



Requirements for Community Special Events

This information package is intended to be used for special events, outdoor gatherings, or community group events where the general public has been invited. Event coordinators must submit a coordinator application to the Health Department at least **45 days prior** to the event.

Every food vendor must submit a vendor's application to the Health Department at least **30 days prior** to the event. The application needs to have a site plan included. In this plan all the areas and locations need to be labeled, including locations for hand wash basins, food storage, drinking water, waste containers, etc.

The event coordinator should contact the local municipality where the event is being held to ensure they comply with all applicable by-laws.

The event coordinator must delegate a liaison person to work with the Health Department, as well as provide a clean up committee to ensure that the area is left in a clean and sanitary manner.

Special event vendors are exempt from the DineSafe Durham disclosure bylaw. If you are a mobile vendor that has been posted with a DineSafe Durham disclosure sign, it is not required that you display it.

It is advised that the attached information package be reviewed by you with your staff. This package has been developed to help you run the event in a manner that will limit the risks of food-borne illness. Not all requirements in this document may pertain to your operation.

Please note: If your water supply is from a private source (i.e., well or cistern), you must contact Durham Region Health Department to set up an appointment for sampling a minimum of **14 days** prior to your event.

For more information, please contact the Durham Region Health Department at 905-668-2020, toll free 1-800-841-2729, or www.durham.ca/health.

The application can be completed online, mailed, emailed, or dropped off in-person.

We look forward to working with you and wish you all the best with your event.

General Food Safety Definitions

Cross Contamination

Cross-contamination occurs when food has become contaminated with pathogenic bacteria, chemicals, or unwanted items. Prepared food items can become unsafe when they come in contact with surfaces, utensils, hands, equipment, and other food items that are contaminated.

Hazardous Food

Food, which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, or other products that can support the growth of disease-causing bacteria. Examples are deli meats, all raw meats, poultry, sausage, fish, eggs, cheese, cream-filled pastries, cooked rice, etc. Meringue and other desserts containing dairy products are considered hazardous foods. Hazardous food must be stored at 4°C or less.

Whole fruits and vegetables, which are generally considered low risk foods can still become contaminated through food handling or production processes. Be sure to follow safe food handling practices and thoroughly wash fresh fruits and vegetables before preparation. Sliced/chopped fresh fruit and vegetables must be stored at 4°C or less.

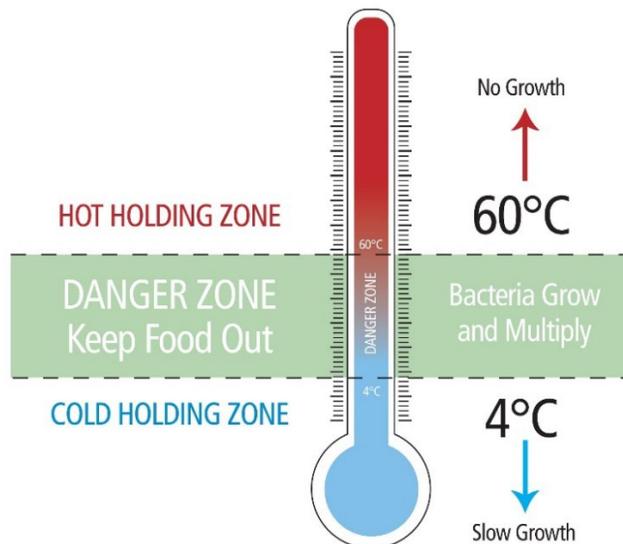
Non-hazardous Food

Food, such as dry goods, cereals, most baked goods, and unconstituted dehydrated foods. These foods do not normally support the growth of disease-causing bacteria and do not usually need to be refrigerated. Examples are cookies, breads, cakes, potato chips, popcorn, and nuts.

Danger Zone

The temperature zone where bacteria multiply is called the “Danger Zone”. This temperature range is between 4°C and 60°C (40°F to 140°F). If food items are kept within this temperature range, bacteria will multiply and double every 20 minutes. Therefore, it is important to keep the food cold or hot, and out of the danger zone to stop bacteria from growing.

An accurate probe thermometer should be provided to check the internal temperatures of hazardous food. As well, all temperature-controlled compartments, such as a cooler or hot holding unit, must also be equipped with a thermometer.



Water Source

- All water used throughout the event, including water used for hand washing, preparation of foods, cleaning and making ice, must be potable/drinkable and from an approved source. Accepted supplies are a municipal water source or commercially bottled water.

Coordinator:

- If drinking water is to be transported to the site, the names and addresses of an **approved/inspected** water hauler must be provided to the Health Department at least **45 days prior** to the event.
- The method of distribution of drinking water to patrons shall be approved prior to the event. Distribution points shall be in such numbers as deemed necessary by the Health Department and shall be accessible and conveniently located to the public and clearly identified.
- Provision of a piped potable water supply under constant pressure to all food outlets is required. When that cannot occur, then water is to be provided by a storage tank and atmospheric pressure. The tank must be of adequate size and be constructed of food grade material. As well, the tank needs to be cleaned and sanitized after each use. When piped potable water is provided, all water lines must be food grade and adequately sanitized before use.

Booth or Temporary Food Preparation, Storage, and Service Area Set-Up:

- Booths must have an overhead cover for all food preparation areas.
- The area must be dry, well drained, have adequate lighting, and free from hazards.
- Booths cannot be located in close proximity to animal housing/petting zoos.

Food Handlers

- Food vendors that are preparing or serving moderate and/or high-risk foods are required to have one person with their food handler certification present during operation.
- If you are ill with a cold, the flu, diarrhea, vomiting, or any infectious disease, or have sores/cuts, do not handle food.
- Clean outerwear is required when handling food.
- Hair must be adequately confined while handling food.
- Smoking/vaping is not permitted within the booth or wherever food is stored, prepared, and served. Food handlers must adhere to the Smoke-Free Ontario Act and the Durham Region Smoke and Vape By-Law.
- Glove use is not mandatory unless the food handler has a cut, burn, or bandaid on their hand. Gloves must be changed in between tasks. Hands must be washed before putting new gloves on and after taking dirty gloves off.

Food Safety Management

- Use separate tables or surfaces for the preparation of raw foods and ready-to-eat foods to prevent cross-contamination.
- Use utensils (e.g., tongs, ladles, forks, spoons) to handle foods. Napkins or disposable wrappings can be used to handle dry goods like pastries and donuts.
- Keep foods (including ingredients) separate from one another and have a full ingredient list available for each food for review by the Public Health Inspector or customers. This will satisfy labelling requirements and assist in dealing with allergy issues.
- All food must be prepared on-site at the event or be prepared and brought in from an inspected facility. **Vendors are not permitted to sell or use foods that are prepared at an uninspected facility, including uninspected home kitchens.**
- All food must come from an approved source. This includes meat which must be acquired from an inspected and licensed facility, all milk must be pasteurized, and eggs need to be grade “A” or “B”. Ensure that you keep your receipt on-site for the inspector to review.
- A probe thermometer is recommended to check cold holding, hot holding, and cooking temperatures.
- Thermometers are needed in all coolers and hot holding units that store hazardous foods.
- Make sure that foods are always kept at proper temperatures (either less than 4°C or greater than 60°C), including during transportation. Thermal insulated containers with cold or hot packs may be used to maintain minimum required temperatures. Please refer to chart on page 6 for temperature requirements.
- Foods are to be protected and secured during transportation, storage, and display. The use of wraps, foil, lids, or other similar food grade material can be used to protect foods from dust, dirt, pests, or foreign objects.
- Food must be stored in their original containers or in food grade containers. Cardboard boxes, garbage bags, reused plastic bags or buckets are not acceptable.
- Food should not be stored directly on the floor or ground.
- Do not mix old food with new food when replenishing service pans or chafing dishes.
- **Recommendation:** Keep at least 4 sets of clean utensils (tongs, scoops, etc.) to replace soiled or contaminated ones. Back-up utensils must be wrapped or kept in a clean, sealed container.



Potentially Hazardous Food Temperature Chart

The temperatures below are the minimum required internal food temperatures to keep potentially hazardous foods safe.

Cold Holding	
Refrigerated Foods	4°C / 40°F or colder
Frozen Foods	Maintained in a frozen state
Minimum Internal Cooking Temperature All temperatures to be maintained for a minimum of 15 seconds	
Whole Poultry (chicken, turkey, duck, etc.)	82°C / 180°F
Ground poultry, poultry products, poultry pieces	74°C / 165°F
Food mixtures containing poultry, eggs, meat, fish or other hazardous food	74°C / 165°F
Seafood	74°C / 165°F
Pork, pork product, ground meat other than ground poultry	71°C / 160°F
Fish	70°C / 158°F
Hot Holding	
After cooking, all potentially hazardous foods must be held at a minimum 60°C / 140°F until service.	
Reheating All temperatures to be maintained for a minimum of 15 seconds	
All potentially hazardous foods must be reheated, within a 2 hour period, to at least their specified minimum internal cooking temperature. All poultry pieces must be reheated to at least 74°C / 165°F.	

Hand-Wash Station

- A designated hand-wash station with warm potable water is needed in all booths where food is being prepared or served.
- As a temporary measure, the station may consist of a container with a valve/spigot that can stay open while both hands are washed.
- A bucket is placed underneath to catch the wastewater.
- Liquid soap and paper towels must be provided.
- It is not adequate to have only hand sanitizer on-site.
- Hands must be washed regularly with liquid soap and warm water throughout the day, especially after handling raw foods, smoking, shaking hands, using the bathroom, sneezing, coughing, after breaks and before starting work.
- All water used is to be from an approved safe supply.
- All wastewater must be disposed of in a sanitary manner.



Cleaning and Sanitizing

- Where only a two-compartment sink is available, equipment is to be washed and rinsed in the first sink and sanitized in the second.
- Where multi-use utensils (i.e., reusable dishes served to patrons) are used, a three-compartment sink is required. Utensils are to be washed in the first sink, rinsed in the second sink with clean water, and sanitized in the third sink.
- A sanitizing solution of 100ppm chlorine bleach (half a teaspoon of chlorine per 1L water), 200ppm quaternary ammonium or 25ppm iodine is required. Immerse utensils for at least 45 seconds. Air dry or wipe dry with a disposable towel.
- Change the wash, rinse, and sanitizer water frequently. Use sanitizer test strips to check sanitizer concentration.
- Other sanitizers in proper concentrations, following the manufacturers' instructions, may be used if approved by the Health Department.
- Ensure all containers (bucket/spray bottle) of soap or sanitizer solutions are properly labelled and kept away from food.
- All water used is to be from an approved safe supply.
- You may use tubs or basins as a temporary method if sinks are not available during the event.
- All wastewater must be disposed of in a sanitary manner.

Waste Disposal and Washroom Facilities

- Garbage is to be stored in bins of durable, water/rodent proof material, and covered with a tight-fitting lid.
- Grease from fryers must be stored in a covered, non-flammable, and durable container.
- Wastewater shall be stored in a covered, durable container.
- All wastes must be disposed of in an approved and sanitary manner.

Coordinator:

- Washroom facilities for use by the public shall be provided, conveniently located, and maintained in a sanitary manner.
- Organizers should also consider the availability of accessible washrooms.
- Hand wash stations must have a constant supply of hot and cold or warm potable water, liquid soap in a dispenser, and single use paper towels during the event.
- It is not adequate to only have hand sanitizer at washroom facilities.

Food Vendor Checklist

Food Handlers

- hair restraints
- aprons

Hand Wash Station

- warm and safe water supply
- water container with dispensing valve
- liquid soap
- paper towel
- wastewater container

Food Safety Management

- probe thermometer
- thermometer for cooler/hot holding units
- ice/ice packs
- cooler unit
- food storage container and coverings

Utensils and Equipment

- secure booth (in good repair)
- overhead canopy
- tables/shelves/racks
- disposable eating utensils
- 4 sets of wrapped cooking utensils
- cooking equipment

Waste Disposal

- garbage bags/container
- wastewater container
- grease container