



## 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. While supplies last.

### 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

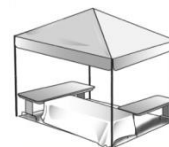
If your event is cancelled or postponed, you may request a refund if the request is made in writing at least **six (6) business days before the event**, no refund will be given otherwise. Please note: an administrative fee will be deducted from the refund.



# 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.

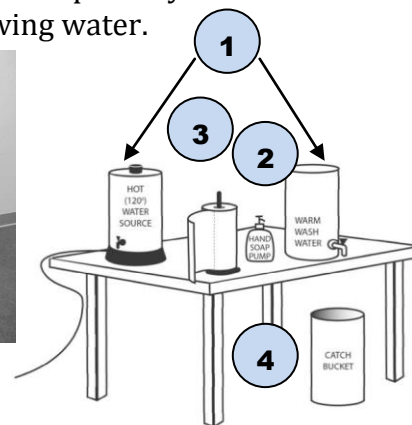
1. All food must be purchased from a licensed facility; **foods may not be prepared at home.**
2. Foods must be properly transported-Use an insulated transporter if transporting hot or cold foods.



**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.



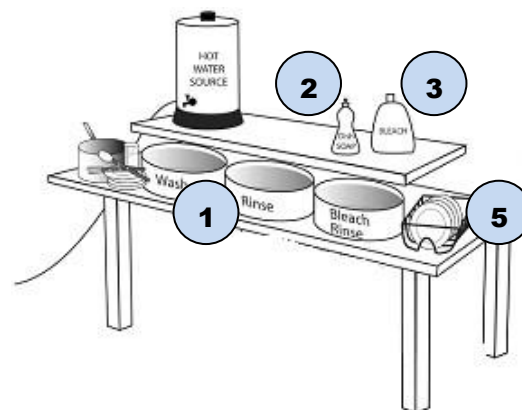
**Temperatures-** Foods must be held and cooked at proper temperatures.

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



### 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?**

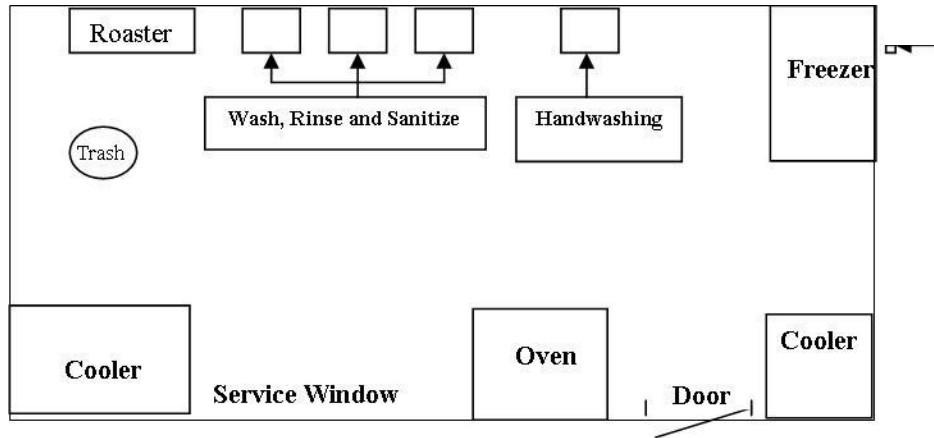
No     Yes



**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





# COOKING TEMPERATURES



- Poultry (chicken, duck, turkey, etc.)
- Reheated Foods
- Stuffed meats, seafood, or pasta
- Stuffing containing meat
- Microwave cooked foods



**165°F**



- Roasts (Beef, Pork, and Corned Beef)

**160°F**



- Ground Beef and Ground Meats
- Eggs prepared for hot holding

**155°F**



- Eggs (for immediate service)
- Whole muscle Steak and Pork
- Fish and Seafood

**145°F**



- Fruits and vegetables
- Ready-to-eat foods (cans of soup, hot dogs, pre-made shredded chicken)
- Also the **Hot Holding Temperature**

**135°F**

**Bacteria grow rapidly in the temperature danger zone!**

**Minimize the time that food spends in the danger zone:**

- ✓ Prepare foods in small amounts
- ✓ Record temperatures using a temperature log
- ✗ Do not cool foods at room temperature
- ✗ Do not thaw foods at room temperature

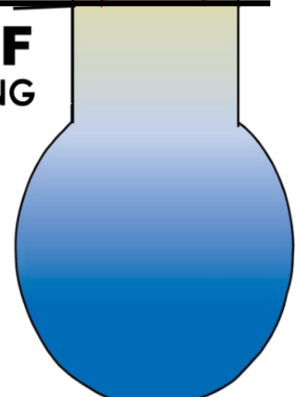


## Cold Holding:

Any TCS foods that are not either cooking or in hot-holding, must be maintained at or below 41°F.

Foods should be stored in refrigeration in mirrored order to cooking temperatures above (eg. Cooked vegetables on top shelf, raw chicken on bottom shelf)

**41°F**  
COLD HOLDING



OAC 3717-1-3.3





## GLOVE USE/NO BAREHAND CONTACT



Do NOT touch ready to eat foods with bare hands

*Use single use gloves, deli tissue, utensils (tongs, spoons, etc.)*

When using gloves you must:

- ✓ Wash your hands first
- ✓ Only use gloves for one task

You must wash your hands and change your gloves after:

- Taking out the garbage
- Touching your hair or face
- Touching raw meat
- Using the bathroom
- Cleaning with chemicals/sanitizers
- Handling dirty equipment
- Any other activities that contaminate your gloves

**Do NOT re-use or wash gloves!**

Some food handling activities that **prohibit** bare hand contact:

- Slicing deli meat
- Preparing salads
- Putting chips on a plate
- Touching buns, toast, rolls
- Putting lemon wedges on cups
- Cutting tomatoes
- Peeling hard-boiled eggs
- Making a sandwich
- Boxing cookies
- Making Deli Salads



Using gloves does not replace proper hand washing!

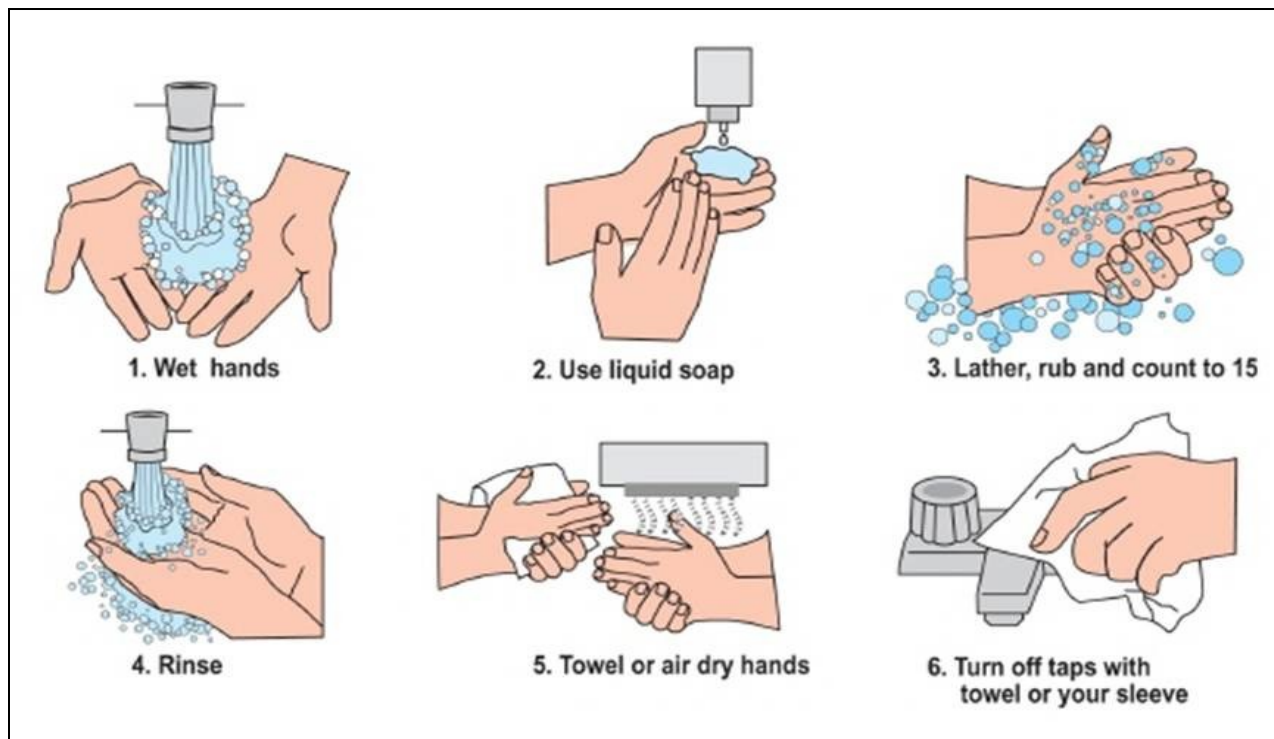
OAC 3717-1-2.2 (C), 3.2 (A)(2)





## PROPER HAND WASHING

Your Health is in Your Hands!  
Keep Them Clean!



OAC 3717-1-2.2 (B-D)

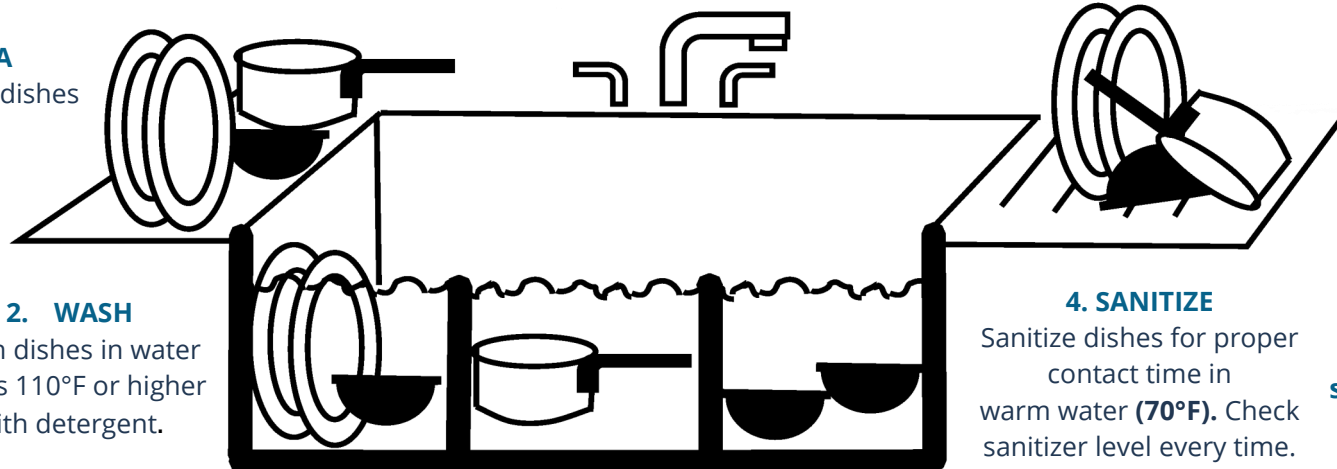




## MANUAL DISH-WASHING PROCEDURE

### 1. DIRTY DISH AREA

Scrape food debris from dishes into the trash.



### 2. WASH

Wash dishes in water that is 110°F or higher with detergent.

### 4. SANITIZE

Sanitize dishes for proper contact time in warm water (70°F). Check sanitizer level every time.

### 5. Air-Dry

Air-dry all dishware. Never use cloth or paper towels as this

Remember to wash your hands between placing dishes in sanitizer and removing them to air dry. This prevents re-

### 3. RINSE

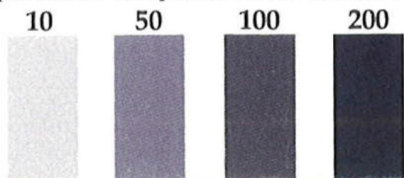
Rinse dishes in running water, or by submerging in clean water.

### CHLORINE

Dip and Remove. Blot immediately with paper towel. Compare to Color Chart at Once.



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The safe level is **50-100 ppm.**

### Proper Sanitizer Use

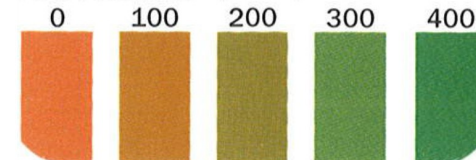
Sanitizer must be used with warm water only (70°F) Fill sink with water first, then add the sanitizer. Check the level of sanitizer using matching test strips every time dishwashing is done.

### QUATERNARY AMMONIA

Immerse for 10 seconds. Compare when wet. Parts Per Million Exp Dec 1, 2017 Lot 233615



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The safe level is **200-400 ppm.**

OAC 3717-1-4.4-4.8

