



SPECIAL EVENT

Personal Service Setting Vendor Application

Special events in the City of Ottawa that offer personal services on-site must comply with all applicable sections of the Health Protection and Promotion Act, Ontario regulation 136/18 Personal Service Settings.

Special events include conventions, expos, shows, and fairs.

You must notify Ottawa Public Health by completing and submitting the Vendor Application a minimum of **14 days** prior to the event.

EVENT INFORMATION

Name of event: _____ **Location:** _____
Start date: _____ **End date:** _____
Event organizer name: _____ **Telephone:** _____
Email: _____
Vendor Booth Name (if different from business name): _____

PSS VENDOR INFORMATION

Name of applicant/organization: _____
Telephone: _____ **Fax:** _____ **Email:** _____
Address: _____ **City/Province:** _____ **Postal Code:** _____
Name of person in charge at the event: _____
Telephone: _____ **Fax:** _____ **Email:** _____
Address: _____ **City/Province:** _____ **Postal Code:** _____

Types of services at the event (mark all that apply): NO services provided to the public

tattooing piercing micropigmentation microblading
 pedicure: number of footbaths * drain and fill only
 manicure: waxing make up application
 other: _____

Instruments

- ✓ Instruments which cannot be cleaned and disinfected must be single use disposable
- ✓ Instruments requiring sterilization must be prepackaged sterilized at venue
- ✓ Instruments which can be cleaned and disinfected must be reprocessed at your business location.
 - *Multiple instrument sets will be required for service on-site.
- ✓ Labelled container(s) to store and transport dirty items will be available

Sharps, such as needles, razors will be used on-site? Yes_ No _

**If yes, An approved sharps container is required for the disposal of all sharps*

Sterilization

All items which require sterilization such as needles, needle bars, jewelry, and forceps will be brought to the venue pre-packed and sterile? _ Yes _ No items require sterilization at the event

**Sterilized items by the owner/operator at their business locations must have the date of sterilization on the package. Spore test results are required at the venue.*

****There will be no sterilization of equipment on-site at the venue**

For items purchased pre-packaged and sterile, provide the name/address/telephone number of the supplier(s)

Name: _____ Address: _____ Telephone number: _____

For items sterilized at a business location, provide the name and address of where the items were sterilized, if different from above

Name: _____ Address: _____ Telephone number: _____

**Copies of the three most recent spore testing results must be on-site from the sterilizer(s)/autoclave(s) used for sterilization. Spore tests must be in English.*

Hand Hygiene (all checks must apply based on your operation)

Invasive Procedures

- ✓ Structured hand wash station equipped with soap and paper towel
- ✓ Structured hand wash station must be located within vendor booth
- ✓ Structured hand wash station must be accessible at all times during service

Non-invasive procedures

- ✓ 70-90% alcohol based hand rub will be available at each booth
- ✓ Structured hand wash station must be available and accessible during service

** All personal services workers must perform hand hygiene before service delivery and as required during and after service.*

Please note that non-compliance with OPH requirements may result in service interruption or closure.