

# THUNDER BAY DISTRICT HEALTH UNIT OPERATING GUIDELINE FOR FARMER'S MARKETS

*If you are planning to operate a farmer's market in the Thunder Bay District Health Unit, the following guideline must be followed.*

*This guideline is divided into three sections:*

*Section 1 Market Organizer*

*Section 2 All Food Booths*

*Section 3 Food booths at which there is food sampling and/or service.*

This guideline is also available online at [www.tbdhu.com/EH/foodsafety](http://www.tbdhu.com/EH/foodsafety)

---

## SECTION 1 MARKET ORGANIZER

- A. All persons and/or organizations planning to operate a farmer's market must submit a **Farmer's Market Organizer** Application Form.
  - New markets please submit **60 days prior to the beginning of the market season.**
  - Re-occurring markets please submit **14 days prior to the beginning of the market season.**
- B. The Health Unit shall receive a **Farmer's Market Food Vendor Application Form** from each individual operator at least **14 days prior to the beginning of the market season.**
- C. Copies of this guideline should be distributed to each individual food vendor planning to participate in your event.
- D. Each market will be assessed seasonally by the Health Unit to determine if it meets the requirements for exemption as a Farmer Market under Ontario Regulation 562 / 90, Food Premises. To help determine market exemption, please provide the following:
  - full list of vendors, including non-food vendors
  - vendor list based on the following 2 seasons:
    - May 1<sup>st</sup> to October 31<sup>st</sup>
    - November 1<sup>st</sup> to April 30<sup>th</sup>
- E. Market Organizers are to provide adequate washroom facilities and a central hand washing station equipped with liquid soap in a pump dispenser and paper towel.

## SECTION 2 ALL FOOD BOOTHS

### Food Source

1. All foods must be obtained from approved sources and/or prepared at an approved food premises. If you are preparing at home, refer to the *Thunder Bay District Health Unit Operating Guidelines for Home Caterers*.
2. The sale of grade C and/or ungraded eggs is prohibited. Eggs must be graded at an approved egg grading station prior to being offered for sale. Proof of grading must be available. Eggs are to be sold at 4 °C or less
3. The sale of uninspected meat is prohibited. Meat and meat products must be inspected by CFIA or OMAFRA. Proof of grading must be available
4. For regulations and specifications regarding the sale of other farm fresh foods, such as, but not limited to honey, maple syrup and apple cider, contact the Ontario Ministry of Agriculture Food, and Rural Affairs (OMAFRA) at 1-888-466-2372. [www.omafra.gov.on.ca](http://www.omafra.gov.on.ca)
5. All canned/preserved foods (jams, jellies, pickles, etc.) must be packaged in new jars and must be sealed with vacuum lids. Refer to the *Thunder Bay District Health Unit Home Canning Guideline* for specific requirements regarding this procedure. pH testing may be required.
6. **No food sampling or service unless additional conditions are met. (see section 3)**

### Labelling

1. **Contact the Canadian Food Inspection Agency (CFIA) at (807) 683-4370 or 1-800-667-2657 for basic food labelling requirements. Or look up the 2003 Guide to Food Labelling and Advertising on [www.inspection.gc.ca](http://www.inspection.gc.ca)**

## ALL FOOD BOOTHS

### Transportation & Storage

1. Transport foods quickly from place to place. Use thermal insulated containers with cold/ice packs to maintain **cold foods** at an internal temperature 4°C (40°F). Use thermal insulated containers with heat packs to maintain **hot foods** at an internal temperature 60°C (140°F).
2. Foods are to be covered during transportation to protect them from dust, dirt, insects and other foreign objects.
3. Food is to be transported and stored in food-grade containers that are not used for any other purpose.
4. Foods must be stored on shelves located at least 15 cm (6") off the floor.
5. The internal temperature of cold food must be maintained at 4°C (40°F) or lower. Probe thermometers must be used to check food temperatures. **High risk foods cannot be left out at room temperature.**
6. Frozen food must be kept frozen. Solid.
7. Raw foods must be displayed and handled separately from cooked and ready-to-eat foods and produce in order to avoid cross contamination.
8. Food must be protected from contamination through the use of protective barriers (i.e. plastic wrap, foil, mesh covers, enclosed in cabinets).

### Handwashing & Washroom Facilities

1. Individual booths are to have a supply of instant hand sanitizer and/or moist hand towelettes for use when handling food.
2. Market operators are to provide a central handwashing station equipped with liquid soap in a pump dispenser and paper towel.
3. Market operators are to provide adequate washroom facilities.

## ALL FOOD BOOTHS

### Personal Hygiene

1. Food handlers are to be clean and wear clean outer garments.
2. Food handlers' hair is to be confined when preparing, handling and serving food.
3. Food handlers are to wash their hands frequently. Wash hands before handling or preparing foods, after using the restroom, sneezing, coughing, blowing the nose or handling money and after any other possible point of contamination (APPENDIX C).
4. Food handlers must be free from infectious agents that may be spread through food or water.
5. When serving/dispensing food, use tools such as tongs, ladles, lifters and spoons whenever possible. Never serve with your fingers.
6. Do not dip fingers into food or lick fingers for any reason.
7. No double-dipping of utensils when tasting food. Ladle a small amount of food into a dish and taste the food from the dish with a spoon. Do not reuse the spoon.
8. Do not touch hair, face or other parts of the body with your hands and then handle food.
9. Wear non-latex based gloves if you have a cut or burn on your hands. Do not handle food directly while wearing a bandage.
10. Keep fingernails short, clean and never wear nail polish to work.
11. Leave all jewellery including rings and watches at home. Never wear jewellery when preparing food.
12. Do not chew gum, smoke or eat while working.

**SECTION 3**  
**FOOD BOOTHS WITH ONSITE PREPARATION, SERVICE OR SAMPLING**

<b>Food Preparation:</b>
--------------------------

1. Prepare all foods as close to serving time as possible
2. Never thaw foods at room temperature. See APPENDIX B for safe thawing methods.
3. Use your probe thermometer to verify cooking, cooling, hot holding and cold holding temperatures.
4. Refer to the chart in APPENDIX A to ensure that the minimum internal cook temperatures are reached.
5. Hot foods must be cooled to 4 °C (40°F) within 6 hours. See APPENDIX B for safe cooling practices.
6. Microwaves are to be used only to reheat individual food portions that will be served immediately after reheating.
7. Never reheat leftovers more than once. No second chance for leftovers.
8. Work surfaces for food preparation must be cleaned after each use. Wash work surfaces with hot soapy water, rinse with water, then sanitize by spraying with a sanitizing solution. Sanitizing solutions may be made with chlorine (bleach), iodine, quats (quaternary ammonium) or any other agent that is non-toxic and sanitizes effectively. See APPENDIX D.
9. Provide adequate supply of extra utensils,(enough to last the day) stored in a clean container, OR wash onsite according to APPENDIX D. Change serving utensils every 2 hours, when used with high risk foods.
10. Customer samples must be protected from contamination (i.e. individual toothpicks, serving spoon).

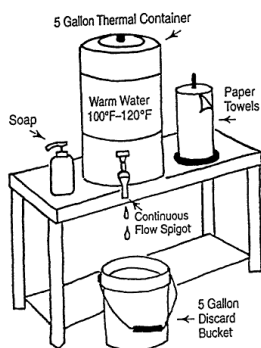
## FOOD BOOTHS WITH ONSITE PREPARATION, SERVICE OR SAMPLING

### Cleaning and Maintenance

1. If facilities are available, utensils and equipment used to handle foods are to be washed, rinsed and sanitized on-site.
2. If facilities are not available, utensils and equipment are to be taken to an approved home or other approved food premises for cleaning. Refer to APPENDIX D for specific directions regarding dishwashing.
3. Cloths used for cleaning must be stored in a container of sanitizing solution. The solution is to be changed frequently and cloths laundered when they become soiled.
4. All garbage and waste is to be disposed of in containers made of durable, leak proof and non-absorbent material. Garbage is to be removed as often as necessary.

### Temporary Handwashing Station Setup

1. Food booths that are preparing, serving, sampling on site must have a temporary handwash station set up. It must be accessible without leaving the vendor's side of the booth but may be shared between booths.
2. Set up a water jug (equipped with a spigot that allows the water to run free, without having to hold open), and a five-gallon receiving bucket. Fill the water jug with hot water, set it on a chair or on a counter, and then set the bucket directly beneath the spigot.
3. Supply with liquid soap & paper towel
4. Empty receiving bucket, as needed, into a washroom. NOT onto ground or into the storm sewer.



APPENDIX A

FINAL INTERNAL COOKING TEMPERATURES (USING A PROBE THERMOMETER) Temperatures must be maintained for at least 15 seconds		
FOOD PRODUCT	CELCIUS	FARENHEIT
<b>Poultry</b>		
Whole Poultry	<b>82°</b>	<b>180°</b>
Individual Pieces/Ground	<b>74°</b>	<b>165°</b>
<b>Mixtures</b>		
Containing poultry, egg, meat, fish or other hazardous food	<b>74°</b>	<b>165°</b>
<b>Beef &amp; Veal</b>		
Hamburger, deboned and rolled roasts	<b>71°</b>	<b>160°</b>
<b>Pork</b> All Products	<b>71°</b>	<b>160°</b>
<b>Lamb</b>		
Ground, deboned and rolled roasts	<b>71°</b>	<b>160°</b>
<b>Fish</b> All Products	<b>70°</b>	<b>158°</b>
<b>Eggs</b>	<b>63°</b>	<b>145°</b>

**SAFE THAWING TECHNIQUES**

**NEVER DEFROST POULTRY, SEAFOOD OR MEATS AT ROOM TEMPERATURE.**

**Refrigerator Method:**

- The **safest** way to thaw foods is to place them in a refrigerator.
- Place food in its wrapping on a drip-proof tray or plate or in a container.
- Store raw foods on lowest shelves to prevent them from dripping or splashing other foods.
- Allow 6-9 hours per pound (14-20 hours/kg) to defrost.

**Cold Water Method:**

- Unwrap the frozen meat, poultry, or fish and place in a container.
- Place this container in a clean and sanitized sink under the water tap.
- Pour cold **RUNNING** water on the food in the container.
- Let the cold water run constantly *or* add ice to the water (and change this water often) to make sure that the water stays cold.
- Ensure the sink is cleaned and sanitized after thawing is completed.
- Allow 30 minutes per pound (1 hour/kg) to defrost.

**Microwave Method:**

- Thawing uncooked frozen meat in a microwave is *only recommended* if the food is to be cooked immediately after thawing.
- Microwave heat is often uneven and the outside portions of foods should be removed as they thaw. This will keep the outside from starting to cook before the inside thaws (refrigerate the removed portions until food is cooked).

**SAFE COOLING TECHNIQUES**

**Hot food must be cooled rapidly to reduce the time it spends in the Temperature Danger Zone {Between 4°C (40°F) and 60°C (140°F)}.**

**Never put extremely hot foods in a refrigerator!**

When cooling large batches or pieces of food:

- Break or cut the food up into smaller pieces.
- Divide large batches into several smaller ones.
- Stir the foods as they cool.
- Place food in shallow pans and/or an ice water bath.

**Ensure that foods cool from 60°C (140°F) to 4°C(40°F) within 6 hours.**

# HANDWASHING



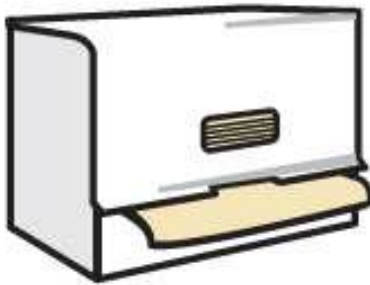
1. WET HANDS



2. SOAP / LATHER (20 seconds)



3. RINSE



4. TOWEL DRY



5. TURN OFF TAP WITH TOWEL

## **ALWAYS** wash your hands before:

- Handling ready-to-eat foods
- Starting work
- Preparing food
- Eating
- Handling clean utensils, silverware and plates

## **ALWAYS** wash your hands after:

- Handling raw foods, especially meat and poultry
- Eating or smoking
- Taking out the garbage
- Cleaning food preparation areas (surfaces, equipment, plates and utensils)
- Cleaning washrooms
- Sneezing, coughing, or blowing your nose
- Going to the washroom
- Touching your hair, face or body
- Touching anything else that may contaminate hands (including money)

**IF IN DOUBT, WASH YOUR HANDS!**

[www.ingoodhands.ca](http://www.ingoodhands.ca)

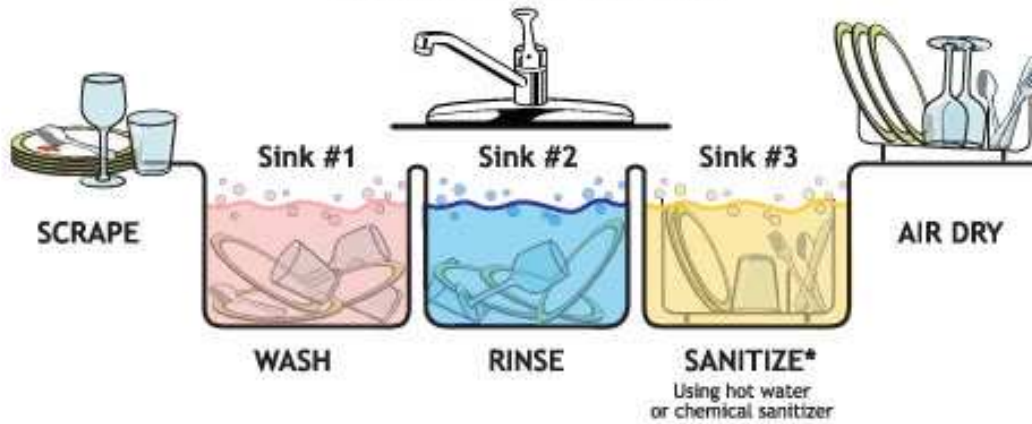
Copyright © 2003 All Rights Reserved.



# DISHWASHING

## Dishwashing - 3 sink method

For Multiservice Articles



## Dishwashing - 2 sink method

For Pots, Pans and Cooking Utensils



### \*Sanitize using hot water:

- Dishes must be immersed in hot water (77°C) for 45 seconds

OR

### \*Sanitize using chemical sanitizers:

- Water temperature for chemical sanitizing must be 24°C (75°F).
- Sanitize for 45 seconds.
- NEVER mix chemicals. Combining chemicals is toxic!

- Use one of the following chemical sanitizers, and measure it correctly!  
Chlorine ("bleach"): 100 ppm (1 oz per gallon of water)  
Iodine: 25 ppm (0.25 oz per gallon of water)  
Quaternary Ammonium ("Quats"): 200 ppm (2 oz per gallon of water)

## APPENDIX E

### Definitions

**Approved source/food premises** - the food and/or establishment has been inspected by an official government agency i.e. Thunder Bay District Health Unit

**Cleaning** - the physical removal of dirt, soil and grease, typically carried out with soap/detergent, water and a scrubbing action

**Cross contamination** – the transfer of disease-causing micro-organisms to food. i.e. chicken blood dripping onto cold cuts in the refrigerator

**Exempted Farmer market**– majority of persons operating the stalls are producers of farm products who are primarily selling or offering for sale their own products (51% or more) **note HPPA is still in effect.**

**Farm products** – products that are grown, raised, or produced on a farm and intended for use as food and include without being restricted to: fruits and vegetables, mushrooms, meat, and meat products, dairy products, honey products, maple products, fish, grains, and seeds and grain and seed products

**Farm** – ordinary meaning of farm (rural area with barn, silo, fields, etc and a full-time farmer) and includes a hobby farm (rural area with fields and farmer on a part-time basis) but would not include urban properties with a garden

**Farmers' Market** - a food premises and is not considered to be an extension of the farm gate

**Food grade** - corrosion-resistant, non-toxic, non-absorbent containers safe for storing food in

**Food premises** - any place where food is prepared, sold or served or eaten

**Food premises regulation** - the provincial regulation that outlines the requirements for a food premises

**High risk food** - any food that is capable of supporting the growth or survival of disease causing micro-organisms or their toxins

**Home caterer** - any person who prepares or handles food in his or her home with the intention of providing it to the public

**Internal temperature** – internal (inside) temperature of food

## Definitions (cont)

**Low risk food**- any food that it is not normally capable of supporting the growth or survival of illness- causing micro-organisms or their toxins

**Micro-organism** - very small life forms that may only be seen with a microscope; can be found in soil, dust, water, air, in and on humans and animals (i.e. viruses & bacteria)  
**Note:** some micro-organisms can cause life threatening diseases i.e. salmonella bacteria in chicken

**Probe thermometer** – a instant read thermometer that can be easily inserted into foods to verify cold & hot food preparation and storage temperatures. Available as either a digital one or bimetallic stem. Does not include oven or fridge or candy thermometer, or “meat” thermometer that only measures high temperatures.

**Pre-packaged food** - food that is packaged at an approved food premises other than the premises where it is offered for sale

**Utensil** - any article used in the preparation or handling of food

**Sanitize (sanitized, sanitizing)** - the reduction in number of disease-causing micro-organisms, typically carried out with a chlorine and water solution (1 part chlorine to 10 parts of water)

