

## TEMPORARY FOOD SERVICES GUIDELINES

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*The following guidelines are intended to assist individuals wishing to obtain a permit to operate a temporary food service.*

### 1. What is a “temporary” food service?

Temporary foodservices are those types of food services with a time-limited life (e.g. special events, concessions at fairs and festivals), operating no more than 14 days per year. These guidelines apply to all food service establishments at temporary events, unless they are already under permit as a mobile facility (full-size enclosed vehicle or cart).

**Temporary facilities that are supplied from an existing, fixed, permitted establishment must still obtain approval and the operator must obtain a permit.**

❖ *Note: there is no charge or fee to obtain the permit.*

These guidelines pertain mainly to the physical setup and operational requirements of temporary food services. **In addition to these guidelines, the operator must be aware of, and comply with requirements of the BC Food Premises Regulation. It can be viewed at: <http://www.bclaws.ca/>.**

### 2. Do I need a permit for the foods that I will be serving?

**The following foods are exempt and do not require a permit.** If you are only serving these foods, you can print off the Permit Exempt to display. The rest of this document will provide you with best practices that should be followed where appropriate.

- Baked Goods: muffins, cake, buns, breads, pies, tarts, cookies (no dairy or cheese or cream filling)
  - Cotton candy
  - Donuts / bannock (no dairy/meat fillings or toppings)
  - Fresh fruit or vegetable (whole)
  - Hard candy
  - Lemonade, iced tea, shaved ice, hot chocolate, coffee (commercial mixes)
  - Muffins (commercial source, no dairy filling)
  - Pancakes / waffles (no whipped cream topping)
  - Popcorn
  - Popsicles / freezies / novelty ice-creams (commercial)
  - Pre-packaged shelf-stable foods (commercial source, sold in package)
  - Squares (no dairy/meat fillings or toppings)

**The following foods are considered lower risk and a permit is required.** If you are only serving foods from this list, please complete the Lower Food Risk application form.

- Hot dogs, smokies (commercially prepared) Bacon
- Hamburgers (commercially precooked)
- Meats (commercially precooked)
- Chicken burgers (commercially precooked)
- Burritos (commercially precooked)
- Soup (commercially precooked)
- Sandwiches (no meat, egg, dairy or cooked vegetable fillings)
- Wraps – raw vegetable filling only
- Cut fresh fruits and vegetables
- Pizza (commercially precooked)
- Chili (commercially precooked)
- Dairy based fruit smoothies
- Pancakes (whipped cream toppings)
- Jams and jelly (commercially prepared)
- Corn on the cob
- French fries
- Fudge
- Bacon

If you are serving **any foods not listed above, then you will need to complete the Application to Operate a Temporary Food Service.**

### ***3. Where can I get a permit?***

Applications for a temporary foodservice permit can be obtained from your local Health Protection office (see Section 8 for office locations and contact information) or online at <http://www.interiorhealth.ca/YourEnvironment/Pages/default.aspx>

### ***4. How long does it take to get the permit?***

Permit processing time will vary. **Applications for temporary foodservice permits must be submitted at least two weeks (14 days) prior to the event.** Ensure the Application is complete and correct. Missing information will result in processing delays (or the Application may be rejected).

If you have any questions, contact your local Health Protection office. A contact sheet can be found on the Interior Health website at:

<http://www.interiorhealth.ca/YourEnvironment/AirQuality/Documents/Health%20Protection%20Offices%20Contacts.pdf>



## 5. DEFINITIONS

**Clean** – to remove visible soil, grease or other contamination using warm water, detergent and a clean cloth or brush.

**Exempt Foods** - foods that are exempt from the Food Premises Regulation or of sufficiently low risk that they are exempted from permit requirements. They include dried, salty, sweet or some frozen foods, some very low risk processed foods. These also include pre-packaged, non-potentially hazardous foods and fresh, uncut fruits and vegetables. See examples listed above under question 2.

**Higher Risk Foods** - foods that are more likely to be contaminated and/or foods that may readily allow microbes to grow (e.g. burgers cooked from raw, sandwiches, salads, burritos, fajitas, soups, chili, sushi, and stir-fry).

**Lower Risk Foods** – foods that are not likely to be contaminated require little or no processing to make them safe to eat and will not readily allow microbes to grow. See examples listed above, under question 2.

**Potable water** - water that is safe to drink, and comes from an approved water supply system.

**Sanitize** - to kill microorganisms (germs) by using a solution containing fresh household bleach at a rate of 1 tablespoon per gallon of water or 15ml per 4 litres of water. An Environmental Health Officer must approve any other sanitizers.

## 6. PLANNING YOUR FOODSERVICE

Keep these requirements in mind during the planning of your food booth. A proper setup with a simple menu and competent staff will go a long way towards creating a smooth running food service. Depending on the types of foods you plan on serving and the complexity of preparation, you may be asked to provide additional equipment or take additional steps to help keep food safe. See Appendix A - Specific Requirements For Type 1 And Type 2 Temporary Foodservices

### 6.1 Physical structure of booth:

Canopy or roof and walls – protect the booth from rain, wind, and direct sunlight. A design that includes a roof and three walls often works best. Remember to keep a spot for entry / exit. For smaller set-ups, especially those of short duration, a canopy or large umbrella is recommended if a roof and walls are not suitable.

Solid floor – Where the booth is to be located on grass, dirt or gravel, a solid floor should be provided to prevent generating mud, dust and/or dirt. The surface needs to be easy to clean.

Lighting - Where service is planned for evenings, make sure lighting is adequate for all tasks.

Ventilation - Enclosed operations must provide adequate ventilation to prevent the accumulation of smoke, grease, condensation and odours.

Counters, table tops and equipment surfaces – these need to be durable and washable surfaces.

## 6.2 Menu Selection:



Keep it simple. Limit the number of potentially hazardous foods.

Choose recipes that don't require a lot of cooling or reheating, and will not generate leftovers.

Make sure all foods come from approved sources and choose foods that meet the trans fats requirements. These are:

soft spreadable margarine and oil meets the restriction of 2% trans fat or less of total fat content, and

all other food meets the restriction of 5% trans fat or less of total fat content.

## 6.3 Staff:

Select individuals with food safety training and experience. FOODSAFE or equivalent training is required for the „operator“, and when the operator is not onsite, at least one other person.

Ensure staff are not ill. Do not allow them to work if they are suffering from nausea and vomiting or have diarrhea. Staff with skin infections or open sores should not be allowed to handle food.

Train staff to always practice good personal hygiene and follow safe food handling practices. Make sure you will have an adequate supply of clean aprons.

## 6.4 Food Protection:

Ensure the booth setup will allow for food to be protected from contamination at all times during transportation, storage, preparation and display (e.g. sneeze guards, display case, protective wrapping).

Set up the flow of preparation steps to keep raw foods away from ready-to-eat foods. Prevent cross-contamination!

Make sure self-serve condiments or toppings will be in appropriate dispensers or be in single service packages. Ensure handles of serving utensils are long enough so they don't fall into the food.

## 6.5 Utensils and Food Contact Surfaces:



Use proper utensils for food handling that are durable and designed for the intended purpose. Supply a metal probe thermometer so you can check temperatures.

Ensure all food contact surfaces are made of materials that are smooth, non-absorbent, and easily cleanable.



Customer eating utensils must be single service (i.e. disposable).

## 6.6 Refrigeration, Cooking and Hot Holding Equipment:

Size equipment to provide excess capacity.

Make sure there will be an adequate power supply for electrical equipment



Set up equipment early to ensure it is working properly. For coolers, make sure they will be located away from direct sunlight.

### 6.7 Water Supply:

Provide a potable water hose and backflow protection so connection to the potable water does not become contaminated.

Water will need to be provided on a continuous flow basis, and will need to be under pressure (includes gravity flow).

Hot water is needed for washing purposes. Have a means of generating hot water onsite.

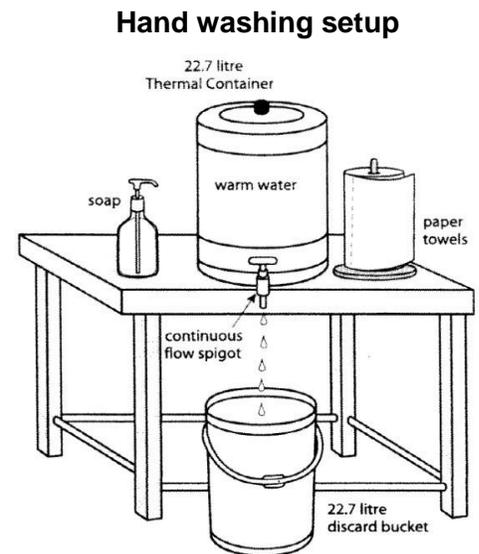
### 6.8 Sanitation Facilities:

Provide a hand washing station for food handlers with:

- a container that allows for the free flow of warm water
- liquid soap in a dispenser
- paper towels
- a drain bucket to catch the wastewater

Provide separate sinks for utensil washing. You will need to have a minimum of two compartments. One for washing and one for sanitizing. The sinks should be large enough to immerse the largest utensils in the water.

Ensure „cleaning-in-place“ procedures are established for those types of equipment and surfaces that can not be washed in a sink.



### 6.9 Waste Disposal

Provide containers in which you can collect all wastewater that is generated onsite. This wastewater will need to be disposed of in a sanitary sewer, so it may have to be carried.



Use containers that are easy to transport.

Make sure you have sufficient garbage containers to use inside the booth, as well as for your customers to use. Garbage bins should ideally have a lid to help limit insect activity.

### 6.10 Food Safety Plan

The food safety plan is a written set of instructions that guides the food handlers in safe preparation of potentially hazardous foods. These instructions identify the critical handling steps in the preparation of these menu items, identify how hazards are controlled at these critical steps, what method is for monitoring the controls, and what corrective action is needed if the controls are not achieved.

A sample plan and form to assist in completing your own plan can be found in Appendix B – Food Safety Plan Example. The BCCDC booklet, “Ensuring Food Safety. Writing Your Own

Food Safety Plan – The HACCP Way” provides more background information and other examples of food safety plans (<http://www.bccdc.ca/foodhealth/default.html>).

### 6.11 Sanitation Plan

The sanitation plan is a written set of procedures that outline the cleaning and sanitizing requirements for the food booth and the utensils. It includes a list of cleaners and sanitizers you plan to use, what they will be used for, and how they are mixed to achieve proper concentrations. Having your sanitation plan completed will provide your staff with clear guidance about methods for proper sanitation of the booth and utensils. More information is provided in Appendix C – Sanitation Plan.

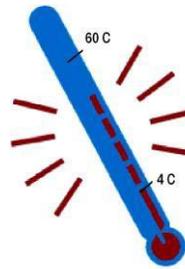
## 7. OPERATING YOUR FOODSERVICE

There are key principles to keep in mind when operating your food service. Some foods contain food poisoning bacteria when you receive them. Poor handling and sanitation practices can further contaminate food.

You have the ability to minimize or eliminate the hazards through proper food handling practices.

*How can you do this?*

- Protect food from contamination*
- Change the conditions that allow bacteria to grow*
- Eliminate any remaining contaminants by proper*
  - (a) cooking/reheating*
  - (b) washing, rinsing and sanitizing*



*Food poisoning bacteria can grow rapidly between 4°C and 60°C. This is called the DANGER ZONE*

### 7.1 Protect Food from Contamination

To prevent food poisoning make sure no bacteria, chemicals, foreign objects or other contaminants are added to foods you are preparing.

Key practices can help prevent contamination:

- Keep food preparation area in a clean and sanitary condition at all times
- Separate raw foods from ready-to-eat foods
- Store chemicals away from foods
- Protect food by using covers or by wrapping
- Practice good personal hygiene:
  - wash hands before handling food (and consider using disposable gloves when handling ready-to-eat foods), and after handling any soiled objects.
  - wear clean clothes and apron
  - wear a hair net, or other suitable hair covering; tie back long hair
  - ensure staff do not cough or sneeze on food and don't work when they are sick



*Poor personal hygiene is one of the main causes of food poisoning. Keep the hand wash station well stocked and wash hands regularly*

## 7.2 Change Conditions That Allow Bacteria to Grow

Food poisoning bacteria need protein, a neutral pH, warm temperatures, moisture, and time for them to grow. If we take away one or more of these factors, we can limit or prevent bacteria from growing to dangerous numbers. Limiting growth is important since the chance of illness increases as the number of bacteria increases. Fewer bacteria mean less chance of illness.

*Most food poisonings are caused by improper temperature control. Check temperatures routinely. Keep foods out of the DANGER ZONE.*

Temperature is the easiest factor to control.

Points to follow:

Keep foods out of the temperature Danger Zone as much as possible. Limit the amount of time food remain in the Danger Zone during preparation. The general rule: don't let the food stay in the Danger Zone for more than 2 hours (or 1 hour outdoors in the summer)

Make sure you have an accurate probe thermometer and food temperatures are regularly checked at key times (e.g. cold storage, cooking, hot holding, cooling and/or reheating). Outline these checks in your food safety plan. Keep records of temperature monitoring. Blank temperature log sheets are available from your Health Inspection office



Watch the clock to make sure you don't exceed the „2 hour rule“

## 7.3 Eliminate Remaining Bacteria

Preventing contamination and changing conditions for food poisoning bacteria growth are only part of the battle. Unfortunately, some foods already have enough bacteria to cause illness, even before you receive them. You need to use a safety step to kill off harmful numbers of bacteria. The cooking step will help you do this and for utensils, a thorough cleaning process.

Remember:



cook all potentially hazardous foods to the correct temperature. For most, this is an internal temperature of 74°C. This temperature may vary so check the food safety plan

use a probe thermometer to check the middle part of the food you are cooking

reheat leftovers rapidly to 74°C

clean utensils after use as follows:

- wash in hot soapy water
- rinse in clear hot water
- sanitize in water with a small amount of sanitizer
- air dry
- store utensils in a clean, protected location



clean and sanitize surfaces that can't be washed in a sink. Your sanitation plan should outline the specific cleaning and sanitizing procedures for your utensils and surfaces.

*“Potentially hazardous foods are those foods that can support the growth of food poisoning bacteria. They are typically moist, protein-rich with a neutral pH.”*

## **8.0 WEB LINKS**

### *8.1 BCCDC Food Protection Services - Food Guidelines and Information:*

Provides good information on the operation of a food service in “Food Protection - Vital to Your Business” and how to write a Food Safety Plan in “Ensuring Food Safety - Writing Your Own Food Safety Plan - The HACCP Way”<http://www.bccdc.ca/foodhealth/foodguidelines/default.htm>

### *8.2 FOODSAFE:*

A searchable course directory, so you can search for courses in your area. It also links to the web-based, as well as the distance education versions FOODSAFE courses. [www.foodsafe.ca](http://www.foodsafe.ca)

### *8.3 Trans Fats Help:*

Gives helpful information and advice on how to meet the trans fat requirements for your menu items. Information can also be obtained by calling 8-1-1 to speak to a HealthLink BC dietitian. [www.restricttransfat.ca](http://www.restricttransfat.ca)

**APPENDIX A - SPECIFIC REQUIREMENTS FOR TYPE 1 AND TYPE 2 TEMPORARY FOODSERVICES**

	<b>Type 1 – Temporary Foodservice for “Lower Risk Foods”</b>	<b>Type 2 – Temporary Foodservice for “Higher Risk Foods”</b>
<b>Types of Food Service</b>	Operations in which only minimal preparation is needed to make the food ready to eat. Examples include, but are not limited to, hot dogs, smokies, french fries, pancakes, commercially precooked chicken, beef and veggie burgers and other foods that are deemed by an EHO to present a lower level of risk to the consumer.	All other types including those with higher risk foods or more complex handling processes needed to make the food ready to eat. Examples of food products offered at Type 2 operations include: burgers cooked from raw, other menu items made from scratch such as sandwiches, salads, burritos, fajitas, soups, chili, sushi, and stir-fry.
<b>Water</b>	Potable water must be supplied on a continuous flow basis. Water under pressure, including gravity flow, is required.	Pressurized hot (min. 43°C) and cold potable water must be supplied on a continuous flow basis.  <i>NOTE: For self-contained water refer to Retail Food Services Code; Sec. 2.18.1(j).</i> <a href="http://www.cfis.agr.ca/english/regcode/frf/src-amendmts/codeang-2004.pdf">http://www.cfis.agr.ca/english/regcode/frf/src-amendmts/codeang-2004.pdf</a>
<b>Ware Washing</b>	Two sinks, with drain board for ware washing, rinsing and sanitizing, on site, may be required subject to operational requirements. Communal ware washing sinks may be acceptable if close. Sinks must be large enough to immerse the largest piece of equipment or utensils.	A two-compartment, non-corrosive sink with hot and cold running water under pressure must be supplied. To facilitate washing and sanitizing, each compartment must be large enough to immerse the largest piece of equipment or utensils.
<b>Refrigeration</b>	Mechanical refrigeration is preferred. Ice may be used to supplement mechanical refrigeration. Whatever is used, food temperature must be maintained below 4°C.	Mechanical refrigeration of adequate capacity for the storage of potentially hazardous foods shall be provided. Food temperature must be maintained below 4°C. Frozen foods need to remain frozen solid.

## APPENDIX B – FOOD SAFETY PLAN AND EXAMPLE

A food safety plan is required for all food service establishments. For each potentially hazardous food item, the following components must be identified:

1. All **Critical Control Points**. A Critical Control Point is a step in the preparation process where a food safety hazard can be controlled. The remaining steps in the preparation process will not eliminate the hazard if it is not controlled at this point. Some items will have more than one Critical Control Point. Examples include:
  - Receiving
  - Cooking
  - Transportation
  - Hot Holding
  - Storage
  - Cooling
  - Preparation
  - Reheating
2. Critical Limits for those critical control points. A Critical Limit is a standard or limit that must be met to control the food safety hazard at a Critical Control Point. Critical Limits can be measured. Examples include:
  - cold storage temperature of 4°C or less
  - final cook temperature of 74°C for 15 seconds
  - hot holding temperature of 60°C or more
  - cooling food from 60°C to 20°C in 2 hours and 20°C to 4°C in 4 hours
3. The procedures to be followed to ensure the critical limits are met. For example, measuring the temperature with an accurate thermometer.
4. The corrective actions to be taken in the event that the critical limits are not met. Some examples include:
  - cooking the product longer
  - reheating the product
  - discarding the product

The BCCDC booklet, “Ensuring Food Safety: Writing Your Own Food Safety Plan – The HACCP Way” provides more information and some examples of food safety plans <http://www.bccdc.ca/NR/rdonlyres/1A068D5D-3350-4D1C-A356-D8C6D62B7DB9/0/EnsuringFoodSafetyHACCPWay.pdf>

As an example, here is a flow chart for a **HAMBURGER**.

Step	Food Safety Hazards	Critical Step (Y/N)	Critical Limits	Monitoring	Corrective Action
<i>Receiving</i>	Contamination; Growth of harmful bacteria	No	Potentially hazardous foods must be below 4°C	Check temperature; Visual inspection.	Reject load if above 4°C, or if contamination is seen.
<i>Transportation to event</i>	Growth of harmful bacteria	No	Potentially hazardous foods must be below 4°C	Check temperature upon arrival	Lower the cooler temperature setting.

<i>Refrigeration</i>	Growth of harmful bacteria	No	Maintain below 4°C	Check food and air temperature every 4 hours.	Lower the cooler temperature setting.
<i>Preparing</i>	Contamination	No	Use of clean utensils	Ensure all utensils are clean and sanitized before use.	Rewash if any utensils are not clean.
<i>Cooking</i>	Harmful bacteria survival	Yes	Heat to 74°C or hotter and hold for at least 15 seconds	Check burger patty Temperature (sanitized thermometer) before serving/ holding.	Continue heating until 74 °C or hotter for 15 seconds.
<i>Holding</i>	Growth of harmful bacteria	Yes	Minimum temperature of 60°C	Check patty temperature in hot hold unit every 2 hours (sanitized thermometer)	Reheat to 74°C if patty is less than 60°C for 2 hours or less. If more than 2 hours, discard.
<i>Assembling and Serving</i>	Contamination	Yes	Use of clean utensils and clean hands/gloves	Ensure all utensils and hands/gloves are clean before use.	If utensils, hands/gloves are not clean, discard contaminated product. Wash utensils, and/or hands. Use clean gloves.

**FOOD SAFETY PLAN TEMPLATE**

To assist in the development of your plan, consider using the template on the following page. If more than one potentially hazardous food item is being offered, multiple pages may be required. This is an example format to outline your plan. Another format may be used, but will need to identify the components described above:

This Plan applies to the following potentially hazardous food items:

<b>Step</b>	<b>Food Safety Hazards</b>	<b>Critical Step (Y/N)</b>	<b>Critical Limits</b>	<b>Monitoring</b>	<b>Corrective Action</b>

## APPENDIX C – SANITATION PLAN

A sanitation plan is required for all food service establishments. These plans can vary in complexity and can be written using a variety of different formats. Ultimately a sanitation plan must have 3 components:

### Part 1:

Include the cleaning and sanitizing requirements for the temporary food booth and for all equipment and utensils being used; for the majority of these it will involve:

- washing in hot (43°C) soapy water
- rinsing in clear hot water
- sanitizing in water with bleach (or another approved sanitizer)
- air drying

Consider the components of the temporary food booth and how you will maintain them in a sanitary condition – surfaces like countertops, floors, and other surfaces that may be subject to spills or accumulation of dirt,

### Part 2:

List the cleaning and sanitizing agents being used at the temporary food booth, including their concentrations and their uses; sanitizing agents need to be used at appropriate concentrations – you want enough of the sanitizer in the water to do the job, but not so much that it may be toxic.

The following table may be of assistance in determining the appropriate concentrations to use:

Type of Washing	Chlorine Bleach	Quaternary Ammonia	Iodine
Manual Method	100-200 parts per million (14ml – 28ml / 4.5L or )	200 parts per million or as per manufacturer's directions	25 parts per million or as per manufacturer's directions
Clean-in-Place	200 parts per million (28ml / 4.5L)	200 parts per million or as per manufacturer's directions	25 parts per million or as per manufacturer's directions

*\*Test paper may be used to check the proper concentration.*

*\* Make sure bleach solutions are fresh as chlorine strength can weaken quickly.*

**Part 3:**

List any other chemicals that will be kept at the temporary food booth (if applicable).

**Sanitation Plan:**

<b>Part 1:</b>  <b>List surfaces, equipment, and utensils that will require sanitation</b>	<i>Item to be Cleaned/Sanitized</i>	<i>Cleaning/Sanitation Frequency</i>
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
<b>Part 2:</b>  <b>List cleaners and sanitizers</b>	<i>Cleaner/Sanitizer</i>	<i>Concentration</i>
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
<b>Part 3:</b>  <b>List any other chemicals that will be kept onsite (if applicable)</b>	<i>Name of Chemical</i>	
	_____	
	_____	
	_____	