



calgary health region

SPECIAL EVENTS & TRADE SHOWS

TEMPORARY FOOD SERVICE ESTABLISHMENT



VENDOR PACKAGE



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TEMPORARY FOOD ESTABLISHMENT VENDOR PACKAGE

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calgary health region

SPECIAL EVENTS & TRADE SHOWS

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 **Special Events & Trade Shows Application (for Vendors)** is completed and forwarded to Calgary Health Region (CHR), Environmental Health at:

**1509 Centre Street SW
Calgary, Alberta T2G 2E6
Phone: (403) 943-8095
Fax: (403) 943-8056**

A Public Health Inspector will review this information and contact you or the event organizer with any questions or concerns.

All persons involved in preparation and selling or offering of food and/or beverages to the public are strongly encouraged to attend the basic Food Handler Training. At least one food handler in charge must have successfully completed one safe food handling course provided by or satisfactory to CHR. [Environmental Health Food Handling Courses](#)
All information & forms can be obtained from our website www.calgaryhealthregion.ca/envhealth under the Special Events program area or by contacting Environmental Health at the above location.

VENDOR RESPONSIBILITIES

- Ensure that the **Requirements for Special Events & Trade Shows** are followed.
- Complete and return the **Participant Application Form** to Calgary Health Region **one (1) month** prior to the proposed Special Event or Trade Show. In most circumstances the organizers will be collecting the completed form for submission to Calgary Health Region
- If you do **not** have a commercial kitchen and are using an alternative kitchen, you must complete and return the **Permission to Use an Approved Food Establishment Form (Page 10)** to the Calgary Health Region.
- **Notify the event organizer of any changes or additions to the original application no later than ten (10) days prior to the date of the event.**
- Ensure that your food booth is set up and ready for inspection by a Public Health Inspector no less than one (1) hour before the special event is scheduled to start, in accordance with the Provincial Food Regulation.
- Ensure that the **Food Storage Temperature Records** are being kept and recorded once **every two (2) hours (Page 9)**.
- Dispose of any liquid or solid waste in the locations designated by the event organizer.
- Use only potable water (*water that is safe for human consumption*) If you are a food preparation vehicle or cart with a holding tank you must have satisfactory bacteriological test results from a Provincial Laboratory submitted within the last **thirty (30) days**.

REQUIREMENTS FOR SPECIAL EVENTS & TRADE SHOWS

(Reference: *Alberta Food Regulation and Food Retail and Foodservices Code,
Calgary Health Region Food Establishment Policy*)

Prior to opening, all events must obtain health approval from a Public Health Inspector of the Calgary Health Region (CHR).

1. FOOD SOURCE AND PREPARATION

- **All foods and ingredients must be obtained from approved sources (commercially pre-packaged or prepared in a licensed facility).**
- **NO home food preparation or cooking** is permitted unless approved by CHR. All food must be prepared in a facility holding a valid **Food Establishment Permit** issued by a Regional Health Authority.
- The type of cooking, food processing, food preparation or handling of food that is permitted at the site of the event is determined in accordance to the **Sink Requirement Chart for Events and Trade Show, see Page 7.**
- Use oil and spread products that meet the CHR Trans Fat Reduction Strategy. **See Page 13 & Environmental Health Trans Fats webpage.**

2. FOOD PROTECTION

- **All foods must be protected from contamination** (i.e. public handling, coughing, sneezing, dust, etc.) during preparation, processing, storage, and display. **Cooking devices** such as *BBQ's, grills, boiling pots etc.* must be physically separated from the public.
- **Foods must be transported from food establishments in a manner that prevents contamination** and keeps the food at temperatures **below 4°C (40 °F) or above 60°C (140°F).**
- **All seafood, meats and dairy products** must be kept at temperatures **below 4°C (40°F) or above 60°C (140°F).**
- **All booths handling potentially hazardous foods** (foods that are capable of supporting the growth of pathogenic micro-organisms or the production of toxins) **must have Food Storage Temperature Record charts and record temperatures once every two (2) hours.**
- **If very high risk foods that are raw or lightly cooked are served** (i.e. **steak tartar, raw oysters, sushi, capriccio, etc.**) a notice stating increased risk must be visible to the public. (See attached page "Notification of Increased Health Risk")
- **A suitable thermometer** that is capable of measuring temperatures between 0°C and 100°C is required for potentially hazardous foods (i.e. digital probe thermometer or infrared).
- **Condiments must be individually pre-packaged** or dispensed from a squeeze or pump container or a container with a self-closing lid.
- **All foods and utensils must be stored in a sanitary manner** at least 15 cm. (6 inches) off the ground, protected from sources of contamination and separate from chemicals and staff personal items.
- **All lights must be shatterproof or provided with protective covers.**

3. FOOD HANDLER TRAINING

- **At least one food handler in charge should have successfully completed one safe food handling course provided by or satisfactory to CHR. It is recommended that all food handlers take the basic food handler course.**

4. FOOD HANDLER HYGIENE

- All food handlers must wash their hands with water and soap before handling food. Particular attention must be made after handling raw meats, handling money or anything that could be soiled.
- Hair must be controlled and secured away from face (i.e. baseball caps, scarves, elastics, etc.).
- Food handlers must not work when ill.
- Smoking must not occur in food areas.
- **Staff must wear clean clothing when working**

5. WATER SUPPLY

- **ONLY POTABLE WATER** (*water that is safe for human consumption*) is allowed.
- The water supply must either be connected to an approved potable water system or in a totally enclosed potable water holding tank with applicable volumes as outlined in this chart:

Sinks and Water Supplies

Food handling examples	Sinks	Water Volume (litres)	Base of Operation
Booths with pre-packaged foods	0	0	No
Final cooking/ serving/ handling of foods except raw meats/ poultry/ seafood. NO PREPARATION	1	22	Yes
Full preparation and/or handling of raw meats/ poultry/ seafood	3 (1 for hand washing and 2 for cleaning and sanitizing)	137	No

See Sink Requirements for Special Events and Trade Shows, (Page 7).

- Hot and cold running water must be available at the faucets.

6. WASTE MANAGEMENT

- **Liquid waste** must either be discharged directly to an approved sanitary sewer or stored in a totally enclosed waste water holding tank. Waste water holding tanks must be sized to accommodate equal or greater volumes of the potable water supply.
- Waste water may not be disposed of into a storm sewer.
- An **adequate number of garbage containers** with plastic liners must be provided for both operator and customers.

7. VENTILATION

- Adequate ventilation must be provided to prevent any accumulation of smoke, grease, and/or excessive food odour in the food preparation or cooking areas.

8. HANDWASH STATIONS (SEE PAGE 8)

- **All booths handling unwrapped food require a suitable handwash station.** Washroom sinks cannot be used for this purpose. Handwash stations must be equipped with liquid soap and single use towels in suitable dispensers. ***Temporary handwash stations may be permitted in limited circumstances. (See Page 8)***
- **Hand sanitizers are not permitted as a replacement for traditional handwashing except when all four of the following conditions are met:**
 1. ***An approved handwash station is located in reasonable proximity to the booth.*** (Washroom sinks cannot be used for this purpose).
 2. The food handler's hands are not soiled.
 3. Foods have already been prepared and/or portioned in an approved food preparation area and the food handler is only heating and serving foods.
 4. The food handler uses utensils only and does not touch foods with hands.



Examples of when the use of alcohol-based hand sanitizers are accepted:

- dispensing of beverages, (this does not include preparation of beverages).
- limited handling of non-perishable products (i.e. emptying potato chips or crackers into a bowl).
- serving of pre-portioned items that have been portioned in an approved location (i.e. on toothpicks or in disposable cups).
- ladling soups, etc.

9. CLEANLINESS & MAINTENANCE

- The walls, floors, ceilings and equipment in every food booth must be kept clean, free from debris, and in good condition at all times.
- All food contact equipment must be cleaned and sanitized as stated in Section 10.

10. UTENSIL WASHING SINKS

- For requirements on utensil washing sinks please see the **Sink Requirements for Special Events and Trade Shows. (See Page 7)**
- These sinks are for washing utensils only, not for washing hands.
- The 2 compartment stainless steel sink must be supplied with potable hot (minimum 45 °C but not too hot to cause scalding) and cold running water. Utensils must be washed and sanitized in an approved manner.
 - **First sink:** use detergent and warm water to clean. Rinse all detergent off under running water into first sink.
 - **Second sink:** sanitize with approved sanitizer (as listed below). Totally immerse in sanitizer for a minimum of 2 minutes.
 - Items must be air dried.

11. APPROVED SANITIZERS

- An approved sanitizer must be on-site for sanitizing of utensils and surfaces. Test strips to test sanitizer concentration must be on site. **Approved sanitizers are:**
 - **100ppm chlorine solution (½ teaspoon household bleach per litre water)**
 - **200ppm quaternary ammonium solution**
 - **12.5ppm iodine solution**
- All utensils and equipment that cannot be immersed in water shall be:
 1. cleaned with a detergent solution,
 2. rinsed with clean water, and
 3. wiped with a cloth that has been immersed in an approved sanitizing solution. (A sanitizing solution in a spray bottle may be used with a clean and sanitized cloth to replace to replace this step.)

12. DIPPER WELLS

- If hard ice cream is scooped, a continuous flow dipper well is required. (Specific requirements and other options are available from Calgary Health Region).

13. STRUCTURAL FINISHES

- All counter surfaces must be smooth and washable. Linens or table covers must be clean.
- All floor surfaces must be durable, smooth, easily cleanable, non-slip waterproof material and constructed in a manner to prevent contamination from rain. Events that run one day or less may be exempt at the discretion of CHR.
- All lights must be shatterproof or provided with protective covers.

14. PERSONAL SERVICES

- CHR requirements for Personal Services at Events must be met for Personal Services such as Massage, Tattooing, Ear/Body Piercing, Barbering, Face Painting, Electrolysis, Hairdressing/Braiding, Esthetics (manicures, pedicures, waxing), etc.

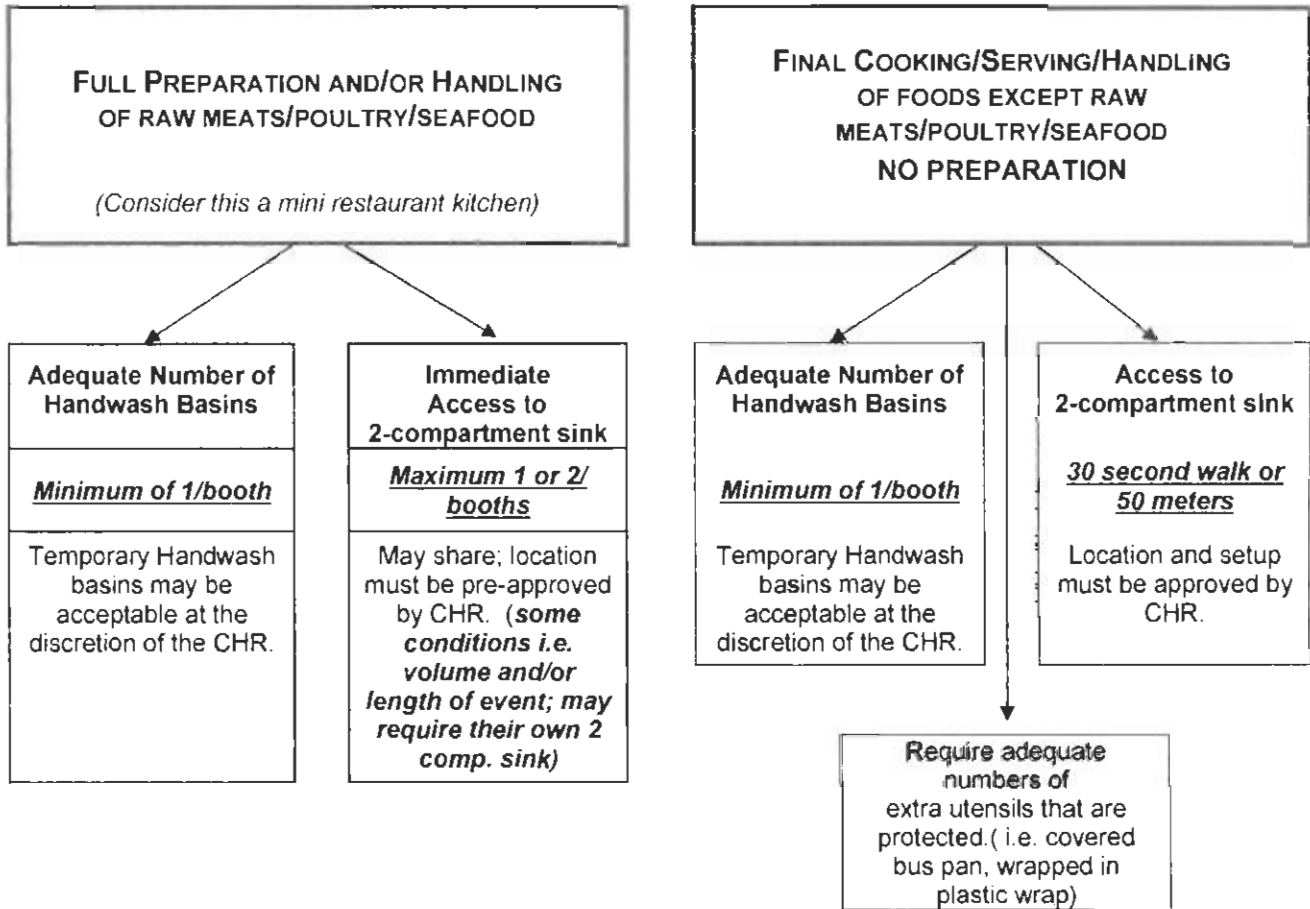
*Please obtain a copy of the Requirements for Personal Services at Events from Calgary Health Region. [Environmental Health Special Events & Tradeshow](#).

15. PETTING ZOOS & ANIMAL EVENTS**

- A handwash station connected to hot and cold running water from a single faucet, supplied with soap and single use towels in suitable dispensers, must be provided at the entrance/exit to the animal area. **Please obtain a copy of the Requirements for Petting Zoos & Animal Events from the Calgary Health Region.



SINK REQUIREMENT FOR EVENTS & TRADE SHOWS



HAND GEL is only acceptable when a handwash basin is in close proximity (cannot be a washroom sink) and when there is only

Limited handling of non-perishables
(i.e. pouring crackers into basket)

Beverage pouring
no preparing mixed drinks or handling garnishes
(i.e. wine, beer, pop)

Serving proportioned items prepared in an approved food prep area, using utensils for handling food
(i.e. ladling soup)



TEMPORARY HANDWASH STATIONS

The CHR Food Establishment Policy requires on-site handwash at Special Events and Trade Shows. **A temporary handwash station may be permitted in limited circumstances.**

Here is a description of the temporary handwash station required by each participant, to be set-up in their booth if they are handling unwrapped foods:

1. A fresh water source in a holding container with a minimum capacity of five (5) gallons or twenty-two (22) litres is required. The water temperature should be between 30°C - 45°C. The acceptable method for washing hands is in the stream of running water for approximately 20 seconds and not in water that is resting in the catch basin.
 - I.e. a five (5) gallon (22 L) camping jug or coffee urn with a **tap or spigot**, filled with water that is maintained at proper temperature. A Cambro coffee urn is ideal.
2. An enclosed collection system to catch the waste water from the handwashing procedure. The waste collection system must be equal or greater in capacity than the water source. This can be achieved by inserting a large funnel into an empty five (5) gallon pail.
 - I.e. a large automotive funnel will fit entirely over the top of an open five (5) gallon pail. A smaller funnel can be inserted into a hole in the lid of the pail. The funnel should be large enough to trap all waste water.
3. Single-use towels and liquid soap in suitable dispensers.

Handwash stations must be operational before any unwrapped food is handled.

Waste water shall be disposed of in a toilet or other receptacle connected to a sanitary sewer. Do not dump waste water into storm sewer.

**For more information,
please contact our office at 943-8095
or www.calgaryhealthregion.ca/envhealth**



PERMISSION TO USE AN APPROVED FOOD ESTABLISHMENT

DATE: _____

TO: Calgary Health Region, Health Protection, Environmental Health.

FROM: _____
(Owner's Name)

(Food Establishment Name)

(Address)

(Phone Number)

Please be advised that _____
(Owner of Food Vending Vehicle/Caterer)

of _____
(Name of **Special Event/Food Vending Vehicle/Caterer**)

has permission to use the above noted food establishment as a base of operation. He/she is permitted to use the facilities at this food establishment for the following:

- food preparation
- storage
- cleaning of equipment/utensils
- other: _____

During the following times:

Hours _____ (i.e. 8:00 am - 2:30 pm)

Day _____ (i.e. Monday - Friday)

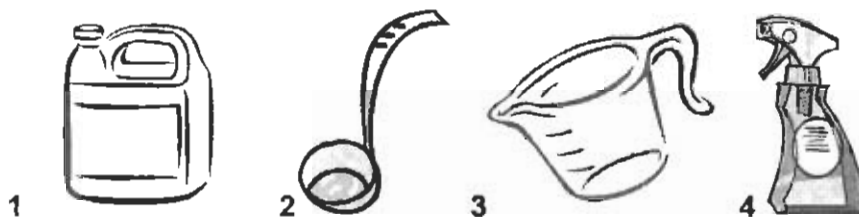
Effective _____ (i.e. 4 June 05 - 30 Aug. 06)

(Signature of Owner of Base of Operation)



HOW TO MIX A SANITIZING SOLUTION

What you will need to start:



1. Ordinary household bleach solution. Do **NOT** use bleach with fibre guard or fresh scent.
2. Teaspoon
3. Measuring cup
4. Spray bottle – label container “sanitizer”

Use sanitizing solution on utensils and equipment such as cutting boards, knives, cooking utensils, and counter tops.

<u>Sanitizer</u>	<u>How to Mix</u>	<u>Solution Strength</u>
Chlorine Solution	>Mix ½ teaspoon of household bleach with 1 litre of water >Mix one tbsp. per gallon of water >Mix ½ ounce per gallon of water >Mix 2mL per litre of water	100 PPM Chlorine
Quaternary Ammonia Solution (QUATS)	Follow manufacturer's instructions	200 PPM QUATS
Iodine Solution	Follow manufacturer's instructions	Between 12.5 PPM and 25 PPM Iodine

Tips to Remember:

- Make a new sanitizing solution at the start of your event
- **Do not mix bleach with detergent**
- Use test strips to check the strength of the sanitizing solution
- Replace sanitizing solution when solution strength is less than the required strength as noted above, since the strength of the solution will weaken over time.




APPROVAL INSPECTION CHECKLIST FOR SPECIAL EVENTS & TRADE SHOWS

- All foods must be prepared in an approved facility. Ingredients must be from an approved source.
- Food booths must be ready for approval inspection 1 hour prior to event starting.
- All foods must be protected from contamination (i.e. public handling, coughing, sneezing, dust, etc.) during preparation, processing, and storage, and display.
- Foods and utensils must be stored in a sanitary location off the ground and separate from all chemicals and staff personal items.
- All perishable foods (i.e. seafood, meats, dairy products, etc.) must be kept at temperatures below 4°C (40°F) or above 60°C (140°F).
- All booths handling perishable foods must have **Food Storage Temperature Record** charts.
- A suitable thermometer that is capable of measuring temperatures between 0°C (32°F) and 100°C (212°F) is required for perishables (i.e. digital probe thermometer or infrared)
- Foods must be transported from food establishments in a manner that prevents contamination and keeps the food at temperatures below 4°C (40 °F) or above 60°C (140°F).
- All booths handling unwrapped food require a suitable handwash station.
- Handwash stations must be provided with liquid soap and single use towels in proper dispensers.
- Hot and cold water must be functioning at all utensil washing sinks and handwash stations.
- Water supplied to concessions must be potable and all water lines must be of potable water grade material. All lines must be sanitized with an approved solution prior to operation.
- An approved sanitizer & sanitizer test strips must be available on site for utensil washing and sanitizing of surfaces. Surface sanitizer should be pre-mixed and readily available (i.e. spray bottle). **Examples of approved sanitizers** are:
 - 100ppm chlorine solution (½ teaspoon household bleach per litre water)
 - 200ppm quaternary ammonium solution
 - 12.5ppm iodine
- Liquid waste must either be discharged directly to an approved sanitary sewer or stored in a totally enclosed waste water holding tank and dumped as necessary into an approved sanitary sewer.
- All surfaces must be of smooth, washable construction and in good repair.
- All floor surfaces must be durable, smooth, easily cleanable, non-slip waterproof material and constructed in a manner to prevent contamination from rain. Events that run one day or less may be exempt at the discretion of CHR.
- Adequate numbers of garbage containers must be provided for operators and customers.
- All lights must be shatterproof or provided with protective covers.
- At least one food handler in charge should have successfully completed one safe food handling course provided by or satisfactory to CHR. It is recommended that all food handlers take the basic food handler course.



CALGARY HEALTH REGION TRANS FAT REQUIREMENTS

have you changed your oil yet?



- 1 Read the Label** — if you see the words **hydrogenated** or **shortening** in the ingredient list, the product has artificial trans fat.
- 2 The Nutrition Facts panel** can help you calculate what percentage of the product's total fat content is trans fat.

$$(3 \text{ g trans fat} \div 10 \text{ g total fat}) \times 100\%$$

** This product contains 30% Trans Fats and does NOT meet the requirements.

Calculation:
 $(\text{g trans fat} \div \text{g total fat}) \times 100\%$

Nutrition Facts	
Per 125 mL (47 g)	
Amount	% Daily Value
Calories 50	
Fat 10 g	15 %
Saturated 2 g	4 %
Trans 3 g	
Cholesterol 0 mg	
Sodium 0 mg	0 %
Carbohydrate 0 g	0 %
Fibre 0 g	0 %
Sugars 0 g	
Protein 0 g	
Vit A 0 %	Vit C 0 %
Calcium 0 %	Iron 0 %

These Fats & Oils MEET the New Requirements:	
100% Vegetable Oils - canola, safflower, olive, corn, sunflower and sesame oil	* also low in saturated fat
Non-hydrogenated Margarine	* also low in saturated fat
Butter	high in saturated fat
Lard	high in saturated fat
Tallow	high in saturated fat

These Fats & Oils DO NOT Meet the New Requirements:
 Hydrogenated Oil
 Shortening & Liquid Shortening
 Hydrogenated Margarine

For more information contact:
 Trans Fat Reduction Strategy
 (403) 943-1219
no.transfats@calgaryhealthregion.ca

As of **January 1, 2008** all margarines, all spreads made with margarine, and all fats and oils used for frying, deep-frying, sautéing or grilling must have **no more than 2%** of the total fat content as trans fat.

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Calgary Health Region Trans Fat Requirements

Participant Application Form for Special Events & Trade Shows

Name of Event: _____

Date(s) of Event: _____

Event Location: _____ Indoor Outdoor

Business / Trade Name: _____

Food Vending Cart # or Booth # (if applicable): _____ Has a valid food permit: YES NO

Business Address: Street / Box #: _____

City: _____ Postal Code: _____

Contact Person : _____ Telephone No.: _____

Email Address: _____ Cellular No.: _____ FAX No.: _____

Name & Address where food(s) and/or beverages will be prepared:

Name: _____ City: _____

Street / Box #: _____ Postal Code: _____

Name of persons who have attended an approved safe food handling course:

<u>Food / Beverage Items</u>	<u>Food Preparation Procedures</u>	<u>Method of Customer Service</u>
Example - spicy rice & vegetables	Example - cooked in slow cooker	Example - staff serving on paper plates
_____	_____	_____
_____	_____	_____
_____	_____	_____

IF ANY CHANGES ARE MADE TO THE APPLICATION, CALGARY HEALTH REGION MUST BE NOTIFIED

The following questions relate directly to on-site cooking and serving of food products:

1. Services:
- A. Water Service Municipal water Holding tank None
Food grade quality water lines YES NO
 - B. Liquid Waste Municipal sewer Holding tank None
 - C. Solid Waste
Type of container: _____
Liners for containers: _____
Number of containers: _____
 - D. Power Electrical Gas / propane None

2. Food Protection and Temperature Control:

A. Hot holding equipment (chafing dishes are not recommended for outdoor events)

- Steam tables Number _____ Other _____
- Cambros Number _____ None _____
- Stoves Number _____

B. Cold holding equipment

- Refrigerator Number _____ Other _____
- Cambros Number _____ None _____
- Ice chest with ice Number _____

C. Protection from contamination

- Sneeze guards Number _____ Other _____
- Lids Number _____ None _____
- Barriers Number _____

D. Food transportation method

- Cambros Number _____ Other _____
- Ice chests Number _____ None _____
- Reefer trucks Number _____

3. Cooking Equipment:

- Stoves BBQs Microwave None Other _____

4. Ventilation:

- Natural Mechanical None

5. Sinks (Please mark only what sinks are available to you on-site)

- A. Handwash station located at booth OR YES NO
- B. Temporary handwash station* YES NO
- C. Utensil washing two (2) compartment sink YES NO
- D. Other (i.e. three (3) compartment sink) YES NO

*A temporary handwash station is permitted in limited circumstances.
For more information, please contact our office at 943-8095.

6. Structure

A. Type of structure (applies to outdoor events only)

- Enclosed tent Open tent Open-top booth Covered booth Other _____

B. Surfaces

- Type of floor surface in booth _____ Type of wall surface in booth _____
- Type of counter surface _____

7. Supplies:

- A. Hand soap in dispenser YES NO
- B. Paper towel in dispenser YES NO
- C. Sanitizer Chlorine Quaternary ammonium compound Iodine
- D. Test strips YES NO
- E. Probe thermometer capable of 0C - 100C (digital thermometer recommended) YES NO

I have read & understand the minimum requirements that must be met by the Special Events & Trade Shows Participant.

Date of Application

Signature of Participant

Ensure all fields have been filled out before printing

[Print Form](#)

MAIL:
application form to:

Environmental Health
Calgary Health Region
1509 Centre Street S.W.
Calgary, AB T2G 2E6

FAX:
application form to:

Attn: Special Events
Environmental Health
Fax: 943-8056

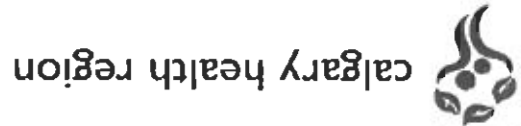
DROP OFF:
application form to:

Main floor reception desk
Centre15
1509 Centre Street S.W.
Calgary, AB

Cut along the dashed line. Fold along dotted lines.
Fold in half at the top. Fold bottom edges toward each other, and tape to make the table tent stand upright.

Associated with this food namely _____, which is being served **RAW** or **LIGHTLY COOKED**. Eating this type of food poses a health risk to everyone, but especially to the elderly, young children, pregnant women and other highly susceptible individuals with compromised immune systems.

Notification of Increased Health Risk



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Notification of Increased Health Risk

Associated with this food namely _____, which is being served **RAW** or **LIGHTLY COOKED**. Eating this type of food poses a health risk to everyone, but especially to the elderly, young children, pregnant women and other highly susceptible individuals with compromised immune systems.

Cut along the dashed line. Fold along dotted lines.
Fold in half at the top. Fold bottom edges toward each other, and tape to make the table tent stand upright.