

Temporary Food Service Operation Guidelines

The operation of a temporary food service does not need to be complicated to be safe and profitable. Harrison County General Health District hopes that the following regulations and instructions will guide and inform you in planning and operating your food service. These regulations have been developed to minimize the possibility of food-borne illness.

★ ⇨ ALL FOOD HANDLERS SHOULD READ THESE GUIDELINES AND BE FAMILIAR WITH HEALTH DEPARTMENT REGULATIONS. ⇩ ★

(It is suggested that these guidelines be posted on location the day of the event.)

LICENSING

A temporary food service license is required for any food service operation that operates at an event for no more than five consecutive days and serves and/or prepares food for a charge.

You are limited to ten temporary food service licenses per licensing period (March 1 – February 28)

Operations that have a valid mobile license from any Ohio local health department do not have to obtain a temporary license.

GETTING STARTED

Step 1 – COMPLETE THE APPLICATION FORM

- Complete the attached Temporary Food Service Application.
- Submit the completed application at least 10 days prior to the event along with the license fee of \$50.00 (maximum of five days).
- License Fee \$50.00
- For Non-profit organizations, the fee \$25.00

Step 2 – PREPARE FOR YOUR INSPECTION

- Prior to the event, be informed of all temporary food service license requirements (see the attached “Requirements for a Temporary License”).
- Ensure that you meet all requirements. Applicants that do not meet all requirements will NOT be licensed.
- Contact Harrison County General Health District, Food Safety Program at 740-942-2616 ext 1738, if you have any questions.
- Complete the Temporary Event Food Operation Checklist to ensure that you meet ALL requirements. If all of the requirements are not met, a license may not be granted.

Step 3 - THE INSPECTION

- A food safety specialist will perform an inspection of your temporary stand the day of the event to ensure all requirements are met.
- Display your license in plain view for your customers.

FOOD:

“Potentially Hazardous Foods” are most often implicated in foodborne illness outbreaks. These foods include milk and milk products, meats, eggs, fish, poultry, baked/boiled potatoes, cooked rice and cooked/baked beans etc.

- A COMPLETE MENU must be provided to the Health Department. Simple, easy-to-prepare foods are encouraged.
- ALL foods and ice must be from an approved source. NO HOME PREPARED FOODS OR ICE EXCEPT BAKED GOODS (Cream, custard, or pumpkin pies are prohibited.)
- Food preparation on location the day of the event is encouraged. If preparation does not occur on location, foods must be:
 - Prepared/stored in a licensed food service operation.
 - Prepared/stored in an exempt food service kitchen (i.e. Church) or,
 - Purchased ready made from an approved supplier.

Any other preparation/storage methods must be approved by the Health Department.

PREPARATION AND TEMPERATURES

- All food must come from an **approved source** and it must be prepared in a licensed food service operation **OR** at the site of your temporary food service operation during the event. **FOOD PREPARED AT HOME WILL NOT BE PERMITTED**
- Food preparation on site must be conducted with the use of clean utensils, and on smooth, cleanable surfaces (e.g., cutting boards).
- Foods must be cooked according to the proper temperatures below:

Safe Cooking Temperatures	
Product	Temperature in Fahrenheit
Poultry and ground poultry	165 F for 15 seconds
Stuffing and casseroles	165 F for 15 seconds
Ground meats	155 F for 15 seconds
Injected meats	155 F for 15 seconds
Pork, beef, veal, lamb, goat	145 F for 15 sec; roast 145 F for 4 minutes
Fish	145 F for 15 seconds
Shell eggs for immediate service	145 F for 15 seconds

- All foods must be transported and held at the proper temperature.
- Cold products must be maintained at **41 F or below**.
- All hot TCS foods such as cooked meats, soups, hot sandwiches, hot dogs, must be maintained at an internal temperature of **135 F or above**.
- If ice is used to keep food and packaged drinks cold, it cannot be used for consumption.
- A calibrated food thermometer is required to be onsite to ensure proper holding and cooking temperatures.

- Potentially hazardous Foods cooked in advance or leftovers **MUST BE COOLED RAPIDLY TO 41°F OR BELOW**. To facilitate this cooling process, utilize shallow (3” or less) containers under refrigeration.
- Potentially hazardous foods that have been cooked and then refrigerated **MUST BE REHEATED TO 165°F** and then held at 135°F or above.

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

FOOD PROTECTION AND STORAGE

Before your event, foods must be maintained at a proper temperature and be protected against possible contamination.

- Keep cold foods **COLD** (41°F or less)
 - Cooler chests – adequate amount of frozen cold packs, drained wet ice or dry ice **MUST** be provided.
 - Mechanical refrigeration- unit should be turned on and temperature adjusted at least one day prior to event.

***A thermometer must be placed inside of unit.**

***Adequate mechanical refrigeration must be provided DURING MULTI-DAY EVENTS.**

- Keep hot foods **HOT** (135°F or more)
 - Charcoal/Gas Grills
 - Gas Camping Stoves
 - Electric Roasters or Skillets

IMPORTANT: *Crockpots are **PROHIBITED*** for cooking potentially hazardous foods. (Most models do not have an actual temperature gauge and furthermore are equipped with glass lids.)

- Display/Dry Storage:
 - All foods on display at the service lines, including condiments, must be protected against possible contamination.
 - All foods and paper products, including packaged items must be stored covered and up off of the ground or floor.

POTENTIALLY HAZARDOUS FOODS

Potentially Hazardous Food temperatures must be kept out of the danger zone (42°-134°F.) Disease-causing bacteria are capable of rapidly multiplying at these temperatures.

- Potentially hazardous foods that are frozen **MUST BE PROPERLY THAWED** as follows:
 - Under refrigeration at a temperature of 41°F or below.
 - As part of the continuous cooking process (ie. Hamburger)
 - In a microwave oven, but only if the food is immediately transferred to another cooking process (ie. Microwave to grill or stove)
 - Under room temperature, potable running water.
- Food and utensils must be stored off the ground. This includes drinks, oils, fruits, and vegetables. pallets, crates and tables are acceptable means to keep items off the ground.

- All areas of the temporary food service operation must be protected from the weather. Tents and other types of overhead structures are acceptable. Any open flame grills or fryers must be placed outside the overhead covering in accordance to local fire codes.
- Food products on display (i.e. condiments) must be shielded or covered to protect from possible contamination. This includes the use of lids, covers and sneeze guards.

FOOD HANDLING AND GENERAL HYGIENE

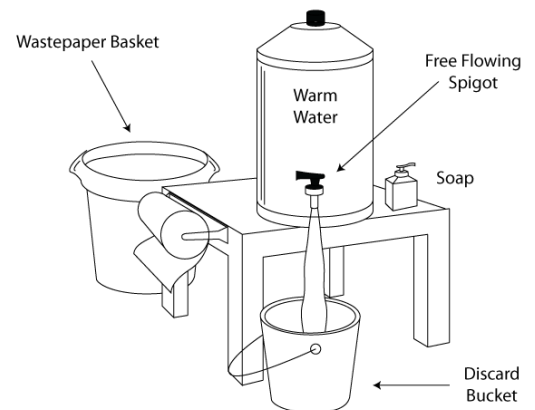
- The use of gloves, clean utensils, deli tissue, spatulas, and tongs may be used to handle ready- to-eat foods. Bare hand contact with ready-to-eat foods is prohibited. Examples of ready-to- eat foods include buns, cheese, cut fruit, and lettuce.
- Food workers must be healthy and are not showing symptoms of illness or disease such as diarrhea, nausea, fever, sore throat, or have open sores or infected wounds.
- Food handlers must restrain their hair. Hats, hair nets and visors may be used.
- No eating or smoking is permitted within the temporary space. Drinks may be consumed, if they are in a covered container with a straw, and stored in a manner to prevent contamination risks.

HAND WASHING

- It is essential that proper handwashing procedures are being followed and all necessary handwashing supplies are present.
- This includes a handwashing station that is able to provide warm water in a continuous flow (e.g. coffee urn), soap, single-use towels and a bucket to collect unclean waste water.

Employees ***MUST*** wash their hands:

- Prior to starting food handling activities
- After using the restroom
- After touching their clothes and any body part
- After sneezing, coughing, blowing your nose, eating and drinking.
- After handling money or other soiled items
- After handling the trash
- After the use of cell phones



DISH WASHING

- A means to wash-rinse-sanitize utensils and equipment is required. Large bus tubs or plastic basins that are large enough to submerge your largest piece of equipment, are required.
- Warm water and dish soap must be available to wash any dishes or utensils. Items must be air dried. The hand washing station may not be used to wash any dishes or utensils.

HAND WASHING AND DISH WASHING (CONTINUED)

An approved sanitizer must be used. You are permitted to use sanitizer tablets (quaternary ammonium) or regular unscented bleach. You must also have the proper sanitizer test strips to test the concentration of sanitizer solution.



- The most common sanitizer is regular unscented bleach
- Using 1cap full of bleach to 1gallon of water. That is equal to about 100 ppm
- If you use tablets, the proper concentration should be 200 ppm.
- Quaternary sanitizer can be used per manufacturer instructions to equal 200 ppm
- Vendors must use a food grade hose when accessing potable water.

LIQUID AND SOLID WASTE

All wastewater must be disposed of properly. Do not dispose of liquid or solid waste in creeks/streams or directly on the ground. Solid waste and trash must be disposed of in trash cans and transported to an approved waste disposal area.

UTENSIL STORAGE/CLEANING:

- Utensils (ie. Serving spoons, spatulas, ice scoops, tongs, etc.) should be washed, rinsed, sanitized and air dried prior to use. (3 containers: dishpan, plastic buckets, sinks etc., along with hot water and sanitizer must be provided on location DURING MULTIPLE DAY EVENTS.)
- Serving Utensils should be kept stored IN food product between uses. Otherwise store them on a clean, non-absorbent surface (ie. Plastic lid, aluminum foil, etc.)
- A back-up of serving utensils must be stored in a plastic bag and kept on location.
- Wiping cloths must be rinsed/stored in a sanitizer solution between uses.
 - *Approved Sanitizer Solution = 1 TBSP. regular bleach per gallon of water.

PERSONNEL:

- Arrangements for proper hand washing must be available on location for all food handlers:
- Disposable wet towels, or
- Warm water with soap and paper towels
- No smoking in the food prep/service areas
- Clothing must be clean, and hair must be under control
- Food handlers must be free of colds, infected cuts or sores, and other infectious illnesses
- Due to safety reasons, unnecessary persons (ie. Infants, young children, etc.) are NOT permitted in the food service area.

SUPPORT FACILITIES:

- Multiple use of roasters/coffee pots often can result in electrical circuit problems. (take extra utility cords to the operation location.)
- Water must be from a municipal water supply or approved source.
- Toilet facility must be provided nearby for workers.
- Refuse containers must be provided both inside and outside.
- Transport vehicles used for food must be free from filth (trunks and cargo areas.)
- All pressurized tanks (ie. CO², propane, etc.) must be secured to a fixed object (ie. equipment, post or stake.)

Application for a License to Conduct a Temporary:

(check only one)

Instructions:

1. Complete the applicable section. (Make any corrections if necessary.) Retail Food
2. Sign and date the application.
3. Make a check or money order payable to: Harrison County General Health District
4. Return check and signed application to: Harrison County General Health District
538 N Main, Suite G
Cadiz, Ohio 43907

Food

- Service Operation
 Establishment

Call (740) 942-2616 If you have any questions

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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Health Dept Staff use only 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.

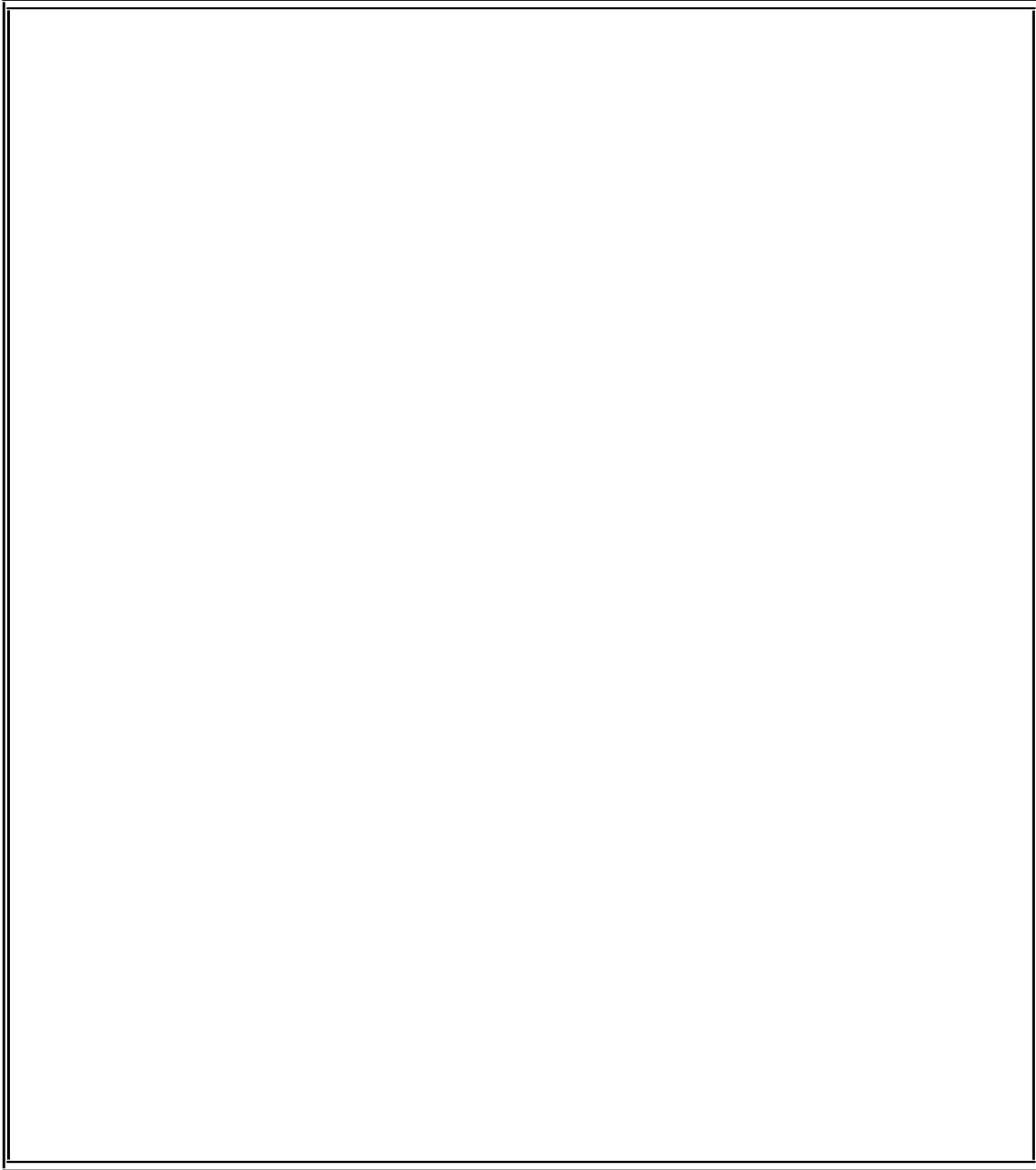
Please take Notice: No home produced foods will be permitted unless you comply with cottage foods regulations or have a home baker’s license from the Ohio Department of Agriculture. All foods must be prepared and/or cooked on site or in a licensed facility.

1. Where did you purchase the food and/or ingredients for the food items you will be selling at the event? Please use the space below to list all vendors, suppliers and/or licensed facilities:

2. Will you be selling any cottage food items or bakery products produced at home? If so, please list below the food items, and include if you have a home bakery license with Ohio Department of Agriculture:

3. Please list your menu items below:

4. Please draw an overhead view of how you will set up your temporary food operation. Include your handwashing station and location(s) of food storage, food preparation, all cooking equipment and refrigerated units and shelving.



To the best of my knowledge, this site plan is drawn as accurately as possible:

Signature: _____

Date: _____

Food Safety Program

In order to be prepared for your inspection, please make sure that all requirements have been met.

Keep This Page for Your Use

The Application to Conduct a Temporary Food Operation has been completed and submitted to Harrison County General Health District 10 days prior to the event along with the fee of \$50.00 (up to 5 consecutive days per temporary license)

- Foods are obtained from approved sources or prepared in a licensed food operation.
- Hair restraints are available.
- Disposable gloves, tongs and/or utensils are available to ensure that there is NO bare hand contact with ready to eat foods.
- A working and properly calibrated food thermometer is available.
- All workers are healthy; wear clean outer garments and do not smoke in the temporary food operation.
- A protective covering is available to cover the entire food operation, exclusive of equipment with open flames.
- A means to transport and hold all TCS hot foods at least 135 F, and all cold TCS foods at or below 41F are available.
- Three basins large enough to submerge your largest piece of equipment are available along with dish soap, warm water, sanitizer and the correct sanitizer test strips.
- A handwashing station that has water in a continuous flow container, hand soap, and single use paper towels are available.
- A means to keep all food at least six inches off the ground.
- A food grade hose is available with a backflow prevention device, if water will be supplied by a hose.