



# SALE OR SERVICE OF FOOD ON CAMPUS WAIVER FORM FOR SELF-CATERED EVENTS<sup>1</sup>

**IMPORTANT:**

- Requests to the University must be made at least **TWENTY-FIVE BUSINESS** days before the requested event date.
- The MAPAQ requires reception of permit applications at least **TWENTY** days prior to event date.

Name of Person Signing Form ("Signee") \_\_\_\_\_  
PERSON AUTHORIZED TO REPRESENT "EVENT ORGANIZER"

Name of entity who Signee represents ("Event Organizer") \_\_\_\_\_  
NAME OF THE ASSOCIATION/DEPARTMENT/COMPANY, ETC.

Event Description \_\_\_\_\_

Event Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_ to \_\_\_\_ (same as space confirmation)  
YEAR MONTH DAY START FINISH

Event Location and Room Number \_\_\_\_\_ Maximum Attendance Expected \_\_\_\_\_

If a multiple day event where all information remains the same (event activity, location, time), please list additional dates:  
\_\_\_\_\_

Please check appropriate boxes (below) specific to your event.

Will there be food preparation on site?  No  Yes

Menu (list food items)

During your event, what equipment will be used on site to prepare and/or keep foods at proper temperature:

- Microwave     Convention Oven     Mini Fridge     Toaster/Toaster Oven  
 Hot Plate     Barbeque     Ice Box     Other (specify) \_\_\_\_\_

*If any items selected above, please ensure to check the appropriate box(es) below.*

**SPECIAL EVENTS PERMIT**

Criteria for Special Events permit in accordance with the *Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec* (MAPAQ). Please check the appropriate box(es).

- Food is not provided by a caterer
- Food is sold and is self-catered by an Event Organizer, i.e. BBQs, OR Food is not sold but the cost of food is covered in a registration/admission/donation fee
- Food must be kept and served hot or cold, i.e. meat, dairy, cooked vegetables, (includes items such as samosas), etc.

Event Requires a special events permit from MAPAQ when the event meets *all* of the above criteria.

**Note:** A special events permit is not required for hot or cold beverages such as coffee/tea, packaged juices and soft drinks.

An application for such special events permit must be received by MAPAQ **twenty (20) days** prior to the Event Date. Applications can be made via the MAPAQ website at [www.mapaq.gouv.qc.ca/fr/Restauration/md/Permis/Pages/prepvente.aspx](http://www.mapaq.gouv.qc.ca/fr/Restauration/md/Permis/Pages/prepvente.aspx) The event organizer is responsible for obtaining necessary permit (and associated costs) as required by MAPAQ.

<sup>1</sup> This Waiver is to be utilized for self-catered events (food preparation/handling) that are not serviced by a University approved caterer i.e. B.B.Q., pot-luck, etc. (2016-12-01)

I, the Signee, being a duly authorized representative of the Event Organizer, \_\_\_\_\_, hereby inform Concordia University (the "University") that food will be sold or served at the Event identified hereinabove.

As a duly-authorized representative of the Event Organizer, I hereby assume full and complete responsibility for:

1. ensuring that all food sold or served at the aforementioned Event will be prepared and, when necessary, stored or refrigerated in accordance with all relevant municipal, provincial and federal health and safety regulations and by-laws concerning food preparation and service<sup>2</sup>.
2. ensuring that the Concordia University Procedures for Sale or Service of Food ("University Procedures"), annexed to the present Waiver Form and forming an integral part thereof, are adhered to.
3. ensuring, per the University Procedures, that the special events permit, when required, is obtained from the *Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec (MAPAQ)*.
4. cleaning the Event Location and discarding the trash at the end of the aforementioned Event. It is understood and acknowledged that should the Event Location require additional cleaning, at the sole discretion of the Concordia University Designated Space Administrator, the Event Organizer will incur the charges for any resulting clean-up costs.
5. any complaint or health problem arising from the sale or service of food at the aforementioned Event.
6. ensuring that the present Sale or Service of Food on Campus Waiver Form is kept on-site during the Event.

I understand and acknowledge that a municipal or provincial food inspector may enter the Event Location and inspect any food sales or service at any time. The Environmental Health & Safety Office, the Security Department of the University or the Designated Space Administrator have the authority to enter the Event Location for the purposes of inspecting any food sales or service, at any time, and will shut down operations if, at their sole discretion, the University Procedures are not followed.

Furthermore, I herein confirm that the Event Organizer shall hold the University harmless, without liability, in the event of any complaint or legal action undertaken against the University as a result of the sale or service of food at the aforementioned Event.

I acknowledge that I have read, understood and promise to abide by the present Sale and/or Service of Food on Campus Waiver Form for Self-Catered Events and the attached University Procedures.

Signee \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
YEAR MONTH DAY

Title/Position \_\_\_\_\_

Email \_\_\_\_\_

Tel \_\_\_\_\_

*Please forward authorized Waiver Form to the Designated Space Administrator along with your space request.*

<sup>2</sup> Food Products Act (R.S.Q., c. P-29, s.40), Regulation Respecting Food (R.Q. c. P-29, r.1)

## 2.0 PROCEDURES TO BE FOLLOWED FOR THE SALE OR SERVICE OF FOOD for the prevention of food borne illness(es).

In this document, unless the context indicates a different meaning, the following terms mean:

**“Potentially Hazardous Food”**: Food which consists in whole or in part of a milk product, eggs, meat, or any other natural or synthetic ingredient, in a form or state capable of supporting the growth of infectious or toxicogenic microorganisms. Such term shall not include clean, whole, un-cracked odour-free eggs or food which has a pH of 4.6 or less or a water activity coefficient of 0.85 or less. This term also includes cooked vegetables and grains, and warm iced tea.

**“Contamination”**: the presence in or on foodstuff of microorganisms, substances or radiations which impair its sanitary or other qualities.

**“Food Allergy”**: an abnormally high sensitivity to otherwise harmless food. Common indications (symptoms) are hives, rash, nausea, vomiting, diarrhea, and respiratory distress. In some instances the reaction can be fatal.

### 2.1 FOOD

Where applicable, food shall:

- a. be prepared, processed, transported, stored, packaged, offered for sale, sold, given and served under hygienic conditions;
- b. be free of foreign matter, toxic substances, antibiotics, insects or parts of insects;
- c. be kept isolated from other food or any element which may give it an odour or contaminate it;

- d. if it is a Potentially Hazardous Food, be kept in an atmosphere of which the temperature is lower than 4°C or higher than 60°C, except when it has been cooked, and is cooling, in which case, it must not be in an atmosphere of which the temperature is between 4°C and 60°C for more than one hour;
- e. be refrigerated in shallow containers and placed in such a way to allow air circulation;
- f. at all times, including when it is stored, displayed, prepared, wrapped, offered for sale, distributed or transported, be protected from Contamination by other foods, insects, insecticides, rodents, animals, pesticides, price or identification tags, unclean appliances, or utensils, unnecessary handling, flooding, waste water, pipe leakage, condensation or any other agent;
- g. be wrapped or protected against handling, coughing and sneezing by the public. The wrapping shall be new and shall be utilised only once;
- h. be stored or displayed for sale at least 10 cm. above the ground.

If it is:

- i. a Potentially Hazardous Food which is frozen according to a commercial process, it shall be kept at a temperature equal or inferior to -18C until it is sold;
- j. a milk product which accidentally froze or melted, it must not be offered for sale, sold or used;
- k. ice used for human consumption or in the preparation and preservation of food, it must be made of drinking water and be protected from contamination while being transported, handled and stored.

<sup>3</sup> Adapted from the Food Products Act (R.S.Q., c. P-29, s.40) and the Regulation Respecting Food (R.Q. c. P-29, r.1)

## 2.2 FOOD ALLERGIES

**Allergic reactions:** To assist consumers in avoiding the potentially serious consequences of allergic and sensitivity reactions to foods, the Canadian Food Inspection Agency requires the inclusion of the following foods or their derivatives in food label ingredient lists when present as ingredients or components, even in those cases where these ingredients are otherwise exempted from declaration:

peanuts, tree nuts (almonds, Brazil nuts, cashews, hazelnuts [filberts], macadamia nuts, pecans, pinenuts, pistachios, walnuts), sesame seeds, milk, eggs, fish, crustaceans (e.g., crab, crayfish, lobster, shrimp) and shellfish (e.g., clams, mussels, oysters, scallops), soy, wheat, and sulphites.

*It is imperative that the notice appearing at the last page of these Procedures for the Sale or Service of Food is visibly posted during the Event. In order to avoid damaging University premises, it is expected that non-permanent adhesives are used when posting such notice.*

## 2.3 LEFTOVERS / WASTE

- Table leftovers shall be considered as waste.
- Waste shall be kept separate from food intended for human consumption.
- Food shall be considered as waste when its container no longer provides protection from Contamination.
- The receptacles for waste must be watertight, non-absorbent, rigid and have lids that are not of cardboard.

### 2.3.1 COMPOSTING

- a. Composting containers are available through the University's Custodial Services. For Container drop-off and pick-up (within normal business hours of 9 am to 5 pm) please call the University extension 2400 and indicate the date, location, time (start and finish) of your Event.

- b. For information on composting, or if your Event falls outside normal business hours, please contact the University's Environmental Coordinator at [recycle@alcor.concordia.ca](mailto:recycle@alcor.concordia.ca)

## 2.4 HANDLERS

- It is forbidden for any person afflicted with a communicable disease or for any carrier of pathogenic germs to execute work which places such a person in direct or indirect contact with food.
- Individuals with open or infected sores, or who suffer from vomiting, diarrhoea, fever, jaundice or throat ache with fever should abstain from handling food.
- The presence of the public in food preparation, handling or storage areas shall be prohibited.
- Any person who places themselves in direct contact or indirect contact with food shall:
  - a. be aware of proper food handling procedures and follow the recommendations outlined in the present document;
  - b. wash their hands and forearms with hot water and a detergent before beginning work, and dry their hands and forearms with paper towels or electric dryers;
  - c. wash their hands after smoking, after going to the toilet, blowing their nose, coughing or sneezing into their hand(s), after handling raw food, before handling food, equipment or utensils, and each time there is a risk of contaminating food;
  - d. wear clean, washable work clothes;
  - e. wear neither jewellery nor use nail polish when in direct contact with food;
  - f. cover open non-infected skin lesions with clean waterproof bandage(s) and wear a clean waterproof glove long enough to completely cover the bandage(s) over the lesions. Gloves must be discarded when removed;
  - g. not use tobacco during work;
  - h. wear an effective hair restraint for hair and an effective beard restraint for a beard when they are in the preparation or processing area;
  - i. maintain, at all times, a state of corporal cleanliness and wear clean clothes.

## 2.5 UTENSILS

- All equipment and utensils used for the preparation of food shall be made of non-toxic materials, easy to clean, kept clean and in good condition. They shall be cleaned before and after each use and more frequently, if need be.
- Utensils must be changed when changing functions.
- The following steps should be undertaken for manual cleaning/washing:
  - a. pre-rinse and scour;
  - b. wash in hot water (at least 43°C) with detergent;
  - c. rinse in hot water (at least 43°C);
  - d. disinfect with a disinfecting solution or by immersion in water (at least 77°C) during 30 seconds;
  - e. air dry.

## 2.6 CLEANING PRODUCTS

- Cleaning products must be approved for use with food and must be used according to the manufacturer's directions:
  - a. dishcloths should only be used to wipe work surfaces and must be kept in a disinfecting solution between uses;
  - b. nylon scouring pads should be used as metallic pads and brushes can lead to food Contamination;
  - c. cleaning products, disinfectants and other toxic products should be stored separately, away from areas where food is prepared or stored.

**BEWARE  
OF FOOD  
ALLERGIES**