Temporary Food Review Packet
for Food Service Operations (FSO) & Retail Food Establishments (RFE)

How to apply:
➔ To avoid potential problems you are encouraged to contact the Health Department as early as possible
    when planning a special event or to participate as a food vendor at an event.
➔ Mail or drop off at the Pike County Health Department the following 1 week prior to the event:
   1. Temporary plan review application (page 9 & 10) with attached drawing,
   2. Licensing application (page 7), and
   3. Appropriate fee: Fee = $30.00 per day

How long is a temporary license good for? May only operate for 5 days (except for fairs) as allowed by Ohio Revised
    Code 3717.01(K) & (E).

How many temporary licenses may I obtain each year? Max is ten licenses per licensing period to the same person or
    government entity to operate at different events within Pike County. For each particular event, only one temporary
    FSO/RFE license can be issued to the same person/government entity. See ORC 3717(E) & ORC 3717.43(E)

According to the Ohio Uniform Food Safety Code 3717-1-09 (E): Before opening a temporary food service
    operation, the operator shall provide to the licensor (Pike County Health Department) a drawing showing the facility
    layout and a letter of intent providing pertinent information such as: (1) Foods to be prepared and served; (2) Source of
    food; (3) Hot holding facilities; (5) Hand washing facilities; (6) Equipment and utensils; (7) Support facilities; and (8) Any
    other information requested by the licensor.

When will I get my license? An inspection of your food booth will be made the day of your event to verify that your
    booth is in compliance. Your license will be delivered to you at that time.

When can I start preparing and selling food? You may start preparing and serving food on the day of the event prior to
    our licensing inspection only if your facility meets all requirements and safe food handling practices are in place.

Proper food handling is the most important thing you can do to ensure the safety of your customers. The top causes of food poisoning are poor personal hygiene, sick food handlers, improper food temperatures (holding, cooling, cooking, reheating), and contaminated food.
REMIND FOOD EMPLOYEES TO FREQUENTLY WASH THEIR HANDS

☑ BEFORE starting work
☑ WHEN hands are soiled by work.
☑ BEFORE putting on clean gloves.
☑ AFTER using the restroom.
☑ AFTER any work break.

REMIND FOOD EMPLOYEES OF FOOD SAFETY PROCEDURES

☑ CLEAN - Surfaces and equipment need to be properly cleaned and sanitized.
☑ SEPARATE - Procedures need to be in place to prevent cross-contamination of foods from raw meats, poultry, fish, eggs, unwashed produce etc.
☑ COOK - Make sure all foods are cooked to the appropriate temperatures. Use a stem thermometer to check internal temperatures.
☑ HOLD - Make sure all time/temperature controlled for safety (TCS) foods are held either hot (+135°F) or cold (<41°F). Use thermometers to check temperatures.
☑ PROTECT - Make sure foods, single-use items, equipment, and linens are protected during storage and service.

Please post this page at your hand wash station.
Also have the “Guidelines” available for employee reference at the event.
Food Booth

- **Structure:** A roof and an easily cleanable floor may be required for the operation. Without a roof and cleanable flooring an operation may be limited to fair weather only. The operation should set up on pavement whenever possible. Floors, walls, ceilings cannot be a source of contamination of food and equipment.
- **Lighting:** if required, needs to be shielded over food preparation and service areas.
- **Fans:** If provided, direct away from food & food preparation areas.
- **Pest control:** If chemicals are needed, the product must comply with the food code and be applied per manufacturer’s recommendations. Protect food & food contact surfaces from contamination.
- **Trash receptacles:** Provide enough to handle waste generated. Make sure they are emptied frequently enough to prevent nuisances from insects and other pests. If boxes are used they should be lined with trash bags to contain waste.

Water Supply & Waste Water Disposal

- **Water:** must be from an EPA approved source (from a municipal supply or bottled water) and shall be under pressure or gravity flow.
  - **Exception:** Wells, in some cases, may be used if a recent safe water sample result is submitted to this department. A visual inspection of the well may be required by this office. If a water sample is needed make sure to contact this office several weeks in advance. Water samples cost $31.00 per sample. Testing is done on Mondays and results generally come in Thursday of that week.
- **A hot water source must be provided in most cases.**
- **A food-grade/ potable drinking water safe hose (ie. camper or RV type hose) with backflow prevention device (ASSE 1012 or 1024) must be used. No garden hoses allowed.**
- **Waste water disposal must be done in an approved manner.** Check with event coordinator to find out where to dispose of gray water from hand wash and dishwashing set-ups.

Hand Washing Facilities

- **Must be separate from utensil washing sinks.**
- **Must be available in each booth.**
- **Must be equipped with warm running water, soap, paper towels, and a trash receptacle.**
  - If a regular hand sink is not available, a temporary hand washing system would be warm water from an insulated thermos-type jug (~5 gal capacity) with a spigot. A bucket should be placed beneath the jug to catch the waste water (see diagram). Bowls are not allowed to be used to wash hands in.
- **Hand sanitizer/ hand wipes:** only permitted as primary means of hand washing if menu only consists of prepackaged food/beverages. Also prior approval from this office.

Dishwashing & Wiping Cloths

- **Provide a 3-compartment sink set-up for cleaning soiled utensils and food containers.** Containers (dish pans/buckets) should be big enough to hold your largest piece of equipment. Set-up: (1) washing- soapy water, (2) rinsing-clear water, (3) sanitizing solution and (4) air dried.
- **Approved sanitizers:** Bleach (regular), quaternary ammonia, and iodine.
- **Sanitizing test kit:** Must be available to check sanitizer concentration. If needed sample kits are available from this office.
- **Wiping cloths:** Wiping cloths that are used to clean tables, countertops, etc. must be placed in a container of sanitizing solution between uses.

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**Dishwashing Setup for Temporary Events**

- **Scrape utensils.**
- **Wash in hot water (110°F-125°F) containing a detergent until visually clean.**
- **Rinse in clean hot water to remove the soap film and remaining particles.**
- **Sanitize in cool water (75°F-100°F) for 60 seconds in a sanitizing solution.**

**Chemical Sanitizer Concentrations**

- **Chlorine (Bleach):** 50-100 ppm
- **Quaternary Ammonium:** 200-400 ppm
Food

SOURCE & PREPARATION

☐ Food must be from inspected and approved sources, such as grocery store or licensed base of operation.

☐ All food must be prepared on site the day(s) of the event unless prior approval for off-site preparation has been granted by this office.

☐ All potentially hazardous foods not prepared at the temporary FSO/RFE must be prepared in a licensed food service operation or retail food establishment (think restaurant, school kitchen, grocery deli, etc.) No foods sold at a temporary FSO/RFE may be home produced, with the exception of cottage foods. NO home canned items may be sold or used as an ingredient. For information on what is considered a cottage food contact this office or visit the Ohio Department of Agricultures website at: www.agri.ohio.gov

☐ Make sure all TCS food is properly cooked, cooled, reheated and held hot/cold. (See chart)

STORAGE & PROTECTION

☐ Keep food & single-use items (paper towels, cups, plates, plastic utensils, etc.) at least 6 inches up off of the floor or ground surface. Pallets, tables, shelving units work well.

☐ All food & food contact items must be covered and protected from dust, rain, cross contamination from other food items, etc. Make sure to have adequate foil, plastic wrap, lids, etc. on hand.

☐ Serving utensils need to be protected from sources of contamination during service. Utensils not stored in food should be properly washed and sanitized every 4 hours of use.

☐ Handled scoops/utensils must be used to dispense ice and other bulk foods.

☐ Ice used for consumption cannot be used for anything else (i.e. food storage).

Key temperatures to know regarding Time-Temperature Controlled for Safety Foods (TCS):

**HOT HOLDING**

135°F OR ABOVE

(raw roast beef = 130°F or above)

**COLD HOLDING**

41°F OR BELOW

Note: Once cut/processed – tomatoes & cut leafy greens are considered a TCS food and must be held cold.

COOKING

(see OAC 3717-1-03.3 for a complete list of temperatures)

- **135°F**
  - Fruits, ds cooked in a microwave oven; food rotated, stirred, covered or covered and allowed to stand for 2 minutes.
  - See code for cooking vegetables, commercially packaged ready-to-eat foods (ie. hot dogs, canned soups)

- **145°F (hold at this temp for at least 15 sec)**
  - Fish, Meat (whole beef, whole pork)

- **155°F (hold at this temp for at least 15 sec)**
  - Eggs, comminuted (ground) fish, ground meat (HAMBURGER, SAUSAGE)

- **165°F (hold at this temp for at least 15 sec)**
  - Poultry, stuffed fish, meat, pasta, poultry, stuffing containing fish, meat, poultry. Animal food guidelines for roasted beef, pork, corn beef, and cured pork.

COOLING

- Cooked TCS food must be cooled from 135°F to 70°F in 2 hrs, then 70°F to 41°F in 4 hrs.
- TCS food items (ie tuna salad, cole slaw) made from ambient temperature ingredients: 41°F in 4 hrs. or less.

REHEATING

- TCS food reheated for hot holding must be rapidly reheated to 165 °F (15 sec.) within 2 hrs
- TCS food reheated in a microwave for hot holding: food rotated, stirred, covered or covered and allowed to stand for 2 minutes.
Equipment

- All equipment needs to be kept clean and be in good repair.
- **Provide enough equipment for cooking/hot holding** so that proper food temperatures can be maintained.
  - Provide adequate refrigerators or ice chests to protect foods from cross contamination.
  - Refrigeration must be available for temporary operations that will be operating 2 or more days unless otherwise approved by this office.

- **Thermometers:** Based on your menu a metal stem probe thermometer (0-220F) is required to check cooking/holding/temperatures. Ice chests or refrigerators are required to have a thermometer inside.

- **Gloves or utensils:** Disposable gloves, serving utensils, or deli tissue paper must be used when handling unwrapped ready-to-eat foods.
- **Veggie washing station:** Provide separate containers for washing vegetables and fruits.
- Provide plenty of clean utensils and containers. Never place cooked food on a surface that previously held raw meats, poultry, seafood, and/or eggs.

Employees

- A **“person-in-charge” (PIC) must be present** during all hours of operation. The PIC must be knowledgeable and responsible concerning all areas of this temporary food operation. The PIC is also responsible for ensuring that all employees comply with the rules.
- **Employees are not permitted to have bare hand contact with unwrapped ready-to-eat foods.**
  - Disposable gloves must be worn by all food employees who wear excessive jewelry on their hands, have fake nails, or use nail polish.
- **Employees are required to wash their hands frequently.**
  - Hand washing must be done after the following: handling raw meats, changing tasks, going to the restroom, touching body parts (face, hair, etc.), coughing, sneezing, eating, drinking, using tobacco products, before putting on clean disposable gloves, & any other process that may contaminate the hands.
- **Hair restraints** (hair nets, ball hats, etc.) must be worn by all food employees.
- All food employees are to be healthy when working in the operation.
  - Employees should be free of colds, runny noses/eyes, excessive coughing, sore throats, diarrhea, open seeping wounds and diseases that are transmittable through food.

Food Security **(Recommendations only)**

**Things to do or ask to help protect your food product from intentional tampering by terrorists or disgruntled staff or patrons:**

<table>
<thead>
<tr>
<th>Employees:</th>
<th>Food:</th>
<th>Operational Procedures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>❌ Background checks of event staff.</td>
<td>❌ Is there a PIC available at all times to monitor the food operation?</td>
<td>❌ Do you properly restrict customers and non-employees from the operation?</td>
</tr>
<tr>
<td>❌ Do employees have visible identification while on duty?</td>
<td>❌ Was the delivery company and driver verified by the food operation?</td>
<td>❌ Does the food operation have an action plan to respond to incidents involving water interruption, power outages and adverse weather?</td>
</tr>
<tr>
<td>❌ Is a list posted of employees working on any given day?</td>
<td>❌ Is incoming food and ice inspected for evidence of tampering?</td>
<td>❌ Have the following areas been inspected and found to be safe and secure? Water, Lighting, and Electricity.</td>
</tr>
<tr>
<td>❌ Are employees trained on food safety and food security?</td>
<td>❌ Are storage trucks or trailers locked and secured?</td>
<td>❌ Does your operation have effective security during non-operating hours?</td>
</tr>
<tr>
<td>❌ Are food and supplies located in secure areas?</td>
<td>❌ Are tamper resistant and tamper evident packaging used to protect food?</td>
<td></td>
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**Application for reviewing facility layout & equipment specifications for Temporary Food Service Operation/Retail Food Establishments**

This form must be completed and returned along with the state licensing application and fee.

Submit to: Pike County Health Department
116 S. Market St. Waverly, Ohio 45690

**Note:** Please refer to attached guidelines to help answer some of the questions.

<table>
<thead>
<tr>
<th></th>
<th>Name of Temporary facility:</th>
<th>Name of event:</th>
<th>Location of food booth at the event:</th>
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<tbody>
<tr>
<td>2.</td>
<td>What time will you be setting up?</td>
<td>What time will you be serving?</td>
<td>What are the hours you will be operating each day?</td>
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<td>3.</td>
<td>List the name(s) of the Person-in-Charge (PIC) at your site.</td>
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**4. Water supply must be from and approved source** – All facilities offering any food and beverages that are not a pre-packaged product, will need and adequate supply of water for general sanitation purposes.

   - Will water be utilized at your food booth? □ Yes □ No
   - Water supply: □ County □ City □ Commercially Bottled water □ Other:________
   - Will a water hose be utilized: □ Yes □ No
   - How will hot water/warm water be provided for sanitation purposes (ie. hand washing, dishwashing, general cleaning)?
     □ From approved water tap on site
     □ Obtained hot from different location:________
     □ Heated on site using □ Coffee maker □ Stove/grill burner □ Other:________

**5. Wastewater disposal:** □ None will be generated □ city sewer □ septic system □ other:________

**6. Hand-washing facilities:** □ portable (closed container with spigot) □ hand wash sink □ Other:________

**7. Utensil and equipment washing facilities:** □ 3-compartment sink □ 3-buckets/dishpans □ none required based on type of menu and pre-approval of health department

**8. Sanitizing Solution:** □ Chlorine (bleach) □ Quaternary Ammonium □ Iodine

**9. Food Source:** Where will you obtain your food?
   □ Grocery store □ Food Delivery Company □ Licensed FSO/RFE □ Other: explain________

**10. Ice:** Will your facility be using ice? □ Yes □ No - If yes, provide name of ice supplier________________________

**11. Food storage:** □ on site (in the booth) □ in a supply truck □ at a licensed facility □ other:______

**12. Cold-holding equipment:** □ none □ refrigerator (electric) □ freezer □ drained cooler(s) (with ice/ice packs)*

*Note: Based on your menu multiple coolers may be required to prevent cross contamination between raw meats/poultry and ready-to-eat item (ie. fruits, vegetables, cheese, hot dogs) and cross-contamination between poultry and other meats.
13. **Hot-holding equipment:**
- ☐ stove
- ☐ oven
- ☐ steam table
- ☐ chafing dish
- ☐ grill
- ☐ none
- ☐ other: _______

14. **Storage:** Where will shelf stable food and paper good items be stored?
- ☐ on site
- ☐ at a licensed facility
- ☐ other (specify): _______

15. **Bare hand food contact will be minimized by use of:**
- ☐ gloves
- ☐ tongs
- ☐ spatulas
- ☐ paper
- ☐ other: _______

16. **Thawing:** Will your facility be thawing any food item prior to cooking or serving? ☐ Yes ☐ No
   If yes, list applicable food item(s): ____________________________
   How food(s) will be thawed: ☐ Cooked frozen
   ☐ thawed in refrigerator
   ☐ thawed under continuously running cool water
   ☐ thawed in microwave and immediately cooked.
   **Thawing out at room temperature is not allowed.**

17. **Cooling:** Will your operation be cooling any food items to be reheated the next day such as leftovers, soups, Sloppy Joe mix, etc.? ☐ Yes ☐ No
    If yes, explain: ____________________________

18. **Describe toilet facilities:**
- ☐ portable
- ☐ indoor

19. **Draw or attach a general layout showing how your temporary food service or establishment will be set-up for operation.**
   Make sure to indicate and label the following
   - ☐ Handwashing set up
   - ☐ Dishwashing set-up
   - ☐ Cooking Equipment
   - ☐ Hot Holding Equipment
   - ☐ Refrigerators, freezers or ice coolers
   - ☐ Tables
   - ☐ Storage of serving containers & utensils as well as additional shelf stable food items
   - ☐ Where you will be serving the food to the public
   - ☐ entrance/exit(s), and if applicable plumbing and lighting fixtures

**Statement:** I hereby certify that the following information is correct, and I fully understand that any deviation from the above without prior approval from this office may nullify this approval.

Signature: _________________________________________________________ Date: _________

Operator or Responsible Representative

Rev.1/2023
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:

Pike County General Health District
116 S. Market St, Waverly, Ohio 45690

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

Address of license holder

City State ZIP

List all foods being served:

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

Licensor to complete below

Valid dates License fee

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

By Date

Audit no. License no.
**Menu**

Please list food items that will be served during the event and their source.

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