

REQUIREMENTS FOR SPECIAL EVENTS & TRADE SHOWS

(Reference: *Alberta Food Regulation and Food Retail and Foodservices Code, Calgary Health Region Food Establishment Policy*)

Prior to opening, all events must obtain health approval from a Public Health Inspector of the Calgary Health Region (CHR).

1. FOOD SOURCE AND PREPARATION

- **All foods and ingredients must be obtained from approved sources (commercially pre-packaged or prepared in a licensed facility).**
- **NO** home food preparation or cooking is permitted unless approved by CHR. All food must be prepared in a facility holding a valid **Food Establishment Permit** issued by a Regional Health Authority.
- The type of cooking, food processing, food preparation or handling of food that is permitted at the site of the event is determined in accordance to the **Sink Requirement Chart for Events and Trade Show, see Page 7.**
- Use oil and spread products that meet the CHR Trans Fat Reduction Strategy. **See Page 13 & [Environmental Health Trans Fats webpage](#).**

2. FOOD PROTECTION

- **All foods must be protected from contamination (i.e. public handling, coughing, sneezing, dust, etc.)** during preparation, processing, storage, and display. **Cooking devices** such as *BBQ's, grills, boiling pots etc.* must be physically separated from the public.
- **Foods must be transported from food establishments in a manner that prevents contamination** and keeps the food at temperatures **below 4°C (40 °F) or above 60°C (140°F).**
- **All perishable foods (i.e. seafood, meats and dairy products, etc.)** must be kept at temperatures **below 4°C (40°F) or above 60°C (140°F).**
- **All booths handling potentially hazardous foods** (foods that are capable of supporting the growth of pathogenic micro-organisms or the production of toxins) **must have Food Storage Temperature Record charts, in sufficient quantity to last for the duration of Stampede, and record temperatures once every four (4) hours.** Keep all records available for Public Health Inspector's review.
- **If very high risk foods that are raw or lightly cooked are served (i.e. steak tartar, raw oysters, sushi, capriccio, etc.)** a notice stating increased risk must be visible to the public. (See attached page "Notification of Increased Health Risk").
- **If donair meat is served, please refer to the [Safe Food Handling Requirements for Donair](#).**
- **A suitable thermometer** that is capable of measuring temperatures between 0°C and 100°C is required for potentially hazardous foods (i.e. digital probe thermometer or infrared).
- **Self serve condiments must be individually pre-packaged** or dispensed from a squeeze or pump container or a container with an attached lid.
- **All foods and utensils must be stored in a sanitary manner** at least 15 cm. (6 inches) off the ground, protected from sources of contamination and separate from chemicals and staff personal items.
- All lights must be shatterproof or provided with protective covers.

3. FOOD HANDLER TRAINING

- **At least one food handler in charge should have successfully completed one safe food handling course provided by or satisfactory to CHR. It is recommended that all food handlers take the basic food handler course. A free 2 ½ hours Safe Food Handler Training Course is available or a home study booklet course equivalent to the 2 ½ hours course is available from the Calgary Health Region office.**

4. FOOD HANDLER HYGIENE

- All food handlers must wash their hands with water and soap **before** handling food putting on gloves and **after** handling raw meats, money or anything that could be soiled.
- Hair must be controlled and secured away from face (i.e. baseball caps, scarves, elastics, etc.).
- Food handlers must not work when ill.
- Smoking must not occur in food areas.
- Staff must wear clean clothing when working.

5. WATER SUPPLY

- **ONLY POTABLE WATER** (*water that is safe for human consumption*) is allowed.
- The water supply must either be connected to an approved potable water system or in a totally enclosed potable water holding tank with applicable volumes as outlined in this chart:

Sinks and Water Supplies

Food Handling Examples	Number of Sinks Required	Water Volume (litres)	Base of Operation
Booths with pre-packaged foods	0	0	No
Final cooking/ serving/ handling of foods except raw meats/ poultry/ seafood. NO PREPARATION	1	22	Yes
Full preparation and/or handling of raw meats/ poultry/ seafood	3 (1 for hand washing and 2 for cleaning and sanitizing)	137	No

See Sink Requirements for Special Events and Trade Shows, (Page 7).

- Hot and cold running water must be available at the faucets.

6. WASTE MANAGEMENT

- **Liquid waste** must either be discharged directly to an approved sanitary sewer or stored in a totally enclosed waste water holding tank. Waste water may not be disposed of into a storm sewer
- Waste water holding tanks must be sized to accommodate equal or greater volumes of the potable water supply.
- An **adequate number of garbage containers** with plastic liners must be provided for both operator and customers.

7. VENTILATION

- Adequate ventilation must be provided to prevent any accumulation of smoke, grease, and/or excessive food odour in the food preparation or cooking areas.

8. HANDWASH STATIONS (SEE PAGE 8)

- **All booths handling unwrapped food require a suitable handwash station.** Washroom sinks cannot be used for this purpose. Handwash stations must be equipped with liquid soap and single use towels in suitable dispensers. ***Temporary handwash stations may be permitted in limited circumstances. (See Page 8)***
- **Hand sanitizers are not permitted as a replacement for traditional handwashing except when all four of the following conditions are met:**
 1. ***An approved handwash station is located in reasonable proximity to the booth.*** (Washroom sinks cannot be used for this purpose).
 2. The food handler's hands are not soiled.
 3. Foods have already been prepared and/or portioned in an approved food preparation area and the food handler is only heating and serving foods.
 4. The food handler uses utensils only and does not touch foods with hands.



Examples of when the use of hand sanitizers are accepted:

- Dispensing of beverages, (this does not include preparation of beverages).
- Limited handling of non-perishable products (i.e. emptying potato chips or crackers into a bowl).
- Serving of pre-portioned items that have been portioned in an approved location (i.e. on toothpicks or in disposable cups).
- Ladling soups, etc.

9. CLEANLINESS & MAINTENANCE

- 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 food contact equipment must be cleaned and sanitized as stated in Number 10.

10. UTENSIL WASHING SINKS

- For requirements on utensil washing sinks please see the **Sink Requirements for Special Events and Trade Shows** in Number 5.
- These sinks are for washing utensils only, not for washing hands.
- The 2 compartment stainless steel sink must be supplied with potable hot (minimum 45 °C but not too hot to cause scalding) and cold running water. Utensils must be washed and sanitized in an approved manner.
 - **First sink:** use detergent and warm water to clean.
Rinse all detergent off under running water into first sink.
 - **Second sink:** sanitize with approved sanitizer (as listed below). Totally immerse in sanitizer for a minimum of 2 minutes.
 - Items must be air dried.

11. APPROVED SANITIZERS

- An approved sanitizer must be on-site for sanitizing of utensils and surfaces. Test strips to test sanitizer concentration must be on site. **Approved sanitizers** are:
 - **100ppm chlorine solution (½ teaspoon household bleach per litre water)**
 - **200ppm - 400ppm quaternary ammonium solution**
 - **12.5ppm iodine solution**
- All utensils and equipment that cannot be immersed in water shall be:
 1. cleaned with a detergent solution,
 2. rinsed with clean water, and
 3. wiped with a cloth that has been immersed in an approved sanitizing solution. (A sanitizing solution in a spray bottle may be used with a clean and sanitized cloth to replace to replace this step.)

12. DIPPER WELLS

- If hard ice cream is scooped, a continuous flow dipper well is required. (Specific requirements and other options are available from Calgary Health Region).

13. STRUCTURAL FINISHES

- All counter surfaces must be smooth and washable. Linens or table covers must be clean.
- All floor surfaces must be durable, smooth, easily cleanable, waterproof material and constructed in a manner to prevent contamination from rain. Events that run one day or less may be exempt at the discretion of CHR.

14. PERSONAL SERVICES

- CHR requirements for Personal Services at Events must be met for Personal Services such as Massage, Tattooing, Ear/Body Piercing, Barbering, Face Painting, Electrolysis, Hairdressing/Braiding, Esthetics (manicures, pedicures, waxing), etc.

*Please obtain a copy of the Requirements for Personal Services at Events from Calgary Health Region. [Environmental Health Special Events & Tradeshow](#).

15. PETTING ZOOS & ANIMAL EVENTS**

- A handwash station connected to hot and cold running water from a single faucet, supplied with soap and single use towels in suitable dispensers, must be provided at the entrance/exit to the animal area. **Please obtain a copy of the Requirements for Petting Zoos & Animal Events from the Calgary Health Region.



SINK REQUIREMENT FOR EVENTS & TRADE SHOWS

FULL PREPARATION AND/OR HANDLING OF RAW MEATS/POULTRY/SEAFOOD
(Consider this a mini restaurant kitchen)

**FINAL COOKING/SERVING/HANDLING OF FOODS EXCEPT RAW MEATS/POULTRY/SEAFOOD
NO PREPARATION**

Adequate Number of Handwash Basins
Minimum of 1/booth
Temporary Handwash basins may be acceptable at the discretion of the CHR.

Immediate Access to 2-compartment sink
Maximum 1 or 2/booths
May share; location must be pre-approved by CHR. (*some conditions i.e. volume and/or length of event; may require their own 2 comp. sink*)

Adequate Number of Handwash Basins
Minimum of 1/booth
Temporary Handwash basins may be acceptable at the discretion of the CHR.

Access to 2-compartment sink
30 second walk or 50 meters
Location and setup must be approved by CHR.

Require adequate numbers of extra utensils that are protected.(i.e. covered bus pan, wrapped in plastic wrap)

HAND SANITIZER is only acceptable when a handwash basin is in close proximity (*cannot be a washroom sink*) and when there is only

Limited handling of non-perishables
(i.e. pouring crackers into basket)

Beverage pouring
no preparing mixed drinks or handling garnishes
(i.e. wine, beer, pop)

Serving pre-portioned items prepared in an approved food prep area, using utensils for handling food
(i.e. ladling soup)



TEMPORARY HANDWASH STATIONS

The CHR Food Establishment Policy requires on-site handwashing facilities at Special Events and Trade Shows. **A temporary handwash station may be permitted in limited circumstances.**

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

1. A fresh water source in a holding container with a minimum capacity of five (5) gallons or twenty-two (22) litres is required. The water temperature should be 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.
 - I.e. a five (5) gallon (22 L) camping jug or coffee urn with a **tap or spigot**, filled with water that is maintained at proper temperature. A Cambro coffee urn is ideal.
2. An enclosed collection system to catch the waste water from the handwashing procedure. The waste collection system must be equal or greater in capacity than the water source. This can be achieved by inserting a large funnel into an empty five (5) gallon pail.
 - I.e. a large automotive funnel will fit entirely over the top of an open five (5) gallon pail. A smaller funnel can be inserted into a hole in the lid of the pail. The funnel should be large enough to trap all waste water.
3. Single-use towels and liquid soap in suitable dispensers.

Handwash stations must be operational before any unwrapped food is handled.

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

**For more information,
please contact our office at 943-8095
or www.calgaryhealthregion.ca/envhealth**