

TEMPORARY FOOD OPERATION / RETAIL FOOD ESTABLISHMENT

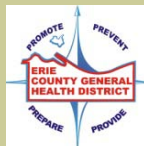


REQUIREMENTS

ERIE COUNTY GENERAL HEALTH DISTRICT

420 Superior St.
Sandusky, Ohio 44870

PHONE
419-626-5623



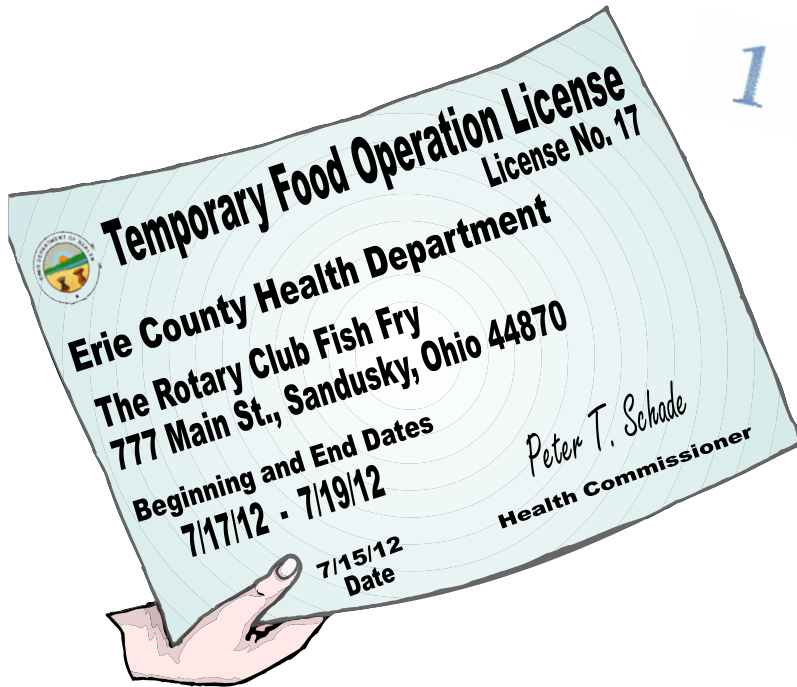
FAX
419-624-3358

Web Address
<http://www.eriecohealthohio.org>

ERIE COUNTY GENERAL HEALTH DISTRICT

TEMPORARY FOOD OPERATION REQUIREMENTS

Obtaining a Temporary Food Operation License



1

A temporary food operation license must be obtained for any event where foods are being prepared or served for a charge or required donation.

A temporary event is an event that operates over a period of 5 days or less. If an event spans a period longer than 5 days, a separate license must be obtained for each 5-day period.

Only 10 temporary licenses are permitted to be taken out by one person or group per year.

2






To obtain a temporary food operation license, the attached form and application must be completed and submitted with the fee listed below to the Erie County Health Department at least one week prior to the planned event.

TEMPORARY FOOD OPERATION FEE

\$60.00 Per Event

3

The application outlines information that is necessary for obtaining the license. Listed below is some of the information necessary for completing the application.

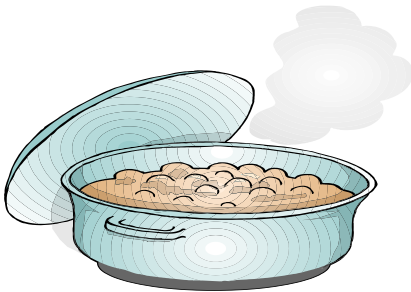
-  A diagram of the layout of the temporary location
-  A listing of all foods to be served.
-  Equipment used to keep foods hot and cold.
-  Water source and how hot water will be obtained.
-  Setups used for dishwashing and handwashing.

CRITICAL REQUIREMENTS

APPROVED SOURCES

All foods must be obtained from approved sources

- Grocery Stores
- Food Suppliers (Sysco, GFS, etc.)
- Meat Shops



PREPARATION

All foods must be prepared at the licensed temporary location or in a licensed food operation.

Foods CANNOT be prepared in the home and transported to the site.

As well, home-canned foods cannot be used as ingredients in foods or sold at the temporary location.



HOT HOLDING

Hot foods must be held at **135°F** or higher at all times. The following items may be used for hot holding of foods.



Grills



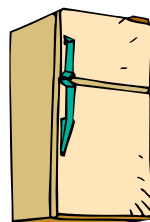
Crockpots



Roasters

COLD HOLDING

Cold foods must be held at **41°F** or colder at all times. The following items may be used for cold holding of foods.



Refrigerators



Ice Chests

DISHWASHING

Proper dishwashing of utensils must occur through the use of a three (3) bin sink system. This may be accomplished in several ways.



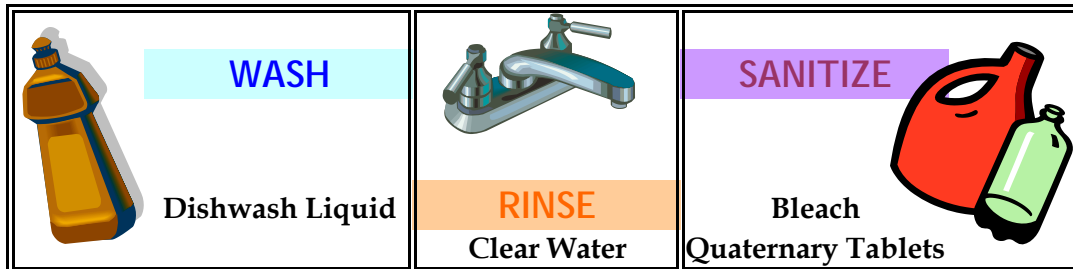
Using an actual three-bin sink

OR



Using a three bucket or dishpan setup

Proper Three-Compartment Sink Setup



SANITIZER

A proper sanitizer must be used in the 3-bin sink setup and a proper test kit must be used to test the sanitizer level.

SANITIZERS



Bleach



Quaternary Tablets

1 Tablespoon of bleach for every gallon of water will maintain proper sanitizer level.



Bleach = Chlorine Test Kit



Quaternary Tablets = Quaternary Test Kit

TEST KITS

THERMOMETER

A proper thermometer (dial, digital, etc.) must be provided for checking cooking, hot holding, cold holding, and storage temperatures. Any thermometer used must contain a range of 0° - 220° F.



HANDWASHING

Handwashing facilities must be provided to ensure all persons working at the temporary location have the ability to wash hands frequently. Acceptable hand washing facilities:



Handwash Sink with Hot & Cold Water



Coffee Urn or Water Cooler for Hot Water



* A catch basin or bucket must be provided to catch waste water if not using a handwash sink



Soap & Disposable Towels are Required for Handwashing Facilities

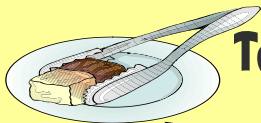


BARRIERS

Barriers must be used when handling **READY-TO-EAT** foods. Examples of acceptable barriers include:



Gloves



Tongs



Food Tissue

HAIR RESTRAINTS

Hair Restraints must be worn when preparing and serving foods. Acceptable hair restraints include:



STORAGE & FLOORING

Ensure all food storage is up and off the ground and that all foods are kept covered. If the temporary location is in an unpaved area with exposed soil/grass, flooring of smooth, cleanable construction must be laid under all storage, food preparation, and serving areas.



Use Crates, Tables, Etc to elevate food and food equipment



Use Foil, Plastic Wrap or similar coverings for foods

Use Wood Panels,



Wood Planks, or similar smooth materials for flooring

CHECK HOW FOODS WILL BE PROTECTED FROM ALL FORMS OF CONTAMINATION:

All Foods Located Away from Customers

Sneeze Guards

Foods Covered with Plastic Wrap, Foil or Lids

Other (Explain): _____

NOTE: USE WATER FROM AN APPROVED MUNICIPAL WATER SUPPLY OR COMMERCIALY PACKAGED WATER.

CHECK HOW FOODS WILL BE PROTECTED FROM BARE HAND CONTACT:

Single-Use Gloves

Food Tissue

Utensils (Tongs, Spoons, Etc.)

Other (Explain): _____

CHECK HOW ALL FOODS WILL BE TRANSPORTED TO THE SITE:

Refrigerated Truck

Hot Boxes/Hot Thermalized Containers

Cooler Chest with Ice or Cold Packs

Other (Explain): _____

CHECK TYPE OF HANDWASHING FACILITIES TO BE USED:

Handsink (with hot & cold water)

Coffee Urn

Other (Explain): _____

NOTE: SOAP & PAPER TOWELS MUST BE PROVIDED WITH THE HANDSINK AND URN OPTIONS. HAND SANITIZER OR TOWELLETES ARE NOT A SUBSTITUTE FOR PROPER HANDWASHING

CHECK HOW ALL UTENSILS AND EQUIPMENT WILL BE WASHED, RINSED, AND SANITIZED

Fully Functional Three-Compartment Sink

Three (3) Individual Buckets, Dishpans, Tubs, Etc.

NOTE: WASH IN SOAPY WATER, RINSE IN CLEAN WATER, SANITIZE WITH A PROPER CONCENTRATION SOLUTION, THEN AIR DRY. A PROPER SANITIZER MUST BE USED IN EITHER OPTION (Check Attached Requirements for Proper Sanitizers).

CHECK THE TYPE OF HAIR RESTRAINT TO BE WORN BY EVENT WORKERS:

Hair Nets

Visors

Ball Caps/Hats

Handkerchief

CHECK HOW ALL WASTE PRODUCTS WILL BE REMOVED FROM THE SITE:

Deposited in Proper Waste Containers/Bags and Removed by Event Personnel

Deposited in Proper Waste Containers/Bags and Removed by Owners of the Site

NOTE: DISPOSE OF ALL GARBAGE AND REFUSE AT A MUNICIPAL OR LICENSED FACILITY. DISPOSE OF LIQUID WASTES IN A WATER TIGHT CONTAINER AND PROPERLY DISPOSE IN AN APPROVED SANITARY SEWER DRAIN OR SEWAGE TREATMENT SYSTEM.

INDICATE THE TYPE OF FLOORING TO BE PROVIDED UNDER THE ENTIRE TEMPORARY OPERATION: (Only necessary if Temporary Operation is to be located on exposed soil, gravel, or grassy areas)

Wood Panels/Wood Planks

Other (Explain): _____

INDICATE THE TYPE OF OVERHEAD COVERING TO BE PROVIDED:

Tarp

Canopy

Roof

Other _____

PROVIDE A DIAGRAM (BIRDS EYE VIEW) OF HOW THE ENTIRE TEMPORARY LOCATION WILL BE SETUP (include cooking, cold & hot holding equipment, handwashing & dishwashing facilities, worktables, food & single service storage, garbage containers & customer service area:



NOTE: The Ohio Fire Code prohibits the use of any equipment having an open flame (grills, fryers, etc.) within 20 feet of all flammable material. Any heat producing equipment must be at least 3 feet from all flammable material. Appliances without overhead protection must have its own lid or nonflammable overhead covering to protect the food from contamination. Contact the local fire department of the event location prior to setting up in order to ensure fire safety compliance.

The sanitarian will inspect the operation near the beginning of the operational period to determine compliance with the submitted application and supporting documents.

I acknowledge receipt of the "Temporary Food Operation/Retail Food Establishment Requirements of the Erie County General Health District". I also certify that I have read, understand, and agree to abide by all the requirements in the accompanying policies.

***To obtain a temporary food operation license, the attached form and application must be completed and submitted along with the \$60.00 fee: cash, money order, or business check (no personal checks accepted) to the Erie County Health Department at least one week prior to the planned event.**

Signature _____

Date _____

For Office Use:
APPROVED BY: _____

DATE: _____

LICENSE NUMBER: _____

AUDIT NUMBER: _____

2012 Application for a License to Conduct a Temporary: (check only one)

Instructions:

1. Complete the applicable sections. (Make any corrections if necessary) Food Service Operation
 Retail Food Establishment

2. Sign and date the application.

3. Make a check or money order payable to: **Erie County Health Department**

4. Return*check and signed application to: **Erie County Health Department**

420 Superior Street

Sandusky, OH 44870

*** No personal checks accepted**

Before the 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 Code:	Email:
Start date:	End date:	Operation time(s):	
Name of License holder:		Telephone(s):	
Address of License holder:			
City:	State:	Zip Code:	Email:
List 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: \$60.00
Application approved for license as required by Chapter 3717 of the Ohio Revised Code.	
By	Date
Audit no.	License no.