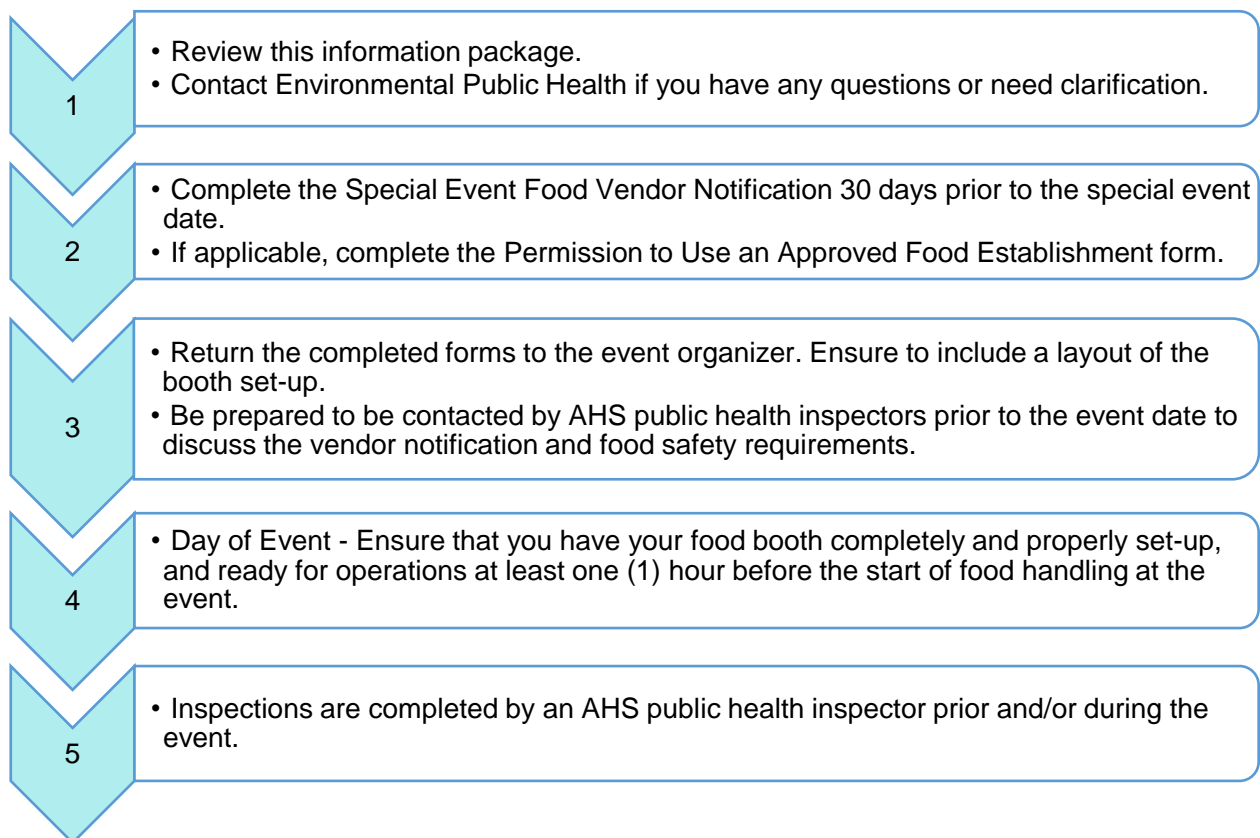


Special Events Food Vendor Package

Getting Started

- This information outlines the minimum requirements required to handle, prepare, or serve food and beverages at a special event in Alberta. Following the requirements can reduce the possibility of foodborne illnesses associated to the food handling at your food vendor booth.
- All this information is available on the Alberta Health Services Environmental Public Health (AHS EPH) website **Plan an Event**, www.ahs.ca/ephevents.
- This information will also provide greater detail to help you complete the [Food Vendor Notification](#), available at www.albertahealthservices.ca/frm-19882.pdf. If you have any questions, please contact your local public health inspector, offices listed at www.albertahealthservices.ca/services.asp?pid=service&rid=1052203
- Below is the process that a food vendor participating at a special event would follow. Failure to follow and complete the process may cause delays and could impact your approval for preparing and selling food at a special event.



Special Event Food Vendor Notification

Submission of Forms

- Submit a completed [Special Event Food Vendor Notification](#) to the Special Event Organizer 30 days prior to the special event. The Notification is available at www.albertahealthservices.ca/frm-19882.pdf.
- If you are preparing food at a location other than at the special event (i.e., food establishment approved by AHS EPH), submit a [Permission to Use an Approved Food Establishment Form](#), available at <https://www.albertahealthservices.ca/frm-19880.pdf>, with your Special Event Food Vendor Notification to the event organizer or AHS at least thirty (30) days prior to the special event. This form must be signed by the owner of the approved food establishment.
- If you operate an AHS EPH permitted mobile unit and will be operating within the terms and conditions of your Food Handling Permit, you do not need to complete a Special Event Food Vendor Notification. Simply provide the event organizer with your name, decal identification #, and a phone number/email address.
- A public health inspector may contact you to discuss food handling at the event.

Booth Layout

- Provide a booth layout as part of the Special Event Food Vendor Notification, showing the following:
 - location of all equipment, tables, food storage areas, cooking equipment locations, garbage receptacles, handwashing sinks, dishwashing sinks, and water heaters (propane/electrical), and
 - information about your potable water supply, and
 - information about your wastewater collection/disposal system.
- Photographs are acceptable.

Food Vendor Responsibilities

Vendor Education

- It is recommended that all food handlers successfully complete the **Alberta Food Safety Basics for Special Events** course.
- This course is FREE and is available on the AHS EPH website www.ahs.ca/epheducation. Select **Online Courses** at the top and then select **Option 3 – Booklet and Test for Special Events**.
- Some event organizers may require proof of food handling training as a condition for food vendors to participate in their event.

Food Source

- All foods and ingredients must be obtained from an approved source.
 - Foods must come from a food establishment that holds a current Food Handling Permit from AHS, or is licensed from a government agency such as the Canadian Food Inspection Agency or Alberta Agriculture and Forestry.

Food Preparation

- All food contact surfaces and equipment must be **cleaned and sanitized**:
 - before the start of any food handling, and
 - as necessary throughout the event (every 4 hours or as needed).
- Food booths must meet sink requirements, described below.
- All food and beverages must be handled, prepared, assembled, cooked or served either from your booth or from an approved food establishment.
 - Food preparation prior to the event or any food handling occurring anywhere other than in the special event booth, must be done in an approved food establishment.
 - This means a facility with a current and valid Food Handling Permit.
 - It DOES NOT include a private or home kitchen.
 - Submit a [Permission to Use an Approved Food Establishment form](#) along with the [Special Event Food Vendor Notification](#).
- If a food vendor owns or operates an approved food establishment, he/she may prepare food in advance in their approved food establishment.
 - There is no need to complete the Permission to Use an Approved Food Establishment Form.
- If a vendor has been approved for pre-packaged food items only, the food product must remain in the sealed manufacturing package at all times.

Approved Sanitizers

- An approved sanitizer must be available on-site for sanitizing utensils and food contact surfaces.
- Test strips to test sanitizer concentration must also be available on-site.
- Test strips can be obtained from local chemical supply companies. If you have difficulties finding test strips, please contact your local public health inspector.
- Approved sanitizers are:
 - 100 ppm chlorine solution
 - 200 ppm - 400 ppm quaternary ammonium solution
 - 12.5 ppm - 25 ppm iodine solution

- More information below on [How to Mix an Approved Sanitizing Solution](https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-how-mix-an-approved-sanitizing-solution.pdf), available at <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-how-mix-an-approved-sanitizing-solution.pdf>

Sink Requirements

- Sink requirements for special events are determined by the type of food served and the level of processing/preparation and cooking permitted at the special event.
- Information about sink requirements are available in [Sink Requirements for Special Events](https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-sink-requirements-for-special-events.pdf) resource in this package, and at <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-sink-requirements-for-special-events.pdf>
- There may be provisions for three sink types:
 - handwashing stations, and
 - dishwashing sinks, and/or
 - food preparation sinks.
- Food vendors must ensure that they have an adequate supply of potable water to meet the needs of their booth. This includes having potable water available for handwashing stations, dipper wells/rinsing mechanisms (if applicable) and dishwashing sinks.
- The [Sink Requirements for Special Events](https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-sink-requirements-for-special-events.pdf) table discusses requirements and examples in detail:
- Handwashing stations must be supplied with liquid soap and single-use towels in suitable dispensers and be readily accessible to all food handlers.
 - Washroom sinks cannot be used for food handling handwashing purposes
- Sampling of foods must also follow the [Sink Requirements for Special Events](https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-sink-requirements-for-special-events.pdf).

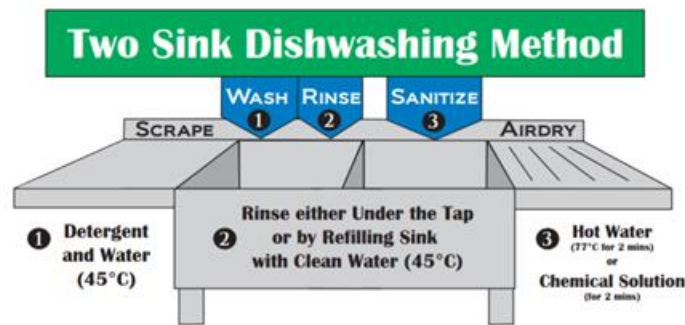
Temporary Handwashing Stations

- Temporary handwashing stations may be used for events 3 days or less, but remains at the discretion of the public health inspector.
 - For events that last 2 or 3 days, vendors will need to demonstrate how the temporary handwashing station will be filled and how the wastewater collected will be disposed.

The information in the **Temporary Handwashing Stations** document discusses how to set-up a temporary handwashing station.

Dishwashing Requirements

- Food vendors must have one of the options below for dishwashing.
 - Suitable dishwashing setup (shown below) in the vendor's booth.
 - Access and permission to use other sinks located at the special event, if dishwashing sinks are not available in the booth. This option must be approved by the public health inspector.
 - Access and permission to use dishwashing sink(s) at an approved off-site food establishment, and be able to transport utensils and equipment to the facility. This option **must** be approved by AHS EPH.
- 2-Compartment and 3-Compartment dishwashing methods:

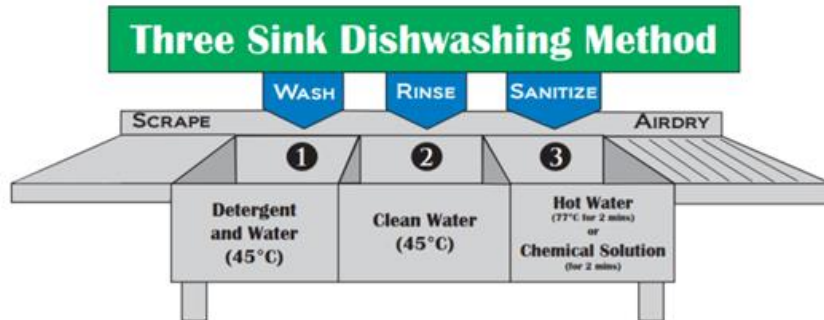


APPROVED CHEMICAL SOLUTIONS

Chlorine Solution = 100 ppm
 Dilution of 5% Bleach (Chlorine):
 • 1/2 tsp per liter of water
 • 1 tbsp per gallon of water

Quats Solution = 200 ppm*
 Dilution of Quats: Follow manufacturer's instructions
 * Concentration may vary depending on manufacturer's instructions

Iodine Solution = 12.5 - 25 ppm
 Dilution of Iodine: Follow manufacturer's instructions



APPROVED CHEMICAL SOLUTIONS

Chlorine Solution = 100 ppm
 Dilution of 5% Bleach (Chlorine):
 • 1/2 tsp per liter of water
 • 1 tbsp per gallon of water

Quats Solution = 200 ppm*
 Dilution of Quats: Follow manufacturer's instructions
 * Concentration may vary depending on manufacturer's instructions

Iodine Solution = 25 ppm
 Dilution of Iodine: Follow manufacturer's instructions

Special Events Food Vendor Package | 6

- All utensils and equipment that cannot be immersed in water shall be:
 - cleaned with a detergent solution, then
 - rinsed with clean water.
 - wiped with a cloth that has been immersed in an approved sanitizing solution. A sanitizing solution in a spray bottle and a clean, sanitized cloth may be used to replace this step.

Water Supply

- The water supply must either be connected to an approved potable water supply (i.e. municipal water supply, water hauler) or from an enclosed potable water storage tank.
- Ensure all containers used to store potable water are clean and sanitary before being used.
- All potable water lines must be flushed with potable water before any food handling takes place.
- All potable water storage-tanks need to be filled with water from an approved potable source and by an approved method (ie. not the public washroom sink or private well)

Minimum water volumes of water storage tanks inside vendor booths.

	Handwashing Sink	2-Compartment Sink	3-Compartment Sink
<i>Events lasting 3 days or less</i>	20 Litres	75 Litres	130 Litres
<i>Events lasting greater than 3 days</i>	All sinks must have hot and cold running water and be plumbed into water and sanitary sewer lines;		

***All wastewater tanks must be at least 10% larger than the above holding tank.*

Food Protection

- All foods must be protected from contamination during transportation, preparation, processing, storage and display (i.e. protect from public handling, coughing, sneezing, dust, etc.).
- Cooking devices such as barbeques, grills, deep fat fryers, and boiling pots must be physically separated from the public by barriers.
- Self-serve condiments must be individually pre-packaged, dispensed from a squeeze or pump container, or a container with an attached lid and its own serving utensils.

Food Storage and Equipment

- All potentially hazardous foods such as seafood, meats, egg, dairy products and cooked rice/pasta/vegetables must be stored at 4°C (40°F) or less; or stored hot at 60°C (140°F) or greater.
 - Mechanical refrigeration, insulated coolers, freezers, etc will all help ensure foods remain at 4°C (40°F) or less.
 - Cooking equipment, bbqs, ovens, steam tables, etc will all help ensure foods remain at 60°C (140°F) or greater.
 - Chafing dishes that use open flame Sternos are not recommended for use at outdoor events due to uneven heating and temperature control, as well as fire safety concerns.
 - Foods must be transported from food establishments in a manner that prevents contamination and under proper temperature control stated above.
 - Food vendors must have sufficient equipment to reheat pre-cooked food items prior to serving.
- A suitable thermometer, such as a probe thermometer and/or an infrared thermometer, is required to measure the temperature of potentially hazardous foods (or risk foods); the thermometer must be capable of measuring temperatures between 0°C and 100°C.
- If hard ice cream is scooped, one of the following scoop storage methods can be used:
 - a continuous flow dipper well with 130 Litre water holding tank, or
 - individual ice cream scoops for each flavour stored inside each individual ice cream container in the freezer, or
 - mechanical rinsing equipment.

Food Handler Hygiene

- The vendor must ensure food handlers must not work when ill (i.e. vomiting and diarrhea).
- Staff must wear clean clothing and exhibit good personal hygiene.
- All food handlers must wash their hands as often as is necessary to prevent contamination of food and food handling areas.
- Food vendors who handle money must ensure they properly wash their hands before handling any food product.
- Food handlers can wear non-latex plastic gloves for food handling but they must properly wash their hands prior to wearing the gloves. Gloves are not a substitution for proper and frequent handwashing.

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- Food handlers must change their gloves as often as needed once they become contaminated. Gloves are contaminated when a food handler touches their hair, face, garbage can, money, etc.
- Gloves can't be reused. Discard gloves when they are removed.
- Food handlers must wear gloves or other protective measures if they have cuts or wounds on their hands.
- Food handlers must ensure food is not contaminated by hair. Hair can be controlled and secured away from the face by wearing baseball caps, hair nets, elastic bands or similar items.
- Food handler can't complete activities that could contaminate food or food areas, such as using their cell phones or brushing their hair.
- Smoking must not occur in food handling or storage areas.

Wastewater and Garbage Management

- Wastewater must either be discharged directly to an approved sanitary sewer or stored in an enclosed wastewater holding tank until such time that it can be properly disposed of at an approved location (i.e. mop sink, RV or municipal sanitary dump station).
- Wastewater must be disposed of in a sanitary manner. Contact the local municipality for guidance on disposing of wastewater.
- Do not dump wastewater onto the ground surface.
- Wastewater holding tanks must be sized to accommodate at least 110% of the total volume of potable water.
- An adequate number of garbage containers with plastic liners (garbage bags) must be available at the food vendor's booth. The garbage containers must be emptied regularly.

Ventilation

- Adequate ventilation for indoor events must be provided to prevent any accumulation of smoke, grease, and/or excessive food odour in the food preparation or cooking areas (i.e., meets requirements of Alberta Building Code).
- Food vendors cooking foods that produce smoke, grease, and/ or excessive odours should contact a Fire Safety Codes Officer in the municipality for possible requirements regarding fire safety.

Physical Surfaces

- For events that run longer than 1 day, vendors must ensure:
 - floor is constructed of asphalt, concrete, finished plywood, or a similar non-absorbent material
 - walls and ceiling constructed of finished plywood, canvas, vinyl, or a similar non-absorbent material.
- The walls, floors, ceilings and equipment in every food booth must be kept clean, free from debris, and in good condition at all times.
- All counters, tables and other food handling surfaces must be smooth and washable.
- Linens or table covers must be clean.

For more information, please contact your nearest Environmental Public Health office.

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How to Mix an Approved Sanitizing Solution

Sanitizing reduces the number of microorganisms on surfaces to levels considered safe. Chemicals can sanitize dishes and other food contact surfaces such as cutting boards, knives, cooking utensils, and counter tops.

Things you need to mix a chlorine sanitizer solution using bleach:

1. Ordinary household bleach. Do **NOT** use bleach with fibre guard or fresh scent.
2. Teaspoon or tablespoon
3. Spray bottle or bucket labelled **Sanitizer**

Mix according to directions provided below. If you do not use household bleach, commercial chlorine solutions, quaternary ammonia solutions or iodine solutions may be used at solution strength listed below. Always follow the manufacturer's instructions.

Sanitizer	How to Mix	Solution Strength
Chlorine Solution using household bleach	<ul style="list-style-type: none">• Mix ½ to one teaspoon (2 to 5 mL) bleach into 1 litre water• Mix one to two tablespoons (½ - 1 ounce) bleach into 1 gallon water	100—200 ppm (200 ppm may be used for sanitizing surfaces in-place)
Commercial Chlorine Solution	Follow manufacturer's instructions	
Quaternary Ammonia Solution (QUATS)	Follow manufacturer's instructions	200 ppm
Iodine Solution	Follow manufacturer's instructions	Between 12.5ppm - 25 ppm

Tips to Remember:

- **Do not mix bleach with soap.**
- Use test strips to check the strength of the sanitizing solution.
- Replace sanitizing solution when solution strength is less than the required strength. Solution strength will weaken over time.

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Sink Requirements for Special Events

The highest level of food handling activity in the temporary food establishment will be used to determine sink requirements. These are minimum requirements and further conditions may be required by the local public health inspector.

Food Handling Activity	Examples	Requirement
Serving pre-packaged food only.	candy, chips, bottled drinks	No requirement.
Dispensing non-perishable drinks from original sealed containers. Serving only pre-portioned non-perishable dry foods. Portioning non-perishable dry foods into single use cups without touching food products.	wine, beer, coffee, tea donuts, cookies samples of pretzels, nuts	Hand sanitizer and access to handwashing sink.
Portioning and serving non-perishable foods only. Serving pre-portioned perishable foods only. No raw meat. Simple preparation of non-perishable foods.	cutting and serving baked goods, portioning salsa cheese cubes, perishable dip, cut fruit, dispensing dairy drinks grinding/brewing coffee, mixing drinks, popcorn, cotton candy	Handwashing sink in each booth. Spare utensils available.
Heating, portioning and serving of perishable foods. No raw meat. Final cooking of raw meat at events lasting one day or less.	hot dogs, pizza, pre-cooked meat or rice dishes or samosas, scooping ice cream pre-assembled kabobs, burgers, seafood	Handwashing sink in each booth and access to a 2 compartment sink. Spare utensils available.
Processing foods onsite. Cooking and handling raw meat at events lasting longer than one day.	mixing, assembly, cutting, rolling and similar activities of meat, vegetable, perishable drinks burgers, kabobs, chicken, seafood	2 compartment sink in each booth. 3 compartment sink may be required for food handling at large scale events.

Access to a 2 compartment sink means one of the following 3 options:

- An acceptable 2 compartment sink in the vendor's booth.
- An acceptable 2 compartment sink at the special event that the vendor has permission to use. The sink location must be approved by AHS.

Sink Requirements for Special Events| 2

- An acceptable 2 compartment sink at an approved off-site facility. Vendor must demonstrate that they are able to transport utensils and equipment to the facility. **Prior approval from AHS must be obtained.**

Special Events lasting 3 days or less:

- Temporary/portable sinks and holding tanks may be accepted at the discretion of the local public health inspector/environmental health officer.
- Warm running water
- Holding tanks can be used, but must have a minimum volume of
 - 20 litres for a handwashing basin
 - 75 litres for a 2-compartment sink
 - 130 litres for a 3-compartment sink

Special Events lasting more than 3 days:

- Hot and cold running water
- Dish sinks large enough to wash your largest piece of equipment

Minimum requirements for portable 2-compartment sink:

- Connected to approved potable water or to a clean **75L** holding tank.
- Connected to approved sewer line or to a **75L** waste water tank.
- Provide running water that reaches at least **45C**.
- Each compartment must be large enough to house the largest piece of equipment.

Minimum requirements for portable 3-compartment sink:

- Connected to approved potable water or to a clean **130L** holding tank.
- Connected to approved potable water sewer line or to a **130L** waste water tank.
- Provide running water that reaches at least **45C**.
- Each compartment must be large enough to house the largest piece of equipment.

Wastewater collected in holding tanks must be disposed in an approved sanitary sewer.

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Temporary Handwashing Stations

The AHS Food Establishment Policy requires on-site handwashing facilities at special event and trade show food booths. **A temporary handwashing station may be permitted in some circumstances.**

Here is a description of the temporary handwashing station required by each participant, to be set-up in the booth if they are handling unwrapped foods:

- Potable water in a container with a minimum capacity of five (5) gallons or twenty (20) litres is required. The water should be warm, between 30°C - 45°C. The acceptable method for washing hands is in the stream of running water for approximately 20 seconds and not in water that is resting in the catch basin.
- For example, a 5 gallon (20 L) camping jug or coffee urn with a **tap or spigot** that allows a hands-free flow of water, filled with water that is maintained at proper temperature.
- A collection system to catch the wastewater from handwashing. The waste collection system must be equal or greater in capacity than the potable water container.
- Single-use towels and liquid soap in suitable dispensers.



Handwashing stations must be operational before handling unwrapped food.

Water shall be disposed of in a toilet or other receptacle connected to a sanitary sewer.
Do not dump wastewater into storm sewer.

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