

TEMPORARY OPERATIONS

Temporary Retail Food Establishments

Ohio Revised Code defines a temporary retail food establishment as a retail food establishment that is operated at an event for not more than five consecutive days. A retail food establishment means a premises or part of a premises where food, over-the-counter drugs, nutrients designed for use in lieu of pharmaceuticals, and products designed for use as dietary supplements are stored, processed, prepared, manufactured, or otherwise held or handled for retail sale.

Temporary Food Service Operations

Ohio Revised Code defines a temporary food service operation as a food service operation that is operated at an event for not more than five consecutive days. A food service operation means a place, location, site, or separate area where food intended to be served for a charge or required donation. As used in this division, “served” means a response made to an order for one or more individual portions of food in a form that is edible without washing, cooking, or additional preparation and “prepared” means any action that affects a food other than receiving or maintaining it at the temperature at which it was received.

Application

Ohio Law requires that each person or government entity seeking a temporary food service operation license or a temporary retail food establishment license apply for a license. A copy of this application is included in this packet. Please be reminded that this license is only valid:

1. For a single event
2. In one location
3. For a period of not longer than five consecutive days
4. For a fee of \$49.00

Per ORC 3717.43 (D) a temporary food license must be obtained prior to the first day of operation or a twenty-five percent penalty will be added to the license fee.

Not more than ten temporary retail food establishment/temporary retail food service operation licenses will be issued per licensing period to the same person or government entity to operate at different events within Stark County. For each particular event, the Stark County Health Department will issue only one temporary retail food establishment/temporary retail food service operation license to the same person or government entity.

General Information

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

Each operator must provide a safe and sanitary operation. The enclosed checklist can be used to help you meet this intent.

When your application is approved, the license will be sent to you.

The license must be displayed in a conspicuous and public manner in you operation during the event.

If you have any questions, please contact the Stark County Health Department at 330-493-9904

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

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:**

- Food Service Operation
 Retail Food Establishment

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
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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.

STARK COUNTY HEALTH DEPARTMENT
TEMPORARY FOOD SERVICE LICENSE APPLICATION

(Please complete this application in as much detail as possible. The approval of your operation depends on the information supplied to us).

I. EVENT:

A. Name of Event _____

B. Location/Directions _____

C. Date(s) _____

D. Serving Time(s) _____

E. Sponsoring Organization _____

II. PERSON IN CHARGE OF FOOD SERVICE OPERATION:

(This person must be present at each unit per shift at the unit and have knowledge of proper food handling, sanitation procedures and use of required equipment)

A. Name _____

B. Address _____

C. Telephone (daytime) _____ Home _____

III. FOOD:

A. List **ALL** proposed menu items (be specific) _____

B. Where will these items be purchased? **(All food products must come from an approved source)**

Local Grocery Name _____

Other Supplier(s) Name _____

C. Where will these items be prepared? **NO HOME PREPARED FOODS OR ICE. Cream, custard, or pumpkin pies are prohibited unless electrical refrigeration units will be used to hold product.** (Check all applicable boxes)

- On Location—day of the event
- At a licensed food service operation:
Name of facility _____
- At a church or fire station:
Name of facility _____
- Other:
Name of facility _____

D. When will these items be prepared?

Food Item	Date	Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. FOOD PROTECTION:

A. How will the food be kept cold (**41°F or Lower**) at the event and during transportation to the event?

- Mechanical refrigeration
- Cooler chests
- Other—specify _____

*** MECHANICAL REFRIGERATION WILL BE USED FOR OVERNIGHT STORAGE OF POTENTIALLY HAZARDOUS FOOD**

B. How will the food be cooked and/or kept hot (**135°F or Higher**)

Use crockpots only for holding foods at 135°F or higher; Do not use to cook foods.

- Stove
- Charcoal/Gas Grills
- Other - specify _____
- Electric Roasters or Skillets
- Gas Camping Stoves

***METAL STEM THERMOMETER MUST BE USED TO MEASURE TEMPERATURES**
(See Food Handling Guidelines to properly calibrate thermometers)

V. EQUIPMENT and UTENSIL / HANDWASHING

A. Provide complete explanation of how people working at the sale site will wash their hands. **(Must provide warm running water, soap, and paper towels. Hand sanitizers are NOT a substitute for hand washing)**

B. **HOW** and **WHEN** will food equipment and utensils be cleaned? (Explain by using the wash - rinse - sanitize method)

C. What type of sanitizer will be used for both equipment and food contact surfaces?

***MUST PROVIDE TEST STRIPS AND COMPARISON CHART FOR CHECKING CHEMICAL SANITIZER STRENGTH**

VI. TEMPORARY OPERATION FLOOR PLAN DIAGRAM (or attach copy)

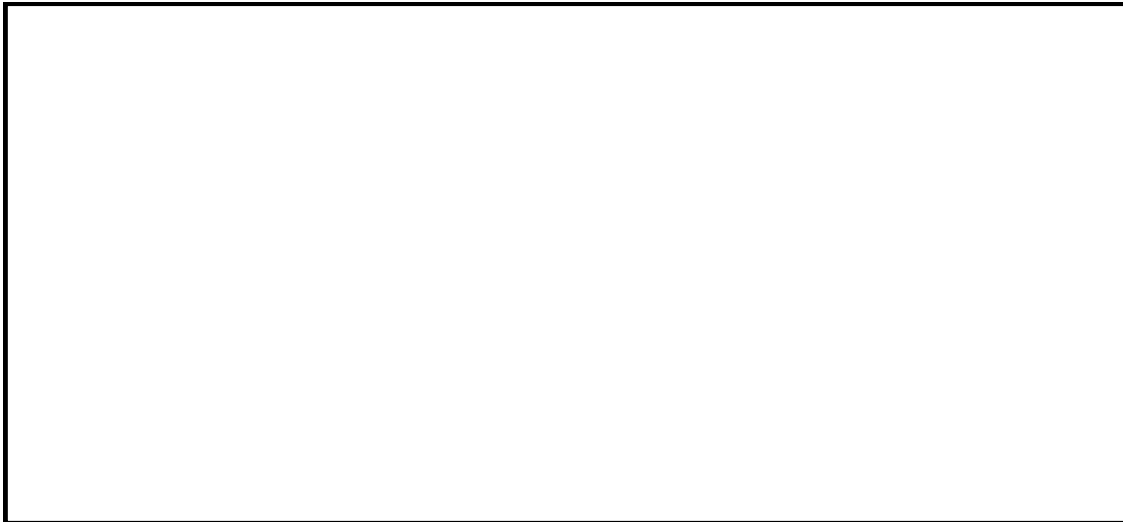
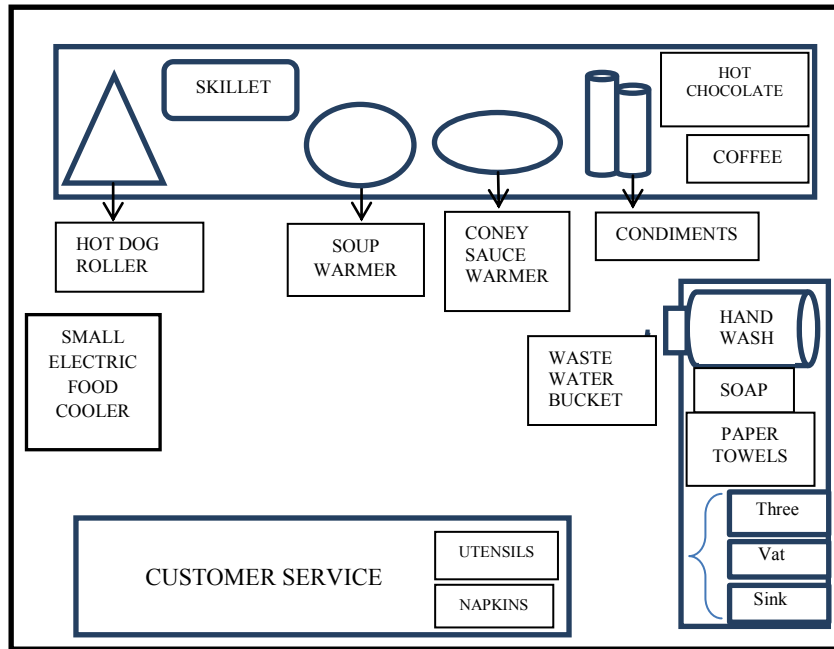
Please draw the layout for your temporary food facility in the space below. Identify all equipment used for cooking all food items and also, the hot-food & cold-food holding equipment being used. Illustrate where the temporary handwashing facility will be set-up along with the three compartment sink dishwashing facility area. Indicate the main customer service area/ work table where customers will be attended to and will order/pick up food items. A checklist and temporary food facility layout example has been provided for you.

CHECKLIST:

- Main Customer Service Area/Table
- Cooking Equipment
- Hot-Food Holding Equipment
- Cold-Food Holding Equipment
- Temporary Handwashing Facility
- Temporary Three-Compartment Sink

(PLEASE SKETCH PLAN DIAGRAM ON REVERSE SIDE)

EXAMPLE



Please return this application form and \$49.00 fee to:

STARK COUNTY HEALTH DEPARTMENT
ATT. FOOD SERVICE
3951 Convenience Circle, NW
Canton, OH 44718-2660
Phone: (330) 493-9904
Fax: (330) 493-9924

STARK COUNTY HEALTH DEPARTMENT

FOOD HANDLING GUIDELINES

All temporary food vendors must be licensed and inspected by our department. The license application, fee, and information sheet should be returned to the health department two weeks prior to the event. Please note: **If a license for a temporary food service is not obtained prior to starting operations at an event, a 25% penalty is required to be added to the license fee.**

Minimum requirements for operators who wish to prepare and serve food under the **“Temporary Food Service Operation”** license.

It is important that all food vendors understand proper food handling procedures and proper sanitation methods. This is especially true for those persons who have not worked in the food service industry. By contacting the health department prior to the event, the inspector can answer any questions the vendor may have.

All foods must be prepared and served from a licensed location. Foods cannot be made at home unless it is licensed and inspected. It is important that all food vendors adhere to the regulation to prevent food borne illness. Any concessions not meeting the requirements of the health department will not be allowed to operate.

EQUIPMENT & UTENSILS:

A three compartment system must be provided for washing, rinsing and sanitizing equipment and utensils. The containers must be food grade and large enough for the biggest piece of equipment.

Wiping cloths must be provided and stored in a container of sanitizing solution for food contact surfaces and for cleaning up spills. These wiping cloths must be provided at all times.

An approved sanitizer must be used with the 3 compartment system. A compatible test kit must be used to test the strength of the sanitizer .

- 50 ppm - Chlorine
- 200 ppm - Quaternary Ammonium
- 12.5 ppm - Iodine

HAND WASHING

A hand washing facility must be provided, including flowing warm water, soap and paper towels (example: a large cooler with a spout labeled “Hand Washing Only”, with a container beneath it to catch the wastewater). Hands must be washed after smoking, eating or drinking, using toilet facilities or anytime the hands become soiled. **Hand sanitizers may not be substituted in place of hand washing**

WATER SUPPLY

There must be a safe and adequate supply of water that is protected by a back siphonage device. Water line hoses must be food approved. Water storage containers must be food approved and have food approved liners. These can be purchased through your local camping/rv store.

FOOD

All food must be from an approved source. **Homemade foods are prohibited.** All foods must be prepared at a licensed facility.

FOOD LABELING

Food packaged in a temporary food service operation or temporary retail food establishment shall be labeled. Label shall include:

- Common name of food
- Complete list of ingredients
- Flavor or chemical preservatives
- Weight of contents
- Name and address of manufacturer, packer, or distributor

WORK SURFACES

Easily cleanable, non-absorbent counter tops must be used in the food prep and food serving areas.

TEMPERATURES/THERMOMETERS

A product thermometer must be provided for checking the internal temperature of the foods, cold foods at **41°F** or below, hot foods at **135°F** or above. Foods in transit must meet these temperature requirements also.

A thermometer must be provided for all refrigerators and ice chests to monitor the temperature which must be at 41°F or lower.

Mechanical refrigeration must be used for overnight storage of potentially hazardous food.

FOOD PROTECTION

All potentially hazardous foods must be cooked to an internal temperature of:

- **145°F** or higher for 15 seconds for raw shell eggs, beef steaks, veal, molluscan shellfish and fish.
- **155°F** or higher for 15 seconds for pork, ground beef, and other ground meats/fish.
- **165°F** or higher for 15 seconds for poultry, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, stuffed ratites.

All food on display or on the serving counter including condiments must be covered to protect them from contamination.

Thawing of foods must be done ahead of time in mechanical refrigeration and then must be stored in a refrigerator or in an ice chest with a drain.

All foods, utensils, and equipment, etc. must be stored at least 6" off the ground and be protected from contamination by dust and insects.

All raw fruits and vegetables must be thoroughly washed in water before being served, cut or combined with other ingredients.

Perishable leftovers stored in ice chests may not be served the following day.

Ice intended for consumption must be protected from contamination and must be stored separate from ice used for refrigeration purposes.

Dispensing utensils must be stored either in the food with the handle extended out to the food; clean and dry; in a container of sanitizer and water then properly air dried.

PERSONNEL

Smoking is **NOT** permitted in the food booth. Hands must be washed after smoking before returning to the food booth.

Food handlers shall wear clean outer garments. No ill persons are permitted to work in the food service operation.

Only those persons working in the food booth are allowed in the food booth or behind it.

Hair restraints are required of all food handlers.

No bare hand contact of ready-to-eat foods; must use either disposable gloves, utensils or deli tissues.

GARBAGE & REFUSE

Covered, leak proof garbage cans must be provided for each booth.

LIGHTING

Adequate lighting must be provided over all working surfaces and all lights must be shatter-proof or have light shields.

ANIMAL CONTROL

Live animals shall be excluded from within the food service operation.

CHEMICALS

Avoid use of insecticides/hazardous chemicals.