

# Clinton County Health Department

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## Temporary Food Service Application Packet

Updated 8/4/2015

- A Temporary Food Service Operation is defined as any place that prepares and/or serves food at an event, for a charge or required donation, for a period of not longer than five (5) consecutive days.
- If you sell food in Clinton County you are required by Ohio law to apply for and obtain a license from the Clinton County Health Department.
- The fee for a Temporary Food Service license is \$25.00 for five (5) consecutive days. Ohio law makes an exception to this rule for County Agricultural Fairs. Payment for the license is made at time of application.
- **The application, supporting documents, and the license fee need to be received by our office 2 weeks before the date of the event.** This allows the Health Department time to approve or deny applications, prepare licenses, and schedule inspections for the date(s) of the requested temporary event.

**Food safety is the most important aspect at any food service business.**

### The Top 6 Causes of Food Poisoning:

- Poor personal hygiene and sick food employees.
- Not keeping cold foods at 41°F or below.
- Not keeping hot foods at 135 °F or above.
- Not reheating foods to 165 °F.
- Not cooling hot foods the right way.
- Contaminated raw foods and ingredients.

## Food Safety Requirements

### *Person –In-Charge Responsibility*

- The license holder is considered the Person-In-Charge (PIC).
- The PIC is directly responsible for the safe and sanitary operation of the temporary food service operation to protect public health. You are responsible for complying with all applicable food service codes outlined in the Ohio Administrative Code (OAC) and the Ohio Revised Code (ORC). You are also responsible for training your support staff/volunteers to comply with these codes. The OAC Chapter 3717-1-2.4 outlines many of the responsibilities of the PIC.
- As the PIC, you 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 of the food safety rules or presents a danger to public health, the license may be suspended or revoked.

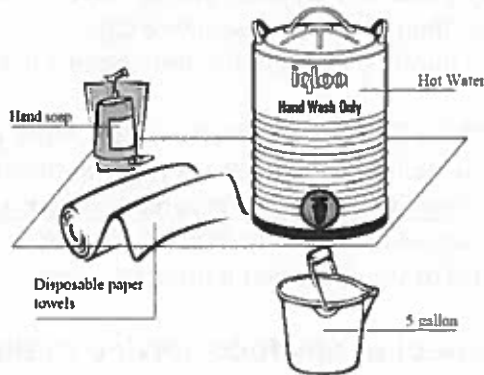
### *Clean Water*

- 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. You should NOT use water from a private water well.
- Water connections through a community spigot must be protected from the backflow of water with an ASSE-approved backflow prevention device, such as ASSE 1012 and ASSE 1024.
- Water hoses, if used, must be food-quality or drinking water quality hoses (not green garden hoses). Hoses can be clear- or- white with a blue stripe.

## Handwashing

- A temporary hand washing station must be provided.
- Flowing warm water must be provided. We suggest that you 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 near 100°F.
- Hand soap and paper towels must be provided at the hand wash station. You may not use cloth towels for hand drying.
- A bucket or catch basin must be provided to collect waste water. (Waste water may not be dumped on the ground.)
- 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".

### Hand washing station example:



Handwashing must be done throughout the day, especially:

After....

Using the restroom  
Coughing or sneezing  
Smoking  
Handling money  
Eating or drinking  
Handling raw foods  
Handling trash

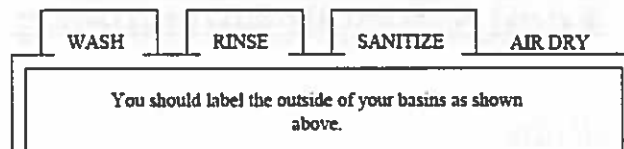
Before...

Starting to prep food  
Putting on gloves  
Touching clean items

## Dish Washing

- A temporary dish washing station must be provided.
- All food contact dishes must be washed, rinsed, sanitized, and air-dried.
- Dish washing must be done using a three-compartment basin setup. We suggest that you use three (3) plastic basins, large enough to immerse your largest utensil.
- **You may not wash dishes at your hand wash station or hand wash at the dish wash station.**
- An approved sanitizer must be used. The most common (and least expensive) approved sanitizer is unscented household bleach.
- Rinse and store wiping cloths, if used, in bucket of sanitizer solution and change solutions often.
- \* To achieve the proper sanitizing action, you should keep about 100 ppm free chlorine bleach in the water at all times. Using 1 cap full of regular unscented bleach per one gallon of water is equal to about 100 ppm free chlorine.

### Dish washing station example:



## Wastewater and Solid Waste

- You should collect and dispose of wastewater (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 or community collection basin.
- Wastewater may not be disposed of in a storm sewer drain. Storm drains convey 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.
- Solid waste 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 site of 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 easily 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 setup near the back of the food operation, away from the public.
- All food, drink, and service utensils must be kept at least six (6) inches off the ground. Utilize tables, crates, boxes, pallets, skids, or other acceptable means to keep items off the ground.
- 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.
- Ice which will be consumed or which comes in contact with food shall be obtained from an approved, commercial source, and stored in a clean container. A scoop with a handle must be provided and the handle should be kept above the ice. Nothing can be stored in ice used for drinks or for other consumption.



## Food Handling

- Food workers must have clean clothes, clean hands, and hair restraints. Acceptable restraints include hair nets, hats, baseball caps, visors, bandanas, etc.
- No person with a communicable disease, nausea, vomiting, fever, fever with sore throat, diarrhea, jaundice, cuts, or sores is to sell, prepare or in any way be in contact with food to be sold.
- Workers may not smoke or eat inside the food booth.
- 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.
- Food workers/volunteers may not contact 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 proper hand washing. Unwashed hands can expose the outside of gloves to contamination as they are put onto the hands.
- 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.



## Cooking and Heating Foods

- All food must come from an approved, licensed source. If you have a question about a source, please contact the Health Department.
- Foods must be fully cooked to minimum internal cooking temperatures.
- You must provide at least thermometer, capable of measuring 0°-220° F, for checking cooking temperatures.
- The metal-stem thermometer must be sanitized before and after placing it into a food to check the cooking or heating temperature.
- Foods not meeting the proper cooking and heating temperatures must be discarded.



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	

## ***Thawing***

- Food may not be thawed by setting out at room temperature. Foods found thawing at room temperature will have to be discarded.

If necessary, thawing must be done by:

- 1) **Refrigeration** – This is the best way to thaw foods. Move the frozen food from a freezer to a refrigerator that is holding 41°F or lower. However, this may take several days.
- 2) **Cooking** – Food may be thawed as part of the cooking process as long as the food reaches the minimum internal cooking temperature.
- 3) **Microwave** – If the food is cooked immediately, it may be thawed in a microwave.

## ***Keeping Food Hot and Cold***

- Holding temperatures, both hot and cold, must be checked with a metal-stem or digital thermometer, capable of measuring 0°-220° F, to check both hot and cold temperatures.
- After being cooked or reheated, hot foods must be held at or above 135° F.
- Cold foods must be held at or below 41° 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.



This packet is designed to be a guide highlighting many important issues when conducting a temporary food service operation. However, the information contained within this packet does not contain all of the applicable rules for food service operations. This packet is a short 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 are applicable to temporary food service operations and will be enforced.

## **Temporary Food Service Operation** **Pre-Operational Checklist**

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

- ✓ Hand wash station setup correctly – warm water, soap, paper towels, labeled, and catch basin.
- ✓ Dish wash station (for utensils) setup correctly – warm wash, rinse, sanitize, & air dry.
- ✓ Fruit/vegetable wash station set up correctly- running water and catch basin (if applicable).
- ✓ Workers/volunteers are frequently using the hand wash station.
- ✓ Thermometers capable of measuring 0°-220° F.
- ✓ Hot holding temperatures at or above 135°F.
- ✓ Cold holding temperatures at or below 41°F.
- ✓ 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 workers/volunteers are healthy and have not been experiencing any stomach-flu-like symptoms within the last week.
- ✓ Sufficient sanitizer levels- one capful of regular unscented bleach per gallon of water.
- ✓ All food and utensils at least 6 inches off the ground/floor.
- ✓ Tent or building covering the entire food service operation area.
- ✓ Gray/waste water disposed of properly.
- ✓ Person-In-Charge knowledgeable of food safety rules.

# License Application Questionnaire

Please read information in packet and fully answer each question.

1) Where will all food, drinks, ingredients, and clean water be purchased? \_\_\_\_\_

2) Where will food be prepared? *Note: must be on site or in a licensed facility. NO HOME PREPARED FOODS PERMITTED!*

3) What sanitizer will be used? \_\_\_\_\_

4) What will you use to prevent bare-hand contact with ready-to-eat foods? (Gloves, utensils, etc.) \_\_\_\_\_

5) How will you check cooking temperatures and hot and cold holding temperatures? \_\_\_\_\_

## Use the box below to create your drawing/layout.

### Minimum Drawing Requirements

- |  |                                  |
|--|----------------------------------|
| 1) Hand washing station (flowing warm water, soap, paper towels, catch basin, equipment to warm water) |                                  |
| 2) Dish washing station (wash basins for: warm wash, rinse, sanitize, air dry; soap and sanitizer)     |                                  |
| 3) Food preparation areas  |                                  |
| 4) Cooking/reheating equipment   | 7) Fruit/vegetable rinse station |
| 5) Hot and cold holding equipment  | 8) Customer service area         |
| 6) Waste containers  | 9) Overhead protection           |

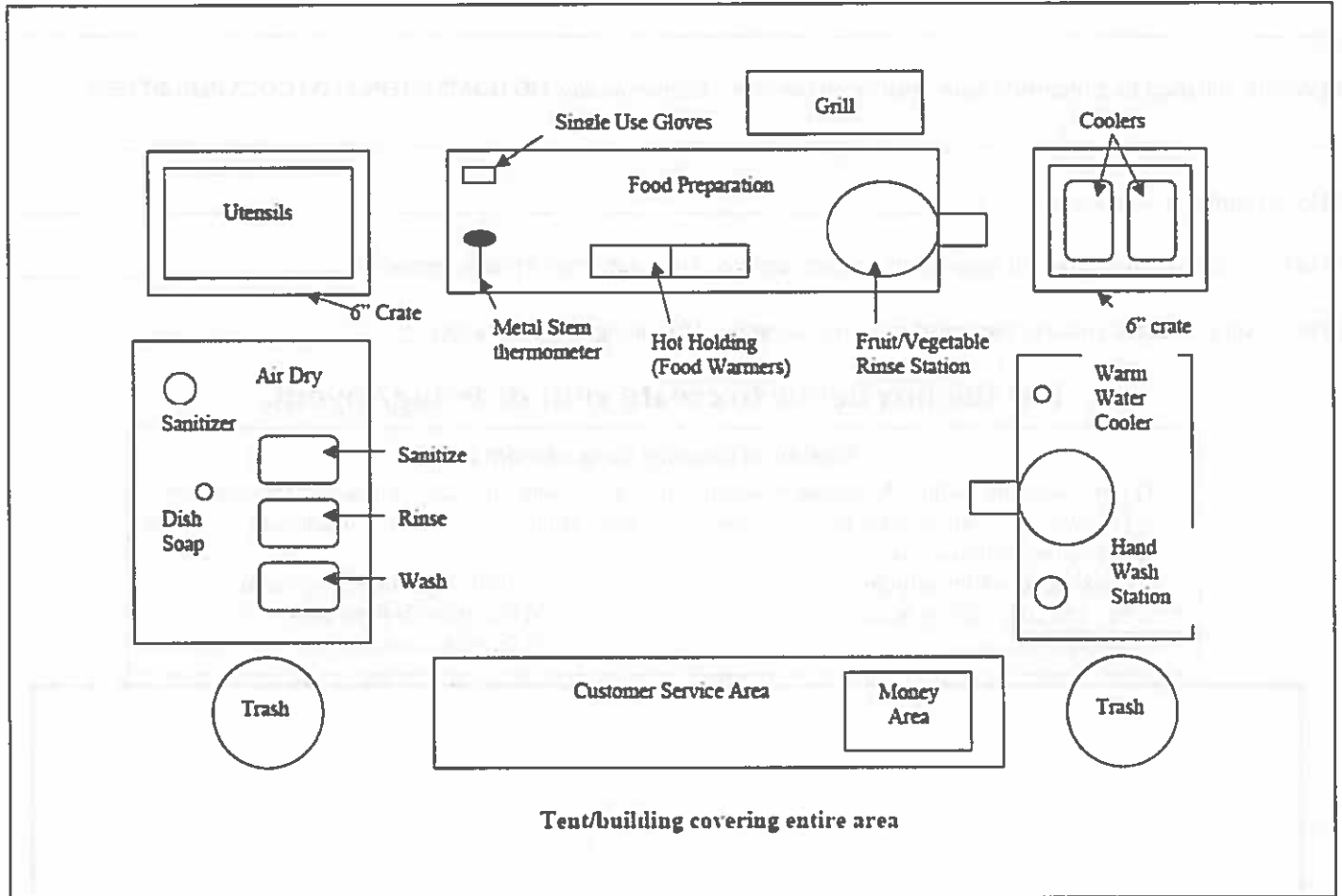
### By signing below, I certify that:

- I have received, read, and understand the Temporary Food Service Operation Application Packet.
- I agree to abide by all guidelines in the Packet 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 outlined in the Temporary Food Service Operation Application Packet.
- I agree that the answers to the questions above and my drawing are accurate and is a depiction of my temporary set up during service.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Sample of Temporary Drawing/Layout



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

**Instruction:**

- Food Service Operation  
 Retail Food Establishment

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 Department  
 111 S. Nelson Ave.  
 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
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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.