

Environmental Health Department  
2<sup>nd</sup> Floor  
2110 Hamilton Street  
Phone 766-7755 Fax 766-7730

Name of Pavilion: \_\_\_\_\_

Address of Pavilion: \_\_\_\_\_

Name of Ambassador \_\_\_\_\_

Telephone day \_\_\_\_\_ evening \_\_\_\_\_ cell \_\_\_\_\_

Name of Second Ambassador \_\_\_\_\_

Telephone day \_\_\_\_\_ evening \_\_\_\_\_ cell \_\_\_\_\_

**Head Person in charge of Food** \_\_\_\_\_

Telephone day \_\_\_\_\_ evening \_\_\_\_\_ cell \_\_\_\_\_

Name of Food Supervisor for Thursday evening: \_\_\_\_\_

Telephone day \_\_\_\_\_ evening \_\_\_\_\_ cell \_\_\_\_\_

Name of Food Supervisor for Friday evening: \_\_\_\_\_

Telephone day \_\_\_\_\_ evening \_\_\_\_\_ cell \_\_\_\_\_

Name of Food Supervisor for Saturday morning/afternoon \_\_\_\_\_

Telephone day \_\_\_\_\_ evening \_\_\_\_\_ cell \_\_\_\_\_

Name of Food Supervisor for Saturday afternoon/evening \_\_\_\_\_

Telephone day \_\_\_\_\_ evening \_\_\_\_\_ cell \_\_\_\_\_

**FOR OFFICE USE ONLY**

[ ] Approved with the following conditions \_\_\_\_\_

List reason why license is not issued if this application is not approved.  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PHI Signature

\_\_\_\_\_  
Date Application reviewed and either approved or rejected



## Food Preparation

1. List food preparation areas (licensed Public Eating Establishments and/or inspected food processing facilities) used to prepare food **before** the event starts.

Name and Address of Building	All Dates and Times

PHI comments

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2. List the addresses and names of other licensed Public Eating Establishments and/or inspected food processing facilities used **during** the event.

Name and Address of Building	All Dates and Times

PHI comments

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Please call: 766-7755 – Regina  
 766-7705 – rural area around Regina  
 332-3312 – Fort Qu’Appelle and Area  
 695-5232 – Grenfell and Area (starting at RM 155 and going east)

to ensure the kitchens chosen are licensed and/or inspected.

**NOTE: FOOD FOR THE PUBLIC CANNOT BE PREPARED AT HOME.**

3. Food Storage

If food items are prepared prior to the start of the event, describe how and where the food items will be stored before the actual event starts.

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4. Food Transportation

Please explain how hot and cold food items will be transported to the Temporary Food and Drink Concession.

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**IV. At the Temporary Food and Drink Concession**

1. Food Protection

Describe the type and number of containers and other supplies:

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2. Cooking and/or Re-Heating Equipment

Describe the type and number of units that will be used to cook and/or quickly re-heat foods in the temporary food and drink concession:

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Ensure that foods are cooked at least to the temperatures listed in Appendix A.

3. Hot-Holding Equipment

Describe the type and number of hot-holding units that will be used to keep hot foods hot:

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c. Solid waste

(i) Type of container(s) \_\_\_\_\_

(ii) Size of container(s) \_\_\_\_\_

(iii) Number of container(s) \_\_\_\_\_

d. Washrooms

i) Washrooms must be provided for food service workers. Where are they located?

\_\_\_\_\_

ii) Where are washrooms for the public located?

\_\_\_\_\_

If portable toilets are used, how many are provided? \_\_\_\_\_

and how many portable sinks are provided? \_\_\_\_\_

e. Power/electrical                      Yes                      No

f. Gas/propane                              Yes                      No

PHI Comments for section IV \_\_\_\_\_

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**V. Staff**

1. Safe Food Handling Course

List names of staff who have completed a recognized Safe Food Handling Course.

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\_\_\_\_\_

## 2. Temperature Logs

Temperature and time are critical elements in preventing foodborne illness and may be more challenging at an outdoor venue. A temperature log (see page 11 and 12) is required to monitor hot and cold food temperatures during the event.

### **Temperatures must be taken before opening and every two hours.**

List name of staff on each shift responsible for taking food temperatures and writing results down on paper.

<b>Names</b>	<b>Date</b>

**Please ensure there is an accurate, calibrated probe-style thermometer available to monitor hot and cold food temperatures.**

## **VI. Temperature Log**

Use a calibrated probe-style thermometer to take temperatures. Do not use an infrared thermometer to take the temperature of food.

For liquid or semi-liquid foods, do not stir before taking the temperature.

For cold foods use the geometric center of the food.

For hot foods use several areas plus the area farthest from the heat source.

The following guidance may be used for determining the appropriate corrective action for improper cooling. Cooked hot food may be reheated to 79°C (165°F) for 15 seconds and the cooling process started again using a different cooling method if the food is:

- Above 21°C (70°F) and two hours or less into the cooling process; and
- Above 5°C (41°F) and six hours or less into the cooling process.

Cooked hot food should be discarded immediately if the food is:

- Above 21°C (70°F) and more than two hours into the cooling process; or
- Above 5°C (41°F) and more than six hours into the cooling process.

A different, more accelerated cooling method may be used for prepared ready-to-eat foods if the food is above 5°C (41°F) and less than four hours into the cooling process; however, such foods should be discarded if the food is above 5°C (41°F) and more than four hours into the cooling process.

Ensure all potentially hazard foods are kept out of the “danger zone” (between 4°C/40°F to 60°C/140°F)

- Log the temperature of your **refrigeration units**, before the start of the event and then every two (2) hours, to ensure that the temperature is below 4° C/40° F. Use another page if required. Consider using a separate log page for each refrigerator or cold holding unit.
- Log the temperature of your **hot holding** units, before the start of the event and then every two (2) hours, to ensure that the temperature is above 60 °C/140° F. Use another page if required.

Please make as many copies of the Temperature Log as needed. It is located on pages 11 and 12.

## VII. Additional Details Provided by Proposed Operator

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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 *Guideline for the Operation of Temporary Food and Drink Concessions*, *The Public Eating Establishment Regulations*, and any other instructions I receive from the Public Health Inspector. I understand that failure to meet the requirements will result in not being allowed to operate. I understand that I may not receive approval if the application is incomplete or not submitted at least two weeks prior to the event. I understand that I cannot operate without approval from the Regina Qu’Appelle Health Region.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Applicant: \_\_\_\_\_ on behalf of myself [ ]  
or \_\_\_\_\_

For more information call your Public Health Inspector at:  
766-7755 (Regina and Area)  
332-3312 (Fort Qu’Appelle and Area)  
695-5232 (Grenfell and Area)

**Draw layout of concession. Show location of equipment.**





## Appendix A

### Cooking Guidelines for Different Potentially Hazardous Foods

#### **Poultry**

- whole: **85°C**
- ground, minced or flaked: **85°C**

#### **Beef (including veal)**

- whole: **70°C**
- ground, minced or flaked: **70°C**

#### **Pork**

- whole: **70°C**
- ground, minced or flaked: **70°C**

#### **Lamb, Mutton**

- whole: **70°C**
- ground, minced or flaked: **70°C**

#### **Game Meats**

- whole: **70°C**
- ground, minced or flaked: **70°C**

#### **Fish and Shellfish**

- fish and shellfish: **70°C**

Note: customers requesting raw or raw marinated fish, mollusk or shellfish should be informed that it should be cooked to reduce the likelihood of food-borne illness.

#### **Eggs**

- eggs: **63°C**

Note: customers requesting runny yolks should be informed that yolks should be cooked to reduce the likelihood of food-borne illness.

#### **Cooking Mixtures**

- mixtures containing any potentially hazardous foods including poultry, meat, fish or eggs: **74°C**

The internal temperature of foods must be measured at multiple sites including the geometric center or the thickest part of the food. Use a metal-stemmed probe thermometer that is cleaned and sanitized between uses.