TEMPORARY FOODSERVICES GUIDELINES

The following guidelines are intended to assist individuals wishing to obtain a permit to operate a temporary foodservice.

1. *What is a "temporary" food service?*

Temporary foodservices are those types of foodservices 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 foodservice 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 foodservices. **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/Recon/document/freeside/--%20P%20--/Public%20Health%20Act%20%20SBC%202008%20%20c.%2028/05_Regulations/11_210_99.xml

2. *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/health-and-safety.aspx?id=518

3. *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. See Section 8 for office locations and contact information.

4. DEFINITIONS

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

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 and will not readily allow microbes to grow. They include dried, salty, sweet or frozen foods as well as non-potentially hazardous prepackaged foods and fresh, uncut fruits and vegetables; foods that are not normally touched / handled during preparation (e.g. hot dogs, commercially pre-cooked meats, pancakes, french fries).

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.

5. 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

5.1 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.

5.2 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:
    - all 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 (this does not apply to trans fats in dairy or ruminant meats).

  You must also make sure you have available the documentation to prove your menu items meet these criteria.

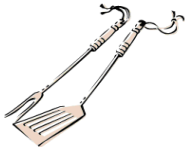
5.3 Staff:

- 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.

5.4 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.

5.5 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).

5.6 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.

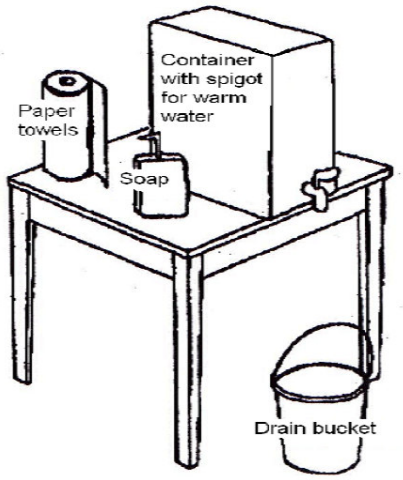
5.7 Water Supply:

- 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.

5.8 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.

Handwashing setup



5.9 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.

5.10 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/NR/rdonlyres/1A068D5D-3350-4D1C-A356-D8C6D62B7DB9/0/EnsuringFoodSafetyHACCPWay.pdf).

5.11 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.

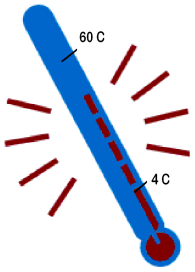
6. OPERATING YOUR FOODSERVICE

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

6.1 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.

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

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

6.2 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. *Temperature is the easiest factor to control.*

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

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'

6.3 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."***

7.0 WEB LINKS

7.1 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

7.2 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

7.3 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

8.0 CONTACT INFORMATION

Contact your local Health Protection office for more information about the requirements for temporary foodservice operation.

Thompson Cariboo Shuswap

Kamloops
519 Columbia Street, Kamloops, BC V2C 2T8 — Phone: (250) 851-7340; Fax: (250) 851-7341

Revelstoke
Bag 5000 - 1200 Newlands Road, Revelstoke, BC V0E 2S0 — Phone: (250) 814-2244; Fax: (250) 814-2243

Salmon Arm
Box 627 - 851 16th Avenue NE, Salmon Arm, BC V1E 4N7 — Phone: (250) 833-4100; Fax: (250) 832-1714

Williams Lake
3rd Floor - 540 Borland Street, Williams Lake, BC V2G 1R8 — Phone: (250) 302-5000; Fax: (250) 302-5002
Toll free: 1-888-702-7771

100 Mile House
Bag 399 - 555 Cedar Avenue, 100 Mile House, BC V0K 2E0 — Phone: (250) 395-7676; Fax: (250) 395-7675

Okanagan

Vernon
1440 14th Avenue, Vernon, BC V1B 2T1 — Phone: (250) 549-5714; Fax: (250) 549-6367

Kelowna
2nd Floor - 1340 Ellis Street, Kelowna, BC V1Y 9N1 — Phone: (250) 979-7665; Fax: (250) 868-7760

Penticton
2nd Floor - 740 Carmi Avenue, Penticton, BC V2A 8P9 — Phone: (250) 770-3530; Fax: (250) 770-3470

Kootenay

Cranbrook
20 23rd Avenue South, Cranbrook, BC V1C 5V1 — Phone: (250) 420-2220; Fax: (250) 420-2295

Invermere
Box 157 - 850 10th Avenue, Invermere, BC V0A 1K0 — Phone: (250) 342-2360; Fax: (250) 342-2373

Golden
Box 369 - 907 9th Avenue South, Golden, BC V0A 1H0 — Phone: (250) 344-3001; Fax: (250) 344-2817

Creston
Bag 3000 - 312 15th Avenue North, Creston, BC V0B 1G0 — Phone: (250) 428-3873; Fax: (250) 428-3880

Nelson
2nd Floor - 333 Victoria Street, Nelson, BC V1L 4K3 — Phone: (250) 505-7200; Fax: (250) 505-7211
Toll free: 1-877-221-3388

Grand Forks
Box 2647 - 1200 Central Avenue, Glanville Centre
Grand Forks, BC V0H 1H0 — Phone: (250) 443-3150; Fax: (250) 443-3780

Trail
1500 Columbia Avenue, Trail, BC V1R 1J9 — Phone: (250) 364-6200; Fax: (250) 364-6218

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

	Type 1 – Temporary Foodservice for "Lower Risk Foods"	Type 2 – Temporary Foodservice for "Higher Risk Foods"
Types of Food Service	Operations in which only "" cook-serve food products are offered or sold. Minimal hazard foods include, but are not limited to, hot dogs, smokies, french fries, donuts, pancakes, snow cones, cotton candy, commercially precooked chicken, beef and veggie burgers and other foods that are deemed by an EHO to present a minimal level of risk to the consumer.	All other temporary foodservice establishments including those which serve no-cook, cook-chill and cook-serve potentially hazardous food products. Examples of food products offered at Type 2 operations include: burgers cooked from raw, sandwiches, salads, burritos, fajitas, soups, chili, sushi, and stir-fry.
Water	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. *NOTE: For self-contained water refer to Retail Food Services Code; Sec. 2.18.1(j).* *http://www.cfis.agr.ca/english/regcode/frfsrc-amendmts/codeang-2004.pdf*
Ware Washing	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.
Refrigeration	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 EXAMPLE

For each potentially hazardous menu item, identify the critical step to eliminate or minimize the food safety hazard associated with that food. Identify the critical limit for that critical step, how it will be checked, and what will be done if the critical step is not achieved.

Try following the 'flow of the food' from the time you receive the ingredients until the time the food is served to the customer.

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

Food Safety Plan flow chart for: *Hamburger*

Step	Food Safety Hazards	Critical Step?	Critical Limits	Monitoring the Critical Steps	Corrective Action
Receiving	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.
Refrigeration	Growth of harmful bacteria	No	Maintain below 4°C	Check food and air temperature every 4 hours.	Lower the cooler temperature setting.
Preparing	Contamination	No	Use of clean utensils	Ensure all utensils are clean before use.	Rewash if any utensils are not clean.
Cooking	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.
Holding	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.
Assembling and Serving	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.

To assist in the development of your plan, consider using the following template. Note: This is an example format to outline your food safety plan. Another format may be used, but will need to identify:

- ✓ all critical control points,
- ✓ critical limits for those critical control points,
- ✓ the procedures to be followed to ensure the critical limits are met, and
- ✓ the actions to be taken in the event that the critical limits are not met

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

FOOD SAFETY PLAN TEMPLATE

Food Safety Plan flow chart for (name of item): _____

Step	Food Safety Hazards	Critical Step?	Critical Limits	Monitoring the Critical Steps	Corrective Action
Receiving					
Refrigeration					
Preparing					
Cooking					
Holding					
Assembling and Serving					

APPENDIX C – SANITATION PLAN

A sanitation plan needs to:

- ✓ 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,

- ✓ 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	Iodine	Quaternary Ammonia
Manual method	100-200 parts per million (14ml – 28ml / 4.5L)	25 parts per million or as per manufacturer's directions	200 parts per million or as per manufacturer's directions
Cleaning-in-place	200 parts per million (28ml / 4.5L)	25 parts per million or as per manufacturer's directions	200 parts per million or as per manufacturer's directions

*** Remember to use test papers to check the proper concentration.**
*** Make sure bleach solutions are fresh as chlorine strength can weaken quickly.**