

Special Event Guidelines

Operating Guidelines for Event Organizers and Food
Vendors of Large Community Events



Algoma
PUBLIC HEALTH
Santé publique Algoma

TABLE OF CONTENTS

Special Event Guidelines	3
Tobacco	4
Fire Prevention	4
Responsibilities of Event Organizer	4
Sanitary Facilities	4
Responsibilities of Food Vendors	7
Appendix 1 - Definitions	13
Appendix 2 - Exemptions from the Food Vendor	
Premises Regulation Relating to Special Events	15
Appendix 3 - Water Supply Requirements	17
Appendix 4 - Handwashing	18
Appendix 5 - Dishwashing	19
Appendix 6 - How to Sanitize Using Bleach	20
Appendix 7 - Checklist	21

Special Event Guidelines

If you are planning to operate a Community Special Event with multiple food vendors, such as, but not limited to, fairs, festivals, and charity barbecues within the Algoma District you must notify Algoma Public Health (APH).

In order to operate, [steps 1 to 4](#) must be followed.

Failure to do so may result in the immediate closure of the individual food booth and/or event.

1. Read this guidebook so that you are aware of the requirements.
2. All persons and/or organizations planning to hold an event where food will be sold or given away to the public must submit a Community Special Event – Organizer Application Form and site plan for the proposed activity to the APH Environmental Health Programs, [at least 4 weeks prior](#) to the scheduled date of the activity. A Public Health Inspector will review this information and may contact you regarding food safety at your event.
3. The event organizer must distribute copies of these guidelines and a Community Special Event – Food Vendor Application Form to each individual food vendor planning to participate in the event.
4. Each individual food vendor must complete and submit a Special Event – Food Vendor Application Form to APH [at least 14 days prior](#) to the event. A Public Health Inspector will review this information and may contact you regarding safe food handling practices.

All food must be approved by APH.

If an exemption applies to your event or food booth, you must meet the requirements outlined in Appendix 2 – Exemption from the Food Premises Regulation Relating to Special Events.

NOTE: Additional [copies of these guidelines, application forms, and other information are available by contacting Algoma Public Health or visiting \[www.algomapublichealth.com\]\(http://www.algomapublichealth.com\)](#)

Compliance with the Food Premises Regulation and Part 8 of the Ontario Building Code is required. Failure to comply in whole or in part may result in food booth closure and/or fines being issued under the Food Premises Regulation.

FINES RANGE FROM \$60 TO \$460.

Tobacco

Municipalities may have specific by-laws in respect to smoking tobacco products in: public places, city buildings, and workplaces within the municipality. It is your responsibility to ensure your event complies with any by-laws that may exist in your municipality. Please contact APH to speak with a Tobacco Enforcement Officer if you have any questions.

Fire Prevention

To ensure the Ontario Fire Code is met, please contact Fire Services at 705-949-3377. For events outside of Sault Ste. Marie, contact your local fire department directly.

Responsibilities of Event Organizer

The event organizer will be responsible for the site, the water supply and the waste and garbage disposal. The organizer must ensure that the following requirements have been met:

A. SITE

1. The site plan submitted to APH should include food booth locations, waste disposal sites, washroom facilities, potable water spigot locations and water outlets (if applicable).
2. An umbrella or other roof covering is strongly recommended where food is being prepared outdoors.
3. The land on which the event is to take place must be dry and well drained. The event organizer must ensure that all loose sediment is swept off the grounds to prevent dust or muddy conditions.
4. Adequate pest control measures must be taken to control rodents, insects and other pests.
5. No food booth is to be established in close proximity to animal housing.
6. If there will be a petting zoo or other animal event (e.g. pony rides) on-site, handwashing stations are required in the area. Signage informing visitors to use these methods of hand hygiene must be posted. Signs are available from APH. Contact APH for further information on recommendations to prevent disease and injury associated with petting zoos.

B. WATER SUPPLY

If the event organizer is providing water for the event see Appendix 3 – Water Supply Requirements.

C. WASTE AND GARBAGE DISPOSAL

1. Garbage containers with self-closing lids must be provided for use by both the public and food vendors and must be placed in convenient locations.
2. Garbage and refuse is to be collected as often as necessary but not less than once daily.



D. GREY WATER/SEWAGE DISPOSAL

1. All grey water must be disposed of in an approved sanitary manner, i.e. poured into a sink which drains into an approved sewage system. Where this can not be done, the grey water must be channeled into an approved holding tank. Grey water must not be dumped onto the surface of the ground or down a storm sewer.
2. Where living accommodations are permitted on the grounds in mobile trailers during the event, an approved sewage system must be provided for the disposal of all waste water from these vehicles. The system must be pre-approved by Algoma Public Health.
3. Adequate sanitary facilities are to be provided, properly equipped and maintained for use of the public and workers.

Sanitary Facilities

Temporary, accessible washrooms (i.e. portable privies) must be provided where an adequate number of permanent washroom facilities are not available. Follow these calculations to determine how many toilets should be provided:

For events with less than 1 000 persons:	
Number of Persons	Number of Toilets
Under 100	2
100 - 200	3
201 - 400	4
401 - 600	6
601 - 1000	10

For events with more than 1 000 persons:	
Number of Persons	Number of Toilets
1000	10
2000	20

For events with more than 2000 Persons: use 20 toilets as your baseline and add 1.5 Toilets for every 1 000 persons thereafter.

$$\text{Formula} = 20 + \left[\frac{(\# \text{ of persons} - 2000) \times 1.5}{1\,000} \right]$$

Example: 8000 Persons in attendance:

$$20 + \left[\frac{(8000 - 2000) \times 1.5}{1\,000} \right]$$

$$= 29$$

Note: For male patrons, urinals may be substituted for 25% of the total number of toilets where permanent washroom facilities are available.

The event organizer must provide some form of hand hygiene for use by patrons attending the event. In permanent washrooms, liquid soap and paper towel in a dispenser are required at all times.

If providing portable privies, one of the following is acceptable:

- Sanitizing moist hand towelettes
- Alcohol-based hand sanitizer
- Central handwashing station equipped with adequate supplies of liquid soap and paper towel. Ensure a garbage can is located near the handwash station.



Responsibilities of Food Vendors

The following are only minimum requirements. APH is available for consultation prior to the event to ensure the food booth meets the requirements.

NOTE: Food and water samples may be taken at the discretion of the Public Health Inspector.

APH recommends that all food handlers take a certified food safety course before a special event . This could include the online course, ingoodhands.ca

1. Every operator and employee must:
 - Not use tobacco within the food premises.
 - Practice good personal hygiene and handwashing.
 - Wear clean outer garments.
 - Wear head gear (hat, elastics, hair net) that confines the hair.

Food handlers with cuts or burns must wear disposable, non-latex gloves that are changed often.

2. Food must be protected from contamination with lids, covers or barriers.



3. Probe (instant read) thermometers must be provided and are to be used to check internal temperatures of hazardous foods during preparation and storage.
 - provide a supply of single use alcohol swabs to clean and sanitize the stem of the probe thermometer between uses.
4. Foods must be cooked to the final internal cooking temperatures listed in the table below.

Final Internal Cooking Temperatures (Using a Probe Thermometer)		
Temperatures must be maintained for a minimum of		15 seconds
Poultry Whole poultry Individual pieces	82°C 74°C	180°F 165°F
Mixtures Containing poultry, egg, meat, fish or other hazardous food	74°C	165°F
Beef & Veal Hamburger, deboned and rolled roasts	71°C	160°F
Pork All products	71°C	160°F
Lamb Ground, deboned and rolled roasts	71°C	160°F
Fish All products	70°C	158°F
Eggs	63°C	145°F

5. Hazardous foods that are reheated must be reheated to at least the original cooking temperature (see page 7) for that food for 15 seconds. However, whole poultry must be reheated to 74°C (165°F) for 15 seconds.
 - Microwaves are only to be used to reheat individual food portions that will be served immediately after reheating.
6. The internal temperature of stored or displayed hazardous food must be:

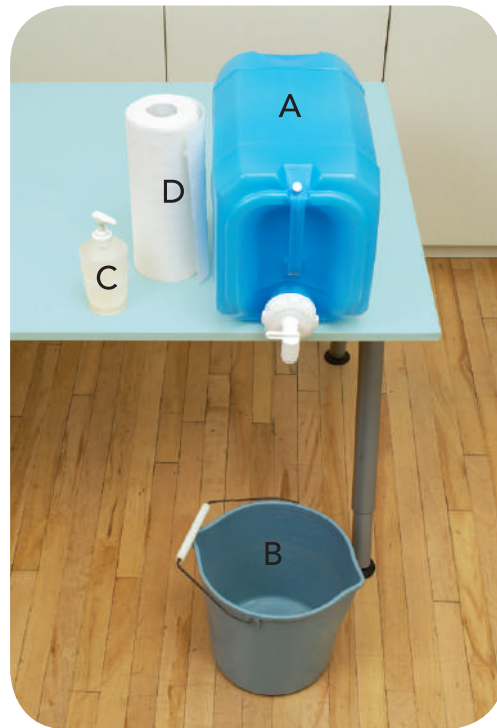
Cold Holding (Refrigerators & Coolers):
Temperature must be maintained at or below 4°C (40°F).

Hot Holding (BBQ, chafing dishes, crock pots):
Temperature must be maintained at or above 60°C (140°F).
7. Refrigerators and other cold storage compartments (i.e. coolers) must be equipped with thermometers. Provide mechanical refrigerator where possible. Loose ice is not permitted except for use in pop coolers. Use commercial freezer packs or make frozen water bottles (e.g. in 2 litre pop containers several days in advance). Ensure you have enough freezer packs to keep food at or below 4°C (40°F).



8. When transporting hazardous food use thermal insulated containers provided with:
 - Hot packs to maintain hot foods at an internal temperature of 60°C (140°F) or higher
 - Freeze packs to maintain cold foods at an internal temperature of 4°C (40°F) or lower.

9. A portable handwash station is required in each food preparation area. Required equipment includes:
- A. Water in a jug, with a spout
 - B. A bucket for grey water collection located under the water jug
 - C. Liquid soap in a pump dispenser
 - D. Paper towels



10. All water used in preparing food, handwashing and cleaning must be potable. If the event organizer is providing water, all hoses for potable and grey water are to be clearly identified.

All hoses used for potable water must be food grade and must be disinfected prior to use and at the beginning of each day. See Appendix 3 – Water Supply Requirements.

11. Dishwashing requirements (see Appendix 5 – Dishwashing)

Where a 2-compartment sink is not available on-site for washing and sanitizing utensils used in food preparation and service (pots, pans, bowls, spoons, tongs, ladles, etc.) a sufficient number of clean, back-up utensils should be available to replace any contaminated utensils (at least four sets are recommended per day of the event). These utensils must be cleaned and sanitized in a 2-compartment sink or commercial dishwasher off-site.

- Option: A set of 3 tubs or basins can be used to wash-rinse-sanitize on-site when preparing hazardous foods.



12. Only single-service (disposable) knives, forks, cups, glasses, bowls and plates are to be used for customer use.
13. Store and handle raw foods separate from ready-to-eat foods to prevent cross-contamination.
14. All milk and milk products must be pasteurized and offered for sale in or served from the original container.
15. An adequate supply of cleaning and sanitizing products is required.
16. Food contact surfaces must be washed with soap and water, rinsed and then sanitized.



17. Cloths used for sanitizing food contact surfaces must be stored in a container of sanitizing solution, (i.e. 1 capful of bleach to 4.5 litres of water), and must be changed when they become visibly dirty. If the sanitizing solution is kept in a spray bottle, single-use cloths must be used.

See Appendix 6 for how to sanitize using a bleach solution.

Appendix 1 – Definitions

- A) Alcohol-based hand sanitizer - sanitizer with alcohol concentrations from 60% to 90%
- B) Food - food or drink (including ice) for human consumption, and includes an ingredient of food or drink for human consumption
- C) Food contact surface - any surface that comes in contact with food.
- D) Food grade - corrosion-resistant, non-toxic, non-absorbent containers safe for storing food in (i.e. food grade, plastic, stainless steel, glass)
- E) Food handler - any person who handles or comes in contact with any utensil or with food during preparation, processing, packaging, service, storage or transportation
- F) Food premises - premises where food or milk is manufactured, processed, prepared, stored, handled, displayed, distributed, transported, sold or offered for sale
- G) Fraternal organization - any organized body of men or women or both, who are banded together, not for pecuniary profit, but for mutual assistance, and to promote moral, intellectual or social benefits among the members. Examples include Knights of Columbus, Masonic Lodge, Moose Lodge, Sisterhoods and Brotherhoods, etc.
- H) Grey water - sanitary waste water from sinks, showers or laundry machines (does not include toilet waste)
- I) Hazardous food - any food that is capable of supporting the growth of pathogenic organisms or the production of the toxins of such organisms
- J) Health hazard -
 - (a) a condition of a premises,
 - (b) a substance, thing, plant or animal other than man, or
 - (c) a solid, liquid, gas or combination of any of them,that has or that is likely to have an adverse effect on the health of any person

- K) Potable - water that is safe for human use
- L) Religious organization - an organization, other than a registered charity, of which a congregation is a constituent part, that adheres to beliefs, evidenced by the religious and philosophical tenets of the organization, that include a belief in the existence of a supreme being.
- M) Service club - any of several organizations dedicated to the growth and general welfare of its members and the community. Examples include the Lions Club, Rotary Club, Optimists, Royal Canadian Legion, Boy Scouts, Girl Guides, Community Sports Association (i.e. hockey, baseball), etc.
- N) Single-service utensil - any container or eating utensil that is to be used only once in the service or sale of food
- O) Utensil - any article used in the preparation or handling of food

Appendix 2 – Exemption from the Food Premises Regulation Relating to Special Events

There is an exemption in the Food Premises Regulation that affects food safety and the public health inspection process for special events.

This exemption applies to the following groups:

- fraternal organizations
- religious organizations
- service clubs

Exempt groups have 2 options :

Option 1: Groups DO NOT have to follow the Health Unit's Special Events Guidelines (see "Please be Advised"), but, under the Food Premises Regulation, MUST follow requirements #1, #2, and #3 (page 13) in order to receive the Health Unit's approval to operate.

Option 2: Follow the Health Unit's Special Events Guidelines and be inspected like all other vendors, avoiding requirements #2 & #3 (page 13).

Requirement #1

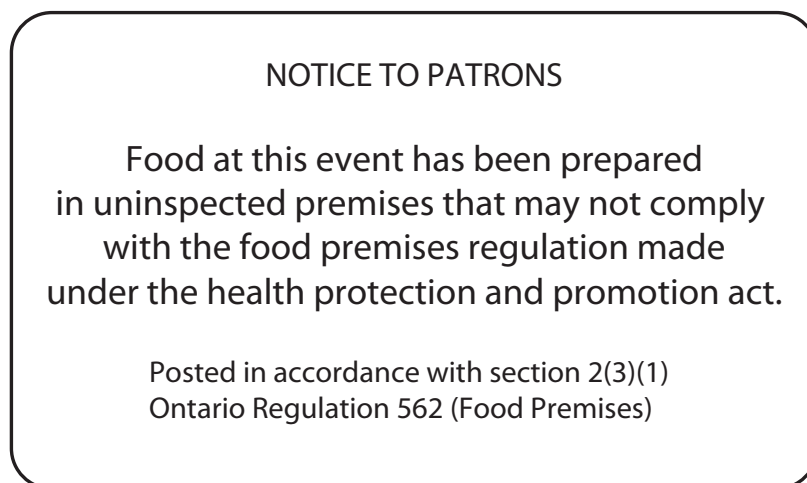
Notify Algoma Public Health when the group plans to hold or take part in a special event.

- This can be done by completing the Health Unit's Special Event – Food Vendor Application Form and submitting it at least 14 days prior to the event

Requirement #2

Post a notice stating that their food premises has not been inspected in accordance with the Food Premises Regulation.

- The notice must be posted at the entrance to the event or at every food booth where it can easily be seen.
- Signage should measure 8.5" x 11" or larger.
- Signage should contain the following message:




- Copies of the "Notice to Patrons" sign are available at Algoma Public Health or by calling APH.

Requirement #3

Keep a list of foods donated to the event and include the name, address and phone number of the donor.

- Keep this list at the event. A Public Health Inspector can then determine if any “potentially” hazardous foods had been donated. This is important in the event of a foodborne illness outbreak.
- Copies of the following form are available at algomapublichealth.com or by calling APH. You may also use a piece of paper to create a donors food list.



Algonquin
PUBLIC HEALTH
Santé publique Algonquin

Special Event (Exempt)
Donors of Food List*

Event: _____
Date: _____
Location: _____
Contact Person Name: _____
Contact Person Phone: _____

Name of Donor	Food Donated	Address	Phone #

*List is required to determine if potentially hazardous food has been donated to the event this information is important in the event of a food borne illness outbreak. Potentially hazardous food refers to any food that is capable of supporting the growth of pathogenic organisms or the production of toxins by these organisms.

Please Be Advised:

The exemption ONLY applies to food premises owned, operated or leased by religious organizations, service clubs or fraternal organizations at special events.

Under the Health Protection and Promotion Act, on-site visits will be done to verify that these requirements have been met and to ensure that there are no health hazards present.

Other special event organizers and food vendors must still meet the requirements of the Food Premises Regulation and follow the Special Event Guidelines.

Appendix 3 - Water Supply Requirements

1. The water supply shall be piped to strategic locations and provided with connectors for the use of the food vendors.
2. The water supply lines shall be protected against breakage and the water maintained under pressure with backflow preventers.
3. All water spigots must be tagged with a number which corresponds with a food booth's number.
4. No food booths are allowed to share a water spigot. This includes food booths operated by the midway, if part of the event.
5. Separate water spigots should be available to the midway (if part of the event) to facilitate the washing of rides without tampering with potable water lines.
6. All water spigots must be pre-tested by a Public Health Inspector to ensure that the water is potable. The entire system shall be flushed and water samples taken at least one week prior to the opening of the event.
7. No food booth is to be set up directly over a water spigot.
8. Disinfection and flushing of the system is to be done on a daily basis. Food vendors must do the same with their individual hoses.

Proper Method for the Disinfection of Water Supply Lines

1. Detach your booth's hose from the main supply line.
2. Pour approximately ½ cup of household chlorine bleach into the hose.
3. Turn the water on in the booth and allow it to run until the smell of bleach is detected.
4. Turn off the water and allow the bleach/water solution to sit for 20 minutes.
5. Drain bleach from system by running water until the smell of bleach is no longer detected.

Appendix 4 – Handwashing

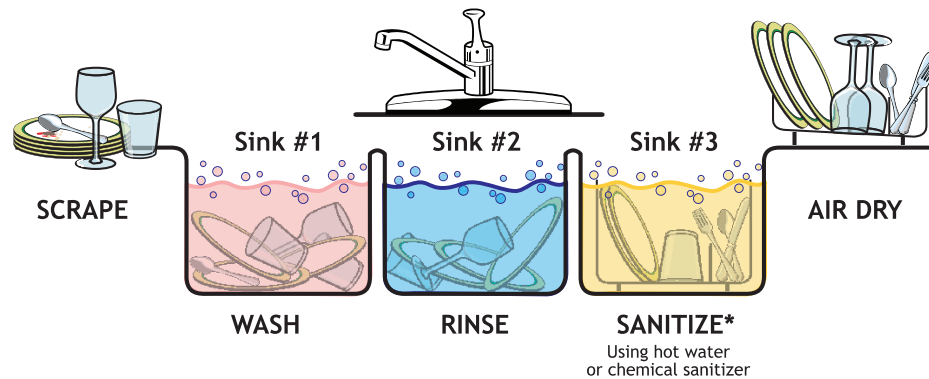


Appendix 5 – Dishwashing

DISHWASHING

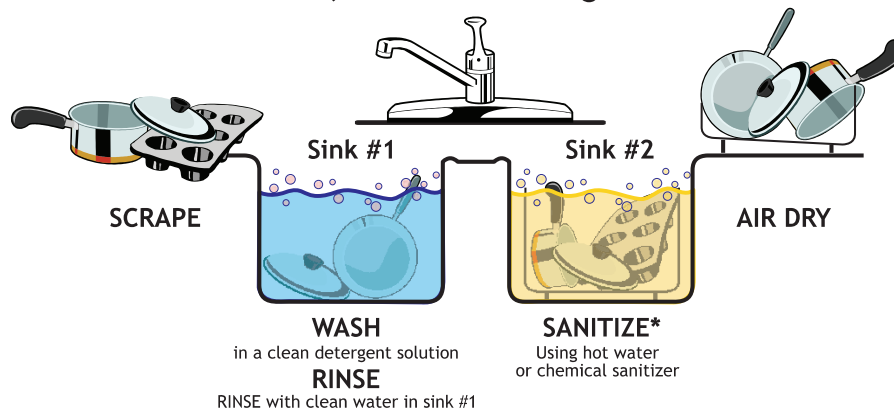
Dishwashing - 3 sink method

For Multiservice Articles



Dishwashing - 2 sink method

For Pots, Pans and Cooking Utensils



*Sanitize using hot water:

- Dishes must be immersed in hot water (77°C) for 45 seconds

OR

*Sanitize using chemical sanitizers:

- Water temperature for chemical sanitizing must be 24°C (75°F).
- Sanitize for 45 seconds.
- NEVER mix chemicals. Combining chemicals is toxic!

- Use **one** of the following chemical sanitizers, and measure it correctly!

Chlorine ("bleach"): 100 ppm (1 oz per gallon of water)

Iodine: 25 ppm (0.25 oz per gallon of water)

Quaternary Ammonium ("Quats"): 200 ppm (2 oz per gallon of water)

www.ingoodhands.ca

Copyright © 2003 All Rights Reserved.



Appendix 6 - How to Sanitize Using a Bleach (Chlorine) Solution



How To Sanitize Using A Bleach (Chlorine) Solution

To get started you will need:



1. Household Bleach



2. Teaspoon





3. Measuring Cup



4. Container for Mixing

Tips to Remember

- Start with a new sanitizing solution at the beginning of each day
- Do not mix bleach with anything other than water
- Using chlorine test strips, test the strength of the sanitizing solution
- Make new sanitizing solution every 3 hours or as needed. The sanitizing solution loses its strength during the day.

Surfaces	Measurements	Strength Needed
Utensils e.g. Cooking utensils, knives, cutting boards etc. 	Mix ½ teaspoon of household bleach with 1 litre of water	100 parts per million (ppm) chlorine solution
Equipment e.g. Tables, coolers, barbecues etc. 	Mix 1 teaspoon of household bleach with 1 litre of water	200 parts per million (ppm) chlorine solution

Appendix 7- Checklist



Did You Forget Anything?

Special Event Check List

- ☐ Probe thermometer(s) available to check the internal temperature of hot and cold hazardous foods
- ☐ Alcohol swabs to sanitize probe in between uses
- ☐ Cold hazardous food must be transported, stored and displayed at a temperature of 4°C or less
- ☐ Thermometers for each cooler/refrigerator
- ☐ Hot hazardous foods must be transported, stored and displayed at a temperature of 60°C or higher
- ☐ Platforms for elevating food and paper goods 15 cm off the ground
- ☐ Clean containers for food storage
- ☐ Roll of plastic wrap or aluminum foil for protecting food
- ☐ Adequate supply of utensils for handling food
- ☐ Wiping cloths for cleaning and sanitizing preparation and equipment cleaning
- ☐ Spray bottle or bucket to hold sanitizer
- ☐ Adequate supply of potable water for hand washing, food preparation and equipment cleaning
- ☐ Leak proof containers/tanks for storage of water
- ☐ Ice container and ice scoop
- ☐ Detergent, bleach solution
- ☐ Liquid soap in a dispenser and paper towels for hand washing
- ☐ Clean water containers with spigot for hand washing
- ☐ Clean clothes and aprons to be worn at all times in the food preparation area
- ☐ Hairnets and/or caps to be worn at all times while handling food
- ☐ No eating, drinking or smoking allowed in any food preparation area
- ☐ Adequate supply of large plastic garbage containers and garbage bags



Algoma
PUBLIC HEALTH
Santé publique Algoma

Blind River

9 Lawton Street, P0R 1B0

tel: 705-356-2551

TF: 888-356-2551 (within the Algoma district only)

fax: 705-356-2494

Elliot Lake

151 Ontario Avenue, P5A 2T2

tel: 705-848-2314

TF: 877-748-2314 (within the Algoma district only)

fax: 705-848-1911

Sault Ste. Marie

294 Willow Avenue

Sault Ste. Marie, ON P6B 0A9

tel: 705-942-4646

TF: 866-892-0172

fax: 705-759-1534

Wawa

18 Ganley St., P0S 1K0

tel: 705-856-7208

TF: 888-211-8074 (within the Algoma district only)

fax: 705-856-1752

algomapublichealth.com

facebook.com/algomahealth