

Market Startup

Food safety checklist for vendors

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: _____

		Yes	No	N/A
Premises				
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?			
Storage and Transportation				
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?			
Equipment				
Equipment maintenance	Is all your equipment sound and in good operating condition?			
Cleaning	Can equipment be easily cleaned?			
Sanitation				
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?			
Food Handling				
Packaging	Are you using new food grade containers for packaging?			
Temperature control	Do you have a system to record temperatures of hazardous foods?			
	Are you aware of proper handling methods for hot and cold samples?			

		Yes	No	N/A
	Do you have a method to protect food samples from flies or other contaminants?			
Personnel				
Training	Have you taken an approved food safety training program, e.g., <i>Alberta Food Safety Basics for Farmers' Markets</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?			
Product Recall				
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, e.g., 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?			
Best Practices				
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, e.g., 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 contact:

Farmers' Market Specialist: ab.approvedfarmersmarket@gov.ab.ca or phone (780) 581-4107.