



Temporary Food Facility Packet

A temporary food license is required at any temporary site, location, or separate area where food is stored, processed, manufactured, or otherwise held or handled for sale.

General Information

- The application must be submitted no less than five (5) days prior to the event.
- The application must be completely filled out or it cannot be processed.
- The license fee must be submitted at the time of application.
- Temporary Food Licenses are issued for a maximum of five (5) days.
- The sanitarian will deliver the license on the first day of the event, after an approved inspection.
- The temporary food license must be posted during operation.

Get a Kit!

At the time of application payment, you may attend a short temporary food safety presentation and receive a FREE starter kit that includes: sanitizer, test strips, thermometer, gloves, hair restraint, alcohol swabs, hand soap and dish soap.



Exemptions from licensing

The following types of events are commonly exempt from licensing;

- Selling food that is non-potentially hazardous (such as whole fresh fruits or vegetables, bags of chips, candy bars, cans/bottles of pop or water) *and* in an areas less than two hundred (200) cubic feet.
- Serving for **"donations only"**; the following specific guidelines **must** be met;
 - 1) A sign must be posted stating "Donations Only" or "Donations Accepted".
 - 2) No "Suggested" price or amount is permitted.
 - 3) All advertising must state the wording and requirements as listed above.
 - 4) No patron may be denied food based on the amount of *or* lack of a donation.

Cancellation Policy

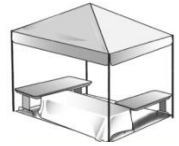
If your event is cancelled or postponed, you may request a refund if the request is made in writing at least **six (6) business days before the event**, no refund will be given otherwise. Please note: an administrative fee will be deducted from the refund.



Temporary Food Facility Guidelines

Booth- A booth is usually necessary.

1. The booth must have a solid surface. If the surface is grass or stone, a temporary floor is required such as plywood panels or large rubber mats. Foods must be protected from sources of contamination; a tent or temporary booth may be required.



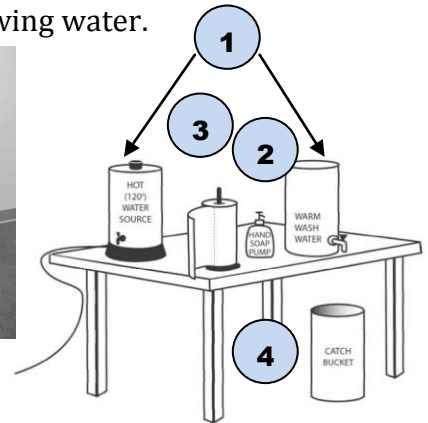
Food Sources- Food must be from an approved source.

1. All food must be purchased from a licensed facility; **foods may not be prepared at home.**
2. Foods must be properly transported-Use an insulated transporter if transporting hot or cold foods.



Hand Washing Facilities- Hand washing facilities are required to be located at the booth. If a regular hand sink is not available, a temporary sink may be set-up. The following items are required;

1. Flowing warm water (100°F or higher) for hand washing. A coffee pot may be used to heat water, and then mix into igloo or other container with spigot for flowing water.
2. Liquid hand soap (with pump).
3. Paper towels (no cloth/linen towels).
4. Catch basin for waste disposal.



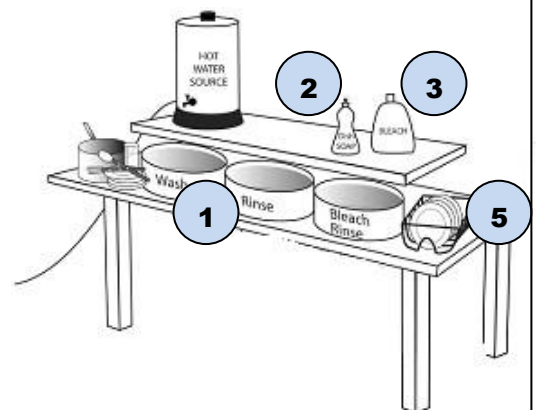
Temperatures- Foods must be held and cooked at proper temperatures.

1. **Cold** foods must be held at 41°F or lower at all times.
2. **Hot** foods must be held at 135 °F or higher at all times.
3. **Cook** foods to proper cooking temperature (chart attached).
4. Use a **thermometer** to check temperatures, *proper temperatures cannot be determined by the color of the meat.*



Dish Washing Facilities- Dish washing facilities are required onsite. If a sink is not available, a temporary sink may be set-up. The following is required;

1. **Three basins or sinks;** one wash, one rinse, and one sanitizer.
 - a. Wash water must be 110°F or higher.
 - b. Sanitizer water temperature must be 70°F-90°F.
 - c. Basins must be large enough to hold largest utensil or equipment to be washed.
 - d. All sinks, pipe and plumbing must work properly and allow wastewater to drain without back-ups.



2. Liquid **dishwashing soap.Sanitizer.**
 - a. UNSCENTED Chlorine bleach can be used.
 - b. Quaternary or chlorine tablets can be used.
3. Sanitizer **Test Strips.**
 - a. *Make sure test strips match sanitizer type.*
 - b. Chlorine test strips are used for bleach.
4. Area to drain and **air dry** dishes.
 - a. Towel drying is *not* permitted.



Quat OR Chlorine

Sanitizer Test Strips

Additional Requirements

Employees

1. Gloves must be worn when handling Ready-to Eat foods (Buns, chips, pizza, etc).
2. Hair must be restrained and a bandana, hat or hairnet must be worn.



Supplies

1. All hoses must be rated for potable water.
2. All waste must be properly disposed.



Food Service

1. Raw meats must be stored separately from Ready- to- Eat food and drink.
 - Raw meat *below or separate* from Ready-to-Eat foods.
2. Utensils must be properly stored and washed, rinsed and sanitized regularly.
 - Generally every 4 hours for utensils serving hot or cold foods.



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

☐ Food Service Operation
☐ Retail Food Establishment

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: Huron County Public Health
4. Return check and signed application to: Huron County Public Health
28 Executive Drive
Norwalk, OH 44857

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 Ohio Revised Code 3717.

Name of Temporary food facility:			
Location of event:			
Address of event:		E-mail	
City	State	ZIP	
Start date: / /	End date: / /	Operation time(s):	
Name of License Holder			Phone # ()
Address of license holder			
City	State	Zip	E-mail
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:
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Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no



Temporary Food Facility Application

Return this portion

Complete the following information about the event:

Name of Temporary Food Facility _____ Date(s): _____

1. Method for storing food prior to event: (check all that apply)☐ At other approved facility (Facility name: _____) ☐ Trailer ☐ Purchased day of event☐ Other: _____**2. Transportation equipment for hot and cold foods: (check all that apply)**☐ Insulated cooler ☐ Cambro boxes ☐ Refrigeration truck☐ Other: _____**3. Cold Holding equipment: (check all that apply)**☐ Refrigerator ☐ Cooler with Ice ☐ Freezer ☐ Refrigerator Truck ☐ Dry Ice☐ Other: _____**4. How will food be cooked: (check all that apply)**☐ Stove ☐ Crock Pot ☐ Roaster ☐ Grill ☐ Chafing dish ☐ Oven☐ Other: _____**5. Hot Holding equipment: (check all that apply)**☐ Stove ☐ Crock Pot ☐ Roaster ☐ Grill ☐ Chafing dish ☐ Oven☐ Other: _____**6. Hand washing equipment: (check all that apply)**☐ Separate hand sink with hot and cold water ☐ Cooler with spigot, warm water☐ Other: _____**7. How will you protect the Ready-to-Eat foods from bare hand contact? (check all that apply)**☐ Gloves ☐ Tongs/Spoons/ Utensils ☐ Wax paper ☐ Aluminum Foil☐ Other: _____**8. Hair restraints: (check all that apply)**☐ Hat ☐ Hairnet ☐ Bandana☐ Other: _____

9. Dish washing equipment: (check all that apply)

- ☐ Facility has 3-compartment sink ☐ Using 3 pans/tubs with warm water available
- ☐ Other: _____

10. Water supply: (check all that apply)

- ☐ Facility has plumbed water supply ☐ From my home, transported to temporary
- ☐ Other: _____

11. Hot water supply: (check all that apply)

- ☐ Facility has hot water ☐ Using Electric coffee pot to mix with cold water
- ☐ Other: _____

12. Sanitizing dishes with: (check all that apply)

- ☐ Bleach (unscented only) ☐ Chlorine Tablets ☐ Quaternary Ammonia Tablets
- ☐ Other: _____

13. Sanitizing wiping cloth with: (check all that apply)

- ☐ Bleach (unscented only) ☐ Quaternary Ammonia
- ☐ Other: _____

14. Trash disposal: (check all that apply)

- ☐ Provided by event coordinator ☐ Dumpster located on-site
- ☐ Other: _____

15. Waste water disposal: (check all that apply)

- ☐ Plumbed sinks have waste lines ☐ Blue boy/holding tank ☐ Waste buckets dumped into toilets
- ☐ Other: _____

16. Will you be using a hose to supply any water or fill any containers?

- ☐ No ☐ Yes

Menu

- List all menu items; only food items that are listed will be approved to sell. Any changes before the event must be submitted and approved by this office. If you need more room, please attach an additional page.
- No cooling and then reheating of foods is allowed at a temporary event.
(EX: pre-cooking chicken breast, hamburger, or onions and then cooling to reheat for service).
- Any foods found out of proper temperature **will be discarded**; transport and store food properly.

Please complete the charts for all items (do not include condiments such as ketchup...)

[illegible]

Drawing of Temporary Food Establishment Draw a diagram of your event and include the location of required equipment and facilities. Here is an example for your reference.

Label the following;

1. All cooking and warming equipment.
2. All refrigerators/coolers.
3. Dishwashing station.
4. Handwashing area.
5. Trash storage

