



Temporary Food License Application Packet

Licensing Process

- 1) Review this packet.
- 2) Complete the license application, layout drawing, and all questionnaire forms. It is ***important*** that you write your operation's start and end times and a phone number where you can be easily contacted on the application form.
- 3) If your operation is occurring at a festival or large event, please note the specific location or booth # on your application.
- 4) Submit the above forms, drawings, and questionnaires, with the appropriate license fee (\$55.00 per event) ***at least 2 weeks prior to your event***. Make copies of your application questionnaire forms and drawing for use at your event. The temporary food service operation license is valid for up to five consecutive days¹.
- 5) Clinton County Health District (CCHD) will either approve the application or contact you with questions, comments, recommendations, or concerns.
- 6) A CCHD inspector will inspect the temporary food service operation during the hours listed on your application form or as agreed upon prior to the event.
- 7) If you cancel your temporary food service operation, please let us know as soon as possible.
- 8) All food program ***fees are non-refundable***.
- 9) Upon successful completion of the inspection, you will be issued a temporary food service operation or temporary retail food establishment license. The license must be posted in plain view for customers.

This packet is designed to be a guide highlighting important issues while conducting a temporary food service operation or retail food establishment. However, the information contained within this packet is not exhaustive on the rules for food service operations. This packet is a summary of the Ohio Uniform Food Safety Code. This code can be found in the Ohio Administrative Code Chapter 3717-1. Any and all rules found in this Chapter apply to temporary food service operations and retail food establishments will be enforced as such.

Frequently Asked Questions

What is a temporary food service operation (FSO) or temporary retail food establishment (RFE)?

- A temporary food service operation or retail food establishment is defined as: *any place that prepares and/or serves food, for a charge or required donation, for no longer than 5 consecutive days.*

When do I need to apply for a temporary FSO or RFE license?

- If you serve food for a charge or required donation in Clinton County, you are required by Ohio law to obtain a license from Clinton County Health District.
- A temporary FSO or RFE license is required for any location, site, or separate area where food is prepared and/or served for a charge or required donation. Food is defined as: *“...a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum” (3717-1-01(B)(42)).*

How much does a temporary FSO or RFE license cost?

- The fee for a temporary food license is \$55.00 for up to 5 consecutive days. ¹County Agricultural Fairs may exceed 5 days according to Ohio law.

How many temporary FSO or RFE licenses can I get each year?

- You may apply for up to 10 temporary licenses per year.

When do I have to submit the application and fee?

- **The application, supporting documents, and the license fee must be received by CCHD office at least 2 weeks before the event takes place.** This allows CCHD time to review applications, prepare licenses, and schedule inspection(s) for the date(s) of the temporary food event. *If we do not receive the application and fee at least 2 weeks prior to the event, your application can be refused.* If you sell food without a temporary food service operation license, you will be violating Ohio law and CCHD will take appropriate legal actions.

Do I have to read this entire application packet each time I apply?

- We strongly recommend that you do. This packet is periodically revised, and information is often added and/or removed (note the revision date at the bottom of the packet). Anyone working at your temporary food event should read this entire packet.

Food Safety Requirements

Person-In-Charge Responsibility

- The Person-In-Charge (PIC) is directly responsible for the protection of public health by ensuring food safety and sanitation of the temporary food service operation. You are responsible for complying with all applicable food codes outlined in the Ohio Administrative Code (OAC) and the Ohio Revised Code (ORC) and training support staff/volunteers.
- You can find a copy of the Uniform Food Safety Code at: <https://codes.ohio.gov/ohio-administrative-code/chapter-3717-1>
- The PIC must be able to identify the seven major food allergens and any foods they sell/serve that contain the allergens. The major food allergens are: milk, egg, fish (including crustaceans), tree nuts, wheat, peanuts, soybeans & sesame.
- The inspecting health official will “test” the PIC’s knowledge of food safety, focusing on items in this packet. The PIC should be capable of answering questions about the rules, requirements, and temperatures in this packet. If the health official determines during the inspection that the PIC is not knowledgeable in food safety rules and requirements or presents a present danger to public health, the license may be suspended or revoked.

Hand Washing

- A temporary hand washing station must be provided.
- Flowing warm water must be provided. An option is to use a coffee urn to heat water. Once heated, pour the hot water from the coffee urn into a large Igloo-type cooler and add cool water to achieve warm water (100°F).
- As soon as food workers enter the booth, they **must** wash their hands **before** preparing food.
- Hand soap and paper towels must be provided at the hand wash station. You **may not** use cloth towels for hand drying.
- Hand sanitizer is not a substitute for hand washing. You may only use hand sanitizer **after** washing your hands.
- The hand wash station should be labeled “Hand Wash Only.”
- The hand washing station must be set-up as shown below:

Hand washing must be done throughout the day, especially:

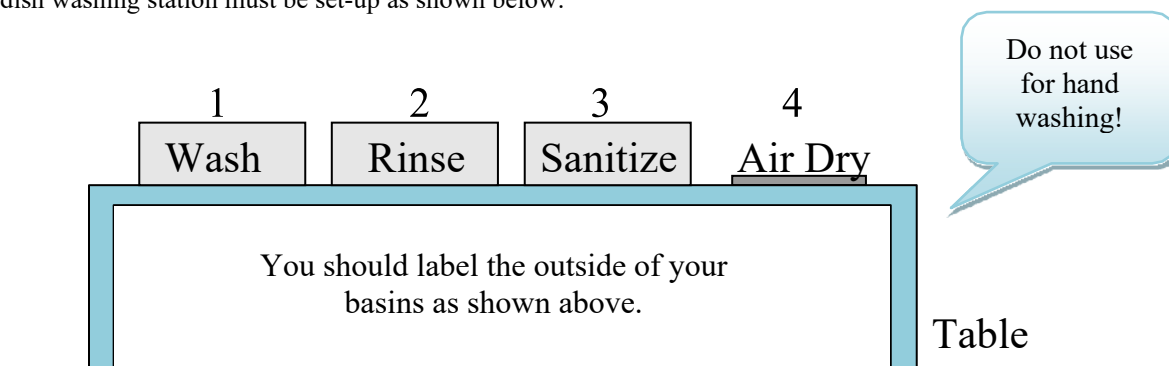
After...	Using the restroom Coughing or sneezing Smoking Handling money Eating or drinking Handling raw foods Touching trash
Before...	Starting to prep food Putting on gloves Touching clean items



1. Flowing warm water cooler
2. Soap
3. Paper towels
4. Catch basin for waste water
5. Table

Warewashing (utensils/dishes)

- A temporary ware washing station must be provided.
- All utensils and dishes (if applicable) must be washed, rinsed, sanitized, and air-dried before use, during the operation when they become unclean, and at least every 4 hours.
- Ware washing must be done using a three-compartment basin setup. You can use 3 plastic basins, large enough to immerse your largest dish/utensil.
- **You may not wash utensils/dishes at your hand wash station, nor wash hands at the ware wash station.**
- Warm water and dish soap must be provided for washing.
- **An approved sanitizer must be used.** The most common sanitizer is unscented household bleach (chlorine). (Do not use low-splash bleach formula.) The required concentration of chlorine for proper sanitizing is listed in the Ohio Uniform Food Safety Code.
 - Using 1 cap-full of regular unscented bleach per one gallon of water is equal to about 100ppm free chlorine.
 - **Test strips must be present to verify concentration(s) of sanitizing liquid.**
- The dish washing station must be set-up as shown below:



Clean Water

- All water used in the temporary food service operation must be obtained from an approved source. An approved source is considered a public/municipal/city water supply or commercially bottled water from an approved source. Do NOT use water from a private water system.
- Water connections through a community spigot must be protected with an **ASSE-approved backflow prevention device**, such as ASSE 1011. You can usually find this type of approved backflow device in the hardware section of many stores.
- Water hoses, if used, must be food-grade or drinking water quality hoses (NOT green garden hoses). Approved hoses are often clear – or – white with a blue stripe.

Wastewater and Solid Waste

- Wastewater should be collected and disposed of (gray water) from your hand wash station, dish wash station, fruit/vegetable rinse station, and any other place where water is used.
- **Wastewater must be collected and disposed of into an established and approved sewer system.**
- Wastewater **may not** be disposed of into a storm sewer drain. Storm drains transport water to our local waterways such as rivers, streams, and creeks.
- Wastewater **may not** be dumped onto the ground or into other unapproved drainage ways.
- Trash must be disposed of in trash cans and transported to an approved waste disposal area.

Food Preparation

- All food preparation must occur **at the site** of the licensed temporary food service operation.
- **You may NOT prepare food at home or another unlicensed location and then transport it to the event.**
- Raw fruits and vegetables must be thoroughly rinsed with clean water prior to preparation or use.
- You must provide flowing water to properly rinse all fruits and vegetables.
- If you are using fruits or vegetables, you must provide a similar setup to the hand wash station – flowing water with a catch basin.
- You may not use your hand wash station as your fruit and vegetable rinse station.
- All food preparation must be done on cleanable surfaces such as cutting boards.

Food Protection

- All areas of the temporary food service operation must be protected from the weather and environment using a tent, covering, or building.
 - Protection must be extended to (at least) the food preparation areas, service areas, the hand wash station, and the dish wash station.
- Food must be kept covered and away from areas of contamination.
- Food must be kept away from the hand wash and dish wash stations.
- Food preparation areas must be set-up near the back of the food operation, away from the public.
- All food, drink, and service utensils must be kept at least 6 inches off the ground. Utilize tables, crates, boxes, pallets, skids, or other acceptable means to keep items off the ground.
- Workers may not smoke or eat anywhere inside the food booth.
- All food should be stored securely to prevent intentional and unintentional contamination. Food should only be accessible to authorized food workers – not to the general public.



Food Handling

- Food workers/volunteers may not touch exposed, ready-to-eat foods with their bare hands.
 - Ready-to-eat foods are foods that will not be cooked before serving or have been cooked.
 - Examples of ready-to-eat foods are sandwich buns, cheese, fruits, vegetables, etc.
- Food handlers may use clean utensils, deli tissue, spatulas, tongs, or single-use gloves to handle ready-to-eat foods.
- Single-use gloves are not a substitute for hand washing. Food handlers must continue to wash their hands throughout the day even though they may be using single-use gloves.
 - Food handlers must wash their hands frequently – especially after changing gloves, after touching money, and before beginning food preparation.
 - Latex gloves are no longer permitted.
- All food workers must be healthy and not experiencing stomach-flu-like symptoms within the last week.
- Food handlers shall ensure protection of food from hair by wearing hair restraints such as hats, hair coverings or nets, or beard restraints that are designed and worn to prevent contamination of exposed food.



Thawing

- Food **may not** be thawed by setting the food out at room temperature. Food found thawing out at room temperature must be discarded.
- If necessary, thawing must be done by:
 - 1) Refrigeration: This is the best way to thaw foods. Move the frozen food from the freezer to a refrigerator that is holding 41°F or lower. Note: This may take several days.
 - 2) Cooking: Food may be thawed as part of the cooking process if the food reaches the minimum internal cooking temperature.
 - 3) Microwave: If the food is cooked immediately, it may be thawed in a microwave.



Cooking and Heating Foods

- All food must come from an approved, licensed source.
 - If you have questions about a source, please contact CCHD.
- You must provide a probe thermometer, capable of measuring 0° to 220°F, that is designed to measure the internal temperatures of all food.
- The metal-stem of the thermometer must be washed, rinsed, and sanitized before and after placing it into a food to check the cooking or heating temperature.
- Foods not meeting the proper cooking or heating temperatures must be discarded.
- Cook all foods to minimum internal cooking temperatures.

Minimum Internal Cooking Temperatures	165° F	Food Products	- Poultry	- Stuffed or mixed foods (ex. casserole, stews, etc.)
	155° F		- Reheated leftovers	- Foods cooked in a microwave
	145° F		- Ground beef	- Ground Pork
	135° F		- In shell eggs	- Fish
			- Whole Beef	- Shellfish
			- Whole Pork	- Whole Lamb
			- Vegetables	- Commercially processed ready to eat foods (ex. hot dogs)
			- Pre-cooked foods	

Keeping Food Hot and Cold

- Holding temperatures, both hot and cold, must be monitored with a metal-stem or digital thermometer. Your thermometer should be capable of checking both hot and cold temperatures.
- Cold foods must be held at or below 41°F.
- After being cooked or heated, hot foods must be held at or above 135°F.
- Store all raw cold foods in a separate cooler (for example, store raw hamburger patties on ice in one cooler and store lettuce and cheese on ice in a separate cooler).
- Foods not meeting the proper holding temperatures must be discarded.



Cold HOLD
at or below
41°F

Hot HOLD
at or above
135°F



Clinton County Health District

Public Health - Prevent. Promote. Protect.

111 S. Nelson Ave. Suite 1
Wilmington, Ohio 45177
info@clincohd.com
937.382.3829

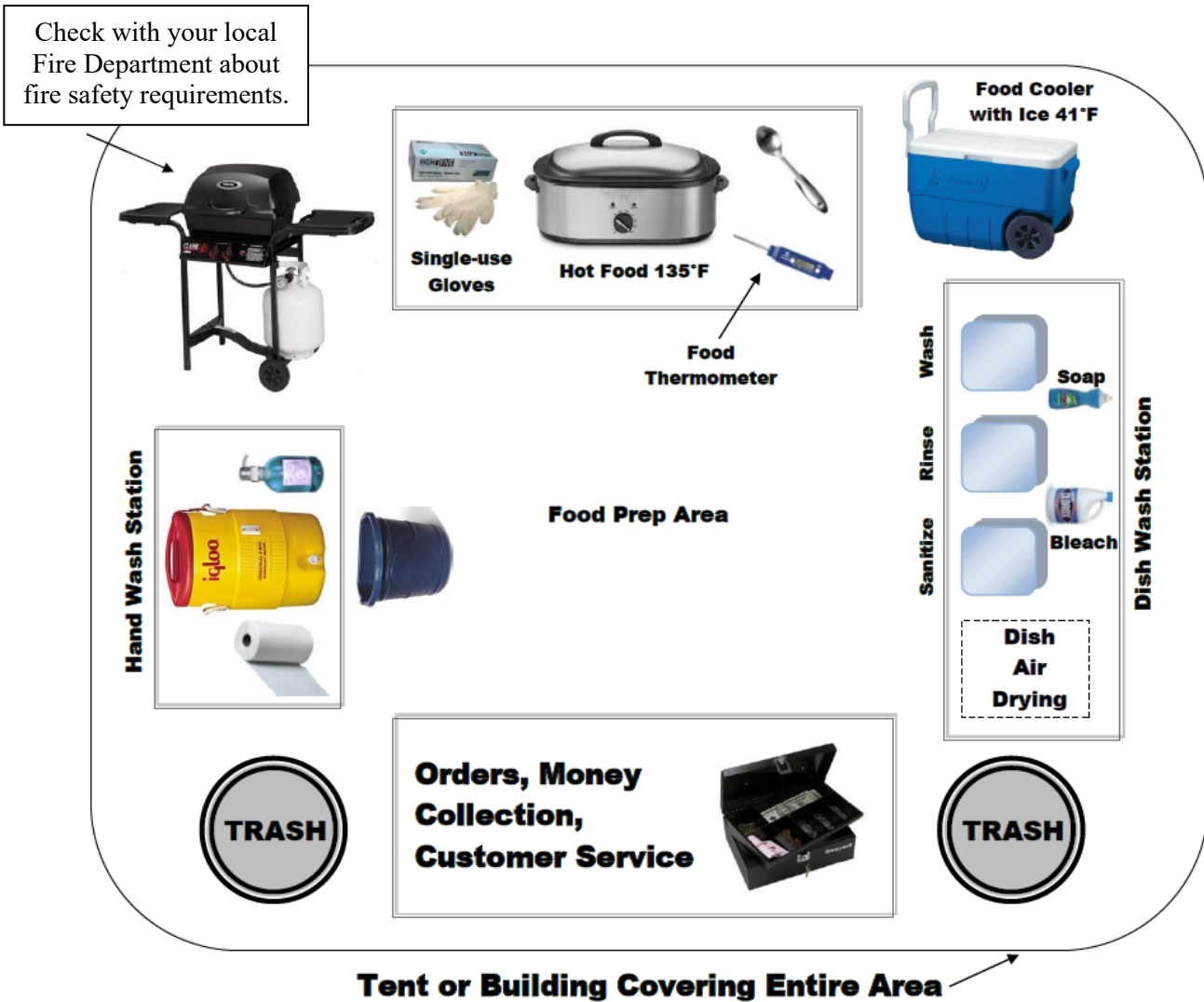
Temporary Food Service Operation License

Pre-Operational Checklist

*Use this checklist to make sure that you are ready to operate
BEFORE you begin serving food!*

- All workers/volunteers are healthy and have not been experiencing any symptoms of illness within the last week.
- Hand wash station set up correctly – warm water, soap, paper towels, and catch basin.
- Workers/volunteers frequently washing their hands using the hand wash station.
- Gloves, utensils, etc. used – no bare-hand contact with food.
- Hair-restraints for workers handling or working around food.
- Good hygienic practices in place.
- All food and utensils are at least six (6) inches off the ground/floor.
- Probe thermometers available and calibrated to monitor temperatures.
- Hot holding temperatures at or above 135°F.
- Cold holding temperatures at or below 41°F.
- Dish wash station set up correctly – warm wash, rinse, sanitize, air dry.
- Sanitizer and test strips available.
- ASSE-approved backflow device provided for connections to a community water spigot.
- Gray/wastewater disposed of properly.
- Trash containers provided.
- Tent or building covering the entire food service operation area.
- Person-In-Charge knowledgeable in food safety rules and requirements.

Sample Drawing



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: **Clinton County Health District**

- Food Service Operation**
 Retail Food Establishment

**111 S. Nelson Ave. Suite 1
 Wilmington, OH 45177**

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 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

Licensors to complete below

Valid date(s):	License fee: 55.00
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

As Per AGR 1271 (Rev. 1/2018) The Baldwin Group, Inc.
 As Per HEA 5331 (Rev. 1/2018) The Baldwin Group, Inc.

Office Use Only- Date Received _____ Fee Submitted _____ Date Fee Paid _____ Receipt # _____



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License Application Drawing

Use this page to create your Drawing/layout. A sample drawing is included with this Packet.

- Minimum Drawing Requirements -

- 1) Hand washing station (flowing warm water, soap, paper towels, catch basin, equipment to warm water)
- 2) Dish washing station (3 wash basins (wash, rinse & sanitize), dish soap, sanitizer, test strips, and air dry)
- 3) Food preparation area(s)
- 4) Cooking/heating and hot holding equipment
- 5) Cooling and cold holding equipment
- 6) Fruit/Vegetable rinse station (if applicable)
- 7) Customer Service area
- 8) Overhead protection (tent, building, etc.)
- 9) Support facilities (electric supply, waste disposal, trash disposal, etc.)

By signing below, I certify that:

- I have received, read, and understand the Temporary Food Service Application packet.
- I agree to abide by all guidelines in the Packet and applicable regulations, and understand that, as the PIC, it is my responsibility to conduct the activities of the food service in a safe and sanitary manner.
- I understand that it is the PIC's responsibility to train all food workers/volunteers to comply with all food safety requirements.
- I agree that my drawing and answers to the questionnaire are accurate and is a depiction of my temporary set up during service.

Signature _____ **Date** _____



LICENSE APPLICATION QUESTIONNAIRE

Please fully answer each question. If a question does not apply to you, please write "N/A."

- 1) Describe/explain your hand washing station set-up. _____
- 2) Describe/explain your 3-compartment dish washing station. _____
 - a) What type of sanitizer will be used in the third container/compartment? _____
 - b) What type of sanitizer test strips will you use? _____
- 3) Where will you obtain all your clean (approved source) water for the operation? _____
- 4) How will backflow of water be prevented if the supply hose (food-quality) is connected to a community spigot?

- 5) Where will you dispose of all waste water generated by your operation? (e.g. water generated by: hand washing station, dish washing station, food preparation activities, etc.) _____

- 6) Where will you dispose of all trash generated by your operation?

- 7) Where will all food, drinks, and ingredients (approved source) be purchased? _____

- 8) How will cold food stay cold and hot food stay hot during transport to your operation? _____

- 9) Where will the food be prepared? (Must be onsite or in a licensed facility) **NO HOME PREPARED FOODS PERMITTED**

- 10) Will you be using any raw fruits or vegetables? If so, how will they be rinsed?

- 11) How will you protect your food preparation areas, service areas, the hand wash station, and dish wash station from contamination? (rain, dust, debris, people, animals, etc.) _____
-
- 12) What will you use to keep all food, drink, and utensils at least six (6) inches off the ground/floor? _____
-
- 13) What will you use to prevent bare-hand contact with ready-to-eat foods? (Gloves, utensils, etc.) _____
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- 14) If any foods will be thawed, what approved thawing method will you use? _____
-
- 15) What cooking equipment will you use to cook or heat food to the required temperatures? _____
-
- 16) What hot holding equipment will you use to hold all hot foods at or above 135° F after cooking? _____
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- 17) What cooling/cold holding equipment will you use to keep all cold foods at or below 41°F? _____
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- 18) How will you check/monitor cooking, hot holding, and cold holding temperatures of food? _____
-
- 19) If hot food drops below 135° F holding temperature, or if cold food rises above 41°F holding temperature, what will you do with the unsafe food? _____
-
- 20) Will you be cooking and then refrigerating the food – to be reheated at a later time? If so, how? _____
-
- 21) Will electricity be available for your operation? If not, how will you power your operation? (generator, propane equipment, etc.) _____
-

Please review packet after entering information to ensure it is all correct!