



## Operating Guideline for Special Event Organizers and Food Vendors



Thunder Bay District  
Health Unit

## Special Event Guideline

If you are planning to operate a Special Event, such as, but not limited to, fairs, festivals and charity barbecues within the District of Thunder Bay, you must notify the Thunder Bay District Health Unit. In order to operate, [steps 1 to 6](#) must be followed.

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

**NOTE:** For all italicized words see [Appendix 1 – Definitions](#).

1. Read this guideline.
2. All persons and/or organizations planning to hold an event where *food* will be sold or given away to the public must submit a **Special Event – Organizer Notification Form** and site plan for the proposed activity to the Health Unit’s environmental health program, [at least 60 days prior](#) to the scheduled date of the activity. A public health inspector will review this information and may contact you regarding food safety at your event.
3. The event organizer must distribute copies of this guideline and a **Special Event – Food Vendor Notification Form** to each individual food vendor planning to participate in the event.
4. Each individual food vendor must submit a **Special Event – Food Vendor Notification Form** to the Health Unit [at least 14 days prior](#) to the event. A public health inspector will review this information and may contact you regarding safe food handling practices.
5. All food must be prepared in a Health Unit approved and inspected *food premises*.
6. If an exemption applies to your event or food booth, you must meet the requirements outlined in **Appendix 2 – Exemption from the Food Premises Regulation Relating to Special Events**.

**NOTE:** Additional copies of this guideline, notification forms and other information are available by contacting the Health Unit or visiting [TBDHU.COM](#)

This guideline lists the requirements for both food vendors and event organizers as outlined in the Ontario Food Premises Regulations. Failure to comply in whole or in part may result in closure of the food booth and/or event. In addition fines may be issued under the Food Premises Regulation.

**FINES RANGE FROM \$60 TO \$460.**

## Responsibilities of Event Organizer

The event organizer will be responsible for the site, the water supply and the waste and garbage disposal. The organizer must ensure that the following requirements have been met:

### A. TOBACCO

1. The Health Unit is responsible for enforcing the Smoke Free Ontario Act (SFOA). The SFOA prohibits smoking on restaurant and bar patios (including food premises at festivals and events) and within 20 metres of playgrounds and public sporting and spectator areas.
2. Event organizers are encouraged to call a tobacco enforcement officer to review details to ensure compliance with the SFOA; 625-5900 or toll-free at 1-888-294-6630.

### B. SITE

1. The site plan submitted to the Health Unit should include food booth locations, waste disposal sites, washroom facilities (including temporary/portable toilets), potable water (ie. safe for drinking) spigot locations and water outlets (if applicable).
2. A final clean-up crew must be organized to ensure that the area is left in a clean condition.
3. The land on which the event is to take place must be dry and well drained. The event organizer must ensure that all loose sediment is swept off the grounds to prevent dust or muddy conditions.
4. Adequate pest control measures shall be taken to control rodents and insects.
5. Food booths must not be set-up in close proximity to animal housing.
6. If there will be a petting zoo on-site, contact the Health Unit for further information on recommendations to prevent disease and injury associated with petting zoos. Handwashing stations or alcohol-based hand sanitizer are required in the petting zoo area. Signage informing visitors to use these methods of hand hygiene must be posted and are available from the Health Unit.

## C. WATER SUPPLY

If the event organizer is providing water for the event see **Appendix 3 – Water Supply Requirements**.

## D. WASTE AND GARBAGE DISPOSAL

1. Garbage containers with self-closing lids must be provided for use by both the public and food vendors and must be located in convenient locations.
2. Garbage is to be collected as often as necessary but not less than once daily.



## E. GREY WATER/SEWAGE DISPOSAL

1. Event organizers are responsible for the grey water produced as a result of their event; for example, water from handwashing or dishwashing. It must be disposed of in an approved sanitary manner; it cannot be dumped onto the surface of the ground or down a storm sewer. One option is to pour the grey water into a sink which drains into an approved sewage system. If this is not possible, the grey water must be channelled into an approved holding tank. The Health Unit's land development program is available for consultation and can provide information on the temporary use and appropriate size of a holding tank.
2. Where living accommodations are permitted on the grounds in mobile trailers during the event, an approved sewage system must be provided for the disposal of all waste water from these vehicles. The system must be pre-approved by the Health Unit's land development program.
3. Adequate sanitary facilities (e.g. toilets) are to be provided, properly equipped and maintained for use of the patrons and workers. See Section F.

## F. SANITARY FACILITIES

1. Temporary, accessible washrooms must be provided when an adequate number of permanent washroom facilities are not available. Follow these calculations to determine the recommended number required:

For events with less than 1000 persons:	
Number of Persons	Number of Toilets
Under 100	2
100 - 200	3
201 - 400	4
401 - 600	6
601 - 1000	10

For events with more than 1000 persons:	
Number of Persons	Number of Toilets
1000	10
2000	20

2. For events with more than 2000 Persons: use 20 toilets as your baseline and add 1.5 Toilets for every 1000 persons thereafter.

Example: 8000 Persons in attendance:  
 $20 + (6 \times 1.5) = 29$  toilets

40000 Persons in attendance:  
 $20 + (38 \times 1.5) = 77$  toilets

$$\text{Formula} = 20 + \left[ \frac{(\# \text{ of persons} - 2000) \times 1.5}{1000} \right]$$

Note: For male patrons, urinals may be substituted for 25% of the total number of toilets where permanent facilities are available.

The event organizer must provide some form of hand hygiene for use by patrons attending the event. In permanent washrooms, liquid soap and paper towel in a dispenser are required at all times.

If providing portable privies, one of the following is acceptable:

- Sanitizing moist hand towelettes
- Alcohol-based hand sanitizer
- Central handwashing station equipped with adequate supplies of liquid soap and paper towel



## Responsibilities of Food Vendors

The following are only minimum requirements. The Health Unit is available for consultation before the event to ensure the food booth meets the requirements.

**NOTE:** Food and water samples may be taken at the discretion of the public health inspector.

The Health Unit recommends that all *food handlers* take a certified food safety course before a special event. This could include the food safety offered by Health Unit or the online course, [ingoodhands.ca](http://ingoodhands.ca).

1. Every operator and employee must:
  - Not use tobacco within the food premises.
  - Practice good personal hygiene and handwashing.
  - Wear clean outer garments.
  - Wear head gear (hat, elastics, hair net) that confines the hair.

Food handlers 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. Probe (instant read) thermometers must be provided and must be used to check internal temperatures of *hazardous foods* during preparation and storage.
  - The Health Unit recommends that you provide a supply of single use alcohol swabs to clean and sanitize the stem of the probe thermometer between uses.
4. Foods must be cooked to the final internal cooking temperatures listed in the table below.

<b>Final Internal Cooking Temperatures</b> (Using a Probe Thermometer) Temperatures must be maintained for a minimum of 15 seconds		
<b>Poultry</b> Whole poultry Individual pieces	82°C 74°C	180°F 165°F
<b>Mixtures</b> Containing poultry, egg, meat, fish or other hazardous food	74°C	165°F
<b>Beef &amp; Veal</b> Hamburger, deboned and rolled roasts	71°C	160°F
<b>Pork</b> All products	71°C	160°F
<b>Lamb</b> Ground, deboned and rolled roasts	71°C	160°F
<b>Fish</b> All products	70°C	158°F
<b>Eggs</b>	63°C	145°F

5. *Hazardous foods* that are reheated must be reheated to at least the original cooking temperature (see page 7) for that food for 15 seconds. However, whole poultry must be reheated to 74°C (165°F) for 15 seconds.
  - Microwaves are only to be used to reheat individual food portions that will be served immediately after reheating.
6. The internal temperature of stored or displayed *hazardous food* must be:

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

If using a cooler, an adequate supply of cooler packs and/or ice must be used to maintain the temperature.

**Hot Holding:**  
Temperature must be maintained at or above 60°C (140°F).
7. Refrigerators and other cold storage compartments (i.e. coolers) must be equipped with thermometers.



8. When transporting *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.



9. *Hazardous foods* must be cooled to 4°C (40°F) or less within 6 hours by cooling:
- From 60°C (140°F) to 20°C (68°F) in a maximum of 2 hours.
  - From 20°C (68°F) to 4°C (40°F) in a maximum of 4 hours.

You can speed cooling by:

- Separating food into smaller portions.
- Placing food into shallow pans.
- Placing containers of food into an ice bath.
- Stirring the food frequently.

10. Food vendors serving meat, poultry and/or fish **MUST** meet at least one of the following criteria in order to operate:

(a) Pre-cooked, commercially prepared

OR

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

OR

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

**Handwashing Set-up #1:**

- A) Hand washing sink with hot and cold running potable water (i.e. for drinking), under pressure
- B) Liquid soap in a pump dispenser
- C) Paper towels

For proper handwashing technique see **Appendix 4 Handwashing.**

11. Food vendors **NOT** preparing raw meat, poultry or fish on-site must set up their handwashing station based on the number of days the event will run.

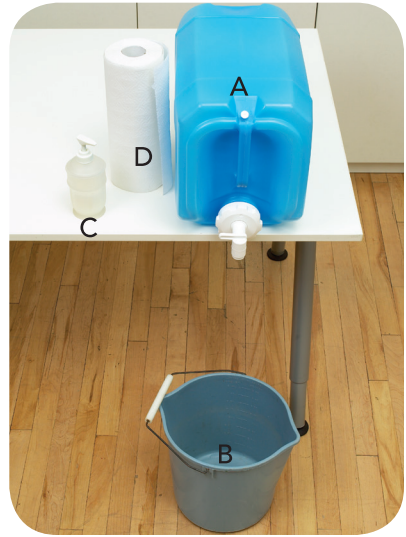
If the event runs for 4 days or more, the vendor must use hand washing set-up #1 which includes:

- A) Hand washing sink with hot and cold running potable water (i.e. for drinking), under pressure
- B) Liquid soap in a pump dispenser
- C) Paper towels

For proper handwashing technique see **Appendix 4 - Handwashing.**

If the event runs for three days or less, vendors can use handwashing set-up #2 which includes either a rented portable sink (potable water with liquid soap in a pump dispenser and paper towels) OR the following:

- A) Potable water in a jug, with a spout
- B) A bucket for grey water collection, placed under the water jug
- C) Liquid soap in a pump dispenser
- D) Paper towels



Both options for handwashing set-up #2 must be placed in a convenient location that is easily accessed by all food handlers. For proper handwashing technique see **Appendix 4 - Handwashing**.

- 12. All water used in preparing food, handwashing and cleaning must be potable. If the event organizer is providing water, all hoses for potable (ie. drinking water) and grey water are to be clearly identified.

All hoses uses for potable water must be *food grade* and must be disinfected before using for the first time and at the beginning of each day. See **Appendix 3 – Water Supply Requirements**.

- 13. All grey water produced as a result of the event (e.g. water from handwashing or dishwashing) must be disposed of in an approved sanitary manner; it cannot be dumped onto the surface of the ground or down a storm sewer. One option is to pour the grey water into a sink which drains into an approved sewage system. If this is not possible, the grey water must be channelled into an approved holding tank. If a holding tank is needed, it must be provided by the event organizer.
- 14. Dishwashing requirements (see **Appendix 5 – Dishwashing**) are based on the length of the event:

### 3 Days or Less

Where a 2-compartment sink is not available on-site for washing and sanitizing *utensils* used in food preparation and serving food (pots, pans, bowls, spoons, tongs, ladles, etc.) a sufficient number of clean, back-up utensils should be available to replace any contaminated utensils (at least four sets are recommended per day of the event). These utensils must be cleaned and sanitized in a 2-compartment sink or commercial dishwasher off-site.

- Option: A set of 3 tubs or basins can be used to wash-rinse-sanitize on-site when preparing hazardous foods for events lasting **3 days or less**



### 4 Days or More

A 2-compartment sink with hot and cold running water under pressure is required if preparing hazardous foods at events lasting **4 days or more**.

- Food vendors that fail to meet the above requirement for events lasting **4 days or more** will not be permitted to operate their food premises until the requirements are met.
15. Any *single-serve* (disposable) knives, forks, sups, glasses bowls and plates are to be used for customer use.

16. Store raw foods separate from ready-to-eat foods and use separate tongs and cutting boards for raw and ready-to-eat foods to prevent contamination.

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

18. 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.

19. An adequate supply of cleaning and sanitizing products is required.

20. *Food contact surfaces* must be cleaned with soap and water when dirty and before sanitizing.

21. 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.



## Appendix 1 – Definitions

- A) Alcohol-based hand sanitizer - sanitizer with alcohol concentrations of a least 60%.
- B) Food - food or drink for human consumption, and includes an ingredient of food or drink for human consumption
- C) Food contact surface - any surface that food comes in contact with
- D) Food grade - corrosion-resistant, non-toxic, non-absorbent containers safe for storing food in (i.e. food grade, plastic, stainless steel, glass)
- E) Food handler - any person who handles or comes into contact with any utensil or with food during preparation, processing, packaging, service, storage or transportation.
- E) Food premises - a premises where food or milk is manufactured, processed, prepared, stored, handled, displayed, distributed, transported, sold or offered for sale
- F) Fraternal organization - any organized body of men or women or both, who are banded together, not for pecuniary profit, but for mutual assistance, and to promote moral, intellectual or social benefits among the members. Examples include Knights of Columbus, Masonic Lodge, Moose Lodge, Sisterhoods and Brotherhoods, etc.
- G) Grey water - sanitary waste water from sinks, showers or laundry machines (does not include toilet waste).
- H) Hazardous food - any food that is capable of supporting the growth of pathogenic organisms or the production of the toxins of such organisms
- I) Health hazard -
  - (a) a condition of a premises,
  - (b) a substance, thing, plant or animal other than man, or
  - (c) a solid, liquid, gas or combination of any of them,that has or that is likely to have an adverse effect on the health of any person
- J) Potable - water that is safe for human consumption

- K) Religious organization - an organization, other than a registered charity, of which a congregation is a constituent part, that adheres to beliefs, evidenced by the religious and philosophical tenets of the organization, that include a belief in the existence of a supreme being.
- L) Service club - any of several organizations dedicated to the growth and general welfare of its members and the community. Examples include the Lions Club, Rotary Club, Optimists, Royal Canadian Legion, Boy Scouts, Girl Guides, Community Sports Association (i.e. hockey, baseball), etc.
- M) Single-service utensil - any container or eating utensil that is to be used only once in the service or sale of food
- N) Utensil - any article used in the preparation or handling of food

## Appendix 2 – Exemption from the Food Premises Regulation Relating to Special Events

There is an exemption in the Food Premises Regulation that affects food safety and the public health inspection process for special events.

This exemption applies to the following groups:

- *fraternal organizations*
- *religious organizations*
- *service clubs*

**Exempt groups have 2 options:**

**Option 1:** DO NOT have to follow the Health Unit's Operating Guideline (see "Please be Advised"), but, under the Food Premises Regulation 562/90, **MUST** follow **requirements #1, #2, and #3** listed on page 15 in order to get the Health Unit's approval to operate.

**Option 2:** Follow the Health Unit's Operating Guideline and be inspected like all other vendors, avoiding **requirements #2 & #3** listed on page 15.

## Requirement #1

Notify the Health Unit when the group plans to hold or take part in a special event.

- This can be done by completing the Health Unit's **Special Event – Food Vendor Notification Form** and submitting it at least 14 days prior to the event

## Requirement #2

Post a notice stating that their food premises has not been inspected in accordance with the Food Premises Regulation.

- The notice must be posted at the entrance to the event or at the food booth where it can easily be seen.
- Signage should measure 8.5" x 11" or larger.
- Signage should contain the following message:

**NOTICE TO PATRONS:**

This premise HAS NOT BEEN INSPECTED by the Thunder Bay District Health Unit in accordance with the Food Premises Regulation made under Health Protection and Promotion Act.

Posted in accordance with Section 2 (3) (1) Ontario Regulation 562 (Food Premises)



- Copies of the "Notice to Patrons" sign are available at [TBDHU.COM](http://TBDHU.COM) or by calling the Health Unit at 625-5900 or toll-free at 1-888-294-6630.

### Requirement #3

Keep a list of foods donated to the event along with the name, address and phone number of the donor.

- Keep this list at the event. A public health inspector can then determine if any “potentially hazardous” foods had been donated. This is important in the event of a foodborne illness outbreak.
- Copies of the following form are available at TBDHU.COM or by calling the Health Unit at 625-5900 or toll-free at 1-888-294-6630. You may also use a piece of paper to create a donors food list.

**Special Event: \*Donors of Food List**

Event: \_\_\_\_\_  
Date: \_\_\_\_\_  
Location: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_


Name of Donor	Type of Food Donated	Address (in full)	Telephone Number

\*List is required to determine if any potentially hazardous food has been donated to the event. This information is important in the event of a foodborne illness outbreak (e.g. food poisoning).  
\*Potentially hazardous food\* refers to any food that is capable of supporting the growth of pathogenic organisms or the production of any toxins by these organisms. Examples include foods containing meat or poultry, dairy products, cooked rice, egg salad and potato salad.

For more information, call a Public Health Inspector at 625-5930 or 1-888-294-6630, ext. 5930.

May 2010

999 Balmoral Street, Thunder Bay, ON P7B 6E7  
Phone: (827) 625-5900 | Toll-Free: 1-888-294-6630  
TBDHU.COM



### Please Be Advised:

The exemption **ONLY** applies to food premises owned, operated or leased by religious organizations, service clubs or fraternal organizations at special events.

On-site visits will be done to verify that these requirements have been met and to ensure that there are no *health hazards* present.



## Appendix 3 - Water Supply Requirements

1. The water supply shall be piped to strategic locations and provided with connectors for the use of the food vendors.
2. The water supply lines shall be protected against breakage and the water maintained under pressure with backflow preventers.
3. All water spigots must be tagged with a number which corresponds with a food booth's number.
4. No food booths are allowed to share a water spigot. This includes food booths operated by the midway, if part of the event.
5. Separate water spigots should be available to the midway (if part of the event) to facilitate the washing of rides without tampering with potable water lines.
6. All water spigots must be pre-tested by a public health inspector to ensure that the water is potable. The entire system shall be flushed and water samples taken **at least one week prior** to the opening of the event.
7. No food booth is to be set up directly over a water spigot.
8. Disinfection and flushing of the system is to be done on a daily basis. Food vendors must do the same with their individual hoses.

### Proper Method for the Disinfection of Water Supply Lines

1. Detach your booth's hose from the main supply line.
2. Pour approximately ½ cup of household chlorine bleach into the hose.
3. Turn the water on in the booth and allow it to run until the smell of bleach is detected.
4. Turn off the water and allow the bleach/water solution to sit for 20 minutes.
5. Drain bleach from system by running water until the smell of bleach is no longer detected.

## HANDWASHING



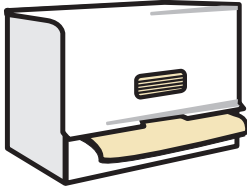
1. WET HANDS



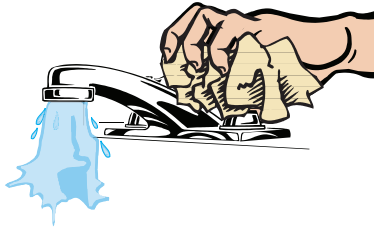
2. SOAP / LATHER (20 seconds)



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)

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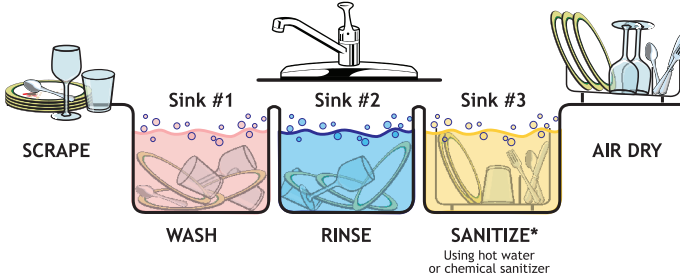


Thunder Bay District  
Health Unit

## 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)

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

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## DISTRICT OFFICES

### **Greenstone**

P.O. Box 1360  
510 Hogarth Avenue West  
Geraldton ON P0T 1M0  
(807) 854-0454

### **Manitouwadge**

1-888-294-6630

### **Marathon**

P.O. Box 384  
Marathon Library Building  
24 Peninsula Rd.  
Marathon ON P0T 2E0  
(807) 229-1820

### **Nipigon**

P.O. Box 15  
Nipigon District Memorial Hospital  
125 Hogan Rd.  
Nipigon ON P0T 2J0  
(807) 887-3031

### **Terrace Bay**

P.O. Box 1030  
20B Cartier Road  
McCausland Hospital  
Terrace Bay, ON P0T 2W0  
(807) 825-7770

2011/rev. 12/2016