



HEALTH
DEPARTMENT

Durham Region Health Department

Community Special Events Requirements

Community Special Events Requirements

Dear Event Coordinator/Food Vendor:

This information package is intended to be used for special events, outdoor gatherings or community group events where the general public has been invited.

Every food vendor must submit a vendor's application to the Health Department at least 15 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 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. Please note that 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. Please see page 4 for the process.

For more information, please contact the Durham Region Health Department at 905-723-3818, toll free 1-888-7779613, and fax 905-666-1887, www.durham.ca.

The application can be completed online, faxed, 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 safe-to-eat 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 etc. Meringue and other desserts containing dairy products are considered hazardous foods. Hazardous food must be stored at 4°C or less.

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.

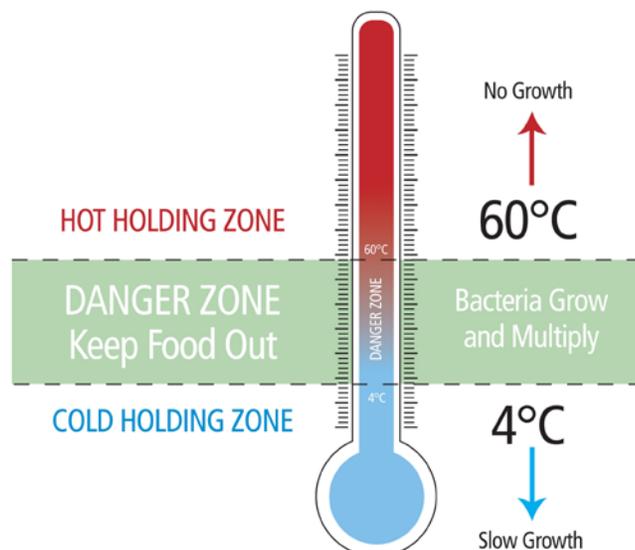
Non-hazardous Food

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 must 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 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 14 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 water supply under constant pressure of at least 20 p.s.i. 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 disinfected after each use. When piped water is provided, all water lines must be food grade and adequately disinfected before use.

For information and interpretation on water testing and water results please contact the Durham Region Health Department or visit

<http://www.durham.ca/health.asp?nr=/departments/health/waterSewage.htm&setFooter=/includes/health/healthFooterEnviro.inc>

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 and free from hazards
- Booths cannot be located in close proximity to animal housing/ petting zoos

Food Handlers

- If you are ill with a cold, the flu, diarrhea, vomiting, or any communicable disease, or have sores/cuts, do not handle food.
- Clean outerwear is required when handling food.
- Hair restraints must be worn while handling foods.
- Smoking is not permitted within the booth or wherever food is stored, prepared, and served.
- Glove use is not mandatory unless the food handler has a cut or burn. 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 work 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 home.
- All hazardous foods 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 required to check cold holding, hot holding and cooking temperatures.
- Thermometers are needed in all coolers, freezers and hot holding units that store hazardous foods
- Make sure that foods are kept at proper temperatures (either less than 4°C or greater than 60°C) at all times, 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 buckets or pails are not acceptable.
- Food shall not be stored directly on the floor or ground. It must be stored at least 15 cm (6 inches) off the 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.





HAZARDOUS FOOD TEMPERATURE CHART

HEALTH DEPARTMENT

Environmental Help Line 1-888-777-9613

durham.ca



MINIMUM REQUIRED INTERNAL FOOD TEMPERATURES

COLD HOLDING

Refrigerated Foods	4 °C / 40 °F or colder
Frozen Foods	- 18 °C / 0 °F or colder

COOKING

All temperatures to be maintained for a minimum of 15 seconds

Whole Poultry chicken, turkey, duck, etc.		82 °C / 180 °F
Ground / Cut Poultry wings, breasts, legs, etc.		74 °C / 165 °F
Food Mixtures (e.g. soups, stews, casseroles, gravies)		74 °C / 165 °F
Pork / Pork Products		71 °C / 160 °F
Ground Meat other than poultry (e.g. beef, lamb)		71 °C / 160 °F
Fish		70 °C / 158 °F
Other Hazardous Foods large cuts of e.g. beef, lamb or goat; rice, beans, etc.		70 °C / 158 °F

HOT HOLDING

After cooking, all 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 hazardous foods must be reheated, within a 2 hour period, to at least their specified minimum required internal cooking temperature. All poultry must be reheated to at least 74 °C / 165 °F.

Information available in accessible formats.

DUHEV 284 - Nov 13

Hand-Wash Station

- A designated hand-wash station with hot 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 waste water.
- Liquid soap and paper towels must be provided.
- It is not adequate to have only a 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 waste water 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 are used, a three compartment sink is needed. Utensils are to be washed in the first sink, rinsed in the second sink with clean water and sanitized in the third.
- A sanitizing solution of 100ppm chlorine bleach ($\frac{1}{2}$ tsp chlorine per 1L water) or 200ppm quaternary ammonium is needed. 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.
- For large items such as cutting boards, that can only be washed and rinsed in place, a sanitizing solution can be applied of 200 ppm chlorine or quaternary ammonium. Air dry or wipe dry with a disposable towel.
- 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.
- Use single service or disposable utensils such as paper cups and disposable plates, paper bags, forks, knives, spoons, toothpicks and cups.
- All waste water 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 in sufficient numbers, conveniently located and maintained in a sanitary manner.
- Organizers should also consider the availability of washrooms for individuals with accessibility issues.
- Hand wash stations must have a constant supply of hot and cold or warm potable water, liquid soap in a dispenser, and single use towels during the event.

Table 1 - Outdoor gathering where there is general assembly and consumption of food:

Number of attendees	Minimum number of toilets (Male/Female)	Minimum number of hand wash basins (50% of the # of toilets)
0-400	7/13	5

*Add 1 toilet for each additional increment of 200 males/100 females in excess of 400

Table 2 - Outdoor gatherings where there is general assembly and consumption of food and alcoholic beverages:

Number of attendees	Minimum number of toilets (for each Sex)	Minimum number of hand wash basins (50% of the # of toilets)
0-260	10	5

* Add 1 toilet for each additional increment of 40 persons of each Sex in excess of 260



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For more information , please contact us at:

Phone Toll-free: 1-888-777-9613

Fax: 905-666-1887

durham.ca

Information available in accessible formats.



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
- waste water container

Food Safety Management

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

Utensils & Equipment

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

Utensil & Equipment Washing

- safe water supply
- three wash tubs/sinks
- cloths
- soap
- sanitizer
- sanitizing test kit

Waste Disposal

- garbage bags/container
- waste water container
- grease container