

Special Events Information Package

Package Includes:

- Requirements for Special Events
- Handwashing Requirements for Special Events
- What to do in an Emergency
- Sample Special Event Food Inspection Form

Important!!!

The following **must** be completed before the event:

- Send a completed [vendor form](#) to the Health Unit **at least 14 days** before the event.

Mail: Middlesex-London Health Unit
Attention: Environmental Health
355 Wellington St, Suite 110
London, ON N6A 3N7

Fax: (519) 663-9276

E-mail: inspections@mlhu.on.ca

- Read and understand all the special event requirements.
- Read the handwashing requirements. Arrange for a handwashing station to be provided before the event.
- Make sure a certified food handler is available to be on-site for the event (where required).
- Call in advance to ask questions. Do not save them for the day of the event!

Please contact: Environmental Health Team
519-663-5317
to speak with a Public Health Inspector

*Information for organizers can be found at www.healthunit.com/food-safety-at-special-events

Requirements for Special Events

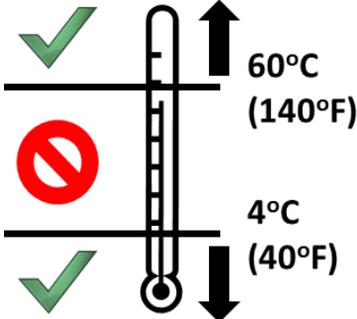
What is a Special Event?

A special event is a commercial or charitable function where food is provided and / or offered to the public. The function must be a special occasion rather than a continuous or permanent operation.

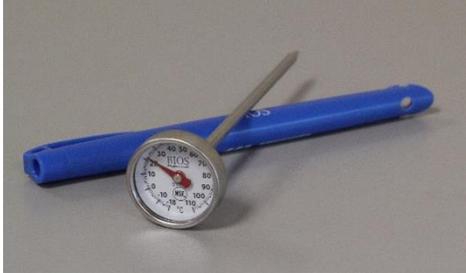
Who is a Food Vendor?

Food vendors include anyone selling/providing any food or drink intended for human consumption (including prepackaged items).

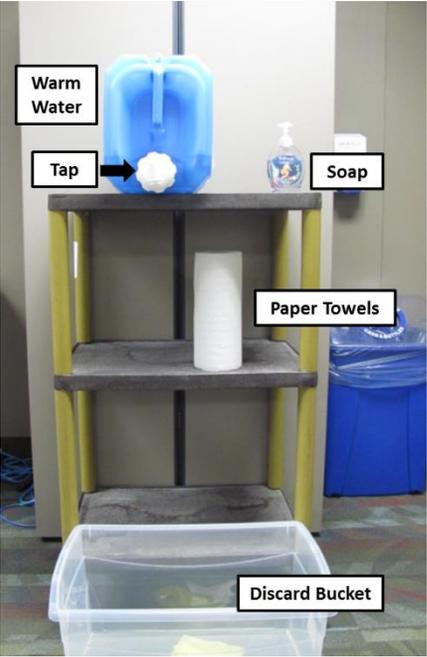
All food vendors must comply with the following:

Requirement	Example
1. The Health Unit must be notified before food vendors operate.	Send your vendor form to the Health Unit at least 14 days before the event. <h1 style="text-align: center;">14 Days</h1>
2. All food must be obtained from an approved source. All foods must be prepared in an approved kitchen or on-site.	No foods prepared at home or home canned foods, are to be used, sold or given away. <div style="text-align: center;">  <small>Used with permission from Microsoft</small> </div>
3. All potentially hazardous foods must be kept at an internal temperature of 4°C (40°F) or lower, or 60°C (140°F) or higher.	<div style="text-align: center;">  </div>

Requirements for Special Events

Requirement	Example
<p>4. A probe thermometer must be on-site to check internal food temperatures.</p>	
<p>5. Enough refrigerators or coolers for the safe storage of perishable and potentially hazardous foods must be provided.</p> <p>An accurate thermometer must be provided in each unit.</p>	<p>All coolers must have enough ice and / or ice packs to keep the food at 4°C (40°F) or lower.</p> 
<p>6. Hot holding units must be provided for the safe storage of potentially hazardous foods.</p> <p>An accurate thermometer must be provided to measure the hot holding temperatures.</p>	<p>Remember that all hot foods must be kept at 60°C (140°F) or higher.</p> 
<p>7. Raw and ready-to-eat food products must be fully separated to prevent cross-contamination.</p> <p>In a refrigerator, store raw food products below and separate from ready-to-eat foods.</p> <p>Food must be stored in food grade containers with lids / covers.</p>	<p>Ready-to-eat foods above and covered →</p>  <p>Raw foods (eggs, meat) below and separate →</p>

Requirements for Special Events

Requirement	Example
8. A supply of hot and cold (or a mixture of warm) potable water under pressure must be provided.	See the handwashing requirements section.
9. A separate handwashing station must be conveniently located at each tent, table, food truck or trailer where food is prepared or served.	See the handwashing requirements section. 
<p>10. All utensils and equipment must be:</p> <ul style="list-style-type: none"> a) Washed: in warm water with dish soap b) Rinsed: in warm water, AND c) Sanitized: with one of the following warm solutions for 45 seconds. <ul style="list-style-type: none"> ➤ Chlorine at 100 ppm ➤ Quaternary Ammonium at 200 ppm ➤ Iodine at 25 ppm ➤ Other sanitizing agents may be approved. Speak to a Public Health Inspector at the Middlesex-London Health Unit. 	<p>Dishwashing at an inspected kitchen is permitted, or set up dishwashing on-site as below.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  DISH SOAP + WARM WATER </div> <div style="text-align: center;">  SANITIZER SANITIZE FOR 45 SECONDS </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid gray; padding: 5px; width: 150px; text-align: center;">WASH</div> <div style="border: 1px solid gray; padding: 5px; width: 150px; text-align: center;">RINSE</div> <div style="border: 1px solid gray; padding: 5px; width: 150px; text-align: center;">SANITIZE</div> </div> <p style="text-align: center; font-size: small;">Used with Permission from Microsoft</p>

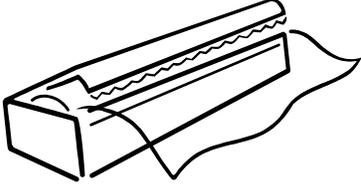
Requirements for Special Events

Requirement	Example
<p>11. Provide test strips or reagent to measure the strength of the sanitizer being used on-site.</p> <p>For example: chlorine test strips to measure chlorine sanitizer (bleach) concentrations.</p>	
<p>12. Prepare an approved sanitizer in labelled spray bottles or buckets for sanitizing food contact surfaces.</p> <p>Follow the manufacturer's instructions.</p> <p>All cleaning cloths must be stored in a sanitizing solution, or be single use only.</p>	 <p style="font-size: small; text-align: center;">Used with Permission from Microsoft</p>
<p>13. Remove wastes frequently.</p> <p>a) All waste water (water collected from handwashing, and dishwashing) must be disposed of in a clean manner.</p> <p>b) Ensure enough garbage bins are provided. Garbage must be disposed of in a clean manner.</p>	<p>Do not dispose of waste water on the ground or into a sewer.</p> <p>Do not dispose of garbage on the grass or ground.</p> <div style="text-align: center;">  <p style="font-size: small; text-align: center;">Used with Permission from Microsoft</p> </div>

Requirements for Special Events

Requirement	Example
<p>14. Single use (disposable) containers must be used for service or sale of foods, unless appropriate dishwashing is available.</p>	
<p>15. Tongs, spatulas and other utensils must be washed, rinsed and sanitized after every two (2) hours, or as often as necessary to prevent cross-contamination and / or bacterial growth.</p> <p>Provide enough clean utensils to last the entire day, or provide dishwashing on-site.</p>	
<p>16. Separate your utensils. Use separate tongs / spoons for raw and cooked food products to avoid cross-contamination.</p>	<div style="display: flex; justify-content: space-around;"> <div data-bbox="963 1335 1133 1419"> <p>Raw Food Tongs</p>  </div> <div data-bbox="1230 1335 1458 1419"> <p>Cooked Food Tongs</p>  </div> </div>

Requirements for Special Events

Requirement	Example
<p>17. All foods must be protected from contamination.</p> <p>Cover and store all foods in food grade containers or materials.</p>	 <p>Used with permission from Microsoft</p>
<p>18. All foods must be stored off the floor / ground.</p> <p>Raise foods on shelves or pallets.</p> <p>Do not leave food sitting on the grass or ground.</p>	<p>Protect food by raising it off the floor / ground</p> 
<p>19. All food handlers must wear clean clothes and ensure that food is not contaminated by hair.</p> <p>For example: wear hair nets or hats.</p>	
<p>20. No smoking in food booths.</p>	 <p>Used with permission from Microsoft</p>
<p>21. Do not work in a food booth if you are sick.</p> <p>For example: if you have a cold or flu or diarrhea.</p>	 <p>Copyright © International Association for Food Protection</p>

Requirements for Special Events

Requirement	Example
<p>22. Do not handle food if you have cuts or open sores on your hands.</p> <p>Cover the cut with a bandage and wear a glove on that hand.</p>	
<p>23. A certified food handler must be on-site where a meal or meal portion is prepared or provided for immediate consumption, or where potentially hazardous foods are prepared.</p> <p>Certified food handlers must provide a copy of their certificate when requested by a Public Health Inspector. Food handler certificates must have been issued within the last 5 years.</p>	
<p>24. Have a plan for emergency or weather situations.</p>	<p>See the what to do in an emergency section.</p> 

Important:

If the requirements for special events are not met, a food vendor may be ordered to close or get a ticket (offence notice).

Handwashing Requirements for Special Events



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Your handwashing station must be ready to use before you begin food preparation or food service.

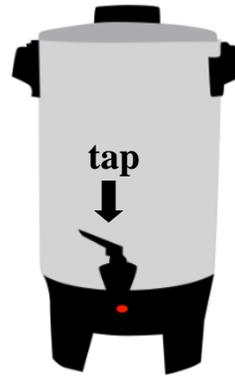
A separate handwashing station must be provided in the immediate area where food is being prepared or served (whether this is a tent, table, food truck or trailer).

A handwashing station is a must if there is preparation or handling of food. If all foods provided are pre-packaged in an inspected kitchen before the event or obtained from a commercial supplier AND there is no food handling on-site, a handwashing station would not be required.

Most food trucks or trailers are plumbed and equipped to have pumped hot and cold running water. However, there are alternative ways to have a temporary handwashing station if you don't have access to a plumbed system. The Health Unit requires the presence of a handwashing station with hot and cold (or a mixture of warm) running water, liquid soap in a pump style container, and paper towels.

The following are some examples of temporary handwashing stations that are acceptable:

a) Coffee Urns



An electrical coffee urn can be used as a temporary handwashing station. Water can be warmed up in the coffee urn (hot water), and then cooled down by

unplugging the machine and adding some cold water to make a warm mixture. The tap at the bottom of the coffee urn will allow for the water to flow under pressure, providing running water when it is opened. Don't forget to have a bucket or pail to catch the dirty water.

b) Camp Jug

A camp jug is another option that is fast, easy and low cost. Camp jugs can be bought at any hardware or outdoor recreation store. They are usually plastic and blue in colour. **Note:** camp jugs must have a tap to allow for free flowing water. Water can be heated in a kettle and then mixed with cold water in the camp jug to provide warm water. Use a bucket or pail to catch the dirty water.



camp jug

+



kettle



tap

Handwashing Requirements for Special Events

Having a container with a tap is a great start, but the type of water and the use of soap is just as important. Water must be potable (safe to drink). In order to effectively wash your hands, you must use warm water and liquid soap. A container with only hot water or only cold water is not acceptable.



Note: This picture is of a tap. Look for “tap like fixtures” when purchasing a camp jug or other containers.

What we do not want to see!

The following are some examples of temporary handwashing stations that are not acceptable:

- Coffee urns or camp jugs with only cold water or only hot water.
- Garden hoses hooked up to a water supply.
- Water being poured out of a jug or container onto hands.
- Washing hands in a container or bowl of standing water.
- Using only alcohol based hand sanitizers.

Waste Water Collection

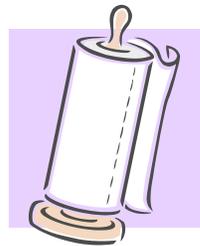
Waste water, the dirty water that results from handwashing or dishwashing, must be caught in a container (e.g. buckets, pails). This water cannot be flowing onto the grass, ground or floor surfaces. Water caught in a container must be disposed of in a designated location (e.g. at an approved station, collection container in the park, etc.). Do not drain containers onto the grass or pour them into a sewer.

Soap



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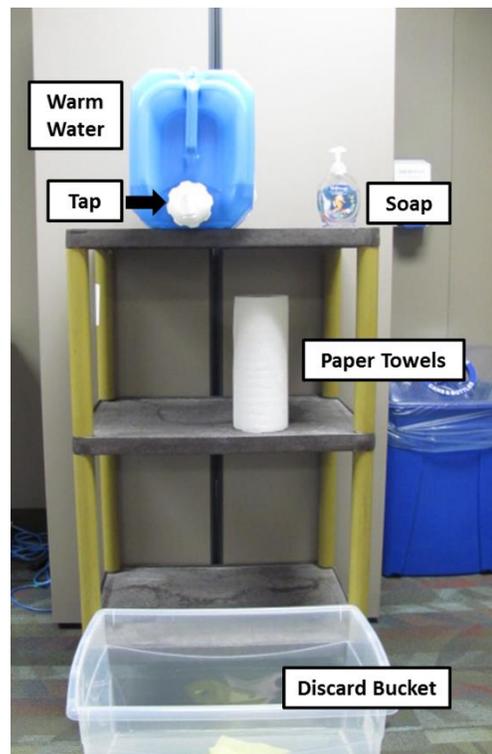
The use of soap is very important for effective handwashing. Soap helps break down and remove dirt from soiled or dirty hands. Soap must be provided at all handwashing stations in a “pump style container”. Bar soap is not acceptable as bacteria can stay on the bar and multiply over time.



Used with permission from Microsoft

Note: Remember to bring single use paper towels.

Below is an example of a temporary handwashing station at an event.



What to do in an Emergency

Emergencies are often serious, unexpected situations that need attention right away. There are many factors that make outdoor events more challenging than indoor events. Listed below are three examples of emergencies that could happen during a special event and the suggested steps to follow.

1) Power outage

There is usually limited electricity available during special events. Each vendor is given specific outlets to use. Although some city parks provide electricity, overloading the power outlets can cause a power failure. Do not use more electricity than is needed. Unplug unnecessary items, including fans, items that are not being used, radios, and other personal equipment that use electricity, etc.

What to do when there is a power outage:

- Keep the refrigerator and freezer doors closed as much as possible.
- Add bags of ice to your refrigerators and coolers to keep food cold.
- Use a probe thermometer to check the internal temperatures of potentially hazardous foods before preparing them to make sure they have been kept at a safe temperature.
- Throw out any potentially hazardous foods that have been in the danger zone [4°C (40°F) - 60°C (140°F)] for 2 hours or more.
- It is recommended that you have access to a suitable backup heat source in the event of a power outage, to help cook / hold food at the right temperature.

2) Rainfall

The weather can be unpredictable. When there is rainfall, foods, preparation areas, and cooking surfaces must be protected.

What to do when there is rainfall:

- Keep all foods and beverages raised off the floor / ground on shelves or pallets.
- Make sure the food preparation area is covered by a tent, tarp, or overhang. If certain areas (e.g. cooking, BBQ) cannot be covered due to Fire Department requirements, make sure food is protected from contamination (e.g. lids, covers).

3) Fire

Fires can happen without warning. The proper clean up needs to happen after a fire.

What to do when there is a fire:

- Throw out all foods that are affected by fire.
- Throw out all foods that come into direct contact with fire extinguisher material.
- Clean and sanitize all areas affected by the fire and fire extinguisher material.

Note: If you are unsure what steps you need to take during an emergency situation, be sure to contact the event coordinator or the Health Unit at **519-663-5317** (follow the prompts for the after hours service if calling outside of regular business hours).

Do not serve or prepare food if you are unsure whether it is safe.

When in doubt, throw it out!

Sample Special Event Food Inspection Report

PAGE ____ OF ____

ML
 Middlesex-London
 HEALTH
 UNIT
 355 Wellington St, Suite 110 – London
 519-663-5317 – Fax: 519-663-9276

SPECIAL EVENT FOOD INSPECTION REPORT

Special Event:		Food Vendor:	PHI #:	Plate #:
Operator's Name:		Phone Number / Email:		Reason for Inspection:
				Compliance Inspection <input type="checkbox"/>
				Re-inspection <input type="checkbox"/>
				Complaint <input type="checkbox"/>
Satisfactory – No Action Required <input type="checkbox"/>	Correction(s) Required <input type="checkbox"/>	Food Handler Education On-site <input type="checkbox"/>	Product Seized & Destroyed <input type="checkbox"/>	
Product Seized & Held <input type="checkbox"/>	Section 13 – Order Served <input type="checkbox"/>	Section 13 – Order Rescinded <input type="checkbox"/>	Ticket Served <input type="checkbox"/>	

✓ = Compliant ✗ = Non-compliant CDI = Corrected During Inspection N/A = Not Applicable N/R = Not Reviewed		Item
1.	Hazardous food held at 4°C (40°F) or less OR frozen <input type="checkbox"/>	
2.	Food is processed in a manner that makes the food safe to eat <input type="checkbox"/>	
3.	Hot-holding: minimum of 60°C (140°F) <input type="checkbox"/>	
4.	Thermometers used to verify food and storage temperatures <input type="checkbox"/>	
5.	Fully equipped handwashing station provided and food handlers are thoroughly washing hands before and after handling food <input type="checkbox"/>	
6.	Food protected from potential contamination and adulteration <input type="checkbox"/>	
7.	Food handler hygiene (not use tobacco, clean, clean outer garments, hair confined) <input type="checkbox"/>	
8.	Food contact surfaces / equipment are properly designed, constructed, installed and maintained <input type="checkbox"/>	
9.	Adequate sets, proper use and storage of clean utensils (including single-service and cooking utensils) <input type="checkbox"/>	
10.	Manual dishwashing (wash, rinse and sanitize) available on-site OR other approved method available. An approved sanitizer test ready available <input type="checkbox"/>	
11.	Frequency of waste removal is adequate to maintain the premises in a sanitary condition <input type="checkbox"/>	
12.	General housekeeping satisfactory <input type="checkbox"/>	
13.	At least one (1) certified food handler certificate on-site <input type="checkbox"/>	
14.	At the time of the inspection, the premises is maintained free from any obvious condition that may be a health hazard, adversely affect the sanitary operation of the premises or adversely affect the wholesomeness of the food <input type="checkbox"/>	

Signature: Owner/Operator	Signature: Public Health Inspector	Date:
Name – Print:	Name – Print:	

This report does not purport to set forth all hazards nor to indicate that other hazards do not exist at the time services are rendered. By issuing this report, neither the Middlesex-London Health Unit nor any of its employees makes any warranty, express or implied, concerning the property described in this report. Furthermore, neither the Middlesex-London Health Unit nor any of its employees shall be liable in any manner for any personal injury or property damage or loss of any kind arising from or connected with this inspection or failure to inspect.

2022 April

References

- Ontario. Ministry of the Attorney General. (1990). *Health Protection and Promotion Act, R.S.O. 1990, c.H.7*. Retrieved from <https://www.ontario.ca/laws/statute/90h07>
- Ontario. Ministry of the Attorney General. (2017). *Health Protection and Promotion Act, Ontario Regulation 493/17 Food Premises*. Retrieved from <https://www.ontario.ca/laws/regulation/170493>