

Special Event Temporary Food Establishment



Organizer Package

**Temporary Food Establishment
Organizer Package**

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Attachment

Special Event Temporary Food Establishment Vendor Package

Temporary Food Establishment Application
(For Organizer)

The following application must be completed by the event organizer and returned to Toronto Public Health (refer to Toronto Public Health District Offices on page 3).

Organizer Information (Please Print)

Business Name: _____

Business Address: _____

Business Phone: _____ Business Fax: _____

Business Cell Phone: _____

Event Information (Please Print)

Name of Event: _____

Location: _____

Time of Operation: _____

Event start date (setup): _____ Event end date: _____

On-site Contact Name: _____

Phone: _____ Cell: _____

Food Vendor(s)

Provide the information below for all food services vendors that will be participating in the event.

NAME	ADDRESS	PHONE AND FAX

Please use additional sheets if necessary or attach a typed listing of vendors including address and phone numbers.

Please return completed applications and Vendor information to the address checked below .

North Region

- | | |
|---|---|
| <input type="checkbox"/> Toronto Public Health
Healthy Environments
5100 Yonge Street 2 nd Floor
Toronto, On. M2N 5V7
Fax: 416-338-8510
Phone: 416-338-8410 | <input type="checkbox"/> Toronto Public Health
Healthy Environments
2300 Sheppard Ave. West 3 rd Floor
Toronto, On. M9M 3A4
Fax: 416-338-8705
Phone: 416-338-8700 |
|---|---|

South Region

- | | |
|---|---|
| <input type="checkbox"/> Toronto Public Health
Healthy Environments
235 Danforth Avenue 3 rd Floor
Toronto, On. M4K 1N2
Fax: 416-392-0714
Phone: 416-392-0936 | <input type="checkbox"/> Toronto Public Health
Healthy Environments
277 Victoria Street 4 th Floor
Toronto, On. M5B 1W2
Fax: 416-338-1643
Phone: 416-338-8029 |
| <input type="checkbox"/> Toronto Public Health
Healthy Environments
2340 Dundas Street West
Toronto, On. M6P 4A9
Fax: 416-338-3418
Phone: 416-392-0978 | |

East Region

- | | |
|---|--|
| <input type="checkbox"/> Toronto Public Health
Healthy Environments
160 Borough Drive
Toronto, On. M1P 4N8
Fax: 416-338-7584
Phone: 416-338-7431 | <input type="checkbox"/> Toronto Public Health
Healthy Environments
850 Coxwell Avenue
Toronto, On. M4C 5G1
Fax: 416-397-4782
Phone: 416-397-4777 |
|---|--|

West Region

- | |
|---|
| <input type="checkbox"/> Toronto Public Health
Healthy Environments
399 The West Mall 4 th floor
Toronto, On. M9C 2Y2
Fax: 416-338-1527
Phone: 416-338-1507 |
|---|

Temporary Food Establishment Organizer Package

To assist you in organizing a safe event the following **minimum requirements** have been provided to minimize the possibility of food borne illness. Please ensure that the "Special Event Temporary Food Establishment Application (for Organizer)" is completed and forwarded to Toronto Public Health (see page 3 - Regional Offices).

A Public Health Inspector will review this information and will contact you.

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

Organizer Responsibilities

- ◆ Provide a site map to Toronto Public Health indicating food vendors, garbage/wastewater disposal sites and sanitary facilities.
- ◆ Provide each vendor with a copy of the "Special Event Temporary Food Establishment - Vendor Package".
- ◆ Collect completed vendor application "Part 1- Special Event Temporary Food Establishment Application (For Vendor)" and "Part 2 - Special Event Vendor Information Sheet" and forward to Toronto Public Health prior to the event (see page 3 – Regional Offices).
- ◆ Notify Toronto Public Health of any significant changes to the original application.
- ◆ Co-ordinate alternative back up plans with food vendors in the event of power failure or water shortages (e.g. provision of emergency generators, propane burners, supply of ice).
- ◆ Arrange adequate disposal of garbage at a designated site (e.g. dumpster).
- ◆ Provide sanitary facilities in sufficient numbers and maintain in a sanitary manner.
- ◆ Arrange for sanitary disposal of liquid waste (e.g. leak-proof container/holding tank) if sanitary sewers are not available.

Other departments you need to contact:

Toronto Fire Services (Fire Prevention)
e.g. extinguishers required,

Works and Emergency Services
e.g. garbage disposal and water supply,

Urban Development Services
e.g. bylaw enforcement, licensing and street vending,

Transportation Services Division
e.g. road closures

Parks and Recreation
e.g. permits for community centre and parks

To contact these departments call / e-mail :

E-mail :	accesstoronto@toronto.ca
Phone:	416-338-0388
Fax:	416-388-0685
TTY:	416-338-OTTY (0889)



Special Event

Temporary Food Establishment



Vendor Package

Temporary Food Establishment
Vendor Package

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

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

Name of the event: _____

Event organizer/organization: _____

Vendor Information (Please Print)

Name of Temporary Food Establishment: _____

Business Owners Name: _____

Business Owners Address: _____

Bus. Phone: _____ Fax: _____

Date(s) participating: (set up) _____ to: _____ (breakdown)

Municipal License Number (if applicable): _____

Contact Name and Phone Number: _____

Food Supplier(s) of Vendor (Please Print)

Name of Supplier(s): _____

Address: _____

Bus. Telephone: _____ Fax: _____

Contact Name _____

(If more than one supplier is used please indicate on the back of this form.)

Type of Foods being Prepared/ Served

Complete, in full, the **“Part 2 -Special Event Vendor Information Sheet”**.

Part 2 – Special Event Vendor Information Sheet

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

Additional Information:

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

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

Definitions

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

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

Temporary Food Establishment Vendor Package

To assist you in organizing a safe event, the following minimum requirements have been provided to minimize the possibility of food borne illness. Please ensure that the “Part 1- Special Event - Temporary Food Establishment Application” along with “Part 2 - Special Event Vendors Information Sheet” is completed and forwarded to the event organizer.

A Public Health Inspector will review this information and may contact you to discuss safe food handling practices specific to the foods you are planning to serve.

All food must be obtained from an approved commercial source. All food must be prepared in a licensed and approved commercial kitchen. Only limited preparation (cooking and associated assembly) is permitted on site. No home prepared or home canned foods shall be used, sold or given away.

The following are minimum requirements and are by no means all-inclusive.

(a) Food Preparation and Protection:

- ◆ Only final cooking is permitted at the site of the event (**i.e. no cutting/chopping of ingredients, marinating, or other forms of food processing or preparation are allowed**)
- ◆ All individual pre-packaged food must be served in their original container.
- ◆ All food while being stored, prepared, displayed or transported to the site must be protected against contamination from dust, insects and other sources. Provide adequate protection by covering the food entirely with a lid, plastic wrap, and aluminium foil or wrap items individually. Where possible provide sneeze guards.
- ◆ Containers of food must be stored at least 15 cm above the ground.
- ◆ Hazardous food must be transported, stored, and maintained at required temperatures. **Cold Foods** must be kept at **5 degrees Celsius or less** and **Hot Foods** at **60 degrees Celsius or greater**.
- ◆ Food probe thermometer(s) must be available to check the internal temperature of hot and cold hazardous food.
- ◆ Thermometers must be provided in all coolers/refrigerators.

- ◆ All meats must be thoroughly cooked to an internal temperature of **74 degrees Celsius or greater**. The meat should not be pink after cooking and the juices should run clear (no blood). **Do not place cooked food on plates or containers that held raw foods.**
- ◆ Hot food storage facilities must be provided for hazardous foods requiring hot storage and shall be capable of continuously maintaining food temperatures at **60 degrees Celsius or greater** (e.g. steam table, rice cooker, B.B.Q., etc).
- ◆ Condiments such as mustard, ketchup, sugar, etc. shall be offered in either individual packages or dispensed from a container which protects the condiments from contamination (e.g. pump dispenser or squeeze bottle).

(b) Food Utensils (Equipment):

- ◆ Only single service eating utensils such as plastic knives, forks, spoons, paper plates and cups shall be used. Cutlery, plates and cups shall be purchased pre-wrapped and stored in a clean container up above the ground. Cups shall be stored in their original containers and handled only from the bottom of the cup. **Re-use of single service items is prohibited.**
- ◆ Where a 2-compartment sink is not available for washing and sanitizing utensils (spoons, tongs, ladles, ice cream scoops) a sufficient number of wrapped, clean, back-up utensils (4 sets) must be available should the original utensils become contaminated. **Utensils that fall on the ground must not be re-used.**
- ◆ Food contact equipment and surfaces must be smooth, non-absorbent, easily cleaned and protected from contamination.
- ◆ Wiping cloths or sponges for cleaning and sanitizing food contact surfaces must be provided and stored in a sanitizing solution (See page 10 “How to Mix Bleach (chlorine) Solution for Sanitizing”).

(c) Water:

- ◆ Potable water under pressure (gravity fed) must be provided. The supply must be adequate for hand washing, food preparation and equipment cleaning. When a sink or hand wash basin is not available a clean water container must be used (e.g. plastic jug with spigot). All wastewater must drain into a leak-proof container/tank. Arrange for sanitary disposal of all wastewater.
- ◆ If you are hooking up to a water supply, food grade hoses must be used.

(d) Ice:

- ◆ All ice must be transported, stored and dispensed in a sanitary manner. Ice must be obtained from an approved source.
- ◆ Ice must be stored in single service closed containers or bags to prevent contamination.
- ◆ Tongs and scoops used to dispense ice must be stored a container or cup outside of the ice.
- ◆ **Ice for consumption must not be touched directly with the hands.**

(e) Personal Hygiene:

- ◆ Hand washing facilities must be provided at each temporary food establishment. Where a sink or hand wash basin is not available a clean container with a spigot at the bottom may be used.
- ◆ Liquid soap in a dispenser and paper towels must be provided.
- ◆ All food handlers must wash their hands with clean water and soap before starting work, after each visit to the toilet, after smoking, handling garbage, handling cash and as frequently as possible to maintain clean hands.
- ◆ All food handlers must wear clean outer clothing and must confine the hair by wearing hairnets, baseball caps, scarves, etc.
- ◆ Eating, drinking, and smoking is prohibited by the food handlers while working in the temporary food establishment.

(f) Toxic Chemicals:

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

(h) Temporary Food Structures:

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

(h) Garbage:

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

(i) General

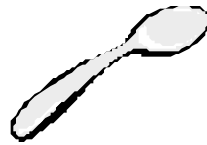
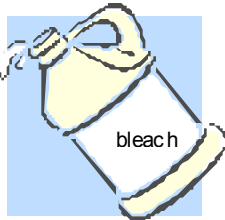
- ◆ To protect against health hazards related to the operation of the temporary food establishment, additional requirements may be imposed, and Toronto Public Health staff may prohibit the sale or service of certain hazardous food(s).
- ◆ Temporary food establishments not meeting the requirements of Toronto Public Health will not be allowed to operate.

Special Event Check List for Food Vendor

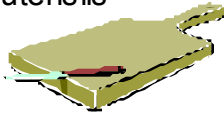
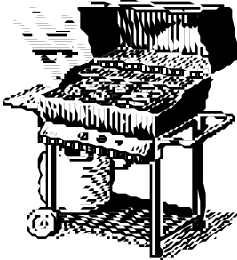
- Food probe thermometer(s) available to check the internal temperature of hot and cold hazardous foods.
- Cold Hazardous foods must be transported, stored and displayed at a temperature of 5 degrees Celsius or less.
- Thermometers for each cooler/refrigerator.
- Hot hazardous foods must be transported, stored and displayed at a temperature of 60 degrees Celsius or greater.
- Platforms for elevating food and paper goods 15cm off the ground.
- Clean container(s) for food storage.
- Roll of plastic wrap or aluminium foil for protecting food.
- Serving spoons, spatulas, tongs, etc., and wrapped backup supply of utensils (4 sets).
- Adequate number of tables with washable surfaces.
- Wiping cloths/ sponges for cleaning and sanitizing preparation and service areas.
- Adequate supply of potable water for hand washing, food preparation and equipment cleaning.
- Leak-proof containers/tanks for the storage of wastewater.
- Ice container and ice scoop.
- Detergent, bleach and bucket.
- Liquid soap in a dispenser and paper towels for hand washing.
- Clean water container(s) with a spigot for hand washing.
- Clean clothes and aprons must be worn at all times in the preparation area.
- Hairnets, caps or other hair restraints must be worn at all times while handling food.
- No eating, drinking / smoking allowed in any food preparation area.
- Adequate supply of large plastic garbage bags.
- Power source/backup supply. e.g. generator, propane burner., etc.

How to Mix Bleach (chlorine) Solution for Sanitizing

What you will need to start:



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

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

Tips to Remember:

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

Handwashing

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

Always Wash Your Hands

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