



Packet for Temporary Food Service Operations/Retail Food Establishments

Temporary food service licenses are required when preparing or serving food for sale at a location that is not otherwise licensed as a FSO/RFE. The license is good for up to five consecutive days (7 days for local groups during the county fair).

The packet consists of a list of requirements, a questionnaire, a page for a sketch of the area, and an application. The requirements are for your own use, but **the questionnaire, drawing, and application must be turned into the health department at least 7 days prior to the event.** If any of these items are missing the application will not be processed. The license fee is **\$50.00** and must be turned in at the same time as the other materials.

Guidelines and Requirements

This information is very important and all people handling food at the event must be educated according to these guidelines and requirements.

Protection from contamination

- Store all food at least 6" off the floor or ground.
- Do not store food in direct contact with ice or in ice that will be used for drinks.
- Do not store raw foods next to or above ready-to-eat foods.
- Use proper utensils for dispensing ice.
- Prevent bare hand contact with ready-to-eat foods by wearing gloves, using deli tissue, or utensils.
- Protect displayed food from consumer contamination by wrapping, using food shields, or other effective barriers.
- Hair must be properly restrained to prevent contamination.



Approved source

- Food, ice, and water must be from an approved source. Foods, other than baked goods that do not require time and temperature control for safety, **may not be produced or prepared at home.**
- Food may be prepared at a licensed food service operation or retail food establishment, on-site the day of the event, or at another site approved by the Health Department.
- Food may be purchased already prepared from a licensed facility



Storage and Handling

- Cold food storage
 - Must keep food at or below 41°F
 - May use coolers and ice or mechanical refrigeration
 - Mechanical refrigeration must have a thermometer inside to monitor the temperature.
- Hot food storage
 - Must keep food at or above 135°F
- Thawing of foods may occur in one of four ways:
 - Under cold running water
 - In the microwave before cooking
 - As part of the cooking process
 - In a refrigerator/cooler at or less than 41°F



DO NOT thaw items at room temperature!!

- Bare hand contact **with ready-to-eat foods is not permitted**

- Use gloves, deli tissue, utensils or other effective means to prevent touching the food with bare hands.

Cooking, Cooling, Reheating

- **Crockpots may not be used to cook foods but they may be used to hold them once cooked.**
- Cooking temperatures are as follows:
 - Vegetables and pre-cooked foods such as hot dogs or canned foods- 135°F
 - Eggs, whole pork, whole beef, lamb, fish/seafood- 145°F
 - Ground beef and pork-155°F
 - Poultry, stuffed items, and reheated items- 165°F
 - **A metal stem thermometer is required to check the temperature of all foods. The range on this thermometer must be 0-220°F.**



- Cooling
 - All foods must be cooled from 135°F to 70°F in 2 hours and from 70°F to 41°F in an additional 4 hours. Bacteria grows well in the temperatures in between 135°F and 41°F and cooling quickly keeps food out of this “danger zone” as much as possible.
 - Cool food in a shallow pan under refrigeration to facilitate this process.

Hand Washing

- **Hot water must be available on site.**
- Hand washing is very important and must occur frequently. Wash hands before putting on gloves, after using the restroom or taking a break, and after eating.
- Soap, warm, running water, and paper towels are required for hand washing.
 - If running water is not available the handwashing station may consist of a coffee pot or drink cooler with a spigot.
 - If this method is used for handwashing then the water must be caught in another container and it must be disposed of properly and not dumped on the ground.
 - Water in a dish pan with soap is not sufficient for handwashing.
 - A restroom nearby cannot replace the handwashing station. There must be a handwashing station at the food stand.



Utensil, Equipment, and Surface Washing

- Utensils and equipment may be washed on site with a three-compartment sink or 3 tubs of sufficient size and the proper wash, clear rinse, and sanitize steps.
 - Bleach or quaternary ammonia are appropriate sanitizers.
 - Test strips must be available to test the level of sanitizer used.
 - The required concentration of bleach for sanitizing is 50-100 ppm and for quaternary ammonia it is 200-400ppm.
- After washing, rinsing, and sanitizing items must be air dried. Limit the use of towels for drying.
- Utensils and equipment may also be returned to a licensed facility where there is a three-compartment sink or dishwasher.
 - There must be an adequate number of utensils on hand to switch every four hours if utensils will not be washed on-site.
- Wiping cloths may be used if they are stored in a bucket of sanitizer.



Facility

- If connected to water supply, a potable water hose must be used, not a garden hose, and an ASSE approved backflow prevention device must be installed.
- All temporary food service operations must be protected from the weather
 - The food stand may be in a building, tent, trailer, or other sufficient cover
 - All stands must have some sort of flooring to prevent contamination from dust/dirt.
 - Indoor/outdoor carpet, a tarp, wood, or other materials may be used to cover the ground if not on concrete or asphalt
- The surfaces used for food preparation and storage must be smooth, non-absorbent, easily cleanable, and durable. Food preparation surfaces should be cleaned and sanitized regularly, especially when switching from raw meats to ready-to-eat foods.
- Proper measures must be taken and maintained to eliminate flies and insects from the food booth. Keep the booth and surrounding area clean and sanitary. Keep products, utensils, and single service items covered with a non-absorbent material to reduce insect contamination.



D. Approximately what time will set-up occur and what time will food be served on the first day of the event?

Set-up _____

Serving _____

E. Please provide a contact name and phone number:

F. Draw in the location and identify all equipment including handwashing facilities, dishwashing facilities, ranges, refrigerators, worktables, food, single service storage, etc.

BOOTH LAYOUT



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

Instructions:

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:**

- Food Service Operation
 Retail Food Establishment

Van Wert County Health Department
1179 Westwood Dr., Suite 300
Van Wert, OH 45891

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>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:</i>	
Signature	Date

Licensors to complete below

Valid date(s)	License fee: \$50.00
---------------	--------------------------------

Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.