



Public Health Inspection Services  
Population Health Services  
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## Temporary Food Service Food Vendor Checklist and Food Vendor Application

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The purpose of this application is to provide guidance for minimum food sanitation standards at various events such as trade shows, craft fairs, business promotions, etc. This guideline applies to Temporary Food Service/Food Vendors only. These include but are not limited to temporary short term food service located either outdoors or indoors for promotional events such as business promotions, customer appreciation days, street fairs, civic celebrations, craft fairs, trade fairs and similar product promotional events, as well as charity fund raising events by various organizations. Event organizer(s) must take responsibility to ensure the facility intended to be used for the event will meet the standards for food service. In addition, the event organizer should distribute the attached food vendor checklist to all proposed food vendors and ensure they in turn submit a temporary food vendor application to the local health authority in accordance with this guideline.

**Temporary food vendor licenses will only be issued for events, which operate less than 6 days a year.**

A licence to operate the temporary food service event will be issued once the attached application is submitted, reviewed and approved by your local Public Health Inspector. Your local Public Health Inspector must receive the application at least 7 business days prior to the event.

Completed applications can be sent via email to [publichealthinspection@pnrha.ca](mailto:publichealthinspection@pnrha.ca) . Once reviewed and approved your application will be emailed back to you. The last page of this document will be digitally signed by a Public Health Inspector and is your license to operate. **Your license once signed by a Public Health Inspector will need to be printed and displayed where the public can see it at your booth during the event.**

Please review the following checklist to ensure that your temporary food facility will meet all the current public health requirements. More stringent requirements may be necessary depending on the nature of your event and the types of foods served.

**For more information, please email [publichealthinspection@pnrha.ca](mailto:publichealthinspection@pnrha.ca) or call 1-888-298-0202.**

## Temporary Food Vendor Checklist



### **1. FOOD SOURCES AND PREPARATION**

No foods shall be prepared in a private home kitchen.

All foods and ingredients are to be purchased from approved source(s) (i.e. grocery store, butcher shop, food processor, etc.) or other sources approved by the Prairie North Health Region.

Some foods that require significant handling and preparation may not be suitable for temporary food service events. Your proposed menu will dictate any additional requirements.

Ice when used to cool foods or to be served in drinks must be made with potable water only.

An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.

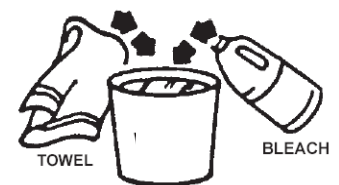
If you plan to use a private well as your source of water for the event then you must contact your local Public Health Inspector for approval of this water supply at least 30 days in advance to ensure the water can be sampled and analyzed by the Provincial Lab for bacteriological quality.

All food preparation surfaces shall be smooth, impervious to water and easily cleaned.

To prevent cross-contamination, please ensure all raw foods do not come in contact directly or indirectly with prepared foods.

### **2. GENERAL REQUIREMENTS**

Wiping cloths used to sanitize counters and food contact surfaces shall be rinsed frequently in a clean 200 ppm chlorine solution (2 tablespoons of chlorine bleach per gallon of water or 30 mls of bleach per 4 litres of water). This solution must be changed frequently as it becomes contaminated or the sanitizer concentration weakens (at least every 4 hours). No food preparation or handling should occur until all food contact surfaces have been cleaned and sanitized.



At least one metal-stemmed probe thermometer shall be provided where foods are prepared or served to check the internal temperatures of both hot (60°C (140°F)) and cold (4°C (40°F)) foods. This thermometer must be sanitized before and after each use.

If an event will last more than 2 hours or foods will have to be kept hot or cold for more than 2 hours you will be required to measure and record the temperature of the foods in the following table or in a log sheet at your booth.

This information is to be kept on site and made available to a Public Health Inspector upon request. Foods that are in the temperature danger zone (ie: between 4 – 60°C or 40 - 140°F) for more than 2 hours can result in a food poisoning and must be discarded.

Food Item	Time	Temp	Food Item	Time	Temp

An adequate number of trash containers lined with removable plastic bags shall be provided inside and outside the booth.



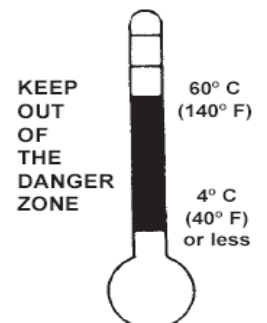
An adequate number of approved toilet and hand washing facilities shall be provided at each event. These facilities shall be accessible for employee/volunteer use and should be located no more than 500 feet away from the location of the temporary food service event.

**Food handler training is now mandatory for temporary food service events.** There must be at least one person working at the food service event at all times that has successfully completed the Saskatchewan Food Handler Training Program (or equivalent training). This person(s) is expected to provide guidance to other volunteers or employees on safe food handling practices. The Prairie North Health Region recommends that the Safe Food Handling Certificate be renewed every 5 years.

### 3. FOOD STORAGE

All food, single-service disposable tableware, the cookware, and the associated equipment must be stored above the floor or off the ground on shelving or pallets respectively, and be protected from contamination.

Cold food storage by refrigeration units or by ice packed picnic coolers shall be provided to keep potentially hazardous foods at 4°C (40°F) or below.



Hot food storage units shall be used where necessary to keep potentially hazardous foods at 60°C (140°F) or above. Foods requiring re-heating shall be rapidly heated or reheated to 74°C (165°F) using a stove or grill. Most hot holding devices (e.g. crock pots, steam table, sterno, etc.) are not capable of rapid re-heating.

Wet storage (ice water) of canned or bottled non-potentially hazardous beverages is acceptable when the water contains chlorine and the water is changed frequently to keep the water potable (1 tablespoon of chlorine bleach per gallon of water or 15 mls of bleach per 4 litres of water).

All food shall be protected and displayed from contamination such as; soil, customer handling, customer coughing or sneezing, etc. Adequately wrapping the food, installing sneeze guards or other effective barriers must all be in place before customers arrive.

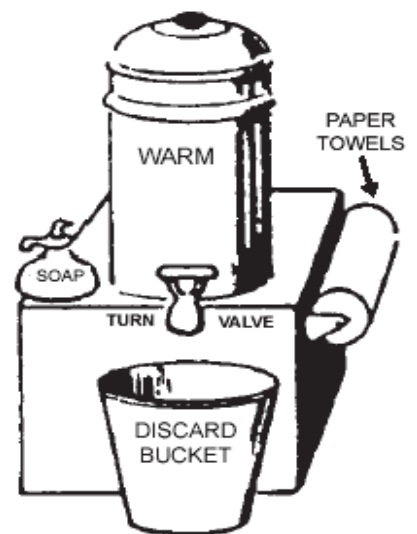
Condiments must be dispensed from squeeze containers or from single service packages. No open bowls of condiments will be allowed for customer use.

#### 4. HANDWASHING

Provisions must be made for adequate hand washing facilities. If possible, hot and cold water under pressure should be available. However, if access to this is not available, a minimum 20 liter container/picnic jug of hot water with a spigot, and a waste receptacle to receive wastewater will be required. Soap and paper towels must also be provided for hand washing.

Disposable gloves or alcohol hand sanitizers may be used BUT do not replace proper hand washing.

Portable sinks or portable handwashing stations may be available from your local hardware store.



#### 5. FOOD HANDLERS

Food handlers shall not have open cuts, sores or any wounds on their hands. Any staff experiencing vomiting, diarrhea or stomach cramps before or during the event shall not have any contact with the food, ice or water. They should immediately seek medical attention.

Food handlers shall have clean outer garments and hair restraints (e.g. hats/hairnets/tennis visors) unless their hair is kept very short or tied back in a bun or ponytail.

Smoking tobacco is not allowed by food handlers in the food preparation and the service areas.

## 6. DISHWASHING

Customers must have their foods and any on-site made drinks served to them on single-use disposable dishes and disposable utensils.

Hot water and two or three basins shall be provided for sanitizing of the cooking utensils and the equipment. The tubs (e.g. plastic tubs or laundry tubs) should be large enough to completely submerge all utensils and pieces of equipment.

Proper dishwashing in food booths employs five actual steps:

1. The first step in dishwashing would be to scrape off any food left on the dishes, cookware and cooking utensils into the garbage can.
2. The second step would be to wash the dishes with warm soapy water (at 44 C or 111 F) to remove organic matter (i.e. food residue, oils and greases).
3. The third step would be to rinse the dishes in clean warm water (at 44 C or 111 F) to remove any soap and residual foods.
4. The fourth step would be to sanitize the dishes using a warm bleach water solution (1 tablespoon of bleach per gallon of water or 15 mls of bleach per 4 litres of water). The dishes must be submerged in this solution for 1 to 2 minutes to ensure potentially dangerous bacteria and viruses are destroyed.
5. Lastly, dishes should be set out or racked to air dry. Towel drying is not permitted.

Chlorine bleach shall be available and in use at the booth for sanitizing utensils and food contact surfaces and equipment, at all times when food is being prepared or served.



All Applications Are To Be Emailed To [PublicHealthInspection@pnrha.ca](mailto:PublicHealthInspection@pnrha.ca)  
 Call 1-888-298-0202 if you need assistance with completing this application

**Applicants Only Complete The First 2 Pages**

Please return the completed application to your local Public Health Inspector at least 7 days before the event.

**TEMPORARY FOOD VENDOR APPLICATION**

<b>Applicant Information</b>	Applicant/Contact Person Name						
	Name of Food Booth						
	Name Of Group Operating Food Booth (if applicable)						
	Mailing Address				Town/City And Province		
	Postal Code		Phone #		Cell #		Fax #
	Email Address			Application Date			

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT**

<b>Event Information</b>	Name of Event					
	Address Or Location of Event				Town/City And Province	
	Date of Event	Start Time	End Time	Date of Event	Start Time	End Time
	Date of Event	Start Time	End Time	Date of Event	Start Time	End Time
	Date of Event	Start Time	End Time	Date of Event	Start Time	End Time

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT**

<b>Food Safety</b>	<b>How Will You Keep Hot Foods At 60°C (140°F) Or Higher (Check All That Apply)</b>					
	Bbq	Hot Plate Or Crock Pot	Electric Roasters	Chafing Dish	Stove/Oven	
	Other (specify)					
	<b>How Will You Keep Cold Foods At Or 4°C (40°F) Or Colder (Check All That Apply)</b>					
	Coolers With Ice Packs		Refrigerator		Refrigerator Truck	
	Other (specify)					
	<b>Hand Washing Facilities (Must Be Provided With Liquid Soap And Paper Towels) (Check All That Apply)</b>					
	Min. 20 Litre Picnic Jug		Portable Sink		Sink With Running Water	
	Other (specify)					
	<b>General Requirements (Make A Selection In Each Category)</b>					
Sanitizer Used		Potable Water Source		Ice Source		
# Of Garbage Cans Provided		Waste Water Disposal		Food Thermometer Provided		
Electricity Provided		Will Washrooms Be Provided For Staff				

**PLEASE COMPLETE PAGE 2**



**PAGE 2**

<b>Proposed Menu Information</b>	Food Item	Location Food Item Was Prepared	Date Food Item Was Prepared

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT**

<b>Food Handler Information</b>	Name	Contact Number	Year Your Safe Food Handling Certificate Was Obtained

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT**

**Comments:**

**APPLICANTS STOP HERE**



Public Health Inspection  
 Suite 101 – 11427 Railway Ave.  
 North Battleford, Sk.  
 S9A 3G8

# TEMPORARY FOOD VENDOR LICENCE TO OPERATE

**THIS LICENCE MUST BE PUBLICLY DISPLAYED AT THE EVENT**

This Is To Certify That The Operator Listed Below Is Approved  
 To Operate As A Temporary Food Vendor At The Location  
 Identified For The Dates And Times Specified:

Applicant/Contact Person Name					
Name of Food Booth					
Name Of Group Operating Food Booth (if applicable)					
Name of Event					
Address Or Location of Event				Town/City And Province	
Date of Event	Start Time	End Time	Date of Event	Start Time	End Time
Date of Event	Start Time	End Time	Date of Event	Start Time	End Time
Date of Event	Start Time	End Time	Date of Event	Start Time	End Time
Comments or Conditions of Approval					

Public Health Inspector  
 Prairie North Health Region

This Temporary Food Vendor Application Is Not Valid Unless  
 Signed By The Appropriate Health Region Representative.