



## 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](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 |
|---|--|-------------------------------------|
| <b>Food Contact Surfaces</b>  | Smooth, tight, non-absorbent and easily cleanable. (E.g: stainless steel or rigid plastic)   |                                     |
| <b>Food Contact Surface Sanitizing Solution</b>                               | Provide 100 ppm chlorine (1 oz. bleach per gallon of water) <b>OR</b> 200 ppm quaternary ammonium (follow label instructions)                            |                                     |
| <b>Canopies/Tents</b>   | Cover all food contact surfaces and food storage/display areas.  |                                     |
| <b>Flooring</b>   | Hard, level surface.   |                                     |
| <b>Food Protection</b>  | Food shall be protected from contamination (off the ground, plastic containers with lids, sneeze guards, etc.)   |                                     |
| <b>Hand Washing Station – Must be operational prior to any food handling.</b> | Pressurized hot and cold running water dispensed so hands free for washing. Soap in pump dispensers and single-use paper towels.                         |                                     |
| <b>Re-heating</b>   | Internal food temperature 74°C (165°F).  |                                     |
| <b>Hot-holding</b>  | Maintain foods at 60°C (140°F) or above at all times.  |                                     |
| <b>Cold-holding</b>   | Mechanical refrigeration preferred – (or equivalent method of consistently maintaining potentially hazardous foods at 4°C (40°F) or below at all times.) |                                     |
| <b>Temperature Measurement For all potentially hazardous foods</b>            | Provide accurate stem thermometer. Check and record temperatures before and after transport and every 2 hours thereafter.                                |                                     |
| <b>Utensil Sanitizing</b>   | A sufficient supply of sanitized utensils required. A 2 compartment pot sink required if preparation involves raw meat/poultry/seafood.                  |                                     |
| <b>Service Ware</b>   | Single-use disposal dishware and utensils.   |                                     |
| <b>Garbage Collection</b>   | Adequately sized and leak-proof.   |                                     |
| <b>Wastewater Collection/Disposal</b>   | Collected and disposed in the sanitary sewer, <b>not</b> on the grounds or down storm drains.  | Collection:<br><br>Disposal:        |

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.



## 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.

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