

Operating Guidelines for **Special Events**

Lasting 3 Days or Less



Thunder Bay District
Health Unit
www.tbdhu.com

* Special Events Guidelines

Environmental Health Department

Approval Process

If you are planning to operate a Special Event, such as, but not limited to, fairs, festivals, and charity barbecues **lasting three days or less** within the district of Thunder Bay, approval from the Thunder Bay District Health Unit (TBDHU) is required. To receive approval, **steps A to F** must be followed.

Failure to obtain approval may result in the immediate closure of the individual food booth and/or event.

- A. If operating within the City of Thunder Bay, contact the Licensing and Enforcement Division of the City of Thunder Bay to determine the licensing requirements for your operation.
- B. All persons and/or organizations planning to sell or give food away to the public must submit a **Special Event – Organizing Committee Application Form** and site plan for the proposed activity to the Environmental Health Department of the TBDHU, **at least 60 days prior** to the scheduled date of the activity.
- C. The Event Organizing Committee shall distribute copies of this guideline and a **Special Event – Food Vendor Application Form** to each individual food booth operator planning to participate in the event.
- D. Each individual operator must submit a **Special Event – Food Vendor Application Form** to the TBDHU **at least 14 days prior** to the event.
- E. All food must be prepared in a TBDHU approved and inspected food premises.
- F. If an exemption applies to your event or food booth, you will be notified by the TBDHU of the requirements under the exemption.

Responsibilities of **Operator**

Please be advised that strict compliance with the Operating Guidelines for Special Events Lasting 3 Days or Less, and Part 8 of the Ontario Building Code (refer to #14 in this booklet) is required.

Failure to comply in whole or in part may result in booth closure and/or fines being issued under the Food Premises Regulation.

FINES RANGE FROM \$60 TO \$460.

The following are only minimum requirements. TBDHU is available for consultation prior to the event to ensure the food premises meets the requirements.

Food booths are to be fully set-up at least **one hour prior** to the opening of the special event so that Public Health Inspectors and Land Development Officers can conduct opening inspections.

1. Every operator and employee must:

- not use tobacco within the food premises
- practice good personal hygiene
- wear clean outer garments
- wear head gear (hat, elastics, hair net) that confines the hair

Foodhandlers with cuts or burns must wear disposable, non-latex gloves that are changed often.

2. Food must be protected from contamination with lids, covers or barriers.

3. Foods must be cooked to the final internal cook temperatures listed in the table located on page 6.

4. Hazardous foods that are reheated must be reheated to at least the original cook temperature for that food for 15 seconds, except for whole poultry, which must be reheated to 74°C (165°F) for 15 seconds.

5. The internal temperature of stored or displayed **hot** food must be maintained at 60°C (140°F) or higher. The internal temperature of stored or displayed **cold** food must be maintained at 4°C (40°F) or lower.

6. Probe (instant read) thermometers must be provided and are to be used to check internal food temperatures of hazardous foods during food preparation and storage.

- TBDHU recommends that you provide a supply of single use alcohol swabs to clean and sanitize the stem of the probe thermometer in between uses.

7. Refrigerators and other cold storage compartments (i.e. coolers) must be equipped with thermometers.

8. **All** meat products must meet at least one of the following 3 criteria:

(a) Pre-cooked, commercially prepared

OR

(b) Pre-cooked and prepared in a TBDHU approved and inspected food premises

OR

(c) Prepared on-site with a booth equipped with the following:

- A handwashing sink provided with hot and cold running potable water, under pressure, liquid soap and paper towels.

There are to be no raw meat products prepared on-site unless the food booth meets the requirements of 8(c).

Food booth operators that fail to meet the above requirements for use of meat products will have their approval to operate the food premises revoked.

9. Microwaves are only to be used to reheat individual food portions that will be served immediately after reheating.

10. Where a 2-compartment sink is not available for washing and sanitizing utensils (spoons, tongs, ladles, etc.) a sufficient number of clean, back-up utensils should be available to replace any contaminated utensils.

11. All milk and milk products must be pasteurized and offered for sale in or served from the original container.

12. All garbage and waste containers must be of durable, leak proof and non-absorbent material. There must be enough containers to store all garbage on-site. Remove garbage as often as necessary.

13. Where there will be no preparation of raw meat products on-site, handwashing facilities consisting of a rented portable sink or the following equipment must be set-up in a location convenient for all food handlers to use:

- water in a jug, with a spout, stationed above a bucket for wastewater
- liquid soap in a pump dispenser
- paper towels
- instant hand sanitizer and/ or moist hand towelettes



14. As per the Ontario Building Code, wastewater from handwashing catch buckets shall be disposed of in a sanitary manner. Water is NOT to be dumped onto the ground surface or down storm sewers. A separate holding tank for the storage of grey/ wastewater shall be provided by the event organizer.

15. An adequate supply of cleaning and sanitizing agents are required.

16. Food contact surfaces must be cleaned with soap and water when dirty and prior to sanitizing.

17. Cloths used for sanitizing food contact surfaces must be stored in a container of sanitizing solution, (i.e. 1 capful of bleach to 4.5 litres of water), and must be changed when they become visibly dirty. If the sanitizing solution is kept in a spray bottle, single-use cloths must be used.

**** Important Food Temperatures**

Food Storage

Cold Holding: Temperature must be maintained at or below 4°C (40°F).

Freezing: Temperature must be maintained at or below -18°C (0°F).

Hot Holding: Temperature must be maintained at or above 60°C (140°F).

Reheating

Foods that are reheated must be reheated to at least the original cook temperature for that food for 15 seconds, except for whole poultry, which must be reheated to 74°C (165°F) for 15 seconds.

Transportation

When transporting any hazardous food use thermal insulated containers provided with:

- Hot packs to maintain hot foods at an internal temperature of 60°C (140°F) or higher
- Ice packs to maintain cold foods at an internal temperature of 4°C (40°F) or lower.

**** NOTE:** Food and water samples may be taken at the discretion of the Public Health Inspector.

Final Internal Cooking Temperatures

(Using A Probe Thermometer)

Temperatures must be maintained for a minimum of 15 seconds

Poultry Whole poultry Individual pieces	82°C 74°C	180°F 165°F
Mixtures Containing poultry, egg, meat, fish or other hazardous food	74°C	165°F
Beef & Veal Hamburger, deboned and rolled roasts	71°C	160°F
Pork All products	71°C	160°F
Lamb Ground, deboned and rolled roasts	71°C	160°F
Fish All products	70°C	168°F
Eggs	63°C	145°F



Food and water samples may be taken at the discretion of the Public Health Inspector.

Questions relating to these guidelines should be directed to:

**Environmental Health Department
Thunder Bay District Health Unit
(807) 625-5930 or toll free at
1-888-294-6630, ext. 5930**

