



January 9, 2014

Dear Operator,

According to Ohio Revised Codes 3717.21 and 3717.41:

“No person or government entity shall operate a food service operation or retail food establishment without a license.”

In other words, any person or group that wishes to sell food to the public in Fairfield County **must apply for a license from the Fairfield Department of Health**. In this case, food not only refers to food in the traditional sense, but also cotton candy, popcorn, snow cones and various other items. If you have questions about whether or not a particular item requires a license, please call our office at the number listed below.

Please note: any person/group selling pre-package non-potentially hazardous food can be exempt from this licensing requirement. Any person/group selling baked goods, that do not require refrigeration, should refer to and follow the Ohio Department of Agriculture (ODA) cottage food requirements. All baked goods for sale must be packaged and labeled per the cottage food rules. These rules can be found on ODA's website under the food safety division.

Enclosed in this packet is a 2 page application for a temporary food service license (The second page of the application requires a sketch on the backside of the page). Also, enclosed is a temporary checklist and guidelines to help you prepare for an event. The application must be completed and submitted with the fee at least 10 days prior to the event. Currently, the fee for a temporary food license is \$20 per day.

If you are found to be operating without a license at any event you will be ordered to cease and desist selling the food items. You will be asked to tear down your booth/set up and could face prosecution.

We are now located at 1550 Sheridan Drive, Suite 100, Lancaster. If you have any questions, please contact our office Monday-Friday 8:00am -4:00pm at 740-652-2800.

Sincerely,

Deb Kilbarger
Fairfield Department of Health

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

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:
4. Return check and signed application to:

- Food Service Operation
 Retail Food Establishment

Fairfield Department of Health
1550 Sheridan Dr. Suite 100
Lancaster, OH 43130

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	Email
Start date: / /	End date: / /	Operation time(s):	
Name of license holder:			Phone number:
Address of License holder			
City	State	Zip	Email
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
-----------	------

Licenser to complete below

Valid date(s):	License fee: (\$20.00 per day)
----------------	-----------------------------------

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

By	Date
Audit no.	License no.

SURVEY & DRAWING FORM
Temporary Food Operation

Must Be Submitted with Application

Fairfield Department of Health

Phone (740) 652-2800

Event _____ Dates _____

*Time *READY* for Inspection _____ Location of Event _____

Licensee Name _____ Phone# _____

Licensee Address _____

Will all potentially hazardous foods be prepared at event? YES NO

If prepared elsewhere give name and address. Attach a copy of the facility license. _____

MENU _____

List Sources of Foods. _____

Describe how hot foods will be maintained at 135 Degrees F or above. _____

Describe how cold foods will be maintained at 41 Degrees F or below. _____

Describe how proper food temperatures will be maintained during transportation. _____

List all equipment and utensils to be used at event. _____

How will displayed and stored food be protected from contamination (dust, rain)? _____

How will food contact surfaces be protected to prevent contamination of food? _____

Describe equipment and utensil washing set up. _____

Continued on back!

← OVER

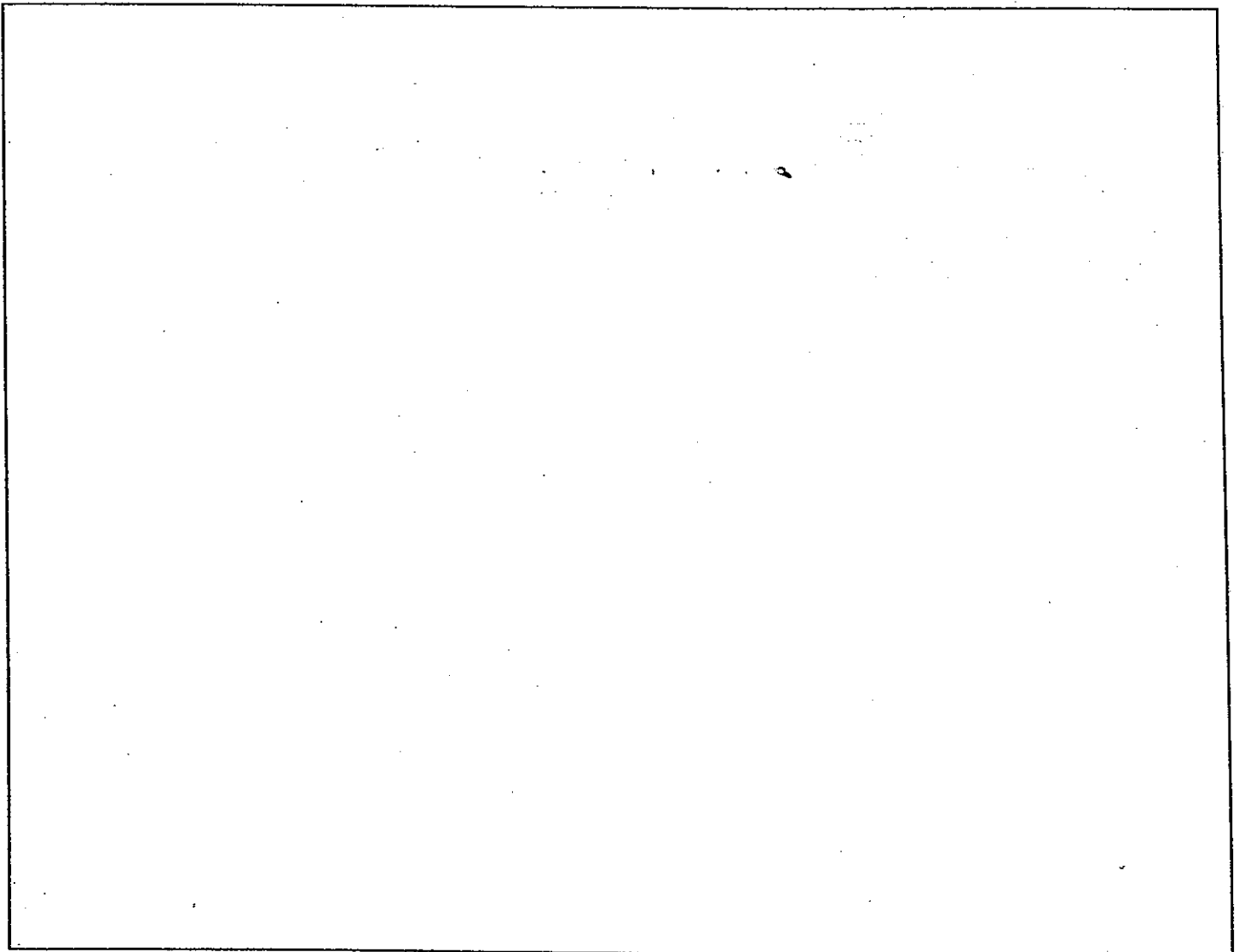
Describe hand washing set up. _____

How will garbage be disposed of? _____

How will wash water be disposed of? _____

SKETCH OF BOOTH & EQUIPMENT LOCATIONS!

****Required****



Temporary Food Service/Retail Food Operation Guidelines

Temporary food license applications must be completed and submitted with the appropriate fee at least 10 days prior to the event.

- ◆ A temporary license must be obtained from the Health Department and posted at the operation.
- ◆ Temporary food service operations shall follow the laws as outlined in The Ohio Uniform Food Safety Code 3717-1, Ohio Administrative Code

Food Source

1. All foods must be prepared at the event or in a licensed food operation.
2. All foods must be from an approved source/supplier.
3. Keep menu simple. For increased safety, serve commercially prepackaged food items (chips/cookies)
4. Foods must be covered and temperatures maintained while transporting.
5. Water used must be from an approved source (municipal water or documentation of an acceptable water sample from the well).
6. **All food units hooked up to water via a hose must provide a backflow preventer; only ASSE 1012 or ASSE 1024 are acceptable.** Install the backflow prevention device where the water enters the unit.

Food Temperatures

1. Foods subject to spoilage must be held at/or below 41°F for cold food and at/or above 135°F for hot food.
2. Frozen foods must be kept frozen.
3. Potentially hazardous foods must be cooked to proper food temperatures.
4. Do not heat foods in crock-pots, steam tables. This equipment can only be used to hold foods once they are already hot.
5. Must have a metal stem thermometer to check food temperatures.
6. Coolers and refrigerators must have a refrigerator type thermometer.
7. Mechanical refrigeration shall be used for overnight storage of food items.
8. Food items must be thawed in refrigerator, microwave, or under cold running water; not at room temperatures.

Food Preparation and Handling

1. Minimize direct handling of foods. Do not handle foods with your bare hands.
2. Use disposable gloves, tongs, utensils such as large spoons, ladles, or deli paper (wax paper) when handling ready to eat foods.
3. Ice must be dispensed into cups using an ice scoop or a utensil with a handle.
4. Do not store items in ice bin when ice is to be used for consumption.
5. Food must be prepared on tables that are smooth and easy to clean. Sanitize table surfaces before use.
6. Condiments must be provided in individual packets or pump/squeeze type containers. No open containers.
7. No eating, drinking, smoking or chewing tobacco in the food prep area or during food preparation.
8. Use hair restraints (hair nets, baseball caps or scarves) when preparing food or handling unwrapped food.
9. Use of pesticides is prohibited during preparation and serving hours. Store chemicals, cleaners and pesticides separate from food items. Label working containers of chemicals when not in original containers.

Food Protection

1. Foods on display for sale must be covered, protected by a sneeze guard or wrapped with plastic wrap.
2. Use light shields over light fixtures or bulbs. (Yellow lights help to discourage the attraction of insects).
3. Need at least 50-foot candle of light over food prep and utensil washing areas.
4. Cooking/serving utensils are to be easy to clean and in good repair.

Refuse/Waste Disposal

1. Trash must be stored in covered containers and removed from the site at the end of the event.
2. Trash containers must be easy to clean and have tight fitting lids.
3. Waste water must be removed in a sanitary manner. No dumping dish water/ hand washing water on the ground.

Hand washing

1. Provide approved hand washing facilities (soap, disposable towels, hot and cold or warm running water).
2. Alternate hand washing methods must be approved by the health department.
3. Employees must wash hands after eating, smoking, using toilet facilities, handling raw foods, coughing or sneezing, or handling animals. Wash hands before wearing single use gloves.
4. Post hand washing procedure sign.
5. No jewelry on hands or arms, no long fingernails or fingernail polish when preparing food or handling unwrapped food.
6. Instant hand sanitizer does not replace proper hand washing.

Food and Utensil Storage

1. Store all food products and utensils up off the ground and protected from dust, insects, etc. (Keep items covered and at least 6 inches off the ground).
2. Ensure the food operations are not located where dust or bird roosting may be a problem (under trees). If necessary, provide a temporary floor in serving areas.
3. Keep personal items, food and drink away from where food is stored, prepared or served.
4. Store utensil handles up to avoid direct hand contact with food contact surfaces.
5. Display single use utensils with the handles up to avoid contamination of food contact surfaces. (Best to use pre-wrapped single use utensils).

Cleaning and Sanitizing Procedures

1. Before you prepare any food, and periodically through the day, wipe work surfaces with cloths rinsed in either bleach (unscented), quat tablets or iodine solutions. Follow label directions for proper concentrations.
2. Provide a sanitizer test kit for the sanitizing agent used and know how to use it
3. Wipe cloths must be stored in a bucket of sanitizer solution – change the solution often
4. Provide facilities for washing, rinsing and sanitizing utensils.
5. Clean and sanitize equipment/utensils as needed.

Personnel

1. Only people assigned to work in food booth are to prepare or serve food; Unauthorized people and animals are not allowed in the food prep areas.
2. Persons showing symptoms of colds, flu or a food borne illness or who have unprotected cuts or sores on their hands can not work in the food booth.
3. It is recommended that children serve/sell food and leave the food prep activities to the adults.
4. You are required to have a "Person in Charge" knowledgeable in the food service operation and equipment, food safety, prevention of food contamination or the spread of a food borne illness.

See Temporary Checklist for required items and supplies.

Temporary Checklist

Submit completed application and fee at least 10 days prior to your event.

EQUIPMENT:

- Hand wash facility (temporary set up must be approved by the health department)
- Three compartment sink (3 tubs or buckets for dishwashing)
- Refrigerators turned on or coolers iced and at 41° F or below (temperature will be taken)
- Freezers turned on and at temperature
- Hot holding units with the ability to hold foods at 135° or above
- Food grade hose for fresh water
- Hose for waste/gray water
- Waste/gray water holding tank or portable blueboy

SUPPLIES:

- Hand soap
- Single use disposable towels
- Hand wash signage
- Dish detergent
- Sanitizer (chlorine, quaternary ammonia or iodine)
- Sanitizer test strips
- Hair restraints
- Single-use gloves
- Thermometers in each refrigerator or cooler
- Probe thermometer if you do any cooking or holding

FACILITIES:

- Proper flooring –smooth, easily cleanable. Rubber mat or other material for operator to stand on.
- Floors, walls, ceiling and all equipment must be clean, well maintained and in good repair.
- Overhead protection (awnings/umbrellas) if operation is outside
- Water at hand wash facility -at least 100° F (temperature will be taken)
- Water at 3 compartment sink at least 110°F (temperature will be taken)
- Light shields on all lights
- Keep menu simple.

Refer to “Temporary Food Service/Retail Food Operation Guidelines” for more information.



Dear Temporary Food Service Operator:

As you know the Fairfield Department of Health requires that completed temporary food service applications be submitted **at least ten (10) days prior to the event**. In the past we have had difficulty getting compliance with this rule, which, in turn, causes us extra time, expense, and hardship in properly administering the program. Therefore, this policy will be enforced without exception. **Operators who apply for a temporary food service license with less than ten (10) days notice will be denied a license and told to cancel their event.**

Temporary food service operations without licenses at events will not be allowed to serve food at the event and must leave the premises. Inspectors will not collect license fees during inspections.

It is the temporary food operator's responsibility to obtain an application and then submit the completed application prior to the deadline. In an effort to prevent a repeat of the unfortunate circumstances that everyone endured in the past, we encourage you to review the enclosed information. Please complete and submit your applications well in advance of your event.

This is the only notification your organization will be receiving. If you are no longer involved with the organization, please forward this information to the person currently in charge.

Please call our office at 1-740-652-2800, Monday through Friday from 8:00 AM to 4:00 PM with any questions.

Sincerely,

Larry Hanna, RS
Fairfield Department of Health

(FDH 2009)