



Temporary Food Service/Food Establishment Requirements

In accordance with sections 3717-1-09(E) of the Ohio Uniform Food Safety code each applicant intending to conduct a Temporary Food Service Operation or Temporary Retail Food Establishment shall provide the following information and a drawing of the facility to the licensor (Ross County Health Department) prior to receiving a temporary license.

Instructions: Please read each of the following requirements carefully. Provide a brief explanation as to how each requirement will be met and initial at the appropriate space indicating that you understand and will comply with said requirement. You must also provide a detailed drawing of the food service layout demonstrating how your operation will be set up. Once you have submitted your application with the appropriate fee, and received approval on the following demonstration of requirements, the license shall be issued to you, immediately after the inspecting sanitarian completes a satisfactory inspection in accordance with chapter 3717-1 of the Ohio Uniform Safety Code.

Name of Organization: _____ Commercial or Non-Profit

Location of Operation: _____ Setup Time: _____

Dates of Operation: _____ Serving Time: _____

Person In-Charge: _____ Number of Workers: _____

Foods to be served (no home made items allowed!): _____

Source of Food (Where purchased, must have receipts): _____

Food Storage Equipment:

All potentially hazardous foods are to be kept below 41 degrees Fahrenheit, or above 135 degrees Fahrenheit, **please indicate what equipment will be available to maintain these temperatures** (potentially hazardous foods shall not be stored in ice chests if operating hours are more than four hours in duration). Thermometers must be provided for each refrigerated unit or ice chest. A metal stem food thermometer must also be provided for monitoring food temperatures a minimum of every two hours. Initials: _____

Hot Holding: _____

Cold Holding: _____

Hand Washing Facilities:

All temporary operations must have an adequate number of hand washing stations (minimum of one), and must prohibit bare hand contact with food. Hand washing facilities shall consist of at least warm running water, soap, individual paper towels, and a bucket to collect the dirty water. For example, an air pump thermos or jug of warm water with a push button or turn spout container will be an acceptable method to obtain warm running water. Food grade serving gloves or utensils must be available; no bare hand contact with ready to eat foods is permitted. Please indicate how you will meet these requirements: _____

Initials: _____

Utensils and Equipment Cleaning:

All equipment must be in good repair, easily cleaned and sanitized prior to preparing foods. A three compartment sink, or similar arrangement, must be available to wash, rinse and sanitize utensils. An approved sanitizer must be on site, and appropriate test strips must be available in order to ensure proper sanitizer concentrations. If chlorine is used as your sanitizer, the acceptable range is 50 to 100 parts per million (ppm) for sanitizing utensils. 100 ppm chlorine is needed for wiping cloth buckets. At least one wiping cloth bucket with warm clean water and sanitizer must be available for washing and sanitizing of tables and equipment. If raw meats are used, a separate wiping cloth bucket must be made for the cleaning of surfaces that come in contact with the raw meat. Utensils must be washed, rinsed and sanitized between uses or stored in food containers with the handle up. Ice scoops must have a handle to prevent bare hand contact with the ice. **Initials:** _____

Food Protection:

All non-hazardous, ready-to-eat foods, dishware, and utensils shall be stored a minimum of six (6) inches off the ground and must be covered for protection from cross contamination as well as insects. Potentially hazardous frozen foods must be thawed in a refrigerator, under cold running water, in a microwave, or as part of the cooking process. All portions of the food preparation area must be covered by either a permanent roof structure or by tent. No water or sewage lines shall be located above food preparation areas. No glass lids will be allowed on pots or pans. **Initials:** _____

If fresh produce (fruits and vegetables) will be used, these items must be rinsed with potable, running water prior to cooking or serving. **Initials:** _____

Potable Water Supply and Waste Water Disposal:

Water supply must be an approved potable supply that is under pressure or gravity flow. Only food grade water hoses may be used to convey the water. An approved back-flow prevention device shall be installed at the point of connection to the water supply. Waste water shall be disposed of in an approved sanitary sewer system, in an approved on-lot sewage disposal system, or in a waste water holding tank of sufficient size for disposal at a later time in one of the preceding disposal systems. Waste water other than ice melt shall not be disposed of on the ground. **Initials:** _____

Garbage and Trash:

Garbage and trash shall be placed in durable, cleanable, and bag lined containers with tight fitting lids. Empty cardboard containers shall not be allowed to accumulate around or near the food preparation area. Garbage and trash shall be emptied and properly disposed of with sufficient frequency to prevent overflow or attraction of insects.

Initials: _____

Employee Health and Hygiene:

All food service workers shall maintain clean hands, arms, and finger nails. Hair shall be restrained by a hat, cap, or hair net. Dangling jewelry, or jewelry worn on the hands or wrists, shall be removed except for a plain wedding band. No food service workers shall be permitted to handle food if exhibiting any type of gastrointestinal disorder during the event or 72 hours prior to the event. No worker shall be permitted to handle food if diagnosed with Hepatitis A within the previous 10 days. Food service workers shall not eat or smoke in the food preparation area. Personal drinks in closed (spill proof lids) containers are permitted. **Initials:** _____

I have read and understand all of the above requirements or a temporary food service operation and further agree to ensure all of the above requirements are met with the understanding that if any of the above requirements are not met, the temporary food service license may be denied or revoked.

Signature: _____

Date: _____

Temporary Food Service Operation Layout Diagram

Please make a detailed diagram of the temporary food service operation set up. Include in the diagram hand washing stations, utensil or dishware washing stations, food preparation tables, hot / cold storage equipment, etc.



Approved By: _____

Date: _____