



Healthy Kids Community Challenge Timmins-Misiway Blender Bike – User Agreement

Thank you for your interest in bringing the Blender Bike to your organization or event!

The Blender Bike makes fresh smoothies relying entirely on its rider to power the blender. The philosophy behind the bike ties into the goals that the Timmins-Misiway Healthy Kids Community Challenge and many organizations within the community share, such as increasing consumption of fruits and vegetables and being active 60 minutes a day.

For members of the community that experience the Blender Bike, creating something delicious using the power of their own body makes the bike an exciting concept!

This user manual includes the following:

- Specific Food Safety Guidelines for Blender Bike
- Blender Bike User Agreement, including a Waiver and Release of Liability
- Special Event Permit Application Form from the Porcupine Health Unit, Public Health Inspection Services
- Special Event Operating Guidelines from the Porcupine Health Unit, Public Health Inspection Services

Prior to use of the Blender Bike, the organization requesting use must:

- Complete the Blender Bike User Agreement and return to the Misiway Milopemahtesewin CHC health promoter no later than 15 days prior to requested date of use. Form can be dropped off at Misiway Milopemahtesewin CHC (130 Wilson Avenue, Timmins, ON) or faxed to (705) 264-2243 or emailed to kmurray@misiway.ca.
- Complete the Special Event Permit Application Form and return to the Porcupine Health Unit, Public Health Inspection Services no later than 15 days prior to the event. Form can be dropped off at or faxed to any Porcupine Health Unit location or emailed to inspections@porcupinehu.on.ca.
- Review the Special Events Operating Guidelines and ensure compliance with requirements listed.

For any questions or assistance, please call the Misiway Milopemahtesewin CHC health promoter at (705) 264-2200.

Specific Food Safety Guidelines for Blender Bike

In addition to adhering to the requirements outlined in the Porcupine Health Unit Special Events Operating Guidelines included at the end of this User Manual, organizations that request use of the Blender Bike must also follow the food safety procedures below.

- Blenders, including all parts that come apart, must be washed and sanitized between every few uses and not less than every two hours.
- If cutting boards and knives are being used, they must also be washed and sanitized between every few uses and not less than every two hours.
- To wash and sanitize equipment, a two-compartment sink should be used, with washing and rinsing occurring in the first sink and chemical sanitizing occurring in the second sink.
- If you do not have access to a freezer, coolers with ice or ice packs (and thermometers) can be used to keep your fruit cool (if frozen).
- If milk or yogurt is being added to smoothies, then you would also need to ensure that the ingredients are maintained cool at 4°C or lower (in a fridge or cooler).
- The minimum requirement for washing hands would be a handwash station equipped with soap and paper towels.

Further details outlining requirements for temporary hand wash sink set-ups, cold holding for your ingredients, dishwashing can be found in the Porcupine Health Unit Special Events Operating Guidelines included at the end of this User Manual.

If you require assistance relating to food safety, please call the Porcupine Health Unit Inspection Department at (705) 267-1181 (1-800-461-1818).

**** All parts of the Blender Bike must be completely washed and sanitized prior to returning the Blender Bike to host organization.***

Food Allergies

Health Canada, the Canadian Food Inspection Agency (CFIA), allergy associations and the medical community have identified ten substances most frequently associated with food allergies and allergic-type reactions. They are:

- Eggs
- Milk
- Mustard
- Peanuts
- Seafood (Fish, Crustaceans and Shellfish)
- Sesame
- Soy
- Sulphites
- Tree Nuts
- Wheat

If you are using the Blender Bike for a community event, please be conscious of possible allergies and potential cross-contamination.

For more information, please visit the Health Canada website at <https://www.canada.ca/en/health-canada/services/food-nutrition/food-safety/food-allergies-intolerances/food-allergies.html>.

Healthy Kids Community Challenge Timmins-Misiway
Blender Bike User Agreement

Organization requesting use ("USER"): _____

Contact person at organization: _____

Phone: _____ Email: _____

Organization address: _____

Purpose for use: _____

Place of use: _____ Date of use: _____

Contact at event: _____ Phone: _____

WAIVER AND RELEASE OF LIABILITY

USER TERMS AND CONDITIONS

1. The USER shall keep and maintain the Blender Bike and accessories ("equipment") during the terms of the use at their own cost and expense, and shall keep the equipment in a good state of repair, normal wear and tear excepted.
2. The USER shall obey the *Special Event Operating Guidelines* as outlined by the Porcupine Health Unit, Public Health Inspection Services, Food Safety. The USER is solely responsible for any citation or violation occurring during the use of, or as the result of using, the equipment.
3. The USER shall bear all risk and responsibility of and for any and all damage, loss or theft of the equipment, or any portions thereof, including, but not limited to vandalism or theft, and shall pay Misiway Milopemahtesewin Community Health Centre ("LESSOR") the full cost of repair or replacement.
4. The USER shall return equipment in the condition in which it was received. The USER agrees to use all equipment for its designed purpose only.
5. The USER shall not remove the equipment from the address of the USER or the location shown herein as the place of use of the equipment without prior written approval of the LESSOR.
6. The equipment shall be picked up by the USER and returned to LESSOR at the USER's risk, cost and expense.
7. The USER hereby releases the LESSOR and its employees from liability for negligence and holds harmless the LESSOR and its employees from any loss, expense or cost, including attorney fees, arising out of any damages, injuries or illnesses, whether to persons or property, occurring as a result of the use of said equipment.

I have read and understand the above. I agree to the terms and conditions as stated.

Signature: _____ Date: _____

Print Name: _____



SPECIAL EVENT PERMIT APPLICATION FORM

This application must be submitted no later than 15 days prior to any event. Completed and signed forms can be dropped off or faxed to any Porcupine Health Unit office or emailed to inspections@porcupinehu.on.ca. If you require assistance, please call the Inspection Department at (705)267-1181 (1-800-461-1818).

EVENT INFORMATION

NAME OF EVENT:	
DATE(S) OF EVENT:	HOURS OF OPERATION:
LOCATION OF EVENT:	

CONCESSION OPERATOR INFORMATION

NAME OF APPLICANT:			
STREET AND MAILING ADDRESS: CITY/TOWN:		POSTAL CODE:	
TELEPHONE:	HOME:	WORK:	CELL:
EMAIL:		FAX:	
PERSON IN CHARGE OF FOOD HANDLING: <input type="checkbox"/> Same as above			
STREET AND MAILING ADDRESS: CITY/TOWN:		POSTAL CODE:	
TELEPHONE:	HOME:	WORK:	CELL:
EMAIL:		FAX:	
IS THE FOOD BOOTH RUN BY ONE OF THE FOLLOWING GROUPS? <input type="checkbox"/> Religious organization <input type="checkbox"/> Fraternal organization <input type="checkbox"/> Service club			
WILL YOU BE CLAIMING AN EXEMPTION FROM THE FOOD PREMISES REGULATION AT THIS EVENT? <input type="checkbox"/> Yes <input type="checkbox"/> No			

FOOD SERVICE

VENDOR SET-UP: <input type="checkbox"/> Temporary Food Booth <input type="checkbox"/> Street Food Vending Cart <input type="checkbox"/> Mobile Premise <input type="checkbox"/> Indoor Facility	
LOCATION OF FOOD PREPARATION: <input type="checkbox"/> On Site <input type="checkbox"/> Off Site	
<input type="checkbox"/> IF ON SITE NUMBER OF FOODHANDLERS EXPECTED TO WORK AT YOUR BOOTH: NUMBER OF CERTIFIED FOOD HANDLERS: DESIGNATED SUPPORT PERSON: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A DESIGNATED MONEY HANDLER: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> IF OFF SITE NAME OF PREMISE: TYPE OF PREMISE (i.e., restaurant, church kitchen, community centre, etc.): ADDRESS: PHONE NUMBER:
WHERE WILL THE FOOD BE PURCHASED OR SUPPLIED* FROM?	
NAME:	ADDRESS:

*Attach separate sheet of paper if more space is required for food suppliers.

MENU

MENU ITEM*	TYPE OF FOOD PREPARATION (E.G., GRILLING, FRYING, BBQ, ETC.)	FOOD PRECOOKED		FOOD COOKED ONSITE			FOOD STORAGE ONSITE	
		YES	NO	YES	NO	REHEATING	HOT 60°C (140°F) OR HOTTER	COLD 4°C (40°F) OR COLDER
		<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>					

*Attach separate sheet of paper if more space is required for menu items.

FOOD STORAGE/TRANSPORTATION

<p>HOW WILL HAZARDOUS FOOD BE TRANSPORTED TO THE EVENT? <input type="checkbox"/> Refrigerated truck <input type="checkbox"/> Insulated containers with ice <input type="checkbox"/> Thermal containers <input type="checkbox"/> Other (Please specify: _____)</p>
<p>WHAT METHOD(S) WILL BE USED TO MAINTAIN COLD FOODS AT 4°C (40°F) OR COLDER DURING THE EVENT? <input type="checkbox"/> Not required <input type="checkbox"/> Refrigerated truck <input type="checkbox"/> Mechanical refrigeration <input type="checkbox"/> Insulated containers with ice <input type="checkbox"/> Other (Please specify: _____)</p>
<p>WHAT METHOD(S) WILL BE USED TO MAINTAIN HOT FOODS AT 60°C (140°F) OR HOTTER DURING THE EVENT? <input type="checkbox"/> Not required <input type="checkbox"/> Sterno/chaffing dish <input type="checkbox"/> BBQ/grill <input type="checkbox"/> Propane stove <input type="checkbox"/> Crock pot <input type="checkbox"/> Hot plate <input type="checkbox"/> Oven <input type="checkbox"/> Steam table/unit <input type="checkbox"/> Other (Please specify: _____)</p>
<p>WHAT METHOD(S) WILL BE USED TO REHEAT FOOD PRIOR TO SERVICE? <input type="checkbox"/> Not required <input type="checkbox"/> Microwave oven <input type="checkbox"/> Stove top <input type="checkbox"/> Oven <input type="checkbox"/> Grill/BBQ <input type="checkbox"/> Deep fryer <input type="checkbox"/> Other (Please specify: _____)</p>
<p>DO YOU HAVE A PROBE THERMOMETER TO CHECK THE INTERNAL TEMPERATURES OF FOOD DURING THE EVENT? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>DO YOU HAVE ACCURATE INDICATING THERMOMETER(S) TO CHECK TEMPERATURE CONTROL UNITS? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>HOW WILL FOODS INCLUDING CONDIMENTS BE PROTECTED FROM CONTAMINATION DURING THE EVENT? <input type="checkbox"/> Food grade wrap <input type="checkbox"/> Lids <input type="checkbox"/> Pre-packaged condiments <input type="checkbox"/> Sneeze guard/shield <input type="checkbox"/> Enclosed cabinet/container <input type="checkbox"/> Other (Please specify: _____)</p>
<p>DO YOU HAVE RE-SUPPLY METHOD FOR ICE DURING THE EVENT? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>

SEPARATE HANDWASHING BASIN

<p>IS THERE A SEPARATE HANDWASHING BASIN WITH HOT AND COLD OR WARM RUNNING WATER PROVIDED IN THE FOOD HANDLING/FOOD PREPARATION AREA? HOW MANY HANDWASHING SINKS ARE PROVIDED? <input type="checkbox"/> Yes – Fixed sink <input type="checkbox"/> Yes – Portable sink <input type="checkbox"/> Yes – Temporary sink How many sinks provided? (_____) <input type="checkbox"/> No (Please explain: _____)</p>
<p>DO YOU HAVE A SUPPLY OF LIQUID SOAP AND PAPER TOWELS PROVIDED FOR THE HANDWASHING SINK(S)? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please explain: _____)</p>

UTENSIL WASHING

WHAT TYPE OF SINK IS PROVIDED FOR UTENSIL WASHING? Two-compartment sink
 Three-compartment sink None (Please explain: _____)

WHAT TYPE OF SANITIZER IS USED FOR SANITIZING UTENSILS?
 Bleach Other (Please explain: _____)

TEST STRIPS PROVIDED FOR SANITIZER? Yes No N/A

POTABLE WATER SOURCE

Municipal supply Commercially bottled Hauled municipal water (Name/phone number of water hauler: _____)

WASTE WATER AND GARBAGE DISPOSAL

METHOD OF WASTE WATER/SEWAGE DISPOSAL:
 Holding tank Other (Please specify: _____)

NUMBER OF GARBAGE RECEPTACLES IN FOOD PREPARATION AREA: _____

I have reviewed the *Special Events Operating Guidelines*. I understand the requirements for food vendors at special events and have provided the information to all food handlers.

PRINT: _____ SIGN: _____ DATE: _____

THE FOLLOWING CONDITIONS/RECOMMENDATIONS ARE TO BE COMPLETED BEFORE THE EVENT IS ALLOWED TO COMMENCE:

INSPECTOR: _____ DATE SIGNED: _____

FOR OFFICE USE ONLY

O. Reg 562
 Created/entered in Hedgehog as Special Event Vendor.
 If exempted, provided appropriate signage.
 Provided special event permit.

This application is: APPROVED NOT APPROVED

- | | | | | |
|---|---|--|---|--|
| <p><u>Main Office</u></p> <p><input type="checkbox"/> Timmins
 169 Pine St. South
 P.O. Bag 2012
 P4N 8B7

 (705)267-1181 or
 Fax. (705)264-3980</p> <p>1-800-461-1818</p> <p>www.porcupinehu.on.ca</p> | <p><u>Branch Offices</u></p> <p><input type="checkbox"/> Cochrane
 Minto Centre
 P.O. Box 550
 POL 1C0
 (705)272-3394
 Fax. (705)272-4996</p> <p><input type="checkbox"/> Hearst
 Medical Centre
 P.O. Box 2470
 POL 1N0
 (705)362-7808
 Fax. (705)362-7462</p> | <p><input type="checkbox"/> Hornepayne
 247 Third Avenue
 P.O. Box 127
 POM 1Z0
 (807)868-2091
 Fax. (807)868-2225</p> <p><input type="checkbox"/> Iroquois Falls
 58A Anson Drive
 P.O. Box 575
 POK 1G0
 (705)258-2247
 Fax. (705)258-2249</p> | <p><input type="checkbox"/> Kapuskasing
 4 Ash St.
 P5N 2C8
 (705)335-6101
 Fax. (705)337-1895</p> <p><input type="checkbox"/> Matheson
 Bingham Memorial
 Hospital
 P.O. Box 490
 POK 1N0
 (705)273-2954
 Fax. (705)273-2522</p> | <p><input type="checkbox"/> Smooth Rock Falls
 141 Fifth St.
 P.O. Box 388
 POL 2B0
 (705)338-2654
 Fax. (705)338-2250</p> <p><input type="checkbox"/> Moosonee
 38 Revillion Rd
 P.O. Box 730
 POL 1Y0
 (705)336-2294
 Fax. (705)336-2919</p> |
|---|---|--|---|--|

DISPONIBLE EN FRANÇAIS

SPECIAL EVENTS OPERATING GUIDELINES

Porcupine Health Unit, Public Health Inspection Services, Food Safety

If you are planning to sell or offer food to people at a special event in the community, you must notify the Porcupine Health Unit no later than 15 days prior to the event. Once the completed application form has been received, it will be reviewed by a public health inspector.

All food premises operating in the Porcupine Health Unit district will be risk assessed and the requirements will be based on the *Ontario Food Premises Regulation 562/90*, as amended, under the *Health Protection and Promotion Act*.

In addition to submitting the *Special Event Permit Application Form*, vendors must post the permit in a clearly visible location during the event and ensure that the following requirements are met.

SECTION 1: FOOD PREPARATION AND PROTECTION

- a. Food must be obtained from sources that are approved by the federal or Ontario provincial regulating authorities (e.g., inspected meat, poultry, eggs, dairy products and fish).
- b. Food must be prepared onsite or offsite in an inspected facility*. A private home is NOT an inspected facility.
- c. All raw hazardous foods must be cut, chopped and prepped in an inspected facility prior to the event; only final cooking steps are to be conducted at the event*.
- d. Precooked meats are recommended whenever possible to reduce the risk of foodborne illness.
- e. All food must be protected against contamination from dust, insects and other contaminants during transportation, storage and display. Food must be covered using a lid or food wrap (e.g., aluminum or plastic).
- f. Food must be stored at least 15 centimeters (6 inches) above the ground/floor.
- g. To avoid potential contamination, raw hazardous foods must be stored separately or below ready-to-eat foods (e.g., use separate containers/coolers for raw hazardous foods and ready-to-eat foods).
- h. All food must be handled with tongs, spoons, scoops, etc. where possible to avoid direct hand contact with food.
- i. Cooked foods must NOT be placed on plates or containers that previously held raw hazardous foods.
- j. Condiments must be offered in either individual packages or dispensed from a container which protects the condiments from contamination (e.g., pump dispenser or squeeze bottle). Open lid containers with utensils are NOT permitted. ▶

**Exemption applies to fraternal organizations, religious organizations and service clubs (see page 5 for more information).*

SECTION 1: FOOD PREPARATION AND PROTECTION (Cont'd)

- k. Displayed foods must be pre-packaged, enclosed in cabinets or covered to protect from potential sources of contamination.
- l. Customer samples must be protected from contamination (provide individual containers, toothpicks or a serving spoon).

SECTION 2: TEMPERATURE CONTROL

- a. Cold hazardous foods must be transported, stored and displayed at 4°C (40°F) or colder.
- b. Frozen hazardous foods must be transported, stored and displayed at -18°C (0°F) or colder.
- c. Hot hazardous foods must be transported, stored and displayed at 60°C (140°F) or hotter.
- d. Adequate temperatures must be maintained during transportation. Use thermal insulated containers with cold or hot packs, ice or refrigerated trucks to maintain hazardous foods at the required temperatures.
- e. Hazardous frozen foods must be thawed in a refrigerator or under cold running water; NOT at room temperature.
- f. Thermometers must be available for each temperature control unit (e.g., cold holding and hot holding units).
- g. A food probe thermometer must be available to verify the internal temperature of all hot and cold hazardous foods. A supply of single use alcohol swabs to clean and sanitize the stem of the probe thermometer between uses is recommended.
- h. All hazardous foods must be thoroughly cooked and reheated to the following temperatures:

HAZARDOUS FOOD ITEMS	COOKING °C (°F) FOR 15 SECONDS	REHEATING °C (°F) FOR 15 SECONDS
Poultry, whole	82°C (180°F)	74°C (165°F)
Poultry/Ground poultry	74°C (165°F)	74°C (165°F)
Pork/Pork products	71°C (160°F)	71°C (160°F)
Ground meat (beef, pork)	71°C (160°F)	71°C (160°F)
Fish	70°C (158°F)	70°C (158°F)
Hazardous food mixtures	74°C (165°F)	74°C (165°F)

SECTION 3: WATER SUPPLY

- a. Only potable (safe to drink) water is allowed.
- b. All ice must be made from potable water.
- c. The water supply must either be connected to a potable water system or be from an enclosed potable water holding tank.
- d. The supply must be adequate for handwashing, food preparation and equipment cleaning.
- e. Food grade hoses are recommended when connecting to the potable water supply.

SECTION 4: HANDWASH BASIN

- a. Every temporary food premise that handles an open food product must be equipped with their own separate handwash basin. The handwash basin must be located in a convenient location within the food preparation area.
- b. Washroom sinks cannot be used for this purpose.
- c. Hand sanitizers do NOT replace the requirements for a separate handwash basin. Hand sanitizer must only be used by non-food handlers (i.e., cashiers).
- d. Disposable gloves do NOT replace the requirements for a separate handwash basin. Disposable gloves may be used in addition to good hand hygiene practices.
- e. **For events lasting two (2) days or less and serving non-hazardous foods**, a temporary handwash basin will be permitted. A temporary handwash basin consists of a container with a spigot that is capable of providing a continuous flow of warm running water, a supply of liquid soap and paper towel in a dispenser. Vendors must also provide wastewater collection container to collect the greywater.
- f. **For events lasting three (3) or more days or serving hazardous foods:**
 - ◆ A temporary handwash basin may be permitted. The use of a temporary handwash basin will be determined upon the completion of a risk assessment. The risk assessment will be based on the type of food being prepared and the level of on-site food handling.
 - ◆ Based on the results of a risk assessment, a more structured handwash basin may be required (e.g., a foot pump operated handwash basin equipped with running water, a supply of liquid soap and paper towel in a dispenser).

SECTION 5: PERSONAL HYGIENE

- a. Food handlers must:
 - ◆ Wash their hands thoroughly with liquid soap and warm water as often as necessary to prevent contamination of food and food contact surfaces.
 - ◆ Ensure that they have headgear that confines the hair (e.g., hairnet, caps, scarf or visor).
 - ◆ Wear clean outer garments.
 - ◆ Be free from illness. NO person who is sick with diarrhea, vomiting, cold or flu-like symptoms, or who has uncovered sores or cuts on their hands handles food.
 - ◆ NOT use tobacco within the temporary food premise.
- b. When gloves are used, they must be changed in between tasks and hands must be washed before putting on a new pair and taking off a dirty pair. Gloves are NOT a substitute for handwashing.
- c. Where open food is handled and prepared:
 - ◆ Designate one person to be a support worker who does NOT handle food. That person will be responsible for things like emptying garbage and dirty wastewater containers, refilling fuel, replenishing soap, dishwashing.
 - ◆ Designate one person to handle money/tickets. That person must NOT handle food. ▶

SECTION 5: PERSONAL HYGIENE (Cont'd)

- d. Smoking is NOT permitted in any enclosed public places and workplaces under the *Smoke-Free Ontario Act*.
- e. *No Smoking* signs are provided by the Porcupine Health Unit. For more information or to place an order for signs, please contact your local office.

SECTION 6: DISHWASHING AND UTENSILS

- a. Only single-service eating utensils (e.g., plastic cutlery, plates and cups) will be permitted. All single-service utensils must be stored in a sanitary manner. Re-use of single-service utensils is prohibited.
- b. Utensils for preparing/serving food must be washed, rinsed, and sanitized in a two-compartment sink. The washing and rinsing would occur in the first sink, with chemical sanitizing occurring in the second sink. Each compartment must be large enough to immerse the largest piece of equipment or utensil.
- c. For events serving non-hazardous foods, a supply of extra utensils can be used instead of a two-compartment sink. The extra utensils must be washed, rinsed and sanitized using the two-compartment sink method, and stored to prevent contamination during storage. Utensils should be changed at least every two hours or when contamination occurs.

A solution of chlorine bleach can be used: 100 ppm = 5 mL (1 teaspoon) bleach (5.25% concentration) mixed with 1 Litre (4 cups) water.

SECTION 7: SANITIZING

- a. All food preparation areas must be cleaned regularly using potable water and detergent prior to sanitizing.
- b. A sanitizing agent must be available to disinfect surfaces. Sanitizing concentrations must be double for all utensils and equipment that cannot be immersed in the sanitizing solution.

A solution of chlorine bleach can be used: 200 ppm = 10 mL (2 teaspoons) bleach (5.25% concentration) mixed with 1 Litre (4 cups) water.

- c. Wiping cloths for cleaning and sanitizing must be provided and stored in a sanitary manner.
- d. Sanitizing solutions must be prepared daily.
- e. Chemicals must be stored away from food products.
- f. All chemical bottles must be properly labelled.

SECTION 8: STRUCTURE

- a. All food contact surfaces must be smooth, non-absorbent and easily cleanable.
- b. Temporary food premises must have an overhead cover (i.e., canopy, umbrella, or tent) to protect the food from potential contamination.

SECTION 9: SOLID AND LIQUID WASTE MANAGEMENT

- a. An adequately sized garbage container with a lid must be provided. The container must be durable, leak proof and emptied regularly.
- b. All wastewater must drain into a covered, leak-proof wastewater collection container. Wastewater containers must be sized to accommodate an equal or greater volume of the potable water supply.
- c. Arrange for the sanitary disposal of all wastewater. Wastewater must not be disposed of on the ground.

* EXEMPT GROUPS

There is an exemption in the *Food Premises Regulation* that affects food safety and the public health inspection process for special events. This exemption applies to the following groups:

- ◆ fraternal organizations,
- ◆ religious organizations, and
- ◆ service clubs.

Exempt groups have two options:

Option 1: Groups DO NOT have to follow the Health Unit's *Special Events Operating Guidelines*, but under the *Food Premises Regulation*, MUST follow requirements #1, #2, and #3 in order to receive the Health Unit's approval to operate.

Option 2: Follow the Health Unit's *Special Events Operating Guidelines* and be inspected like all other vendors, avoiding requirements #2 and #3.

Requirement #1

Notify the Health Unit when the group plans to hold or take part in a special event by completing the Health Unit's *Special Event Permit Application Form* and submitting it at least 15 days prior to the event.

Requirement #2

Post a notice stating that their food premise has not been inspected in accordance with the *Food Premises Regulation* (available from the Porcupine Health Unit).

Requirement #3

Keep a list of foods donated to the event and include the name, address and phone number of the donor (available from the Porcupine Health Unit).

