



**Community Services Department • Services communautaires**

*Community Bylaw Enforcement Services • Services communautaires d'exécution des règlements*

18 - 30 Fort Street • 30, rue Fort, bureau 18 • Winnipeg • Manitoba • R3C 4X3

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## **TEMPORARY FOOD SERVICE ESTABLISHMENT AND SPECIAL EVENT GUIDELINES**

A **Temporary Food Service Establishment** is any place where food is kept, stored or handled at a fixed location for 14 consecutive days or less, in conjunction with a single event.

### **\*\*IMPORTANT\*\***

- ❑ **BUSINESS LICENSES MAY BE REQUIRED. FOR MORE INFORMATION CONTACT THE LICENSE BRANCH AT 986-2234.**
- ❑ **ALL TEMPORARY FOOD SERVICE ESTABLISHMENTS MUST BE APPROVED BY A PUBLIC HEALTH INSPECTOR “PRIOR” TO OPENING.**
- ❑ **ON SITE FOOD HANDLING UNDER THESE GUIDELINES IS RESTRICTED TO REHEATING, HOT HOLDING AND/OR COLD HOLDING OF “PRECOOKED” AND “READY TO EAT” FOODS ONLY!**
- ❑ **ON SITE UTENSIL WASHING IS NOT PERMITTED!**
- ❑ **IF YOU ARE PLANNING TO WASH UTENSILS ON SITE OR TO CUT, SHOP, MIX OR STUFF FOOD, CONTACT ENVIRONMENTAL HEALTH SERVICES, AS ADDITIONAL FACILITIES WILL BE REQUIRED.**

*\*This is a guideline only; further requirements may be requested by the Public Health Inspector.*

## PLANNING

- Proper planning is essential to a trouble free and safe event.
- All Temporary Food Service Establishments require a Health Permit (*see exception below*).
- **Event organizers** must complete and submit to Environmental Health Services the “**Special Event Application Form**” (*attached*) with a site plan at least 10 days prior to the event.
- **Food operators** must complete and submit to Environmental Health Services the “**Temporary Food Service Establishment Application Form**” (*attached*) at least 10 days prior to the event.
- Business Licenses may be required. For more information contact the **License Branch** at 986-2234.

**Exception:** For those events preparing and serving hot dogs only for 2 hours or less, submit a properly completed “Temporary Food Service Establishment Application Form” and a Public Health Inspector will determine if a Health Permit will be issued. For further information, please call 986-2234.

## BOOTHS

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

- A valid Health Permit posted in a conspicuous location.
- a rain resistant roof (i.e. tent, umbrella or barrier that meets fire regulations).
- barriers to restrict public access (i.e. table, counter, etc.).
- smooth, non-absorbent, well-drained flooring such as concrete, asphalt or plywood fastened to pallets.
- adequate lighting with protection against breakage (i.e. shields).
- a covered garbage container.

## BOOTH HANDWASH FACILITIES

Facilities for hand washing at the booth are required and shall include:

- one of the following types of hand wash facilities:
  - Pressurized water system drained to sewer (depending on menu items and/or duration of event). See attached guideline for temporary water supply connections.
  - Cold water pump reservoir (18 litre/5 gal. minimum) drained to a holding tank at least 15% larger.
  - Cold water gravity reservoir (18 litres/5 gal. minimum) drained to a holding tank at least 15% larger.
- Proper disposal of waste water to the sewer.
- Soap and single service towels in dispensing units.

**One hand wash facility may be shared between two booths if easily accessible.**

## **BOOTH EQUIPMENT**

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.**

## **FOOD SUPPLIES**

All food supplies must be:

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

**HOME-PREPARED FOODS ARE PROHIBITED!**

## **POTENTIALLY HAZARDOUS FOD WARNING!**

Potentially Hazardous Foods are foods capable of supporting the rapid growth of bacteria or germs that cause food poisoning 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 FOODS OUT OF THE DANGER ZONE  
DURING TRANSPORTATION, STORAGE, DISPLAY AND SERVICE!**

**KEEP HOT FOODS HOT AT 60°C (140°F) MINIMUM!**

**KEEP COLD FOODS COLD AT 5°C (41°F) MAXIMUM!**

## 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 at 60°C (140°F) minimum.
- Cold foods must be received cold at 5°C (41°F) maximum and frozen food at -18°C (0°F) or colder.
- Transport food in insulated containers to assist in maintenance of temperatures.
- Store food in 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.
- Storage of packaged food (i.e. drinks) in water or undrained ice is prohibited.

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

## FOOD PREPARATION

Ensure safe food preparation and handling at all times.

- On site preparation of potentially hazardous food is restricted to reheating, hot holding and/or cold holding of “**precooked**” and “**ready to eat**” foods (i.e. hot dogs, precooked hamburger patties, precooked sausages).
- **Rapidly** reheat food to 74°C (165°F) minimum. Do not use steam tables for reheating food.
- Store hot foods hot at 60°C (140°F) minimum.
- Store cold foods cold at 5°C (41°F) maximum.
- Handle food using 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.
- Utensils contacting raw meat, fish, poultry or eggs must not be used for handling cooked products.

**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.**

## **DISHES AND UTENSILS**

Use appropriate dishes and utensils safely.

- 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.**

## **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 PPM chlorine, 200 PPM quaternary ammonium compound or 25 PPM iodine solution).
- Do not use the same wiping cloths for food contact surfaces to clean spills on floors.

**CHLORINE SANITIZING SOLUTION (100 parts per million)  
Use 5 ml (1 teaspoon) of bleach in 4 litres (1 gallon) of water.**

## **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 using the washroom.
  - After handling raw meats or money.
  - After smoking, eating, drinking or taking a break.
  - After touching nose, mouth, hair, etc.
  - After any activity that may contaminate hands.
- Wear hair restraints (i.e. cap or hairnet) 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.

## **PUBLIC TOILETS AND HAND WASH FACILITIES**

The event organizer must provide sufficient toilet and hand wash facilities for the expected number of people, type of event, length of event and type of food and beverage available. As a general guideline, provide facilities according to the schedule below:

# People on Site	50	100	200	300	400	500	600	700	800	900	1000	2000	3000	4000	5000	10000
# Toilets	1	2	4	5	6	7	8	9	10	11	12	17	22	27	32	42
# Hand Wash Stations	1	1	1	2	2	2	2	3	3	3	3	4	5	6	7	9

- In general, provide at least one additional toilet for every 500 people over 10,000 and one hand wash station for every 5 additional toilets.
- Provide at least one handicap-equipped toilet and an additional one for every 10 toilets.
- Hand wash stations must be equipped with running water drained to the sewer or a holding tank.
- Soap and single service towels must be provided at each hand wash station at all times.
- Facilities must be serviced as often as necessary to maintain them – cleaned, disinfected, and stocked.
- Provide garbage cans at hand wash stations.

## **GARBAGE CONTAINERS FOR EVENT GROUNDS**

- Keep event grounds free of litter.
- Provide a covered litter container in close proximity to each food booth.
- Provide commercial disposal bin(s) and empty them as often as necessary.
- A maintenance schedule should be set up to monitor garbage and to empty containers.

## **INSPECTIONS AND VIOLATIONS**

- Ensure equipment, facilities and practices are proper prior to opening and inspection.
- Correct all violations within the time frame specified by the Public Health Inspector.
- Failure to comply with regulations may result in charges (fines) being laid, and/or immediate closure of the food operation.



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## **GUIDELINES FOR TEMPORARY WATER SUPPLY CONNECTIONS AT SPECIAL EVENTS**

The following protocol must be followed when hooking up temporary water lines for food establishments at temporary events:

### **WATER SOURCE**

All temporary water supply lines for special events within the City of Winnipeg must be connected to a potable water system and supplied with water from the City of Winnipeg's water distribution system.

### **PROCEDURE FOR CONNECTING TEMPORARY WATER SUPPLY CONNECTIONS**

1. Only PVC water lines and fittings are allowed. All lines must be used for potable water only. **It is prohibited to use lines for conveying potable water that have previously been used for other purposes.**
2. Prior to connecting to the potable water system, all lines must be flushed and super chlorinated with a solution of 100 ppm chlorine.
3. After flushing with chlorine, all lines must be flushed with potable water.
4. During hook up, all connections and fittings must be dipped in a solution of 100 ppm chlorine prior to connecting. Only food grade lubricant is allowed when connecting lines. **NOTE: All connections to standpipes or any other source of potable water must be equipped with a backflow prevention device to protect the integrity of the water source at all times.**
5. During the event, water lines are not allowed to come into contact with standing water or other potential sources of contamination.
6. After the event has ended, all lines must once again be flushed with a chlorine solution of 100 ppm chlorine to reduce the chance of mould growth in the lines during storage.

*For further information, please contact your district Environmental Health Officer at 986-2234.*