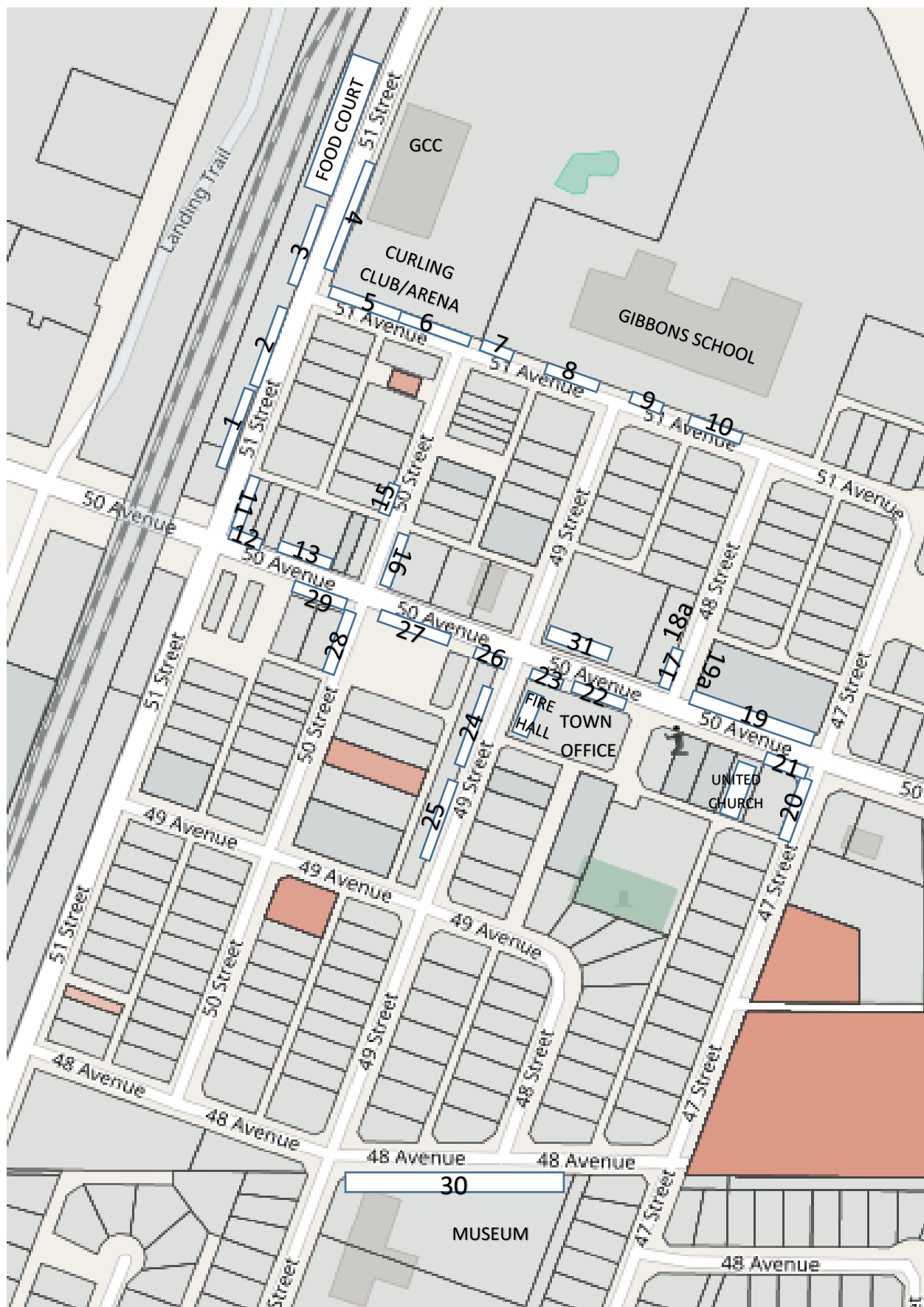


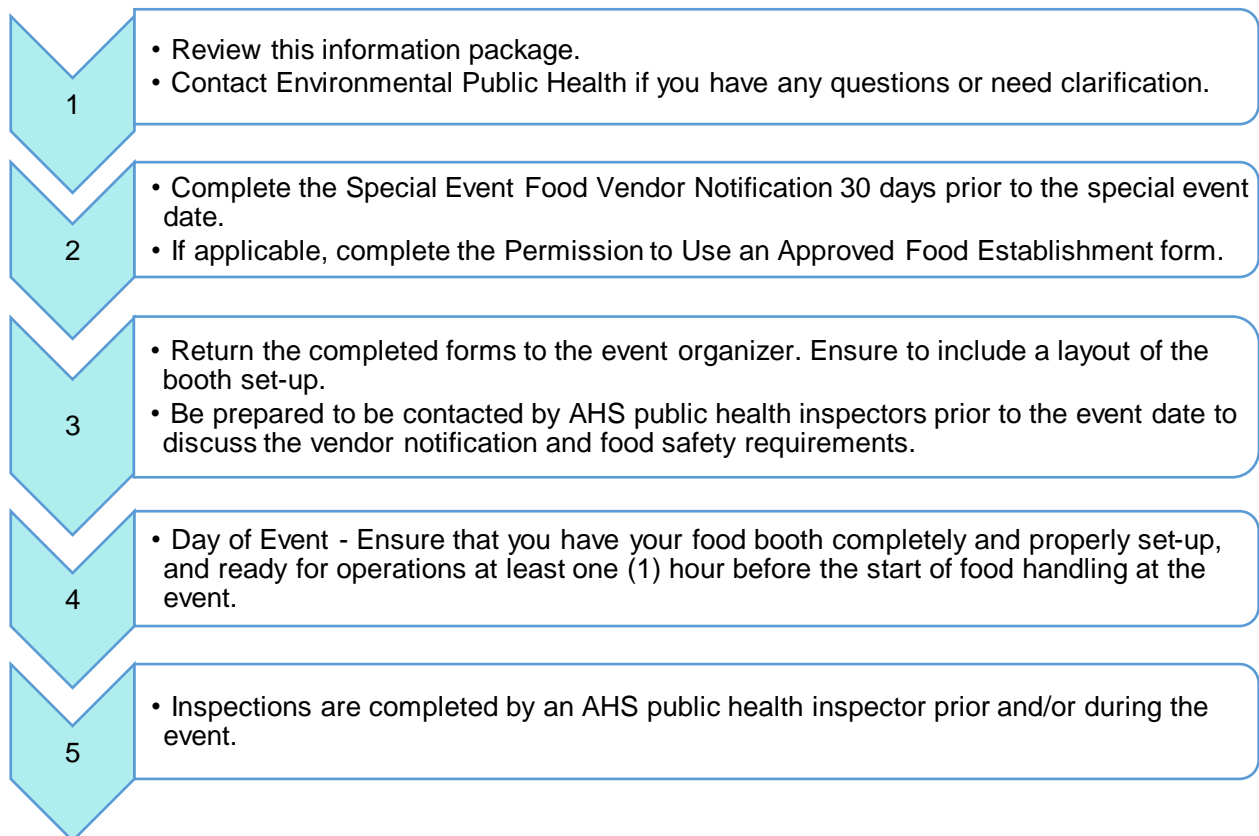
2022 GARAGE SALE AREA MAP



Special Events Food Vendor Package

Getting Started

- This information outlines the minimum requirements required to handle, prepare, or serve food and beverages at a special event in Alberta. Following the requirements can reduce the possibility of foodborne illnesses associated to the food handling at your food vendor booth.
- All this information is available on the Alberta Health Services Environmental Public Health (AHS EPH) website **Plan an Event**, www.ahs.ca/ephevents.
- This information will also provide greater detail to help you complete the [Food Vendor Notification](http://www.albertahealthservices.ca/frm-19882.pdf), available at www.albertahealthservices.ca/frm-19882.pdf. If you have any questions, please contact your local public health inspector at <https://ephisahs.albertahealthservices.ca/create-case/>.
- Below is the process that a food vendor participating at a special event would follow. Failure to follow and complete the process may cause delays and could impact your approval for preparing and selling food at a special event.



Special Event Food Vendor Notification

Submission of Forms

- Submit a completed [Special Event Food Vendor Notification](https://www.albertahealthservices.ca/frm-19882.pdf) to the Special Event Organizer 30 days prior to the special event. The Notification is available at www.albertahealthservices.ca/frm-19882.pdf.
- If you are preparing food at a location other than at the special event (i.e., food establishment approved by AHS EPH), submit a [Permission to Use an Approved Food Establishment Form](https://www.albertahealthservices.ca/frm-19880.pdf), available at <https://www.albertahealthservices.ca/frm-19880.pdf>, with your Special Event Food Vendor Notification to the event organizer or AHS at least thirty (30) days prior to the special event. This form must be signed by the owner of the approved food establishment.
- If you operate an AHS EPH permitted mobile unit and will be operating within the terms and conditions of your Food Handling Permit, you do not need to complete a Special Event Food Vendor Notification. Simply provide the event organizer with your name, decal identification #, and a phone number/email address.
- A public health inspector may contact you to discuss food handling at the event.

Booth Layout

- Provide a booth layout as part of the Special Event Food Vendor Notification, showing the following:
 - location of all equipment, tables, food storage areas, cooking equipment locations, garbage receptacles, handwashing sinks, dishwashing sinks, and water heaters (propane/electrical), and
 - information about your potable water supply, and
 - information about your wastewater collection/disposal system.
- Photographs are acceptable.

Food Vendor Responsibilities

Vendor Education

- It is recommended that all food handlers successfully complete the **Alberta Food Safety Basics for Special Events** course.
- This course is FREE and is available on the AHS EPH website ahs.ca/ephed. Select **Online Courses** at the top and then select **Alberta Food Safety Basics for Special Events**
- Some event organizers may require proof of food handling training as a condition for food vendors to participate in their event.

Food Source

- All foods and ingredients must be obtained from an approved source.
 - Foods must come from a food establishment that holds a current Food Handling Permit from AHS, or is licensed from a government agency such as the Canadian Food Inspection Agency or Alberta Agriculture and Forestry.
 - Vendors who exclusively sell low-risk home-prepared food at a special event do not require a Food Handling Permit.

Food Preparation

- All food contact surfaces and equipment must be **cleaned and sanitized**:
 - before the start of any food handling, and
 - as necessary throughout the event (every 4 hours or as needed).
- Food booths must meet sink requirements, described below.
- All food and beverages must be handled, prepared, assembled, cooked or served either from your booth or from an approved food establishment.
 - Food preparation prior to the event or any food handling occurring anywhere other than in the special event booth, must be done in an approved food establishment.
 - This means a facility with a current and valid Food Handling Permit.
 - Submit a [Permission to Use an Approved Food Establishment form](#) along with the [Special Event Food Vendor Notification](#).
 - Vendors who exclusively sell low-risk home-prepared foods are exempt from the above requirement.
- If a food vendor owns or operates an approved food establishment, he/she may prepare food in advance in their approved food establishment.
 - There is no need to complete the Permission to Use an Approved Food Establishment Form.
- If a vendor has been approved for pre-packaged food items only, the food product must remain in the sealed manufacturing package at all times.

Approved Sanitizers

- An approved sanitizer must be available on-site for sanitizing utensils and food contact surfaces.
- Test strips to test sanitizer concentration must also be available on-site.
- Test strips can be obtained from local chemical supply companies. If you have difficulties finding test strips, please contact your local public health inspector.

- Approved sanitizers are:
 - 100 ppm chlorine solution
 - 200 ppm - 400 ppm quaternary ammonium solution
 - 12.5 ppm - 25 ppm iodine solution
- More information below on [How to Mix an Approved Sanitizing Solution](https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-how-mix-an-approved-sanitizing-solution.pdf), available at <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-how-mix-an-approved-sanitizing-solution.pdf>

Sink Requirements

- Sink requirements for special events are determined by the type of food served and the level of processing/preparation and cooking permitted at the special event.
- Information about sink requirements are available in [Sink Requirements for Special Events](https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-sink-requirements-for-special-events.pdf) resource in this package, and at <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-sink-requirements-for-special-events.pdf>
- There may be provisions for three sink types:
 - handwashing stations, and
 - dishwashing sinks, and/or
 - food preparation sinks.
- Food vendors must ensure that they have an adequate supply of potable water to meet the needs of their booth. This includes having potable water available for handwashing stations, dipper wells/rinsing mechanisms (if applicable) and dishwashing sinks.
- The [Sink Requirements for Special Events](https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-sink-requirements-for-special-events.pdf) table discusses requirements and examples in detail:
- Handwashing stations must be supplied with liquid soap and single-use towels in suitable dispensers and be readily accessible to all food handlers.
 - Washroom sinks cannot be used for food handling handwashing purposes
- Sampling of foods must also follow the [Sink Requirements for Special Events](https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-sink-requirements-for-special-events.pdf).

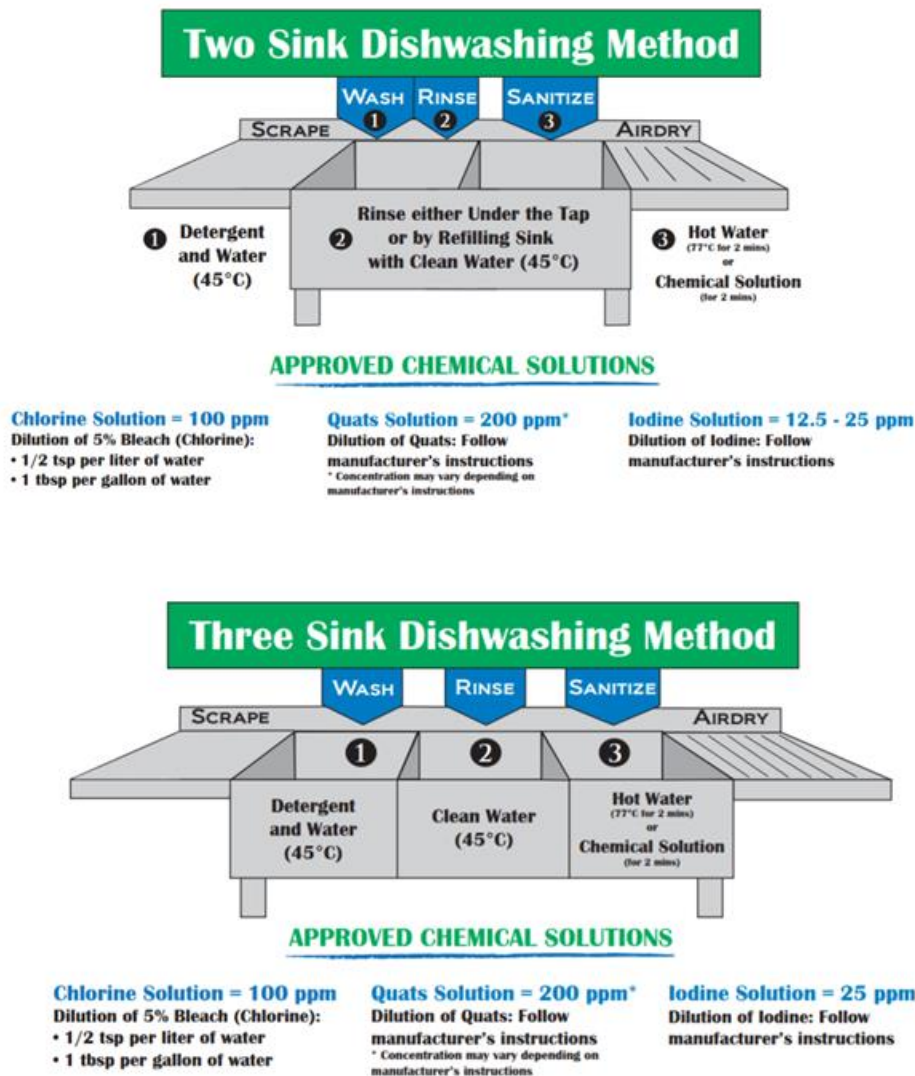
Temporary Handwashing Stations

- Temporary handwashing stations may be used for events 3 days or less, but remains at the discretion of the public health inspector.
 - For events that last 2 or 3 days, vendors will need to demonstrate how the temporary handwashing station will be filled and how the wastewater collected will be disposed.

- The information in the Temporary Handwashing Stations document discusses how to set-up a temporary handwashing station

Dishwashing Requirements

- Food vendors must have one of the options below for dishwashing.
 - Suitable dishwashing setup (shown below) in the vendor's booth.
 - Access and permission to use other sinks located at the special event, if dishwashing sinks are not available in the booth. This option must be approved by the public health inspector.
 - Access and permission to use dishwashing sink(s) at an approved off-site food establishment, and be able to transport utensils and equipment to the facility. This option **must** be approved by AHS EPH.
- 2-Compartment and 3-Compartment dishwashing methods:



- All utensils and equipment that cannot be immersed in water shall be:
 - cleaned with a detergent solution, then
 - rinsed with clean water.
 - wiped with a cloth that has been immersed in an approved sanitizing solution. A sanitizing solution in a spray bottle and a clean, sanitized cloth may be used to replace this step.

Water Supply

- The water supply must either be connected to an approved potable water supply (i.e. municipal water supply, water hauler) or from an enclosed potable water storage tank.
- Ensure all containers used to store potable water are clean and sanitary before being used.
- All potable water lines must be flushed with potable water before any food handling takes place.
- All potable water storage tanks need to be filled with water from an approved potable source and by an approved method (ie. not the public washroom sink or private well)

Minimum water volumes of water storage tanks inside vendor booths.

	Handwashing Sink	2-Compartment Sink	3-Compartment Sink
<i>Events lasting 3 days or less</i>	20 Litres	75 Litres	130 Litres
<i>Events lasting greater than 3 days</i>	All sinks must have hot and cold running water and be plumbed into water and sanitary sewer lines;		

***All wastewater tanks must be at least 10% larger than the above holding tank.*

Food Protection

- All foods must be protected from contamination during transportation, preparation, processing, storage and display (i.e. protect from public handling, coughing, sneezing, dust, etc.).
- Cooking devices such as barbeques, grills, deep fat fryers, and boiling pots must be physically separated from the public by barriers.
- Self-serve condiments must be individually pre-packaged, dispensed from a squeeze or pump container, or a container with an attached lid and its own serving utensils.

Food Storage and Equipment

- All potentially hazardous foods such as seafood, meats, egg, dairy products and cooked rice/pasta/vegetables must be stored at 4°C (40°F) or less; or stored hot at 60°C (140°F) or greater.
 - Mechanical refrigeration, insulated coolers, freezers, etc will all help ensure foods remain at 4°C (40°F) or less.
 - Cooking equipment, bbqs, ovens, steam tables, etc will all help ensure foods remain at 60°C (140°F) or greater.
 - Chafing dishes that use open flame Sternos are not recommended for use at outdoor events due to uneven heating and temperature control, as well as fire safety concerns.
 - Foods must be transported from food establishments in a manner that prevents contamination and under proper temperature control stated above.
 - Food vendors must have sufficient equipment to reheat pre-cooked food items prior to serving.
- A suitable thermometer, such as a probe thermometer and/or an infrared thermometer, is required to measure the temperature of potentially hazardous foods (or risk foods); the thermometer must be capable of measuring temperatures between 0°C and 100°C.
- If hard ice cream is scooped, one of the following scoop storage methods can be used:
 - a continuous flow dipper well with 130 Litre water holding tank, or
 - individual ice cream scoops for each flavour stored inside each individual ice cream container in the freezer, or
 - mechanical rinsing equipment.

Food Handler Hygiene

- The vendor must ensure food handlers must not work when ill (i.e. vomiting and diarrhea).
- Staff must wear clean clothing and exhibit good personal hygiene.
- All food handlers must wash their hands as often as is necessary to prevent contamination of food and food handling areas.
- Food vendors who handle money must ensure they properly wash their hands before handling any food product.
- Food handlers can wear non-latex plastic gloves for food handling but they must properly wash their hands prior to wearing the gloves. Gloves are not a substitution for proper and frequent handwashing.

- Food handlers must change their gloves as often as needed once they become contaminated. Gloves are contaminated when a food handler touches their hair, face, garbage can, money, etc.
- Gloves can't be reused. Discard gloves when they are removed.
- Food handlers must wear gloves or other protective measures if they have cuts or wounds on their hands.
- Food handlers must ensure food is not contaminated by hair. Hair can be controlled and secured away from the face by wearing baseball caps, hair nets, elastic bands or similar items.
- Food handler can't complete activities that could contaminate food or food areas, such as using their cell phones or brushing their hair.
- Smoking must not occur in food handling or storage areas.

Wastewater and Garbage Management

- Wastewater must either be discharged directly to an approved sanitary sewer or stored in an enclosed wastewater holding tank until such time that it can be properly disposed of at an approved location (i.e. mop sink, RV or municipal sanitary dump station).
- Wastewater must be disposed of in a sanitary manner. Contact the local municipality for guidance on disposing of wastewater.
- Do not dump wastewater onto the ground surface.
- Wastewater holding tanks must be sized to accommodate at least 110% of the total volume of potable water.
- An adequate number of garbage containers with plastic liners (garbage bags) must be available at the food vendor's booth. The garbage containers must be emptied regularly.

Ventilation

- Adequate ventilation for indoor events must be provided to prevent any accumulation of smoke, grease, and/or excessive food odour in the food preparation or cooking areas (i.e., meets requirements of Alberta Building Code).
- Food vendors cooking foods that produce smoke, grease, and/ or excessive odours should contact a Fire Safety Codes Officer in the municipality for possible requirements regarding fire safety.

Physical Surfaces

- For events that run longer than 1 day, vendors must ensure:
 - floor is constructed of asphalt, concrete, finished plywood, or a similar non-absorbent material
 - walls and ceiling constructed of finished plywood, canvas, vinyl, or a similar non-absorbent material.
- The walls, floors, ceilings and equipment in every food booth must be kept clean, free from debris, and in good condition at all times.
- All counters, tables and other food handling surfaces must be smooth and washable.
- Linens or table covers must be clean.

For more information, please contact your nearest Environmental Public Health office.

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How to Mix an Approved Sanitizing Solution

Sanitizing reduces the number of microorganisms on surfaces to levels considered safe. Chemicals can sanitize dishes and other food contact surfaces such as cutting boards, knives, cooking utensils, and counter tops.

Things you need to mix a chlorine sanitizer solution using bleach:

1. Ordinary household bleach. Do **NOT** use bleach with fibre guard or fresh scent.
2. Teaspoon or tablespoon
3. Spray bottle or bucket labelled **Sanitizer**

Mix according to directions provided below. If you do not use household bleach, commercial chlorine solutions, quaternary ammonia solutions or iodine solutions may be used at solution strength listed below. Always follow the manufacturer's instructions.

Sanitizer	How to Mix	Solution Strength
Chlorine Solution using household bleach	<ul style="list-style-type: none">• Mix ½ to one teaspoon (2 to 5 mL) bleach into 1 litre water• Mix one to two tablespoons (½ - 1 ounce) bleach into 1 gallon water	100—200 ppm (200 ppm may be used for sanitizing surfaces in-place)
Commercial Chlorine Solution	Follow manufacturer's instructions	
Quaternary Ammonia Solution (QUATS)	Follow manufacturer's instructions	200 ppm
Iodine Solution	Follow manufacturer's instructions	Between 12.5ppm - 25 ppm

Tips to Remember:

- **Do not mix bleach with soap.**
- Use test strips to check the strength of the sanitizing solution.
- Replace sanitizing solution when solution strength is less than the required strength. Solution strength will weaken over time.

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Sink Requirements for Special Events

The highest level of food handling activity in the temporary food establishment will be used to determine sink requirements. These are minimum requirements and further conditions may be required by the local public health inspector.

Food Handling Activity	Examples	Requirement
Serving pre-packaged food only.	candy, chips, bottled drinks	No requirement.
Dispensing non-perishable drinks from original sealed containers. Serving only pre-portioned non-perishable dry foods. Portioning non-perishable dry foods into single use cups without touching food products.	wine, beer, coffee, tea donuts, cookies samples of pretzels, nuts	Hand sanitizer and access to handwashing sink.
Portioning and serving non-perishable foods only. Serving pre-portioned perishable foods only. No raw meat. Simple preparation of non-perishable foods.	cutting and serving baked goods, portioning salsa cheese cubes, perishable dip, cut fruit, dispensing dairy drinks grinding/brewing coffee, mixing drinks, popcorn, cotton candy	Handwashing sink in each booth. Spare utensils available.
Heating, portioning and serving of perishable foods. No raw meat. Final cooking of raw meat at events lasting one day or less.	hot dogs, pizza, pre-cooked meat or rice dishes or samosas, scooping ice cream pre-assembled kabobs, burgers, seafood	Handwashing sink in each booth and access to a 2 compartment sink. Spare utensils available.
Processing foods onsite. Cooking and handling raw meat at events lasting longer than one day.	mixing, assembly, cutting, rolling and similar activities of meat, vegetable, perishable drinks burgers, kabobs, chicken, seafood	2 compartment sink in each booth. 3 compartment sink may be required for food handling at large scale events.

Access to a 2 compartment sink means one of the following 3 options:

- An acceptable 2 compartment sink in the vendor's booth.
- An acceptable 2 compartment sink at the special event that the vendor has permission to use. The sink location must be approved by AHS.

Sink Requirements for Special Events| 2

- An acceptable 2 compartment sink at an approved off-site facility. Vendor must demonstrate that they are able to transport utensils and equipment to the facility. **Prior approval from AHS must be obtained.**

Special Events lasting 3 days or less:

- Temporary/portable sinks and holding tanks may be accepted at the discretion of the local public health inspector/environmental health officer.
- Warm running water
- Holding tanks can be used, but must have a minimum volume of
 - 20 litres for a handwashing basin
 - 75 litres for a 2-compartment sink
 - 130 litres for a 3-compartment sink

Special Events lasting more than 3 days:

- Hot and cold running water
- Dish sinks large enough to wash your largest piece of equipment

Minimum requirements for portable 2-compartment sink:

- Connected to approved potable water or to a clean **75L** holding tank.
- Connected to approved sewer line or to a **75L** waste water tank.
- Provide running water that reaches at least **45C**.
- Each compartment must be large enough to house the largest piece of equipment.

Minimum requirements for portable 3-compartment sink:

- Connected to approved potable water or to a clean **130L** holding tank.
- Connected to approved potable water sewer line or to a **130L** waste water tank.
- Provide running water that reaches at least **45C**.
- Each compartment must be large enough to house the largest piece of equipment.

Wastewater collected in holding tanks must be disposed in an approved sanitary sewer.

For more information, please contact your nearest Environmental Public Health office.

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Temporary Handwashing Stations

The AHS Food Establishment Policy requires on-site handwashing facilities at special event and trade show food booths. **A temporary handwashing station may be permitted in some circumstances.**

Here is a description of the temporary handwashing station required by each participant, to be set-up in the booth if they are handling unwrapped foods:

- Potable water in a container with a minimum capacity of five (5) gallons or twenty (20) litres is required. The water should be warm, between 30°C - 45°C. The acceptable method for washing hands is in the stream of running water for approximately 20 seconds and not in water that is resting in the catch basin.
- For example, a 5 gallon (20 L) camping jug or coffee urn with a **tap or spigot** that allows a hands-free flow of water, filled with water that is maintained at proper temperature.
- A collection system to catch the wastewater from handwashing. The waste collection system must be equal or greater in capacity than the potable water container.
- Single-use towels and liquid soap in suitable dispensers.



Handwashing stations must be operational before handling unwrapped food.

Water shall be disposed of in a toilet or other receptacle connected to a sanitary sewer.
Do not dump wastewater into storm sewer.

For more information, please contact your nearest Environmental Public Health office.

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Forward completed notifications to your nearest Environmental Public Health office no later than 30 days prior to special event. Contact information available on Page 5.

Submit all changes by email to your local public health inspector or your nearest Environmental Public Health office 14 days prior to the special event.

Note: Do not complete this form if you are operating a mobile food establishment (food truck, cart, trailer), hold a food handling permit AND you will be operating according to the permit. No temporary set ups.

All VENDORS must be set up at least ONE hour before the special event.

Event Details - When and where is the event?

Event Name: _____

Event Address: _____

Event organizer's name: _____

Organizer's email: _____ Phone number: _____

Booth Details - When will your booth operate? Who do we contact to discuss this application?

Name of booth or company: _____

When will your booth operate?	1st Day:	<input type="text"/>	Start Time:	_____	End Time:	_____
	2nd Day:	<input type="text"/>	Start Time:	_____	End Time:	_____
	3rd Day:	<input type="text"/>	Start Time:	_____	End Time:	_____

If additional days, provide details: _____

Name of booth manager / vendor: _____

Mailing address: _____ City: _____

Province: _____ Postal code: _____

Email: _____ Phone Number: _____

Will manager be on-site while the booth is operating? ☐ Yes ☐ No

If no, who will be on-site while the booth is operating?

Name: _____

Position: _____ Phone Number: _____

Food Safety Training - Who has been trained to prepare food safely?

Has any staff, who will be preparing food, completed a food safety course?

1. _____ 2. _____
Name of trained staff. _____
3. _____ 4. _____

Online food safety training is available for free at www.albertahealthservices.ca/eph/Page3151.aspx.

Food and Beverage Menu - What food items are you serving event attendees?

List all foods and beverages available at your booth, including any samples and alcoholic items.
Beside each item, check where the food will be prepared and if you will be offering samples.

Prepared during event (on-site): Includes chopping, mixing, assembling, cooking and reheating in the food booth.

Prepared prior to event (off-site): Includes chopping, mixing, assembling, cooking and reheating food at a food establishment with food handling permit before the event.

Purchased Pre-Packaged: Food items you purchased already packaged and require no food handling prior to selling.

Samples Provided: Serving at no charge, bite-sized portions for promotion only.

Food/Beverage Item	Prepared during event (on-site)	Prepared prior to event (off-site)	Purchased Pre-Packaged (no food prep needed)	Samples Provided
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If preparing foods prior to the event:

Name of food establishments _____ Food prep date:

I will transport: ☐ Hot Food Method or equipment used: _____
☐ Cold Food Method or equipment used: _____

If you don't have care and control of the food establishments above, please submit **Permission to Use an Approved Food Establishment** form available at www.albertahealthservices.ca/frm-19880.pdf

Food Preparation Details - How will you prepare food safely?

How will foods/beverages be protected from contamination? (eg. lids, sneeze guards, pre-packaged foods, other)

On the way to the event?

During display and service at the event?

Will you be preparing **raw** meat, seafood or poultry? ☐ Yes ☐ No

If yes, how will you ensure foods are fully cooked?
(ie 74C or 165F)

Food Preparation Equipment - What equipment will you have at the event (on-site)?

Handwashing and dishwashing sinks:	<p>Check all that apply.</p> <p><input type="checkbox"/> Plumbed hot and cold running water (Required for events longer than 3 days)</p> <p><input type="checkbox"/> 3 compartment sink with hot & cold running water (130L water storage tank & 10% larger wastewater tank)</p> <p><input type="checkbox"/> 2 compartment sink with hot & cold running water (75L water storage tank & 10% larger wastewater tank)</p> <p><input type="checkbox"/> Handwashing sink plumbed with hot and cold running water</p> <p><input type="checkbox"/> Temporary handwashing station</p> <p><input type="checkbox"/> Hand sanitizer (must be approved by public health inspector)</p>
<p>Sanitizer:</p> <p>Note: Sanitizer concentration test strips are required for chosen sanitizer.</p>	<p><input type="checkbox"/> Chlorine (bleach)</p> <p><input type="checkbox"/> Quaternary ammonium compound (quats)</p> <p><input type="checkbox"/> Other <input type="text"/></p>
Thermometers:	<p><input type="checkbox"/> probe thermometer <input type="checkbox"/> infrared thermometer</p>
<p>Cooking and reheating equipment: (eg. BBQ, stove, grill, oven, microwave)</p> <p>Note: Physical separation barriers are required for BBQs or open cooking equipment.</p>	<p>List all items.</p> <input type="text"/>
<p>Cold holding equipment: (eg. fridge, cooler)</p>	<p>List all items.</p> <input type="text"/>
<p>Hot holding equipment: (eg. steam table, BBQ, grill)</p>	<p>List all items.</p> <input type="text"/>
<p>Food transportation equipment: (eg. coolers, cambros)</p>	<p>List all items.</p> <input type="text"/>
Any other food preparation equipment not mentioned above?	<input type="text"/>

Utilities and Equipment Provided by Vendor - What services are you providing?

Utilities:	<input type="checkbox"/> Provided by Event Organizer <input type="checkbox"/> Permanent electrical outlet <input type="checkbox"/> Generator <input type="checkbox"/> Other <input type="text"/>
Garbage containers:	<input type="checkbox"/> Provided by Event Organizer Number of Garbage Cans <input type="text"/>
Wastewater disposal:	<input type="checkbox"/> Provided by Event Organizer <input type="checkbox"/> Municipal Sewer City/Town <input type="text"/> <input type="checkbox"/> Holding tank Final disposal <input type="text"/>
Potable water supply: (ie municipality, water hauler) Note: All water must be from an approved public water source.	<input type="checkbox"/> Provided by Event Organizer Source <input type="text"/>

Physical Structure of Booth - How will your booth be constructed?

Location:	<input type="checkbox"/> Inside a building <input type="checkbox"/> Outside
If operating outdoors, the booth will be:	<input type="checkbox"/> Enclosed <input type="checkbox"/> Covered Tent <input type="checkbox"/> Open top <input type="checkbox"/> Other <input type="text"/>
Construction materials: (eg. vinyl, painted plywood, stainless steel)	Floors <input type="text"/>
	Walls <input type="text"/>
	Ceiling <input type="text"/>
	Counters/tables <input type="text"/>

Booth Layout - How will you set up your booth?

Include a booth layout showing the location of: Photographs may be submitted.	<input type="checkbox"/> sinks
	<input type="checkbox"/> cooking equipment
	<input type="checkbox"/> food storage equipment

Who completed this form?

Name	<input type="text"/>
Date	<input type="text"/>

Save this form. You may need to choose Print Option and then print as Adobe PDF. Email, fax or mail completed form to nearest address below. Contact information available on Page 5 of this form.

For Office Use Only

Name	<input type="text"/>	Date	<input type="text"/>
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Please forward the completed Special Event Vendor Notification to the Special Event Organizer. If you are unable to contact the Special Event Organizer, please forward to the nearest address below. A map is provided for your reference.

Northern Alberta

Environmental Public Health

north.specialevents@albertahealthservices.ca

Phone: 780-513-7517

Call for correct fax number.

Edmonton Area

Environmental Public Health

edm.specialevents@albertahealthservices.ca

Phone: 780-735-1800

Fax: 780-735-1802

Central Alberta

Environmental Public Health

central.specialevents@albertahealthservices.ca

Phone: 403-356-6367

Toll-free: 1-877-360-6366

Fax: 403-356-6433

Calgary Area

Environmental Public Health

specialevents@albertahealthservices.ca

Phone: 403-943-2295

Toll-free: 1-855-943-2288

Fax: 403-943-8056

Southern Alberta

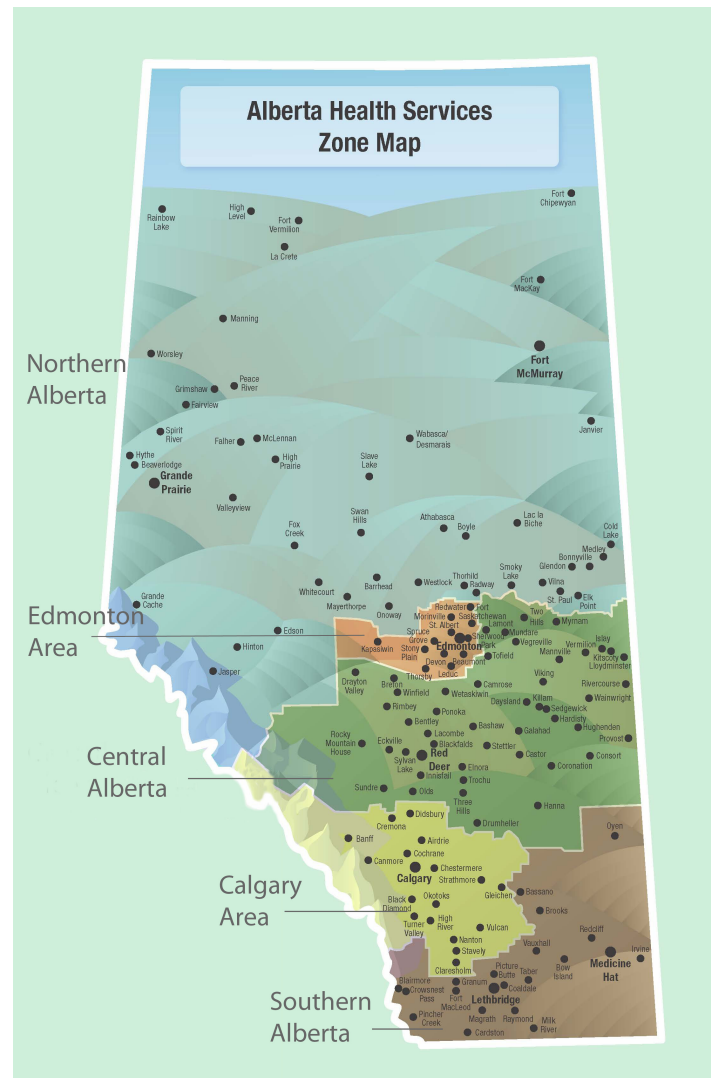
Environmental Public Health

south.specialevents@albertahealthservices.ca

Phone: 403-388-6689

Toll-free: 1-877-355-6689

Fax: 403-328-5934



Approval Inspection Checklist for Special Events

Temporary food establishments must be ready for approval inspection one (1) hour prior to event starting.

- ☐ All foods must be prepared in an approved facility using ingredients from an approved source.
- ☐ All foods must be protected from contamination during preparation, processing, storage, display and transportation.
- ☐ Foods and utensils must be stored in a sanitary location, off the ground, and separate from all chemicals and staff personal items.
- ☐ All potentially hazardous foods must be held and transported at temperatures below 4°C (40°F) or above 60°C (140°F) and in a manner that prevents contamination.
- ☐ A suitable thermometer that is capable of measuring temperatures between 0°C (32°F) and 100°C (212°F) is required for potentially hazardous foods.
- ☐ All temporary food establishments handling unwrapped foods require a suitable handwashing station. Handwashing stations must be easily accessible and provided with liquid soap and single use towels in proper dispensers.
- ☐ Hot and cold water must be functioning at all utensil washing sinks and handwashing stations.
- ☐ Water supplied to concessions must be potable and all water lines must be of potable water grade material. All lines must be sanitized with an approved solution prior to operation.
- ☐ An approved sanitizer and sanitizer test strips must be available on-site for utensil washing and sanitizing of surfaces. Sanitizer should be pre-mixed and readily available, like in a spray bottle. Approved sanitizers are:
 - 100 ppm chlorine solution (½ teaspoon household bleach per litre water)
 - 200 ppm - 400 ppm quaternary ammonium solution
 - 12.5 ppm - 25 ppm iodine
- ☐ Wastewater must be discharged directly to an approved sanitary sewer or stored in an enclosed wastewater holding tank, and then dumped into an approved sanitary sewer.
- ☐ All surfaces must be smooth, easily washable and in good repair.
- ☐ All floor surfaces must be durable, smooth, easily cleanable, waterproof and constructed in a manner to prevent contamination from rain. Events that run one day or less may be exempt at the discretion of AHS.
- ☐ Adequate numbers of garbage containers must be provided for operators and customers.
- ☐ All lights must be shatterproof or provided with protective covers.
- ☐ At least one food handler, who is in charge should have successfully completed one safe food handling course provided by or to the satisfaction of Alberta Health Services. It is recommended that all food handlers take the basic food handler course.

For more information, please contact your nearest Environmental Public Health office.

Edmonton Main Office
Calgary Main Office
Lethbridge Main Office

780-735-1800
403-943-2295
403-388-6689

Grande Prairie Main Office
Red Deer Main Office
www.albertahealthservices.ca/eph.asp

780-513-7517
403-356-6366

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