



Requirements for Food Vendors at Special Events

City of Hamilton Public Health Services
Healthy & Safe Communities
Healthy Environments Division – Food Safety Program

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For more information visit the City of Hamilton website: www.hamilton.ca/eventplanning

Getting Started

Individuals or groups planning to organize or operate any event where the general public is invited and will consume food or beverages must notify Hamilton Public Health Services by completing and submitting the ***Special Event Food Vendor Application Form*** at least **14 days** prior to the start date of event.

The information in this booklet has been developed to help you operate your food service operation in a manner that minimizes the possibility of foodborne illness. Please read through the following pages and be certain that you are familiar with the requirements for food vendors at Special Events in the City of Hamilton.

Your First Step

Hamilton Public Health Services requires **ALL** food vendors to complete the ***Special Event Food Vendor Application Form***. Vendors must comply with the ***Requirements for Food Vendors at Special Events*** and with applicable sections of the Food Premises Regulation, under the *Health Protection and Promotion Act, R.S.O., 1990*. Use the information in this booklet to help fill out the Special Event Food Vendor Application Form. A public health inspector will review the application and may contact you for more details.

- 1. Food vendors are required to submit a copy of the kitchen's most recent public health inspection report.**
- 2. If the kitchen space is rented to prepare food, food vendors must provide a letter from the owner of the kitchen space confirming that food is prepared at that location. A copy of the kitchen's most recent public health inspection report must be included.**

Please submit your application to your Event Organizer. The Event Organizer must then submit the ***Special Event Organizer Application Form*** and all ***Special Event Food Vendor Application Forms*** to this department at least **14 days prior to the start date of event**.

A municipal license may be required for out of town food trucks/trailers. Please check with The City of Hamilton Licensing Department at 905-546-2782 (option # 5) or your Event Organizer.

Food Vendor Requirements

1. All food must be obtained from an approved source. Receipts must be provided upon request.
2. All food served at special events must be prepared in an approved and inspected kitchen.
3. **No home prepared foods can be used, offered for sale or given away at the event.**
4. All raw potentially hazardous foods are recommended to be pre-cut/pre-chopped prior to the event. Precooked meats are still recommended whenever possible to reduce the risk of foodborne illness.
5. All water/ice must be from an approved potable supply.
6. **More stringent requirements may be put into place for food vendors identified to be serving potentially hazardous foods.**

Potentially hazardous foods: foods that supports the growth of harmful bacteria or produce toxins (ex. Milk or milk products, eggs, meat, poultry, fish)

Non-hazardous foods: foods that do not support the growth or production of harmful bacteria (ex. Dry goods and cereal, candies, nuts, potato chips, popcorn)

Food poisoning: also called, foodborne illness, is illnesses that are acquired through the consumption of contaminated food or water. Includes foodborne infections and intoxications.

Food Preparation and Protection

1. It is recommended that all major food preparation, (ie. foods that require much handling, chopping, cutting, wrapping, etc.) be completed prior to the event. This must be done in an **inspected kitchen**.
2. All food while being stored, prepared, displayed or transported must be protected from contamination.

- Separate raw meats from ready-to-eat foods.
- Cover food completely by using food grade containers with tight fitting lids, plastic wrap, aluminum foil or sneeze guards.
- Store all food off the ground or floor.
- Food preparation utensils and food storage containers must be composed of food-grade material



3. All potentially hazardous foods must be transported, stored, and maintained at required temperatures:
 - **Cold foods** must be held at 4°C (40°F) or lower.
 - **Frozen foods** must be held in a frozen state.
 - **Hot foods** must be held at 60°C (140°F) or higher.
 - Every **cold holding** unit (refrigerator, freezer, cooler) must be provided with a **thermometer** to ensure cold food is kept **cold**.
4. Adequate **refrigeration and freezer units** must be provided for the storage of hazardous foods, such as:
 - Insulated coolers are permitted, but coolers must have an adequate supply of ice to maintain cold foods at 4°C or lower, and/or
 - Mechanical refrigerators and freezers
5. Use a probe thermometer to check cooking and re-heating temperatures:
 - Whole poultry (chicken, turkey) 82°C (180°F)
 - Poultry pieces or ground poultry 74°C (165°F)
 - Hazardous foods mixtures 74°C (165°F)
 - Ground meats (beef, pork, lamb) 71°C (160°F)
 - Pork and pork products 71°C (160°F)
 - Fish 70°C (158°F)
 - Re-heat to the original cooking temperature

Booth Construction

1. Booths must be constructed in a manner that minimizes the entry of wind, dust and rain.
2. All equipment (examples: barbeques and grills, freezers, refrigerators, hand wash stations and utensil cleaning set up) must have overhead protection.
3. Handwash stations must be in a convenient location for food handlers.
4. All food preparation equipment and food contact surfaces **must be** smooth, non-absorbent, corrosion-resistant, non-toxic, in good repair, and easily cleanable.

Food Handler Hygiene

1. All food handlers must wash their hands with clean water and soap:
 - Before starting work
 - Before preparing food
 - After handling raw meat
 - After using the toilet or washroom
 - After eating or smoking
 - After handling garbage or soiled work surfaces
 - After handling money
 - After switching tasks, and
 - As often as necessary to maintain clean hands
2. If you handle food at a special event:
 - Do not handle food if you have a cold, the flu, diarrhea or vomiting, sores or infected cuts on your hands
 - Wear clean outerwear
 - Hair must be confined
 - Glove use is not mandatory unless you have a cut or burn. Change gloves in between tasks. Wash hands before putting new gloves on and after taking dirty gloves off
 - Minimize direct food handling by using tongs or utensils
 - Smoking is not permitted within the booth or wherever food is stored, prepared, and served

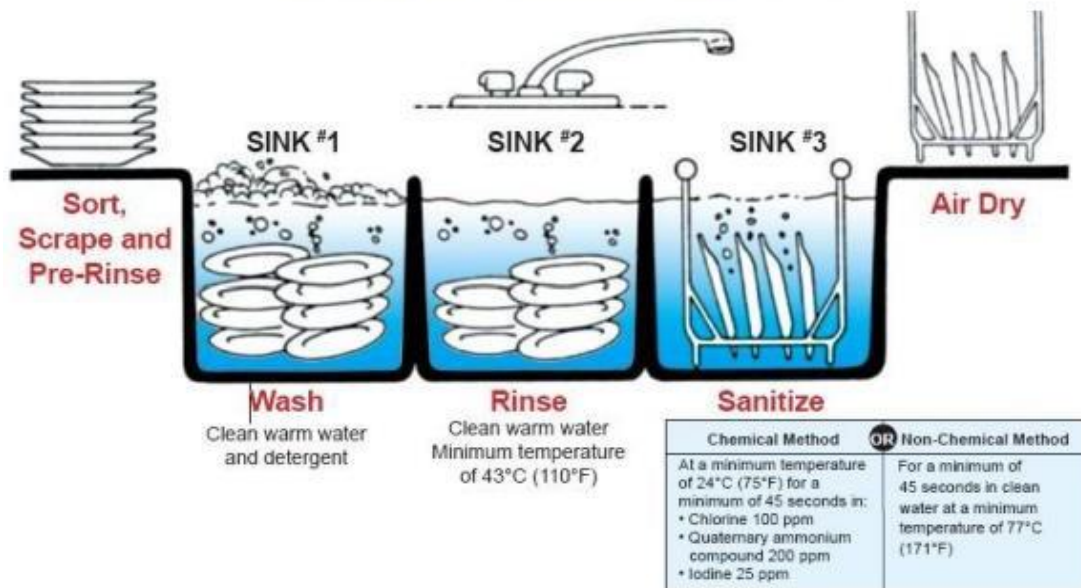
Cleaning and Sanitizing

1. Utensils and equipment may be washed on site or in an approved and inspected kitchen.
2. Cooking utensils must be washed, rinsed and sanitized using a minimum of:
 - Two (2) or three (3) compartment sink with hot and cold running water. **Or**, in some cases,
 - 3 containers of sufficient size to fully immerse utensils for proper washing, rinsing and sanitizing:
 - First container** – wash with soap and warm water
 - Second container** – rinse with clean warm water
 - Third container** – fully immerse utensil in the sanitizing solution for at least 45 seconds
 - Any sanitizer with its accompanying test strip, prescribed by Ontario Food Premises

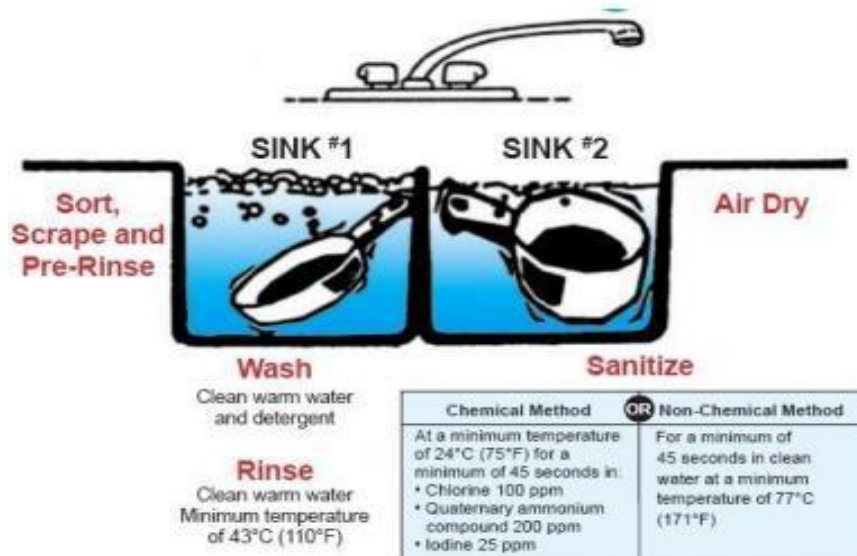
Regulation, can be used.

3. Only disposable eating utensils (examples: knives, forks and spoons that are certified compostable, paper plates and cups) shall be provided to customers.
4. Wiping cloths must be stored in a sanitizing solution. An adequate supply of cloths must be provided.
5. Vendors must provide a sufficient number of clean utensils for back-up. Store utensils and equipment in a clean, washable container.

3-compartment sink dishwashing method



2-compartment sink dishwashing method

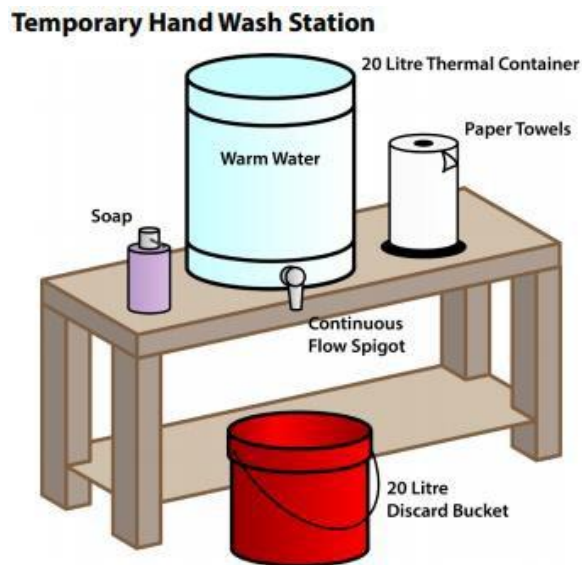


Handwashing

1. The handwashing station must be placed in a convenient location for all food handlers.
2. The handwashing station must only be used for handwashing.
3. The handwashing station must be set up before starting any food preparation.
4. Each handwashing station must be provided with:
 - Warm potable water under pressure,
 - Liquid soap in a dispenser,
 - Paper towel in a dispenser, and
 - A container to collect the waste water

At a minimum, temporary handwashing stations must consist of an insulated container with a spigot that provides **continuous free-flowing** warm water. Hot water can be provided using a coffee urn, kettle or pot of boiling water. A bucket to collect the waste water must also be in place. This type of a temporary handwashing station must be set up on an elevated surface (i.e., table).

In some cases, vendors will be required to provide portable or free-standing handwashing station with hot and cold running water under pressure.



Water Source

1. An adequate supply of potable water must be provided for each vendor.
2. Hoses and connections used to transport drinking water or municipal water must be in compliance with the Ontario Building Code. Only hoses for “potable (drinking) water” are to be used.
3. Ice must be made from a potable water source or purchased from a commercial source, transported, stored and handled in a sanitary manner.
4. If the water supply for the event is from a private source (examples: well or cistern),

the supply must be proven to be safe by providing a recent water sample.

Food Sampling

1. Handwashing station is required.
2. **Hand sanitizer and gloves do not replace the requirements for a handwash station.**
3. Samples of hazardous foods must be transported, stored, displayed and maintained at required temperatures.
4. Only single-use, disposable utensils that are certified compostable, cups, and squeeze bottles/dispensers are to be used.
5. Samples must be protected from contamination (examples: provide individual containers or toothpicks).

Storage of Chemicals

1. Chemicals (examples: cleaners, sanitizers) must be stored safely away from food preparation and food storage.
2. All chemical containers must be clearly labelled to avoid food handler errors or food contamination.

Waste Disposal and Pest Control

1. Garbage such as food waste must be stored in garbage bins of durable, water/rodent-proof material and covered with a tight-fitting lid.
2. Grease from fryers must be stored in a covered, non-flammable and durable container.
3. Final disposal of all waste must be done in an approved manner.

Wastewater Disposal

1. Wastewater must be stored in a covered, durable container and disposed of in an approved sanitary sewer, bathroom facility or holding tank.
2. Wastewater must not be disposed of on the ground.

Event Checklist - Did You Forget Anything?

- ☐ TENT/ UMBRELLA
- ☐ HANDWASH STATION SET-UP
- ☐ HOT AND COLD RUNNING WATER
- ☐ LIQUID SOAP IN DISPENSER
- ☐ PAPER TOWEL IN DISPENSER
- ☐ BUCKETS TO CAPTURE WASTE WATER
- ☐ **COLD HOLDING OF FOODS** - REFRIGERATORS, FREEZERS, COOLERS, ICE
- ☐ THERMOMETERS FOR COOLERS
- ☐ **HOT HOLDING FOR FOODS** - STEAMER, STOVE, CHAFING DISHES, ETC.
- ☐ PROBE THERMOMETER
- ☐ FOOD CONTAINERS OFF THE GROUND
- ☐ SINGLE SERVICE EATING UTENSILS
- ☐ SUITABLE COVERS FOR FOOD PROTECTION
- ☐ CONTAINERS FOR UTENSIL WASHING, RINSING AND SANITIZING
- ☐ WIPING CLOTHS FOR CLEANING AND SANITIZING
- ☐ DETERGENT AND SANITIZER (A BOTTLE OF BLEACH AND A SPRAY BOTTLE)
- ☐ SANITIZER TEST STRIPS
- ☐ CLEAN OUTER CLOTHING AND HEADGEAR FOR STAFF
- ☐ PEST CONTROL
- ☐ GARBAGE RECEPTACLES WITH LIDS

ENSURE THAT ALL YOUR EQUIPMENT IS COMPLETELY SET UP BEFORE HANDLING FOOD

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