



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?			
Water	Are hand washing signs posted in appropriate areas?			
	Is the water supply of potable quality?			
	Is there sufficient water quantity and pressure to meet market needs?			
Hand/equipment washing stations	Is waste water collection and handling equipment available?			
	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?			



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Pest Control		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?			
Storage				
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.?			
Personnel				
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?			
Sanitation				
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?			
Best Practices				
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?			

For further information or additional copies contact:

Farmers' Market Program Administrator www.sunnygirl.ca or phone (780) 427-4514.

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