



SPECIAL EVENTS GUIDELINES

These operational guidelines are applicable to events where food is prepared, sold or distributed to the public and occur for short periods of time. Examples include fall fairs, carnivals, music festivals, street festivals and plowing matches. The Leeds, Grenville and Lanark District Health Unit is committed to working with you to ensure the event is a success and safe for your guests.

Each food vendor at a special event must comply with the Food Premises Regulation. The health unit may conduct site inspections to ensure compliance. Some vendors may be exempt from the Food Premises Regulation (e.g. religious organizations, service clubs, fraternal organizations and charities) provided certain conditions are met. Please refer to the “Exemption Guideline” document or contact the health unit if you wish to qualify for an exemption. Inspections of these premises may still be conducted under the Health Protection and Promotion Act.

General Requirements

- The organizer of the event must notify the Medical Officer of Health of the Leeds, Grenville and Lanark District Health Unit, in writing at least 30 days prior to the event (coordinator application form).
- If there is more than one vendor attending the event, the organizer of the event must ensure that each vendor completes the Vendor application form and provide them to the health unit.
- The site proposed for the event must be dry, well drained, and free of any health hazards.

Food Safety

It is the goal of the health unit to assist you in providing safe food to the patrons of your event. Some foods require extra attention to ensure their safety. Hazardous foods are those foods that are capable of supporting the growth of microorganisms that cause illness or the production of the toxins of such organisms. These may include, but are not limited to, meat and meat products, poultry, fish and shellfish, eggs, dairy and dairy products, grains and cereals such as rice and pasta, sauces, gravy and unpasteurized juices.

The preparation and service of food, utilizing self contained mobile food premises is recommended.

Approved Sources

- All meat must be inspected. Check meat and meat products for stamps and tags
- Use only Grade A and B eggs (never use ungraded, cracked, or Grade C eggs)
- All milk must be pasteurized
- Do not serve food to the public that has not been prepared in an inspected food premises (i.e. do not prepare food at home)

Transportation of Food

- Refrigerated trucks, mechanical refrigeration units, and insulated coolers are all methods that can be used for transporting hazardous food to the event provided the food can be maintained at 4°C or less. Thermometers should be placed in each cooler or refrigeration unit.

Food Temperatures

- **Keep cold foods cold and hot foods hot! Hazardous foods must be held at 4°C or lower for cold foods or 60°C or above for hot foods.**
- Frozen food must be held at -18°C or lower.
- Cold holding units must be equipped with thermometers.
- Cook/Reheat foods to the proper temperature.
- A probe thermometer is required to check internal temperatures of food.

Food Protection

- Food and food preparation surfaces must be protected from contamination by means of shields, cabinets, containers. Condiment containers must have self-closing lids and separate dispensing utensils.
- Only single service items (e.g. paper plates and cups) are allowed for serving food to customers.
- Keep raw meat separate from ready-to-eat foods.
- All barbecue stations and food vending carts must have an umbrella or covering to protect food from contamination.
- Floors of food preparation areas must be of sound construction and readily cleanable.

Food Handlers

- Food handlers must follow good personal hygiene practices: wash hands frequently, refrain from smoking or eating while handling food, wear clean clothing and hair coverings.
- Use utensils to handle food to minimize direct hand contact.
- Do not handle money and food without washing hands in between. It is recommended that one person be in charge of food handling and another in charge of handling money.
- Gloves are not a substitute for handwashing. Each time gloves are changed, hands must be washed. Change your gloves as often as you would wash your hands.

Sinks

- A separate handwash basin supplied with hot and cold running water must be conveniently located for food handlers in the food preparation area, with a supply of liquid soap and paper towels.
- A two compartment sink is required for cleaning and sanitizing utensils.

Water Supply

- Water used for drinking, food preparation, handwashing and dishwashing must be potable. For water sources other than a municipal water treatment system, the health unit must be notified in advance so that the water source can be assessed and tested.
- Disinfect drinking water distribution systems (e.g. hoses) prior to the event. Hoses supplying water to food premises must be made of food grade material (not garden hoses).
- If a water hauler is being used to supply the event, the company name and address must be provided to the health unit in advance so the water source and vehicle can be inspected.

Sanitary Facilities and Waste Water Disposal

- Have washroom facilities and handwash stations available for vendors and patrons. Portable facilities and handwash stations are acceptable.
- Keep facilities in a clean and sanitary condition.
- All sewage waste, including sink waste, must be disposed of in a clean and sanitary manner. No wastewater can be dumped onto the ground. Holding tanks must be pumped out as often as is necessary and the waste must be disposed of at an approved dump station.

Gender	Expected Occupancy	Toilets	Washbasins
Male	1-1200	6 (50% may be urinals)	4
Female	1-1200	6	4
Male	Over 1,200	1 sanitary fixture per 300 persons (50% may be urinals) 1 washbasin per 600 persons	
Female	Over 1,200	1 sanitary fixture per 300 persons 1 washbasin per 600 persons	

Garbage Disposal

- Each food vendor must have appropriate garbage receptacles equipped with lids.
- An adequate number of garbage receptacles shall be provided for use by the public and placed in locations convenient for use.
- Garbage receptacles must be emptied as necessary, but not less than once daily.

Animal Exhibits/Petting Zoos

- Post signs at each animal exhibit stating the following:

NOTICE
Wash hands with soap and water after touching animals
Do not eat or drink while touching animals

- Ensure manure is quickly and thoroughly cleaned up and appropriately discarded
- Do not allow the public to drink unpasteurized milk
- Ensure barriers are adequate to impede the touching of animals that should not be handled by the public (e.g. newborns)
- Do not display animals that are ill or those known to be positive for E. coli 0157:H7 and other infectious diseases
- Clean and disinfect rails and floors daily
- Do not set up animal exhibits in proximity to food premises.

For further information on petting zoos, please contact the Health Protection Department at our Brockville office at 613-345-5685 or at Smiths Falls office at 613-283-2740.

FOOD VENDOR'S CHECKLIST

- Meat, poultry, dairy and egg products from approved/inspected source
- Probe thermometer available for checking internal food temperatures
- Thermometers in each cooler, refrigeration unit, and freezer
- Equipment for transportation capable of maintaining cold food at 4°C or lower and hot food at 60°C or greater
- Food is protected from contamination (containers with lids, plastic wrap, aluminum foil, sneeze guards)
- Food is stored 15 cm (6 inches) off the ground
- Adequate supply of clean utensils (serving spoons, tongs, spatulas) are available throughout the day
- Single service eating utensils are provided and properly stored
- Potable water is supplied for handwashing, food preparation, and equipment cleaning
- Leak-proof containers/tanks are provided for storage of wastewater
- Detergent and sanitizer/bleach
- Liquid soap and paper towel in a dispenser at handwash stations
- Clean outer garments and aprons
- Hairnets, caps or hair restraints
- Garbage bags
- Wiping clothes for cleaning and sanitizing preparation areas and service areas
- Premises is clean and in good repair
- Back-up power

MAIN OFFICE:
458 Laurier Blvd.
Brockville, ON K6V 7A3
Tele: 613-345-5685
Fax: 613-345-7148



52 Abbott Street North, Unit 2
Smiths Falls, ON K7A 1W3
Tele: 613-283-2740
Fax: 613-283-1679

HEALTH PROTECTION DEPARTMENT

SPECIAL EVENT COORDINATOR NOTIFICATION FORM

COORDINATOR INFORMATION:

Owner/Operator Name: _____

Corporation Number: _____

Address: _____

Town/City: _____ Postal Code: _____

Telephone: _____ Fax Number: _____

E-mail: _____

DESCRIPTION OF EVENT:

Name of Event: _____

Location/Address of Event: _____

Public Park Street Fairground Mall Property Other: _____

Start date of Event: _____ End Date of Event: _____

Daily Operating Hours: _____ Expected Number of Attendees: _____

DESCRIPTION OF SERVICES:

Sanitary Facilities (Indicate Number):

Portable toilets _____ Portable Handwash Basins _____ Permanent toilets _____

Permanent handwash basins _____

WATER SUPPLY:

ALL PREMISES PREPARING FOOD MUST HAVE A SUPPLY OF POTABLE HOT AND COLD RUNNING WATER UNDER PRESSURE

Potable water supplied to vendors Yes No

How? Water Truck SDWS Municipal,

Other _____

Water Sample taken (if non-municipal source): Yes No

Date: _____ Result: Total Coliform _____ E. coli _____

HYDRO

Electricity available to vendors? Yes No

Refrigeration trucks available to vendors? Yes No

Backup power available? Yes No

GARBAGE

Garbage bins supplied to vendors? Yes No

Garbage must be disposed of at least daily.

VENDORS

Total number of food vendors: _____

Type of food supplied: _____

Animal Exhibits: Yes No

Personal Services (i.e. tattooing): Yes No

VENDOR REGISTRATION LIST: (If additional space is required, please use separate page)

Name of Vendor	Mailing Address	Telephone Number

FOR OFFICE USE ONLY

Approved Not Approved

Comments: _____

NOTE:

Notification is for Health Unit requirements only. Other permits may be required. Please contact the township office where you plan to hold the event.

Public Health Inspector Signature

Operator Signature

Date

Date

Head Office:
458 Laurier Blvd.
Brockville, ON K6V 7A3
Tel: (613) 345-5685
Fax: (613) 345-7148



52 Abbott Street N., Unit 2
Smiths Falls, ON
K7A 1W3
Tel: (613) 283-2740
Fax: (613) 283-6017

NOTICE OF INTENTION TO OPERATE A TEMPORARY FOOD PREMISES

Location of Event(s): _____

Date and Time of Event(s): _____

Business Name: _____

Operator: (if different from owner): _____

Corporation Number: _____

Address: _____

Telephone: _____

Town/City: _____

Fax: _____

Postal Code: _____

No. of Certified Food Handlers _____

Proposed No. of Food Handlers: _____

Last Event Attended: _____

MENU: (Please check all that apply)

TYPE OF ESTABLISHMENT:
(Please check all that apply)

Full course meals

- Mobile Unit – self-contained (i.e. chip truck/trailer)
- Other (please describe) _____
- Preparing/cooking foods on site
- Food sales only (no preparation on site)
- Farmer’s Market Vendor

HAMBURGERS:

Fresh; Frozen; Pre-cooked

SANDWICHES:

Fresh; Pre-packaged

CHICKEN:

Fresh; Frozen; Pre-cooked

Other: _____

METHOD OF MECHANICAL REFRIGERATION:

Electric; Propane; Not Required

SALADS:

Types: _____

FLOORING TYPE:

Wood; Synthetic; Other

BEVERAGES:

Hot Beverages; Pop; Milkshakes; Milk

Canned/Bottled; Prepared on site

WATER SOURCE:

Please Specify _____

ICE CREAM:

Scooped; Pre-packaged

ALL PREMISES PREPARING FOOD MUST HAVE A SUPPLY OF HOT AND COLD RUNNING WATER UNDER PRESSURE.

NON-HAZARDOUS FOODS

Waste Water Disposal Type: _____

Dated this _____ day of _____, 200_____

MISCELLANEOUS

French Fries; Poutine; Gravy

Eggs; Pizza;

Other (please specify): _____

Signature of Owner

Dated this _____ day of _____ 20_____

