

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

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: **Vinton County Health Department**
4. Return check and signed application to: **Vinton County Health Department  
31927 State Route 93  
MC ARTHUR, OH 45651**

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 Londonderry	State OH	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





31927 State Route 93  
McArthur OH  
45651  
Phone: 740-596-0473  
Fax: 740-596-5837

## Frequently Asked Questions

### What is a "temporary food service operation?"

- A temporary food service operation is defined as any place that prepares and/or serves food, for a charge or required donation, for a period of not longer than 5 consecutive days.

### When do I need a temporary food service operation license?

- If you sell food in Vinton County you are required by Ohio law to apply for and obtain a license from the Vinton County Health Department.
- A temporary license is required for any place, location, site, or separate area where food is prepared or served for a charge or required donation.

### How much does a temporary food service operation license cost?

- The fee for a temporary food service operation license is \$70.00 per event, not to exceed five days. A person or organization may apply for up to ten 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 our office at least ten (10) days before the event takes place.**

This allows the Health Department time to review applications, prepare licenses, and schedule inspections for the date(s) of the temporary food service operation. If we do not receive the application and fee at least ten (10) days prior to the event, your application may be refused. If you sell food without a temporary food service operation license, you will be violating Ohio law and the Health Department will take the appropriate legal actions.

### What happens once my application is approved?

- Once your application is approved, you must arrange for a time (Monday-Friday, 8am-4pm) to meet with a sanitarian at the location of the temporary event to conduct an inspection.

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.

## Licensing Process

- 1) Read this entire packet.
- 2) Complete the license application form.
- 3) Complete the license application questionnaire forms.
- 4) Complete the drawing/layout form.
- 5) Submit (above) items 2, 3, and 4 with the appropriate license fee (\$70.00 per event) **at least ten (10) days prior to your event.** We suggest that you make copies of your application questionnaire forms and drawing/layout for use at your event.
- 6) The Health Department will either approve the application or contact you with questions, comments, recommendations, or concerns.
- 7) A Health Department representative will perform an inspection of the temporary food service operation during the hours of operation of your event.\*
- 8) Upon successful completion of the inspection you will be issued a temporary license, which must be posted in plain-view for customers.

\* Note: The Health Department representative will attempt to inspect the operation near the beginning of the operational period; however, this is not always possible due to the number of inspections that we perform. You are not required to wait for the inspection before you begin to prepare and serve food.

## **Food safety requirements**

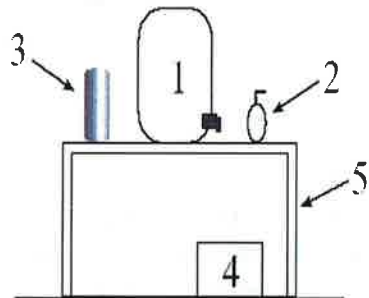
### Person-In-Charge Responsibility

- 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 3717-1-02.4 outlines many of the responsibilities of the PIC.
- As the PIC, you should be capable of answering questions about the rules, requirements, and temperatures. 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.

### Hand Washing

- A temporary hand washing station must be provided.

- Flowing warm water must be provided. There are no exceptions. 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.
- 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:



- |   |                             |
|---|-----------------------------|
| 1 | Flowing warm water cooler   |
| 2 | Soap (liquid or bar)        |
| 3 | Paper towels                |
| 4 | Catch basin for waste water |
| 5 | Table                       |

### Hand Washing Station Example



**Setup**



**Wet hands**



**Use soap**



**Wash for 20 seconds**



**Rinse hands**



**Dry with paper towels**

### Ware washing

- A temporary ware (utensil) washing station must be provided.
- All food contact ware (utensils) must be washed, rinsed, sanitized, and air-dried.
- Ware washing must be done using a three-compartment basin setup. We suggest that you use three plastic basins, large enough to immerse your largest utensil. You need to set up the basins in the following order: wash, rinse, sanitize. Ensure you allow space for air drying.
- You may not wash utensils at your hand wash station, nor hand wash at the ware wash station.
- Warm water and dish soap must be provided for washing.
- An approved sanitizer must be used. The most common (and cheapest) approved sanitizer is unscented household bleach. To achieve the proper sanitizing action, you should keep about 100ppm free chlorine bleach in the water at all times. Proper test strips must be available to test the sanitizer solution.

### 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 source.
- Water connections through a community spigot must be protected from the backflow of water with an ASSE-approved backflow prevention device, such as ASSE 1011 or 1052. You can usually find these two approved backflow devices in the hardware section of many stores.
- Water hoses, if used, must be food-quality or drinking water quality hoses (not garden hoses).

### Waste Water and Solid Waste

- You should collect and dispose of waste water (gray water) from your hand wash station, ware wash station, fruit/vegetable rinse station, and any other place where water is used.
- Waste water must be collected and disposed of into an established and approved sewer system or community collection basin.

- Waste water may not be disposed of into a storm sewer drain. Storm drains convey water to our local waterways such as rivers, streams, and creeks.
- Waste water 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 and then transport it to the site of the event.
- All food preparation must be done on smooth, non-porous, sealed, easily cleanable surfaces.

### **Food Handling**

- 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 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. Each time a food handler changes their gloves, they must wash their hands.
- All food workers/volunteers should be healthy and free of known communicable diseases that may be passed through food.
- All food handlers working around exposed food and/or drink must wear a hair restraint. Acceptable restraints include hair nets, hats, visors, bandannas, etc.

### **Cooking Raw Foods**

- All food must come from an approved, licensed source. If you have a question concerning a source, please contact the Health Department.
- Raw foods must be fully cooked to minimum temperatures established by the Food and Drug Administration and the Ohio Department of Health.
- Cooking temperatures must be monitored with a metal-stem thermometer. You may use a dial meat thermometer or a digital thermometer. Do not use a mercury-type thermometer.
- You must provide at least one metal-stem thermometer for checking cooking temperatures.
- The metal-stem of the thermometer must be sanitized before and after placing it into a food to check the cooking temperature.
- Foods not meeting the proper cooking temperatures are subject to destruction or embargo.

### Reheating Pre-cooked Foods

- All food must come from an approved, licensed source. If you have a question about a source, please contact the Health Department.
- Pre-cooked foods must be fully reheated to minimum temperatures established by the Food and Drug Administration and the Ohio Department of Health.
- Reheating temperatures must be monitored with a metal-stem thermometer. You may use a dial meat thermometer or a digital thermometer. Do not use a mercury-type thermometer.
- You must provide at least one metal-stem thermometer for checking reheating temperatures.
- The metal-stem of the thermometer must be sanitized before and after placing it into a food to check the reheating temperature.
- Foods not meeting the proper reheating temperatures are subject to destruction or embargo.
- Pre-cooked, commercially processed foods that are packaged in a hermetically sealed container (such as hot dogs) must be reheated to at least 135 °F.

### Thawing

- There are four (4) acceptable ways to thaw foods:
  - 1) **Refrigeration.** This is the most favorable 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. Keep in mind that the cooking process could begin in the microwave using this method of thawing.
  - 4) **Running Water.** Food must be completely submerged under running water, water temperature may not exceed 70 °F. Food temperature may never exceed 41 °F during thawing.

### Holding Food Hot and Cold

- Holding temperatures, both hot and cold, must be monitored with a metal-stem thermometer. You may use a dial meat thermometer or a digital thermometer. Do not use a mercury-type thermometer. Your thermometer should be capable of checking both hot and cold temperatures.
- You must provide at least one metal-stem thermometer for checking holding 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 are subject to destruction or embargo.





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### LICENSE APPLICATION QUESTIONNAIRE

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

Name of Temporary Food Service Operation: \_\_\_\_\_

Location/Address of Temporary Food Service Operation: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Operation Times: \_\_\_\_\_

Name of Operator/Licensee: \_\_\_\_\_

Daytime Phone Number of Operator/Licensee: \_\_\_\_\_

The following are the only foods that will be prepared and/or served at the above temporary food service operation, along with their sources (where purchased / obtained):  
(example: Food: shredded chicken Source: grocery store, canned)

Food 1: \_\_\_\_\_ Source: \_\_\_\_\_

Food 2: \_\_\_\_\_ Source: \_\_\_\_\_

Food 3: \_\_\_\_\_ Source: \_\_\_\_\_

Food 4: \_\_\_\_\_ Source: \_\_\_\_\_

Food 5: \_\_\_\_\_ Source: \_\_\_\_\_

Food 6: \_\_\_\_\_ Source: \_\_\_\_\_

Food 7: \_\_\_\_\_ Source: \_\_\_\_\_

Food 8: \_\_\_\_\_ Source: \_\_\_\_\_

Food 9: \_\_\_\_\_ Source: \_\_\_\_\_

Beverages: \_\_\_\_\_

## LICENSE APPLICATION QUESTIONNAIRE

### Food Preparation

- 1) Where will all food, drinks, and ingredients be purchased?
  
  
  
  
  
  
  
  
  
  
- 2) What kind of equipment will you use to transport cold foods from the source to the temporary food service operation site? How will these foods stay cold?
  
  
  
  
  
  
  
  
  
  
- 3) Will any food be prepared at a private home or off-site of the temporary food service operation?
  
  
  
  
  
  
  
  
  
  
- 4) Will you be using any raw fruits or vegetables? If so, how will you rinse them with water?

### Food Handling

- 1) What will you use to prevent bare hand contact with ready-to-eat foods?
  
  
  
  
  
  
  
  
  
  
- 2) What kind of hair restraints will food handlers use who are working around exposed food/drink?

### Thawing Foods

- 1) If any foods will be thawed, what approved thawing method will you use?

### Person-In-Charge (PIC) Responsibility

- 1) Who will be the Person-In-Charge at the temporary food service operation?

### Hand Washing

1) What will your hand washing station setup consist of?

### Ware Washing

1) What will your three compartment/basin ware washing station consist of?

2) What type of sanitizer will you use in the third compartment/basin?

### Clean Water

1) From where will you obtain all of your clean water?

2) How will you prevent the backflow of water if you are connecting a food quality hose to a community spigot?

### Waste Water and Solid Waste

1) Where will you dispose of all waste/gray water generated by your hand washing station, ware washing station, and food preparation activities?

2) Where will you dispose of all solid waste generated by the temporary food service operation?

### Cooking Raw Foods & Reheating Pre-cooked Foods

1) What equipment will you use to cook or reheat foods to the required temperatures?

2) How will you know if raw and/or pre-cooked foods achieve the required temperatures?

### Holding Foods Hot and Cold

1) What equipment will you use to keep all hot foods at or above 135 ° F after cooking?

2) What equipment will you use to keep all cold foods at or below 41 ° F?

3) How will you monitor hot and cold holding temperatures?

By signing below, I certify that:

- I am the license holder or authorized representative of the temporary food service operation.
- I have received, read, and understand the Temporary Food Service Operation Application Packet (referred to herein as 'the Packet') and the food safety guidelines set forth in the 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# LICENSE APPLICATION DRAWING/LAYOUT

Use this page to create your drawing/layout.

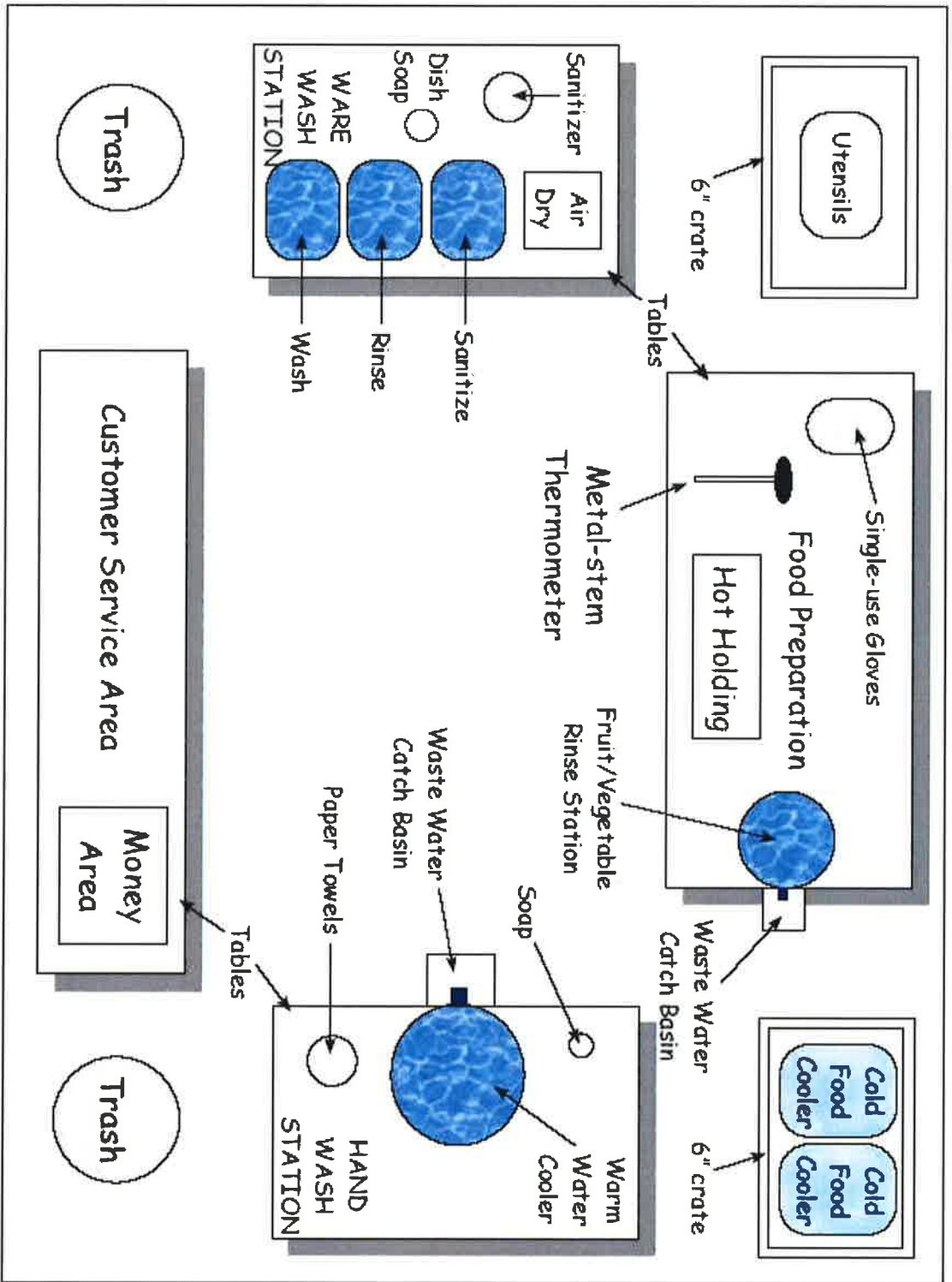
Sample drawing is back of this page.

## **Minimum Drawing Requirements**

- |                                   |  |
|-----------------------------------|--|
| 1) Hand washing station           | 6) Waste containers                              |
| 2) Ware washing station           | 7) Fruit/vegetable rinse station (if applicable) |
| 3) Food preparation areas         | 8) Customer service area                         |
| 4) Cooking/reheating equipment    | 9) Overhead protection (tent, building)          |
| 5) Hot and cold holding equipment |  |



# SAMPLE DRAWING/LAYOUT



Tent/building covering entire area

