

SPECIAL EVENTS – VENDOR INFORMATION PACKAGE

2012

Calgary

VENDOR RESPONSIBILITIES

- Complete and return a Vendor Application form to Alberta Health Services (Calgary zone) 14 days prior to the event.
- At least one food handler in charge must have a food safety certificate (approved by AHS). Information regarding food safety training course can be obtained from our website: <http://www.albertahealthservices.ca/3151.asp>
- Notify AHS of any changes or additions to the original application prior to the event.
- Food booths must be ready for inspection no less than one hour before the event is scheduled to start. (Note: for large scale events, food booths may need to be ready as early as 2 hours before event start time.)
- Do NOT handle open food until your food booth has passed on-site inspection.

Email or fax you completed form to:

Sylvia.loo@albertahealthservices.ca or cal.contact.env.health@albertahealthservices.ca

403-943-8056 (fax)

<http://www.albertahealthservices.ca/4656.asp>

SPECIFIC REQUIREMENTS

1. All foods and ingredients must be obtained from approved sources (commercially pre-packaged or prepared in a licensed facility).
2. Perishable food must be transported, stored, and **displayed** cold (4C) or hot (60C).

Perishable food/drinks include but not limited to:

Raw or cooked meat, cut fruits, cooked vegetables, rice, noodles, and pasta, milk, cheese, yogurt, egg, coffee cream, pizza regardless of toppings, fresh blended fruit juice/smoothies/protein drinks, batter that contains raw eggs, etc.

3. Brand new food utensils must be washed and sanitized before use.
4. Ice cream scoops must be kept inside the freezer.
5. Self-serve condiments must be individually pre-packaged or dispensed from a squeeze bottles/pump container/a container with attached lid.
6. All open food must be protected from the public. Tongs or serving spoons must be provided at self-serve stations (for muffins, donuts, cookies, halved bananas, orange wedges, unwrapped granola bars, unwrapped candies, etc.)
7. All food and utensils must be stored at least 6 inches off the ground. That includes take-out utensils in plastic bags, flats of bottled drinks, bread in plastic bags, food or utensils in cardboard boxes.
8. Liquid waste must be disposed into a waste water holding tank or through city sewer line. Do NOT dispose liquid waste into portable toilets, storm drains, grassland, or anywhere on the ground.

9. SINK REQUIREMENT FOR SPECIAL EVENTS

	Food handling activity	Sink requirement	Examples (may include but not limited to)
Group A	Serving pre-packaged food only NO OPEN FOOD or DRINKS	No requirement	Candy, chips, bottled drinks, whole fruit
Group B	Pour-and-serve non-perishable drinks from original or sealed containers OR ----- Serving non-perishable dry foods (no cutting is needed) OR ----- Portioning of non-perishable dry foods without touching food products (using tongs or serving spoons)	Hand sanitizer and access to hand wash station	Wine, beer, coffee, tea, slurpee ----- Donuts, cookies, muffins, ----- Samples of pretzels, nuts, chips, candies, granola chunks, chocolate,
Group C	Portioning and serving non -perishable moist foods OR ----- Serving pre-portioned perishable foods (NO RAW MEAT) OR ----- Pre-cooked perishable foods that are transported hot (60C), ready-to-serve, no re -heating or re-portioning allowed. OR ----- Simple preparation of non-perishable foods OR ----- 1-day non-profit, small scale BBQ stand, operates no more than 3 hours)	Hand wash station in the booth	Cutting cakes, flat of brownies, baklava, portioning salsa, olives, jam, sauce, dip ----- Cheese cubes, perishable dip, cut fruit, pouring milk or liquid yogurt from original bottles (no spoon or ladle) ----- Pre-heated rice, meat, noodles, pasta, samosa, pizza, cooked vegetables, (A spare set of clean utensil must be available.) ----- Grinding/brewing coffee, tea, mixing drinks/liquor (no cream or milk), popcorn, cotton candy (A spare set of clean utensil must be available.) ----- Pre-cooked burger patties and hot dogs ONLY. (A spare set of clean utensil must be available.)

Group D	Pre-cooked perishable foods that are transported cold (4C) or frozen, not ready-to-serve, need to be re-heating or re-portioned. (NO RAW MEAT)	Hand wash sink in the booth Access to a 2-compartment sink A spare set of clean utensil must be available	Cooled (4C) or frozen: rice, meat, noodles, pasta, samosa, soup, pizza, cooked vegetables, hot dogs, pre-cooked burger patties, scooping hard ice cream, cheese cutting, cutting lime wedges, deep frying pre-cooked food
Group E	Raw meat handling (fresh or frozen) Processing of foods onsite. Events lasting less than 3 days	2 compartment sink in the booth	Marinating and making ingredients, sushi making, blending fresh juice/smoothies/protein drinks, mixing liquor with cream or milk, toss salad, making cold sandwiches & wraps, cutting cooked meat, handling raw meat, raw burger patties, kabobs, chicken, seafood
Group F	Raw meat handling Events lasting 3 days or longer	3 compartment sink in the booth	Handling fresh or frozen raw meat

Note: These are minimum requirements; further conditions can be applied by the Alberta Health Services.

10. **A 2-compartment sink is considered accessible to food handlers if:**

- a) The 2-compartment sink is located within the event ground.
- b) The 2-compartment sink is located within 50m from the food booth.
- c) The 2-compartment sink is located at base of operation (for licensed hot dog cart based in the City of Calgary ONLY).

11. **Exceptions for indoor trade shows:**

Group E & F food booths can share a single set of 2-compartment sink if the sink unit is located **immediately behind** these booths. Arrangement should be made to prevent raw meat handling booths from sharing a set of 2-compartment sink with booths that serves ready-to-eat foods.

12. Minimum requirements for portable 2-compartment sink:

- a) Connected to a 75L (20G) fresh water holding tank or City water line.
- b) Connected to a 75L (20G) waste water holding tank or City sewer line.
- c) Provide running water under pressure.
- d) Provide running water that reached at least 45C
- e) Each compartment must be large enough to house the largest piece of utensil/tray/pot/cutting board.
- f) Supplied with liquid hand soap, paper towel in a mounted dispenser, drain plugs, sanitizer (e.g. bleach).

13. Minimum requirements for portable 3-compartment sink:

- a) Connected to a 130L (35G) fresh water holding tank or City water line.
- b) Connected to a 130L (35G) waste water holding tank or City sewer line.
- c) Provide running water under pressure.
- d) Provide running water that reached at least 45C
- e) Each compartment must be large enough to house the largest piece of utensil/tray/pot/cutting board.
- f) Supplied with liquid hand soap, paper towel in a mounted dispenser, drain plugs, sanitizer (e.g. bleach).



14. Group B, C, & D food booths can use a temporary handwash station for events lasting less than 3 days.

A temporary handwash station must include:

- a) A fresh water holding container filled with 20L (5G) or warm water (45C).
- b) The water container must have a hands free tap or spigot.
- c) A bottle of liquid hand soap (hand sanitizer gel is NOT an alternative)
- d) Paper towel in a dispenser
- e) A 20L (5G) waste water bucket



14. All food booths except Group A must have a spray bottle of surface sanitizer available on site (e.g. bleach water or Quat sanitizer).



(half teaspoon of bleach)

PERMISSION TO USE AN APPROVED FOOD ESTABLISHMENT

THIS FORM IS TO BE COMPLETED BY THE OWNER (OR MANAGER) OF THE APPROVED FOOD FACILITY who is providing permission for the event applicant to use their facilities.

Owner of Approved Food Establishment	Owner's Name:
	Establishment Name:
	Address: Phone:
	Email:
	Permit number:

I hereby declare that _____
(Event applicant's name)

of _____
(Name of Event Food Booth)

has permission to use the above noted food establishment as a base of operation. He/she is permitted to use the facilities at this food establishment for the following:

- food preparation
- food/utensil storage
- storage of mobile food cart
- cleaning of equipment/utensils
- other: _____

During the following times:

Hours _____ (e.g. 8:00 am - 2:30 pm)

Day _____ (e.g. Monday - Friday)

Effective _____ (e.g. 4 June 08–4 July 09)

(Signature of Owner of Base of Operation)

(Date)