



ASHLAND COUNTY - CITY HEALTH DEPARTMENT

1763 State Route 60 · Ashland, Ohio 44805

419-282-4246 419-282-4333 Fax

www.ashlandhealth.com

Equal Opportunity Employer / Provider

TO: All Ashland County - City **Temporary Food Service Operations**

FROM: Daniel R. Daugherty, M.D.

RE: Temporary Food Service Operation License(s)

Ohio law requires a temporary food service operation to make application for a license ten days prior to the event. This license is only valid:

- ➔ FOR A SINGLE EVENT
- ➔ IN ONE LOCATION
- ➔ FOR A PERIOD OF NOT LONGER THAN FIVE CONSECUTIVE DAYS, except when operated for more than five (5) consecutive days pursuant to division (E)(2) of Section 3717.43 O.R.C.

A regular or catering food service operation license **CANNOT** be substituted for this license.

Enclosed is a temporary food service operation license application form for your event. For the license process, please be aware of the following:

1. Please complete the application in as much detail as possible to avoid delays in the review/approval process. ***Questionnaire information on the reverse side of the application, including the drawing, must be completed.**
2. Be sure to sign and date the application.
3. Return the completed and signed application along with the **\$85.00** fee to this office within 3-5 working days prior to the 1st event day.
4. In no event will an application be accepted less than three (3) working days prior to and/or at the event.

If you have any questions regarding this matter, please contact Ed Howard, R.S. at 419-282-4246 weekdays between 8:00am - 4:00pm.

Application for a License to Conduct a Temporary: (check only one)

Instruction:

1. Complete the applicable section. (Make any corrections if necessary.)

2. Sign and date the application.

3. Make a check or money order payable to: **Ashland Health Department**

4. Return check and signed application to: **ASHLAND COUNTY-CITY HEALTH DEPARTMENT**

1763 ST RT 60

Ashland, OH 44805

Food Service Operation

Retail Food Establishment

Before the license application can be processed the application must be completed and the indicated fee submitted.

Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of Temporary food facility:			
Location of event:			
Address of event			
City	State	Zip	Email
Start date: / /	End date: / /	Operation time(s):	
Name of license holder:			Phone number:
Address of License holder			
City	State	Zip	Email
List all foods being served/sold <hr/> <hr/>			

I herby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:

Signature	Date
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Licenser to complete below

Valid date(s):	License fee: \$85.00
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

TEMPORARY FOOD SERVICE OPERATION QUESTIONNAIRE

1. All food items are required to be from an approved source.
Please indicate where you will obtain food to prepare / sell.
() Local Grocery Store (name) _____
() Other Supplier (name) _____

2. Where will these items be prepared?
() On location the day of the event
() At a licensed food service operation – Specify (name of operation) _____

3. What equipment will be used to keep cold foods at or below 41 degrees Fahrenheit?
() Mechanical Refrigeration
() Cooler chest with ice
() Other – Specify _____

** Should the event exceed one day in length,
mechanical refrigeration is required for overnight storage of potentially hazardous foods.**

4. For events that are more than one day in length, specify the location of mechanical refrigeration.

5. What equipment will be used to cook and/or hold hot foods?
() Stove () Electric roasters or skillets
() Charcoal/Gas grills () Gas camping stoves
() Other – Specify _____

6. What facilities will be provided for dishwashing? _____

7. Will a hand wash sink with running hot/cold water, soap, and paper towels be provided?
____ Yes ____ No If not, then what type of hand wash facilities will be provided?
() Makeshift hand wash station with warm water, soap and paper towels
() Alcohol based moist towelettes

8. Where will potable (drinkable) water be obtained for ice-making, food preparation, dishwashing and/or hand washing?
() Municipal/County water supply – Specify (name of water authority) _____
() Purchased bottled water – Specify (name of supplier) _____
() Private well

** Private water well supply must be tested "safe" (total coliform negative)
at least 10 days prior to the event **

9. How will hot/warm water be provided for hand washing and/or dishwashing?
() In line hot water heater () Stove top burner
() Coffee urn () Other – Specify _____

10. Draw a sketch of the on-site proposed food service area. Include the location of the following required items:

- * Water supply (bottled water or water spigots)
- * Food Storage
- * Hot and Cold food holding equipment
- * Restrooms

- * Hand wash facilities
- * Food Preparation Equipment
- * Dishwashing facilities
- * Trash Containers

ALL FOOD HANDLERS SHOULD READ THE FOLLOWING GUIDELINES TO BECOME FAMILIAR WITH HEALTH DEPARTMENT REGULATIONS

The person(s) in charge must read and initial each of the following guidelines and return the initialed copy along with the completed application.

A copy of these guidelines should be posted on location during the event

- All foods, including water and ice, must be from an approved source. **NO HOME PREPARED FOODS OR ICE.** All food must be prepared at the event or in an existing licensed food operation.
**** The only exceptions to this rule would be unprocessed fruits or vegetables, and shelf stable home baked goods (i.e., no home made cream pies or custard pies) ****

- Foods that require temperature control for safety must be kept out of the temperature “danger zone” (42 - 134°F). Disease causing bacteria are capable of rapidly multiplying at these temperatures.
 1. **KEEP COLD FOODS COLD (Less than or equal to 41°F)**
 - A. Use cooler chests with adequate amounts of ice or frozen cold packs.
 - B. Mechanical refrigeration units should be turned on and temperature adjusted at least one day prior to the event.
**** Mechanical refrigeration is required for multiple day events ****
**** A thermometer must be placed inside the unit ****

 2. **Foods that will be cooked MUST BE COOKED TO A MINIMUM INTERNAL TEMPERATURE OF:**

Poultry.....	165°F	Hamburgers....	155°F
Pork.....	145°F	Sausage.....	155°F
Lamb.....	145°F	Hot Dogs	135°F
Fish.....	145°F	Commercially Processed --	
Beef.....	145°F	Ready-to-eat foods.....	135°F

 3. **Once foods have been cooked . . . Keep hot foods hot (Greater than or equal to 135°F)**
LEFTOVER FOODS MUST BE RAPIDLY COOLED FROM 135°F TO 41°F OR BELOW WITHIN 6 HOURS BY USING METHODS SUCH AS SHALLOW PANS AND/OR ICE BATHS.

 4. For multiple day events, potentially hazardous foods that have been cooked and then refrigerated **MUST BE REHEATED WITHIN TWO HOURS TO 165°F OR ABOVE.**

 5. A metal stem, bi-therm (0-220°F) product thermometer is required for checking internal cooking and hot holding food temperatures. They can be purchased at most hardware, department and restaurant supply stores.

 6. Frozen foods (that require temperature control for safety) **MUST BE PROPERLY THAWED.** Examples of proper thawing methods are:
 - A. Under refrigeration at a temperature of 41°F or below.
 - B. As part of the cooking process (e.g. frozen hamburgers cooked immediately on the grill).
 - C. In a microwave oven, but only if the food is immediately fully cooked either in the microwave oven where it was thawed or in another cooking process (e.g. microwave to grill).
 - D. Under cold potable running water.

- Water from a safe, tested source must be used. Examples of an approved water supply are:
 1. A municipal water supply
 2. Bottled water purchased from an approved source.
 3. A private well that has been tested and documented to be safe within the last 90 days.
**** If a water sample test is needed, please allow 10-14 days for testing ****

- Proper hand washing facilities must be provided. Examples of approved hand washing facilities are:
 1. Plumbed hand wash sink provided with warm water, soap and paper towels.
 2. A makeshift hand wash sink (e.g. container of warm water over a catch basin supplied with soap and paper towels). **Hand washing in the 3-compartment sink is prohibited. Use of a basin/tub filled with soapy water used repeatedly and/or in common with other workers is also prohibited.**
 3. Disposable alcohol based moist towelettes.
- No bare hand contact with ready-to-eat foods. Use dispensing utensils, tongs, disposable plastic gloves, etc. when handling ready-to-eat foods.
- Utensils and equipment must be washed, rinsed, sanitized and air dried prior to use and during the event as often as necessary.
- Providing a back-up supply of clean serving utensils is suggested.
- Three sinks or containers (e.g. plastic wash tubs) must be provided for the wash, rinse, and sanitize procedure.
- **NOTE: APPROVED CHLORINE BLEACH SANITIZER CONCENTRATION CAN BE ACHIEVED BY USING THE FOLLOWING FORMULA: 1 Tablespoon of regular household bleach per gallon of water equals 200ppm. A chemical test kit is the most reliable way to check the concentration of prepared quantities of sanitizer.**
- Food at all times, during storage, preparation and display must be protected from potential contamination (e.g. dirt, dust, flies, sneezing, customers, etc.)
- All foods and paper products, including packaged items, must be stored covered and up off of the ground/floor.
- Serving utensils should be kept in the food product being dispensed in between uses.
- Cloths used for wiping food spills, counter top surfaces and other food contact surfaces must be stored in a container of sanitizer solution in between uses.
- Transport vehicles used for food must be free from filth (trunks and cargo areas).
- Restrooms must be conveniently located near the operation for use by workers.
- Waste water from the operation must be disposed into a sanitary sewer.
- Hot water for dishwashing and hand washing must be provided. (Heating water in a coffee urn or on the stove top will be adequate if plumbed hot water is not available).
- Trash containers must be provided that are covered and moisture resistant.
- No smoking or eating in the food preparation/serving areas.
- Only persons in good health should prepare or serve food. Under no circumstances should persons with colds, sore throats, skin infections, upset stomachs, open wounds, cuts or boils, prepare or serve foods.
- Clothing must be clean and hair must be under control.
- Multiple use of electric roasters, coffee urns, etc. often can result in electrical problems. Be prepared for power outages. Take extra utility cords to the operation and you may even consider having back-up heat sources if the electric system fails. (e.g. gas grills, camp stoves, etc.)
- Unnecessary persons (infants, young children) are NOT permitted in the food service area.