



Health and
Wellness

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GUIDELINES FOR FOOD SERVICE AT SPECIAL EVENTS

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DEFINITION:

Special Event Food Service - means a booth, structure or mobile unit constructed to provide food service at exhibitions, fairs, concerts, community festivals or similar organized events to a maximum of ten (10) consecutive days or less per year.

REQUIREMENTS FOR LICENSING

The *PEI Public Health Act Food Premises Regulations* require either a class 3-A or class 3-B license in order for a vendor to provide food service at a temporary or special event.

Class 3-B License (fee \$55.00) - Upon approval, a vendor may be issued a class 3-B license which would allow the vendor to operate at an unlimited number of special events between April 1 and March 31.

Class 3-A License (fee \$37.50) - Upon approval, a vendor may be issued a class 3-A license which would allow the vendor to operate at one special event. The license expires at the end of the chosen event.

The application, applicable fee and food service plan must be submitted to Environmental Health for approval no less than thirty (30) days prior to the event. Upon approval, the license will be issued and it must be posted in a visible location in the immediate area where the vendor is operating.

The promoter/organizer of an event in which food service is provided to the public is required to obtain a class 3-B license (\$55.00). The promoter is responsible for providing Environmental Health with the names of any potential food vendors and to ensure that all vendors on site during the event have been approved by Environmental Health.

The following minimum standards are intended to help meet the requirements of the regulations and to prevent the occurrence of food poisoning due to improper food handling:

- a. Provide a satisfactory structure to house the food service
- b. Provide hand washing facilities
- c. Provide for the disposal of wastes
- d. Availability on site for the washing and sanitizing of utensils
- f. Availability of washroom and toilet facilities
- g. Provision of adequate refrigeration facilities for storage of perishable foods

Environmental Health Officers are available for consultation and welcome the opportunity to discuss the requirements in this guideline.

FOOD SERVICE AT SPECIAL EVENTS

LICENSE APPLICATION

An application for a license is available from Environmental Health at www.gov.pe.ca/environmentalhealth

There is a fee for the license.

The fee must accompany the application.

Make the application for approval a minimum of 30 days prior to the event.

LICENSE APPLICATION REVIEW

Approval is subject to terms and conditions as required by Environmental Health, having due regard for public health.

An Environmental Health Officer will review the application, determine if an inspection is necessary and contact the applicant.

A license must be displayed in the immediate area where the vendor is operating.

FOOD HANDLING

The potential for contamination of foods is increased at temporary events where facilities to control contamination are often limited. The need to protect the health of the public, requires the choice of foods which are prepared and sold to be limited.

All foods must be thoroughly cooked and should be served immediately.

The type of foods served will be limited based on the principles of food safety. An Environmental Health Officer will advise on what foods may or may not be permitted.

The risk to food safety is dependent upon the menu items being served and the amount of preparation required.

Any advance food preparation must be done in an approved facility / food premises using safe, acceptable food handling practices.

Food handlers should never come in contact with ready-to-eat food. Ready-to-eat food should always be handled using preparation or serving utensils.

BOOTH OR STRUCTURE

If the vendor is operating from a booth or structure housing the special event food service, the booth or structure must be satisfactory to the Environmental Health Officer. Every effort must be made to reduce the risk of food contamination during preparation and service.

A roof and floor may be required in order to prevent dust and dirt from getting into food where grass or ground exists.

MOBILE FOOD SERVICE VEHICLE

Mobile food service vehicles are subject to the requirements of the *PEI Public Health Act Food Premises Regulations*. A fact sheet outlining the requirements for Mobile Food Service Vehicles is available from Environmental Health.

HAND WASHING

Proper hand washing is one of the most important steps in the prevention of food poisonings.

It is the responsibility of the vendor to ensure easily accessible hand washing facilities are provided for use of staff. Hand washing facilities must consist of a sink or basin and sufficient running water, liquid or powder soap and single service / disposable towels.

The water may be gravity fed from a water container provided it contains an on/off valve and can be collected as described in the section on wastewater.

Hand sanitizer may be kept on site and used in addition to proper hand washing. The use of hand sanitizer does not replace the need for hand washing facilities and proper hand washing.

CLEANING AND SANITIZING

A utensil is any instrument that comes in contact with food when preparing, dispensing, or serving food and includes forks, knives, spoons, bowls, cups, plates, serving dishes, tongs or lifters, etc.

Facilities for cleaning and sanitizing utensils must be available at all times within the confines of the special event. These facilities should consist of a minimum two compartment sink, able to totally immerse the utensils and be supplied with hot and cold running water under pressure. All utensils must be air dried.

Depending on the type of operation, foods being served and the number and kinds of utensils needed, the required facilities may vary. It may be possible to use facilities for washing nearby or to use disposable utensils.

Reusable utensils should be replaced every two hours with clean, sanitized utensils.

Separate plastic bags or containers should be provided for separate storage of dirty and clean utensils to prevent cross contamination.

Food contact surfaces require frequent cleaning and sanitizing. Surfaces must be cleaned with a mild detergent solution prior to sanitizing with an approved sanitizer. Follow the manufacturer's recommendations for mixing any cleaner or sanitizer. Only sanitizers that do not require a potable water rinse are permitted. Sanitizers can be mixed in spray/toggle bottles or in a bucket with the sanitizing cloth.

Food vendors must have sanitizer test strips on hand to verify correct sanitizer strength. Test strips may be available through a chemical supplier or a restaurant equipment supply store.

WASTEWATER DISPOSAL

All wastewater emitted from a special event food service should be:

1. Plumbed directly into a sanitary sewer on-site sewage disposal system; or where this is not practical,
2. Collected and stored in a safe manner. This could be done by using a minimum of a five gallon covered container with a gravity fed drain line from sink to container.

When full, the contents of the wastewater container must be disposed of into an approved sanitary sewer. This allows adequate containment and disposal of wastewater without creating excessive expense. Proper maintenance of wastewater systems is mandatory.

REFRIGERATION, COOKING AND HOT HOLDING

Refrigeration and hot holding equipment must be provided so that perishable / potentially hazardous food can be maintained, transported and offered for sale either:

1. COLD at a temperature of 4°C (40°F) or colder
2. HOT at a temperature of 60°C (140°F) or hotter - except for such periods as may be necessary for the safe preparation of the food. Hot holding units must be capable of maintaining an internal food temperature of 60°C (140°F) or hotter. When cooking / reheating, foods must reach an internal temperature of at least 74°C (165°F).
3. FROZEN at a temperature of -18°C (0°F) or colder

Probe thermometers must be available to check the internal temperatures of the food.

If a refrigerator is not available, ice packs or ice may be used so long as this method of storage is approved as part of the food service plan. **Refrigeration units MUST be equipped with thermometers to verify safe temperatures are maintained.**

If ice or ice packs are used / permitted, sufficient quantities must completely surround the perishable food. Foods stored in ice must be kept in tight, waterproof containers. Food must not be in direct contact with the ice. Ice must be obtained from a source satisfactory to the Environmental Health Officer.

Coolers using ice should be provided with a drain to allow for draining of the ice water. **Use of Styrofoam coolers is not permitted.** Ice chests are to have covers which are to be kept closed at all times.

Foods in coolers with ice should be used within four hours. For events lasting longer than 24 hours, mechanical refrigeration is recommended and may be required.

OTHER THAN DURING PREPARATION, FOODS ARE NOT TO BE LEFT AT ROOM/AIR TEMPERATURE. BACTERIA WHICH CAUSE FOOD POISONING GROW RAPIDLY BETWEEN 4° C (40° F) AND 60° C (140° F). SOME BACTERIA PRODUCE TOXINS AT ROOM TEMPERATURE WHICH ARE NOT KILLED BY COOKING.

LIMITS ON USE OF RAW FOODS AT SPECIAL EVENTS

An Environmental Health Officer may limit the type of foods served based on the principals of food safety. The food vendor will be advised on what foods may or may not be allowed.

IF RAW FOODS, SUCH AS HAMBURGERS / CHICKEN, ARE APPROVED FOR USE BY THE ENVIRONMENTAL HEALTH OFFICER, FOOD SERVICE WORKERS SHOULD OBSERVE THE FOLLOWING PRECAUTIONS:

- a) Patties must be preformed off site at a permitted facility, and transported to the site under adequate refrigeration. Preparation of patties on site from bulk hamburger meat may not be appropriate due to the temporary nature of the vendors facilities.
- b) Raw foods must be kept properly refrigerated until placing on the grill.
- c) Raw foods must be kept separated from cooked or ready to eat foods at all times. It is recommended that at least two people be involved, one to handle the raw food (i.e. putting on the grill) and the second to handle the cooked food, placing it in a roll, and serving to the customer.
- d) Care must be taken to ensure all meats are thoroughly cooked. The center of meat patties must not be pink, and all juices must be clear. The vendor must ensure frequent internal temperature checks of cooked foods.

TRANSPORTATION

Foods which are prepared off site and intended to be served at the special event must be prepared at an approved location. Any food preparation taking place off site must be noted in the plan submitted to Environmental Health during the approval process.

All food products capable of supporting bacterial growth must be transported at 4° C (40° F) or colder or 60° C (140° F) or hotter, and must be transported in closed containers.

STORAGE

Food and food containers shall be protected from contamination from foreign substances and adulteration. Accordingly, all food must be enclosed, covered, packaged or otherwise contained such that it is continuously protected from airborne or other sources of contamination.

Provide storage at least 6 inches off the floor or ground for single service articles and foods. The use of pallets, shelving, etc. to keep articles dry and reduce the risk of contamination from insects, dust, etc. is suggested.

SINGLE SERVICE ARTICLES

All articles used for service to the public must be single service only.

Condiments must not be served from open containers. Squeeze bottle dispensing is suitable.

Milk must be served/dispensed in its original container.

SOLID WASTE

All garbage generated by the temporary event food service must be stored in covered, rodent and insect proof containers.

A commercial type container or dumpster should be provided at large events, and emptied as often as necessary.

PERSONNEL

Every person involved in food preparation or service at the special event shall:

1. Be clean and wear clean outer garments used for no other purpose (aprons are suitable);
2. Confine hair in such a manner that it will not contaminate food, (hair net, cap, etc.);
3. Not smoke while preparing or serving food or while in the immediate vicinity of the food preparation or service area;
4. Wash hands before handling foods and after any possibility of contamination. Always wash hands after using the washroom;
5. Be free from communicable disease in a communicable form;
6. Be free from any abrasion or other skin condition that may contaminate food during preparation or service.

WASHROOM FACILITIES

Toilet facilities must be conveniently located within the confines of the temporary event. The promoter of the event will be responsible for providing washroom facilities for the public.

Depending on the number of staff, each food vendor may be required to provide toilet facilities for their staff.

Toilet facilities are to consist of water closets, privies or portable privies.

The number of units required for public use is based on the anticipated attendance and/or site capacity and the duration of the event. (See attached table)

Where portable self-contained privies are to be used, it is the responsibility of the promoter to ensure that a maintenance contract pertaining to these units is in place prior to the event. Vendors and promoters may be required to present proof of such a contract to the Environmental Health Officer prior to the event.

It is desirable to have hand washing conveniently located near the toilet facilities and should include running water, liquid or powdered soap and single service towels (See Appendix I-3-1A). Upon request, alcohol based hand sanitizer may be substituted in place of handwashing stations for the public.

Hand washing facilities must be available for food handlers. The provision of hand washing facilities for food handlers is the responsibility of the vendor.

Wastewater disposal must be consistent with the requirements of the above section on wastewater disposal.

For more information please contact Environmental Health at (902) 368-4970 or 1-800-958-6400.

TOILET FACILITIES REQUIRED AT SPECIAL EVENTS

HOURS OF OPERATION FOR EVENT										
Peak Crowd	1	2	3	4	5	6	7	8	9	10
1-250	2	2	2	2	2	3	3	3	3	3
250-500	2	3	3	4	4	4	4	4	4	5
500-1000	3	4	5	6	6	7	7	9	9	10
1000-1500	4	6	8	9	9	10	10	12	12	12
2000	5	8	10	11	12	13	13	14	14	14
3000	7	12	15	16	18	18	19	20	20	21
4000	10	16	19	22	24	25	25	27	27	28
5000	12	20	24	27	29	31	32	33	33	34
6000	14	24	28	33	35	37	37	39	41	41
7000	17	27	34	38	41	42	46	46	47	48
8000	20	32	38	44	48	49	50	51	53	54
10000	24	39	47	54	58	62	64	66	67	68
12500	30	48	61	68	73	78	80	81	82	85
15000	37	57	70	81	87	92	94	99	102	104
17500	42	68	84	95	100	110	111	113	116	118
20000	48	77	95	107	115	120	127	131	133	136
25000	60	96	122	133	146	156	159	162	165	171
30000	73	114	141	163	174	184	188	194	197	201
40000	95	156	188	217	231	243	249	257	266	271
50000	120	192	238	267	290	305	312	322	330	337
75000	177	292	357	403	432	455	470	485	491	508
100000	239	378	475	515	542	562	583	593	620	633

This chart assumes:

- ▶ Equal percentages of men and women in attendance.
- ▶ A maximum acceptable queue (line up) of 10 people.
- ▶ No alcoholic beverages being served.
- ▶ Standby service for all events requiring 50 or more units.

Adjust unit requirements if:

- ▶ If the percentage of women in attendance increases, increase the number of units by that same percentage.
- ▶ If the percentage of men in attendance increases, decrease the number of units by ½ that percentage.
- ▶ **If alcoholic beverages are served, increase the number of units by 13%**

* Separate privies or toilets for food handlers may be required depending on each individual situation.

HAND WASHING FACILITIES REQUIRED AT SPECIAL EVENTS

Peak Crowd	Minimum Number of Hand Wash Basins Required
1-250	2
250-500	2
500-1000	4
1000-1500	5
2000	6
3000	8
4000	10
5000	12
6000	14
7000	16
8000	18
10000	20
12500	25
15000	30
17500	35
20000	40
25000	50
30000	60
40000	80
50000	100
75000	150
100000	200

Notes:

1. Add one additional handwash basin for each additional 500 people
2. Water, paper towels, and liquid soap must be available at all times
3. Hand wash stations to be set up near toilet facilities
4. Separate and additional hand wash stations may be required for food handlers. This is to be determined before the event.