February 2019

Dear Business Owner/Vaisakhi Festival Food Booth Volunteer:

RE: Surrey Vaisakhi Parade
Serving/Distributing Food at Community Festivals

Thank you for reviewing this package which is intended to stream-line the food permit application process and make your experience as a food booth server/volunteer safe.

In this package you will find:

- A Temporary Food Premises Application Package which must be completed and submitted at least 14 working days prior to the event. The deadline for this year is April 4, 2019.
- Information on Food Safety Do’s and Don’ts.
- Information on procedures and equipment required for proper hand washing.

Once you have reviewed the enclosed information please submit the completed application in person, by mail or by fax to:

Surrey Health Protection
Suite 1150 – 11th Floor,
Central City Tower,
13450 102nd Avenue
Surrey BC V3T 5X3
604-930-5405 Ext. 765612
Fax: 604-930-5415

If you have any questions, please call your local Environmental Health Officer. They are happy to provide you with information on how you can protect yourself and others from getting sick. Punjabi speaking Environmental Health Officers will be available to assist you in the application process.

Thank you for your time and attention towards this matter.

Sincerely,

Inderjeet Gill, Regional Manager
Population & Public Health, Health Protection, FHA

IG/hh
The personal information collected relates directly to and is necessary for program operation per Section 26 of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, contact your local Environmental Health office.

**Important things to remember**
- This application needs to be submitted to the local Health Protection Office at least 14 days before the event.
- Incomplete applications or those submitted after the deadline may not be approved.
- There is No Charge associated with the application.
- You may not serve food without an operating permit or written approval from the Environmental Health Officer (EHO).
- This application applies only to premises operating less than 14 days per year.
- This application does not need to be completed for private events (i.e. weddings, family reunions)

**Applicants operating a mobile food premises with a Fraser Health or Vancouver Coastal Health approval or operating permit**
- Complete only Part A of the application.
- Sign and submit the application to the local Environmental Health Officer.
- Attach a copy of your permit or approval to this application.

### Part A

**APPLICANT INFORMATION**

<table>
<thead>
<tr>
<th>NAME OF INDIVIDUAL/ORGANIZATION OPERATING FOOD PREMISES</th>
<th>TELEPHONE NUMBER</th>
<th>CELL PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>( )</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>MAILING ADDRESS</th>
<th>FAX NUMBER</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET</td>
<td>( )</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>PROVINCE</th>
<th>POSTAL CODE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NAME OF APPLICANT (IF DIFFERENT THAN ABOVE)</th>
<th>TELEPHONE NUMBER</th>
<th>CELL PHONE NUMBER</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>( )</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF PERSON IN CHARGE ON DAY OF EVENT</th>
</tr>
</thead>
</table>

**EVENT INFORMATION**

<table>
<thead>
<tr>
<th>NAME OF EVENT</th>
<th>NAME OF EVENT COORDINATOR (FOR EVENTS WITH MORE THAN ONE FOOD VENDOR)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NAME OF PREMISES/PROPERTY WHERE EVENT IS HELD (E.G. NAME OF PARK)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ADDRESS (STREET/CITY)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE(S) YOU WILL BE OPERATING</th>
<th>HOUR(S) YOU WILL BE OPERATING</th>
</tr>
</thead>
</table>
### Part B

**FOOD SERVICE – All applicants to complete this section**

**INSTRUCTIONS**
- Column A – List all food(s) that will be prepared, served, sold, sampled or given away (include beverages, condiments and all extra ingredients served at the event). If you need more space please add a separate sheet.
- Column B – List of suppliers. All food needs to be obtained from a commercial food business.
- Column C – If food is prepared in advance of the event indicate who will prepare the food and where it will be prepared. **Food(s) cannot be prepared or stored at home.**

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
<th>Column C If food is prepared in advance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food &amp; beverages</td>
<td>Supplier/Producer</td>
<td>Who will prepare food?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Where is food prepared? (physical address)</td>
</tr>
</tbody>
</table>

(Attach Additional Sheet If Required)

### Part C

**PHYSICAL DETAILS – All applicants to complete this section**

What type of premises will be used to prepare and/or store food at the site of the event?

- [ ] A temporary food booth *(tables & tents)*
- [ ] Self contained mobile food preparation trailer
- [ ] Professionally constructed mobile food preparation cart *(e.g. prefabricated hot dog cart)*
- [ ] Kitchen located in a building at the event *(e.g. church, community hall)*

Premises will be located outdoors
Premises will be located indoors

The Environmental Health Officer may require a diagram of your set-up. See Appendix A

Name of Facility

Physical address

### Part D

**OPERATIONAL PLAN – All applicants to complete this section**

**Equipment for Food Storage, Preparation and Service**

How will you do the following?

*(check (√) one or more option(s) from each category below)*

**Transport food to event**
- [ ] Cooler(s) with ice/ice packs
- [ ] Refrigeration/freezer unit(s)
- [ ] Insulated container(s) *(hot foods)*
- [ ] Other ____________________________

**Keep food cold**
- [ ] Refrigeration/freezer unit(s)
- [ ] Cooler(s) with ice packs
- [ ] Other ____________________________
- [ ] Foods will not need to be kept cold

**Prepare / serve foods**
- [ ] Utensils *(e.g. tongs, spoons)*
- [ ] Pots/pans/bowls
- [ ] Cutting board(s)
- [ ] Other ____________________________
- [ ] Utensils will not be needed

**Cook / reheat food**
- [ ] Barbeque
- [ ] Stove/oven
- [ ] Other ____________________________
- [ ] Foods will not need to be cooked or reheated

**Keep food hot**
- [ ] Barbeque
- [ ] Stove/oven
- [ ] Insulated containers
- [ ] Chafing dishes
- [ ] Other ____________________________
- [ ] Foods will not need to be kept hot

**Check temperatures**
- [ ] Probe thermometer *(for foods)*
- [ ] Refrigerator thermometer
- [ ] Thermometers will not be needed

**Protect food from contamination**
- [ ] Tent/umbrella
- [ ] Food wrap
- [ ] Food storage containers
- [ ] Sneeze guard
- [ ] Other ____________________________

**Provide dishware/cutlery for customers**
- [ ] Single use *(disposable)*
- [ ] Other ____________________________
- [ ] Dishware/cutlery will not be needed
Part D - Continued

### Utilities

How will you provide the following?
(check one or more option(s) from each category below)

#### Water source (for washing hands, cleaning, drinking)
- City water
- Private water source (address) ____________
- Other ____________
- Water is not needed

#### Power source
- Battery
- Electricity
- Gas / propane
- Generator
- Other ____________
- Power source is not needed

#### Garbage collection / disposal
- Garbage cans & haul away
- Garbage cans & dumpster on-site
- Other (describe) ____________

#### Waste water collection
- Holding tank
- Container / bucket (larger than potable water container)
- Direct connection to existing plumbing
- Other (describe) ____________
- Waste water collection will not be needed

#### Garbage collection / disposal
- City Sewer
- Other ____________

### Cleaning, Sanitizing and Hand Washing

What will you use for?
(check one or more option(s) from each category below)

#### Dishwashing sinks
- 2 compartment sink with hot and cold running water on-site
- Other ____________
- Dishwashing sinks will not be needed

#### Hand washing sinks (select all that apply)
- Portable hand sink with hot and cold running water within _____ ft/meters of food preparation area
- A temporary hand wash station will be set up as per the diagram below
- Liquid soap and paper towels
- Other (describe) ____________
- Hand washing sinks will not be needed

#### Cleaning and sanitizing equipment
- Dishwashing detergent
- Bleach: 2 tablespoon bleach in 1 gallon water or 1 tsp bleach per litre water)
- Other (describe) ____________
- Sanitizer is not needed

### How to Set up a Temporary Hand washing Station

This set-up may be considered for only one perishable food.

- Always wash your hands before starting work and after using the toilet.
- Wet your hands, lather with soap for 20 seconds, rinse, and dry with paper towel.
- Ensure you provide enough potable water. At least 25 litres / 5 gallons is recommended.
- Dispose of wastewater into a sanitary sewer connection only (toilet or laundry sink).
Part E

<table>
<thead>
<tr>
<th>SAFE FOOD PREPARATION, SANITATION PROCEDURES AND FOOD HANDLER TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> Complete this section only if you will be preparing food on site on the day of the event.</td>
</tr>
</tbody>
</table>

If you are preparing food at the event you need to provide a written plan that describes how you will make sure food is safe to eat and preparation areas are clean. Depending on the type of food and method of preparation the EHO may approve the use of the Food Safety and Sanitation Procedures listed below or may require the submission of a more detailed “Food Safety Plan” and “Sanitation Plan”.

### Food Safety Procedures

**INSTRUCTIONS**

Review the Food Safety Procedures listed below and check if applicable. *The EHO may require more detailed information*

- Cold food will be stored and/or served at less than 4°C (40°F)
- Food will be cooked and/or reheated to at least 74°C (165°F).
- Food will be served immediately or
- Hot foods will be stored at a minimum temperature of 60°C (140°F).
- If minimum temperatures are not maintained, food will be discarded
- An accurate probe thermometer will be used to measure hot and cold food temperatures
- Food temperatures will be checked before food service begins
- Food temperatures will be routinely checked during food service
- All food will be obtained/purchased from a commercial food business
- Food handlers will wash hands thoroughly before handling foods
- Food and/or utensils will be protected from contamination
- Clean utensils will be used to serve foods

### Sanitation Procedures

Food contact surfaces, equipment and utensils will be frequently:

- Washed with dishwashing detergent and warm water
- Rinsed with clean water
- Sanitized using the method specified in Part D

### FOODSAFE Training

At least one person needs to be present at all times who has successfully completed the FOODSAFE Level I course. Food handlers should have a copy of their FOODSAFE certificate with them during the event.

**INSTRUCTIONS**

- List the name(s) of the person(s) who is/are FOODSAFE certified and will be present during event.
- Attach a copy of the FOODSAFE certificate to this application

<table>
<thead>
<tr>
<th>Name(s) of FOODSAFE certified food handler</th>
<th>Date of Certificate</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Part F

**APPLICANT SIGNATURE**

Please ensure you have completed the required sections in as much detail as possible. Incomplete information could delay processing of your application.

The information I have provided is complete and accurate to the best of my knowledge. I further agree to comply with the provisions of the Food Premises Regulation (BC Reg 210/99) and any requirements of the Fraser Health Authority.

<table>
<thead>
<tr>
<th>DATE OF APPLICATION (day/month/year)</th>
<th>PRINT NAME</th>
<th>SIGNATURE</th>
</tr>
</thead>
</table>

**For Office Use Only**

- ☐ Permit Issued
- ☐ Approval Issued
- ☐ Permit/Approval not required (see reasons below)
- ☐ Rejected (see reasons below)

DATE APPLICANT NOTIFIED (day/month/year)

**Conditions of Permit:**

- 
- 
- 
- 

**Reasons:**

- 
- 
- 
- 

EHO PRINTED NAME

EHO SIGNATURE

DATE (day/month/year)
INSTRUCTIONS

- Provide a diagram of your temporary food premises set-up
- Your diagram should include:
  - Equipment for food storage and preparation
  - Where food, utensils and single service items will be stored
  - Location of hand washing station(s)
  - Location of dishwashing station(s)
  - Wastewater and garbage containers
  - A canopy or acceptable roof cover or flooring may be required
  - Flooring may be required

Example Diagram of Temporary Food Premises Set-up

A – Customer order/service table
B – Refrigerator
C – Handwashing station
D – Food preparation table
E – Barbecue grill
F – Chafing dishes
G – Condiment table
H – Dishwashing double sink
I – Garbage containers

Set-up is on a concrete walkway
Tent will cover entire set up

Diagram of My Temporary Food Premises Set-up at ____________________________ (name of event)
Hand Washing: The Key to Health for You and Your Family

Each year numerous community festivals bring families and businesses together in celebration. This year you and/or your business may be thinking about getting involved by preparing or serving food to the participants or general public at one of these colourful events. Hand washing when serving food at these events is crucial. It not only protects yourself and others from food poisoning but also prevents many common infections. It is estimated that 80% of infections, such as colds, sore throats, ear aches, rashes, and flu, are spread by unclean hands.

Here’s how to wash your hands:

- Wet your hands under warm running water.
- Scrub all parts of your hands with liquid soap and water for 30 seconds. Make sure you create a good lather, and scrub fingertips and under the nails with a finger nail brush.
- Rinse hands under warm running water to remove the lather from the wrists to the finger tips.
- Use a paper towel to dry your hands.
- Prevent re-contamination by using the paper towel to turn off the taps.

When is a hand wash station required?

No hand wash station
- Serving pre-packaged food does not require a hand washing station at your food booth. For example, handing out pre boxed personal pizza boxes, dispensing coffee, means you do not touch the food so there is little danger of infecting the food or getting infected from another person. Just make sure to wash your hands before and after your food event, and after using the washroom.

Home Made/ Simple Hand Wash Station
- You will need to regularly wash your hands if you are serving/distributing/portioning/ cooking pre-made food such as sweets, or re-heating samosas, pakoras or other foods (made in an approved kitchen). In this instance, you can make your own hand washing station with a coffee urn, liquid soap, paper towels and a container for your waste water (talk to your Health Inspector for more details two weeks before the event: Surrey 604-930-5405 or Abbotsford 604-870-7900).

Portable Plumbed Hand Wash Station
- If you are handling the food in a more involved way such as making the food on-site by chopping food to make a sabzee, daal, or frying foods, you will need a portable sink with hot and cold running water, liquid soap and paper towels to more rigorously wash your hands. These sinks can be rented from party rental stores 2-3 weeks in advance of the event.

Questions? Talk to your local Health Inspector for more details. They are happy to give you free information about how you can protect yourself, others, and your family from infections such as the common cold, food poisoning and even typhoid fevers while serving food at these celebrations.

For more information about food safety, please visit our website: www.fraserhealth.ca/foodsaftyathome
डेटा: उड़ने के बाद धरना तू पॉर्टू वेब सी बुंदी

जब मात्र काफी दे, अन्तर्दोष रिपोर्ट दे सामान भारतीय धरना भावना अनुसार रिपोर्ट तू कहता है।

- सत्ता बेसे पारी तथा संरक्षण देव शिक्षा वर्तमान के लिए निवेदन यहाँ करें।
- 30 माह तक सुखी आवश्यक है, अब तक भाग का जीवन अवधि अनुसार है।
- चर्चा बेसे पारी तथा देव शिक्षा के लिए निवेदन यहाँ करें।
- तेल मुखरते रूप से त्रिकोण रहते हैं।
- उड़न बना बुरुंदित्ते देखने से तगड़ित व्यक्ति करें।

संग हाथ बुरुंदित्ते देखने से तगड़ित व्यक्ति करते हैं।

- दैनिक बिक्री बांटते हैं बुरुंदित्ते देखने से मिले की दक्ष तू इंतेज़र दे तेल पेट बले सोयॉल दूध की बुंदी है।
- सर्वाधिक सत्ता देव शिक्षा वर्तमान के लिए निवेदन यहाँ करें।
- तेल मुखरते रूप से त्रिकोण रहते हैं।

वेबसाइट है? डेटा सामान की आवश्यक मात्र तेल तू पॉर्टू वेब सी बुंदी

www.fraserhealth.ca/foodsafetyathome

July 2019
Environmental Health Services - Health Protection
**FOOD SAFETY**

**DO’s**
- Liquid Soap and Paper Towels
- Insulated Jug with Warm Water
- Non Self-Closing Spigot (Turn Valve or Flip Valve)
- Wastewater Bucket

- Do have a temporary hand washing station beside the food preparation area
- Do wash your hands prior to handling food
- Change gloves as often as you wash your hands
- Keep hot food like rice and sauces above 60°C

**DON’Ts**
- Do not handle food if you are feeling sick
- Avoid handling food with bare hands
- Do not keep yogurt or milk at room temperature
**DO’s**

- Keep cold food below 4°C with mechanical units or insulated containers with ice.
- Have a sanitizing solution by mixing 1oz of bleach with 4L of water.
- Sanitize all food contact surfaces, cutting boards and tables with sanitizing solution.

**DON’Ts**

- Food must be made in an approved food premises.
- Do not use lumber, cardboard or newspaper to store or handle food.
- Do not store food products on the ground, grass or gravel.

**QUESTIONS AND CONcerns?**

Contact our Health Protection Office:
604-930-5405 ext. 765612
टैक्टी मरीज मां दिशवन?
माइ वैल्यु पूंटेय रन्दून रन्द मंडल बे: 604-930-5405 फ्रेसरहेयल्थ 765612

टैक्टी वी मूबेिजा

वी नि वसीसे

1. उत्सर नपथर अंडे पूंजुए टपकल
2. अप्पे ट-स्ट्रीट इलेक्ट्रि टूटी (टर्मलर ने दलित टपकल)
3. धंरे धातु राजी वाली

वी नि वसीसे

1. निवेद दुमी विभाग भविष्य वट चंद ये उन्न टेस नियम चार्ज रु लेये

2. भले भी गंग बालक रा डाइ ये उन्न टेस नियम चार्ज रु लेये

3. फिली बाल गंग वेए ही जी गो उपवात घरने

> 60°C

1. धान अधि टर्मीड (सेंड) दलो बालक वाढियां नू 60° मिए.डे वैंप उपभाष दे संघे

2. रात्रि (पेंसुल) मौं हूं बम से दल उपभाष दे ना संघे
बी ठिकें!

1. बर्फीली मंजिल पर स्टोर उपभोक्ता होने वाले खपतियों के ग्राहक के लिए अवैधिक प्रदाताओं के घरों तक रखने को नहीं दिखाऊं।<n>4°C</n>

2. 4 सीटर रसीद के साथ 4 सीटर का लगभग 2 लीटर मटर और संक्षिप्त तरीके से भी जीतंतर (लायवर्स्ट्री) के साथ डिब्बाएं रखें।

3. 1 ओन्स ब्रॉश से अंतर्गत रसीद रखने के लिए खपतियों में पाए जाने वाले चाय, टेस्ट के साथ जीतंतर के बजाय माद सूखने वाले ब्रॉश के बजाए स्वच्छ रखें।

4. प्लास्टिक अलग रखने के लिए नस्ल वाले जीतंतर (लायवर्स्ट्री) के साथ निकालें। ब्रॉश के साथ जीतंतर के बजाय माद सूखने वाले ब्रॉश के बजाए स्वच्छ रखें।

शेष पतझड़ा तितंत्र तो है, पानी में स्वच्छ हांग घर के लिए जीतंतर के बजाय नस्ल वाले जीतंतर (लायवर्स्ट्री) के साथ निकालें।

फ्रेसर हेल्थ
604-930-5405
फ्रेसर मेंटल्यूरल सेवा 765612
To contact the local Environmental Health Officer by phone please call 604-587-3936 and request to be connected to your local area office.

**Abbotsford Health Protection**
#400 – 2777 Gladwin Road
Abbotsford, B.C. V2T 4V1
Phone: 604-870-7900
Fax: 604-870-7901
HPAbbotsford@fraserhealth.ca

**Surrey Health Protection**
#1150 - 11th Floor, 13450 102nd Avenue
Surrey, BC V3T 5X3
Phone: 604-930-5405 ext. 765612
Fax: 604-930-5415
HPSurrey@fraserhealth.ca