


Farmers' Market Food Safety: Market Organizer Handbook

A Resource for Farmers' Market Organizers in
Newfoundland & Labrador





 Agriculture and Agri-Food Canada Agriculture et Agroalimentaire Canada

Prepared by:

Jim Winter for the Food Security Network of Newfoundland and Labrador

www.foodsecuritynews.com

44 Torbay Road, Suite 110

St. John's, NL A1A 2G4

Phone: 709.237-4126

Fax: 709.237.4231

info@foodsecuritynews.com

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Purpose of this Handbook

This handbook is intended to act as a guide for organizers of Farmers' Markets across Newfoundland and Labrador to help ensure food safe practices and compliance with provincial food safety regulations. The content is drawn primarily from information provided through the creation of a "Public Market Guidelines" document prepared by the Department of Health and Community Services, Government of Newfoundland and Labrador. Vendors of farmers markets should review the **Farmers' Market Food Safety: Vendor Handbook** to become acquainted with vendor-specific food safety issues.

The Importance of Food Safety at Farmers' Markets

Farmers' markets are becoming a valuable community activity across the country and their presence is growing across Newfoundland and Labrador. Farmers' markets are important ways of providing public direct access to locally grown and prepared food of all kinds. Typically, farmers' markets provide an opportunity for a wide variety of food vendors to offer their products including locally grown vegetables, fruit, and meats. Vendors are also selling prepared foods such as baked goods, preserves as well as hot, ready-to-eat foods. Food safety policies for farmers' markets need to address this wide range of products.

Unlike other public events where food is often sold, such as sports events and events organized by churches and other non-profit organizations, farmers' markets are often regular weekly events held in the same place and grow to have seasonal permanence in communities across the country. In the case of the St. John's Farmers' Market, the Market is owned and operated by a registered co-operative and operates every Saturday from June-November each year. Farmers' markets can become large operations attracting thousands of people each weekend. The unique and particular nature of these operations required specific food safety guidelines.

Organizers of farmers' markets need to ensure that their operations are conducted in a manner that protects the public from foodborne illnesses and protects the market and its organizers from undue liability. Should a foodborne illness be traced to food sold at a farmers' market, all those involved in the market including the vendors, organizers, and facility owners could be open to legal liability and/or civil action. Market organizers need to ensure that they have clear, appropriate food safety policies and practices and are able to demonstrate their effective implementation at each market throughout the season.

Who Regulates Food Safety?

The following departments and agencies have various responsibilities related to the safe production and sale of food in Newfoundland and Labrador. Contact information for each of these can be found in the *Appendix (page 22)*.

The Department of Health and Community Services, Public Health Division has direct responsibility for the legislation to protect public health. Legislation exists through *The Food and Drug Act* and the *Food Premises Regulations* that apply to all commercial food service in the province.

Service Newfoundland and Labrador through its **Environmental Health Officers** (EHOs) is charged with the responsibility of administering the above regulations. Applications for the required *Food and/or Tobacco Licence*, *Home Based Food Preparation Registration*, and *Food Establishment Licence* are available through local Service NL offices. EHOs will process and work with vendors and markets in local areas.

The Department of Natural Resources, Animal Health Division in co-operation with the Department of Health and Community Services and the Department of Government Services is responsible for the administration of two regulatory food safety programs:

- **The Meat Inspection Program** regulates provincially-registered slaughter facilities. If you are wishing to sell fresh local meats, local meat products, local poultry or poultry products your products will need to have been slaughtered and processed at a licensed facility.
- **The Dairy Farm Inspection Program** regulates all dairy products in the province. If you wish to sell products made from milk, you need to ensure the milk is sourced from registered producers.

The Department of Natural Resources, Agrifoods Division has resources and guidelines for on farm food safety to help ensure that agricultural products in the province are safe for consumption. If you are vending fresh fruit and vegetables you should contact the Agrifoods Division for applicable guidelines, standards and assistance.

The Canada Food Inspection Agency (CFIA) provides standards for labeling of food products and federally regulated food processing activities. Most food products for sale must be properly labeled. The CFIA have guidelines to help vendors ensure their products and their ingredients are properly labeled. Also, all food sold at Markets must be stored, transported and displayed in appropriate food containers and materials. The CFIA can provide a list of acceptable food containers and wrapping materials.

Regional Health Authorities maintain a responsibility for the delivery of health and community services in the areas of health prevention, promotion, and protection. Under the guidance of the Regional Medical Officer of Health, the Authorities liaise and act as content expertise in the field of Environmental Public Health as well as coordinate the investigation and follow-up of communicable disease, such as food and water borne illness.

The Department of Environment and Conservation regulate the conditions under which wild meats can be sold. To sell wild meats at a Market a vendor will need to source their products from a Wild Meat Service Licence holder. Such meat and meat products will need to be approved by an Environmental Health Officer from your local Service NL Centre. The department is also responsible for controlling the use of pesticides on crops.

The Department of Fisheries and Aquaculture regulates the processing, transportation and sale of fish in the province. Those wishing to sell seafood at a market must source their products from someone holding a Fish Processing Licence or a Fish Buyers Licence.

Food Safety Requirements for Vendors

The following is a general summary of the existing food safety requirements that vendors need to follow in order to sell products at a Market. It needs to be stressed that these requirements are the responsibility of each individual vendor, not the Market.

However, Service NL may require that the market organizers provide a conditional approval to the vendor before their application for appropriate licensing can be processed. The market should insure that the vendor is not wishing to sell Schedule “C” foods, and that vendors selling Schedule “A” foods use a licensed food establishment to do so. It may also be required that an Environmental Health Officer inspect the vendor’s table at their first market before a final licence is issued.

Markets should keep records and photocopies of all vendors’ licences on file.

Food Schedules

For the convenience of understanding potential risks with various kinds of food, the Department of Health and Community Services describes three schedules of food. These schedules generally determine where, how, and if various foods can be sold to the public, including at farmers’ markets.

Schedule “A” Foods: are generally foods that contain what are considered potentially hazardous ingredients. These foods and ingredients are those that can support bacterial growth. These foods **must** be prepared at a Licensed Food Premises as described in the Food and Drug Act. Vendors are required to provide proof of such an arrangement.

Foods under Schedule “A” include:

- Raw meat or meat products
- Raw fish and shell fish
- Poultry, or poultry products
- Eggs
- Un-pasteurized juices
- Milk and dairy products
- Fruit and vegetables to be sold as “ready-to-eat”
- Certain dessert products with cream fillings, meringues, and cheesecakes
- Any other food product capable of supporting bacterial growth (which could include such products as vegetarian rice dishes).

Schedule “B” Foods are generally those that do not easily support bacterial growth due to such factors as low moisture content, or appropriate acidity level (pH below 4.6). These products can, under certain conditions, be prepared in an acceptable home-based facility.

Foods under Schedule “B” include:

- Raw fruits and vegetables (whole and cut only necessary for harvesting)
- Honey
- Jams and Jellies
- Baked goods and pastries (except those containing dairy or meat fillings)
- Hard candy and fudge
- Homemade pickles and relish with pH less than 4.6
- Pasteurized fruit juices
- Maple products
- Chocolate

Vendors of these foods should register with Service NL as a Home-Based food operator.

Schedule “C” Foods are foods that present the highest risk to public health and **are not allowed to be sold at a market**. They include:

- Raw (un-pasteurized) milk
- Low acid canned or bottled food (of a pH greater than 4.6)
- Home bottled meat, canned fish, smoked fish, etc. not produced in a licensed facility
- Meat or poultry originating from unlicensed abattoirs
- Schedule “A” food stored at temperatures between 4°C and 60°C
- Other foods deemed unacceptable by an EHO

Vendor Licensing Requirements

All vendors who wish to sell food at a market must possess a “Food and/or Tobacco Licence”. These licences are valid for one season only and will need to be obtained again each year. Applications for this licence are available from local Service NL Centres. Market Organizers should ensure that each food vendor has obtained this permit before allowing the vendor to sell at the Market. Should there be doubt; organizers can consult with the local Service NL office. It is recommended that organizers obtain a photocopy of each vendor’s permit and keep it on record for the season.

Selling Local Meats and Poultry

Vendors selling local poultry, meats, and meat products must ensure that the animals have been slaughtered in a provincially-licensed abattoir. Vendors should provide the Market with a letter from the abattoir operators and/or

butcher shops stating that the vendor uses their establishment. In the case where vendors use more than one abattoir, a letter from each should be provided. A list of currently licensed abattoirs is provided in the *Appendix (page 22)*, or can be obtained from the Animal Health Division of the Department of Natural Resources.

Selling Local Seafood

Those wishing to sell seafood at a market must source their products from someone holding a Fish Processing Licence or a Fish Buyers Licence. Harvesters cannot sell directly to consumers at the Market. Existing fish markets or stores may sell at markets. For more information about these regulations consult the *Appendix (page 22)*.

Selling Wild Meats

The sale of wild meat is restricted by provincial regulations. Fresh, un-cooked wild meats (including moose, bear, rabbits, birds, etc.) cannot be sold to the public. Cooked and preserved wild meats can only be sold by those holding both a Food Establishment Licence and a Wild Meat Service Licence. Such meat products must be procured from a person holding both a Wild Game Licence and a Big Game Selling Licence. To get information about these regulations and licensing requirements see the *Appendix (page 22)*.

Selling Local, Unregulated Eggs

Producers of unregulated eggs (those with fewer than 99 hens) may sell eggs directly to the public without restriction. The consumer must be aware that these eggs are not inspected or otherwise regulated. Therefore, container labeling cannot refer to the contents as “Grade A Eggs”. It is strongly recommended, however, that the eggs be cleaned and candled before sale.

Vendor Food Safety at the Market

The primary responsibility for good food safety practices lies with the vendors. The process of obtaining the required Food Vendor Permit will determine whether their products are permitted to be sold to the public and ensure that the preparation of their products complies with provincial regulations. Ensuring that all vendors have this permit is the Market's primary responsibility. Environmental Health Officers from Service NL may visit the Market and inspect the vendors' practices. However, to ensure the Market's due diligence, it is strongly recommended that the Market also institute a reasonable and practical level of monitoring vendors' practices while at the Market.



It is recommended that the market adopt a clear set of policies and practices that describe what is expected of food vendors. These should be communicated to vendors upon application to sell at the market. This might be accomplished within the vendor application process and/or through regular information sessions or workshops. The Market should consider getting assistance from the local Environmental Health Officer for these sessions. It is recommended to provide all food vendors with a copy of the **Farmers' Market Food Safety: Vendor Handbook** which provides a more detailed guide to vendor practices. Also, use the **Food Safety at Farmers' Market Presentation** at Information Sessions. Both of these resources are available from the Food Security Network of NL, and contact information is provided in the *Appendix (page 22)*.

Below is a summary of items the Market should consider monitoring on a regular basis. A **Vendor Checklist** is provided in the *Appendix (page 22)* which can help keep an ongoing record of monitoring and demonstrate due diligence for future reference.

Schedule "A" Food Requirements: These foods, listed in the *Food Safety Requirements for Vendors* section (*page 8*), have a high potential for supporting bacteria dangerous for human consumption. **These foods must be prepared in a provincially licensed food establishment (kitchen).** Vendors of this category of food should supply the Market with a letter from the licensed facility stating that the vendor has permission to prepare their food products at that facility. For those vendors who also operate a licensed food establishment

of their own, the name of the establishment and its licence number should be provided to the Market.

- ✓ **Temperature Controls:** Schedule “A” foods are most susceptible to the growth of harmful bacteria if they are undercooked or exist at temperatures between 4° C and 60° C for more than two hours. This total time is cumulative across the time from when the food is cooked to when it is sold or consumed. Therefore, vendors will need to monitor the temperature of their foods during that time. This will require that vendors use an appropriate food thermometer at all times, including when the food is displayed for sale. Vendors will need to keep ongoing records of the temperature of their products. A **Temperature Monitoring Form** is provided in the *Appendix (page 22)* to help vendors with this record-keeping. Market staff should occasionally ask to see vendor’s monitoring forms, but the Market should not monitor food temperatures. This is strictly the responsibility of vendors.



Frozen food such as meats and meat products must be kept frozen at all times until it is sold. Vendors need to monitor the temperature of frozen food and ensure that it is held below -18° C. This may be accomplished by using freezer packs or ice made from potable water. Ice or resulting water must not be in contact with food products.

Schedule “B” Food Requirements: These foods are less susceptible to supporting bacterial growth, but still need to be prepared, stored, transported and dispensed in a manner that minimizes the transmission of foodborne illnesses. This category of food can normally be prepared in an approved home-based facility. Vendors must submit to Service NL a Home Based Food Preparation Registration Form. The licensing process will determine if a vendor’s home facilities are acceptable, and a copy of a vendor’s home-based food operator licence should be kept on file by the market organizers.

Should a vendor sell both Schedule “A” and “B” foods at the same stall, measures must be taken to ensure the two categories of food are sufficiently separated as to avoid any cross-contamination. Utensils, containers and handling procedures must be separate for each category.

Packaging, Transportation, & Labeling: With all food products, packaging, transportation, and labeling are important.

- ✓ **Food Packaging:** All containers for all types of food must comply with CFIA regulations. Examples of acceptable containers for food include:
 - Clean, sanitized food-grade plastic totes

- Clean food-grade cardboard boxes for fresh fruits and vegetables
- Clean, sanitized stainless steel containers
- Insulated food-grade coolers and thermal containers

Acceptable single-use containers include:

- Plastic wrap
- Hinged “clam shell” containers
- Foil
- Berry boxes
- Wax or parchment paper
- Domed serving/deli trays
- Zip lock bags
- Cardboard bakery boxes
- Produce bags on a roll

✓ **Transportation of Food to the Market:** Food for sale at the Market must be transported in clean, sanitized containers that are capable of holding the product at the appropriate temperatures. Food must be covered and/or wrapped to protect it from contamination throughout the transportation process. Vehicles used for transporting food must be clean and sanitary. Market staff might periodically monitor these conditions, but the primary responsibility lies with the vendor.

✓ **Traceability and Labeling:** It is important that the Market and the consumer know how and where to contact any vendor, should there be a reason. Each food vendor should provide clear contact information either on a sign at their table, with a business card, and/or on product labels. It is required that all pre-packaged foods are labeled with information regarding ingredients and allergy warnings.



Sanitation: Along with temperature controls, good sanitary practices are the most critical factors in protecting the public from foodborne illnesses. Vendors and all Market staff and volunteers need to practice proper sanitation at all times when preparing, storing, transporting, displaying and dispensing food products.

✓ **A Food Safety “Tool Kit”** To encourage good food safety and sanitation practices at the Market it is suggested that all food vendors put together a Food Safety “Tool Kit” and bring it with them to every

market day. It should be checked and replenished in advance of each market.

The Tool Kit should include:

- Several spray bottles with 1 tsp. bleach to 4 liters water, labeled “Sanitizing Solution”
- Several dry, clean cloths/towels
- Paper towels
- Spare aprons
- Basic first-aid kit, including band-aids, gauze
- Disposable gloves
- Alcohol-based hand sanitizer (at least 60% alcohol content)
- Small Trash Can with lid and plastic bags



✓ **Hand Washing:** Research has proven that thorough and frequent hand washing is the single most important thing any food handler can do to keep from getting sick, and to avoid making others sick. As mentioned elsewhere, hand washing facilities need to be easily and conveniently available to vendors.

Hands should be washed in the recommended manner frequently throughout the market day, including:

- Before starting work
- Before handling food
- After Handling or washing dirty dishes or utensils
- After using the washroom
- Handling trash
- After Sneezing, coughing or blowing you nose
- Before handling different types of food (i.e. “A” & “B” foods)
- After touching the face or hair
- After smoking



Alcohol-based hand sanitizers should be used frequently throughout the day as well. When directly handling food products, disposable gloves should be used and changed frequently. Gloves should be used continuously if hands have a cut or bandage.

If vendors have difficulty leaving their tables for thorough hand washing, they should be able to have a market volunteer or staff person attend their table for the time it takes. All food vendors should wear a clean apron and ensure that hair is covered or tied back to avoid contamination.

Food Vendor Table Area

While the Market will be responsible for ensuring all food safety factors are dealt with generally around the facility and grounds, it is the vendor's responsibility to ensure their table area is clean and sanitary and that their food is displayed and dispensed in a safe manner.

Indoor Vendor Table Areas

Upon arriving at the Market, vendors should check their site for any debris or contamination that may have been missed by Market staff. Tables should be positioned so that access to the vendor's 'back space' is restricted. Only those dispensing food may be in this space.



The tables provided for vendors by the market, should have been cleaned when stored the previous week. Vendors should sanitize the table top with "Sanitizing Liquid" from the Tool Kit and allow it to dry for at least one minute before setting up. Any other counter space, display units or anything else that food may come in contact with should be sanitized in the same manner.



Outdoor Vendor Table Areas

Vendors selling food outdoors have additional issues to address. Outdoor areas are often moderately windy and exposed to direct sunlight. Vendors must protect food from contamination from dust, insects, and debris. This may be accomplished with a walled enclosure such as a tent, or by insuring food is adequately covered. All food must be

stored at least six inches from the ground, and should be displayed away from direct sunlight. Temperatures should be recorded regularly.

Vendors need to ensure that only their staff have access to food preparation and handling, by situating tables next to an exterior wall or fence. No animals should be permitted anywhere near food vending stalls.

Airborne Contamination

All food displayed and sold at the Market must be reasonably protected from contamination by being wrapped, covered, or stored safely in appropriate food-grade containers. For baked goods sold individually, transparent covers should be used to protect from airborne contamination. Another option may be to show only 'display products' on the table and dispense items sold from a covered container. Vendors should sign or label these as 'display only'.

Sneeze Guards

The most effective way of safely displaying and dispensing unwrapped food at a Farmers' Market is with the use of a sneeze guard.

Commercially available guards are generally intended to be permanently installed at a facility and can be expensive. Markets need a design that is portable, durable, and at a reasonable cost.

During the process of creating these food safety resources, a number of designs were explored and a reasonable alternative has been found. The unit is made of a polycarbonate material and designed to fit a six foot long folding table commonly used at markets. It is clamped to the table with "C" Clamps and has proven to be very practical and effective. Two sizes were created, one for vendors of baked goods, the other for those selling hot food in chafing dishes.

Feedback from vendors, market staff and consumers indicated that the guards add a significant sense of confidence and contribute significantly to an air of professionalism at the market. Vendors using sneeze guards have indicated that they can significantly increase sales. Contact information for the sneeze guard fabricator piloted through this project is provided in the *Appendix (page 22)*.

Sampling

All samples should be dispensed with single service utensils such as plastic forks or toothpicks. Plates or other items to hold samples should also be single use. Samples, as with regular products, need to be protected from airborne contamination.



Monitoring Food Safety at the Market

While each food vendor is directly responsible for ensuring their products are safe and their preparation, storage, and sale of food are done according to provincial regulations, the market operators have responsibilities related to their due diligence for food safety at the market. This is because the market would share potential liability should there be a food safety problem.

It is important to both practice due diligence at the market and to be able to demonstrate that the market has done so. With this in mind, it is strongly recommended that operators keep records of monitoring activities. Checklists are provided in the *Appendix (page 22)* to help with monitoring activities, which you can modify to suit your particular circumstances. The following are activities that market operators should implement to protect themselves and the public.



The Grounds

Whether or not vendors are placed on the Market grounds, it is important that these are safe. Market staff should perform the following checks before Start-up on a market day:

- ✓ Ensure that grass is mowed regularly to deter rodents and ensure there is no evidence of rodent activity in the area
- ✓ The site should be clean and free of any garbage, debris, rotting material, or animal feces
- ✓ Sufficient garbage cans, with plastic liners, are placed strategically throughout the grounds and are emptied regularly
- ✓ Signs should be strategically posted, notifying that absolutely no pets are permitted where food is sold. With the exception of guide dogs, animals should not be permitted indoors under any circumstances
- ✓ If portable toilets are needed, they should be placed at least 40 meters from food vendors and checked regularly throughout the day
- ✓ If indoor washing facilities are not available or are at a distance from vendors, hand washing stations must be provided for both vendors and the public. A photo of a sample hand washing station is provided in the *Appendix (page 22)*

- ✓ Outside water supplies, including hand washing stations must be from approved potable sources. Waste water must be collected and/or disposed of in compliance with provincial regulations

The Market Building

While Markets may often use buildings owned by others, they still have a responsibility to ensure that all aspects of the building protect against contamination of food. The following is a basic list of areas that must be reviewed at start-up and/or monitored throughout the day. As evidence of due diligence in this area, we suggest a formal routine be instituted and records kept in case they are needed at some future date.



- ✓ All chemicals, pesticides and cleaners should be stored away from food services
- ✓ The building should be thoroughly checked for any evidence of rodents anywhere on the premises and ensure that non-bait rodent traps are in place if necessary
- ✓ The building surfaces (floors, walls, ceilings, countertops) must be able to be effectively cleaned. Staff should check for overall cleanliness of these at start-up
- ✓ Before Market start-up, all surfaces that may come in contact with any food should be sanitized by using the "Sanitizing Solution" described in the *Food Safety "Tool Kit"* (page 11) or other effective product. This should be repeated regularly throughout the day. Surfaces should be allowed to air dry for at least one minute before use
- ✓ If the kitchen areas are not licensed as a "Food Premises" (Licence must be posted) then food for public consumption cannot be prepared there
- ✓ Kitchen areas should be checked to ensure that all equipment is working properly, including sinks and water facets
- ✓ Cooling and freezing equipment should be functioning properly and have a thermometer to indicate so (freezers at or below -18°C , Coolers between 0°C and 4°C)
- ✓ Only people preparing or serving food can be permitted in the kitchen areas, you may need to post a sign at start-up
- ✓ Washrooms should be carefully checked at start-up to ensure cleanliness, that all toilets and faucets are working properly, that there are sufficient supplies of toilet paper, soap and single-use towels. This check should be repeated throughout the day

Monitoring Vendor Food Safety Practices

It is not the primary responsibility of market organizers to directly monitor food vendor's practices. That is the role of the Environmental Health Officers in the region. However, markets will need to know when vendors are not complying with regulations, particularly on a market day.

Things can get quite busy at times and vendors may simply overlook something, or forget to attend to a particular matter. The Market staff should routinely monitor certain conditions and practices throughout the day. The objective is to assist the vendors and help protect the public, while not becoming market police. In order to demonstrate that the Market is doing due diligence with regard to food safety, a monitoring program should be instituted at each market and a basic record should be kept.

The following is a list of areas that the market staff should review on a periodic basis.

Start-up

- ✓ Does each vendor have the appropriate licences and permits?
- ✓ Are vendors transporting their food products in what appear to be safe, food grade containers?
- ✓ Are food products being protected from contamination while they are brought to the tables?
- ✓ Are tables sanitized then covered before set-up?
- ✓ Have vendors brought their Food Safety Kits or equivalent supplies? (Markets might have back-ups to provide on a one-time basis)
- ✓ Do vendors have the proper signage and/or contact information displayed?
- ✓ Is there adequate separation between Schedule "A" and "B" foods?
- ✓ Are thermometers in use for monitoring all hot foods?
- ✓ Are foods being stored at the tables properly, in containers, covered and with temperature controls?
- ✓ Do all outdoor food vendors keep products at least 6" off the ground?



Throughout The Day

The following checks should be performed regularly throughout the day. It is said that food safety problems are more likely towards the end of the day, so particular attention should be paid near the end of the day.

- ✓ Temperatures are checked and recorded regularly
- ✓ Garbage bins are emptied regularly
- ✓ Spills are quickly cleaned up
- ✓ Hot/cold storage bins are covered
- ✓ All food is protected from airborne contamination (covers, sneeze guards, etc.)
- ✓ Outdoor storage bins are not in direct sunlight
- ✓ Vendors wash hands regularly and use gloves which are changed often
- ✓ Sampling is provided with single use utensils etc.
- ✓ Sampling area is cleaned regularly
- ✓ Any colds, sneezing, cuts, sores evident?
- ✓ Ice and/or ice packs are effective and water removed regularly
- ✓ Labels are in place for pre-packaged food
- ✓ Aprons & clothing clean



End of Market Day

At the end of Market Day, vendors should pack their goods and wares away in the same safe way they brought them in. Market staff and volunteers should then check the following:

- ✓ All vendor tables are sanitized and allowed to dry for one minute, and then stored away from any food services
- ✓ All kitchen utensils, cups, coffee urns, etc. should be properly sanitized rinsed and allowed to dry before storage
- ✓ All Market equipment should be stored in a clean, dry, and rodent-free area

Training and Orientation

Vendors

Many food vendors at farmers' markets are not professional or commercial operations and may not be fully aware of good food safety practices, particularly in a market context. It is strongly recommended that market organizers make reasonable efforts to ensure that all vendors have access to information about food safety practices and provincial regulations. It is recommended that markets provide all food vendors with a copy of the **Farmers' Market Food Safety: Vendor Handbook** which provides a more detailed guide for vendor practices. This Handbook can be accessed through the Food Security Network NL, and contact information is provided in the *Appendix (page 22)*.

As mentioned elsewhere, market organizations should clearly and consciously adopt clear and practical food safety policies and communicate them to food vendors. Markets should hold training/orientation sessions with food vendors in advance of the start of the market season. Sessions could be held occasionally throughout the season as new vendors apply. Should numbers warrant and interest is expressed, the market might consider helping to arrange specific food safety courses. Environmental Health Officers at Service NL can help identify a source of such training in your area, or even provide a workshop themselves.

Market Staff and Volunteers

Market staff and regular volunteers should receive training/orientation regarding food safety policies and practices at the market. Staff and volunteers should be familiar with all routine monitoring and food safety checks and be able to use the appropriate record-keeping forms. The **Food Safety at Farmers' Market Presentation** is a good tool to use at training/orientation sessions and is available from the Food Security Network of NL. Contact information is provided in the *Appendix (page 22)*.

At least one staff person should complete a recognized basic first aid course before the start-up of the Market.

Appendix

Food Vendor Licensing Flowchart

Food Temperature Monitoring Sheet

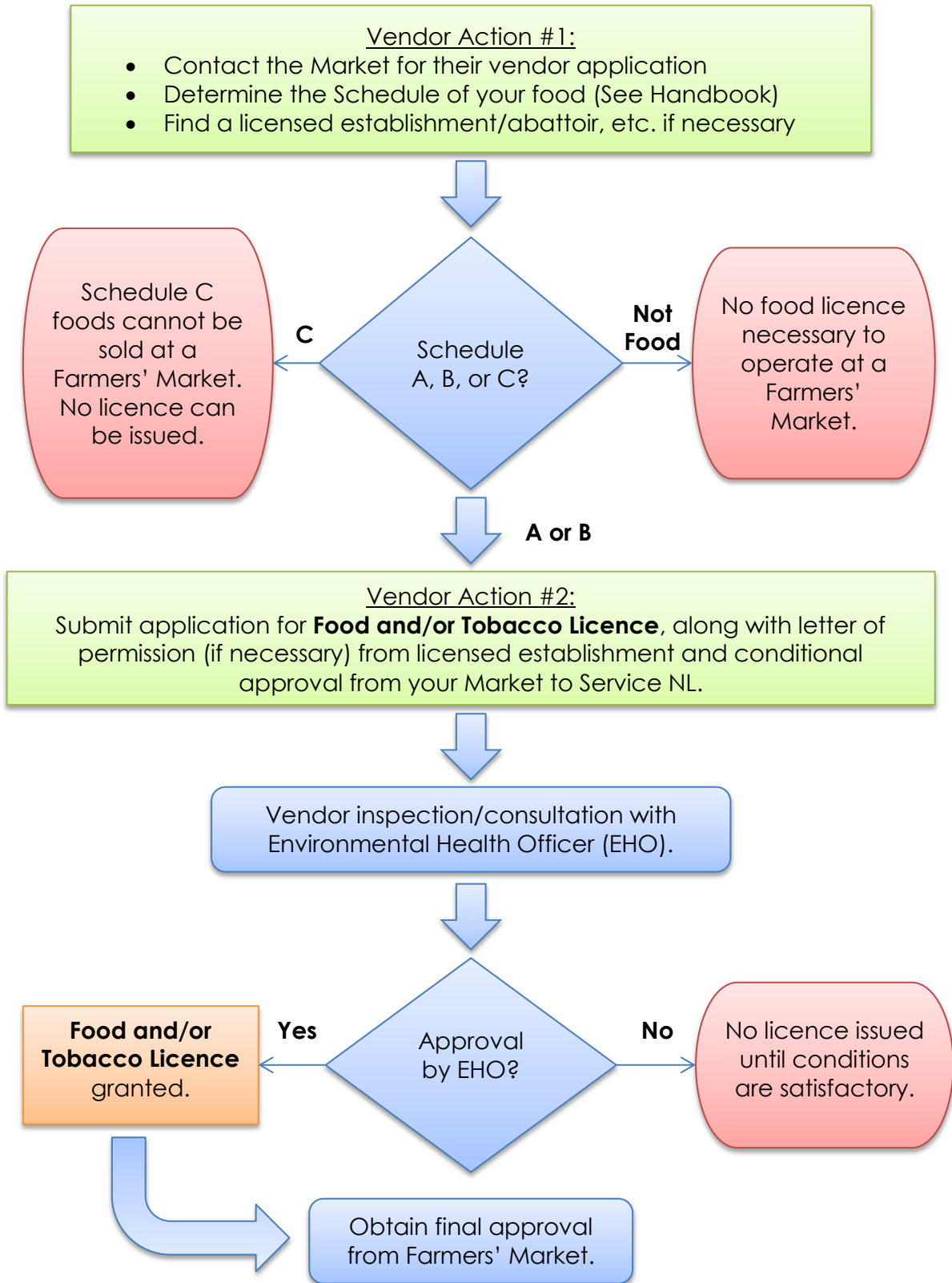
Start-up Check List

Vendor Food Safety Checklist

Food Safety Resources

Hand Washing Station

Food Vendor Licensing Flowchart



Food Temperature Monitoring Sheet

For Farmers' Market Vendors

Vendor: _____

Product: _____

Date	Time	Temp.	Comments	Initials

Notes:

Start-up Check List

To be completed before opening of the Market

Market Location _____

Market Date: _____

Area		Yes	No	N/A
Grounds	Garbage cans clean w. liners			
	Grounds clean of garbage and litter			
	Clean of animal feces			
	Grass mowed			
	Tents erected properly and safely, providing ventilation			
	Food tables with restricted access (against walls, etc.)			
	"No Pet" signs posted			
Indoors	No sign of pests or rodents			
	Floors clean and free of litter			
Kitchens	Exits are clear			
	Kitchen surfaces clean and sanitized (all kitchens)			
	Stoves/ovens clean			
	Coolers/refrigerators clean and sanitized (Temp. 0 - 4°C)			
	Dishes clean			
	Garbage cans clean, empty and lined			
	Paper towels available			
Bathrooms	Hand sanitizing bottles available			
	Bathroom sinks, urinals, toilets clean			
	Adequate soap available			
	Single-use towels available			
	Hand driers operating			
Food Stalls	Adequate toilet paper available			
	Tables cleaned and sanitized before use			
	Table cloths			
	Food safety kit in place			
	Signage/contact information available			
	Licence and other documentation available			
	Food storage off ground/floor 6 in. min.			

Notes:

Signed: _____ **Time Completed:** _____

Vendor Food Safety Checklist

To be completed randomly three times per Market

Market Location _____

Market Date: _____

Vendor	Food Safety Item	Yes	No	N/A
Vendor Name:	Licence and documentation available			
	Food Safety Kit available and in use			
	Food temperature records up to date			
	Table clean and covered			
	Signage/contact information available			
	Food adequately protected from contamination			
	Thermometers in place			
	Proper food sampling methods in place			
	Coolers maintained properly			
Vendor Name:	Licence and documentation available			
	Food Safety Kit available and in use			
	Food temperature records up to date			
	Table clean and covered			
	Signage/contact information available			
	Food adequately protected from contamination			
	Thermometers in place			
	Proper food sampling methods in place			
	Coolers maintained properly			
Vendor Name:	Licence and documentation available			
	Food Safety Kit available and in use			
	Food temperature records up to date			
	Table clean and covered			
	Signage/contact information available			
	Food adequately protected from contamination			
	Thermometers in use			
	Proper food sampling methods in place			
	Coolers maintained properly			
General	Check grounds			
	Check and empty trash cans			
	Check bathrooms			
	Kitchens clean (sanitize regularly as needed)			

Notes:

Signed: _____ Time Completed: _____

Food Safety Resources

Provincial

Food Security Network NL offers a variety of resources to farmers' markets in Newfoundland and Labrador including the **Farmers' Market Food Safety: Vendor Handbook**; the **Farmers' Market Food Safety: Market Organizers Handbook**; and the **Farmers' Market Best Practices Toolkit**. For more information, contact:

44 Torbay Road, Suite 110
St. John's, NL A1A 2G4
Phone: 709-237-4126
Fax: 709-237-4231
www.foodsecuritynews.com
info@foodsecuritynews.com

The St. John's Farmers' Market Co-operative were partners in the creation of this handbook and were directly involved in piloting the recommended food safety practices in their operations. They have a wide variety of food vendors selling at their market. For more information, contact:

44 Torbay Road, Suite 110
St. John's, NL A1A 2G4
www.stjohnsfarmersmarket.org
admin.sjfm@gmail.com

Service Newfoundland and Labrador, Environmental Health Division

Environmental Health Contacts:

Labrador

Ken Russell, Manager
P.O. Box 3014, Stn. B
13 Churchill St.
Happy Valley-Goose Bay, NL
A0P 1E0
Phone: 709-896-5428

Western

Carl Hann, Manager
1 Riverside Dr.
P.O. Box 2006
Corner Brook, NL
A2H 6J8
Phone: 709-637-2446

Central

Bob Turner, Manager
Box 2222
Gander, NL
A1V 2N9
Phone: 709-256-1428

Eastern (includes Bonavista & Burin)

Bob Groves, Manager
8 Myers Avenue
Clareville, NL
A5A 1T5
Phone: 709-466-4064

Avalon – St. John’s

Sharon Williams, Manager
5 Mews Place
P.O. Box 8700
St. John’s, NL
A1B 4J6
Phone: 709-729-6362

Avalon – Harbour Grace

Calvin Adams, Manager
P.O. Box 512
Harbour Grace, NL
A0A 2M0
Phone: 709-945-3107

Department of Health and Community Services,

Food Safety Resources: Much useful information on proper food handling and preparation can be found at:

www.health.gov.nl.ca/health/publichealth/envhealth/foodsafetyinfo.html

Department of Natural Resources

This Department can provide a wide variety of resources and supports for local farmers. To explore how the department and its programs can assist with food safety matters, contact your local Agricultural Representative or one of those listed below:

Animal Health Division: This division can answer questions about the proper slaughter, butchering and processing of local meats and dairy products.

Dr. Hugh Whitney,
Phone: 709-729-6879

A list of currently Licensed Slaughter Facilities can be found at:

http://www.nr.gov.nl.ca/nr/agrifoods/animal/animal_health/meatplanninglisting.pdf

On Farm Food Safety Contacts:

Northeast Avalon:

Erin Kennedy
Food Safety/Food
Quality Technologist
P.O. Box 8700
St. John’s, NL A1B 4J6
Phone: 709-729-1842
Email:
erinkennedy@gov.nl.ca

Elsewhere:

Blaine Hussey,
Manager, Market Development
Fortis Building, P.O. Box 2006
Corner Brook, NL A2H 6J8
Phone: 709-637-2320
Email: blainehussey@gov.nl.ca

Department of Environment and Conservation

Wild meat regulations: The sale of wild meat is restricted by provincial regulations. Fresh, un-cooked wild meats (including moose, bear, rabbits, birds, etc.) cannot be sold to the public. Cooked and preserved wild meats can only be sold by those holding both a Food Establishment

Licence and a Wild Meat Service Licence. Such meat products must be procured from a person holding both a Wild Game Licence and a Big Game Selling Licence. To get information about these regulations and licensing requirements, contact:

Licensing and Operations, Wildlife Division,

P.O. Box 2007,
Corner Brook, NL A2H 7S1
Phone: 709-637-2025

Use of pesticides on crops

For information on the use of pesticides:

http://www.env.gov.nl.ca/env/env_protection/pesticides/

Department of Fisheries and Aquaculture: The sale of seafood is regulated in this province. Only those holding the appropriate licences may sell seafood to the public. For more information, contact:

Licensing and Quality Assurance

Petten Building
30 Strawberry Marsh Road
St. John's, NL A1B 4J6
P.O. Box 8700
Phone: 709-729-3736

A list of those holding Fish Processors or Fish Buyers licences may be found at: <http://www.fishaq.gov.nl.ca/licensing/processing.html>

Sneeze Guard Fabricator

During the preparation of this resource we engaged the services of a plastics fabricator to design two sizes of sneeze guards appropriate for use at Farmers' Markets.

Randy Hussey

RJ Specialties
13 Hussey's Road
Portugal Cove – St. Philips, NL A1M 2V1
Phone: 709-685-4250

Federal

Canada Food Inspection Agency

- Labeling Guidelines
<http://www.inspection.gc.ca/english/fssa/labeti/labetie.shtml>
- Acceptable food containers
<http://active.inspection.gc.ca/scripts/fssa/reference/reference.asp>

- Food Allergens
<http://www.inspection.gc.ca/english/fssa/labeti/allerg/allerge.shtml>
- Organic Production Systems General Principles and Management Standards
<http://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/programme-program/normes-standards/internet/bio-org/documents/032-0310-2008-eng.pdf>

Online Resources

The material for this Handbook has been drawn from a wide variety of resources, many of which exist online. The following were some of the more useful. You may wish to review them and expand your overall understanding of food safety practices elsewhere. Be aware that regulations vary from one jurisdiction to another and may not be quite the same as those in force provincially or at the federal level.

Ontario Ministry of Agriculture, Food and Rural Affairs ***“Advantage Good Agricultural Practices Manual”***

This very comprehensive manual can serve as a very useful resource for all agricultural producers in Newfoundland and Labrador:

<http://www.omafra.gov.on.ca/english/food/foodsafety/producers/gap-tableofcontents.htm>

The Ministry website also contains a wide variety of very helpful resource materials for agricultural producers.

Farmers’ Markets Ontario ***“Food Safety Matters: A manual for farmers’ market vendors, managers and staff”***

<http://www.farmersmarketsontario.com/DocMgmt%5CFood%20Safety%5CManuals%5CFMO%20Food%20Safety%20Guide.pdf>

The Alberta Farmers Market Association ***“Marketing Food Safely Manual”***

A comprehensive guide to food safety. For purchase at:

<http://www.albertamarkets.com/Members/MarketingFoodSafelyGuide/tabid/85/Default.aspx>

Farmers Market Federation of New York: ***“Farmers Market Manager Training Manual”***

A comprehensive guide and training manual to setting up a farmers’ market in New York State. http://www.nyfarmersmarket.com/NYFM_Training_Manual.pdf

University of California ***“Food Safety at Farmers’ Markets and Agritourism Venues”:***

http://sfp.ucdavis.edu/farmers_market/safety/

Hand Washing Station

Example of simple hand washing station, including water dispenser, hand soap, bucket, and paper towel.

