

TEMPORARY FOOD SERVICE ESTABLISHMENT

GUIDELINE

A Temporary Food Service Establishment is any place where food is prepared or provided for consumption at a fixed location for 14 consecutive days or less in conjunction with a single event.

All temporary food service establishments are subject to the requirements of Manitoba Regulation 339/88R, Food and Food Handling Establishments Regulation under *The Public Health Act*, and such other requirements as may be required by a Public Health Inspector.

IMPORTANT

All Temporary Food Service establishments must obtain a permit from a Public Health Inspector prior to opening.

ON SITE FOOD HANDLING AT A TEMPORARY FOOD SERVICE ESTABLISHMENT IS RESTRICTED TO REHEATING, HOT HOLDING AND/OR COLD HOLDING OF “PRECOOKED” AND “READY TO EAT” FOODS ONLY, UNLESS OTHERWISE APPROVED BY A PUBLIC HEALTH INSPECTOR.

UNLESS OTHERWISE AUTHORIZED BY A PUBLIC HEALTH INSPECTOR:

- **ON SITE UTENSIL WASHING IS NOT PERMITTED**
- **CUTTING, CHOPPING, MIXING OR STUFFING OF FOOD IS NOT PERMITTED**

Temporary Food Service Establishments operating in the City of Winnipeg may be required to obtain a Temporary Food Service Establishment Business License. Please contact the City of Winnipeg License Branch at 204-986-2234.

This is a guideline only. Additional items may be required by the Public Health Inspector pursuant to the Food and Food Handling Establishments Regulation (*The Public Health Act*).

GUIDELINE FOR THE OPERATION OF A TEMPORARY FOOD ESTABLISHMENT

1. PLANNING

Proper planning is essential to ensure a trouble free and safe event.

- All Temporary Food Service Establishments require a Health Permit, as stipulated in Manitoba Regulation 339/88R.
- All food operators must complete and submit the “*Application for a Temporary Food Service Establishment Permit*” (attached) at least **10 working days** prior to the event.
- All Temporary Food Service Establishments must provide or have reasonable access to toilet and handwashing facilities. The requirement for sanitary facilities at fairs, festivals and similar events is a shared responsibility between food booth operators and the event organizers. In this regard, the Manitoba’s “*Special Event Sanitation Guideline*” must be referenced to determine what is needed.
- If the Temporary Food Service Establishments will be operating in the City of Winnipeg, a Temporary Food Service Establishment Business License may be required. Please contact the City of Winnipeg License Branch at 204-986-2234.

Note: These guidelines only apply to areas of food safety and sanitation as required by Manitoba Regulation 339/88R. Other requirements in areas such as fire safety and building standards are the responsibility of the operator and local municipal authority.

2. BOOTHS & EQUIPMENT

Booths must be constructed to protect food, equipment and utensils from contamination and shall have:

- A valid Health Permit posted in a conspicuous location that is visible to the public.
- Water resistant roofs and walls will be required, depending on the location and duration of an outdoor event. The roofs and walls must cover the entire food preparation and display area without creating a risk of fire hazard.
- Smooth, non-absorbent, well-drained flooring such as concrete, asphalt or plywood fastened to pallets.
- Work surfaces that are smooth, easily cleanable and non-absorbent (e.g. laminate table tops, countertops).
- Barriers to restrict public access (i.e. table, counter).
- Adequate lighting with protection against breakage (i.e. shields).
- A covered garbage container to prevent the congregating of flies or other pests.

Equipment requirements for food booths include:

- A metal stem probe thermometer.
- Thermometers in refrigerators and coolers.
- Sufficient cooking, reheating, hot holding and adequate refrigeration equipment for the operation.
- Sufficient shelves and tables to hold equipment and store food at least 15 cm (6 inches) off the ground.

LOCATE EQUIPMENT SO AS TO PREVENT FOOD CONTAMINATION BY CONSUMERS OR PROVIDE EFFECTIVE SNEEZE GUARDS.

3. **BOOTH HANDWASH FACILITIES**

HANDWASHING FACILITIES ARE REQUIRED AT ALL FOOD BOOTHS AND ARE SUBJECT TO APPROVAL BY THE PUBLIC HEALTH INSPECTOR.

THE TYPE OF SYSTEM REQUIRED WILL DEPEND ON THE DURATION OF THE EVENT AND TYPES OF FOOD SERVED.

All Temporary Food Service booths must have adequate hand washing facilities.

- For booths operating **longer than 4 hours** and depending on the duration of the event and types of food served, the following water systems may be used for hand washing:
 - A pressurized potable water system drained to sewer.
 - Cold water electric pump with reservoir (20 litres/5 gal minimum) drained to a collection tank at least 15% larger in size. (Subject to approval of the Public Health Inspector)
 - Cold water hand pump with reservoir (20 litres/5 gal minimum) drained to a collection tank capable of containing all wastewater. (Subject to approval of the Public Health Inspector)
 - Cold water gravity reservoir or water jug with spigot (20 litres/5 gal. minimum) drained to a collection tank capable of containing all wastewater. (Subject to approval of the Public Health Inspector)
- For operations operating for **4 hours or less**, a water jug with spigot with drainage to a pail or basin of adequate size to collect the wastewater, or a system approved by a Public Health Inspector.
- All operators shall ensure the proper disposal of all wastewater to a sewer or other acceptable facility.
- All booths must have liquid soap and single service towels in dispensing units.

4. FOOD TRANSPORTATION, RECEIVING AND STORAGE

Protect foods from contamination (i.e. covers, packaging or display enclosures) and maintain proper food temperatures at all times during transportation, receiving and storage.

- Hot foods must be received hot and held at **60°C (140°F)** or hotter.
- Cold foods must be received cold and held at **5°C (41°F)** or colder and frozen food at **-18°C (0°F)** or colder.
- Transport food in insulated containers to assist in maintenance of temperatures.
- Store food in food grade covered containers, packaging or display enclosures.
- Store all food at least 15 cm (6 inches) off the floor.
- Condiments must be individually packaged or served from covered dispensers.
- Due to the risk of contamination, the storage of packaged food (i.e. drinks) in water or undrained ice is prohibited.

USE A METAL STEM PROBE THERMOMETER TO ENSURE PROPER FOOD TEMPERATURES DURING TRANSPORTATION, RECEIVING AND STORAGE.

5. FOOD PREPARATION

Ensure safe food preparation and handling at all times.

- On site preparation of potentially hazardous food is prohibited.
- Only reheating, hot holding and/or cold holding of “**precooked**” and “**ready to eat**” foods (i.e. hot dogs, precooked hamburger patties, precooked sausages) is allowed.
- Where deep fryers and other cooking equipment (grills, BBQs) are to be used, approval of the local authority having jurisdiction is required.
- **Uncooked foods** may only be handled and cooked at a temporary food booth when approved by a Public Health Inspector and subject to such conditions as may be specified by the Inspector.
- **Rapidly** cook or reheat ground red meats to **71°C (160°F)**. All poultry products should be cooked or reheated to **74°C (165°F)**. **Do not use steam tables for reheating food.**
- Store hot foods hot at **60°C (140°F)** or hotter.
- Store cold foods cold at **5°C (41°F)** or colder.

- Mechanical refrigeration is the preferred method. For events less than **4 hours** in duration, operators may use ice packs provided they are changed frequently to ensure proper temperatures are maintained.
- Use food-handling utensils (i.e. tongs, spoons, spatulas, etc) or disposable gloves to minimize manual contact. Discard gloves as often as necessary to prevent contamination of food and wash hands in between glove changes.
- Utensils contacting raw meat, fish, poultry or eggs must not be used for handling cooked product.
- All pre-packaged potentially hazardous food must be labeled in a manner that identifies what the food is, date of preparation, and name and address of the permitted establishment where it was prepared and packaged.

CUTTING, CHOPPING, MIXING AND STUFFING OF POTENTIALLY HAZARDOUS FOOD IS NOT PERMITTED IN THE FOOD BOOTH.

USE YOUR PROBE THERMOMETER TO ENSURE SAFE COOKING, REHEATING, COLD HOLDING AND HOT HOLDING TEMPERATURES.

6. FOOD SUPPLIES

All food supplies must be:

- Obtained from an approved source.
- Prepared in a Health approved Food Service or Food Processing Establishment.

Cultural events where wild game meat is proposed require a separate permit and must meet certain conditions. Contact the Public Health Inspector for further details at least **30 days** prior to the event.

HOME-PREPARED FOODS ARE PROHIBITED.

7. WATER SUPPLIES

- All water must be from an approved and potable source.
- All water hoses should meet “**NSF/ANSI STANDARD 61**” or equivalent for drinking water components. They are rated for potable water use, are usually white in color, are made of higher grade PVC and meet all food-grade requirements. NOTE: Most RV centers and big box home improvement stores carry them, as well as plumbing supply companies. Hardware stores may be able to special order them in for clients.
- All hoses used to fill the water storage tank or connect to a fixed water standpipe must be used exclusively for that purpose and must be protected from contamination when not in use.

8. **POTENTIALLY HAZARDOUS FOOD WARNING**

Potentially Hazardous Foods are foods capable of supporting the rapid growth of bacteria or germs that cause foodborne illness and include meat, fish, poultry, eggs, milk, dairy products, cooked cereals and cooked vegetables. Bacteria grow best on food held at temperatures ranging between **5°C (41°F) and 60°C (140°F)**. This temperature range is called the **DANGER ZONE**.

ALWAYS KEEP POTENTIALLY HAZARDOUS FOOD OUT OF THE DANGER ZONE DURING TRANSPORTATION, STORAGE, DISPLAY AND SERVICE.

KEEP HOT FOODS HOT AT 60°C (140°F) OR HOTTER

KEEP COLD FOODS COLD AT 5°C (41°F) OR COLDER

KEEP FROZEN FOOD FROZEN AT -18°C (0°F) OR COLDER

9. **DISHES AND UTENSILS**

Use appropriate dishes and utensils.

- Use only single service cups, dishes, and cutlery that are stored so as to prevent contamination.
- Do not re-use single service items (i.e. plastic cutlery, foil pans, etc.).
- Prevent contamination by storing single service items in dispensers, individual packaging or other means (i.e. cutlery stored in a container with handles up).
- Provide at least 2 additional sets of clean serving utensils in case of contamination.
- On site utensil washing is not permitted without adequate facilities approved by a Public Health Inspector.

10. **WIPING CLOTHS**

Use wiping cloths to clean equipment, tables, counters and other surfaces on a regular basis.

- Store wiping cloths in an approved sanitizing solution (i.e. 100 mg/L chlorine, 200 mg/L quaternary ammonium compound or 12.5 mg/L iodine solution).
- Operator has to have the capability of testing the strength of the sanitizing solution (i.e. have test strips on hand).
- Do not use the same wiping cloths for food contact surfaces to clean spills on floors.

CHLORINE SANITIZING SOLUTION (100 ppm)

Use 10 ml (2 teaspoons) of bleach in 4 litres (1 gallon) of water.

11. PERSONAL HYGIENE

Reduce food contamination by practicing good personal hygiene.

- Don't work with food when sick or if you have cuts or sores on your hands.
- Don't smoke, eat or drink in the food booth.
- Wash hands with soap and dry with single service towels:
 - Before preparing food
 - After smoking, eating, drinking or taking a break
 - After using the washroom
 - After touching nose, mouth, hair, etc
 - After handling raw meats or money
 - After any activity that may contaminate hands
- Wear hair restraints (i.e. hat or hairnet).
- Wear clean clothing and clean full length aprons or smocks.
- Don't wipe hands or utensils on clothing or aprons.
- Avoid touching food with bare hands. Use utensils, tongs, gloves etc.
- Volunteers and minors require adequate instruction and/or training to ensure that foods are being handled safely and in accordance with the guidelines.

12. INSPECTIONS AND VIOLATIONS

- Ensure facilities, equipment and practices are in place and operating properly prior to inspection and opening.
- Correct all violations within the time frame specified by the Public Health Inspector.
- Failure to comply with the Regulation may result in charges (fines) and/or cancellation or suspension of the operating permit (closure) and/or penalties under The Public Health Act.

APPLICATION FOR A TEMPORARY FOOD SERVICE ESTABLISHMENT

EVENT

Name:	
Date From: _____ To: _____	Opening Times: _____
Location/Site: _____	
Coordinator/Organizer: _____	Phone: Home _____ Work _____ Cellular _____ Pager _____

PERMIT APPLICANT

Name (Person in Charge): _____	
Address: _____	Phone: Home _____ Work _____
Email: _____ Postal Code: _____	Cellular _____ Pager _____

ASSOCIATED FOOD SERVICE ESTABLISHMENT (if applicable):

Facility Number: _____
DO YOU HAVE A MOBILE PERMIT? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes attach a copy with this application

EQUIPMENT

Cooking: _____	Hot Holding: _____
Refrigeration: _____	Transport (Hot & Cold Holding): _____
Thermometer: Yes <input type="checkbox"/> No <input type="checkbox"/>	Thermometers (Metal Stem): Yes <input type="checkbox"/> No <input type="checkbox"/>
Uniforms/Hair Restraints: _____	Other: _____

BOOTH

Booth Name: _____	
Type: _____	Booth Number: _____
Floor: _____	Roof: _____
Handwash: <input type="checkbox"/> Piped Sink <input type="checkbox"/> Portable Container	Soap/Hand Drying Towels: _____
Drained to: <input type="checkbox"/> Sewer <input type="checkbox"/> Waste Receptacle	Refuse Container (Covered): Yes <input type="checkbox"/> No <input type="checkbox"/>

PROTECTION

Food Display: <input type="checkbox"/> Sneezeguard <input type="checkbox"/> Wrapped <input type="checkbox"/> Covered	Condiments: Covered Yes <input type="checkbox"/> No <input type="checkbox"/>
Single Service Utensils: _____	Straws: <input type="checkbox"/> Wrapped <input type="checkbox"/> Dispenser

A copy of the full menu MUST be submitted along with this application form. Any changes to the menu must be approved by the Public Health Inspector and approved menus will be strictly enforced.

COMMENTS: _____

Inspector: _____ (Signature) Applicant: _____ (Signature)

Date: _____