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## Appendix A: Learning Outcomes

Upon successful completion of the *Marketing Food Safely* manual, you will be able to:

1. Describe your role in keeping food safe in the marketplace.
2. Define the terms “potentially hazardous food”, “non-hazardous food” and “perishable food”.
3. Describe the characteristics/risk factors of potentially hazardous foods.
4. List the three types of food safety hazards. Describe the conditions that contribute to hazard development.
5. List the ways pathogens are transmitted.
6. Describe the danger zone temperatures. Explain the significance of the time/temperature relationship in the growth of microorganisms associated with foodborne illnesses.
7. Describe the risk of cross contamination and the impact it has on food handling practices at the farmers’ market.
8. Identify the relevance of the Alberta Food and Food Establishments Regulation.
9. Identify regulatory agencies relevant to the sale of food at Alberta Approved Farmers’ Markets and explain their roles.
10. Describe the conditions and regulatory requirements for the sale of meat and meat products at an Alberta Approved Farmers’ Market.
11. Describe the factors that contribute to unsanitary premises.
12. Describe the correct procedures for cleaning and sanitizing equipment, utensils and food contact surfaces.
13. Describe the required storage procedures for perishable, dry and canned foods.
14. Describe the importance of using appropriate packaging and storage materials.
15. Describe the requirements for safe transportation of food products.
16. Link the importance of regular maintenance and repair of equipment to food safety.
17. Describe why personal hygiene is important in the prevention of foodborne disease.
18. Describe the steps for proper hand washing.
19. Identify specific temperatures for freezing, thawing, cooling, cooking, hot holding and reheating food safely.

20. Distinguish between safe and unsafe food handling practices and identify what corrective actions are appropriate.
21. Describe proper food sampling practices and their importance in the prevention of foodborne illness.
22. Describe the procedures for safely displaying potentially hazardous foods.
23. Describe acceptable methods of insect and rodent control within a food establishment relevant to food protection.
24. Describe the appropriate measures to take when a market manager, vendor or staff has a condition that may cause foodborne illness.
25. Describe the principles of product tracking (traceability) and relate their importance to food safety.
26. Describe the steps to take when a farmers' market manager/vendor receives a foodborne illness complaint.

## Appendix B: Glossary

### A

**Abattoir** – any premises or facility where live animals are slaughtered or where animals are slaughtered and any or all of the following take place: meat is cut, wrapped, frozen, cured, smoked or aged

**Adulterated food** – food that has been contaminated to the point that it is considered unfit and not safe for human consumption

**Ag-tourism** – act of visiting a working farm or any agricultural, horticultural or agribusiness operation for the purpose of enjoyment, education or active involvement in the activities of the farm or operation

**Alberta Farmers' Market Association (AFMA)** – provincial organization providing leadership and support to AAFRD approved member markets, farmers' market managers and vendors through education and promotion

**Allergens** – substances that cause an allergic response in some individuals and may cause a runny nose, watery, itchy eyes, rash, wheezing or occasionally death

**Available chlorine** – amount of chlorine that is free to chemically react with organic matter in order to sanitize a surface

### B

**Bacteria** – single-celled organisms that live in and around us; they are too small to see with the naked eye. Bacteria may be helpful (e.g., yogurt), but in certain conditions may cause illnesses (e.g., pathogenic microorganisms like *E. coli* 0157:H7)

**Bacterial growth** – an increase in the number of bacteria through division

**Batch Number or Lot Number** – a distinct code for each product on each container; a distinctive combination of letters, numbers or both assigned to a specific, identifiable batch of production

**Biological hazard** – any danger to food safety by the contamination of food with pathogenic bacteria

### C

**Calibrate** – the process of adjusting an instrument for accuracy

**CFIA** – the Canadian Food Inspection Agency (the CFIA) is the inspection and enforcement agency for all federal inspection services related to food, animal health and plant protection

**Chemical sanitation** – sanitation method using an approved chemical sanitizer at a specified concentration and contact time

**Clean** – free of soil particles and foreign material usually visible to the eye

**Community shared agriculture** – a partnership between consumers and producers in which consumers pay for farm products in advance and producers commit to supplying sufficient quantity, quality and variety of products. Often consumers have the option to participate in the production of the farm products

**Concentration** – the strength of a solution; for example, one drop of bleach in a gallon of water would be a relatively low concentration of bleach

**Container** – a food receptacle or covering used to wrap, package, contain, cover or otherwise protect food

**Contaminate** – food may become contaminated when exposed to conditions which permit:

1. the introduction of foreign matter including filth, a poisonous substance or pests, or
2. the introduction or multiplication of disease causing microorganisms or parasites, or
3. the introduction or production of toxins

**Control measure** – any action or activity that can be used to prevent, reduce or eliminate a food safety hazard

**Corrective action** – procedures or activities to be taken when a deviation occurs and to prevent the problem from occurring again

**Corrodible** – deterioration due to the action of water, air or acid; for example, the steady dripping of water corrodes (rusts) the metal stopper in the sink

**Cross contamination** – occurs when disease carrying microorganisms are transferred from one food or surface to another, carried by utensils, hands, towels or other food

## D

**Danger zone** – temperatures between 4°C and 60°C where microorganisms grow best

**Deviation** – failure of a standard operating procedure (SOP); a problem

**Disinfection** – reduction of microorganisms to a safe level

**Due diligence** – the degree of prudence that might be properly expected from a reasonable person under the particular circumstances

**Dust control compounds** – chemical compounds, usually in liquid spray or powdered form, that when used properly help to minimize the amount of dust particles that become airborne during cleaning. Some examples of commercial products available are Dustloc and Soiltac

## E

**Endospore** – a resting stage produced internally by some bacteria which is resistant to unfavorable conditions; much like the seed of a plant

**Enterohemorrhagic** – to cause internal bleeding. For example *E.coli* O157:H7 is a pathogen that can cause internal bleeding

**Eradication** – steps/measures taken to totally eliminate a pest or weed from an area

## F

**Farm direct marketer** – person who grows/processes an agricultural product or develops a service and sells it directly to the end user

**Farm direct marketing** – a marketing method whereby producers sell their products and services directly to the end consumer

**Farm stand** – a temporary structure used for the sale and display of agricultural products; usually operated on a seasonal basis on or near the farm or along a road near the farm

**Farm store or farm market** – a permanent structure that sells and displays a variety of agricultural and agriculturally themed products directly to consumers; may be operated on a year-round or seasonal basis: a retail outlet on the farm

**Farmers' market** – a food establishment whose proposed operation by a person or group of persons has been approved by the Minister responsible for Agriculture as an approved farmers' market under the administration of that Minister's Department

**Farmers' market manager** – person legally designated by the market or sponsoring body to oversee Alberta Approved Farmers' Market policies, operations, programs and legislative requirements and enforce the approved market guidelines

**Farmers' market vendor** – person or business that sells product through an Alberta Approved Farmers' Market

**Food** – any substance, including water and ice, manufactured, sold or intended for use in whole or in part as food or drink for human consumption

**Foodborne illness** – sickness caused by the ingestion of food containing microbiological, chemical or physical hazards; any illness that results from ingesting food or beverage

**Food contact surface** – the surface of equipment or utensils with which food normally comes into contact. It includes items such as market tables and demonstration equipment

**Food establishment** – a place, premises or vehicle where food intended for public consumption is sold, offered for sale, supplied, distributed, displayed, manufactured, prepared, preserved, processed, packaged, served, stored, transported or handled

**Food grade** – in the case of packaging, any material that will not transfer noxious or toxic substances into food and has been approved by the CFIA

**Food safety plan** – the practices and procedures undertaken by your business or market to protect food products from becoming contaminated and controlling microbial growth

**FSEP (Food Safety Enhancement Program)** – the federal food safety standard involving the application of HACCP principles in a federally inspected establishment

## G

**G. I. Tract (Gastrointestinal Tract)** – the part of the digestive tract where the body processes food and eliminates waste. It includes the esophagus, stomach, liver, intestines and rectum

**Good production practices (GPP)** – general practices to reduce microbial food safety hazards; universal steps or procedures that control the operational conditions within a food establishment allowing for conditions that are favorable to the production of safe food (i.e., proper personal hygiene, sanitation program and food handler training, etc.)

## H

**HACCP** – acronym for Hazard Analysis Critical Control Point; a systematic approach to be used in food production as a risk-based means to ensure food safety

**HACCP plan** – the document(s) which defines the procedures to be followed to ensure the control of product safety for a specific process, raw ingredient or recipe category

**Handwashing station** – a hand basin that enables the provision of hot and cold running water and that, in its immediate vicinity, has a

- a. dispenser for the provision of soap or is otherwise provided with soap in a container, and
- b. method of hand drying that uses single service products or a mechanical hand dryer

**Hazard** – agents in, or conditions of, food that have the potential to cause an adverse health effect or injury in consumers

**Hemorrhage/internal hemorrhaging** – to bleed/to bleed internally

**Hygiene** – conditions and practices followed to maintain health, including sanitation and personal cleanliness

## I

**Ice slurry** – a mixture containing equal parts of crushed ice and water

**Immunodeficiency** – impairment of the immune response, predisposing to infection and certain illnesses

**Immunodeficient** – a condition wherein a person’s immune system has been compromised and becomes defective as the result of an inherited genetic error, by the actions of an infectious agent, or the result of disease

**Infective dose** – the amount of a pathogen that is required to make an individual sick; for example, the infective dose of *E. coli* O157:H7 is estimated to be as low as 10 bacterial cells

## L

**Label** – any legend, word, ticket, tag, sign or mark attached to, included in, belonging to or accompanying any food or package

**Lot number or batch number** – a distinct code for each product on each container; a distinctive combination of letters, numbers or both assigned to a specific, identifiable batch of production

**Low risk food** – food unlikely to contain pathogenic microorganisms and will not normally support their growth due to the characteristics of the food (e.g., uncooked grains and cereals, bread, carbonated beverages, sugar based confectionary, alcohol)

## M

**Marketing channel** – a system of individuals and businesses involved in the process of making a product available for use or consumption

**Medium risk foods** – these foods may contain pathogenic microorganisms but will not normally support their growth due to the characteristics of the food. Usually they are acidic, dried or high in salt (>20%) or sugar (>50%)

**Mg/L or ppm** – parts per million and mg/L are ways of expressing very dilute concentrations of substances

**Microbe or microorganism** – a general term for a microorganism, which includes any form of life too small to see without magnification. Bacteria, fungus, protozoa, yeast, moulds, helminthes (worms) and viruses are examples of microbes. The terms “microbe” or “microbial” are used instead of the term “microorganism”

**Microbial** – of or relating to microorganisms; relating to any form of life too small to see with the naked eye

**Microbial growth** – the growth of microorganisms occurs when they are reproducing and increasing in numbers

**Microbial hazard** – occurrence of a microorganism that has the potential to cause illness or injury

**Monitoring** – a planned sequence of observations or measurements to determine if SOPs are being followed

**Mould** – a fungus that produces surface growth on various kinds of organic matter, including foods

**Multi-location abattoir** – an abattoir that is portable and that may be mounted on a vehicle

## N

**Non-corrodible** – resists deterioration due to the action of water, air or acid (e.g., commercially canned tomato tins are lined to prevent the acidic tomato contents from pitting the can)

**Non-hazardous food** – food that does not normally support the growth of disease causing bacteria and does not usually need to be refrigerated

**Nonperishable foods** – have a shelf life greater than 90 days at room temperature

## O

**On-farm food safety (OFFS)** – food safety programs developed to create the proper operation environment that minimize food safety risks on the farm through the implementation of Good Agricultural Practices

## P

**Package** – anything in which any food is wholly or partly contained, placed or packed

**Packaged ice** – potable water in a frozen state that is sealed in a container or package and intended for human consumption

**Parasite** – organism that lives in or on the living tissue of a host organism at the expense of that host

**Parts per million (mg/L)** – parts per million and mg/L are ways of expressing very dilute concentrations of substances. Just as percent means out of a hundred, so parts per million or ppm means one out of a million. One ppm is equivalent to 1 milligram of something per liter of water (mg/L)

**Pathogen, pathogenic bacteria or pathogenic microorganism** – any bacteria, virus, mould or other form of life too small to be seen by the naked eye and capable of causing disease, illness or injury; disease causing microorganisms which if eaten in a food can make people sick

**Perishable** – any food product or ingredient that is susceptible to deterioration or loss of quality when subjected to temperature abuse

**Permitted Facility** – facility licensed by the regional health authority under the authority of the Food and Food Establishments Regulation of the *Public Health Act*

**Pest** – any animal or insect of public health importance including, but not limited to, birds, rodents, roaches, flies and larvae that may carry pathogens that can contaminate foods

**Pesticide** – a substance that is used to prevent, destroy or repel any insect, nematode, rodent, predatory animal, parasite, bacteria, fungus, weed or other form of plant or animal life

**pH** – scale by which the acidity and/or alkalinity of a food is measured. The lower the pH number, the more acid is in the product. pH values range from 0 to 14

**Post mortem inspection** – examination of the carcass, blood or parts of the carcass of a food animal by an official veterinarian or by an inspector under the supervision of an official veterinarian

**Potable** – water that is safe for human consumption. It meets provincial water quality standards

**Potentially hazardous food** – food capable of supporting the rapid and progressive growth of pathogenic microorganisms or the production of toxins; has a pH greater than 4.6 and a water activity ( $A_w$ ) of 0.85 or more

**Premises** – all elements (interior and exterior) in the building and surrounding property including driveway, parking lot, drainage, building design and construction, sanitary facilities and waste management

**Prepackaged product** – any product that is packaged in a container in such a manner that it is ordinarily sold to or used or purchased by a consumer without being re-packaged

**Processed meat products** – products where there has been a substantial change in the appearance or nature of a meat cut by deboning, slicing, fragmenting, thermally processing, preserving, dehydrating, fermenting or adding an approved ingredient. It does not include dressing, trimming, refrigerating, freezing or defrosting.

**(Dairy) Producer** – a person who sells, or supplies for sale or processing, milk or farm-separated cream that has been produced by one or more dairy animals owned or controlled by that person.

**Product flow** – sequential steps or procedures performed in the manufacturing of a processed food product

**Protozoa** – one-celled animals that are larger and more complex than bacteria but usually too small to see, and may cause illness

**(Dairy) Processor** – any person who processes for sale 50 litres or more of milk or dairy product on any day, but does not include a retail establishment that operates or uses a freezing device to freeze a frozen dairy product mix manufactured by a processor

## Q

**Quats (quaternary ammonium compounds)** – chemical sanitizing agents that are most effective when used at 200 ppm

## R

**Ready-to-eat foods** – foods that require no further preparation before consumption (e.g., chocolate bars, salami)

**Recall** – process of removing from sale food products that do not meet safety or company standards

**Reusable packaging containers** – includes totes, crates, tubs, etc. If in contact with food products, they must be constructed of food grade materials

## S

**Sanitary** – free of harmful microorganisms and other contaminants

**Sanitation program** – written procedures outlining cleaning and sanitizing steps and methods

**Sanitize** – a process that destroys most microorganisms and reduces bacterial contamination to a safe level

**Sanitizers** – chemical disinfecting agents such as bleach, iodine or quats that destroy pathogens

**Sell** – offer for sale, expose for sale, have in possession for sale and distribution

**Shelf life** – the period of time during which a product can be stored under specified temperature conditions and remain suitable for use

**Shelf stable** – shelf stable foods do not require refrigeration and can be stored safely at room temperature without deterioration in quality within a specified time period

**Single service** – item designed to be used only once and then discarded

**Single (service) use items** – designed to be used only once and then discarded; includes such items as plastic utensils, styrofoam and paper service items, etc. For example, styrofoam meat trays, which are only designed to hold that one cut of meat, should be discarded after that single use. When the single service item such as the styrofoam tray is first produced, it is considered clean and sanitary. Once it is used that first time, it cannot be properly cleaned and sanitized for re-use

**Spoilage bacteria** – bacteria that break down foods so that they look, taste and smell bad. Spoilage bacteria affect food quality not food safety

**Standard operating procedure (SOP)** – a written description of a particular task or procedure undertaken to ensure safe food handling; a set of instructions describing the activities necessary to complete a task that reduces the risk of foodborne illness

**Sterilize** – to completely eliminate microbial viability by approved means; to make free from all forms of life, including bacteria, usually using chemical or heat methods

## T

**Temperature abuse** – occurs when food is not held at the proper temperature. For example, keeping raw meat at room temperature for more than two hours before cooking is temperature abuse

**Temperature log** – an ongoing record of food temperatures

**Thermal sanitation** – sanitation method using hot water or steam for a specified temperature and contact time

**Time/temperature rule** – the rule that states the growth of microorganisms in food is affected by the temperature the food is held at as well as the time spent at that temperature. For example, refrigeration temperatures slow the growth of pathogenic microorganisms; however, if sufficient time is allowed to pass at refrigeration temperatures, the organisms will achieve sufficient growth to cause foodborne illness

**Traceability** – the ability to trace the history, application or location of a food item by means of recorded information; ability to track a food item forwards or backwards through the food supply chain. Traceability can be subdivided into two key functions: tracking or tracing

**Tracing** – the ability to identify the origin of an item or group of items through records, back through the food supply chain

**Tracking** – the ability to follow the path of an item as it moves through the food supply chain from point of production to point of consumption

## U

**U-pick** – operations where the customer comes to the farm to buy fruits, vegetables or flowers that they have harvested for themselves

**Utensil** – equipment that is used in the preparation, processing, service, storage and dispensing of food but does not include tabletops, counter tops or similar working surfaces

## V

**Value added** – adding additional value to agri-food products or services by further developing or processing a primary product; any activity or process that alters the original agricultural product or commodity for the purpose of gaining a marketing advantage. Value added may include bagging, packaging, pre-cutting, processing, etc.

**Vermin** – any of various small animals and insects that are pests (e.g., mice, squirrels, cockroaches)

**Violative** – tending to act against the requirements of the law; offend against

**Virus** – a non-cellular microorganism that can reproduce only within a host cell; a type of infectious agent, much smaller than common microorganisms

## W

**Water activity** – the amount of free water in the food that is available to pathogens. Denoted by the symbol  $A_w$ . Pure water has a water activity of 1.0

**Warewashing** – the cleaning and sanitizing of equipment and utensils

## Y

**Yeast** – a microorganism in the fungus family

# Appendix C: Legislation and Standards

## Websites of Specific Acts, Regulations and Codes

The following is a listing of the specific web pages that reference acts, regulations and codes discussed in this manual.

### Federal Legislation

All federal legislation and related regulations can be obtained from the Department of Justice Canada at the following internet address: <http://canada.justice.gc.ca/en/>

Many of the acts and regulations of concern to farm direct marketers of food products are found on the CFIA site at: <http://www.inspection.gc.ca/english/reg/rege.shtml>

#### *Food and Drugs Act*

<http://laws.justice.gc.ca/en/F-27/>

#### *Canada Agricultural Products Act*

<http://laws.justice.gc.ca/en/C-0.4/index.html>

Information on the following regulations can be found at the accompanying internet addresses:

#### Dairy Products Regulations

<http://laws.justice.gc.ca/en/C-0.4/SOR-79-840/index.html>

#### Egg Regulations

<http://laws.justice.gc.ca/en/C-0.4/C.R.C.-c.284/index.html>

#### Fresh Fruit and Vegetable Regulations

<http://laws.justice.gc.ca/en/C-0.4/C.R.C.-c.285/index.html>

#### Honey Regulations

<http://laws.justice.gc.ca/en/C-0.4/C.R.C.-c.287/index.html>

#### Maple Products Regulations

<http://laws.justice.gc.ca/en/C-0.4/C.R.C.-c.289/index.html>

#### Processed Products Regulations

<http://laws.justice.gc.ca/en/C-0.4/C.R.C.-c.291/index.html>

#### Code of Practice for Minimally Processed Ready-to-Eat Vegetables

[http://www.inspection.gc.ca/english/plaveg/fresh/read-eat\\_e.shtml](http://www.inspection.gc.ca/english/plaveg/fresh/read-eat_e.shtml)

***Consumer Packaging and Labelling Act & Regulation***

<http://laws.justice.gc.ca/en/C-38/index.html>

***Weights and Measures Act & Regulations***

<http://laws.justice.gc.ca/en/W-6/index.html>

***Fish Inspection Act & Regulations***

<http://laws.justice.gc.ca/en/F-12/index.html>

***Meat Inspection Act & Regulations***

<http://laws.justice.gc.ca/en/M-3.2/index.html>

**National Dairy Code**

[http://www.cfis.agr.ca/english/regcode/ndrc/amdmt\\_oct00/ndc\\_ppr\\_e.pdf](http://www.cfis.agr.ca/english/regcode/ndrc/amdmt_oct00/ndc_ppr_e.pdf)

**Provincial Legislation**

***Alberta Public Health Act***

<http://www.canlii.org/ab/laws/sta/p-37/20050927/whole.html>

***Food and Food Establishments Regulation***

<http://www.canlii.org/ab/laws/regu/2003r.328/20050801/whole.html>

***Dairy Industry Act & Regulation***

[http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/acts6043](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/acts6043)

***Livestock and Livestock Products Act & Regulations***

[http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/acts6127](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/acts6127)

***Livestock Industry Diversification Act & Regulations***

[http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/acts6136](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/acts6136)

***Meat Inspection Act & Regulations***

[http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/acts6137](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/acts6137)

***Vegetable Sales (Alberta) Act & Regulation***

[http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/acts6147](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/acts6147)

**Alberta Food Retail and Foodservices Code**

[http://www.health.gov.ab.ca/professionals/foodcode/Food\\_Code.pdf](http://www.health.gov.ab.ca/professionals/foodcode/Food_Code.pdf)

## Appendix D: Potentially Hazardous Foods

While many foods can be hazardous under specific circumstances, these foods have the greatest potential.

Potentially hazardous foods are generally defined as foods in a form or state that are capable of supporting the rapid and progressive growth of infectious and/or toxigenic microorganisms. Such foods include, but are not limited to, milk or milk products, eggs, meat, poultry, fish, shellfish or foods that have these products as ingredients. Other foods that fall into this category include certain baked goods with cream fillings.

### Examples of Potentially Hazardous Foods

Examples include but are not limited to:

Antipasto	Garlic spreads
Cabbage rolls	Juice
Home canned fruit, vegetables or meat including those products that are pressure canned (except jam, jelly and pickles)	Meringue pie (egg product)
Cheese	Meat or meat products
Cracked or dirty eggs	Oils infused with garlic or herbs
Cream filled or custard filled pastries	Perogies
Dairy products	Pumpkin pie
Fish	Sauces
	Sausage rolls
	Whipped butter

## Examples of Non-Hazardous Foods

Examples include but are not limited to:

Beans (dry)	Eggs, whole
Bread and buns (no potentially hazardous fillings)	Flaked pastry, fruit filled
Brownies	Fruit pies and tarts
Butter tarts	Fruit leather
Cakes (icing sugar only, no dairy creams)	Fudge
Cereal products	Hard candy
Cinnamon buns	Honey
Coffee beans, whole or ground	Jam
Cookies	Jelly
Dried fruits	Muffins
Popcorn	Noodles (dry only)
Relish	Pickles (as defined)
Rice crispy squares	Spices
Salsa (fresh or frozen)	Sunflower seeds
Soup starters (dry)	Syrup
	Wine vinegar

# Appendix E: Standard Operating Procedures

A standard operating procedure (SOP) is a document providing all the relevant information for the required completion of a procedure. The steps for calibrating a thermometer or the proper way to transport your products to market are two examples of SOPs for your operation. SOPs must be detailed enough so that all employees understand what is required of them when completing the task and can do so properly.

An SOP should include the following information.

**SOP Title:**

Be brief, but descriptive.

**Purpose:**

Briefly explain the purpose(s) of the procedure. Include useful background information.

**Definitions:**

Define all unique terms, acronyms, units, etc., used in the SOP.

**Personnel:**

Include the job title of the person(s) who is (are) responsible for completing the procedure and the person, usually the food establishment operator, responsible for ensuring all SOPs are completed correctly. List any special training skills needed to carry out the procedure.

**Safety:**

Note all work safety hazards associated with the activity. List the safety precautions to be taken (e.g., breathing apparatus) and refer to the location of relevant safety information and safety manuals.

**Procedure:**

Be clear and concise so that no misunderstandings or confusion arises. The use of flow charts or diagrams is a great way to ensure that SOPs are clear. Describe how equipment is used. The written details of the procedure must permit a qualified individual, not necessarily familiar with the task, to perform the procedure with a minimum of supervision. The supervisor or the food establishment operator must ensure that all SOPs are followed exactly.

**Records:**

Records show when each SOP procedure is completed. They should document both the required frequency of the action and its completion.

**Corrective Actions:**

Mistakes happen. An SOP should state what actions/steps are to be taken in the event that a deviation occurs. Indicate where the corrective actions are to be recorded.

**Verification:**

The operations manager needs to ensure that specified activities occur, records are kept and corrective actions take place.

## Example of SOP for ABC Farm Store

Note: this SOP is to monitor on a weekly basis the activities that are to be occurring on a daily basis such as garbage disposal, removal of litter, etc.

Revision Date: \_\_\_\_\_

<b>Title</b>	A1	Premises
	A1.1	Outside Property and Buildings
<b>Purpose</b>	A1.1.1	Farm store building is not located near any environmental contaminants and the surrounding property, including parking lot and roadway are free of debris and refuse, adequately drained and maintained to minimize environmental hazards
<b>Company Name</b>		ABC Farm Store
<b>Definitions</b>		Olfactory – sense of smell
<b>Personnel</b>		Once a week the designated employee will inspect the farm market premises and fill out Record A1 (Premises Worksheet).
<b>Procedure</b>		<p>Inspection tasks will include:</p> <ol style="list-style-type: none"> <li>1. Check that there are no environmental contaminants in close proximity to the farm store facility. This will include a visual and olfactory check to ensure that any changes in the area will not have a negative impact on food safety.</li> <li>2. Check the grounds for general clutter, garbage, inappropriate storage of equipment, pallets, overgrowth of weeds, etc.</li> <li>3. Check that the parking lot, roadway and surrounding grounds are free of debris and refuse such as containers, scraps, papers, accumulated dust or dirt, etc. Check that garbage cans and dumpsters are not overflowing, leaking or too close to the market building.</li> <li>4. Check that the parking lot, roadway and surrounding grounds are adequately drained and maintained. This will include checking for pooling water and potholes.</li> </ol>
<b>Safety</b>		N/A
<b>Records</b>		Any deficiencies will be noted and the appropriate corrective actions will be determined, recorded and carried out on Record A1 (Premises Worksheet).
<b>Corrective Actions</b>		<p>Any deficiencies will be noted and the appropriate actions will be determined, recorded on Record A1 and carried out. Appropriate corrective actions include:</p> <ol style="list-style-type: none"> <li>1. Idle farm supply trucks away from the market area to eliminate diesel fumes entering the store.</li> <li>2. Place a second covered garbage can near the market entrance if required.</li> <li>3. Return pallets and equipment to appropriate storage area.</li> <li>4. Pump out standing water.</li> <li>5. If uncertain how to correct a problem, check with supervisor.</li> </ol>
<b>Verification</b>		<ol style="list-style-type: none"> <li>1. On a quarterly basis the food establishment operator or designated supervisory employee will verify Record A1. This will include checking to ensure activities were completed and that corrective actions were taken and were appropriate.</li> <li>2. Twice a market season, the food establishment operator will do an inspection with the designated employee to ensure that potential hazards have not been missed during the inspection and to reinforce training. Deficiencies will be immediately pointed out to the responsible staff and will be noted on the back of Record A1.</li> </ol>

## Appendix F: Record Templates

### Example Formats for Product Coding

You can adapt these product coding examples to create a product identification system that suits the type of products you sell and your operation. For example, if you produce parsnips instead of carrots simply alter the code for carrots, “C”, to one applicable to parsnips, “P”. The type of product, the date the product was harvested or processed, and any characteristics you can use to identify a specific product such as storage facility, processor, etc., should be included in the codes.

#### 1) Bagged carrots grown by farmer Bunny Hatfield

The type of product and the date the product was produced is always included. For produce it is a good idea to also identify the field where the product grew and the bin used for storage. Think about the recall process when you plan your operations. If product is all stored in one bin and that bin has one product code number, the contents of the entire bin will be impacted in the event of a recall.

**Product:** Carrots = C

**Date harvested:** September 1, 2005 = 090105 (month, day, year)

**Field number:** 01, 02, 03, etc. = 01

**Bin storage number:** Bin #1, #2, etc. = 2

**Example code:** **C-090105-01-2**

In this case an optional dash separates each identifier within the code

#### 2) James Cartwick’s frozen whole chicken from flock #6

In this example the slaughter date replaces the date harvested. The flock number identifies the birds that were processed. Only one processor is used so that cannot be used as a unique identifier. But James uses a different inspected freezer facility for birds sold at each of his markets. The storage facility should be identified in his product code. The storage facility “4” represents the Red Deer storage facility on James’ list. If you use different storage facilities, assign a different number to each. Document the storage facility and its corresponding number in your records.

**Product:** Chicken = CH

**Date slaughtered:** February 1, 2005 = 03205 (date, year)

032 represents the thirty-second day of the 365 day year;

05 represents the year 2005

**Flock number:** flock # 6 = 06

06 represents the flock (batch) number

**Storage facility:** = 4

The number “4” at the end of the example code is for storage facility 4

**Example code:** **CH03205064**

Dashes are not used between the different parts of this code.

## 3) Strawberry Jam from Kurt Farner's farm

In this example a single letter represents each month. The letter I is not used because it can be easily confused with the number 1. A variation of this system can be used to code any information you require.

**Product produced:** Strawberry Jam = SJ

**Date jam processed:** January 1, 2005 = A015 (month, year)

“A” represents the month of January,  
 “01” represents the day of the month,  
 “5” represents the year, 2005,  
 “03” represents the batch number.

The months can be represented by a single letter:

A = Jan.	E = May	J = Sept.
B = Feb.	F = June	K = Oct.
C = Mar.	G = July	L = Nov.
D = Apr.	H = Aug.	M = Dec.

**Batch number:** batch #2 = 02

**Example code:** **SJ A015 02**

Spaces can be used between the different parts of the code

## 4) Freshly baked apple pie from Kelly Sand's home bakery

The simple product code identifies the type of product and the production date.

**Product produced:** Apple Pie = A

**Date pie was made:** June 24, 2005 = 05JN24 (year, month, day)

Abbreviations are used for the months:

January = JA	July = JL
February = FE	August = AU
March = MR	September = SE
April = AL	October = OC
May = MA	November = NO
June = JN	December = DE

**Batch number:** batch #3 = 03

**Example code:** **A-05JN2403**

If Kelly doesn't sell all the pies at the market, she adds the letters MF at the end of the code to differentiate them from the pies she freezes immediately after baking for later sale, identified by the letters FF.

Example code for the same apple pie that is frozen after the market: **A-05JN2403-MF**

Example code for an apple pie from the same batch but frozen immediately after baking:  
**A-05JN2403-FF**

# Premises Example #1

## Premises Worksheet

Note: Wordings in columns should reflect your operation. This worksheet is provided only as an example. Use the criteria in your food safety plan to adapt this worksheet for your operation.

Title: <b>Premises Review Worksheet</b>
Completed By: _____ Date: _____

<b>Instructions:</b>				
<input type="checkbox"/> The Premises Review Checklist is completed _____ (select an appropriate time period, e.g., weekly, monthly, quarterly) <input type="checkbox"/> If deviations are discovered during the monitoring, they are recorded on the checklist.				
<b>Exterior Design</b>	<b>YES</b>	<b>NO</b>	<b>Deviation</b>	<b>Corrective Action</b>
Garbage Bin	Have lids & plastic liners			
<b>Interior Design</b>	<b>YES</b>	<b>NO</b>	<b>Deviation</b>	<b>Corrective Action</b>
Building Interior	All walls and ceilings are painted, free of mould, paint flakes and leakage			

<b>Washing Facilities and Washrooms</b>		<b>YES</b>	<b>NO</b>	<b>Deviation</b>	<b>Corrective Action</b>
Washrooms	Handwash signs are in place				
	Paper towel dispenser works and is full				
Handwash Stations					

<b>Garbage Disposal</b>	<b>YES</b>	<b>NO</b>	<b>Deviation</b>	<b>Corrective Action</b>
Emptied as per schedule				

<b>Water Quality Testing</b>	<b>YES</b>	<b>NO</b>	<b>Deviation</b>	<b>Corrective Action</b>
Water testing is conducted as per schedule				

<b>Cleaning Equipment</b>	<b>YES</b>	<b>NO</b>	<b>Deviation</b>	<b>Corrective Action</b>
Chemicals and equipment locked in designated area				

## Premises Example #2

### Premises – Records

Date & Time	Action Taken	Reason Action Was Taken	People To Contact	Followup Date (if required)	Additional Information & Comments	Recorded by

Page \_\_\_\_\_ of \_\_\_\_\_





## Sanitation Example #2

### Sanitation Program

Date & Time	Area or Equipment Cleaned & Sanitized	Cleaning & Sanitizing Methods Used	Comments & Corrective Actions	Recorded By
<i>Oct 6 2005</i>	<i>All tables/booths</i>	<i>cleaned with hot soapy water, then let air dry, then used 200 ppm bleach solution</i>	<i>Table #3 (by window) is wood and splintered; needs to be replaced with a new table (smooth plastic table would be best)</i>	<i>James Hetfield</i>



## Temperature Records Example #2

### Transportation – Temperature Log

Date & Time	Product Description	Temperature Before Delivery	Temperature After Delivery	Comments & Corrective Action	Recorded by

## Equipment Maintenance Record Example

**Record 12: Equipment Maintenance**

Date Time	Equipment Item	Maintenance Required	Maintenance Completed	Comments & Corrective Actions	Recorded by

Page \_\_\_\_ of \_\_\_\_

## Staff Training Example

### Staff Training Record

Name of staff: \_\_\_\_\_

<b>Worker/Staff Training</b>	<b>Training Date</b>	<b>Comments</b>	<b>Future Training Required</b>	<b>Trainer</b>
<b>Foodborne Illness</b>				
<b>Temperature Control</b>				
<b>Legislation</b>				
<b>Equipment Maintenance</b>				
<b>Market Setup</b>				
<b>Storage</b>				
<b>Transportation</b>				
<b>Personal Hygiene</b>				
<b>Food Handling</b>				
<b>Sanitation</b>				
<b>Pest Control</b>				
<b>Recall &amp; Traceability</b>				

## Pest Control Example

### Pest Control Products Record

Name of Pest Control Product	Quantity Purchased	DIN/Lot Numbers	Date Applied	Amount/Quantity Applied	Location of Application	Applicator

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

# Recall Form #1

## FORM 1: RECALL TEAM CONTACTS

Function	Name	Office Phone	Cell Phone	Home Phone	Time Contacted
Recall Coordinator		( )	( )	( )	
Production		( )	( )	( )	
Processing		( )	( )	( )	
Distribution		( )	( )	( )	
Sales/Marketing		( )	( )	( )	
Public Relations (media)		( )	( )	( )	
Finance		( )	( )	( )	
Legal		( )	( )	( )	
Others		( )	( )	( )	

Date: \_\_\_\_\_



## Recall Form #3

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### FORM 3: CRITICAL RECALL INFORMATION

---

To be completed by: Recall Coordinator

Purpose: To assemble and document critical information required for recall

Date: \_\_\_\_\_

Product (s) involved:

Product	Lot Number/Product Code	Packaging

**Reason for recall:**

Describe precisely the reasons for product removal or correction and the date and circumstances under which the product deficiency was discovered.

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**Risk assessed (check one):**

- Threat to health:
- Potential hazard:
- Adulteration or mislabelling:
- Product withdrawal/stock recovery:

**Why?**

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**Total amount produced, harvested, packed or processed:**

Number of units: \_\_\_\_\_

Production codes: \_\_\_\_\_

**Total amount in distribution:**

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**Distribution information:**

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Completed by: \_\_\_\_\_



## Recall Form #5

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### FORM 5    PRODUCT INVENTORY

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To be filled out by: Production Contact

Purpose: To assist in hazard assessment and determination of recall strategy

	Lot #	Lot #	Lot #
Date received in inventory			
Total amount prepared for sale			
Inventory on hand			
Amount sold			
Amount of product isolated			
Location of isolated product			
Product codes			

Inventory taken by: \_\_\_\_\_

## Recall Form #6

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### FORM 6: RECALL STRATEGY

---

To be filled out by: Recall Coordinator

Purpose: To assist in the hazard assessment and determination of recall strategy

Situation	Class	(check)
Threat to health	1	
Potential hazard	2	
Adulteration or mislabelling	3	
Product withdrawal		
Stock recovery		

#### Depth of Recall:

Level	(check any)	Rationale
Consumer		
Retail/Food service		
Wholesale		

#### Communications:

Action required	Yes	No
Press release		
Public notification		

Additional comments:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Recall Form #7

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### FORM 7: DISTRIBUTION

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To be completed by: Sales contact

Purpose: To determine distribution of affected product and customers to be notified

Date: \_\_\_\_\_

Present stock on hold: Yes \_\_\_\_\_ No \_\_\_\_\_

If no explain: \_\_\_\_\_

**Product code(s) to be recalled:**

1) \_\_\_\_\_ 5) \_\_\_\_\_ 9) \_\_\_\_\_

2) \_\_\_\_\_ 6) \_\_\_\_\_ 10) \_\_\_\_\_

3) \_\_\_\_\_ 7) \_\_\_\_\_ 11) \_\_\_\_\_

4) \_\_\_\_\_ 8) \_\_\_\_\_ 12) \_\_\_\_\_

Date	Amount sold	Sold to	Comments

Completed by: \_\_\_\_\_

# Recall Form #8

---

**FORM 8: CUSTOMER COMMUNICATION LOG**

---

To be completed by: Sales  
 Purpose: To document customer contacts and product retrieval

Date: \_\_\_\_\_

Customer	Contact Date	Contact person	By phone ?	By fax ?	In person ?	Verification check (signature)

Completed by: \_\_\_\_\_

## Recall Form #9

---

**FORM 9:                    RETRIEVED PRODUCT**

---

**To be completed by: Distribution contact**

**Purpose: To reconcile and document retrieved/destroyed product**

Date: \_\_\_\_\_

<b>Customer</b>	<b>Retrieved Product Count</b>	<b>Picked up by: (name)</b>	<b>Number of Units</b>	<b>Disposal Location</b>	<b>Witness of Disposal (signature)</b>

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix G: Food Storage Chart

## How To Store Food Safely ©



### BAKERY ITEMS

Bakery items containing custards, meat or vegetables or with frosting made of cream cheese, whipped cream or eggs must be kept refrigerated.

FOOD	SHELF	FRIDGE	FREEZER
Bread, commercial	2–4 days	7–14 days	1–3 months
Bread, pita	2–4 days	4–7 days	1–2 months
Cakes, angel food, sponge	1–2 days	5–7 days	2 months
Cakes, pound	3–4 days	5–7 days	2 months
Cakes, filled and frosted	no	1–2 days	2 months
Cheesecake	no	7 days	2–3 months
Cookies, bakery & homemade	2–3 weeks	2 months	8–12 months
Doughnuts, glazed & cake	1–2 days	5–7 days	1 month
Doughnuts, cream filled	no	3–4 days	no
Muffins, Danish pastries	1–2 days	7 days	2 months
Pies, cream	no	3–4 days	no
Pies, fruit	1–2 days	7 days	6 months
Pies, pumpkin	no	3–4 days	1–2 months
Rolls	3–4 days	7 days	2 months

### FOODS PURCHASED FROZEN

When shopping, pick up frozen foods just before checking out. Take these foods directly home and place in freezer as soon as possible. Keep a thermometer in your freezer and check often that the temperature is safe  $-18^{\circ}\text{C}$  ( $0^{\circ}\text{F}$ ). For optimum safety, thaw these foods in the refrigerator. But if time is short, defrost in a sink of cold water, changing the water every half hour, or in the microwave following the appliance manufacturer's directions and cook immediately.

FOOD	FREEZER	IN FRIDGE AFTER THAWING
Appetizers		
Battered cheese sticks	8 months	cook frozen
Battered vegetables	12 months	cook frozen
Battered zucchini	18 months	cook frozen
Meat balls	6 months	cook frozen
Mini egg rolls	18 months	cook frozen
Phyllo pastry wrapped appetizers	12 months	cook frozen
Quiche	12 months	cook frozen
Sausage rolls, cooked	4 months	cook frozen
Bread dough	see "best before date"	after baking, 4–7 days
Cookie dough	2–4 months	check label
Egg substitutes	see "best before date"	6–7 days
Fish		
Breaded, sauced	3 months	cook frozen

## How To Store Food Safely ©

### FOODS PURCHASED FROZEN Continued.../

FOOD	FREEZER	IN FRIDGE AFTER THAWING
Raw, fat (salmon, lake trout)	2–3 months	1–2 days
Raw, lean (sole, cod, pike)	3–6 months	1–2 days
Fruit (berries, melons)	4–6 months	4–5 days
Fruit juice concentrate	6–12 months	7–10 days
Ice cream (in refrigerator freezer)	1 month	no
Ice cream (in chest freezer)	2–4 months	no
Lamb roasts	8–10 months	3–4 days
Lamb chops	8–10 months	2–3 days
Meat patties, beef	2–3 months	cook frozen
Pancakes, waffles	2 months	3–4 days
Pastry dough	2–3 months	1 day
Perogies	3 months	check label
Pizza	1–2 months	1 day
Potatoes, French–fried	4–8 months	no
Poultry		
Chicken & turkey, whole	12 months	2 days
Chicken & turkey, parts	6 months	2 days
Chicken & turkey, ground	2–3 months	1 day
Breaded, cooked	6 months	cook frozen
Breaded, uncooked	6 months	cook frozen
Breaded portions, stuffed/sauced	6 months	cook frozen
Sausages		
Precooked	1–2 months	7 days
Uncooked	1–2 months	1–2 days
Sherbet, frozen yogourt	2–4 months	no
Shrimp, shellfish, raw	2–3 months	1–2 days
Smoked fish	2 months	1–2 days
Prepared meals		
TV dinners	3 months	cook frozen
Breakfasts	3 months	cook frozen
Entrees	3 months	cook frozen
Vegetables	8–12 months	cook frozen
Whipped topping	6 months	2 weeks



## How To Store Food Safely ©

### FOODS PURCHASED REFRIGERATED

Keep a thermometer in your refrigerator and check often that the temperature is below 4°C (40°F). Some bacteria grow and multiply, although very slowly even at these temperatures, so foods will stay fresh and safe for a limited period of time. If you do not plan to use them right away, it's best to freeze foods right after purchasing. Raw juices from meat, poultry and fish can contain bacteria. Place packages of these foods on trays to prevent their juices dripping onto other foods.

FOOD	REFRIGERATED	FROZEN
Beverages, fruit, cartons, bottles		
Opened	7–10 days	
Unopened	3 weeks	
Unpasteurized	1 day	
Bread		
Pizza crusts	see “best before date”	3 months
Tortillas	see “best before date”	1–2 months
Tube cans, biscuits, rolls	see “best before date”	do not freeze
Cookie dough, unopened, opened	see “best before date”	2–4 months
Dairy Products		
Butter		
Salted, unopened	12 weeks	6 months
Salted, opened	3 weeks	6 months
Unsalted, unopened	8 weeks	6 months
Unsalted, opened	3 weeks	6 months
Cheese		
Cheese, firm, unopened	3–6 months	
Cheese, firm, opened	3–4 weeks	
Cheese, firm, sliced	2 weeks	
Cheese, grated, unopened	see “best before date”	
Cheese, grated, opened	5 days	
Cheese, semi-soft, unopened	see “best before date”	
Cheese, semi-soft, opened	2–3 weeks	
Cheese, soft, unopened	see “best before date”	
Cheese, soft, opened	1 week	
Cheese, processed, unopened	3 months	3 months
Cheese, processed, opened	3–4 weeks	
Cheese, processed spread, unopened	3–4 years	
Cheese, processed spread, opened	2 months	
Cottage Cheese, Ricotta, Quark	see “best before date”	no
Cream cheese	see “best before date”	no
Cream cheese dips and spreads		
Unopened	see “best before date”	
Opened	10 days	
Cream		
Whipping	See “best before date”	no
Aerosol can, real whipped cream	3–4 weeks	no
Eggnog, commercial	See “best before date”	6 months
Milk, homogenized	See “best before date”	3 months
Milk, buttermilk	See “best before date”	
Sour cream	See “best before date”	

## How To Store Food Safely ©

### FOODS PURCHASED REFRIGERATED Continued.../

FOOD	REFRIGERATED	FROZEN
Yogurt		
Unopened	See "best before date"	
Opened	7-10 days	1-2 months
Deli Foods		
Meats and sausages, sliced	2-3 days	
Stuffed cabbage rolls	2-3 days	
Chicken, turkey, sliced	1-2 days	
Meat pies	2-3 days	
Rotisserie chicken	3-4 days	3 months
Salads	1-2 days	
Sausage rolls	2-3 days	
HMR Home Meal Replacements	These products are evolving. Many are prepared and packaged in different ways. Check for a "best before date" and storage information on the label.	
Beef pot roast		
Cooked roast pork		
Cooked turkey		
Turkey gravy		
Stuffing		
Eggs, whole	See "best before date"	
Egg whites	See "best before date"	
Fish/Shellfish		
Anchovies, opened	3-4 days	3 months
Fish, fatty, raw (salmon, lake trout)	2-3 days	2-3 months
Fish, lean, raw (sole, cod, pike)	2-3 days	3-6 months
Fish, cooked	1-2 days	4-6 months
Shellfish, raw crab & lobster	12-24 hours	2 to 3 months
Shellfish, raw, unshelled, shrimp	1-2 days	2 months
Shellfish, raw, shelled, shrimp	1-2 days	3 months
Shellfish, cooked, unshelled, shrimp	1-2 days	2 months
Shellfish, raw & cooked, unshelled, clams, mussels	3 days	2 months
Shellfish, raw & cooked, shelled, clams, mussels	3 days	3 months
Shellfish, oysters, live	1 day	4 months
Smoked salmon (fresh lox)	1-2 days	2 months
Margarine, unopened	8 months	6-12 months
Margarine, opened	1-3 months	
Meat, fresh		
Ground meat	1-2 days	2-3 months
Beef roasts	3-4 days	10-12 months
Beef steaks	2-3 days	10-12 months
Lamb roasts	3-4 days	8-10 months
Lamb chops	2-3 days	8-10 months
Pork roasts	3-4 days	8-10 months
Pork chops, ribs	2-3 days	8-10 months
Sausages	1-2 days	1-2 months
Veal roasts	3-4 days	4-5 months

## How To Store Food Safely ©

### FOODS PURCHASED REFRIGERATED Continued.../

FOOD	REFRIGERATED	FROZEN
Veal chops	2–3 days	4–5 months
Variety meats, liver, kidneys	1–2 days	3–4 months
Meat, smoked or processed		
Bacon	6–7 days	1–2 months
Ham, fully cooked, whole	6–7 days	no
Ham, fully cooked, slices	3–4 days	no
Ham, cook before eating	6–7 days	no
Hot dogs, unopened	2 weeks	2–3 months
Hot dogs, opened	7 days	2–3 months
Lunch meats, packaged	see “best before date”	1–2 months
Sausages	7 days	2–3 months
Pasta, fresh	see “best before date”	1–2 months
Pizza	see “best before date”	
Poultry, Fresh		
Ground chicken and turkey	24 hours	2–3 months
Chicken & turkey, whole	2 days	1 year
Chicken & turkey, parts	2 days	6 months
Chicken giblets	2 days	3–4 months
Duck, goose, whole	1–2 days	3 months
Soups	see “best before date”	2–3 months
Soy fortified beverage, opened	see “best before date” or	5–7 days
Tofu cakes, unopened	see “best before date”	3 months
Tofu cakes, opened (changing water daily)	5–7 days	
Vegan meat alternatives, unopened	see “best before date”	4 months after “best before date”
Vegan meat alternatives, opened	4 days	4 months after “best before date”
Vegan single servings entrees	see “best before date”	no



## How To Store Food Safely ©

### FRESH PRODUCE – FRUITS

Fruits are safe at room temperatures, but after ripening they will mold and spoil quickly. So store ripe fruit in the refrigerator, or most fruit can be frozen, following directions in a reliable freezing guide. Storage life of most home frozen fruit is 6 -12 months, depending on the fruit.

FRUITS	SHELF	FRIDGE
Cut fruit, fruit cups	no	1–2 days
Apples, in season, in perforated plastic bag	no	2 months
Apples out of season	no	2 weeks
Apricots, uncovered	until ripe	1 week
Avocados	until ripe	2–5 days (ripe)
Bananas	until ripe	2 days (ripe)
Blueberries, loosely covered	no	10 days
Cherries	no	3 days
Cranberries, uncovered	no	1–2 weeks
Grapefruit, covered	no	1 month
Grapes	no	5 days
Kiwifruit, covered	until ripe	1–2 weeks (ripe)
Lemons, limes, covered	1 week	1 month
Mangos	until ripe	3 days (ripe)
Melons		
Most types, whole, ripe, covered	until ripe	3 days (ripe)
Most types, precut, tightly sealed	no	2– 3 days
Watermelon, whole	few days	1 week (ripe)
Watermelon, precut, tightly sealed	no	up to a week
Nectarines, uncovered	until ripe	1 week (ripe)
Oranges, loosely covered	1 week	1 month
Papaya	until ripe	1 week (ripe)
Peaches, uncovered	until ripe	1 week (ripe)
Pears, uncovered	until ripe	3–7 days (ripe)
Pineapple, uncovered		2–3 days
Plums	until ripe	5 days (ripe)
Raspberries, loosely covered		2 days
Rhubarb		3 days
Strawberries, loosely covered		2 days
Tangerines, loosely covered		1 week



## How To Store Food Safely ©

### FRESH PRODUCE – VEGETABLES

Dense raw vegetables such as potatoes and onions may be stored at cool room temperatures. Other vegetables should be refrigerated for quality and food safety, or most vegetables can be frozen, following directions in a reliable freezing guide. Storage life of most home frozen vegetables is 10 – 12 months.

VEGETABLES	SHELF	FRIDGE
Artichokes, sprinkle with water		1 week
Asparagus, wrap in damp towel or stand in water		4–5 days
Beans, green and wax, covered		5 days
Beets, tops cut to 1 in (2.5 cm), covered		3–4 weeks
Broccoli, covered		5–7 days
Brussels sprouts		5–7 days
Cabbage, green & red, covered		2 weeks
Carrots, mature, covered		3–4 weeks
Carrots, young, covered		2 weeks
Cauliflower, covered		7–10 days
Celery, covered		2 weeks
Corn on the cob, if husked, wrap in damp towel in plastic bag		2–7 days
Cucumbers		1 week
Eggplant		5 days
Garlic		
uncovered	few weeks – 4 months	
minced, packed in oil, unopened	1 year from production date	
minced, packed in oil, opened		1 year from production date
Ginger root		2 weeks
Greens		
Lettuce varieties		1 week
Others		2 – 4 days
Greens, bagged, precut		see “best before date”
Herbs, fresh		4–7 days
Mushrooms, in paper bag		5 days
Onions		
Green, leeks		1 week
Storage. dry, yellow skin	3 weeks	
Sweet, uncovered	1 week	1 month
Parsnips, covered		4 weeks
Peas		1–4 days
Peppers		
Sweet		1 week
Hot, in paper bag		1–2 weeks
Potatoes		
New, in paper bag		1 week
Mature, in paper bag	1 month	
Sweet potatoes / yams, uncovered	2–3 weeks	
Pumpkins, uncovered	1 week	
Radishes		1 week
Rutabagas, uncovered	1 week	3 weeks

## How To Store Food Safely ©

### FRESH PRODUCE – VEGETABLES Continued.../

VEGETABLES	SHELF	FRIDGE
Spinach		3–4 days
Sprouts		3–4 days
Squash		
Summer, (soft shell) zucchini		1 week
Winter (hard shell)	1 week	
Tomatoes	until ripe	2–3 days (ripe)
Turnips, covered		1 week



### SHELF STABLE FOODS

If necessary, after opening transfer these foods to an air-tight bag or container. For freezing, package in a freezer-proof bag or wrap. Some foods must be refrigerated after opening so check the label. Do not buy open packages of food or cans of food that bulge at the ends, leak or are badly dented. Store shelf stable foods in a clean, dry, cool place

Food	UNOPENED IN PANTRY	OPENED IN PANTRY	OPENED IN FRIDGE
Baby food	see "best before date"	no	2–3 days
Baby formula, concentrated liquid	see "best before date"	no	1 day
Baby formula, powder	see "best before date"	1 month	
Baby formula, prepared or ready to serve	see "best before date"	no	48 hours
Baking ingredients			
Baking powder	12 months		
Baking soda	12 months		
Cornmeal	6–12 months		12 months
Cornstarch	18 months	18 months	
Extracts, vanilla, lemon	2–3 years	12 months	
Frosting, canned	10 months		1 week
Frosting, mix	12 months	3 months	
Mixes			
Cake, tea biscuit	12 months		
Pancake	6–9 months		
Yeast, dry	see "best before date"		

## How To Store Food Safely ©

### SHELF STABLE FOODS Continued.../

Food	UNOPENED IN PANTRY	OPENED IN PANTRY	OPENED IN FRIDGE
Bread crumbs, dry	3 months		
Canned foods, low acid	2–5 years		3–4 days
Canned foods, high acid	12–18 months		5–7 days
Cereals			
Ready-to-eat	8 months	3 months	
Rolled oats	6–10 months	6–10 months	
Granola	6 months		
Wheat germ			1 yr after production date
Cheese, processed cheese spread	8 months		
Chocolate, baking squares, dark	2 years	2 years	
Chocolate, baking squares, white	13 months	13 months	
Chocolate chips	2 years	2 years	
Chocolate syrup	2 years		6 months
Cocoa	10–12 months		
Coffee			
Beans, non vacuum bag	1–3 weeks		3 months (freezer)
Ground	2–4 weeks	2 weeks	
Instant	12 months		
Coffee whitener	6 months		
Condiments			
Asian sauces	12 months		4–6 months
Barbecue sauce	12 months	1 month	4–6 months
Horseradish in jar	12 months	no	3–4 months
Ketchup	12 months	1 month	6 months
Mayonnaise, commercial	see “best before date”		6–8 weeks
Mustard	12 months		12 months
Olives, black & green	12–18 months		2 weeks
Pickles	12 months		1–2 months
Salsa	12 months		2 weeks
Worcestershire sauce		1 year	
Cookies, packaged	2 months		1 month
Crackers	6 months		
Cranberry sauce			3 weeks
Dried beans, peas, lentils	12 months	12 months	
Fish and shellfish	12 months		2 days
Fruit, dried	6 months	6 months	
Gelatin, all types	12 months		
Herbs, dried	6–12 months		
Honey, pasteurized	2 years		
Jams & jellies	12 months		6 months
Juice boxes	4–6 months		8–12 days
Marshmallows, marshmallow crème	2–4 months		1 month

## How To Store Food Safely ©

### SHELF STABLE FOODS Continued.../

Food	UNOPENED IN PANTRY	OPENED IN PANTRY	OPENED IN FRIDGE
Milk , buttermilk powder	6 months		1 month
Milk, condensed	9–12 months		4–5 days
Milk, evaporated	9–12 months		4–5 days
Milk, skim milk powder,	6–12 months		1 month
Milk, UHT	see “best before date”		7 days
Molasses	1–2 years	6 months	
Mushrooms, dried	6 months		3–6 months
<b>Nuts</b>			
In shell	4 months		
Out of shell		2 weeks	
Nutmeats, in vacuum can	12 months		
Nutmeats, other packaging	3 months	2 weeks	
Nuts, unsalted			9–12 months
Nuts, salted			6–8 months
<b>Oils</b>			
Butter-flavored hydrogenated	12 months	9 months	no
Canola	12–18 months	6–9 months	12 months
Cold press	no	no	6 months
Corn oil	12–18 months	6–9 months	10–12 months
Flaxseed oil, unopened	no	no	3 months
Flaxseed oil, opened	no	no	3 weeks
Grapeseed, refined	18–20 months	6–8 months	12 months
Olive oil, extra virgin	9–12 months	6–7 months	12 months
Peanut oil	12 months	6–7 months	12 months
Pumpkin oil	7 months	2–3 months	4–6 months
Safflower oil	12 months	9 months	18 months
Salad dressings, Commercial	see “best before date”		see “best before date” or 3 months
Sesame oil	12 months	8–9 months	16 months
Solid vegetable		10–12 months	
Shortenings	6 months	months	12 months
Soybean oil	12–18 months	6–9 months	12 months
Sunflower oil	9 months	3–6 months	6–8 months
Vegetable oil sprays	12–24 months	12 months	no
Walnut oil	7 months	3–4 months	6–8 months
Pasta	several years		
Peanut butter	6–9 months	2–3 months	
Pectin, Powdered	see “best before date”		
Pectin, Liquid	see “best before date”		1 month (covered)
Pie filling, pudding mix	18 months		
Popcorn	2 years		
Potato flakes	6–12 months		

## How To Store Food Safely ©

### SHELF STABLE FOODS Continued.../

Food	UNOPENED IN PANTRY	OPENED IN PANTRY	OPENED IN FRIDGE
Rice, white	several years		
Rice, brown	6 months		
Rice, flavored	6 months		
Sauces and gravy mixes	6–12 months		
Soup mixes	12 months		
Soy drink	see “best before date”		5–10 days
Spices, whole	3 years		
Spices, ground	1–2 years		
Sugar			
Brown	4 months		
Confectioners	18 months		
Granulated	2 years		
Artificial sweetener	2 years		
Syrups – corn, table	12 months	12 months	
Syrups – maple			12 months
Tahini	12–18 months	90–120 days	longer
Tea, Bags	12–18 months		
Tea, Loose	2 years		
Tomato & pasta sauce, cans, jars	12 months	no	5 days
Tomatoes, sun dried			12 months
Tomatoes, sun dried, in oil, opened			4 months
Vinegar	2 years	1 year	
Toaster pastries	2–3 months		
Yeast, dry	see “best before date”		



## How To Store Food Safely ©

### HOME COOKED FOODS

Refrigerate cooked foods as soon as possible after a meal. Once the foods have cooled, cover with lids or plastic food wrap. Then use them quickly or freeze as they have a short shelf life. If you have any doubts about the safety of a leftover food, throw it out.

FOOD	IN FRIDGE	FROZEN
Antipasto	10 days	12 months
Baby formula, correctly prepared	48 hours	no
Cheese ball	1 week	
Cheesecake, baked		6 months
Chicken & turkey gravy	1–2 days	2–3 months
Cooked fish	1–2 days	4–6 months
Cooked meat	3–4 days	2–3 months
Cooked chicken & turkey	3–4 days	3 months
Cooked rice & noodles	3 days	3 months
Cranberry sauce	3 weeks	1 year
Eggnog	1 day	no
Eggs, hard cooked	1 week	no
Eggs, leftover whites	1–2 days	1 year
Eggs, leftover yolks and whites	2–3 days, covered	4 months
Herb and garlic flavored oils, fresh	2–3 days	no
Homemade herb & garlic flavored oils, heat processed correctly	1 month	no
Meat casseroles, pies	2–3 days	3 months
Potatoes, cooked, mashed	3 days	
Pies, unbaked, fruit	no	6 months
Soups, meat or vegetable	3–4 days	2–3 months
Sandwiches	overnight	6 weeks
Turkey stuffing	3–4 days	3 months



All data taken from *How to Store Food Safely*, researched and produced by  
 Food Safety Information Society, Calgary AB Canada, 2005,  
[www.foodsafetyline.org](http://www.foodsafetyline.org), 1-800-892-8333

# Appendix H: Food Safety Tips

## Safe Food Sampling Tips

Food producers and processors use many methods to promote their products. One such method is to allow potential customers to taste prepared sample portions of their products.

The following are some guidelines for the demonstrator that will help ensure the potential customers receive safe product samples.

### Food Demonstrator

- Wash hands prior to handling food
- If using disposable gloves, replace regularly or when contaminated
- Wear appropriate clothing, e.g., clean aprons
- Use hair control, e.g., hair nets, hats, etc.

### Food Handling Procedures

- Pre-cut raw perishable samples at your facility and transport under proper temperature control, e.g., refrigerated unit or portable coolers with ice. Do not prepare samples at the sampling tables
- Cut pre-made or pre-cooked frozen foods to sampling size after cooking and always cook to proper internal temperatures
- Keep perishable samples below 4°C or above 60°C and serve immediately
- Cook ground meat products to an internal temperature of 70°C and cook fresh poultry products to an internal temperature of 85°C
- Use a calibrated thermometer to monitor food temperatures
- Use separate utensils for raw and cooked foods
- Prevent customers from handling the samples by handing samples to them, or by using toothpicks or single-use containers
- Replace samples if they are displayed for more than one hour
- Discard leftover or contaminated samples

### Cleaning and Sanitizing

- Wash and sanitize all equipment including cutting boards, utensils, cooking equipment and counter surfaces before and after use
- Use a sanitizing solution such as bleach:

Use a chlorine solution of not less than 100 ppm. If using household bleach, the following dilutions apply:

- 1 tablespoon or ½ ounce of bleach per gallon of water
- or ½ teaspoon or 2 millilitre of bleach per litre of water

Prepare diluted bleach fresh daily.

Store bleach solution in a spray bottle that is labelled accordingly.

(Safe Food Sampling Tips is based on information provided by the Capital Health Authority)

# Appendix I: Common Foodborne Pathogens

Organism & Illness caused	Common Sources of Illness & Associated Foods	Onset of Illness	Duration of Illness	Characteristics of Illness	Prevention
<b>Bacteria:</b> <i>Campylobacter jejuni</i> Campylobacteriosis	Undercooked meat, chicken, and raw milk.	2-5 days	5-10 days with relapses being common	Fever, headache, muscle pain, diarrhea (sometimes bloody).	Cook animal foods thoroughly; prevent cross contamination; cool food quickly.
<i>Salmonella</i> spp. Salmonellosis	Raw meats, eggs, milk and dairy products, cream-filled desserts and toppings.	12-48 hours	2-6 days	Nausea, vomiting, abdominal cramps, diarrhea, fever, and headache.	Cook animal foods thoroughly; prevent cross contamination; cool food quickly; practice good personal hygiene.
<i>Staphylococcus aureus</i> Staphylococcal intoxication	Humans and animals are the primary reservoirs: skin, hair, nose. Foods that require considerable handling during preparation and that are kept at slightly elevated temperatures after preparation are frequently involved in staphylococcal food poisoning (e.g., potato salad).	1-6 hours	1-2 days	Nausea, vomiting, diarrhea, and abdominal cramps.	Practice good personal hygiene and sanitary habits; avoid touching food with bare hands; heat, cool and refrigerate foods properly.
<i>Escherichia coli</i> O157:H7 Hemorrhagic colitis	Improperly cooked ground beef, alfalfa sprouts, unpasteurized fruit juices, dry-cured salami and lettuce.	3-9 days	2-14 days	Severe abdominal pain, water diarrhea which becomes bloody, and vomiting may occur; dehydration; severe complications can result in death.	Cook meats thoroughly; prevent cross contamination; keep food below 4 °C.
<i>Listeria monocytogenes</i> Listeriosis	Soft cheeses, fermented sausages, and ready to eat foods that have been contaminated after processing (e.g., hot dogs, deli meats). May form a hardy biofilm in and on food processing equipment. May be found in drains and areas with water condensation.	1 day – 3 weeks	Up to 14 days or longer (recovery is slow)	Mild flu-like symptoms in healthy individuals; meningitis and blood poisoning can occur in the immune-compromised; abortion in pregnant women.	Good sanitation; use only pasteurized milk and dairy products; cook food thoroughly; keep foods below 4 °C; prevent cross contamination.

<b>Organism &amp; Illness caused</b>	<b>Common Sources of Illness &amp; Associated Foods</b>	<b>Onset of Illness</b>	<b>Duration of Illness</b>	<b>Characteristics of Illness</b>	<b>Prevention</b>
<b>Bacteria:</b> <i>Clostridium botulinum</i> Botulism	Improperly canned and improperly preserved foods.	12-72 hours	Depends on speed of diagnosis from several days to years	Dizziness; blurred vision; difficulty speaking, swallowing and breathing. Can be fatal without antitoxin.	Not using home-canned foods in commercial establishments; avoid using foods from severely dented or bulging cans.
<b>Viruses:</b> Calicivirus / The Norwalk – like virus family Gastroenteritis	Shellfish, salad ingredients & water storage containers (e.g., water storage on cruise ships). Human intestine. Carried by infected humans or contact with sewage sludge or polluted water.	1-2 days	1-3 days	Nausea, vomiting, diarrhea, and abdominal pain. Headache and low-grade fever may occur.	Good personal hygiene, good sanitation, isolation of infected workers.
Hepatitis Virus Hepatitis	Results from infected food handlers.	15-50 days	1-2 weeks to several months in severe cases	Fever, nausea, vomiting and abdominal discomfort, appetite loss, fatigue, followed by jaundice.	Good personal hygiene, avoid hand contact with food, cook all foods properly, especially seafood; separate infected persons from food preparation.
<b>Natural Toxins:</b> Mushroom toxins Mushroom poisoning	Common when toxic species are confused with edible species. Methods used to differentiate mushroom species are often unreliable and risky.	Less than 2 hours to 24 hours	2-48 hours	Nausea, vomiting, diarrhea, and abdominal pain, hallucinations, severe confusion, severe cases can lead to liver and kidney failure.	Only eat commercially grown varieties from reputable growers.

# Appendix J: Websites

## Appendix J. Websites

The following is a listing of the websites that have been referenced in this manual.

Alberta Agriculture Food and Rural Development (AAFRD)  
[www1.agric.gov.ab.ca](http://www1.agric.gov.ab.ca)

Agriculture Diversification Ventures  
[www.agric.gov.ab.ca/diversify](http://www.agric.gov.ab.ca/diversify)

Agri-Food Systems Branch  
[www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/afs7806?opendocument](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/afs7806?opendocument)

Approved Farmers' Market Guidelines  
[www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/apa2577](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/apa2577)

Food Safety Division  
[www.agric.gov.ab.ca/app21/seltopcat?cat1=Food+Safety](http://www.agric.gov.ab.ca/app21/seltopcat?cat1=Food+Safety)

Meat Facility Standards  
[www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/afs7147](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/afs7147)

News & Newsletters Directory  
[www.agric.gov.ab.ca/app21/rtw/directories/news.jsp](http://www.agric.gov.ab.ca/app21/rtw/directories/news.jsp)

On farm food safety (OFFS) programs  
[www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/afs4361?OpenDocument](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/afs4361?OpenDocument)

Publications/videos/CD-ROMs  
[www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/ipc4687](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/ipc4687)

Regulatory Services Branch  
[www1.agric.gov.ab.ca/\\$department/newslett.nsf/all/ahf4921](http://www1.agric.gov.ab.ca/$department/newslett.nsf/all/ahf4921)

Alberta Environment  
[www3.gov.ab.ca/env](http://www3.gov.ab.ca/env)

Pesticide Management  
[www3.gov.ab.ca/env/protenf/pesticide/index.html](http://www3.gov.ab.ca/env/protenf/pesticide/index.html)

Alberta Farm Fresh Producers Association (Farm Fresh)  
[www.albertafarmfresh.com](http://www.albertafarmfresh.com)

Alberta Farmers' Market Association (AFMA)  
[www.albertamarkets.com](http://www.albertamarkets.com)

Alberta Food Processors Association (AFPA)  
[www.afpa.com](http://www.afpa.com)

Alberta Health and Wellness  
[www.health.gov.ab.ca](http://www.health.gov.ab.ca)

Alberta Food Retail and Foodservices Code  
[www.health.gov.ab.ca/professionals/foodcode/Food\\_Code.pdf](http://www.health.gov.ab.ca/professionals/foodcode/Food_Code.pdf)

Health Information  
[www.health.gov.ab.ca/public/index.html](http://www.health.gov.ab.ca/public/index.html)

Regional Health Authorities  
[www.health.gov.ab.ca/regions](http://www.health.gov.ab.ca/regions)

Aspen Regional Health Authority  
[www.aspenrha.ab.ca](http://www.aspenrha.ab.ca)

Calgary Health Region  
[www.calgaryhealthregion.ca](http://www.calgaryhealthregion.ca)

Capital Health  
[www.capitalhealth.ca](http://www.capitalhealth.ca)

Chinook Regional Health Authority  
[www.chr.ab.ca](http://www.chr.ab.ca)

David Thompson Regional Health Authority  
[www.dthr.ab.ca](http://www.dthr.ab.ca)

East Central Health  
[www.eastcentralhealth.com](http://www.eastcentralhealth.com)

Northern Lights Health Region  
[www.nlhr.ca](http://www.nlhr.ca)

Palliser Health Region  
[www.palliserhealth.ca](http://www.palliserhealth.ca)

Peace Country Health  
[www.pchr.ca](http://www.pchr.ca)

Alberta Queen's Printer  
[www.qp.gov.ab.ca](http://www.qp.gov.ab.ca)

Canadian Food Inspection Agency (CFIA)  
[www.inspection.gc.ca](http://www.inspection.gc.ca)

Acts and Regulations  
[www.inspection.gc.ca/english/reg/rege.shtml](http://www.inspection.gc.ca/english/reg/rege.shtml)

Food Safety  
[www.inspection.gc.ca/english/index/fssae.shtml](http://www.inspection.gc.ca/english/index/fssae.shtml)

Guide to Food Labelling and Advertising  
[www.inspection.gc.ca/english/fssa/labeti/guide/toce.shtml](http://www.inspection.gc.ca/english/fssa/labeti/guide/toce.shtml)

Meat Hygiene Manual of Procedures  
[www.inspection.gc.ca/english/anima/meavia/mmopmmhv/mane.shtml](http://www.inspection.gc.ca/english/anima/meavia/mmopmmhv/mane.shtml)

Department of Justice Canada  
[laws.justice.gc.ca](http://laws.justice.gc.ca)

Food and Consumer Products of Canada  
[www.fcPMC.com](http://www.fcPMC.com)

Food Safety Information Society  
[www.foodsafetyline.org](http://www.foodsafetyline.org)

GS1 Canada  
[www.gs1ca.org](http://www.gs1ca.org)

Health Canada  
[www.hc-sc.gc.ca/index\\_e.html](http://www.hc-sc.gc.ca/index_e.html)

Food & Nutrition  
[www.hc-sc.gc.ca/fn-an/index\\_e.html](http://www.hc-sc.gc.ca/fn-an/index_e.html)

Food Safety  
[www.hc-sc.gc.ca/fn-an/securit/index\\_e.html](http://www.hc-sc.gc.ca/fn-an/securit/index_e.html)

Legislation & Guidelines  
[www.hc-sc.gc.ca/ahc-asc/legislation/index\\_e.html](http://www.hc-sc.gc.ca/ahc-asc/legislation/index_e.html)

Pest Management Regulatory Agency (PMRA)  
[www.pmra-arla.gc.ca](http://www.pmra-arla.gc.ca)

Site Index  
[www.hc-sc.gc.ca/home-accueil/search-recherche/a\\_e.html](http://www.hc-sc.gc.ca/home-accueil/search-recherche/a_e.html)



# Appendix K: Contacts

## Key Contacts

### FEDERAL

#### Canadian Food Inspection Agency

##### Alberta CFIA Recall Coordinator

Telephone: (403) 661-7505

##### Calgary

Fair Labelling Practices Program (food labelling and nutrition labelling)

Telephone: (403) 292-4650

##### Edmonton

Fair Labelling Practices Program (food labelling and nutrition labelling)

Telephone: (780) 495-3333

### PROVINCIAL

(For toll free calling of all Alberta government numbers in Alberta, dial 310-0000 first)

#### Alberta Agriculture, Food and Rural Development

##### Ag-Info Centre

##### General inquiries

Toll Free: (866) 882-7677

##### Approved Farmers' Market Program

Penny Wilkes

Telephone: (780) 427-4514

Eileen Kotowich

Telephone: (780) 853-8223

#### Ag Tourism Initiative

Bill Reynolds

Telephone: (780) 427-4424

Sharon Stollery

Telephone: (780) 968-3514

## **Farm Direct Marketing**

Karen Goad (food safety, marketing)  
Telephone: (780) 538-5629

Bert Dening (meat)  
Telephone: (780) 674-8247

Wes Johnson (Dine Alberta)  
Telephone: (780) 415-2321

## **Food Safety**

Agri-Food Systems Branch  
Telephone: (780) 427-4054

Betty Vladicka  
Telephone: (780) 427-0840

## **Regulatory Services Division**

Telephone: (780) 422-7197

Airdrie  
Telephone: (403) 948-8515

Edmonton  
Telephone: (780) 427-7011

Grande Prairie  
Telephone: (780) 538-6208

Lethbridge  
Telephone: (780) 382-4261

Vermilion  
Telephone: (780) 853-8113

## **Regional Health Authorities**

### **Aspen Regional Health Authority**

Westlock office  
Telephone: (780) 349-3316

### **Calgary Health Region**

Calgary office  
Telephone: (403) 943-8060

### **Capital Health**

Edmonton office  
Telephone: (780) 413-7927

### **Chinook Regional Health Authority**

Lethbridge office  
Telephone: (403) 382-6666

### **David Thompson Regional Health Authority**

Red Deer office  
Telephone: (403) 341-2100

### **East Central Health**

Camrose office  
Telephone: (780) 679-2980

### **Northern Lights Health Region**

Fort McMurray office  
Telephone: (780) 791-6078

### **Palliser Health Region**

Medicine Hat office  
Telephone: (403) 502-8200

### **Peace Country Health**

Grande Prairie office  
Telephone: (780) 513-7500

## **INDUSTRY**

Alberta Milk  
Toll-free: (877) 361-1231  
Telephone: (780) 453-5942



# Appendix L: Publications

## Alberta Agriculture Food and Rural Development Publications

Alberta Agriculture, Food and Rural Development free publications are available on line or from the Alberta Agriculture Publications Office in Edmonton by calling toll free (800)292-5697 or (780)427-0391. Priced publications and videos are only available from the Publications office.

### Agri-Tourism

**Country Vacation Profit**\$. . . profit planning tools in a start-up country vacation enterprise

Agdex FS888-1

[www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/agdex4091#agritourism](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/agdex4091#agritourism)

**Country Vacation Enterprise**

Ag Venture profile. Agdex FS888-2.

**Rural Festivals and Special Events**

Ag Venture profile. Agdex FS888-3

**Providing Farm Tours**

Ag Strategies. Agdex FS888-4

**Managing Risk for Farm Direct and Ag Tourism Ventures**

Ag Strategies. FS845-10

### Farm Direct Marketing

**Direct Marketing Meat** series:

[www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/agdex4091#market](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/agdex4091#market)

**Direct Marketing Meats...Selling Meat at AB Approved Farmers' Markets**

Agdex FS400/845-1

**Direct Marketing Meats...Selling Lambs at AB Approved Farmers' Markets**

Agdex FS430/845-2

**Direct Marketing Meats...Selling Freezer Lambs**

Agdex FS430/845-1

**Direct Marketing Meats...Selling Freezer Chicken**

Agdex FS450/845-1

**Direct Marketing Meats...Selling Freezer Pork**

Agdex FS440/845-1

**Direct Marketing Meats...Selling Freezer Beef**

Agdex FS420/845-1

**Direct Marketing Profit\$ series:**

[www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/agdex4091#prodecon](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/agdex4091#prodecon)

**Direct Marketing Profit\$...Beef Enterprise**

Agdex FS 420/821-3

**Direct Marketing Profit\$...Cheese Production and Marketing Enterprise**

Agdex FS 410/821-3

**Direct Marketing Profit\$...Poultry Enterprise**

Agdex FS 450/821-1

**Pricing series:**

[www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/agdex4091#market](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/agdex4091#market)

**Essentials of Pricing**

Ag Strategies. Agdex FS845-1

**Methods to Price Your Products**

Ag Strategies. Agdex FS845-2

**Pricing Processed Food Products**

Ag Strategies. Agdex FS845-3

**Pricing Horticulture Products**

Ag Strategies. Agdex FS845-4

**Farm Direct Marketing for Rural Producers**

Ag Strategies. Agdex FS845-6

**Farm Direct Sales – Know the Regulations**

Ag Strategies. Agdex FS845-7

**Direct Marketing Meats Resource Guide**

[www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/apa5132?opendocument](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/apa5132?opendocument)

## Farmers' Markets

[www.sunnygirl.ca](http://www.sunnygirl.ca)

**Alberta Farmers' Markets - Directory and Information**

**Alberta Farmers' Market Vendor and Consumer Profile and Economic Impact Study**

**EGG-citing News**

## Food Safety

**HACCP and its Applications**

Video. Priced Publication

[www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/agdex5171?opendocument](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/agdex5171?opendocument)

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**Alberta Agripreneur**

**Animal Health Forum**

**Food News**

**Food Safety News**

## Canadian Farm Business Management Council Publication

**Marketing On The Edge: A Marketing Guide for Progressive Farmers, 2002**

ISBN 1-894148-68-1

Toll Free: (888) 232-3262.



# Appendix M: Food Safety Checklists



## ***Market Startup*** **Food Safety Checklist for Vendors** **Alberta Approved Farmers' Markets**

*Food safety is important to you and your customers. Use this checklist to help keep food sold through Alberta Approved Farmers' Markets safe.*

**Market:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Premises</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
Booth area	Is your booth area clean?			
Vendor tables	Are tables in good repair?			
Garbage cans	Do you have a garbage container in your booth area?			
Pets	Are you aware of the market's pet/animal policy?			
Ice supply	Is your ice made from potable water?			
<b>Storage and Transportation</b>				
Temperature control	If you have freezers, are they capable of operating at -18°C or colder?			
	If you have refrigeration units, are they capable of operating between 0°C and 4°C ?			
	Do you have thermometers capable of displaying accurate temperatures?			
	Do you have the means to transport and store your perishable products with proper temperature control?			
	Do you have a plan in case your equipment fails and you can't maintain temperatures?			
Vendor vehicles	Do you have a plan in place to keep your market vehicles clean and free of contaminants?			
	If you are a meat vendor, do you have a Food Establishment Permit for your on-farm cooler or freezer and vehicles that are used to transport the meat products to market?			
Storage	Can you store and handle all your products under conditions to prevent damage, deterioration and contamination?			
	Is the storage area clean and free of contaminants?			
	Are containers stored to prevent contamination or damage?			
	Are you using food grade materials for product storage?			
<b>Equipment</b>				
Equipment maintenance	Is all your equipment sound and in good operating condition?			
Cleaning	Can equipment be easily cleaned?			

### *Market Startup/Vendor*

<b>Sanitation</b>		Yes	No	N/A
Cleaning plan	Do you have a written cleaning and sanitizing plan for your tables, equipment and utensils (who, what, when and how)?			
Cleaning records	Do you have a system in place to record cleaning and sanitizing activities?			
Cleaning supplies	Do you store your cleaning supplies in an area separate from food products?			
<b>Food Handling</b>				
Packaging	Are you using new food grade containers for packaging?			
Temperature control	Do you have a system to record temperatures of hazardous foods?			
Food sampling	Do you have enough supplies for proper product sampling eg. single use portion cups, toothpicks, etc.?			
	Are you aware of proper handling methods for hot and cold samples?			
	Do you have a method to protect food samples from flies or other contaminants?			
<b>Personnel</b>				
Training	Have you taken an approved food safety training program, eg. <i>Food Safe</i> ?			
	Are your employees trained in safe food handling and sampling practices?			
Personal hygiene	Have you discussed with your staff, the importance of good personal hygiene, clean clothing, hair restraint and wearing minimal jewelry at the market?			
Hand washing	Are you and your staff aware of the correct hand washing technique?			
Staff health	Do you have a policy to prevent sick employees from working with food?			
First aid	Do you and your staff know the location of the market's first aid station?			
<b>Product Recall</b>				
Emergency procedures	If there is a concern/complaint about the safety of your product, do you know what to do and who to call? (presence of hazardous materials eg. glass, undeclared nuts, etc)			
Recall plan	Do you have a recall plan?			
Record keeping	Do you have a system to record products sold on each market day?			
<b>Best Practices</b>				
Legislation	Are you knowledgeable about all the federal and provincial legislation and regulations that impact your products?			
	Do you comply with all the federal and provincial legislation and regulations that impact your products?			
Labelling	Are your products properly labelled with name, contact information, ingredients, appropriate handling instructions eg. keep refrigerated, etc.?			
Regional health authority	Do you know the name and number of your public health officer?			
Policy	Are you aware of what products can be sold at an Alberta Approved Farmers' Market?			
Traceability	Do you have a plan for unsold products?			
	Do you have a system to identify each product by batch or lot number?			
	Do you have liability insurance?			

For further information or additional copies contact:

**Farmers' Market Program Administrator** [www.sunnygirl.ca](http://www.sunnygirl.ca) or phone (780) 427-4514.

For toll free calling in Alberta dial 310-0000 first.



**Weekly**  
**Food Safety Checklist for Vendors**  
**Alberta Approved Farmers' Markets**

*Food safety is important to you and your customers. Use this checklist to help keep food sold through Alberta Approved Farmers' Markets safe.*

**Market:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Premises</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
Building	Did you clean the loading area after use?			
Booth Area	Is your booth area clean?			
	Is your garbage can covered and emptied as required?			
Tables	Did you clean and sanitize your tables before setting up?			
	Do you clean your table regularly throughout market day?			
Pet policy	Have you left your pets and animals at home?			
<b>Storage and Transportation</b>				
Temperature control	Is your market freezer at -18°C or colder before loading your food products?			
	Are your refrigeration units/coolers running between 0° and 4°C and working properly?			
	Do you calibrate your equipment thermometers as recommended?			
	Are you keeping accurate temperature records during transportation and marketing?			
Ice	Did you transport your ice to market in clean, sanitized containers?			
Dry storage	Is food stored off the floor or ground?			
Vendor vehicles	Were your market vehicles clean and free of contaminants prior to loading to come to the market?			
	Did you transport your perishable products with proper temperature control?			
Containers	Are all products stored, packaged, displayed and transported in food grade containers?			
	Are all products transported and stored in clean containers (coolers, boxes, tubs, etc.)?			
<b>Equipment</b>				
Maintenance	Have you completed required equipment maintenance?			
<b>Sanitation</b>				
Cleaning	Did you follow your cleaning and sanitation plan?			
	Did you record your actions in your cleaning and sanitation log?			
Hand/equipment washing stations	Are you using hand washing stations appropriately?			

### *Weekly/Vendors*

<b>Food Handling</b>		Yes	No	N/A
Packaging	Are products packaged to protect food from customer handling, and contamination?			
Food sampling	Do you use proper sampling methods?			
	Are food samples screened from flies, wrapped or otherwise protected?			
	Do you clean and sanitize your food sample preparation equipment frequently throughout the market day?			
	Did you bring enough supplies for proper product sampling for today's market eg. single use portion cups, toothpicks, etc.?			
	Is the waste container for your product sampling refuse emptied as required?			
Safe handling	Do you and your staff practice safe food handling techniques?			
	Are you advising your customers on the safe handling of your products?			
Temperature control	Are perishable foods kept above 60°C or below 4°C and exposed to the <i>Danger Zone</i> for less than a total of 2 hours during transportation to market and sale?			
	Are you using a probe thermometer to measure temperatures of stored and sampled hazardous food products throughout the market day?			
	Have you completed a temperature log for hazardous foods?			
Ice	Did you display your perishable food products on ice packs or bagged ice?			
Product display	Do you keep your ready-to-eat items separate from raw products to avoid cross contamination?			
	Do you display only the amount of food product that you will sell in two hours or less?			
	Do you rotate your products on a first displayed, first sold basis?			
<b>Personnel</b>				
Hand washing	Do you and your staff practice appropriate hand washing techniques including washing hands after smoking, eating, sneezing, nose blowing, handling money, taking a break, using the washroom, etc.?			
	Do you and your staff change your latex/vinyl gloves frequently?			
Staff health	Are you and your staff healthy on market day? No colds, cough, flu, etc.			
	Are cuts and open sores appropriately bandaged and gloved if necessary?			
Personal hygiene	Are you and your staff wearing clean clothing?			
	Are you and your staff wearing a minimum amount of jewelry and no nail polish?			
	Is hair tied back or restrained in a cap or net?			
	Do you and your staff thoroughly wash hands frequently throughout the market day?			
	Do you and your staff refrain from chewing gum, eating or smoking at your table?			
<b>Best Practices</b>				
Labeling	Are all products labelled properly including batch or lot number?			
Traceability	Did you record the products, batch numbers and quantities sold today?			
	Did you follow your plan for unsold product?			
Inspection	Has your meat/poultry come from an inspected facility? (slaughter, processing, wrapping)			

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## *Market Startup*

### Food Safety Checklist for Market Managers Alberta Approved Farmers' Markets

*Food safety is important to your market, your vendors and your customers. As a manager, you have a responsibility to ensure that the products sold at your market are safe. Use this checklist to help you and your vendors keep food sold through Alberta Approved Farmers' Markets safe.*

Market: \_\_\_\_\_ Date: \_\_\_\_\_

Premises		Yes	No	N/A
Parking lot	Is the lot paved or smooth surface? Is it free from dust, puddles, potholes and other hazards?			
	Is the lot clean and well maintained?			
	Are there an adequate number of garbage cans?			
	Has regular garbage disposal been arranged for the market?			
Site	Is the site free of pests? Have arrangements been made for the grass to be cut regularly to deter rodents?			
	Is the site clean and well maintained?			
	Is dust control in place for outdoor markets?			
Building	Can the market building (floor, walls, ceiling, etc.) be effectively cleaned?			
	Are the facilities in good repair?			
Garbage cans	Is there an adequate number of garbage cans with lids and plastic liners?			
	Are they well located throughout the market?			
Vendor tables	Can tables be easily and effectively cleaned?			
	Are tables in good repair?			
Market layout	Does the arrangement of tables prevent cross-contamination?			
Washrooms and portables	Are the washrooms/portables conveniently located?			
	Are the washrooms/portables clean?			
	Do the portables have sinks?			
	Is the area equipped with hot potable water, soap, single use towels or functional hand dryers and garbage cans?			
	Are hand washing signs posted in appropriate areas?			
Water	Is the water supply of potable quality?			
	Is there sufficient water quantity and pressure to meet market needs?			
	Is waste water collection and handling equipment available?			
Hand/equipment washing stations	Is there an adequate number of hand washing stations available for vendors?			
	Are there facilities for vendors to clean and sanitize their food sampling equipment?			
	Is the area equipped with hot water, soap, bleach, single use towels and garbage cans?			
Pet policy	Are signs posted telling vendors and customers that pets and other animals are not allowed in the market?			

### *Market Startup/Market Managers*

<b>Pest Control</b>		Yes	No	N/A
Pest control	Are window screens, fan screens and door thresholds in place to prevent mice and flies from getting in?			
	Do windows and doors close securely?			
	Are storage, food preparation and sales areas free of rodents and flies?			
	Are rodent traps (not baits) being used in food areas?			
	Are fly traps placed over aisles rather than tables?			
	Are traps clean and ready for market opening?			
	Are pest control products stored properly away from food areas?			
<b>Storage</b>				
Temperature control	Are freezers capable of operating at -18°C or colder?			
	Are refrigeration units capable of operating between 0° and 4°C?			
	Are equipment thermometers visible and accurate?			
Storage	Are cleaning supplies stored safely away from food areas?			
	Is there adequate storage for tables, sanitizers, cleaning equipment, etc.?			
<b>Personnel</b>				
First aid	Is there a first aid station on site?			
	Is the first aid station well stocked?			
	Have you informed vendors of the first aid station and its location?			
Training	Have you taken an approved food safety training program eg. <i>Food Safe?</i>			
	Have you discussed safe food handling and personal hygiene practices with market staff and vendors?			
<b>Sanitation</b>				
Cleaning program	Is there a written cleaning and sanitizing plan in place for the market, including washrooms, that clearly defines who is responsible, what needs to be done, when it should be done and how?			
Cleaning records	Do you have a system in place to record cleaning and sanitizing activities?			
<b>Best Practices</b>				
Federal/provincial legislation	Are you familiar with all federal and provincial acts and regulations appropriate for your market?			
	Are you aware of your responsibilities for ensuring vendors follow regulations?			
Regional health authority	Do you have a good working relationship with the local public health officer?			
	Does the sponsoring body have a valid Food Permit for your market?			
	Do you have a copy of the Food and Food Establishments Regulation of the <i>Alberta Public Health Act</i> ?			
Concession	Does each concession at your market have a valid health permit?			
Insurance	Does the market have liability insurance?			
Traceability	If a food safety problem or violation arises, do you know what to do and who to call?			
	Do you have a contact list for all your vendors including name, address, phone number and products sold each week?			

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*Weekly*  
**Food Safety Checklist for Market Managers**  
**Alberta Approved Farmers' Markets**

*Food safety is important to your market, your vendors and your customers. As a manager, you have a responsibility to ensure that the products sold at your market are safe. Use this checklist to help you and your vendors keep food sold through Alberta Approved Farmers' Markets safe.*

Market: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Premises</b>		Yes	No	N/A
Parking lot	Is the parking lot clean and well maintained?			
Garbage cans	Are garbage cans located throughout market and parking areas?			
	Are the lids on the garbage cans?			
	Are garbage cans emptied, sanitized and plastic liners installed?			
Site/building	Is the site/building clean?			
	Is there any garbage/litter in sight?			
	Has the grass been cut to deter rodents?			
	Is dust control still effective in your outdoor market?			
Vendor tables	Have required table repairs been made?			
Water	Is there sufficient water quantity and pressure to meet market needs?			
	Has waste water been collected and properly disposed?			
Ice	Are vendors using ice packs made from potable water?			
Washrooms and portables	Are hand washing signs posted in appropriate areas?			
	Have portables been serviced this week?			
	Are the washrooms/portables fully stocked? (soap, single use towels or functional hand dryer, toilet paper, empty garbage cans)			
Hand/equipment washing stations	Are hand washing stations equipped with hot water, soap, single use towels, bleach and garbage can?			
	Is the area clean and well maintained?			
Pets	Are you enforcing the pet/animal policy at your market?			
<b>Pest Control</b>				
Pest control	Are window screens and fan screens in place?			
	Have the rodent traps been checked, cleaned and reset? Have fly strips been replaced?			
<b>Storage and Transportation</b>				
Temperature control	Are the refrigeration units operating between 0° and 4°C? Are they working properly?			
	Are the freezers operating at -18°C or colder? Are they working properly?			
	Do vendors bring their potentially hazardous products in refrigerated containers, on ice packs or frozen in coolers?			
Food storage	Are the vendors keeping their booth area clean?			
	Is product stored off the ground/floor?			
	Is the food storage area clean and free of contaminants?			
	Are vendors' personal belongings stored away from food products?			
Containers	Are vendors storing cleaning supplies in an area separate from food products?			
	Are vendors transporting and storing all products in clean containers (coolers, boxes, tubs, etc.)?			

### *Weekly/Market Managers*

<b>Storage and Transportation</b>		Yes	No	N/A
Food grade containers	Are vendors storing, packaging, displaying and transporting products in food grade materials?			
Vendor vehicles	Are vehicles clean and free of contaminants?			
	Were pets transported in vehicles with the food products?			
	Do meat vendors have a Food Establishment Permit for vehicles used to transport their meat products to market?			
<b>Food Handling</b>				
Food temperature	Are perishable foods kept above 60°C or below 4°C and exposed to the <i>Danger Zone</i> for less than a total of 2 hours?			
Eggs	Are eggs kept at a temperature of 7°C or less?			
	Are uninspected eggs sold in clean containers and clearly marked “UNINSPECTED”?			
Ice	Are vendors displaying perishable food products on ice packs or bagged ice?			
Food sampling	Are vendors and their staff using proper food sampling methods?			
<b>Personnel</b>				
First aid	Is the first aid station well stocked?			
Personal health	Are vendors and market staff healthy on market day – no cold, cough, flu, etc?			
	Do vendors have any cuts or open sores on their hands? If so, are they covered with bandages?			
Personal hygiene	Are vendors and market staff wearing clean and appropriate clothing?			
	Are vendors wearing minimum amount of jewelry and no nail polish?			
	If vendors are wearing gloves, do they change them frequently?			
	Do vendors have their hair restrained in a cap or net?			
	Are vendors seen washing hands frequently at hand washing stations?			
	Do vendors refrain from eating, smoking or chewing gum at their tables?			
<b>Sanitation</b>				
Equipment cleaning	Are vendors cleaning and sanitizing tables, equipment and utensils frequently throughout the market day?			
Cleaning supplies	Is there an adequate supply of cleaning products and equipment?			
Tables	Are the tables cleaned prior to the market opening each week?			
Washrooms	Have washrooms been cleaned and stocked as per cleaning schedule for today’s market?			
Market cleaning	Has market been cleaned as per cleaning and sanitizing schedule for today’s market?			
Records	Have records been completed for market cleaning activities?			
	Have records been completed for washroom cleaning?			
<b>Best Practices</b>				
Labelling	Have vendors labelled their products properly?			
	Is product properly and appropriately packaged?			
Traceability	Do you have a record of all vendors at today’s market – name, address, phone number and products?			
Inspected facilities	Do all meat/poultry/dairy products come from inspected facilities?			
Federal/provincial legislation	Did you observe any violations of applicable regulations?			
	Have you acted on violations noticed?			

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# Appendix N: Approved Program Guidelines

## Alberta Agriculture, Food and Rural Development Alberta Approved Farmers' Market Program Guidelines

### Vision:

The Alberta Approved Farmers' Market Program provides leadership and guidance so that entrepreneurs who make, bake or grow their product have community-based direct market access. Consumers appreciate both the quality and diversity of locally produced market goods that meet program standards and the vendor contact that direct marketing provides.

### Mission:

The Alberta Approved Farmers' Market Program creates an operational framework that facilitates direct market access for community-based entrepreneurs who make, bake or grow the product they sell. Basic operating guidelines, provincial program-awareness initiatives and the education of vendors, managers and consumers are the key components of this community-based program.

### Program Goals:

1. To provide the opportunity for producers to sell safe, high quality products directly to consumers. These products will be produced in accordance with provincial and federal regulations.
2. To provide direct market access of safe and high quality Alberta agricultural and agri-food products to the consumer.
3. To maximize or increase vendor profitability.
4. To enhance community development and build community rapport for Albertans within Alberta's rural and urban settings.
5. To provide an opportunity for vendors and managers to acquire the knowledge and to develop the skills needed to maximize the potential success of an Approved Market.

## Program Definitions:

**AAFRD:** refers to Alberta Agriculture, Food and Rural Development

**Administrator:** refers to the administrator(s) of Alberta's Approved Farmers' Market Program

**Approved Market:** means an Alberta Approved Farmers' Market

**Guidelines:** means these guidelines, as issued, changed or updated from time to time by AAFRD, under which the Approved Markets operate

**Program:** means the Alberta Approved Farmers' Market program

**Sponsor:** means the sponsor that sponsors the application and the operations of a market as an Approved Market

**Reduced-Profit:** means, with reference to entities incorporated specifically for the purpose of operating an Approved Market, a corporation which either does not charge vendors more fees, rents, levies or other payments than are necessary to pay the corporation's expenses, or a corporation which returns any excess fees, rents, levies and payments to full time vendors (less reasonable reserves for present and future operating and capital requirements), each year based on a formula which reimburses each full-time vendor for their portion of the excess based on the amount they have each paid.

## Program Requirements:

### *Who may start an Approved Farmers' Market?*

In Alberta, an Approved Market must be:

**sponsored by:**

1. a not-for-profit community group or organization
2. a local Chamber of Commerce
3. a municipality
4. an agricultural society - *Agricultural Societies Act* (Alberta)

OR

**incorporated** specifically for the purpose of operating an Approved Market under the legislation of the:

1. *Societies Act* (Alberta)
2. *Cooperatives Act* (Alberta) as a new generation cooperative

A new generation cooperative must operate on a reduced-profit basis.

An Approved Market must operate under the direction of an advisory committee (if sponsored by a community group, Chamber of Commerce, municipality or agricultural society) or a board of directors (if specifically incorporated) who understand and support the goals of the Program. Membership on the advisory committee or the board of directors shall be defined within the rules of sponsored farmers' market or applicable corporate documents.

Each Approved Market must elect, appoint or hire a general manager for the market. When possible, the manager should not be a vendor at the market that he/she manages.

### *Who may sell at an Approved Farmers' Market?*

Farmers' Markets were established by AAFRD to provide market access for the agriculture and agri-food industry in Alberta. In accepting vendors, priority will be given to the following:

1. Alberta residents
2. agricultural producers
3. individuals who 'make, bake or grow' their products

Products made, grown or baked in Alberta will be given first consideration.

### *What may be sold at an Approved Farmers' Market?*

Each Approved Market must have a minimum of 10 vendors at all times who sell Alberta products which they, an immediate family member or staff have grown, produced, handcrafted, processed or baked.

All vendors at an Approved Market must be classed according to the 80/20 rule. Eighty percent (80%) of the vendors must sell **Alberta products** which they, an immediate family member or staff, have grown, produced, handcrafted, processed or baked. Cooperative farming enterprises are included in this eighty percent.

The remaining 20% of the vendors (the 'others') must:

1. sell products that will complement the market mix, and
2. represent interests that will enhance the community spirit of the market

In defining 'the others', each Approved Market must remember the following:

1. Out-of -province vendors are part of the 20% (others).
2. Sales of **out-of-province products** are not allowed if they are in direct competition with locally grown product. Out-of-province vendors must meet all provincial, interprovincial and federal regulations as well as complementing the existing vendor mix at the market.
3. Sales by agricultural, commodity or agri-food associations are allowed provided that their products complement the existing vendor mix and they meet the requirements of who may sell at an Approved Market.
4. Sale of **products by distributors, franchises or existing store-front owners, or the resale of any products** are discouraged.

**NOTE: The sale of any used goods or flea market products is prohibited at Approved Farmers' Markets.**

***When must an Approved Farmers' Market operate?***

An Approved Market may operate on any day of the week with prior permission of the Administrator.

An Approved Market must operate for a minimum number of consecutive hours as set in its market rules and for no less than 10 calendar days per year.

***How does an Approved Farmers' Market operate?***

Using these guidelines as a framework, an Approved Market must develop rules by which it will operate. Market rules must not violate any portion of these guidelines. A copy of market rules must be filed with the Administrator annually, and provided to all vendors of the market prior to each market year or before vendors start to sell at the market, whichever applies first.

An Approved Market must have at least one vendor meeting per year. A written notice inviting all regular vendors, as defined in the bylaws (if incorporated) or in the approved market rules (if sponsored) to attend must be provided at least two weeks prior to the meeting.

An Approved Market must adhere to all local, provincial and federal laws, regulations and guidelines.

**Program Approval Criteria:**

**Sponsors, community groups or organizations** wishing to establish an Approved Market must demonstrate:

1. they are committed to the goals of the Program
2. they are willing to operate according to the Guidelines
3. they have the support of the community to operate an Approved Market
4. they are committed to supporting the activities of the market as required
5. they are committed to seeing that the market adheres to the requirements to retain its Approved Market status
6. they understand the legal responsibility they assume to review or have professionally reviewed or audited the financial affairs of the Approved Market
7. they have secured a current food establishment permit from the local regional health authority
8. they have a minimum of 10 committed vendors who 'make, bake or grow' their own products
9. they have established reasonable market rules
10. the trading area is sufficient to support a viable market without competing directly with an existing market
11. they understand the legal responsibility they assume in being associated with the Approved Market

**Individuals** agreeing to be a market manager must demonstrate:

1. they are committed to the goals of the Program
2. a willingness to undergo the training and learning this position requires
3. they understand the role of the manager, the remuneration and benefits this position offers, to whom to direct their market concerns and to whom they are accountable

**Vendors** agreeing to have their names listed as part of an application seeking approval to become an Approved Market must show:

1. they are committed to the goals of the Program
2. they agree to support the development of the market as an Approved Market
3. they understand the market's operating rules

### **Program Administration:**

*What is the role of the sponsor?*

Sponsors must:

1. oversee the operation of the Approved Market
2. help establish the rules of the Approved Market
3. make suggestions on vendor selection process
4. assist in the selection and performance review of the market manager
5. support yearly educational opportunities for the market manager
6. advise on the remuneration of the market manager
7. encourage vendor participation on the market executive and discourage any one vendor from assuming several key positions at the same time
8. provide leadership to the Approved Market to encourage its growth, resolve local issues and problems and to establish good community and consumer relations

Given the above, the Sponsor must ensure:

1. the Approved Market operates according to the Guidelines
2. the administration of the Approved Market is suitably structured to allow vendors to have meaningful input into the formulation of the Approved Market's operating rules
3. the Approved Market has within its structure an established process by which conflicts can be addressed
4. accurate vendor lists are maintained

5. bank accounts set up for the Approved Market have a minimum of two signatures (persons not related) for authorizing any transaction
6. accurate financial records are kept and the required documents are submitted to the Administrator annually
7. any reports or filings required to maintain corporate status in good standing are prepared and filed in a timely manner and according to the requirements of the respective *Acts*
8. the Approved Market adheres to provincial food regulations as established under the umbrella of the *Public Health Act*, and any changes to this Act as may be deemed necessary, through a cooperative effort of Alberta Health and Wellness and AAFRD
9. the Approved Market and its vendors are either insured or indemnified against liability. From time to time, AAFRD will request evidence of insurance or indemnity coverage

**AAFRD will not be liable, in any manner whatsoever, for an Approved Market's activities.**

Each Sponsor or specifically incorporated market must, by January 31 of each year, or at such a time as prescribed by the Administrator, ensure that the following be submitted to the Administrator:

1. a brief report outlining the activities of the Approved Market
2. a completed questionnaire based on the Guidelines
3. a list of vendors, with their telephone numbers, addresses and products offered for sale
4. a balance sheet and statement of income, retained earnings and expenditures for the market's last fiscal year prepared in accordance with generally accepted accounting principles, consistently applied

In addition, Approved Markets whose gross income, or whose net asset value, during the last fiscal year exceeds:

1. \$10,000.00 shall also include a statement of changes in financial position and have the financial statements reviewed by two independent parties or an independent accountant on a review engagement basis.
2. \$25,000.00 shall also include a statement of changes in financial position and have the financial statements audited by an independent accountant qualified to conduct audits in Alberta.

Notwithstanding the above requirements, AAFRD reserves the right to require that an Approved Market submit audited financial statements, without delay, upon request.

AAFRD also reserves the right to require that additional reporting on specified forms (to be provided), be completed and returned as directed, to maintain the integrity of the Program.

**AAFRD reserves the right to cancel or refuse to renew the accreditation of any Approved Market that fails to comply with the above reporting requirements.**

Approval of farmers' markets under the Guidelines is at the sole discretion of the Minister of Alberta Agriculture, Food and Rural Development or the Minister's designate. This approval can be withdrawn at any time if a given market is viewed as not supporting the Program goals, or does not adhere to the Program requirements, approval criteria or these Guidelines.

### **Program Approval Process:**

Markets wishing to obtain approval under the Program must do the following:

1. Complete an AAFRD Approved Farmers' Market application form and demonstrate that the proposed market will meet the Guidelines as defined.
2. Must have made application for such incorporation and provide copies of the documents submitted for registration, *before* an application will be considered if the market is planning to incorporate.
3. Provide a copy of the rules established for the operation of the market to all potential vendors of this market, and to the Administrator.
4. Contact the local regional health authority to ensure that a food establishment permit will be available should AAFRD approve the application.
5. Guarantee that the individual whose name is proposed as manager of this market is willing to meet the learning and training requirements of this position and maintain the documentation required to meet the guidelines on an annual basis.

Applications will be assessed by the Administrator and a decision will normally be made within two to four weeks to grant **Temporary Status** or deny an application based on Program ineligibility.

The applicant, the sponsor and the local public health inspector will be advised of the decision in writing by the Administrator.

New markets granted **Temporary Status** will be monitored in the first two years of operation and granted **Full Status** in the third season of operation, provided the market has met the Guidelines.

Markets must apply to the program and be granted temporary status before beginning operations. Food establishment permits under the *Public Health Act* are, by law, only issued by the local public health inspector to temporary or full status Alberta Approved Farmers' Markets.

**Alberta Agriculture, Food and Rural Development must be notified of all and any changes in the location, management or sponsorship of an Approved Farmers' Market for the market to retain its approved status.**

## **Alberta Approved Farmers' Market Benefits:**

Full status and temporary status Approved Markets that have complied with all of the requirements of the Program may receive these benefits:

1. an Alberta approved farmers' market food establishment permit as recognized by the *Alberta Public Health Act*
2. use the official name: Alberta Approved Farmers' Market
3. use the provincially recognized and trademarked Sunny Girl symbol in their advertising and promotional campaigns
4. take advantage of the free publicity afforded in the provincial Alberta Approved Farmers' Market brochure, thousands of which are distributed annually
5. be listed on the AAFRD website
6. participate in educational programs organized for market vendors and managers
7. be a member of the Alberta Farmers' Market Association and benefit from the activities of this provincial organization, including group liability insurance policy
8. make arrangements with Alberta Infrastructure to use the official Alberta Approved Farmers' Market highway sign directing motorists to an existing approved farmers' market
9. have the opportunity to sit on provincial advisory committees, task teams and review boards to represent the views and needs of markets

## **The Alberta Approved Farmers' Market Administrator:**

The Program is administered by designated staff in the Rural Development, Alberta Agriculture, Food and Rural Development.

Program enquiries may be directed to:

Approved Farmers' Market Program Administrator  
J. G. O'Donoghue Building  
Room 200, 7000 – 113 Street NW  
Edmonton, Alberta T6H 5T6  
Telephone: (780) 427-4514  
Outside the Edmonton area: 310-0000, (780) 427-4514  
Fax: (780) 422-7755  
E-mail: [penny.wilkes@gov.ab.ca](mailto:penny.wilkes@gov.ab.ca)

These Guidelines are effective as of June 21, 2005.

# Appendix O: Technical Background Information

## How To Calculate Parts Per Million (ppm)

Knowing how to calculate concentrations of solutions is very important. Apply this step-by-step guide to calculating parts per million (ppm), for instance preparing a bleach sanitizing solution.

### Metric example

Chlorine bleach is usually a 5.25% solution of sodium hypochlorite. To express this as a decimal, divide percent by 100:

$$5.25/100 = 0.0525$$

To determine the concentration in ppm, multiply the decimal (0.0525) by one million (1,000,000):

$$0.0525 \times 1,000,000 = 52,500 \text{ ppm}$$

The 5.25% solution of sodium hypochlorite (bleach) is 52,500 ppm.

To calculate the ratio for a specific ppm, divide the desired level by the concentrated solution. To make a 200 ppm solution:

$$200 \text{ ppm} / 52,500 \text{ ppm} = 0.0038$$

0.0038 is a ratio of the desired ppm to the concentrated solution

To calculate how much concentrate is required to make a solution, multiply the ratio number by the number of milliliters (mL) of solution desired.

For example, if you want 500 mL of a bleach sanitizing solution, then:

$$0.0038 \times 500 \text{ mL} = 1.9 \text{ mL}$$

You would mix 1.9 mL from your bottle of bleach with 500 mL of water to get a 200 ppm solution of chlorine bleach.

Useful reference for a 200 ppm bleach solution using a 5.25% bleach:

- 1.9 mL of bleach in 500 mL of water
- 3.8 mL of bleach in 1 litre of water
- 4.5 mL of bleach in 1 US (128 oz.) gallon of water
- 1 oz. of bleach in 2 US gallons of water

**US example**

Using the same 5.25% (52,500 ppm) solution of sodium hypochlorite (bleach):

To calculate how much bleach would be needed for 128 oz. (1 US gallon) of sanitizing solution, multiply the ratio by the amount of solution desired.

$$0.0038 \times 128 \text{ oz.} = 0.49 \text{ oz. or } 1/2 \text{ oz.}$$

1/2 oz. of bleach into 128 oz. (US gallon) of water will be a 200 ppm solution of sodium hypochlorite (bleach).

**Common Fluid Measure Equivalents:**

US Values	Canadian (imperial) Values
1 gallon = 128 fl oz.	1 gallon = 160 fl oz.
1 gallon = 3.78 L (3.8 L)	1 gallon = 4.54 L (4.5 L)
1 pint = 16 fl oz.	1 pint = 20 fl oz.
1 fl oz. = 29.6 mL	1 fl oz. = 28.4 mL

**Read the Label: Not all Bleach Solutions Are the Same**

0.0038 can be used as the ratio of the desired ppm to the concentrated solution as long as the bleach is a 5.25% solution; not all bleach is 5.25% so if the label on your bleach indicates a different concentration, you will have to do the calculation yourself. Below is a sample calculation.

Sample Calculation:

The label on the bleach bottle indicates the bleach contains 5.0% sodium hypochlorite. You want to fill a 750 mL spray bottle with a 200 ppm solution of sodium hypochlorite (bleach).

Express as a decimal:

$$5.0\% / 100 = 0.05$$

Convert to parts per million (ppm):

$$0.05 \times 1,000,000 = 50,000$$

The 5.0% bleach solution is 50,000 ppm sodium hypochlorite.

To calculate the ratio for 200 ppm of this solution :

$$200 \text{ ppm} / 50,000 \text{ ppm} = 0.004$$

To calculate the amount of bleach required for a 750 mL solution of bleach:

$$750 \text{ mL} \times 0.004 = 3 \text{ mL}$$

You would need to mix 3 mL of beach mixed with 750 mL of water to obtain a 200 ppm solution of sodium hypochlorite (bleach).

## Temperature Conversion

### Temperature Conversion Chart

Celsius °C	Fahrenheit °F
-20	-4.0
-18	-0.4
-10	14.0
0	32.0
1	33.8
4	39.2
5	41.0
7	44.6
10	50.0
15	59.0
20	68.0

Celsius °C	Fahrenheit °F
30	86.0
35	95.0
37	98.6
45	113
60	140
70	158
71	159.8
74	165.2
77	170.6
80	176
90	194
100	212

A formula can be used to convert Fahrenheit temperatures to Celsius:

$$T_c = (5/9) \times (T_f - 32)$$

A similar formula can also be used to convert Celsius temperatures to Fahrenheit:

$$T_f = (9/5) \times T_c + 32$$

Note:

$T_c$  = temperature in degrees Celsius

$T_f$  = temperature in degrees Fahrenheit

