



manufacturing
Safety Alliance of BC

A Guide to BC Ministry of Health Compliance for Okanagan Wineries BC Wine and Grape Council



PREPARED FOR
BC Wine and Grape Council

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BC Ministry of Health Acts and Regulations

Ministry of Health administers the Public Health Act. The Public Health Act gives power to the Food Premises Regulation, which outlines food safety requirements for businesses processing or preparing food and selling food to the public. Local Health Authorities, such as Interior Health, are responsible for approving, permitting, inspecting, and responding to complaints about food premises under this regulation.

Definitions:

Food processors/manufacturer

Food processors are a type of food premises where raw food is made read-to-eat. This includes washing, rinsing, cooking, smoking, canning, and other processing food not intended for immediate consumption. *Food Premises Regulation*

Food

Food includes any article manufactured, sold or represented for use as food or drink for human beings, chewing gum, and any ingredient that may be mixed with food for any purpose whatever; (aliment) *Food and Drugs Act*

Interior Health: Food Premises

Finding the Right Information

Information regarding the classification and requirements of a Food Premises can be found at: <https://www.interiorhealth.ca/information-for/businesses/food-premises>

Food Premises Application and Approval

As a winery, brewery or distillery serving food and beverages to the public in BC, Food Premises Approval, or a permit to operate a restaurant or other food service establishment, needs to be acquired from Interior Health. A guideline for application is found here: <https://www.interiorhealth.ca/sites/default/files/PDFS/guide-applying-for-food-premises-approval.pdf>, which outlines the application process and the supporting documentation required to be submitted alongside the application.

The Food Premises application itself is accessed here:

<https://www.interiorhealth.ca/sites/default/files/PDFS/application-for-food-premises-health-protection.pdf>. The application must be completed in full and compiled with all required supporting documentation prior to submission to the Local Environmental Public Health Office.

Local Environmental Public Health Offices

Kelowna Community Health & Services Centre 505 Doyle Ave., Kelowna, BC V1Y 0C5 Phone: 250-469-7061 Fax: 250-868-7760 Email: HP.Admin.Central@interiorhealth.ca	Kamloops Health Unit 519 Columbia Street, Kamloops, BC V2C 2T8 Phone: 250-851-7340 Fax: 250-851-7341 Toll Free: 1-855-744-6328 Option 1 Email: HP.Admin.Kamloops@interiorhealth.ca
Penticton Office 3090 Skaha Lake Road, Penticton, BC V2A 7H2 Phone: 250-770-5540 Fax: 250-493-0041 Email: HP.Admin.Penticton@interiorhealth.ca	Vernon Health Unit 1440 – 14th Avenue, Vernon, BC V1B 2T1 Phone: 250-549-5714 Fax: 250-549-6367 Email: HP.Admin.Vernon@interiorhealth.ca
Salmon Arm Health Centre 851 – 16th Street NE, Box 627, Salmon Arm, BC V1E 4N7 Phone: 250-833-4106 Fax: 250-833-4117 Email: HP.Admin.SalmonArm@interiorhealth.ca	Cranbrook Office 20-23rd Ave S, Cranbrook, BC V1C 5V1 Phone: 250-420-2220 Fax: 250-426-3022 Toll Free: 1-855-744-6328 Option 2 Email: HP.Admin.Cranbrook@interiorhealth.ca
Invermere Health Centre 850-10th Avenue, Box 2069, Invermere, BC V0A 1K0 Phone: 250-342-2360 Fax: 250-342-2373	Nelson Health Unit 2nd Floor, 333 Victoria Street, Nelson, BC V1L 4K3 Phone: 250-505-7200 Fax: 250-505-7211 Toll Free: 1-877-221-3388 Email: HPAdminNelson@interiorhealth.ca
100 Mile House 555 D Cedar Ave, Bag 399, 100 Mile House, BC V0K 2E0 Phone: 250-395-7620 Fax: 250-395-7675 Email: HP.Admin.Cariboo@interiorhealth.ca	Williams Lake Health Centre 3rd Floor, 540 Borland Street, Williams Lake, BC V2G 1R8 Phone: 250-302-5000 Fax: 250-302-5002 Toll Free: 1-888-702-7771 Email: HP.Admin.Cariboo@interiorhealth.ca

Completing the Application: Required Elements

Completed Application Form

Detailed instructions about how to complete the application form are found here:

<https://www.interiorhealth.ca/sites/default/files/PDFS/completing-the-application-for-food-premises-form.pdf>.

Floor/Building Plans

If establishment has yet to be constructed, or alterations to the existing space are proposed, floor/building plans need to be submitted to and approved by an Environmental Health Officer (EHO).

FOODSAFE Certification

FOODSAFE Level 1 Certification is required for the operator and, if the operator is absent from the establishment, at least one other present employee. Please note that FOODSAFE certification expires after 5 years. While the minimum requirement is listed above, there is no maximum number of certifications, and the certification is appropriate for all front-line staff as well. Please visit <http://www.foodsafe.ca/> for more information.

Food Safety Plan

According to the BC Food Premises Regulation, all food service establishments must have a written food safety plan. Please see *Appendix 1 – Food Safety Plan* for requirements and guidance on generating a food safety plan.

Sanitation Plan

A written sanitation plan must be implemented. Please see *Appendix 2 – Sanitation Plan* for sanitation plan requirements and guidance.

Permit Fee

After the application and applicable documents have been reviewed and approved by the EHO, the EHO will conduct an inspection. If the premises is approved, the permit fees must be paid prior to the issuance of a permit.

Appendix 1 – Food Safety Plan

Generating a Food Safety Plan

According to Interior Health, a Food Safety Plan should be developed according to the **Hazard Analysis Critical Control Points (HACCP)** system and the respective seven main principles:

1. Conduct a Hazard Analysis
2. Identify Critical Control Points
3. Establish Critical Limits
4. Monitor Critical Control Points
5. Establish Corrective Actions
6. Establish Record Keeping Procedures
7. Establish Verification Procedures

A comprehensive guide to writing a food safety plan, according to HACCP principles, is provided by the BC Center for Disease Control: <http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/EH/FPS/Food/EnsuringFoodSafetyHACCPWay.pdf>.

The BC Ministry of Health, and Interior Health in particular, provide numerous guidance documents detailing procedures for writing Food Safety Plans which satisfy the Food Premises Regulations:

1. For the BC Ministry of Health links to information surrounding Food Safety legislation and guidance documents, visit: <https://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/food-safety>.
2. A detailed Food Safety Plan workbook is provided by the BC MOH: <https://www2.gov.bc.ca/assets/gov/health/keeping-bc-healthy-safe/food-safety-security/food-safety-plan-workbook-english.pdf>.
3. Food safety templates and guidance documents emanating from the FOODSAFE program are found here: <http://www.foodsafe.ca/resources.html>.
4. Interior Health has provided their own guidance to writing a Food Safety plan, available here: <https://www.interiorhealth.ca/sites/default/files/PDFS/writing-a-food-safety-plan.pdf>.
5. Of relevance to the BC Wine and Grape Council are sample Food Safety Plans for red wine and beer:
 - (a) Red Wine - https://www2.gov.bc.ca/assets/gov/health/keeping-bc-healthy-safe/food-safety-security/red_wine.pdf.

- (b) Beer - <https://www2.gov.bc.ca/assets/gov/health/keeping-bc-healthy-safe/food-safety-security/beer.pdf>.

Applicable Regulations

The British Columbia Ministry of Health (BC MOH), and therefore Interior Health, require all food service establishments, that process or prepare and sell food to the public, to conduct their operations in accordance with the Food Premises Regulations.

The Food Premises Regulation *Section Part 3 – Operation of Food Premises, Division 1 – Approvals and Permits, Section 8 (2)(A)(B)* requires that:

- 8 (2)A person who wishes to operate a food service establishment must
 - (a) apply to a health officer, and
 - (b) provide the health officer with any information the health officer reasonably requires.

As part of the application for permit approval process, a food safety plan is required which addresses requirements set out in the following regulations:

- *Part 3 – Operation of Food Premises, Division 3 – Food Sources and Protection, Sections 11-15* outline the requirement to protect the food from contamination and offer storage and display temperature guidance.
- *Part 3 – Operation of Food Premises, Division 6 – Food Safety Management, Section 23 (1-4)* requires the following from a Food Safety Plan:

23 (1) In this section (excerpt):

"critical control point" means a location in a food service establishment or a step in the establishment's procedures where failure to comply with the Act or this regulation may result in a health hazard;

"critical limit" means standards that must be met to ensure that a health hazard does not occur at a critical control point.

(2) Every operator of a food service establishment must develop, maintain, and follow written procedures to ensure that a health hazard does not occur in the operation of the establishment.

- (3) The written procedures required by subsection (2) must include
- (a) identification of all critical control points,
 - (b) critical limits for those critical control points,
 - (c) the procedures to be followed to ensure adherence to the critical limits,

Appendix 2 – Sanitation Plan

Generating a Sanitation Plan

According to Interior Health, a Sanitation Plan should be developed according to the **Hazard Analysis Critical Control Points (HACCP)** system.

The BC Ministry of Health and Interior Health provide templates and guidance documents for writing Sanitation Plans according to the Food Premises Regulations:

1. For BC Ministry of Health links to information surrounding Food Safety legislation and guidance documents, visit: <https://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/food-safety>.
2. A detailed Sanitation Plan workbook is provided by the BC MOH: https://www2.gov.bc.ca/assets/gov/health/keeping-bc-healthy-safe/food-safety-security/2017_09_sp_workbook_-_eng.pdf.
3. Sanitation templates and guidance documents emanating from the FOODSAFE program are found here: <http://www.foodsafe.ca/resources.html>.
4. Interior Health has provided their own guidance to writing a Sanitation Plan, available here: <https://www.interiorhealth.ca/sites/default/files/PDFS/writing-a-sanitation-plan.pdf>.
5. Documents outlining elements that could be incorporated into a sanitation plan include:
 - (a) FOODSAFE Common Sanitizing Solutions: http://www.foodsafe.ca/docs/Common_Sanitizing_Solutions.pdf.
 - (b) Sanitizing food contact surfaces: <https://www.interiorhealth.ca/sites/default/files/PDFS/food-contact-surfaces-cleaning-sanitize.pdf>
 - (c) 4 Steps of Dishwashing and the 3-sink dishwashing setup:

<https://www.interiorhealth.ca/sites/default/files/PDFS/dishwashing-four-steps.pdf>

<https://www.interiorhealth.ca/sites/default/files/PDFS/three-sink-dishwashing-method.pdf>

(d) Handwashing procedure:

<https://www.interiorhealth.ca/sites/default/files/PDFS/wash-your-hands-6-steps.pdf>

Applicable Regulations

The British Columbia Ministry of Health (BC MOH), and therefore Interior Health, require all food service establishments, that process or prepare and sell food to the public, to conduct their operations in accordance with the Food Premises Regulations.

The Food Premises Regulation *Section Part 3 – Operation of Food Premises, Division 1 – Approvals and Permits, Section 8 (2)(A)(B)* requires that:

- **8 (2)** A person who wishes to operate a food service establishment must
 - (a) apply to a health officer, and
 - (b) provide the health officer with any information the health officer reasonably requires.

As part of the application for permit approval process, a sanitation plan is required to satisfy the requirements set out in the following regulations:

- *Part 3 – Operation of Food Premises, Division 3 – Food Sources and Protection, Sections 12 and 13* outline the requirement to protect the food from contamination.
- *Part 3 – Operation of Food Premises, Division 4 – Equipment, Utensils and Cleaning, Sections 16 and 17:*

16 Every operator of food premises must ensure that all equipment, utensils, and food contact surfaces used on the premises are

- (a) constructed from materials that are
 - (i) suitable for their intended purpose, and
 - (ii) durable, easily cleaned, and free from any noxious or toxic substance,
- (b) in good working order, and
- (c) operated in a manner that ensures the safe and sanitary handling of food.

17 (1) Every operator of food premises must ensure that the premises and the equipment and utensils used on the premises are maintained in a sanitary condition.

(2) Without limiting subsection (1), every operator of food premises must ensure that the equipment, utensils, and food contact surfaces used on the premises are washed and sanitized in a manner that removes contamination.

(3) Every operator of food premises must provide the facilities and equipment necessary to meet the requirements of subsections (1) and (2).

- *Part 3 – Operation of Food Premises, Division 6 – Food Safety Management, Section 24 (1-2) discusses sanitization requirements:*

24 (1) Every operator of a food service establishment must have written procedures to ensure the safe and sanitary operation of the establishment.

(2) The written procedures required by subsection (1) must include

- (a) the cleaning and sanitizing requirements for the establishment and for all equipment and utensils used in the establishment,
- (b) the identification of cleaning and sanitizing agents used in the establishment, including their concentrations and their uses, and
- (c) the identification of all pesticides used in the establishment, including their uses and their storage requirements.