



SPECIAL EVENTS

Food Vendor Requirements



Special Event Food Vendor Requirements

Peterborough Public Health works to ensure that all special events (festivals, fairs, fundraisers, etc.) will be as safe as possible for the community.

Food vendors must complete and submit a food vendor application form and a proposed food menu to the event organizer. Applications must be accompanied by the most recent inspection report for the mobile food premise or facility. All food vendors are subject to the Ontario Food Premises Regulation 493, found here:

[O. Reg. 493/17: FOOD PREMISES \(ontario.ca\)](#)

Each food vendor that prepares potentially hazardous food must have at least one Certified Food Handler on-site during operation and proof of the certification. This is according to the Ontario Food Premises Regulation 493/17 and the Mandatory Certified Food Handler By-Law for Peterborough County and City. Training is available through local health units. The Food Handler Course Manual can be found here: [PPH Food Handler Manual](#). A Public Health Inspector will review your particular event application upon receipt. An on-site inspection may also be completed at any time during the event.

This package has been developed to help you run your food service operation in a manner that will limit the risk of foodborne illness.

For more information or to consult with a Public Health Inspector, please contact:

Peterborough Public Health
Jackson Square, **185 King Street**, Peterborough, ON K9J 2R8
P: **705-743-1000** or 1-877-743-0101
F: 705-743-1203
peterboroughpublichealth.ca

Food Definitions

Potentially Hazardous Food

Food, which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, or other products that can support the growth of disease-causing bacteria. Examples are deli meats, meats and poultry, sausage, fish, eggs, cheese, cream-filled pastries, and other desserts containing dairy products.

Non-Hazardous Food

Food, such as dry goods and cereals, most baked goods, and dehydrated foods, do not normally support the growth of disease-causing bacteria and do not usually need refrigeration. Examples are cookies, breads, cakes, potato chips, popcorn, and nuts.

Food Handling

- Only approved food sources can be used: Inspected meat, Grade A inspected eggs, pasteurized milk
- Use separate work tables or surfaces to prepare raw foods and ready-to-eat foods to prevent cross-contamination.
- Use separate cutting boards for different foods, e.g., beef, chicken and pork.
- Use utensils (e.g. tongs, ladles, forks, spoons) to handle foods. Napkins or disposable wrappings should be used to handle dry goods, such as pastries and donuts.
- Microwave ovens should not be used to cook raw foods. They can only be used to reheat soups, stews, gravies, sauces, and pre-cooked dishes.
- Food preparation/serving supplies (e.g. dishes, cutlery, plates, cups, napkins) must be protected from contamination.

NOTE: Cooking raw meat at special events can only be done by food vendors with a fully enclosed and inspected food truck/trailer and meeting all Ontario Food Premises Regulation 493 requirements. One-day BBQ events (e.g. charities, fundraisers) must only sell commercially pre-cooked products (burgers, hot dogs, sausages).

Storage/Temperatures








- Ensure all foods are thoroughly cooked to the proper temperatures (page 7).
- An accurate probe thermometer is required to check the internal temperature of food.
- Ensure all hot foods are maintained at the proper temperatures.
- An accurate thermometer must be placed in all cold holding units.
- Cold food storage during transport and at the event must be at 4°C or colder – using refrigeration or insulated containers with ice or cold packs.
- Hot food storage during transport and at the event must be at 60°C or hotter.
- Foods must be protected during transportation, storage, and display. For example, plastic wrap, foil, lids, sneeze guards, etc., must protect foods from dust, dirt, insects, or foreign objects. Plastic containers are suggested for storage as they are insect—and rodent-proof and waterproof. In addition, all food vendors must have a roof (umbrella/portable patio tent) covering the food preparation area.
- Keep food and food supplies off of the ground.
- Keep all food and supplies stored in a secured area such as your food premise vehicle.



Cooking and Reheating Temperatures

An accurate probe thermometer should be used to check the internal temperature of cooked and reheated hazardous foods* for at least 15 seconds.

* Hazardous foods are foods that need to be kept hot or cold to keep them safe.

| Product | Cook until internal temperature is | Reheat until internal temperature is |
|--|--|--|
|  Whole poultry | 82°C (180°F) | 74°C (165°F) |
|  Cut and ground poultry and all parts of ground meats that contain poultry | 74°C (165°F) | 74°C (165°F) |
|  Food mixture containing poultry, egg, meat, fish or another hazardous food | 74°C (165°F) | 74°C (165°F) |
|  Pork and pork products | 71°C (160°F) | 71°C (160°F) |
|  Ground meat, other than ground meat containing poultry | 71°C (160°F) | 71°C (160°F) |
|  Fish | 70°C (158°F) | 70°C (158°F) |
|  Beef, veal and lamb Medium-rare Medium Well done | 63°C (145°F) 71°C (160°F) 77°C (170°F) | 63°C (145°F) 71°C (160°F) 77°C (170°F) |

Adapted with permission from Toronto Public Health

**Keep hot foods hot (60°C or 140°F)
and cold foods cold (4°C or 40°F)!**

Handwashing

- Handwash basins are a mandatory requirement under the Ontario Food Premises Regulation.
- Instant hand sanitizer cannot be used as a replacement for handwashing.
- Hands must be washed regularly with liquid hand soap and warm water throughout the day, especially after smoking, shaking hands, using the bathroom, sneezing, coughing, after breaks and before starting work.
- Money handlers should not be handling food and vice versa unless hands are washed in between tasks.
- Handwash stations must be provided in the food preparation area with warm water, paper towels (not cloths) and liquid hand soap in a pump dispenser.
- The water container must have a turn valve that allows water to flow freely while permitting both hands to be washed simultaneously. In addition, a catch basin must be provided, and wastewater must be disposed of properly.
- All water used is to be from an approved potable supply.

Vendor Hygiene

- If you are coughing or sneezing, have a fever, diarrhea or vomiting, or have sores or infected cuts on your hands, you should not handle or prepare food.
- Clean outerwear is required.
- Hair restraints such as a hair net or ball cap must be worn while handling or preparing foods.
- Smoking is not permitted within the food premises.
- Gloves are not a substitute for handwashing. Gloves must be changed in between tasks, and hands must be washed before putting new gloves on and after taking dirty gloves off.
- Washing gloves is not acceptable.
- Gloves are for single-use only and should be non-latex.

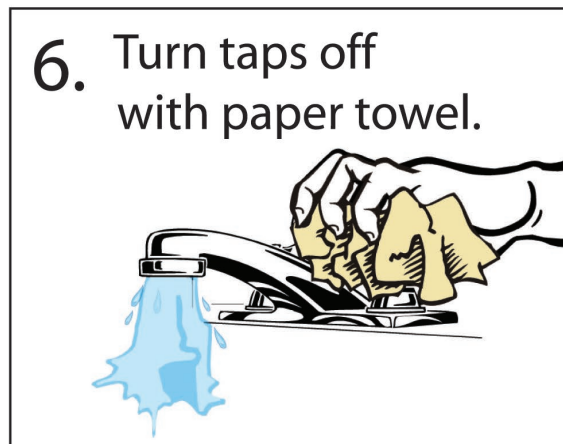
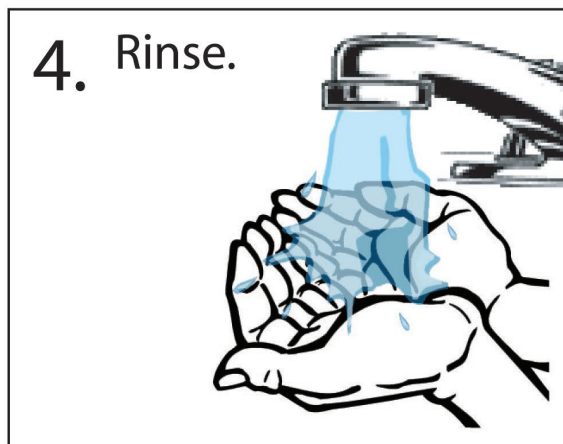
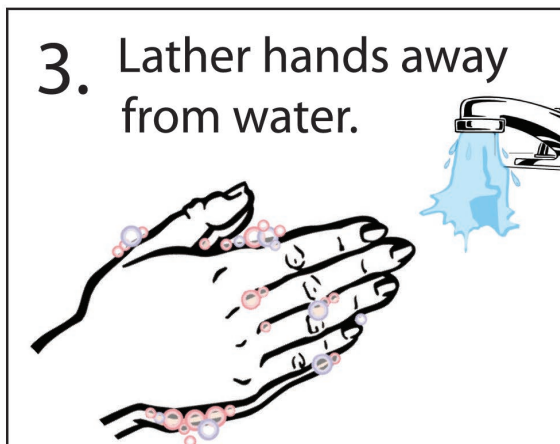
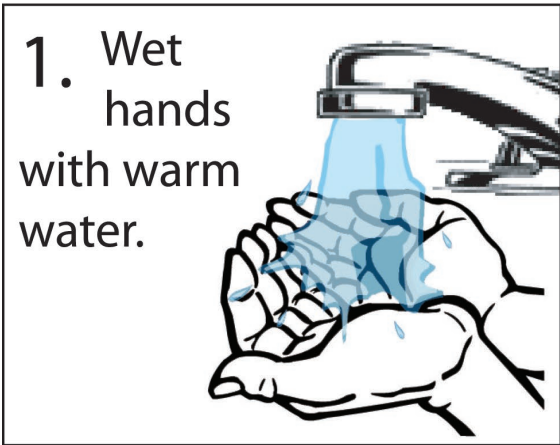
Waste Disposal

- Garbage such as food waste is to be stored in lined garbage bins of durable, waterproof and rodent-proof material and covered with a tight-fitting lid.
- Final garbage disposal can be made at a designated garbage bin if provided on-site. If not provided, store all garbage within your booth, trailer or another secured area until final disposal can be made off-site.
- Grease from fryers must be stored in covered, non-flammable and durable containers and is to be disposed of by approved methods.

Wastewater Disposal

- Wastewater must be collected in a covered, durable tank and disposed of in an approved sanitary sewer, bathroom facility or holding tank. Wastewater should not be disposed of on the ground's surface or into storm sewer drains.

The Six Steps of Proper Handwashing



Cleaning and Sanitizing

- The two-sink dishwashing method (image below) can only be used for eating utensils. Otherwise, the three-sink dishwashing method is required for eating utensils.
- The final step (the second or third sink) must contain a sanitizing solution. A solution of bleach and water at 100 ppm (parts per million) can be used. Combine two tsp. of bleach for every 4 litres of water to obtain 100 ppm sanitizer.
- For large items (cutting boards) or stationary items (food prep counters), surfaces should be washed with hot, soapy water and then rinsed with a sanitizing solution using a labelled spray bottle containing a 100 ppm solution of bleach and water (combine one tsp. of bleach in 1 litre of water). Allow the surface to remain wet with the sanitizer for 45 seconds before drying with a paper towel, or allow it to air dry.
- Other sanitizers in proper concentrations, following the manufacturer's instructions, may be used if approved by the Public Health Inspector.
- Ensure all containers with chemicals are properly labelled (including spray bottles and buckets).
- Do not rinse items after sanitizing – use the proper concentrations and follow the above instructions.
- All water used is to be from an approved potable supply.

NOTE: Sanitizer test strips should be used to verify sanitizer concentration.



Final Checklist

- Food Vendor Application submitted

Food Temperature Control

- Adequate cold-holding and hot-holding methods are available with thermometers.
- Adequate supply of ice, if needed.
- Probe thermometer to check reheating, cooking, and hot-holding temperatures.

Food Protected From Contamination

- Separate storage space and food prep areas for hazardous raw foods and ready-to-eat foods.
- Containers, wrap, lids, etc., for covering food.
- Food elevated off-ground.
- Separate storage for chemicals, proper labels.
- Sanitary storage of clean dishes, utensils and take-out supplies.

Utensils and Equipment Sanitizing

- Dishwashing area set-up: hot and cold running potable water, two sinks, wastewater collection.
- Dish soap, bleach, and test strips.
- Spray bottle with bleach and water solution.

Food Handler Hygiene

- Handwashing area set-up: warm running potable water, handwashing sink, wastewater collection.
- Liquid soap, paper towels.
- Hair confined (e.g. hair nets), clean uniforms/aprons.
- Proper use of gloves.
- No ill food handlers.

Waste Disposal

- Garbage bins with lids, plastic garbage bags.
- Waste water disposal plan.

Certified Food Handler

- Certified Food Handler on-site and proof of certification available.

Potable Water Supply

- The event coordinator must submit a water sample to Peterborough Public Health at least two weeks before the event.