SENECA COUNTY GENERAL HEALTH DISTRICT
REQUIREMENTS FOR TEMPORARY FOOD SERVICE OPERATIONS

Ohio law requires a food service license for each food service operation **offering food for sale or for a required donation,** even if the operation is only open for a single day's event.

Temporary licenses are good for a maximum of five consecutive days and are limited to one event such as a festival, carnival, street fair, county fair, etc. Only 10 temporary licenses are allowed to be purchased per person or group per licensing year (March 1st to February 28th). **The current cost of a temporary food license is $80.00.**

To get a temporary food license, you will need to complete an application and pay the required fee to the Seneca County General Health District **at least 3 business days prior** to the event. This may be done in person during regular business hours, 7:30 am to 4:00 pm, Monday through Friday. The sanitarian will come to inspect your temporary food operation the day of the event. You must be ready for an inspection prior to the start of the event. The sanitarian may suggest changes at this time. When the sanitarian is assured that the food service operation can provide safe food, the license will be issued. **The sanitarian may not always be there at the start of your event, due to other inspections or festivals on that day. You may begin to operate and serve food if the sanitarian is not there at the start of your event.**

Important information when considering how to operate your temporary event:

1. No home prepared foods (other than baked goods) or ice are permitted to be used or offered for sale. All food must be prepared on site or in a licensed food service facility. The use of home canned or other home prepared foods is not allowed under these rules, (ex. preparing chili or sloppy jo mix at home and then transported to the operation).

2. Food shall be purchased only from approved sources/licensed facilities (grocery stores, food suppliers, meat shops, etc.).

3. Hand washing facilities must be available and include warm running water, hand soap and disposable towels. This can be done by heating water in a coffee urn. Once the water is heated, pour the hot water into a large Igloo-type cooler and add cool water to maintain the water near 85° F. An additional basin is also needed to catch the wastewater.

4. A metal stem thermometer must be available and used to check the internal temperatures of foods. Thermometers should be able to read temperatures from 0°F to 220°F.

5. Foods must be cooked to the following internal temperatures:
   135° F for 15 seconds – fruits and vegetables, commercially processed pre-cooked and ready-to-eat foods
   145° F for 15 seconds – beef steaks, veal, fish, whole pork, beef
   155° F for 15 seconds – any ground meat (hamburgers), eggs, injected meats
   165° F for 15 seconds – poultry, stuffed fish, stuffed meat or stuffed pasta, or stuffing containing fish, meat, or poultry

6. Hot foods must be maintained at 135°F or higher after it is cooked to the proper internal temperature. A steam table, grills, fryers, electric roaster, etc. may be used to maintain foods at a safe temperature. Crock pots may not be used for initial cooking or heating, however, they may be used to keep food hot after it is cooked.

7. Cold foods must be maintained at 41°F or lower. Cold storage may mean mechanical refrigeration or the use of coolers and cold packs or ice. A thermometer needs to be in all of the mechanical refrigerators and also in the coolers to ensure that the temperature is being maintained at 41°F or below.

8. Food workers must have clean clothes and clean hands. No person with a communicable disease, nausea, vomiting, fever, fever with sore throat, diarrhea, jaundice, or who have open sores or infected cuts on the hands are allowed to sell, prepare or in any way be in contact with food to be sold. Smoking is not allowed in food preparation areas. Only people assigned to work in food preparation areas are to prepare and serve food; unauthorized people and animals are not allowed in the operation.

9. Food that is going directly to the consumer cannot be touched with bare hands. Bare hand contact with ready-to-eat foods is to be prevented by the use of utensils, deli paper or disposable gloves.

10. All dishes and utensils are to be washed and sanitized in a three-compartment system. Provide three basins for washing, rinsing and sanitizing utensils. The 1st basin should have warm soapy water. The 2nd basin is for clean rinse water. The 3rd basin has clean water with approved sanitizer (unscented household bleach or quaternary ammonia liquid or tablets). Utensils should remain in sanitizer for at least one minute. All dishes and utensils are to be air-dried. Sanitizer test strips also need to be provided to check the sanitizer strength.

11. All water used must be obtained from an approved source (public/city water or commercially bottled water). **Do not use water from a private water well.**

12. Water connections through a community spigot must be protected from the backflow of water with an ASSE-approved backflow prevention device, such as ASSE 1011 or 1052. These can usually be found in the hardware section of many stores.

13. Water hoses, if used, must be food-quality or drinking water quality hoses. **No green garden hoses are allowed.**

14. Waste water from your hand wash station, dish wash station, and any other place that water is used needs to be collected and held in a water-tight container until it is disposed of in an approved sanitary sewer system or sewage treatment system. No disposal on the surface of the ground, into waterways, or into storm sewer drains shall be permitted.

15. Food storage shall be in such a manner that all foods are protected at all times from weather, dirt, rodents, insects and overhead birds, along with contamination from coughing and sneezing.

16. Foods and food supplies/utensils must be elevated from the surface of the ground or floor to prevent contamination.

17. All food handlers are required to completely restrain their hair with a hat, hair net or visor. Long hair should be tied back in addition to wearing a hair restraint.

18. Structures shall be completed with floors, walls and an overhead covering. A hard, washable floor surface that allows food to be prepared and served free from dust and mud, preferably concrete, asphalt or wood. A waterproof overhead covering is also required.

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

☐ Food Service Operation
☐ Retail Food Establishment

Instructions:

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:**

SCGHD-Env.
92 E. Perry St.
Tiffin, OH 44883

Before 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
Start date	End date	Operation time(s)	
Name of license holder			Phone number
Address of license holder			
City		State	ZIP
List all foods being served/sold			

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:

Signature	Date

Licensor to complete below

Valid date(s)	License fee: $80.00

Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

AGR 1271 (Rev. 11/00)
HEA 5331 (Rev. 11/00)

Ohio Department of Agriculture
Ohio Department of Health

TEMPORARY FOOD SERVICE / FOOD ESTABLISHMENT

PLEASE PROVIDE THE FOLLOWING INFORMATION:

FESTIVAL/EVENT INFO

Festival/Event name: _____

Business Name: _____

Event location/address: _____

_____

Start date: _____

Stop date: _____

Hours that you will be operating: _____

What time will you start setting up: _____

What time will you start serving: _____

OPERATOR/CONTACT INFO

Name: _____

Address: _____

_____

Telephone number: _____

Email address: _____

Will any food be prepared somewhere other than at the temporary food service operation?

□ YES □ NO

If yes, where will food be prepared? _____

Complete a food menu of all foods and drinks that will be served. NO HOME COOKED, PREPARED OR CANNED FOODS ARE ALLOWED! No foods can be prepared at home except non-perishable baked goods (cookies, cakes, muffins, fruit pies, bread), jams, jelly, fruit butter, or candy. These foods need to be properly labeled. All food must be from an approved site, which means that it must be prepared at your temporary site or come from a licensed facility.

Meat, Fish, Poultry	Where Purchased/Prepared?		Meat, Fish, Poultry	Where Purchased/Prepared?

Hot Side Dishes	Where Purchased/Prepared?		Hot Side Dishes	Where Purchased/Prepared?

Cold Side Dishes	Where Purchased/Prepared?		Baked Goods, Breads, Desserts	Where Purchased/Prepared?

Hot & Cold Beverages	Where Purchased/Prepared?

You must have a food-probe thermometer to check the internal temperatures of food before the start of your event. The thermometer needs to be able to take temperatures from 0° F to 220° F. Which style will you have:

- □ Digital thermometer
- □ Dial-Face thermometer

You must have a handwash station that is set up before food preparation starts. The handwash station must include warm running water, soap, paper towels and a waste water bucket. Which will you provide:

- □ Insulated thermos with free-flowing spout
- □ Coffee urn
- □ Handwashing sink with hot and cold water
- □ Other, describe: _____

You must have a dishwash station that is set up before food preparation starts. The dishwash station must provide three containers large enough to immerse your largest dish or utensil. What type will you provide:

- □ Three individual dishpans, buckets or tubs
- □ 3-compartment sink
- □ Other, describe: _____

You must provide warm water, dish soap and sanitizer for the dishwash station. Which sanitizer will you provide:

- □ Chlorine bleach (unscented household bleach)
- □ Quat ammonia liquid or tablets

You must provide sanitizer test strips to check the sanitizer concentration. Which will you provide:

- □ Chlorine Test Papers (for chlorine bleach)
- □ QAC QR Test Strips or pHydrion QT-40 Test Papers (for quat ammonia – liquid or tablets)

You must provide hair coverings/restraints for food employees. Which hair coverings will the employees be wearing:

- □ Hats/ball caps
- □ Hairnets
- □ Other, describe: _____

No bare hand contact is allowed with ready-to-eat or cooked foods. What will you be using to avoid bare hand contact:

- □ Food grade disposable gloves
- □ Utensils (tongs, spoons, etc.)
- □ Deli tissue
- □ Other, describe: _____

Check all equipment to be used for cooking food on site:

□ Grill □ Roasters □ Fryers □ Propane stove unit

□ Other, describe: _____

Raw meats and poultry must be cooked thoroughly to the following internal temperatures:

135°F for 15 seconds - fruits and vegetables, commercially processed pre-cooked and ready-to-eat foods

145°F for 15 seconds – beef steaks, veal, fish, whole pork, beef

155°F for 15 seconds – any ground meat (hamburgers), eggs, injected meats

165°F for 15 seconds – poultry, stuffed fish, stuffed meat or stuffed pasta, or stuffing containing fish, meat, or poultry

HOT HOLDING – Once the food is cooked to the proper internal temperature, it must be maintained at 135° F or higher to prevent bacterial growth. Check all equipment that you will use to maintain hot holding temperatures?

□ Cooked to order □ Crock pots □ Held on grill

□ Steam tables □ Electric roaster

□ Other, describe: _____

COLD HOLDING – Cold foods must be maintained at 41° F or lower to prevent bacterial growth. Check all equipment that you will use to maintain cold holding temperatures?

□ Electric refrigeration units □ Iced chest coolers

□ Other, describe: _____

**** RAW MEATS MUST BE HELD IN SEPARATE COOLERS BY SPECIES (CHICKEN, BEEF, PORK, FISH)****

****READY-TO-EAT / COOKED FOODS (BUNS, CHEESE, SALADS, etc.) MUST BE IN THEIR OWN SEPARATE COOLER ALSO****

Water must come from an approved source (municipal or city water supply, or commercially bottled water). You <u>cannot</u> use water from a private water well. Store the water in clean containers specifically meant for storing drinking water and keep containers off of the ground or floor.

Where will your water come from for cooking, handwashing, dishwashing and food prep?

□ Bottled □ City water □ Other: _____

Warm water is required for handwashing and dishwashing. How will you provide a continuous supply of warm water:

- □ Electric coffee maker
- □ Provided by festival/event organization
- □ Other, describe: _____

Clean and approved water is required for cooking, food prep, hand washing and dishwashing. If hoses are used for water supply, then they must be food grade or drinking water quality hoses – NO GREEN GARDEN HOSES ARE ALLOWED! How will you provide this:

- □ Water will be brought to the site in clean food grade containers
- □ Provided by festival/event organization
- □ Connected to a city water supply with a food grade water hose
- □ Other, describe: _____

Water connections through a community spigot must be protected from the backflow of water with an ASSE-approved backflow prevention device, such as ASSE 1011 or 1052. These can be found in the hardware section of most stores. Will you be providing an ASSE-approved backflow prevention device? □ YES □ NO □ NA

If you are transporting food from another licensed facility to your temporary site, you must maintain cold foods at 41° F or lower and hot foods at 135° F or higher. How will you do this:

- □ Foods will not be transported from another licensed facility
- □ Cooler chest with ice, list licensed facility food is coming from: _____
- □ Refrigerated truck, list licensed facility food is coming from: _____
- □ Cambros, list licensed facility food is coming from: _____
- □ Other, describe: _____

Temporary food stands may not set up on grass, dirt or gravel. What type of flooring will you be setting up on:

- □ Asphalt (parking lot)
- □ Concrete
- □ Plywood
- □ Other, describe: _____

Food prep and storage needs to be protected from dust and dirt, weather, and possible birds flying overhead. Check the type of overhead cover you will provide:

□ Roof □ Canopy □ Tarp □ Other: _____

All food and utensils must be stored off of the ground. How will you accomplish this:

- ☐ Sit on top of bread or milk crates
- ☐ Sit on top of a table
- ☐ Sit inside of coolers or totes/containers
- ☐ Other, describe: _____

Food must be protected from contamination by the public. How will you keep the food items protected from accidental sneezing, coughing, contamination, etc.:

- ☐ Locate all food away from customers
- ☐ Cover foods with lids, foil or wrap
- ☐ Pre-portion foods
- ☐ Sneeze guard
- ☐ Other, describe: _____

Check how all eating utensils will be stored:

- ☐ Individually wrapped
- ☐ In sanitized containers with handles of utensils offered to customers/server

All trash must be removed from the temporary site at the end of each day. How will the trash be disposed of:

- ☐ Picked up by festival/event organization and properly disposed of
- ☐ Dumpster on site
- ☐ Taken away by applicant and properly disposed of

How will you dispose of all waste/gray water generated by your handwashing station, dishwashing station and food prep activities (gray water may not be dumped on the ground or in storm sewer drains):

- ☐ Picked up by festival/event organization and properly disposed of
- ☐ Gray water station provided on site
- ☐ City sewer available
- ☐ Taken away by applicant and properly disposed of

I hereby certify that the information provided is correct and I agree to follow all of the above listed items.

Signature: _____

Date: _____

Please return the following information at least 3 business days prior to the event in order for your application to be complete:

- □ Completed and signed temporary application
- □ Completed and signed temporary food service/food establishment form
- □ Check or money order for the license fee - $80.00
- □ Make a copy of this application for your reference
- □ Mail or return to:

Seneca County General Health District
Environmental Health Division
92 E. Perry St.
Tiffin, OH 44883

(419) 447-3691

DIAGRAM OF TEMPORARY FOOD SERVICE / FOOD ESTABLISHMENT SET-UP

The following must be shown on the drawing:

- ☐ Handwashing station
- ☐ Dishwashing station
- ☐ Food prep areas
- ☐ Cooking/heating equipment
- ☐ Waste containers
- ☐ Hot and cold holding equipment
- ☐ Serving area
- ☐ Storage areas
- ☐ Overhead protection (tent, building, etc.)

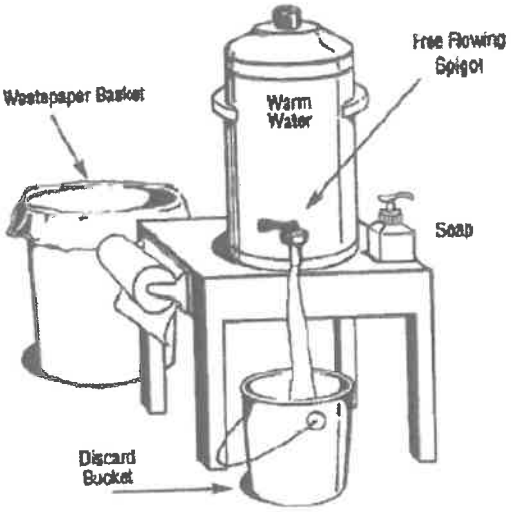
TEMPORARY FOOD SERVICE SANITATION

Handwash & Dishwash Stations must be in-use <u>BEFORE</u> Food Preparation Starts

HANDWASH STATION

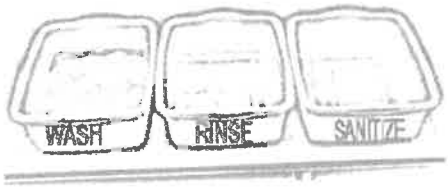
You must have...

- *A THERMAL INSULATED CONTAINER WITH A FREE FLOWING SPOUT.*
- *WARM WATER TO FILL YOUR THERMAL INSULATED CONTAINER.*
- *HANDSOAP.*
- *DISPOSABLE PAPER TOWELS.*
- *A WATER DISCARD BUCKET.*
- *A TRASH CONTAINER.*



UTENSIL & DISHWASH STATION

PROPER SET-UP



Use 3 Dishpans or 3 Buckets

- *PLAIN* *CAN BE USED AS YOUR SANITIZER.*
- *USE THE BLEACH CAP TO MEASURE THE BLEACH TO STRENGTH OF 50PPM.*
- *YOU MUST HAVE <u>CHLORINE TEST PAPERS</u> TO CHECK BLEACH STRENGTH.*

OR

- *QUAT AMMONIA (SANITABS OR LIQUID) CAN BE USED AS YOUR SANITIZER.*
- *FOLLOW DIRECTIONS ON CONTAINER FOR MIXING TO 200PPM.*
- *YOU MUST HAVE <u>pHydrion QT-10 TEST PAPERS</u> TO CHECK STRENGTH.*

TEMPORARY FOOD SERVICE OPERATORS CHECKLIST

- ☐ Handwashing station/supplies
    - Continuous flow of warm running water (insulated thermos or coffee urn)
    - Bucket to catch waste water
    - Soap
    - Papertowels
- ☐ Dishwashing station/supplies
    - 3 containers/tubs/buckets
    - Dish soap
    - Sanitizer
    - Sanitizer test kit/strips
- ☐ Clean, approved water supply
- ☐ Food grade water hose with backflow prevention device, if needed
- ☐ Hair restraints
- ☐ Food grade disposable gloves
- ☐ Metal stem thermometer (0° F - 220° F)
- ☐ Accurate thermometers in all refrigerators and coolers
- ☐ Crates or tables to keep all food and utensils off the ground
- ☐ Sufficient iced coolers or refrigerators
- ☐ Sufficient hot holding units
- ☐ Sanitizer cloth bucket
- ☐ Floor covering, if needed
- ☐ Supply of ice, if needed
- ☐ Tent covering, if needed

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PLEASE KEEP THIS CHECKLIST FOR YOUR FILES!