



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:** _____

Premises		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?			
Pest Control				
Pest control	Are window screens and fan screens in place?			
	Have the rodent traps been checked, cleaned and reset? Have fly strips been replaced?			
Storage and Transportation				
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 perishable products on ice packs or frozen in coolers or refrigerated containers?			
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?			
	Are vendors storing cleaning supplies in an area separate from food products?			
Containers	Are vendors transporting and storing all products in clean containers (coolers, boxes, tubs, etc.)?			

Weekly/Market Managers

Storage and Transportation		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?			
Food Handling				
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?			
Personnel				
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?			
Sanitation				
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?			
Best Practices				
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?			

For further information, contact:

Farmers' Market Specialist www.sunnygirl.ca or phone (780) 853-8223.

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