

Thunder Bay District Health Unit **Food Vendor Check List**

To receive approval for your operation at a Fair, Festival or Special Event, please ensure you do not forget any of the following items:

- Review the TBDHU's *Operating Guidelines for Special Events*
- If operating within the City of Thunder Bay contact the Licensing and Enforcement Division of the City of Thunder Bay to determine the licensing requirements for your operation
- Complete Food Vendor Application Form and submit to the TBDHU **14 days prior** to the event
- Receive approval for your application by a Public Health Inspector
- Prepare all food in a TBDHU approved and inspected facility, unless otherwise exempted
- If notified by a Public Health Inspector of an exemption, post required signage and maintain "Donors of Potentially Hazardous Food" list

Failure to comply with the TBDHU guidelines may result in closure or provincial fines.

Remember to provide the following, if applicable:

- Adequate handwashing facilities provided with liquid soap and paper towel
- Hot holding units (steamer, stove, chaffing dishes, etc.)
- Cold holding units (refrigerators, freezers, coolers, ice, etc.)
- Thermometers for cold holding units
- Instant read (probe) thermometer to verify the internal temperature of hazardous foods during food preparation and storage
- Provide a supply of single-use alcohol swabs to clean and disinfect the stem of the probe thermometer
- Adequate supply of extra utensils, stored in a clean container, enough to last the day
- Food-grade storage containers and covers to prevent contamination of food
- Sanitizer (i.e. 1 oz of bleach to 1 gallon of water)
- Garbage containers with lids

- PERSONAL:
 - o Hair restraints i.e. hats, hairnets
 - o Clean outer garments
 - o All food handlers are aware of safe food handling practices

