Prepared by Nova Scotia Environment to help operators meet food safety requirements at temporary events—events of 15 days or less.

These guidelines apply to all foodservice establishments at temporary events, except those operating under a mobile unit permit (mobile eating establishments, push carts).

Nova Scotia Environment, Inspection, Compliance and Enforcement Division, is responsible for the approval and inspection of temporary events where food is prepared or served to the public. Public health officers are available for consultation and questions related to your temporary event.

These guidelines set out **minimum requirements** only.

General

These guidelines refer to the physical setup and operational requirements of temporary food services. In addition to these guidelines, the operator must be aware of and comply with requirements of the Nova Scotia Food Safety Regulations.

If you are an out-of-province food premises attending a temporary event, you must apply for a Temporary Event Food Permit and supply the public health officer with the most recent inspection report from the health unit/department having jurisdiction.

If you are planning to use a permitted eating establishment or an approved facility for food preparation and storage, submit the **Permission to Use a Permitted Eating Establishment Form** (Appendix 2) along with your Temporary Event Food Permit application.

If you are preparing potentially hazardous foods on-site, submit a list of all menu items with your application. A public health officer reviews your application. Approval depends upon the following: on-site infrastructure, acceptable plan for all menu items listed, employees having recognized food hygiene training, and historical compliance.

Once a public health officer reviews your application, you may be contacted to discuss safe food handling practices specific to the foods you plan to serve. Depending on the types of foods and the complexity of preparation, menu items may be denied, you may be asked to provide additional equipment, or you may need to take additional steps to keep food safe.

Once issued, permit decals/letters must be kept onsite for viewing during inspection.

Exempt Foods

The following exempt foods do not require a permit. When you will serve exempt foods ONLY, no application is required:

- Cotton candy, hard candy
- Donuts/baked goods without dairy, meat fillings, or toppings
- Fresh fruit or vegetables, when sold whole
- Coffee and tea, when served with single-service creamers/milk
- Pancakes, waffles — from a commercial source and mixed with potable water only; CANNOT include dairy or eggs or whipped cream topping
- Popcorn
- Popsicles, novelty ice creams — from a commercial source
- Pre-packaged shelf-stable foods — from a commercial source, sold in package

Definitions

Temporary Event Food Services: a booth or structure erected to provide a food service at exhibitions, fairs, community festivals, or similar organized community activities to a maximum of 15 consecutive days or less per year per location.

Organizer: a person designated as overseeing the overall operations associated with a permitted temporary event.

Vendor: a person who occupies a booth or structure at a temporary event for the purpose of offering product for sale.

Applications for Temporary Event Permits and Organizer Permits

Applications available online: *novascotia.ca/nse/food-protection/docs/TempFoodPermit.pdf* (Appendix 1)

Organizer applications must be submitted at least 60 days prior to the event.

Vendor applications must be submitted at least 14 days prior to the event.

Ensure that your application is complete and correct to avoid processing delays or rejection.

Organizer Responsibilities

The event organizer must contact the public health officer for the area to discuss the temporary event. The officer will outline safe food handling practices specific to the foods you plan on serving.

Approval of site and floor plan

Event organizers must submit a site and floor plan with their application for review and approval 60 days prior to the event.

General

Event organizers must

- Ensure that these guidelines are followed.
- Notify the department of any changes to original application.
- Obtain all necessary approvals from partnering agencies and municipalities, if required.

Power Supply

Event organizers must

- Ensure sufficient electrical power supply for all food vendors.
- Coordinate alternate back up plans with food vendors in case of power failures or water shortages (for example, provision of emergency generators, propane burners, supply of ice).

Sanitation and Waste Handling

Event organizers must

- Provide and maintain sufficient numbers of solid waste, recycling, and compost containers to prevent the congregating of flies or other pests.
- Provide sanitary facilities in sufficient numbers — for example, portable toilets, temporary hand wash stations. Separate sanitary facilities may be required for vendors.

- Maintain sanitary facilities in a sanitary manner.
- Store wastewater in a covered, durable container and dispose of wastewater in an approved sanitary sewer, bathroom facility, or holding tank. Wastewater must not be disposed of by pouring over the surface of the ground or in a storm sewer.

Vendor Responsibilities

Physical Setup of Booth or Structure

The vendor must ensure that the booth or structure intended to house food service activities

- is protected from rain, wind, and direct sunlight
- has an overhead cover (canopy, tarp, or umbrella) to protect the food from contamination
- keeps sources of contamination out of food handling areas — for example, animals and young children

Inspection Ready! — one hour before event start time

The vendor must have their booth fully set up and equipped for inspection by a public health officer **at least one hour** before the event starting time.

Food Preparation

The vendor must ensure each of the following:

- All foods must be obtained from approved sources — inspected meat, poultry, eggs.
- Ice is considered a food item and must be obtained from an approved source and stored properly to avoid contamination.
- Foods must be transported to the temporary event in a manner that prevents contamination.
- Only limited preparation (cooking and associated assembly) occurs on site.
- No cutting/chopping of ingredients, marinating, or other forms of food processing or preparation happens on site.
- Potentially hazardous foods must be stored, transported, and maintained at proper temperatures:
  - **Cold foods must be kept at 4°C (40°F) or colder**
  - **Hot foods must be kept at 60°C (140°F) or hotter**
  - **Reheat foods to 74°C (165°F) or hotter**
- Food probe thermometers must be available to monitor internal food temperatures and must be sanitized between uses (See Appendices).
- Sufficient cooking, reheating, and hot holding equipment for the event is available: Open-flame chafing dishes are not recommended for use at outdoor events.
- Adequate refrigeration equipment for the event is available.

Food Protection

The vendor must ensure that

- Foods are protected from contamination at all times — properly covered with lids, plastic/aluminum wrap, or sneeze guards.
- Thermometers are present in all coolers/refrigerators. Use of Styrofoam coolers is not permitted.

- Food contact equipment and surfaces are smooth, non-absorbent, easily cleanable, and protected from contamination.
- Food service utensils are changed every two hours or properly cleaned and sanitized as required (Appendix 6).
- All foods and utensils are stored at least 15 cm (6 inches) off the ground and protected from sources of contamination.
- All items used by the public are single service only — plates, bowls, cutlery, etc. Re-use of single-service items is prohibited.
- Self-serve condiments are either offered in individual packages or dispensed from a container that protects the condiment from contamination.

A Pre-Opening/Daily Self-Inspection Checklist is provided for your convenience (Appendix 3).

Food Handler Training

Required: A minimum of one food handler, who is in charge, must have successfully completed a food hygiene training program recognized by the department.

Recommended: All personnel involved in food preparation and service should attend a food hygiene course.

Food Handler Hygiene

The vendor must ensure that

- Handwashing facilities are provided at their booth (Appendix 5).
- Liquid soap in a dispenser and paper towels are available.

The vendor must ensure that all food handlers

- wash their hands as often as is necessary to prevent contamination of food and food areas
- wear clean clothing
- confine their hair (hairnets, hats)
- refrain from eating, drinking, and smoking/vaping while working in the booth

When multiple personnel are present, the vendor should designate one person to handle money only. This measure helps reduce the risk of contaminating food and food areas.

Appendices

Appendix 1 – Temporary Event Food Permit Application

Appendix 2 – Permission to Use a Permitted/Approved Eating Establishment

Appendix 3 – Pre-opening/Daily Self-Inspection Checklist

Appendix 4 – Temperature Log Sheet

Appendix 5 – How to Set Up a Temporary Hand Wash Station

Appendix 6 – How to Mix a Chlorine Bleach Sanitizer