

NEW BRUNSWICK GUIDELINES
FOR
FOOD PREMISES AT TEMPORARY EVENTS

New Brunswick Department of Health
Office of the Chief Medical Officer of Health

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1. PURPOSE

These guidelines outline licensing and process requirements for food premises at temporary events. They also provide information to both food premises and event organizers on how to carry out a safe food operation. Temporary food premises require licensing under the *Public Health Act*. The Department of Health requires that these food premises providing food and/or beverages for sale have their site, facilities and procedures for preparing and serving food approved prior to the event.

Health Protection staff and temporary event organizers are encouraged to meet at least two months in advance of a proposed event. This may necessitate the establishment of a multidisciplinary committee comprised of representatives from the Department of Health, host municipality, city or town, event sponsors and event organizers. The intent of such a meeting is to clearly communicate the requirements of the Department of Health regarding temporary food premises at events.

These guidelines outline the responsibilities for event organizers and requirements for temporary food premises. Because the overall site will also have to be assessed before licensing temporary food premises, event organizers will be asked to submit a site and floor plan for review and approval by the Department of Health.

These guidelines are in alignment with the goal of the New Brunswick Department of Health's Food Premises Inspection Program, which is to eliminate/reduce/control foodborne illness and reduce the numbers of foodborne illness outbreaks. Foodborne illness, also known as food poisoning, occurs when a person gets sick by eating food that has been contaminated with agents such as bacteria, parasites or viruses. These biological contaminants are commonly referred to as microbes or pathogens. Other agents that can contaminate food and cause injury or illness are physical and chemical contaminants, such as glass, metal, cleaning agents, etc. Foodborne illness can have serious consequences to consumers, and can even cause death in high risk groups. Groups that are more susceptible to foodborne illness and/or suffer more serious health effects are pre-school children, older adults, those with impaired immune systems and pregnant women.

2. LEGISLATION AND AUTHORITY

Section 5 of the *Public Health Act* states: "Where a medical officer of health or public health inspector has reasonable and probable grounds to believe that a health hazard may exist in or on any premises, the medical officer of health or public health inspector shall investigate or cause an investigation to be carried out to determine whether a health hazard exists."

Section 6 (1-12) of the *Act* provides authority to issue orders once there is reasonable and probable grounds that a health hazard exists.

Section 7 (1) of the *Act* states: "A medical officer of health or a public health inspector who is of the opinion upon reasonable and probable grounds, that a condition or any substance, thing, plant or animal other than man is a health hazard, may seize or cause the seizure of the substance, thing, plant or animal".

Section 12(1) of the *Act* states: "No person shall operate a food premises unless the person is the holder of a licence issued in accordance with this Act and the regulations."

Section 16 of the *Act* states: "No person shall sell or offer for sale any food that is unfit for human consumption by reason of disease, adulteration, impurity or other cause."

3. DEFINITIONS

“Abattoir” includes slaughterhouses and any place where cattle, sheep, swine, poultry or other animals are killed for use as food.

“Class 3 food premises” means food premises where potentially hazardous food is stored, handled, displayed, distributed, sold or offered for sale without any processing or preparing on the premises.

“Class 4 food premises” means a food premises where food:

- a) is prepared or processed without killing or pasteurizing or, if meat or fish is being prepared or processed, without thermal processing, and
- b) is for sale and is consumed on or off the premises, but is not distributed wholesale.

“Class 5 food premises” means a food premises where food is processed for direct sale or wholesale or where food is prepared for wholesale distribution.

“Container” means a receptacle or covering used to package, wrap, contain or cover food.

“Contamination”, with respect to food, means conditions that permit

- a) the introduction of foreign matter,
- b) the introduction or multiplication of disease-causing microorganisms or parasites, or
- c) the introduction or production of toxins.

“Equipment” means any appliance, apparatus or device that is used in the operation of a food premises, but does not include utensils.

“Event Organizer” means the person or organization responsible for oversight of the entire event.

“Fish” means any fish, including mollusks, crustaceans and echinoderms, and any of their parts, products or byproducts.

“Food” means food or drink, including milk, for human consumption and includes an ingredient of food or drink for human consumption.

“Food contact surface” means the surface of equipment or utensils with which food normally comes into contact, and includes counter surfaces.

“Food premises” means a premises where food or milk is manufactured, processed, prepared, stored, handled, displayed, distributed, transported, sold or offered for sale, and includes a food vending machine and an abattoir but does not include premises exempted by the regulations.

“Handling” means subdividing and/or repackaging only of potentially hazardous food.

“Hand washing station¹” means a hand basin that is provided with hot and cold running potable water and that has in its immediate vicinity a dispenser for the provision of liquid or powder soap and a method of hand drying that uses paper towels in a dispenser or that uses forced air.

¹ For the purpose of these guidelines, Health will accept warm water in lieu of hot water given that hot water will be difficult to provide at many outdoor temporary events. Alternative equipment to plumbed-in sinks may be used; however, water still needs to be running, warm (at a minimum) and from a known potable source. Sinks must be of a size that allows for proper hand washing.

“Health hazard” means

- a) a condition of a premises,
 - b) a substance, thing or plant or animal other than man,
 - c) a solid, liquid, gas or combination of any of them, or
 - d) a noise, vibration or radiation
- that has or is likely to have an adverse effect on the health of a person.

“Licence” means a licence to operate a food premises.

“Licensee” means a person to whom a licence has been issued to operate a food premises.

“Milk” means milk originating from any animal other than man and intended for human consumption.

“On-site sewage disposal system” means a septic tank with subsurface disposal field and all other on-site sewage disposal systems that are not connected to a wastewater treatment facility approved by the Minister of Environment under the *Clean Water Act*.

“Pest” means any animal or arthropod that may contaminate food or food contact surfaces, and includes rats, mice, cockroaches and flies.

“Potable water” means water that is suitable, on the basis of health considerations, for cooking or drinking by humans.

“Potentially hazardous”, with respect to food, means a form or state that is capable of supporting the growth of pathogenic microorganisms or the production of toxins. These foods are generally characterized by a water activity of greater than 0.85 and a pH of greater than 4.6. These include high and medium risk foods that are ready-to-eat when served or sold to the consumer. Examples of potentially hazardous foods include:

- meat and meat products
- fish, shellfish and seafood products
- poultry
- eggs
- cream-filled pastries and pies
- cut fruits and vegetables

“Process” includes killing, eviscerating, thermal processing, smoking, salting, pickling, pasteurizing and processing of previously processed food.

“Public health inspector” means a public health inspector appointed under Section 62 of the *Public Health Act*.

“Public water supply system” means a water supply system that is owned or operated by a municipality, a rural community or the Crown in right of the Province and includes such other water supply systems owned or operated by other persons as are prescribed by the regulations.

“Sanitize” means to treat by a process that destroys most microorganisms, including all pathogens.

“Single service articles” means any article such as cups, plates, knives, forks, spoons, straws or other items that are designed or intended to be used only once for the serving and consumption of food.

“Temporary food premises” means a food premises that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

“Utensils” includes kitchenware, tableware, glasses, cutlery or other similar items used in the handling, preparation, processing, displaying, serving, dispensing, storing, containing or consuming of food.

“Water supply system” means a works that conveys or is able to convey water for human consumption.

4. WHAT IS A TEMPORARY EVENT

A “Temporary Event” means a sponsored or community organized event that has food and/or liquor service and is not exempted under Section 3(1) of the *Food Premises Regulation 09-138*. A temporary event does not include those operations that open multiple weekends in a row (i.e., maple sugar camps) or those on a full-time basis and are not associated with a specific event.

As per the definition in Section 3, a “temporary food premises” is a food premises that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

5. LICENSING

Food premises preparing food at a temporary event and/or holding **potentially hazardous foods** at a temporary event require a food premises licence. These food premises must be licensed as a Class 3 or Class 4 food premises. Refer to Section 3 for a definition of potentially hazardous foods.

Temporary food premises offering the following do not require a food premises licence:

- commercially bottled non-alcoholic beverages only
- non-potentially hazardous, commercially packaged and prepared foods requiring no temperature control, preparation or handling (i.e., chips, chocolate bars)

5.1. CLASS 3

A “Class 3 food premises” is where potentially hazardous food is stored, handled, displayed, distributed, sold or offered for sale without any processing or preparing on the premises.

Class 3 food premises are not permitted to cook or prepare food on-site at the temporary event. They are permitted to prepare foods but only at a Class 4 licensed food premises. They may then safely transport to the event for the purpose of the Class 3 definition given directly above.

Licensing requirements for Class 3 food premises depend on whether there is “**handling**” of the food product. “Handling” is defined as, and is limited to, subdividing and/or repackaging potentially hazardous food. Licensing process and requirements are defined in Sections 7 and 9.

5.2. CLASS 4

A “Class 4 food premises” is where food is prepared or processed without any killing, pasteurizing, or, if meat or fish, without thermal processing (canning), for sale or consumption on or off the premises, but is not distributed wholesale.

Class 4 food premises are permitted to cook or prepare food at a temporary event. They must carry out all food premises operations at the licensed event location.

Exception:

- A food premises at a temporary event that has a Class 4 or 5 licensed premises outside of the event premises is permitted to do the following at the event location under the same licence:
 - Transport food
 - Hold foods hot or cold
 - Re-heat previously cooked foods (i.e., lasagna, soups, stews, meat pies, etc.)
 - Divide food into portions for the purpose of serving
 - Dishwashing

- Any Class 3 type of activity, for example, a Class 4 licensee who peddles fish or a Class 5 cheese-making plant that brings blocks of cheese and subdivides into smaller portions for sale
- However, if the same Class 4 or 5 licensee wants to cook, mix food or food ingredients, cut and/or chop at the event location, the Class 4 or 5 licensee will require an additional Class 4 licence for the event location.

Licensing process and requirements are defined in Sections 7 and 9.

5.3. FOOD PREMISES ALREADY LICENSED OR TO BE LICENSED BY NB DEPARTMENT OF HEALTH

Self-Contained Mobile Premises (Mobile canteens and hot dog carts, etc.):

- Mobile premises which meet the requirements of Section 17 of *Regulation 09-138* are permitted to offer their regular menu items.

All other food premises:

- Food premises at the event may sell food that is cooked, prepared and individually packaged at a licensed food premises providing they can maintain adequate temperatures on-site. All provincially licensed food premises must provide a copy of the most recent inspection report.
- Food premises who wish to prepare potentially hazardous foods on-site must submit a list of all menu items to the public health inspector for consideration and approval by the regional medical officer of health. Approval will be based on: on-site infrastructure, historical compliance, acceptable plan for all menu items listed and whether employees have recognized food safety training and certification.

5.4. FOOD PREMISES LICENSED OUTSIDE NB

- Food premises must provide a copy of a valid government issued food premises license.
- Mobile canteens must meet the requirements of Section 17 of *Regulation 09-138*. Hot dog carts must meet the requirements of Section 17(a-e; i-j) of *Regulation 09-138*.
- All food must be prepared in a licensed and approved commercial kitchen. All out of province food premises must provide a recent inspection report (within the last 4 months) from the health unit/department having jurisdiction. The use of a health department approved restaurant or another facility for food preparation and storage is acceptable with a letter of permission. Time and temperature controls must be documented throughout processes.
- Food premises wishing to prepare potentially hazardous foods on-site must submit a list of all menu items to the public health inspector for review and approval. Approval will be based on: on-site infrastructure, historical compliance, acceptable plan for all menu items listed and whether employees have recognized food safety training and certification.

5.5. TERMS AND CONDITIONS

Temporary food premises may be subject to terms and conditions of licensing. For example, this could include a specific list of potentially hazardous foods that a licensee is permitted to prepare and/or sell at an event.

The food premises licence, along with the Terms and Conditions sheet, must both be posted in an area where it is easily visible to the public.

A temporary food premises may only prepare and/or sell potentially hazardous foods that are listed on the Terms and Conditions sheet. Given the short timeframe of a temporary event, approval of additional potentially hazardous food products will not be possible. Therefore, it is very important for food premises at temporary events to include a list of all food products with their initial licence application for the given event.

6. FOODS NOT PERMITTED AT A TEMPORARY EVENT

The following foods are not permitted:

- All milk and milk products made with raw milk unless they are from a provincially licensed Class 5 Dairy Plant or federally registered establishment
- Low acid canned/bottled food unless produced in a licensed facility outside of the temporary event
- Bottled meat, canned fish, smoked fish, shellfish and seafood products unless produced in a licensed facility outside of the temporary event
- Meat and poultry or meat and poultry products from animals that have not been slaughtered at a provincially licensed or federally registered establishment
- Wild foraged mushrooms
- Any food product that requires Class 5 operations/processes at the event

The Food and Drug Regulations define low-acid canned food as “a food other than an alcoholic beverage, where any component of the food has a pH greater than 4.6 and a water activity greater than 0.85.” If food is not properly canned or heat processed, the food products can be contaminated with *Clostridium botulinum*. Examples include asparagus, beets, corn, garlic, green beans, mushroom, peppers, chicken and chicken livers, ham, liver pate, sausage, smoked, salted and fermented fish products, chicken or beef stew, and bottled fish or shellfish (bar clams, oysters, clam fricot, lobster). (Source: CFIA)

Clostridium botulinum bacteria produce a toxin that causes extremely serious and potentially fatal illness (Botulism) in people. The bacteria are heat-resistant and need very little oxygen to survive. Therefore, a low-acid canned food that has not been properly canned or heat processed can provide a perfect environment for *C.botulinum* to survive and multiply.

7. APPLICATION PROCESS

7.1. COMPLETING THE APPLICATION

You may obtain a copy of the Application for Food Premises Licence at any Service New Brunswick (SNB) office, online at www.snb.ca (more specifically <https://www.pxw1.snb.ca/snb7001/b/1000/CSS-FOL-35-1762B.pdf>), or at any Health Protection regional office.

There is a \$0 fee for a temporary food premises licence application. Applicants must submit their applications and corresponding documentation to one of the regional email addresses, or by mail or fax, or in person to one of the Health Protection regional offices listed in Appendix A of this guideline. You may contact your Health Protection regional office and speak with a public health inspector to obtain additional information.

Your file will not be complete until all of the mandatory attachments (as outlined below) have been submitted. Application packages must be submitted at least 30 days prior to the temporary event.

7.2. LICENCE FEES

A licence for the operation of a temporary food premises is valid only for the period specified in the licence. This means that a separate licence is required for each event. Food premises licences are non-transferable.

| Temporary Food Premises Licence | Fee |
|---------------------------------|-----|
| Class 3 | \$0 |
| Class 4 | \$0 |

7.3. MANDATORY ATTACHMENTS

7.3.1. Class 3 (No Handling)

If applying for a Class 3 temporary food premises licence and do not 'handle' food, the following must be submitted with the application package:

- a) If a not-for-profit organization, evidence to support that status (i.e., appropriate registration number, paperwork, etc.).
- b) A detailed floor plan of the food premises (event location) showing location of equipment. Please note that Class 3 premises without handling are **exempt** from requirements listed in Section 17(d-j) of *Food Premises Regulation 2009-138*.
- c) The dates, times and locations(s) of operation of the food premises.
- d) Copies of menus to be used (if applicable) and specific food items that will be offered.
- e) Documentation detailing how the premises and equipment will be kept clean and sanitary, including details on disposal of waste products. A cleaning schedule must be submitted and should include such details as frequency, methods, cleaning agent to be used, and individuals responsible to complete the tasks.
- f) Information Form for Food Premises at a Temporary Event (Appendix B).
- g) Equipment Checklist for Food Premises at a Temporary Event (Appendix C).
- h) Any other information the Minister of Health requires to assess the application, such as demonstrating knowledge in food safety practices.

7.3.2. Class 3 (With Handling) and Class 4

If applying for a Class 3 temporary food premises licence and are handling food, or a Class 4 temporary food premises licence, the following must be submitted in the application package:

- a) If a not-for-profit organization, evidence to support that status (i.e., appropriate registration number, paperwork, etc.).
- b) A detailed floor plan of the food premises showing location of equipment and process flow patterns.
- c) The dates, times and location(s) of intended operation of the food premises.
- d) Copies of menus to be used (if applicable).

- e) The specific food items that will be offered for sale, including:
- where the food will be prepared and served
 - how the food will be transported
 - what food will be served
 - source of food (a public health inspector may request receipts)
 - what state (frozen/fresh/pre-cooked) the food will be purchased in
 - how and when each food item will be prepared
 - method of ensuring temperatures will be maintained, monitored and recorded for both hot and cold holding temperatures during preparation, storage and transportation
 - source of water/ice on-site
 - thawing methods
- f) Statement of the applicant's experience in operating a food premises or other documentation indicating that the applicant has sufficient knowledge or training to operate the food premises in a safe manner. Submit a statement of your experience and any documentation of food safety training attended.
- g) If the premises is serviced by a private water supply, Class 3 with handling must submit a satisfactory bacteriological water sample result from a sample taken within 2 weeks of the start of the event. Inorganic sampling is not required for Class 3 with handling; however, circumstances may arise where some inorganic sampling may be warranted.
- h) If the premises is serviced by a private water supply, Class 4 must have a written water sampling plan. The type and frequency of testing required will be determined based on risk. The water sampling plan will be issued by the public health inspector. However, given the short duration of a temporary event, a public health inspector may require the same water sampling requirements as Class 3 with handling. This will be at the public health inspector's discretion and will be event specific.
- i) Details of staff training that has been or will be obtained. Provide information on any food safety training that staff have attended. Certificates of staff food safety training should be available at the food premises upon request.
- j) Details of hygienic practices and procedures to be followed by persons working in the food premises and a copy of the applicant's health policy for staff. For example: details of hand washing expectations of staff (who, what, when, where, how and why), working with cuts, working while ill, when to exclude yourself from work, reporting of illness, etc.
- k) Documentation detailing how the premises, equipment and utensils will be kept clean and sanitary, including disposal of waste products. Sanitizing procedures must be described in detail. A cleaning schedule must be submitted and should include such details as frequency, methods and individuals responsible to complete the tasks.
- l) If the premises is serviced by a private sewage disposal system, please refer to Section 10 for more information.
- m) For Class 4 only, documentation on food handling procedures used by the applicant for potentially hazardous food. This should include thawing methods (where applicable), cooking and holding temperatures, cooling methods, etc. Sufficient information must be provided to allow for a risk assessment of the process to be conducted by the public health inspector.
- n) For Class 4 only, proof of food handler training and certification is required to satisfy the following: at least one person present at all times in the area of a food premises where food is being prepared **and** the manager of the food premises must hold a certificate confirming their successful completion of a food handling program as per Section 39(1)(2) of the *Food Premises Regulation*.
- For more information on approved food safety training and certification courses in New Brunswick, please visit:

http://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy_environments/content/food_safety_training.html.

- o) Class 4 meat cut-up operations are not permitted to sell wild game as this is not considered an approved source. All meat must be from an approved source (i.e., a Class 5 provincially licensed or federally registered abattoir).
- p) Information Form for Food Premises at a Temporary Event (please refer to Appendix B).
- q) Equipment Checklist for Food Premises at a Temporary Event (please refer to Appendix C).
- r) Any other information the Minister of Health requires to assess the application.
 - i. Additional information requested by an inspector will depend on the extent of food handling. Such additional information may include:
 - i. how the food will be transported;
 - ii. source of food (with receipts);
 - iii. what state (frozen/fresh/pre-cooked) the food is being purchased in; and/or
 - iv. how and when each food item is being prepared.

8. PUBLIC HEALTH INSPECTION

Public health inspectors may conduct routine inspections of licenced temporary food premises at events according to the estimated overall risk of the event.

A 'routine' inspection is an unannounced inspection and is a full assessment of a premises and its facilities where any infractions (items found to not be in compliance) are noted. A routine inspection also provides an opportunity for education on food handling and safety issues.

Temporary food premises may require an inspection prior to the issuance of a licence and operation. This is called a 'new facility' inspection. A new licence is required for each event.

In addition to routine and new facility inspections, the following inspections may be carried out as warranted.

1. Re-inspection
2. Inspection as a result of a complaint
3. Communicable disease follow-up inspection

Note: Given the short duration of temporary events, there may not be sufficient time to carry out a re-inspection. Therefore, if a temporary food premises has been closed, it is possible that it will remain closed for the rest of the event.

9. REQUIREMENTS FOR TEMPORARY FOOD PREMISES

Please refer to the Public Health Inspector Guide to Food Premises Inspections online at: <http://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/en/HealthyEnvironments/FoodPremisesInspections.pdf>.

9.1. CLASS 3 (NO HANDLING)

- Food for the event must not be prepared or stored in a residential home.

- Food must be obtained from “approved” sources and comply with applicable federal and/or provincial standards, and only food which is clean, wholesome and free from adulteration shall be sold or offered for sale.
 - Note: All eggs used must be from an establishment registered with the Canadian Food Inspection Agency and must be kept refrigerated during storage.
- Food grade containers and packaging must be used
- Food must be properly labeled
- Foods must be held at safe hot and cold (including refrigerated and frozen) temperatures
- Thermometer must be available for verifying proper holding temperatures
- Temperature logs must be maintained by recording hot and cold (refrigerated) temperatures
 - hot holding temperature(s) must be monitored every 4 hours
 - cold holding temperature(s) must be monitored at least twice per day
 - holding must be at appropriate temperatures and documented prior to the sale of any food on each day
- Hot and cold storage and display spaces must be maintained
- Proper display methods must be employed, i.e., foods are displayed at proper temperature and protected from contamination
- Wet storage (i.e., storing in a cooler) of packaged food and beverages is generally prohibited; however, wet storage of pressurized containers of beverages may be permitted when:
 - the water contains at least 50 mg/l (50 ppm) of available chlorine; and
 - the iced water is changed frequently enough to keep both the water and container clean
- Safe advance preparation practices must be employed, i.e., there is sufficient space for proper storage of all food
- Staff must be knowledgeable of safe food handling practices
- Must be located in a clean environment and kept in a clean and sanitary condition
- Must have a method of garbage disposal that is acceptable to the public health inspector
- Must be protected from the elements such that food is protected from contamination at all times
- Must not be located adjacent to conflicting operations that would interfere with safe food operation (i.e., next to livestock)
- Food contact surfaces such as grills, stoves and worktables must be protected from contamination by consumers, dust and any other contaminating factors
- Flies, insects and rodents must be effectively controlled
- A valid licence and any attached terms and conditions must be posted so as to be visible to the public
- The most recent inspection report must be displayed so that customers can easily see it
- Must be in compliance with the *Smoke-free Places Act*
- Must not be any live animals in any licensed area, with the exception of service animals specifically trained to provide assistance to persons with disabilities (a licensed area includes any area used by a food premises but does not include common areas accessible by the general public)

9.2. CLASS 3 (WITH HANDLING) AND CLASS 4

- Food for the event must not be prepared or stored in a residential home.
- Food must be obtained from “approved” sources and comply with applicable federal and/or provincial standards, and only food which is clean, wholesome and free from adulteration shall be sold or offered for sale
 - Note: All eggs used must be from an establishment registered with the Canadian Food Inspection Agency and must be kept refrigerated during storage.
- Food grade containers must be used
- Food must be properly labeled

- Food must be stored according to proper storage methods
- All storage spaces must be properly maintained
- Food must be held at safe hot and cold (including refrigerated and frozen) temperatures
- Thermometer must be available for verifying proper hot and cold holding temperatures
- Temperature logs must be maintained by recording hot and cold (refrigerated) temperatures
 - hot holding temperature(s) must be monitored every 4 hours
 - cold holding temperature(s) must be monitored every 2 hours beginning at the start of each day
 - holding must be at appropriate temperatures and documented prior to the sale of any food on each day
- For Class 3 with handling, safe on-site food “handling” methods must be used (as defined in Section 5.1)
- For Class 4, safe food preparation and handling methods must be used, including proper thawing, cooking, holding, cooling, re-heating and handling methods and procedures
- Proper display methods must be employed, i.e., foods are displayed at proper temperature and protected from contamination
- Wet storage (i.e., storing in a cooler) of packaged food and beverages is generally prohibited; however, wet storage of pressurized containers of beverages may be permitted when:
 - the water contains at least 50 mg/l (50 ppm) of available chlorine; and
 - the iced water is changed frequently enough to keep both the water and container clean
- Condiments must be stored in a sanitary manner such as in a pump, single service packages or another method approved by the public health inspector
- Safe advance preparation practices must be employed, i.e., there is sufficient space for proper storage of all food
- Staff must be knowledgeable of safe food handling practices
- An employee health policy must be in place and followed, i.e., exclusion of employees from handling or preparing food while ill
- Good personal hygiene practices must be employed, i.e., practices that protect food from contamination, such as: properly washing hands at all necessary times; taking adequate measures to ensure that food is not contaminated by hair (i.e., wearing hair restraint); exhibiting cleanliness; wearing clean clothing and footwear; not smoking, using tobacco, eating and any behavior or practice while handling or preparing food; being free from communicable diseases while handling or preparing food; being free of infected cuts, abrasions or skin conditions that may contaminate food (as a precaution must wear gloves); avoiding all unnecessary contact with food during its preparation and serving; etc.
- Food equipment and utensils must be properly designed, constructed, installed and maintained
- Food contact surfaces must be properly designed, constructed, installed and maintained
- Single service (i.e., single use) articles, eating utensils and dishes are recommended; however, where reusable utensils/articles are used, proper dishwashing must be employed. Drying towels must not be used.
- Proper cleaning and sanitizing methods and chemical use and storage methods must be employed
- An approved sanitizer is required as well as a description of the type and contact time required for proper sanitization based on the product selected. Food contact surfaces and equipment must be kept clean and sanitized. Sanitizer solution must be available in a spray bottle and be labelled. For a product to be considered an approved sanitizer by the public health inspector, it must contain one of the following:
 - Chlorine (100ppm)
 - Quaternary Ammonium compound (200ppm)
 - Iodophor (25ppm)
 - other type acceptable to the public health inspector
- Test strips appropriate for the type of sanitizer must be available for testing the concentration of sanitizer that is being used
- Must have access to a washroom equipped with a hand wash sink, toilet paper on a dispenser and a garbage receptacle

- Class 3 premises that ‘handle’ food must be equipped with a supply of disposable gloves and hand sanitizer
 - Gloves are not a substitute for proper hand washing with soap and water
 - At times where the use of disposable gloves and hand sanitizer is not sufficient, Class 3 premises must have convenient access to a hand washing station
- Class 4 premises must have their own hand wash station
- Hand washing stations and hand sinks in washrooms must be provided with running hot and cold potable water and have in their immediate vicinity a dispenser(s) for the provision of liquid or powder soap and a method of hand drying that uses paper towels in a dispenser or forced air
 - Refer to footnote 1 in the definition of hand washing station in Section 3.
 - Refer to footnote 2 in the definition of hand washing station in Section 3.
- Must have sufficient lighting and proper ventilation, where applicable
- Must be located in a clean environment and kept in a clean and sanitary condition
- Must have a method of garbage disposal that is acceptable to the public health inspector
- Must be protected from the elements such that food is protected from contamination at all times
- Must not be located adjacent to conflicting operations that would interfere with safe food operation (i.e., next to livestock)
- Food contact surfaces such as grills, stoves and worktables must be protected from contamination by consumers, dust and any other contaminating factors
- Flies, insects and rodents must be effectively controlled
- A valid licence and any attached terms and conditions must be posted so as to be visible to the public
- The most recent inspection report must be displayed so that customers can easily see it
- Must be in compliance with *Smoke-free Places Act*
- Must not be any live animals in any licensed area, with the exception of service animals specifically trained to provide assistance to persons with disabilities (a licensed area includes any area used by a food premises but does not include common areas accessible by the general public)

The Department of Health may impose additional requirements if needed to protect against potential health hazards.

10. GUIDELINES FOR TEMPORARY EVENT ORGANIZERS

Event organizers should ensure all items within this guideline are followed and must submit a site and floor plan for review and approval by Health Protection, Department of Health. There is a section within the Information Sheet for Temporary Food Premises that allows for the inclusion of the floor plan.

To facilitate this process, event organizers and Department of Health should meet at least two (2) months in advance of the proposed event. This may necessitate the establishment of a multidisciplinary committee comprised of representatives from the Department of Health, host municipality, city or town, event sponsors and event organizers. The intent of such a meeting is to clearly communicate the requirements of the Department of Health regarding temporary food premises at events as outlined in these guidelines.

A. Site and Floor Plan

The site plan must include the following, where applicable:

- spatial layout or sketch of the proposed location
- topographical map including roadways, lake, ponds, rivers, swamps
- drainage capabilities in case of rain
- access routes, including vehicular and pedestrian traffic flows

- location and type of potable water supply
- location / numbers / type of sanitary facilities and hand washing stations
- location / numbers / type of solid waste disposal receptacles
- location and list of temporary food premises and approximate size and dimensions of booths
- on-site infrastructure for temporary food premises
- location and approximate dimensions of venues serving liquor
- locations of all buildings, structures, activities, holding pens, etc.
- any additional information deemed necessary by the public health inspector

B. Sanitary Facilities

Sanitary facilities must be conveniently located and easily accessible to the public. Location next to a service road is desirable for portable washroom facilities to facilitate cleaning and maintenance. Facilities are to be provided in accordance with the Guidelines for Portable Sanitation Facilities (based on Portable Sanitation Association International) as indicated below:

**Number of portable units required when no pumping service is provided.
Units are equally divided between male and female.**

| Average Crowd Size ↓ | AVERAGE HOURS AT THE EVENT → | | | | | | | | | |
|----------------------|------------------------------|-----|-----|-----|-----|-----|-----|------|------|------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 500 | 2 | 4 | 4 | 5 | 6 | 7 | 9 | 9 | 10 | 12 |
| 1,000 | 4 | 6 | 8 | 8 | 9 | 9 | 11 | 12 | 13 | 13 |
| 2,000 | 5 | 6 | 9 | 12 | 14 | 16 | 18 | 20 | 23 | 25 |
| 3,000 | 6 | 9 | 12 | 16 | 20 | 24 | 26 | 30 | 34 | 38 |
| 4,000 | 8 | 13 | 16 | 22 | 25 | 30 | 35 | 40 | 45 | 50 |
| 5,000 | 12 | 15 | 20 | 25 | 31 | 38 | 44 | 50 | 56 | 63 |
| 10,000 | 15 | 25 | 38 | 50 | 63 | 75 | 88 | 100 | 113 | 125 |
| 15,000 | 20 | 38 | 56 | 75 | 94 | 113 | 131 | 150 | 169 | 188 |
| 20,000 | 25 | 50 | 75 | 100 | 125 | 150 | 175 | 200 | 225 | 250 |
| 25,000 | 38 | 69 | 99 | 130 | 160 | 191 | 221 | 252 | 282 | 313 |
| 30,000 | 46 | 82 | 119 | 156 | 192 | 229 | 266 | 302 | 339 | 376 |
| 35,000 | 53 | 96 | 139 | 181 | 224 | 267 | 310 | 352 | 395 | 438 |
| 40,000 | 61 | 109 | 158 | 207 | 256 | 305 | 354 | 403 | 452 | 501 |
| 45,000 | 68 | 123 | 178 | 233 | 288 | 343 | 398 | 453 | 508 | 563 |
| 50,000 | 76 | 137 | 198 | 259 | 320 | 381 | 442 | 503 | 564 | 626 |
| 55,000 | 83 | 150 | 217 | 285 | 352 | 419 | 486 | 554 | 621 | 688 |
| 60,000 | 91 | 165 | 237 | 311 | 384 | 457 | 531 | 604 | 677 | 751 |
| 65,000 | 98 | 177 | 257 | 336 | 416 | 495 | 575 | 654 | 734 | 813 |
| 70,000 | 106 | 191 | 277 | 362 | 448 | 533 | 619 | 704 | 790 | 876 |
| 75,000 | 113 | 205 | 296 | 388 | 480 | 571 | 663 | 755 | 846 | 938 |
| 80,000 | 121 | 218 | 316 | 414 | 512 | 609 | 707 | 805 | 903 | 1001 |
| 85,000 | 128 | 232 | 336 | 440 | 544 | 647 | 751 | 855 | 959 | 1063 |
| 90,000 | 136 | 246 | 356 | 466 | 576 | 686 | 796 | 906 | 1016 | 1126 |
| 95,000 | 143 | 259 | 375 | 491 | 607 | 724 | 840 | 956 | 1072 | 1188 |
| 100,000 | 151 | 273 | 395 | 517 | 639 | 762 | 884 | 1006 | 1128 | 1251 |

Grey water which is not discharged into a sewerage system is to be disposed of in water-tight containers with tight-fitting covers. Grey water containers must be at least 15% larger than the water reservoir. Containers shall be emptied daily or as often as required to prevent the creation of a health hazard. For larger events, holding tanks may be an option in conjunction with a licensed septage pumper.

Hand washing stations must meet the intent of the definition in the Definition section. Hand washing stations should be available in adequate numbers and be located to facilitate convenient access by the public.

Waste that is not discharged into a sewerage system is to be disposed of in such a manner as not to create a health hazard and as approved by the public health inspector.

All liquid waste disposal methods and locations, whether for black or grey waste water, must be approved by the public health inspector. Plans for the management of all waste must be submitted prior to inspection.

C. Potable Water Supply

Water Availability:

An adequate supply of potable water must be available at all times during the event and be from an approved source. If potable water is not available on-site:

- potable (drinkable) water must be obtained from an approved source
- vehicles used to transport water to the site must be a vehicle approved by Agri-food Services, Department of Health
- temporary service lines for the event must be sanitized and tested before use

Organizers and food premises are responsible to demonstrate to the public health inspector or regional medical officer of health that sufficient water of an acceptable quality can be provided and maintained at all times during the event.

Water Testing:

The water must be tested at the expense of the sponsoring agency, organizer or food premises. If the event is being supplied by a private well, at least one (1) or more acceptable bacteriological water sample results is required before commencing the operation, with the sample taken no sooner than 2 weeks prior to the event. All results must be forwarded to the public health inspector no later than 1 week prior to the event. The public health inspector may collect confirmatory samples if deemed necessary. Also, refer to Sections 7.3.1 and 7.3.2 for requirements.

Water Infrastructure (if required):

If water infrastructure (i.e., temporary water lines) is necessary, National Sanitation Foundation (NSF) Standards for materials that come in contact with potable water must be met. American Water Works Association (AWWA) drinking water standards must be followed before commissioning of the water infrastructure. All connections must be disinfected in accordance with the best management practices outlined in AWWA standards prior to connecting to a potable water supply. Testing and documentation of chlorine residuals is required at all extremities of distribution lines. These results may be requested by the public health inspector, who may also determine the timeline for submission of this data. Consultation with the provincial plumbing inspector concerning backflow preventers should be considered. The public health inspector may request a copy of the plumbing inspector's report. If continuous disinfection is required, ultraviolet (UV) treatment may be the best option for this type of event; however, pretreatment of the water supply may be required.

Drinking Water Stations:

It is recommended that one (1) drinking water station per 500 people OR commercially approved and sealed bottled water is made available to the public.

Ice:

Ice must be from an approved source [i.e., facility registered with the Canadian Food Inspection Agency (CFIA) or from a provincially licensed food premises] and must be dispensed in such a manner as to minimize handling. Ice used for consumption in drinks must be stored in a way that it is protected from contamination.

D. Misting Tents

Water used in misting tents must have a minimum chlorine residual of 1.0 to 1.5ppm free available chlorine. Chlorine residuals must be monitored and recorded in a log. The public health inspector may verify readings.

E. Lighting

If any activities are likely to occur after dark, all food preparation areas and sanitary facilities must have adequate lighting. Lighting levels must be sufficient to safely carry out all operations.

F. Solid Waste Disposal

Solid waste containers shall be provided in the ratio of one (1) per 100 persons. These should be conveniently located and accessible to maintenance personnel. Garbage and rubbish shall be kept in water-tight, non-absorbent, washable containers with tight-fitting covers or other approved water-tight receptacles. They shall be removed daily or as often as required and shall be disposed of in a place and manner satisfactory to the public health inspector.

Each food concession stand must have its own solid waste container. A schedule for garbage removal that will prevent the creation of a health hazard must be submitted.

11. ADDITIONAL FOOD SAFETY RULES FOR CLASSES 3 AND 4

- a) If you are selling unpasteurized juice or cider, it must be labelled as “UNPASTEURIZED.”
- b) Eggs must be clean, free of cracks and stored at 4°C (40°F) or colder.
- c) All food, utensils and any other equipment that comes into contact with food must be stored off of the floor.
- d) Ensure cold foods are transported at 4°C (40°F) or below and hot foods are transported at 60°C (140°F) or above.
- e) Freezers must be maintained at -18°C (0°F) or below.
- f) All food must be protected from contamination at all times.
- g) Using single service and single use utensils is much easier and less labor intensive.
- h) If you are providing food samples, be sure to use toothpicks or another single service article to dispense the samples. Do not allow customers to ‘double-dip’. As with all other foods, ensure food samples are protected from contamination at all times.
- i) Self-serve condiments must be pre-packaged for individual portions or dispensed from a squeeze bottle or pump container. Ensure containers are acceptable for food storage.
- j) Hands must be properly washed at all necessary times (i.e., after using the washroom, before handling food, before putting on gloves, after handling raw meats or money, and at any other time where your hands may become contaminated).
- k) Walls, floors and ceilings (where applicable) should be kept in a clean and sanitary condition at all times.
- l) Scooping and serving utensils must not be stored in food.
- m) Sanitizer solution containers must be labelled. Spray bottles are best.
- n) Mix a new sanitizer solution for each day of operation. Test the strength of the sanitizer solution periodically using test strips. Sanitizer will lose strength over time; this depends on the type of sanitizer used and amount of use. If the sanitizer solution is less than the required strength, mix a new solution.
- o) Do not mix sanitizer solution to a concentration stronger than what is required to be effective.
- p) Never mix soap or detergent with sanitizer.
- q) Food packaging materials must be new and food grade.
- r) Potentially hazardous foods that are packaged for sale must be properly labeled with the date of preparation. Visit the Canadian Food Inspection Agency’s website at www.inspection.gc.ca for federal labeling requirements.

- s) All food equipment, food contact surfaces, utensils and any other equipment that may come in contact with food must be constructed so that they can be easily cleaned, sanitized and maintained in a good state of repair.
- t) Never re-heat food in a hot holding unit such as a crock pot. Food must be rapidly re-heated to proper temperature, for example on a stove, before being placed into a hot holding unit. Only re-heat once.
- u) Anyone experiencing vomiting, diarrhea or jaundice must not engage in food handling.

APPENDIX A – Health Protection Regional Office Contact Information

For applications that do not require a fee, applications and corresponding documentation may be submitted by email to one of the regional email addresses, by mail or fax or in person to one of the Health Protection regional offices listed below.

| Health Protection Regional Offices | | |
|--|---|--|
| 165 St. Andrew Street Bathurst , NB E2A 1C1 Tel: 506-549-5550 Fax: 506-547-2332 | 113 Roseberry Street Campbellton , NB E3N 2G6 Tel: 506-789-2549 Fax: 506-753-6648 | 295 St. Pierre Boulevard West Caraquet , NB E1W 1A4 Tel: 506-394-4728 Fax: 506-726-2493 |
| 121 Church Street Edmunston , NB E3V 3L3 Tel: 506-737-4400 Fax: 506-737-4495 (Also for Grand Falls) | 300 St. Mary's Street, Suite 1400 Fredericton , NB E3B 2S4 Toll-free: 1-844-553-2830 Tel: 506-453-2830 Fax: 506-453-2848 | 1780 Water Street, Suite 300 Miramichi , NB E1N 1B6 Tel: 506-778-6765 Fax: 506-778-6756 |
| 301-81 Albert Street Moncton , NB E1C 1B3 Tel: 506-856-2814 Fax: 506-869-6122 | 55 Union Street P.O. Box 93 Saint John , NB E2L 3X1 Toll-free: 1-888-652-1333 Tel: 506-658-3022 Fax: 506-643-7894 | 239 B J.D. Gauthier Boulevard Shippagan , NB E8S 1N2 Tel: 506-394-4728 Fax: 506-336-3068 |
| 3520 Principale Street Tracadie , NB E1X 1C9 Tel: 506-394-4728 Fax: 506-394-3858 | | |

| Regional Health Protection Email Addresses: | |
|---|--|
| Central / centrale | FoodLicenceCentral.LicenceAlimentsCentrale@gnb.ca |
| East / est | FoodLicenceEast.LicenceAlimentsEst@gnb.ca |
| North / nord | FoodLicenceNorth.LicenceAlimentsNord@gnb.ca |
| South / sud | FoodLicenceSouth.LicenceAlimentsSud@gnb.ca |

For inquiries relating to dairy plants and abattoir premises only, please contact:

| Your local Agri-food inspector: | | | | |
|---|---|---|--|---|
| Dept. of Health NB Dairy Lab 850 Lincoln Road Middle Building Fredericton , NB E3B 5H1 Tel: 506-453-5916 | Dept. of Health 25 Place Cartier Unit 153 Richibucto , NB E4W 5R5 Tel: 506-523-7727 | Dept. of Health 824 Route 108 Saint-André , NB E3Y 3H5 Tel: 506-475-7866 | Dept. of Health 30 Moffett Avenue Sussex , NB E4E 1E8 Tel: 506-432-7512 | Dept. of Health 81 Albert St. Moncton , NB E1C 1B3 Tel: 506-856-2671 |

APPENDIX B – Information Form For Temporary Food Premises

| | | | |
|--|--|-------------|---|
| A. OPERATOR INFORMATION | | | 4. Describe the number, location and set-up of hand washing facilities to be used by food handlers. |
| Name of Temporary Food Premises | | | |
| Name of Owner/Operator | | | |
| Mailing Address (Number & Street, Box or Route) | | | |
| City | Province | Postal Code | 5. Identify the source of the potable water supply. Describe how water will be supplied |
| Phone No. () | Alternate Phone No. () | | |
| B. EVENT INFORMATION | | | 6. Describe how electricity will be provided. Will it be provided 24 hours/day? |
| Proposed Location (Number, Street, City) | | | |
| Name of Event (if applicable) | | | |
| Operation Starts Date: Time: | Operation Ends Date: Time: | | |
| Set-up and Ready for Inspection by Date: Time: | | | |
| Coordinator of Event | Phone No. () | | |
| Approximate number of customers served/day | | | |

| C. FACILITY & OPERATIONS INFORMATION | |
|---|---|
| <p>1. Will ALL foods be prepared at the site?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (If No, complete Section F)</p> <p>If NO, the operator must provide a copy of the current license for a food premises licensed outside New Brunswick.</p> <p>*Home preparation of foods is not permitted*</p> | <p>7. Describe the floors, walls, ceiling surfaces and lighting. How will food be protected during display/service from insects, dust, customers, etc.?</p> |
| <p>2. Describe (be specific) how frozen, cold and hot foods will be transported.</p> | <p>8. Describe how and where utensil washing will take place (if applicable).</p> |
| <p>3. Describe how food temperatures will be monitored during the event.</p> | |

9. List the type and strength of sanitizer you will use. (Test strips are required to test sanitizer strength.)

10. Describe how and where wastewater from utensil/dish washing and hand washing will be collected, stored and disposed of.

12. Toilet facilities Flush Portable

Where are the facilities located in relation to your temporary food premises? What type of hand washing is provided for these facilities?

11. How will cleaners and other chemicals be stored in relation to food supplies and utensils?

13. Describe the number, location and type of garbage disposal containers.

14. Indicate how many staff will be involved in the food vending operation of your booth. Describe their level of experience in food preparation. List any food safety training session/courses they have attended and when they attended.

D. DRAWING

14. Provide a drawing of the temporary food premises. Identify and describe all equipment (including cooking and cold and hot holding equipment), hand washing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, equipment for customer self-serving and dispensing of condiments.

E. FOOD PREPARATION AT THE TEMPORARY FOOD PREMISES

List all foods and provide details on food preparation and handling. Make additional copies if more space is needed.

| <p>Food & Food Source <i>Describe the food and where it was purchased. A public health inspector may request receipts.</i></p> | <p>Food Preparation and Handling <i>For each food listed, describe how the food will be handled and prepared including thawing, washing/cutting, cooking, hot holding, cold storage, transporting and re-heating. Also, indicate if foods used are precooked frozen or frozen only.</i></p> |
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F. FOOD PREPARATION AT OTHER LOCATION

Complete this section only if foods are prepared at other locations. *List all foods and provide details on food preparation and handling. Make additional copies if more space is needed.*

Name of Food Premises used for food preparation: _____

License No.: _____ **Date(s) and Time(s) of Preparation:** _____

Signature of Food Premises Licensee: _____ **Phone:** _____

Food & Food Source

Describe the food and where it was purchased. A public health inspector may request receipts.

Food Preparation and Handling

For each food listed, describe how the food will be handled and prepared including thawing, washing/cutting, cooking, hot holding, cold storage, transporting and re-heating. Also, indicate if foods used are precooked frozen or frozen only.

| | |
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| | |

Applicant Signature: _____

Date: _____

APPENDIX C - Checklist for Temporary Food Premises

- Food probe thermometer(s) to check the internal temperature of hot and cold potentially hazardous foods
- Cold potentially hazardous foods transported, stored and displayed at a temperature of 4°C (40°F) or less
- Hot potentially hazardous foods transported, stored and displayed at a temperature of 60°C (140°F) or greater
- Thermometer for each cooler / refrigerator
- Platforms / shelves for elevating food at least 15 cm (6 inches) off the ground
- New, clean, food grade container(s) for food storage
- Roll of plastic wrap or aluminum foil for protecting food
- Sufficient back-up supplies of serving spoons, spatulas, tongs, etc. and wrapped supplies of utensils so that they may be changed every 2 hours (if no dishwashing available)
- Adequate number of tables with washable surfaces
- Wiping cloths / sponges for cleaning and sanitizing preparation areas
- Adequate supply of hot and cold potable running water for hand washing, food preparation and equipment cleaning
- Leak proof containers / tanks for the storage of wastewater
- Ice containers and ice scoops
- Detergent, sanitizer, bucket and spray bottle with labels
- Liquid soap in a dispenser and paper towel for hand washing
- Clean clothes and aprons to be worn at all times in the preparation area
- Hair nets, caps or other hair restraint to be worn at all times while handling food
- No eating, drinking, smoking is allowed in any food preparation area
- Adequate supply of large plastic garbage bags
- Power source / backup supply, i.e., generator, propane burner, etc.
- Grey water collection system is at least 15% larger than the water reservoir