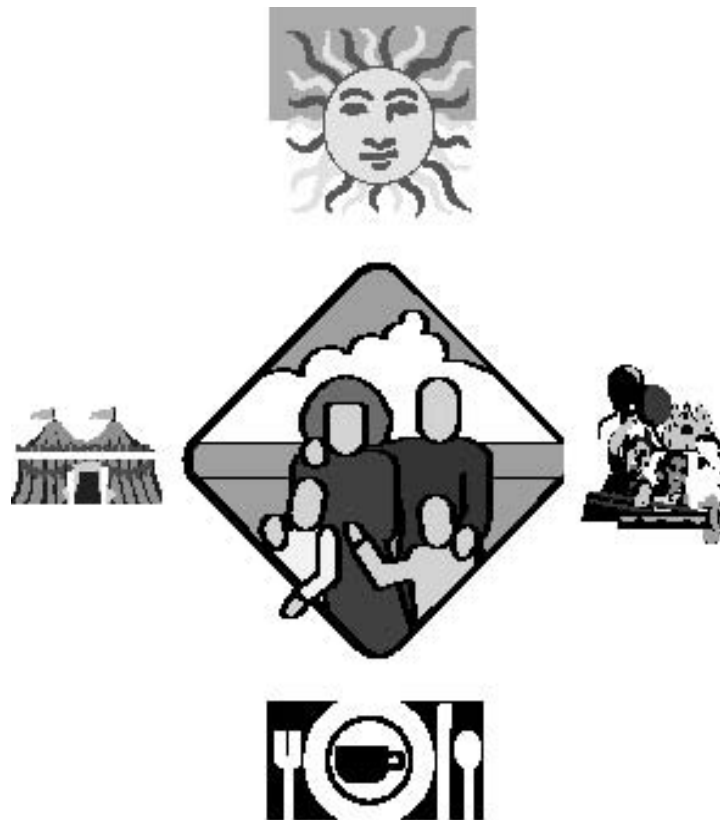


STANDARDS TO ENSURE FOOD SAFETY AT TEMPORARY EVENTS



Requirements for Safe and Sanitary Temporary Food Service Events

Temporary food service events are non-permanent, short-term food service events and operate for only six days or less each year. These temporary food service events are found indoors or outdoors, for business promotions, customer appreciation days, street fairs, civic celebrations, craft fairs, charity fundraising, hot dog sales and other similar events. Church suppers, fall suppers and fowl suppers are temporary food service events.

Any group or event that serves food to the public, including temporary events, are Public Eating Establishments and **require** licensing to serve or sell food to the public. Saskatchewan's *Public Health Act* and *The Food Safety Regulations* apply whenever and wherever food or drink is prepared, served or sold to the public.

You do not need a license when you serve food only to family, friends, co-workers or club members at private potluck suppers, team wind-up events, workplace parties, weddings, anniversaries or birthdays.

People providing food at trade shows must follow the "Requirements for Trade Shows" guideline. For a copy of this guideline, contact the Regina Qu'Appelle Health Region Environmental Health Department. Our contact information is on the last page of this booklet.

Contact a Public Health Inspector in the Regina Qu'Appelle Health Region to find out if you need a license. Turn to the back page to find out how to contact your local Public Health Inspector.

This booklet contains basic food safety principles to help reduce the risk of your fun-filled special event becoming a food safety disaster.





1. Approval

You must have a licence to operate a temporary eating establishment or concession. Temporary eating establishments can run for a total of six days or less per calendar year. This means:

- up to six one-day events, or
- one six-day event, or
- any combination equal to a maximum of six days in any calendar year.

Contact your Public Health Inspector to discuss the type of food service you want to provide and to complete an application form.

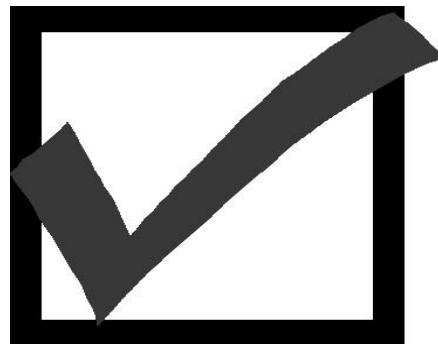
- For small events, such as a hot dog sale, apply at least seven days before the occasion.*
- For large events, you must apply at least fourteen days in advance.*

Once approved by a Public Health Inspector, you will receive the licence to operate, which must be clearly visible to the public at your booth during the event.

Basic food safety principles for operating a temporary eating establishment are contained in this booklet. Please read carefully and ensure you meet all the requirements. Requirements that are more stringent may be necessary depending on the nature of your event.

Contact your local Public Health Inspector for advice, guidelines, worksheets and application forms.

Follow the standards in this booklet to help ensure food safety at all food service events.





2. Booth

The type of temporary food concession booth will depend on the type of food and location. ***Design your booth with food safety in mind.*** Ideally, the booth will be entirely enclosed except for the serving window. It will have an overhead covering and only one door or flap for entry. Clear plastic or light colored screening on sidewalls will aid visibility.

Construct and locate the booth so that it protects the food from dust, rain, insects, birds and wind blown debris.

A properly designed booth will also protect the public (including children) from potential injuries, (i.e. burns and tripping hazards).

Contact a Public Health Inspector for booth requirements.

Allow only food workers inside the food preparation area. All animals must be excluded.

Set up cooking equipment in a way that protects the safety of the public and the employees. Keep a fire extinguisher nearby.



The more your food is exposed to the public, the greater the likelihood of contamination from the environment (such as dust, flying debris, insects, animals) and customers (coughing, touching food).



3. Menus

Keep your menu simple!

All ingredients must come from an approved source, such as a grocery store or warehouse. Use only pasteurized dairy products. ***Contact your local Public Health Inspector if you are unsure about any ingredient.***

Temporary food service facilities are not to prepare, only *dispense* potentially hazardous foods. These foods must be kept hot in chafing dishes or the equivalent and cold in refrigerators or the equivalent.

Potentially hazardous foods or foods requiring extensive handling (i.e. meat, dairy products, stew, chili, salads, sandwiches, etc.), must be prepared in a licensed kitchen. Licensed kitchens provide all the necessary conditions and equipment to safely store and prepare food.

Simple preparation and assembly are permitted at the temporary eating establishment site if foods are limited to:

- hotdogs,
- pre-formed and pre-cooked hamburger patties, or
- ready-to-eat foods.

Other foods that may be sold from a temporary concession are prepackaged ice cream, prepackaged frozen dairy products, prepackaged candy, coffee, canned juice and bottled soft drinks.

If you are considering a food not listed above, please contact your local Public Health Inspector at the phone numbers listed on the last page of this booklet.

If you would like help with increasing the size of a recipe, contact the Saskatchewan Food Industry Development Centre at 306-933-7822.





4. Cooking

Remember to cook meat in a licensed kitchen. Meat is a potentially hazardous food.

Use an accurate probe-type food thermometer to check internal cooking temperatures of all food.

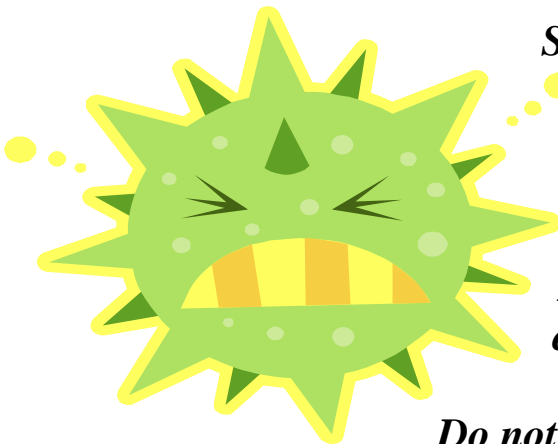
Cook meat to these minimum internal temperatures for at least 15 seconds:

- Hamburgers and ground beef products to 71°C (160°F),
- Poultry to 82 - 85°C (180 - 185°F), and
- Pork and other meats to 77°C (170°F).

Mixtures containing poultry, eggs, meats, fish or other potentially hazardous foods must be cooked to an internal temperature of at least 74°C (165°F).

Remember to protect the public from contact with hot cooking equipment.

Most illnesses from temporary events are traced back to mistakes in temperature control. Cook food in small batches in one continuous process. Stir often.



Slow-cooking methods may activate bacteria and never reach temperatures that kill bacteria.

Bacteria can double in number every 20 minutes.

Do not use crock-pots, steam tables or sterno burners to cook or reheat food.

Contact a Public Health Inspector for more information about cooking food.



5. Cooling and Cold Storage

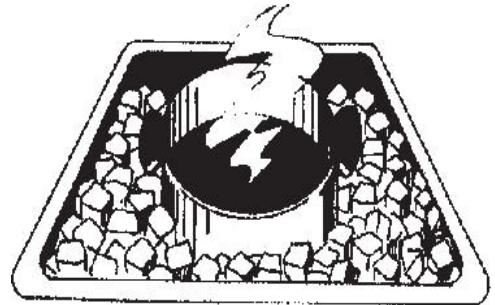
Foods that require refrigeration must be cooled to 4°C (40°F) as quickly as possible and stored at that temperature until ready to serve.

To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans and refrigerate. Pans should not be stored one on top of another. Open the lid slightly until the food is completely cooled, except for brief moments when you are stirring the food.

Check the temperature periodically to see if the food is cooling properly. To be safe, food must reach 20°C (68°F) within 2 hours and 4°C (40°F) within 4 hours. Use a food thermometer to check cooling temperatures.

Many cases of food poisoning are because food was left out of the refrigerator for too long.

Contact a Public Health Inspector for more information about cooling food.



Discard any food:

- If the food has been at room temperature for more than 2 hours,
- If the food has been in the Danger Zone [4°C (40°F) to 60°C (140°F)] for more than 2 hours, or
- If the food has been at 32°C (90°F) or more for 1 hour.



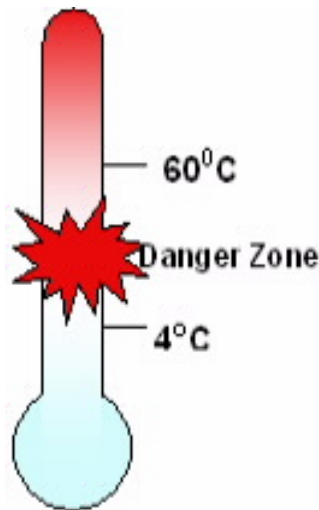


6. Reheating and Hot Holding

Reheat cooked foods, taken from the refrigerator or freezer, to above 74°C (165° F) in less than thirty minutes. Keep the food at or above 74°C (165° F) for at least fifteen seconds to kill bacteria. Stir often. Use an accurate, metal-stemmed, probe-type, food thermometer to check reheating temperatures.

If you need to thaw food, use a microwave or a refrigerator. Do not leave food on the counter to thaw.

Do not reheat foods in crock-pots, steam tables or other hot holding devices, or over sterno burners. These are only to be used for keeping food hot.



KEEP FOOD OUT OF THE DANGER ZONE.

THE DANGER ZONE IS BETWEEN 4°C AND 60°C [40°F AND 140°F]

BACTERIA CAN DOUBLE EVERY 10 TO 20 MINUTES IN THE DANGER ZONE.

KEEP REHEATED FOOD AT 60°C (140°F) OR ABOVE.

It is safest to serve cooked food immediately. The longer food is held, hot or cold, the greater the chance something could go wrong and cause foodborne illness.

At room temperature, one bacterium can become more than a million bacteria in two hours.



7. Transportation

If food is transported from one location to another, keep it securely covered and control the temperature. Protect the food during transportation by keeping the vehicle clean and sanitary, also.

Use refrigerated trucks or insulated containers to keep hot foods hot, above 60°C (140°F), and cold foods cold, below 4°C (40°F), at all times. Use a food thermometer to check transportation temperatures.

Neglecting food safety during transportation can undo all the good work you have done to prevent foodborne illness.

You must take care to ensure the food you transport to the special event is not contaminated, polluted or interfered with by people, animals or other items in the vehicle.

You can use insulated picnic coolers to keep food hot or cold.

Transport hot and cold foods in separate containers.

Keep the container lid closed securely.

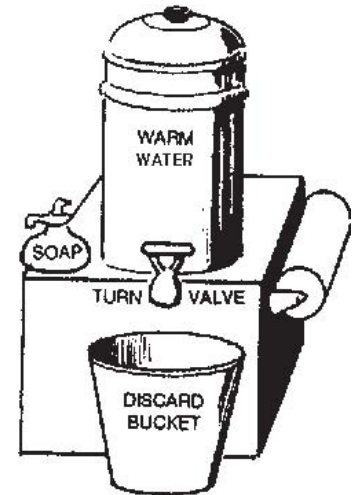
When you get to your event, put the hot food into the hot holding equipment immediately.





8. Hand Washing

You must provide an adequate hand washing station. In a pinch, a large camping jug (with a spout) full of water, a soap dispenser, a roll of paper towels and a bucket to collect wastewater may provide a temporary hand washing station. Portable toilet rental companies rent portable hand washing stations, also. Ensure the hand washing station is accessible at all times.



Ensure wastewater is discarded in a sanitary sewer or other approved method of sewage disposal.

The use of disposable gloves can provide an additional barrier to contamination, but gloves are no substitute for hand washing. Dirty gloves transfer germs to food, too! Remember, you cannot see the bacteria that cause illness.



If you wear disposable gloves, always wash your hands before you put the gloves on and after you take off the gloves.



How to Wash your Hands
Warm water and liquid soap
Lather up
Rinse
Dry hands with paper towel
Turn off tap with paper towel
Discard towel

Frequent and thorough hand washing is the first and best line of defense in preventing foodborne disease.



9. Health and Hygiene

Only healthy workers can prepare and serve food. Any worker who has any of the following symptoms is not allowed to prepare or handle food:

- Stomach cramps
- Nausea
- Fever
- Vomiting
- Diarrhea
- Jaundice
- Open sores or infected cuts on the hands.

Sick or unclean personnel frequently cause foodborne illness.



Workers should wear clean outer garments, keep hair restrained and remove unnecessary jewellery.

Do not smoke in the booth or anytime you are working with food. Smoking, besides being unhealthy, contributes to the contamination of workers' hands. This can transfer germs that cause foodborne illness.

Exclude all animals from the food storage, preparation and service areas.

Store personal belongings away from food storage, preparation and service areas.



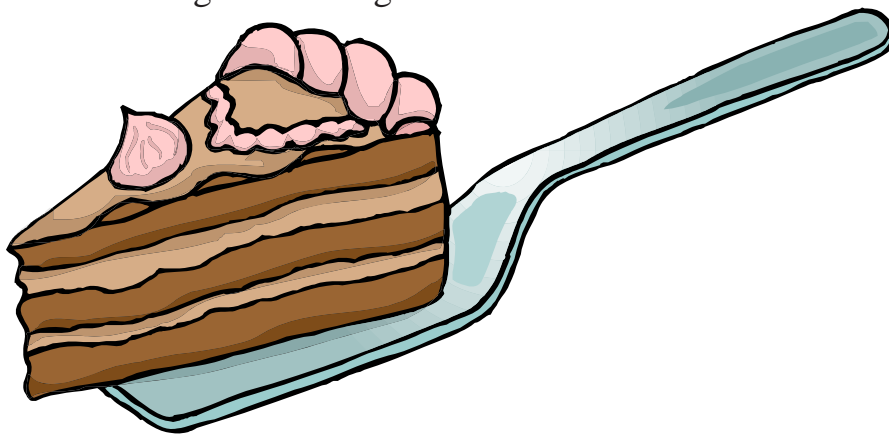


10. Food Handling

Food workers must avoid touching food and food contact surfaces with their hands. Food contact surfaces are any surfaces used for preparing, serving, displaying or storing food. Tables, cutting boards, serving trays, utensils, and coolers are food contact surfaces.

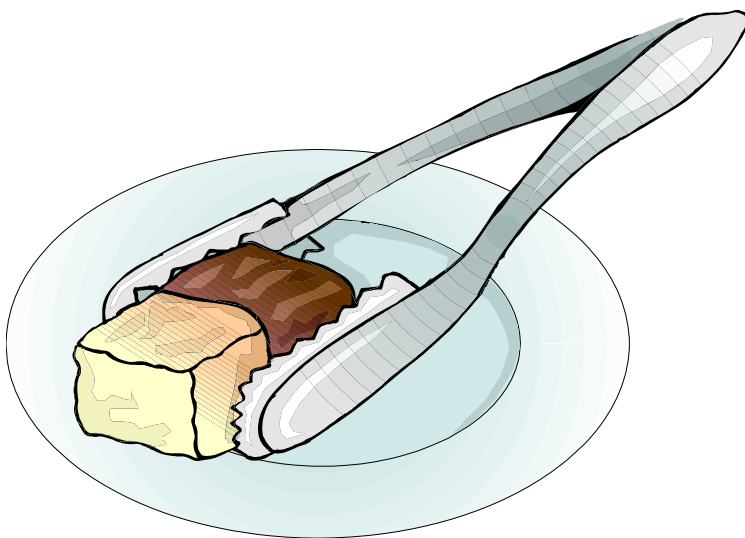
Whenever possible use clean, new disposable gloves, tongs, napkins or other tools to handle food. Change gloves often.

Touching food with unclean hands transfers germs to the food. Frequent hand washing is encouraged.



Use tongs and serving utensils to serve food.

Use single service, disposable dishes and utensils.



Divide duties so workers handle food or money, but not both!

Store food and utensils above the ground or floor.



11. Dish Washing

Use disposable utensils to serve food. Keep your hands away from food contact surfaces, and never reuse disposable ware.

If you use multi-use utensils and dishes, use a 4-step cleaning and sanitizing process:

1. **WASH** in warm, soapy water,
2. **RINSE** in hot water,
3. **SANITIZE**, and
4. **AIR DRY**



Always have hot water and sanitizer on hand.

Sanitizers are liquid mixtures that destroy bacteria that can make you sick.

Page 15 explains how to make an inexpensive sanitizer with items you have on hand.

Clean, sanitized utensils provide protection against the transfer of harmful bacteria.



Always have a sufficient supply of clean, sanitized or single use supplies.



12. Ice

Ice used to cool cans and bottles must not be used in cup beverages.

Use one ice bucket for adding ice to beverages and another bucket of ice for cooling.



*Use a scoop
to dispense
ice.*

*Never use
your hands
to serve ice.*

Ice can become contaminated and cause illness.

*Use water from
a safe source to
make ice.*





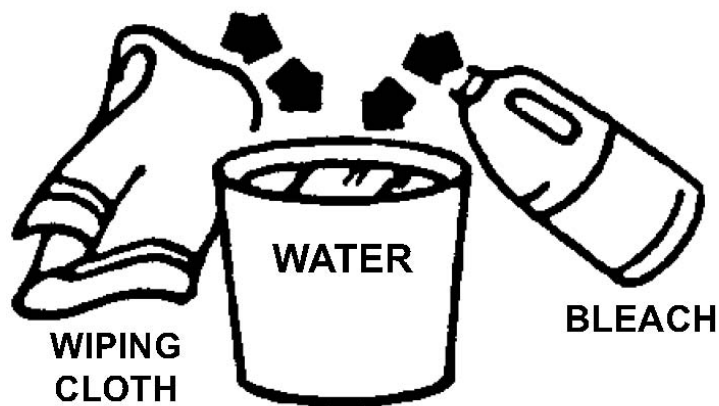
13. Wiping Cloths

Rinse and store your wiping cloths in a bucket of sanitizer.

Wash and rinse surfaces before you sanitize. If you forget this step, your sanitizer will not be effective.

You can make an inexpensive sanitizer with supplies on hand. Add one ounce of unscented bleach to one gallon of water. Two capfuls (using the cap from a gallon-sized bottle of bleach) is approximately one ounce. A one-gallon ice cream pail can be used for the one gallon of water.

Change the solution frequently, at least every two hours or whenever it is no longer clear.



Well-sanitized work surfaces prevent cross contamination and discourage flies.



14. Insect Control and Wastes

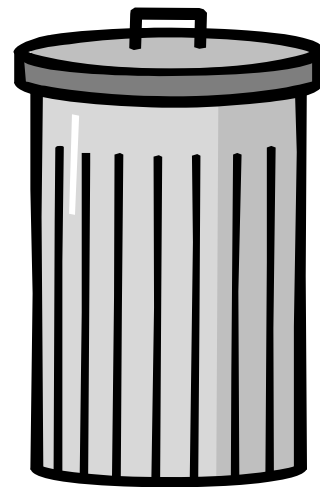
Keep foods covered to protect them from insects.

Store pesticides away from food. Do not use pesticides in food preparation, display or storage areas.

*Flies and other insects are carriers of foodborne diseases.
The pesticides used to kill insects can be just as toxic to humans.*



Place garbage and paper wastes into a cleanable refuse container with a tight-fitting lid. Line the container with a removable plastic bag.



Dispose of wastewater in a sewer or public toilet, never on the ground.



The Top 6 Causes of Foodborne Illness

From experience and investigations, these six improper food-handling practices are the ones most likely to lead to foodborne illnesses. The germs that cause foodborne illness are carried in the food. The germs get into the food from people, insects, surfaces or the ingredient!

Check through the list to make sure you have prevented these common causes of foodborne disease:

1. **Inadequate cooling and cold handling.** Most foodborne illnesses are due to keeping foods out at room temperature for more than two hours or cooling hot food too slowly.
2. **Preparing food too far ahead of service.** Food prepared four or more hours before service increases the risk of temperature abuse.
3. **Poor personal hygiene and infected personnel.** Poor hand washing habits and ill workers handling food have caused many foodborne illness outbreaks.
4. **Inadequate cooking and reheating.** Reheat food to above 74°C (165°F). Otherwise, bacteria are allowed to grow and illness results.
5. **Inadequate hot holding.** Hazardous and cooked foods sitting out for more than two hours in the Danger Zone {between 4°C and 60°C, or 40°F and 140°F} allow bacteria to double their numbers as quickly as every ten minutes. Keep cooked food above 60°C (140°F) until served.
6. **Contaminated raw foods and ingredients.** Serving raw shellfish, unpasteurised milk or using contaminated raw eggs in sauces and dressings, has often led to outbreaks of foodborne disease. Always use pasteurized products. Protect food from contamination. Purchase food from an approved source. Food for the public cannot be stored or prepared in a private home.



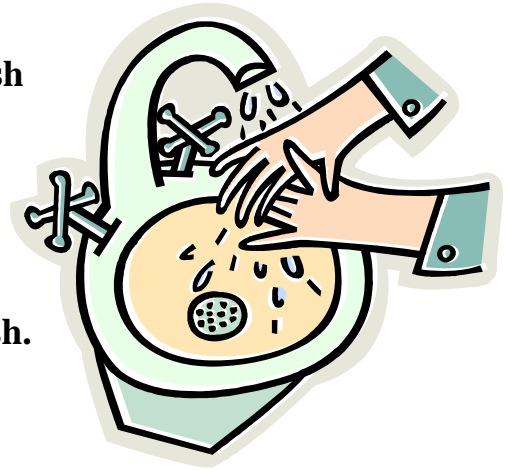
The Regina Qu'Appelle Health Region offers safe food handling classes for the public. Call 766-7755 for more information about “Food Safe”.



Clean Hands for Clean Foods

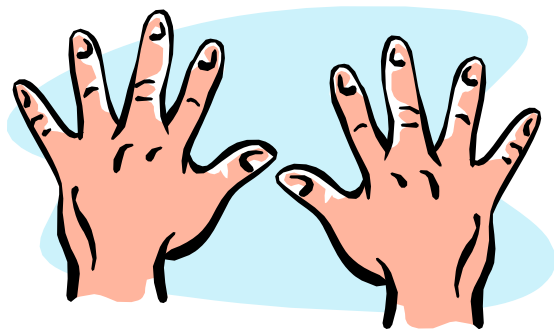
Sometimes the staff working at temporary food service events are not professional food workers. One person who has taken a safe food-handling course should be on hand at all times. Instruct everyone in proper hand washing.

- Use soap and water.
- Rub your hands vigorously as you wash them.
- Wash *ALL* surfaces including:
 - back of hands
 - wrists
 - between fingers
 - under fingernails with a nailbrush.
- Rinse your hands well.
- Dry your hands with a paper towel.
- Turn off the water using paper towel instead of your hands.



Wash your hands this way *before you begin work and frequently during the day*, and anytime after:

- smoking
- handling soiled items
- scraping tableware
- disposing of garbage
- using the toilet
- handling raw food
- coughing or sneezing
- touching hair, face or body.





**Carefully following tried and true methods
for safely preparing food
will help prevent foodborne illness
and will ensure that your
temporary events will be
enjoyed by all who attend.**



**Remember ...
When in doubt, THROW IT OUT!**

Contact a Public Health Inspector in the Regina Qu'Appelle Health Region

Environmental Health Department

Second Floor, 2110 Hamilton Street
Regina, Saskatchewan S4P 2E3
(306) 766-7755

Fort Qu'Appelle Office

178 Boundary Avenue
Fort Qu'Appelle, Saskatchewan S0G 1S0
(306) 332-3312

Indian Head Office

300 Hospital Street
Indian Head, Saskatchewan S0G 2K0
(306) 695-5232

Information is also available at the Regina Qu'Appelle Health Region website.

www.rqhealth.ca

The **Environmental Health Department** web page is found in the list under **Programs and Services**.

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