

GUIDELINES FOR TEMPORARY FOOD SERVICES

Approval to operate a temporary food premises is based on completing the following requirements as approved or amended by the attending Environmental Health Officer. (See Guideline: Construction and Operation of a Temporary Food Services at http://www.vch.ca/media/guidelines_construction_temp_booth.pdf)

Will premises be located indoors? Outdoors?

Type of Equipment	Requirement	Description of Equipment to be Used
Food Contact Surfaces	Smooth, tight, non-absorbent and easily cleanable. (E.g: stainless steel or rigid plastic)	Rigid plastic tables
Food Contact Surface Sanitizing Solution	Provide 100 ppm chlorine (1 oz. bleach per gallon of water) OR 200 ppm quaternary ammonium (follow label instructions)	Spray bottle with 1 teaspoon of bleach per litre of water for cleaning serving tables.
Canopies/Tents	Cover all food contact surfaces and food storage/display areas.	All food will be covered with lids.
Flooring	Hard, level surface.	
Food Protection	Food shall be protected from contamination (off the ground, plastic containers with lids, sneeze guards, etc.)	Food will be kept off the ground in rigid plastic containers sealed with lids.
Hand Washing Station – Must be operational prior to any food handling.	Pressurized hot and cold running water dispensed so hands free for washing. Soap in pump dispensers and single-use paper towels.	Soap in pump dispensers + container with water and a tap/spigot + single-use paper towels will be used to wash hands.
Re-heating	Internal food temperature 74°C (165°F).	Gas or Electrical (circle one)
Hot-holding	Maintain foods at 60°C (140°F) or above at all times.	Gas or Electrical (circle one)
Cold holding	Mechanical refrigeration preferred (or equivalent method of consistently maintaining potentially hazardous foods at 4°C (40°F) or below at all times.)	N/A
Temperature Measurement For all potentially hazardous foods	Provide accurate stem thermometer. Check and record temperatures before and after transport and every 2 hours thereafter.	N/A
Utensil Sanitizing	A sufficient supply of sanitized utensils required. A 2 compartment pot sink required if preparation involves raw meat/poultry/seafood.	Tub of soap water
Service Ware	Single-use disposal dishware and utensils.	Single-use disposal plastic utensils and compostable plates will be used as dishware.
Garbage Collection	Adequately sized and leak-proof.	Leak proof garbage bags.
Wastewater Collection/Disposal	Collected and disposed of in the sanitary sewer, not on the grounds or down storm drains.	Collection: A large bucket Disposal: Most local and available sanitary drain.

On site preparation and service to public shall not commence until your temporary premises has been approved. You may be required to be set up in advance of event start time.

Should I fail to meet these requirements, in accordance with Section 6 of the B.C. Food Premises Regulation, I understand that I will not receive approval to operate this temporary food premises.

Signature of Applicant

Date of Application

~~Coordinators of temporary events and trade shows are responsible for submission of all application forms 14 days in advance of the event. Please return this application to the coordinator of your event who will forward it to the health office. For events without a coordinator, the individual vendor is responsible for submission of the application to the health office on time. Incomplete applications will be returned. An administration fee of \$50 will be charged to process this application. This fee will be waived for complete applications received 14 days in advance of the event. Complete the credit card information below. Cash, cheque and debit payments are accepted in person at the health office.~~

~~Credit Card Type N/A Card No. N/A Expiry mm/yy N/A~~

~~Name on Card N/A~~

Application Review

To be completed by Environmental Health Officer.

- Application Late/Incomplete
- Temporary Food Premises
- Requirements prior to approval
- Temporary Food Service Establishment

- Issue Temporary Permit to Operate
 - Input into Facility Detail
- Premises No. _____

EHO Signature

Date

Temporary Event Food Safety Plan

(Do not send back as part of the application form, keep at booth)

The following chart is a generalized Food Safety Plan that will guide you through the monitoring steps necessary to maintain food safety. Should there be a breach in food safety; the required corrective actions are detailed below. If you already have a detailed Food Safety Plan specific to the menu items that you intend to prepare, please use it and have it on hand at the booth.

FOOD SAFETY PLAN CHART		
PREPARATION OFF-SITE AT APPROVED PREMISES	PREPARATION ON-SITE	
	NO COOKING	COOKING
TRANSPORT (CCP1) Hot: 60 °C or above Cold: 4 °C or below	RECEIVING From approved supplier	RECEIVING From approved supplier
	TRANSPORT (CCP1) Cold: 4 °C or below	TRANSPORT (CCP1) Cold: 4 °C or below
TEMPERATURES AT EVENT	COLD-STORAGE (CCP1) Cold: 4 °C or below	COLD-STORAGE (CCP1) Cold: 4 °C or below
COLD-STORAGE (CCP1) 4 °C or below	PREPARATION (CCP2) Thoroughly wash hands. Use sanitized equipment and utensils. Prepare small batches.	PREPARATION (CCP2) Thoroughly wash hands. Use sanitized equipment and utensils. Prepare small batches.
RE-HEATING (CCP3) Internal temperature of 74 °C		COOKING (CCP3) Internal temperature of 74 °C
HOT-HOLDING (CCP1) 60 °C or above		HOT-HOLDING (CCP1) 60 °C or above

SERVING

Minimize time between preparation and service. Thoroughly wash hands. Dispense foods using sanitized utensils. Provide single-use condiments or pump dispensers. (CCP2)

CORRECTIVE ACTIONS: CCP indicates a Critical Control Point. At these points, care must be taken to ensure that temperature limits and safe handling procedures are followed. For each CCP, temperatures must be monitored using a sanitized stem thermometer. If the limits are not met, the following corrective actions are required:

- **CCP1:** Discard the food if the temperature limit has not been met for over 2 hours.
- **CCP2:** Discard the food if it has been contaminated or improperly handled.
- **CCP3:** Continue to cook food until the required temperature is met.

Sanitation Plan

Approved Sanitizers	
Approved sanitizer to be utilized for food contact surfaces	
Chlorine at 100ppm concentration (28mL unscented bleach per every 4.5L water)	Quaternary ammonium at 200ppm concentration (as per label instructions)
Utensils and equipment to be washed and sanitized with wash/rinse/sanitize dishwashing method. Ensure sanitizer concentrations maintained at approved levels. Test strips required to verify concentration. Spray bottles with sanitizer onsite for food contact surfaces. Wiping cloths to be stored in sanitizing solution when not in use. Soiled wiping cloths to be cleaned prior to re-use.	

ADDITIONAL REQUIRED DOCUMENTS:

Food Safe certificate(s)
 Records of food sources; receipts, invoices, etc.