

# SPECIAL EVENT FOOD SERVICE PERMIT (SEFSP)

## Vendor Application Package



**Public Health**  
**Santé publique**  
SUDBURY & DISTRICTS

**Individuals or groups** planning to organize or operate any event where the general public is invited and will consume food or beverages must notify Public Health Sudbury & Districts by completing and submitting the Vendor Application at least **14 days prior to the event**.

Use the following information to help fill out the Special Event Food Service Permit Application form. A public health inspector will review the application and may contact you before approval is granted. If approval is granted, you will receive a permit within 7 days from the date the application was approved.

### General information

You will be asked to list the foods you will be serving at the special event. Ensure that all food is obtained from an approved source. You could be required to submit receipts to prove this.

- Foods must be prepared (washed, chopped, cooked, etc.) in a kitchen that is approved and inspected by a public health inspector prior to the event.
- Home prepared foods are not allowed.
- Food preparation at the event site is limited to reheating, hot/cold holding, final assembly, and serving the product.

### Transportation of food

You will be asked about details on transporting the food to the event. Important considerations:

- Hazardous food must be transported, stored, and maintained at proper temperature. Cold foods must be kept at 4°C (40°F) or lower and hot foods must be kept at 60°C (140°F) or higher.
- Transport food in clean insulated containers. Containers must be used for food only. Food and containers must be stored away from chemicals.
- For cold foods use ice packs in insulated containers and place in the coolest part of the vehicle.
- Frozen foods must be transported in freezers or in a manner that can maintain the food at -18°C (0°F).
- All food and equipment must be protected from contamination.

### Food preparation at the special event

Food served at an outdoor event, must be prepared and served from a structure (mobile vendor or a canopied area). The food assembly and serving area must be clean at all times. An overhead cover is necessary to protect the food. The vendor must contact their local Fire Department to ensure safety requirements are met in regards to cooking under a tent or canopied area.

**Reheating and hot holding:** All hazardous food listed below must be purchased pre-cooked or are pre-cooked in a kitchen that is approved and inspected by a public health inspector prior to the event.

Probe thermometers are required to check the internal temperature of hot hazardous food. This ensures the food has been thoroughly cooked (prior to the event) and reheated (at the event). Refer to the following table for cooking and reheating temperatures:

Hazardous food item(s)	Cooking temperature	Reheating temperature
Whole poultry	82°C(180°F)	74°C (165°F)
Poultry products, and food mixtures containing poultry, egg, meat, fish	74°C (165°F)	74°C (165°F)
Pork products, ground beef such as hamburgers	71°C (160°F)	71°C (160°F)
Fish	70°C (158°F)	70°C (158°F)

Once food is reheated it can be hot held. Hot holding equipment must be capable of maintaining the food at a minimum internal temperature of 60°C (140°F). Steam tables and barbecues are good examples. Use a probe thermometer to check the internal temperature of hot hazardous food. Ensure it is cleaned and sanitized (described on page 2) between each use.

### Cold holding

Cold storage must be capable of maintaining 4°C (40°F) at all times. Storage thermometers are required.

### Utensils for customers

Only single-service eating utensils, such as plastic forks, spoons, knives, cups, and paper plates, can be used. Purchase them pre-wrapped and store them in a clean container off the ground.

## Serving utensils

A sufficient number of wrapped, clean, back-up utensils must be available if the original utensils become contaminated. Serving utensils must be changed or cleaned and sanitized (described below) every 3 hours.

## Handwashing facilities

Moist hand towelettes and hand sanitizer are required. Depending on the type of food handling you may be required to have a portable handwashing sink.

## Protection against contamination

- All food must be protected against contamination from dust, insects, and other sources by using, for example, lids, plastic wrap, or aluminum foil.
- Condiments must be offered in individual packages or dispensed from containers that protect the condiments from contamination (for example, squeeze bottle, pump).
- Containers of food and food service items must be stored at least 15 cm (6 inches) above the ground.

## Personal hygiene

- All food handlers must wear clean outer clothing and confine their hair by wearing hairnets or hats.
- Smoking is not allowed while working in the temporary food establishment.
- Perform hand hygiene as often as is necessary.
- Do not work if you are ill.
- Minimize direct food handling by using tongs or utensils.

## Dishwashing

Pots, pans, cooking, and serving utensils used at each special event for serving and transporting food must be washed using the 2 sink method. Follow the steps below to properly wash dishes.

1. Scrape dishes.
2. Wash dishes in the first sink with a clean, warm, solution of detergent and water, then rinse dishes with clean water. In the second sink, sanitize dishes in a chemical solution by filling the sink with clean, warm water, and adding enough bleach to make a 100ppm solution. Refer to "Approved sanitizers for use at your special event" for more information. If you are using quaternary ammonia instead of bleach, add enough to make a 200ppm solution. Submerge dishes for 45 seconds.
3. Allow dishes to air dry.

## Waste disposal

Garbage and liquid waste must be disposed of in a sanitary manner. Liquid waste must not be disposed on the ground.

## Cleaning and sanitizing food contact surfaces

Sanitizing solutions must be on hand in a bucket or in a labeled spray bottle mixed to the proper strengths to ensure food contact surfaces are clean and sanitary throughout your event. Food contact surfaces must be cleaned with soap and water prior to sanitizing. For acceptable sanitizer products and proper sanitizer strengths see below.

## Cleaning and sanitizing probe thermometers

Probe thermometers must be cleaned with soap and water and then sanitized using alcohol swabs or a double-strength sanitizing solution as described below. Cleaning and sanitizing probe thermometers between each use ensures that there is no cross-contamination.

## Approved sanitizers for use at your special event

### Chlorine-based products (100ppm)

The most common chlorine-based product is household bleach mixed with water. To make a 100ppm concentration, mix  $\frac{1}{2}$  teaspoon of (5% strength) bleach per litre of water.

To sanitize food contact surfaces using bleach mixed with water, a double-strength (200ppm) concentration is required. To make a 200ppm concentration, mix  $\frac{3}{4}$  teaspoon of (5% strength) bleach per litre of water.

### Quaternary ammonium-based products (200ppm)

Quaternary ammonium-based cleaning compounds are also referred to as "quats". To make a 200ppm "quat" concentration, measure according to the manufacturer's label. You may need to rinse any food contact surface after sanitizing with ammonium using clean water. Follow the manufacturer's label instructions regarding this.

To sanitize contact surfaces using a "quat", you require a double-strength (400ppm) concentration is required. To make a 400ppm concentration, measure according to the manufacturer's label.

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## Vendor Application

You must notify Public Health Sudbury & Districts by completing and submitting the Vendor Application a minimum of **14 days prior to the event**.

### FOR PUBLIC HEALTH OFFICE USE ONLY

Date office received: \_\_\_\_\_ Area#/PHI: \_\_\_\_\_ PHI initial: \_\_\_\_\_

Approved: ☐ Yes ☐ No Manager initial: \_\_\_\_\_ Date sent to applicant: \_\_\_\_\_

### EVENT/MARKET INFORMATION

Name of event/market: \_\_\_\_\_

Location: \_\_\_\_\_ Expected daily attendance: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Event/market organizer name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Is your concession booth a: ☐ Mobile food premises/Street food vending cart? ☐ Temporary booth?

Do you live on a Farm/Hobby farm/Rural property/Acreage? ☐ Yes ☐ No

Does the food that you are selling come from your own farm? ☐ Yes ☐ No

### FOOD VENDOR INFORMATION

Name of applicant/organization: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Name of person in charge of this concession: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### FOOD SERVICE

List all food items you intend to sell:

## FOOD SERVICE (continued)

### Foods served (check all that apply):

- ☐ Pre-packaged (no handling required). Purchased from/prepared at: \_\_\_\_\_
- ☐ Catered to the event/market. Catered/food premises name: \_\_\_\_\_
- ☐ Purchased pre-cooked, and reheated on site. Product purchased from: \_\_\_\_\_
- ☐ Prepared and cooked in an inspected facility, then reheated and assembled on site.

Food preparation location name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Method(s) of maintaining proper temperature during storage and transportation:

- ☐ Insulated cooler ☐ Refrigerated vehicle ☐ Cooler with ice ☐ Other: \_\_\_\_\_

Method of reheating: ☐ Barbecue ☐ Microwave ☐ Other: \_\_\_\_\_

### Method(s) of maintaining proper temperature on site:

- ☐ Refrigerated truck ☐ Thermal unit (Cambro) ☐ Coolers with ice ☐ Insulated container/bag ☐ Chafing dish
- ☐ Freezer ☐ Other: \_\_\_\_\_

Thermometers available: ☐ Storage ☐ Probe thermometers

Serving utensils available: ☐ Single-service disposable ☐ Multi-use (e.g., tongs, spatula) \*multiple sets required

### Food contact surface sanitizer available:

☐ Yes ☐ No Type (e.g., household bleach and water, quat): \_\_\_\_\_

### Hand hygiene available in food preparation, cooking, and serving sites (check all that apply):

- ☐ Running water with liquid soap and paper towels ☐ Moist hand towelettes with hand sanitizer

### Source of potable water supply:

☐ Municipal hook-up ☐ Holding tank (Municipal water) ☐ N/A ☐ Other: \_\_\_\_\_

### How will food be protected from contamination, such as wind, rain, insects, human contact (check all that apply):

☐ Canopy/Umbrella/Tent ☐ Self-contained (e.g., trailer, mobile unit) ☐ Other: \_\_\_\_\_

### Method(s) that waste and water will be disposed:

Power supply: ☐ Electrical hook-up ☐ Generator ☐ Gas ☐ Other: \_\_\_\_\_

☐ I hereby certify that the information contained in this application is accurate.

Applicant name or signature \_\_\_\_\_

Date (YYYY-MM-DD) \_\_\_\_\_

Complete this registration form, by clicking the \_\_\_\_\_ button, send it via email to [Health\\_Protection@phsd.ca](mailto:Health_Protection@phsd.ca) as an attachment, or fax it to 705.677.9607. Save a copy of this PDF to your computer and print it for your records.

To meet public health requirements, any personal information on this form is collected under the authority of one or more of the following (as amended) and related regulations: *Health Protection and Promotion Act, R.S.O. 1990; Smoke Free Ontario Act, S.O. 2017; Skin Cancer Prevention Act, 2013, S.O. 2013; Healthy Menu Choices Act, 2015, S.O. 2015; Safe Drinking Water Act, 2002, S.O. 2002; Ontario Building Code Act, 1992, S.O. 1992; Funeral, Burial and Cremation Services Act, 2002, S.O. 2002; Environmental Protection Act, R.S.O. 1990; Regulated Health Professions Act, 1991, S.O. 1991; and is in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and the Personal Health Information Protection Act, 2004, S.O. 2004. Questions about this collection should be directed to the Program Manager at Public Health Sudbury & Districts, 1300 Paris Street, Sudbury, ON P3E 3A3, 705.522.9200, ext. 398.*