



First Nations Health Authority
Health through wellness

First Nations Health Authority

TEMPORARY FOOD SERVICES APPLICATION

Please complete application and fax, mail or email to Environmental Health Officer (EHO) at least 14 days prior to event date. Late or incomplete applications may not be processed. For large events, contact the EHO ASAP. (See page 3)

Applicant (Operator) Name: _____

Organization Name: _____

Mailing Address: _____

Telephone Number: _____ Email: _____

Name of Event: _____

Location of Event: _____

Dates/Times: _____

Event Coordinator's Name: _____

Telephone Number: _____ Email: _____

Describe menu items/food items that will be served and the manner in which each is prepared.
Attach additional page if needed.

Menu Item	Hot	Cold	Supplier name or place of purchase	Where will food be prepared?

Menu items prepared in advance are to be prepared in an approved food service establishment. Provide name and address of premises. You may be asked to submit the Food Safety Plan for each menu item. Please contact your local office if you require assistance with this. (See page 4)

For menu items that require preparation, a FOODSAFE certified food handler is expected to be involved with its preparation and be present at the booth at all times. Attach a copy of certificates.

Describe how foods will be protected from contamination and, if potentially hazardous, kept at a safe temperature during transportation to the event.

GUIDELINES FOR TEMPORARY FOOD SERVICES

Approval to operate a temporary food premises is based on completing the following requirements as approved or amended by the attending Environmental Health Officer.

Will premise be located: Indoors? Outdoors?

Type of Equipment	Requirement	Description of Equipment to be Used
Food Contact Surfaces	Smooth, tight, non-absorbent and easily cleanable. (E.g: stainless steel or rigid plastic)	
Food Contact Surface Sanitizing Solution	Provide 100 ppm chlorine (1 oz. bleach per gallon of water) OR 200 ppm quaternary ammonium (follow label instructions)	
Canopies/Tents Flooring	Cover all food contact surfaces and food storage/display areas. Hard, level surface. No dirt floors.	
Food Protection	Food shall be protected from contamination (off the ground, plastic containers with lids, sneeze guards, etc.)	
Hand Washing Station - Must be operational prior to food handling	Pressurized hot and cold running water dispensed so hands free for washing. Soap in pump dispensers and single-use paper towels.	
Cooking and/or Reheating	Internal food temperature 74°C (165°F).	
Hot-holding	Maintain foods at: 60°C (140°F) or above at all times.	
Cold-holding	Mechanical refrigeration preferred – or equivalent method of consistently maintaining potentially hazardous foods at < 4°C(40°F).	
Temperature Measurement for all potentially hazardous foods	Provide accurate stem/probe thermometer. Check and record temperatures before and after transport and every 2 hours thereafter.	
Utensil Sanitizing	A sufficient supply of sanitized utensils required. A 2 compartment pot sink required if preparation involves meat/poultry/seafood.	
Service Ware	Single-use disposal dishware and utensils.	
Garbage Collection	Adequately sized and leak-proof.	
Wastewater Collection/ Disposal	Collected and disposed in the sanitary sewer, not on the grounds or down storm drains.	

On-site preparation and service to public should not commence until your temporary premises has been approved. You may be required to be set up in advance of event start time.

If I fail to meet these requirements, I understand that I may not receive approval to operate this temporary food premises.

Signature of Applicant

Date of Application

APPLICATION REVIEW

To be completed by Environmental Health Officer

- Application Late/Incomplete Temporary Food Premises Requirements prior to approval

- Issue Temporary Permit to Operate

EHO Signature

Date

FIRST NATIONS HEALTH AUTHORITY – ENVIRONMENTAL PUBLIC HEALTH SERVICES

NORTHERN

Fort St. John	101-10130 - 100th Ave., Fort St. John, B.C. V1J 1Y6	F 250-787-6043
Prince George	220-177 Victoria St., Prince George, B.C. V2L 5R8	F 250-564-3272
Prince Rupert	451-309 2nd Ave., West, Prince Rupert, B.C. V8J 3P1	F 250-627-4258
Terrace	3222 Munroe St., Terrace, B.C. V8G 3B5	F 250-615-5809

INTERIOR

Kamloops	770-175 2nd Ave., Kamloops, B.C. V2C 5W1	F 250-851-4838
Kelowna	201-1635 Abbott St., Kelowna, B.C. V1Y 1A9	F 250-470-5128
Williams Lake	Box 4887, Williams Lake, B.C. V2G 2V4	F 250-296-3223

VANCOUVER ISLAND

Campbell River	105-2005 Eagle Drive, Campbell River, B.C. V9H 1P9	F 250-286-5872
Nanaimo	201D-60 Front St., Nanaimo, B.C. V9R 5H7	F 250-754-0424
Victoria	514-1230 Government St., Victoria, B.C. V8W 3M4	F 250-363-0179

FRASER SALISH

Chilliwack	7-7201 Vedder Road, Chilliwack, B.C. V2R 4G5	F 604-858-0089
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VANCOUVER COASTAL

Vancouver	404-1138 Melville St., Vancouver, B.C. V6E 4S3	F 604-666-3356
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TEMPORARY EVENT FOOD SAFETY PLAN

Please keep this handy when preparing your food and keep a copy at the booth.

The following chart is a general Food Safety Plan which is designed to assist the operator in the monitoring steps necessary to maintain food safety. The Critical Control Points (CCP's) are identified in the chart and the corrective actions to be taken are listed below the chart. If you already have a detailed Food Safety Plan specific to the menu items that you intend to prepare, please use it and have a copy on hand at the booth.

FOOD SAFETY PLAN CHART

PREPARATION OFF-SITE AT APPROVED PREMISES	PREPARATION ON-SITE	
	NO COOKING	COOKING
TRANSPORT (CCP1) Hot: 60 °C or above Cold: 4 °C or below	RECEIVING From approved supplier	RECEIVING From approved supplier
	TRANSPORT (CCP1) Cold: 4 °C or below	TRANSPORT (CCP1) Cold: 4 °C or below
TEMPERATURES AT EVENT	COLD STORAGE (CCP1) Cold: 4 °C or below	COLD STORAGE (CCP1) Cold: 4 °C or below
COLD STORAGE (CCP1) 4 °C or below	PREPARATION (CCP2) • Thoroughly wash hands. • Use sanitized equipment & utensils. • Prepare small batches.	PREPARATION (CCP2) • Thoroughly wash hands. • Use sanitized equipment & utensils. • Prepare small batches.
RE-HEATING (CCP3) Internal temperature of 74 °C		COOKING (CCP3) Internal temperature of 74 °C
HOT-HOLDING (CCP1) 60 °C or above		HOT-HOLDING (CCP1) 60 °C or above
SERVING Minimize time between preparation and service. Thoroughly wash hands. Dispense foods using sanitized utensils. Provide single-use condiments or pump dispensers. (CCP2)		

CORRECTIVE ACTIONS

CCP indicates a Critical Control Point. At these points, care must be taken to ensure that temperature limits and safe handling procedures are followed. For each CCP, temperatures must be monitored using a sanitized stem thermometer. If the limits are not met, the following corrective actions are required:

CCP1: Discard the food if the temperature limit has not been met for over 2 hours.

CCP2: Discard the food if it has been contaminated or improperly handled.

CCP3: Continue to cook food until the required temperature is met.

ESSENTIAL EQUIPMENT: Probe or stem thermometer and thermometers for all hot and cold holding equipment.

SANITATION PLAN Approved Sanitizers

Approved sanitizer to be utilized for food contact surfaces	
Chlorine at 100ppm concentration 28mL unscented bleach per every 4.5L water (1oz. to 1gal)	Quaternary ammonium at 200ppm concentration (as per label instructions)
Utensils and equipment to be washed and sanitized with wash/rinse/sanitize dishwashing method. Ensure sanitizer concentrations maintained at approved levels. Chemical test strips required to verify concentration of sanitizer. Label spray bottles with sanitizer onsite for food contact surfaces. Wiping cloths, if used, to be stored in sanitizing solution when not in use. Soiled wiping cloths to be cleaned prior to re-use.	

ADDITIONAL REQUIRED DOCUMENTS: Food Safe certificate(s). Have copy on site. At least one person for each shift.

The First Nations Health Authority thanks Vancouver Coastal Health for their support in the creation of this document.