



ASHLAND COUNTY - CITY HEALTH DEPARTMENT

1763 State Route 60 · Ashland, Ohio 44805

419-282-4337 419-282-4333 Fax

www.ashlandhealth.com

Equal Opportunity Employer / Provider

TO: Temporary Food Service Operations / Temporary Retail Food Establishments

FROM: Pat Donaldson R.S., Director of Environmental Health

RE: Temporary Food Service Operation Temporary Retail Food Establishment License(s)

Ohio law requires a temporary food service operation **or** temporary retail food establishment 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 or regular retail food establishment license **CANNOT** be substituted for a Temporary license.*

For the licensing process, please be aware of the following:

1. Please complete the Temporary License Application in as much detail as possible to avoid delays in the review/approval process. Make sure to include a phone number to contact you, in case the Sanitarian has questions.
2. Be sure to sign and date the Temporary license application.
3. Draw sketch of Temporary setup on back of Temporary license application.
4. Have our office send you the Temporary license application questionnaire page to fill out and return to ACCHD.
5. Have our office send you the "Food Handlers Guidelines" sheets, including both the blue print and black print pages; Fill out and return the blue print page to ACCHD.
6. Return the completed and signed Temporary license application along with the above items and the **\$119.86 fee** for the Temporary Event to this office within 3-5 working days prior to the first day of the event.
7. 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 the Health Department at 419-282-4246 weekdays, between 8:00am-4:00pm Closed 12-1 for Lunch

TEMPORARY FOOD SERVICE OPERATION QUESTIONNAIRE

I

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(s) (name) _____
() Other Supplier(s) (name) _____
2. Where will these items be prepared?
() On location the day of the event
() At a licensed Food Service Operation (FSO) or Retail Food Establishment (RFE)
Give names of FSO or RFE _____
3. What equipment will be used to keep cold foods at or below 41 degrees Fahrenheit?
A. () Mechanical Refrigeration
B. () Coolers/Ice Chests with ice for cooling
C. () Other Means – Specify _____

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

- D. () For events that are more than one day in length,
specify the location/type of mechanical refrigeration that will be used _____

4. What equipment will be used to cook and/or hold hot foods?
() Stove () Electric roasters or skillets
() Charcoal/Gas grills () Portable gas camping stoves
() Other – Specify _____
5. What facilities will be provided for dishwashing? _____
6. 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
7. 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 – Specify (address of private well) _____

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

8. 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 _____

9. Draw a sketch on the back of the *Temporary License Application* of the proposed food service area.
See example drawing in this packet. Include the location of the following required items:

- | | |
|---|------------------------------|
| * Water Supply (bottled water or water spigots) | * Hand Washing Facilities |
| * Food Storage | * Food Preparation Equipment |
| * Hot and Cold Food Holding Equipment | * Dishwashing Facilities |
| * Restrooms (write in location) | * Trash Containers |

10. Read, initial (both sides), and turn in with the Temporary License Application, the printed in blue
"Food Handlers Guidelines" sheet. *Keep the black print copy of the "Food Handlers Guidelines"
sheets to post on site, at the event location.*

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:
4. Return check and signed application to:

- 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			

<i>I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:</i>	
Signature	Date

Licenser to complete below

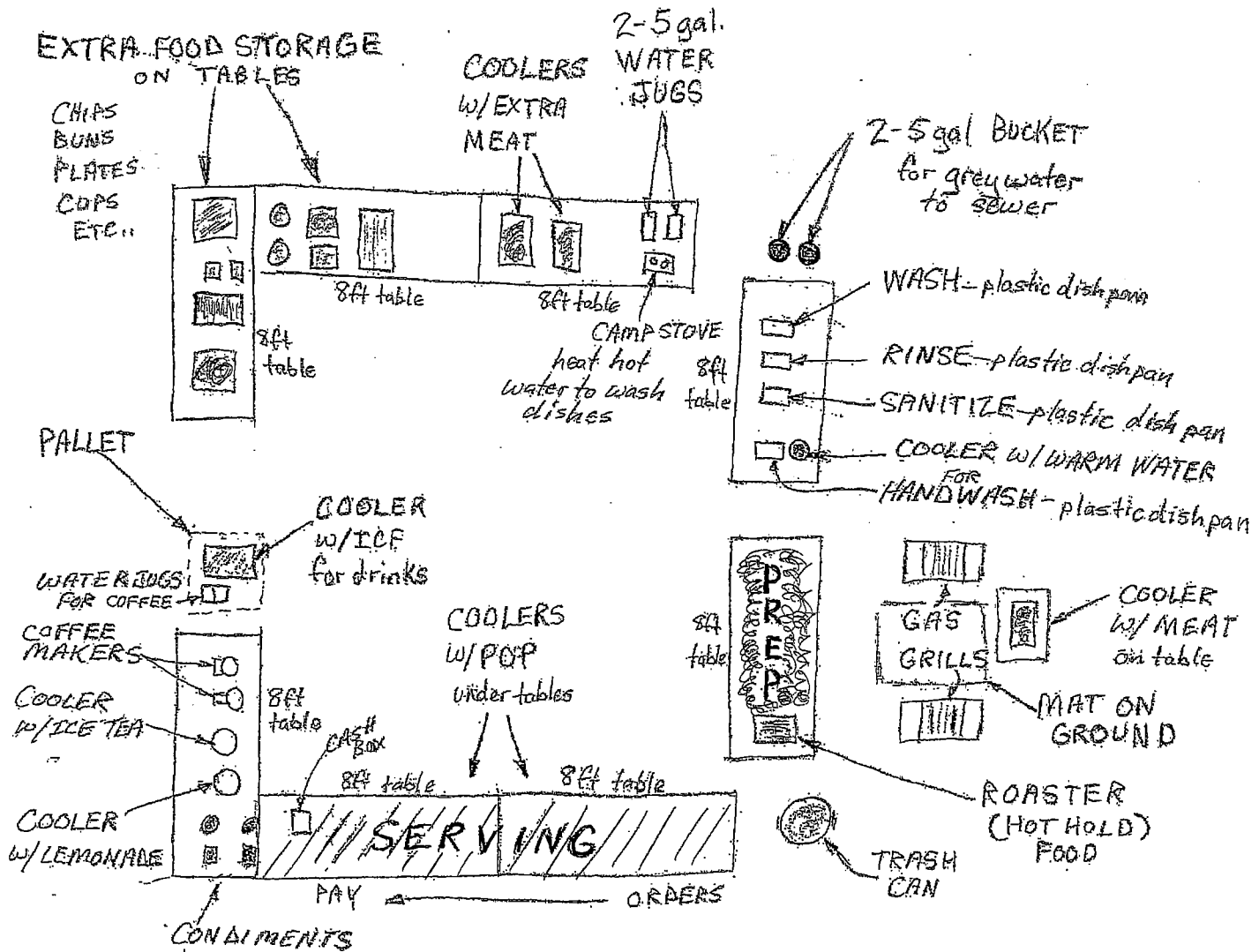
Valid date(s):	License fee:
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

EXAMPLE DRAWING

TEMPORARY FOOD BOOTH



NOTE: TENT OVER BOOTH

SEPARATE TENT OVER GRILLS

BOOTH ON ASPHALT

GRILLS ON GRASS

RESTROOMS - PORTA-JOHN'S

AND IN NEARBY BUILDING

REV 1 6-3-15
TRC

PLEASE PUT YOUR
DRAWING ON BACK OF TEMPORARY
LICENSE APPLICATION

FOOD HANDLERS GUIDELINES

PLEASE READ TO BECOME FAMILIAR WITH HEALTH DEPARTMENT REGULATIONS

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

The black print copy of these guidelines should be posted at the event location.

_____ 1. 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 service operation.

**** The only exceptions to this rule would be unprocessed fruits or vegetables, and shelf stable home baked goods (i.e., no homemade 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.*

_____ 2. **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 ****

_____ 3. **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

_____ 4. **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.

_____ 5. 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.**

_____ 6. 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.

_____ 7. 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.

_____ 8. 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 ****

- _____ 9. Proper hand washing facilities must be provided. Examples of approved hand washing facilities are:
- A. Plumbed hand wash sink provided with warm water, soap and paper towels.
 - B. 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.**
 - C. Disposable alcohol based moist towelettes.
- _____ 10. No bare hand contact with ready-to-eat foods. Use dispensing utensils, tongs, disposable plastic gloves, etc..., when handling ready-to-eat foods.
- _____ 11. Utensils and equipment must be washed, rinsed, sanitized and air dried prior to use and during the event as often as necessary.
- _____ 12. Providing a back-up supply of clean serving utensils is suggested.
- _____ 13. Three sinks or containers (e.g. plastic wash tubs) must be provided for the wash, rinse, and sanitize procedure.
- _____ 14. **NOTE: APPROVED CHLORINE BLEACH SANITIZER CONCENTRATION CAN BE ACHIEVED BY USING THE FOLLOWING FORMULA: One Tablespoon of regular household bleach per two gallons of water equals 100ppm. A chemical test kit is the most reliable way to check the concentration of prepared quantities of sanitizer. Test kits may be obtained from most restaurant supply stores.**
- _____ 15. Food at all times, during storage, preparation and display must be protected from potential contamination (e.g. dirt, dust, flies, sneezing, customers, etc.)
- _____ 16. All foods and paper products, including packaged items, must be stored covered and up off of the ground/floor.
- _____ 17. Serving utensils should be kept in the food product being dispensed in between uses.
- _____ 18. 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.
- _____ 19. Transport vehicles used for food must be free from filth (trunks and cargo areas).
- _____ 20. Restrooms must be conveniently located near the operation for use by workers.
- _____ 21. Waste water from the operation must be disposed into a sanitary sewer.
- _____ 22. 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).
- _____ 23. Trash containers must be provided that are covered and moisture resistant.
- _____ 24. No smoking or eating in the food preparation/serving areas.
- _____ 25. 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.
- _____ 26. Clothing must be clean and hair must be under control.
- _____ 27. 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...)
- _____ 28. Unnecessary persons (infants, young children) are NOT permitted in the food service area.

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