



Temporary Food Service Operation & Retail Food Establishment Operational and License Requirements

Wyandot County Public Health
Environmental Division
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Wyandot County





Public Health
Prevent. Promote. Protect.

APPLICATION PROCEDURE TO OBTAIN A TEMPORARY FOOD SERVICE / RETAIL FOOD ESTABLISHMENT LICENSE

1. The attached operation information and license application forms (pages 10-14) must be completed and returned to Wyandot County Public Health for review and approval prior to the event. Complete the forms in as much detail as possible. The approval of your application forms depends on the information provided to us.
2. The temporary license fee must accompany the application forms when they are submitted to this department. The temporary fee is charged on a “per event” basis up to 5 days. The fee for a temporary license is \$65.00.
3. Keep the operation requirements section (pages 1-8) for your reference and post it on location at the event. All food handlers preparing and/or serving food need to read and understand the requirements applicable to your operation.
4. An operation checklist (page 9) is also attached to help assist you in meeting temporary food service operation / retail food establishment license requirements.

OPERATION REQUIREMENTS

PERSONNEL

- **Person in Charge:** The license holder must be the person in charge or must designate a person in charge and ensure that a person in charge is present at the temporary food service operation / retail food service establishment during all hours of operation. The person in charge must demonstrate knowledge by operating the temporary food service operation / retail food establishment in accordance with the Ohio Uniform Food Safety Code and/or by responding correctly to the inspector's questions. 
- **Hand Washing:** Hand washing facilities must be provided on location for all food employees in cooking, service, and ware washing areas. Food employees must wash their hands before putting on single-use gloves, after touching bare human body parts, using the toilet room, handling animals, coughing/sneezing, using a handkerchief, using tobacco, eating /drinking, handling soiled equipment/utensils, as often as necessary to prevent cross-contamination when switching between raw and ready-to-eat food, and after engaging in other activities that contaminate the hands. The following hand washing methods are acceptable:
 - Chemically treated towelettes may be used for cleaning hands if the manufacturer indicates usage for the hands and/or face. **Baby wipes and disinfecting wipes are prohibited from use for hand washing.** Hand sanitizers can be used in conjunction with chemically treated towelettes but can not replace them.
 - A 5-gallon insulated container with a spigot which can be turned on to allow potable, clean, warm water to flow over one's hands into a waste receiving bucket of equal or larger volume; suitable hand soap, disposable paper towels, and a waste receptacle.
- **Employee Health:** The person in charge must restrict any food employees who have any of the following symptoms: diarrhea, fever, vomiting, jaundice, and/or sore throat with fever. Any cuts or sores on food employee's hands must be covered with a clean bandage and a single-use disposable glove. 
- **Hygiene:** Food employees shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods. Food employees shall have clean outer garments and wear effective hair restraint such as hats, caps, scarves, hair nets, visors with head bands, etc. Smoking or eating and drinking (unless from a closed beverage container) are not allowed by food employees in the food preparation and service areas. All non-working unauthorized persons, including infants and young children, must be restricted from the food preparation and service areas.

- **No Bare Hand Contact with Ready-To-Eat Food:** Food employees may not contact exposed ready-to-eat food with their bare hands. Suitable utensils shall be used, such as deli paper, spatulas, tongs, dispensing equipment, or single-use gloves.
- **Jewelry:** While preparing food, food employees may not wear jewelry on their arms or hands. A plain ring, such as a wedding band, may be worn. A medical alert bracelet is permitted when a reasonable accommodation is made, such as wearing the bracelet high on the arm or secured in a manner that does not pose a risk to the food but provides emergency medical information if needed.
- **Fingernails:** Food employees shall keep their fingernails trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough. Unless wearing intact gloves in a good repair, a food employee may not wear fingernail polish or artificial fingernails when working with exposed food.



FOOD SOURCE AND TEMPERATURE

- **Source:** All food, beverages, and ice must be obtained from approved sources that comply with the law. (Label information may be required for some food items due to known allergens). Labeling requirements should be discussed with this department prior to the event.

Home-canned and home-prepared foods are not allowed except for Cottage Food Production Operation food items, including non-potentially hazardous bakery items (cookies, fruit pies, brownies, most cakes, etc.), jams, jellies, candy, and fruit butter.

NOTE: Cream, custard, pumpkin, and pecan pies, cheesecakes, and other similar potentially hazardous bakery items are prohibited without prior approval by this department.



- **Preparation:** Food preparation on location the day(s) of the event is encouraged. If preparation does not occur on location, foods must be prepared and/or stored in a licensed food service operation and/or retail food establishment or be purchased, ready-made from an approved source, as determined by this department.

- **Temperatures:**

Hot Holding: Time/Temperature controlled for safety food must be maintained at 135°F or above.

Cold Holding: Time/Temperature controlled for safety food must be maintained at 41°F or below.

Cooking:

- **165°F for 15 seconds** – poultry; stuffing containing fish, meat, or poultry; stuffed fish, meat, pasta, or poultry.
- **155°F for 15 seconds** – ground beef, sausage and pooled raw shell eggs cooked to be hot held.
- **145°F for 15 seconds** – fish, meat, pork, and raw shell eggs that are broken and prepared in response to an individual order for immediate service.
- **135°F** – commercially processed, ready-to-eat food such as hot dogs and fruits and vegetables cooked for hot holding.
- **Cooking temperature requirements for any other menu items not listed above must be discussed with this department prior to the event.**
- **Consumer advisory may be required for foods that are served / sold raw, undercooked, or without otherwise being processed to eliminate pathogens.**



- **Thawing:** Time/temperature controlled for safety food shall be thawed either under refrigeration that maintains the food temperature at 41°F or below, completely submerged under running water having a temperature of 70°F or below, in a microwave oven and immediately transferred to conventional cooking equipment with no interruption in the process, or as part of a cooking process.

- **Cooling:** Cooked, time/temperature controlled for safety food shall be cooled from 135°F to 70°F within two hours and within a total of six hours from 135°F to 41°F or less. To facilitate this process, utilize shallow (2inches or less) containers under refrigeration.



- **Reheating for Hot Holding:** Time/temperature controlled for safety food that is cooked, cooled, refrigerated, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds within two hours.

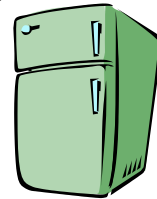
- **Date Marking:** Ready-to-eat time/temperature controlled for safety food that is held refrigerated for more than 24 hours must be clearly marked at the time of preparation or the day the original container is opened to indicate the date by which the food shall be consumed on the premises, sold, or discarded which is seven days with foods maintained at 41°F or less. The day of preparation or the day the original container is opened counts as day 1.



FOOD AND UTENSIL STORAGE & HANDLING

- **Dry Storage:** All food, equipment, utensils, and single-service items shall be stored at least six inches off the floor on pallets, tables, or shelving protected from contamination and shall have effective overhead protection.

- **Cold Storage:** Either mechanical refrigeration units or effectively insulated hard-sided cooler chests with sufficient ice or frozen cold packs to maintain time/temperature controlled for safety foods at 41°F or below shall be provided. Unpackaged food and packaged food that is subject to the entry of water may not be stored in direct contact with ice or water. Adequate mechanical refrigeration must be provided for overnight storage of potentially hazardous foods.



- **Hot Storage:** Hot food storage units (i.e. electrical roasters/skillets, propane stoves, charcoal/gas grills, etc.) shall be used to keep time/temperature controlled for safety foods at 135°F or above.

- **Thermometers:** A metal-stem, bi-therm (0-220°F) or digital product thermometer must be provided to check internal temperatures of time/temperature controlled for safety food and cold food items. These thermometers can be purchased at most hardware, department, and restaurant supply stores. Each cold storage unit, including insulated cooler chests, must have a numerically scaled reading thermometer provided inside to measure the ambient air temperature of the unit.



- **Food Display:** All food shall be protected from customer handling, coughing, sneezing, or other contamination by wrapping, the use of sneeze guards, or other effective barriers. Condiments must be dispensed in single-service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers, or similar dispensers which prevent the contamination of food items by workers, patrons, insects, or other sources.



- **Utensil Storage:** In-use food dispensing utensils shall be stored in the food with their handles extended above the top of the food container. Otherwise they shall be stored on a clean, non-absorbent surface (i.e. plastic lid, aluminum foil, etc.) if utensils are properly cleaned and sanitized every four hours or in a container of water if the water is maintained at a temperature of at least 135°F or below 41°F and the water is changed at least every four hours.



Single-service knives, forks, and spoons that are not pre-wrapped must be presented so only the handles are touched by employees or by consumers if self-service is provided.

CLEANING

- **Ware Washing:** A three-compartment sink set-up must be utilized on premises to wash, rinse, and sanitize equipment and utensils coming into contact with food. Clean equipment/utensils must be air dried.



The minimum requirements for an equipment /utensil washing set-up should consist of three basins, dishpans, plastic buckets, or sinks that are large enough for immersion of the equipment/utensils, a potable hot water supply, and an adequate disposal method for the wastewater. In-use equipment and utensils shall be cleaned and sanitized at least every four hours.

- **Sanitizing:** An approved sanitizer must be provided for sanitizing food contact surfaces. Sanitizers must be prepared and used at the following appropriate concentrations:

- Chlorine solution = 100ppm at room temperature (**use of scented chlorine bleach is prohibited**)
- Quaternary ammonium = 200ppm or as specified by the manufacturer
- Iodine solution = 12.5 to 25ppm



NOTE: Approved test papers shall be available and used for checking the concentration of prepared sanitizer.

- **Wiping Cloths:** Wiping cloths that are in use for wiping food spills from food contact and nonfood contact surfaces of equipment shall be stored in a clean sanitizing solution at the above appropriate concentrations. All wiping cloths shall be free of food debris and visible soil and shall be used for no other purpose.



WATER SUPPLY AND WASTEWATER DISPOSAL

- **Water:** An adequate supply of potable water from an approved source shall be available on premises for cooking and drinking purposes, cleaning, and sanitizing of equipment, utensils, and food contact surfaces, and hand washing, if applicable.



Any water supply hoses and/or holding tanks must be constructed with approved food grade materials. The water supply system must be protected against possible backflow contamination with installation of approved backflow protection device(s). A supply of commercial bottled drinking water may be allowed.

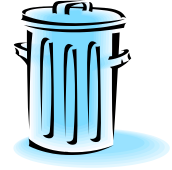
- **Wastewater Disposal:** Wastewater shall be disposed in an approved wastewater disposal system. Wastewater may not be dumped onto the ground surfaces, into waterways, or storm drains.

PREMISES

- **Food Contact Surfaces:** All food contact surfaces shall be smooth, easily cleanable, durable, and nonabsorbent. All other surfaces shall be finished so that they are easily cleanable.
- **Floors:** Unless otherwise approved, floors of outdoor-type temporary food service operations/retail food establishments shall be constructed of concrete, asphalt, non-absorbent matting, tight wood, or removable platforms that minimize dust and mud. The floor area should be graded to drain away from the temporary food service operation/retail food establishment.
- **Overhead Protection:** The temporary food service operation/retail food establishment must be covered with a canopy or other type of overhead protection unless the food items offered are commercially pre-packaged food items dispensed in their original containers. Overhead protection is not required over outdoor cooking devices unless unique local circumstances warrant (i.e. roosting birds over cooking areas, blowing dust from construction areas, precipitation, etc.)
- **Lighting:** Adequate lighting by natural or artificial means must be provided. Light bulbs shall be shielded, coated or otherwise shatter-resistant in areas where there is exposed food, clean equipment and utensils, or unwrapped single-use and single-service articles.
- **Electric:** The use of multiple roasters, skillets, and coffee pots often can result in electrical circuit problems. Be sure to take extra utility cords rated for the equipment used.



- **Refuse:** An adequate number of non-absorbent, easily cleanable refuse containers must be provided both inside and outside of the food preparation and/or service areas. Grease/cooking oil must be disposed of properly.



- **Toilet Facilities:** Adequate toilet facilities shall be conveniently provided for food employees. As a minimum, toilets may consist of properly designed, operated, and maintained portable toilets.

- **Personal Belongings:** Personal clothing and belongings must be stored at a designated place away from food, equipment, utensils, linens, and single-use and single-service articles.

- **Toxic Materials:** Poisonous or toxic materials shall be properly labeled and stored so they cannot contaminate food, equipment, utensils, and single-use and single-service articles. Only those chemicals necessary for the temporary food service operation / retail food establishment operation shall be provided.



Notes:

TEMPORARY FOOD SERVICE OPERATION / RETAIL FOOD ESTABLISHMENT CHECKLIST

This checklist, not intended to be all inclusive, may help to assist you in meeting temporary licensing requirements:

- Person(s)-in-charge designation (present during all hours of operation)
- Hand washing facilities or chemically treated towelettes
- Hair restraints
- Single-use, disposable gloves or other approved hand contact barriers
- Food, water, & ice from approved sources
- Cold holding equipment (mechanical refrigeration for overnight storage)
- Hot holding equipment
- Product thermometer (0-220°F) or digital thermometer
- Thermometers for the interior of all cold units (refrigerators and coolers) holding time/temperature controlled for safety food
- 3-compartment warewashing set-up
- Approved sanitizer (chlorine, quaternary ammonium, or iodine)
- Corresponding sanitizer test papers
- Wiping cloth container
- Waste water holding container(s) and/or sanitary sewer disposal
- Non-absorbent floor covering
- Overhead protection
- Extra utility cords rated for the equipment used



3) **Source of Water Supply:**

Where will potable (drinking) water be obtained for ice making, food preparation, ware washing, and/or hand washing?

- Public Water Supply
- Private Water Supply (water sample required or water must be boiled)
- Purchased Bottled Water
- Other Approved Source (name of source)_____

How will hot/warm water be provided for ware washing and/or hand washing?

- Coffee Urn
- Stove Top Burner
- Insulated Container
- Other – Specify_____

4) **Off-Site Preparation:**

List food and beverage items to be prepared off-site (be specific):

<u>Food/Beverage Item</u>	<u>Where Prepared</u>	<u>When Prepared</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List the equipment that will be used to transport time/temperature controlled for safety foods prepared off-site at required holding temperature: _____

5) **On-Site Preparation, Storage, Service:**

How will time/temperature controlled for safety foods be kept cold (41°F or below)?

- Mechanical Refrigerator(s)**
- Cooler Chests with Adequate Ice or Cold Packs
- Other – Specify_____

**** Should the event exceed one day in length, mechanical refrigeration is required for overnight storage of time/temperature controlled for safety foods.**

Specify location of mechanical refrigeration for overnight storage: _____

How will time/temperature controlled for safety foods be cooked and/or hot held (135°F or above)?

- Stove/Oven
- Electric Roaster / Skillets
- Charcoal / Gas Grills
- Steam Table
- Chafing Pan with Sterno
- Other – Specify _____

6) Support Facilities:

What type of hand washing facilities will be available / provided?

- Chemically Treated Towellettes (baby wipes & disinfecting wipes are prohibited)
- Insulated Container with Spigot Containing Warm Water & Waste Receiving Bucket (soap, paper towels, & refuse receptacle required)
- Other – Specify _____

What will be used to prevent bare hand contact?

- Gloves
- Tongs / Other Utensils
- Deli Paper
- Other – Specify _____

What 3-compartment sink set-up will be provided for equipment/utensils to be washed, rinsed, and sanitized?

- Dishpans, Plastic Buckets, or Basins**
- Sink Compartments (water spigot must be available)**
- Other – Specify _____

**** Containers/compartments must be large enough to submerge the largest piece of equipment/utensil.**

What type of sanitizer and test papers will be provided?

- Chlorine (use of scented bleach is prohibited)
- Quaternary Ammonium
- Iodine

What holding facilities will be provided for handling wastewater? _____

How / where will wastewater be disposed? _____

Where will toilet facilities be located for usage by food handlers? _____

**Temporary Food Service Operation / Retail Food Establishment
Facility Layout Drawing**

Draw in the box provided below an on-site floor plan of the proposed operation. Include the location(s) of the following:

1. Food Preparation/Cooking
2. Food/Paper Goods Storage
3. Hot and Cold Food Holding Facilities
4. Hand Washing
5. Refuse Containers
6. Equipment/Utensil Washing
7. Toilet Facilities

Back

Front

Other/Notes: _____

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

- Food Service Operation
 Retail Food Establishment

Instructions:

1. Complete the application section (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: **Wyandot Co. Health Dept.**
4. Return check and signed application to: **127-A S. Sandusky Ave.
Upper Sandusky, OH 43351**

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/renewing a license. This action is governed by Ohio Revised Code 3717.

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 Licence holder:		
City	State	Zip
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.