

## **Instructions for Applicants of Temporary Food Facilities**

1. **Complete and return the following (included in this packet, pgs. 3-6) at least 10 days prior to your event, or as soon as possible:**

- Application for a Temporary Food License
- Application Plan for Temporary Food Event
- Temporary Food Event Layout

Complete all of the information requested on the forms. Be sure to sign and date the application as indicated.

Return application forms with the appropriate fee for each event you will operate.

Current Fees are: **\$55.00** per event. **Cash** or **checks** are accepted.

2. **Review the Temporary Food Event Requirements Checklist** for information regarding Ohio regulations for food safety. Refer to this checklist often when preparing for your event.
3. **Please notify the Paulding County Health Department** with any changes related to your application, including what food is being offered.
4. **Your temporary food license will be delivered to you at the event** by the sanitarian, who will also conduct a food inspection.

# Temporary Food Event Requirements

*Keep and review this checklist*

## Food Workers

- A Person-In-Charge must be present at all times to ensure proper food safety and sanitation by all food workers.
- **IMPORTANT!!** All workers must be in good health and free from illness that is transmittable through food
- Hairnets or head coverings must be used to effectively restrain hair for those preparing and serving food
- No smoking, drinking or eating in food preparation area

## Hand Washing

- Handwash station must be located close enough to food prep area to wash hands often
- Sign posted which instructs workers to wash their hands
- The following hand washing methods are acceptable:
  - Chemically treated towelettes – if the manufacturer indicates usage for the hands and/or face. **BABY WIPES and DISINFECTING WIPES are prohibited!** Hand sanitizers can be used in **CONJUNCTION** with but cannot replace the towelettes.
  - Insulated container with spigot 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 (liquid or bar), disposable paper towels and a waste receptacle.

## Foods & Beverages

- Obtained from approved sources: only from and/or previously prepared in a licensed restaurant, food retail store or food distributor
- **NO HOME PREPARED FOODS.** Contact the health department for more information regarding baked goods.
- All food must be prepared on site or from an approved source (see previous 2 items)
- Food must be stored a minimum of 6 inches above floor/ground
- All water used for drinking, cooking, ice and handwashing must be from a municipal source or if from a private water system must have a safe sample prior to the event

## Food Preparation/Storage

- Raw meats must be cooked to required temps: Chicken – 165°F; Ground meats – 155°F; Fish - 145°F
- Hot foods must be held hot at 135°F or above
- Cold food must be held cold at 41°F or below
- A metal stem thermometer must be used to monitor the temps of food
- Tongs, scoops, deli tissue, or single use gloves to prevent bare hand contact must be used when dispensing ready-to-eat foods such as buns, cookies, chips, cooked food, salad, etc.
- Food must be covered when stored and single use articles shall be pre-wrapped or adequately protected and stored.

## Cleaning & Sanitation

- A three-compartment sink set up must be utilized on premises to wash, rinse and sanitize (1 tsp bleach per gallon of water or sanitizing product label instructions) equipment and utensils coming into contact with food. Equipment/Utensils must be allowed to air dry
- Wet wiping cloths must be kept in sanitizer solution (same concentration as described above) when not in use
- Leak-proof trash cans of sufficient capacity must be provided. No liquid wastes are to be dumped onto the ground
- Test strips must be available to test sanitizer level. You can obtain these at most food supply stores.

## Work Area

- Food contact surfaces – prep & service – must be smooth, easily cleanable, durable and nonabsorbent.
- Floors of the outdoor-type Temporary Events shall be constructed of concrete, asphalt, non-absorbent matting, tight wood or removable platforms that minimize dust and mud.

## Application & Fee

- Complete and return ALL application and plan information required at least 10 days prior to event
- Submit necessary application fee to the Paulding County Health Department



## Application for a License to Conduct a Temporary

**Instructions:**

**(Check only ONE)**

1. Complete the application section.
2. Sign and date application.
3. Make a check or money order payable to:
4. Return check, signed application, and drawing to:

- Food Service Operation
- Retail Food Establishment

**PAULDING COUNTY HEALTH DEPARTMENT**

ATTN: Environmental Health Division  
800 E. Perry Street  
Paulding, OH 45879

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.

<b>Name of Temporary Food Facility</b>		
<b>Location of Event</b>		
<b>Address of Event</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Operation Time(s)</b>	<b>Start Date</b>	<b>End Date</b>
<b>Name of License Holder</b>	<b>Phone Number (Work)</b>	<b>Phone Number (Home)</b>
<b>Address of License Holder</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>List All Foods Being Served, Sold</b>		
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:		
<b>Signature</b>	<b>Date</b>	

**Licensors to Complete Below**

<b>Valid Date(s)</b>	<b>License Fee</b> <span style="font-size: 1.5em; font-weight: bold;">\$55.00</span>
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

<b>By</b>	<b>Date</b>
<b>Audit No.</b>	<b>Receipt No.</b>
<b>License No.</b>	



## Application Plan for Temporary FSO/RFE Event

*Please provide complete information below. This information must be received at least 7 to 10 days prior to the event.*

**Temporary Event:**

Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_ Serving Times: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_ Coordinator/Person-in-Charge: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Menu & Source of Food:**

Food **MUST** be prepared AT the event site. **NO** home cooked foods will be permitted.

Food/Beverage Item	Where Purchased	Who Prepared	Where Prepared	When Prepared

*Continue list on separate sheet if needed*



**Source of Water Supply:**

Public: \_\_\_\_\_ Private (safe sample required): \_\_\_\_\_ Bottled: \_\_\_\_\_

**On-Site Preparation, Storage, and Service:**

How will potentially hazardous foods be kept **COLD** (41°F or Below)? List **ALL** that apply (i.e. mechanical refrigerator(s), cooler chests with adequate ice or cold packs, other—specify)

\_\_\_\_\_

Specify location of mechanical refrigeration for overnight storage (should the event exceed one day in length):

\_\_\_\_\_

How will potentially hazardous foods be cooked and/or held **HOT** (135°F or above)? List **ALL** that apply (i.e. stove/oven, steam table, electric roaster/skillet, chafing pan with sterno, charcoal/gas grills, gas camping stove, other—specify)

\_\_\_\_\_

**Support Facilities:**

Food temperature monitoring? Metal stem thermometer \_\_\_\_\_ No potentially hazardous food \_\_\_\_\_

What type of hand washing facilities will be available/provided? (i.e. chemically treated towelettes, insulated container w/spigot containing warm water & waste receiving bucket - soap, paper towels & refuse receptacle required), other—specify):

\_\_\_\_\_

What three compartment sink set-ups will be provided for equipment/utensils to be washed, rinsed and sanitized? (i.e. dishpans, plastic buckets or basins\*\*\*, sink compartments - water spigot must be available \*\*\*, other-specify)

\_\_\_\_\_

What type of sanitizer and test papers will be provided? (i.e. chlorine – scented bleach is prohibited, quaternary ammonium, iodine)

\_\_\_\_\_

How/where will wastewater be disposed?

\_\_\_\_\_

Cleaning surfaces – using disposable sanitary wipes or wiping cloth in sanitizing solution bucket?

\_\_\_\_\_

Where will toilet facilities be located for usage by food handlers:

\_\_\_\_\_



## Temporary Layout Drawing

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

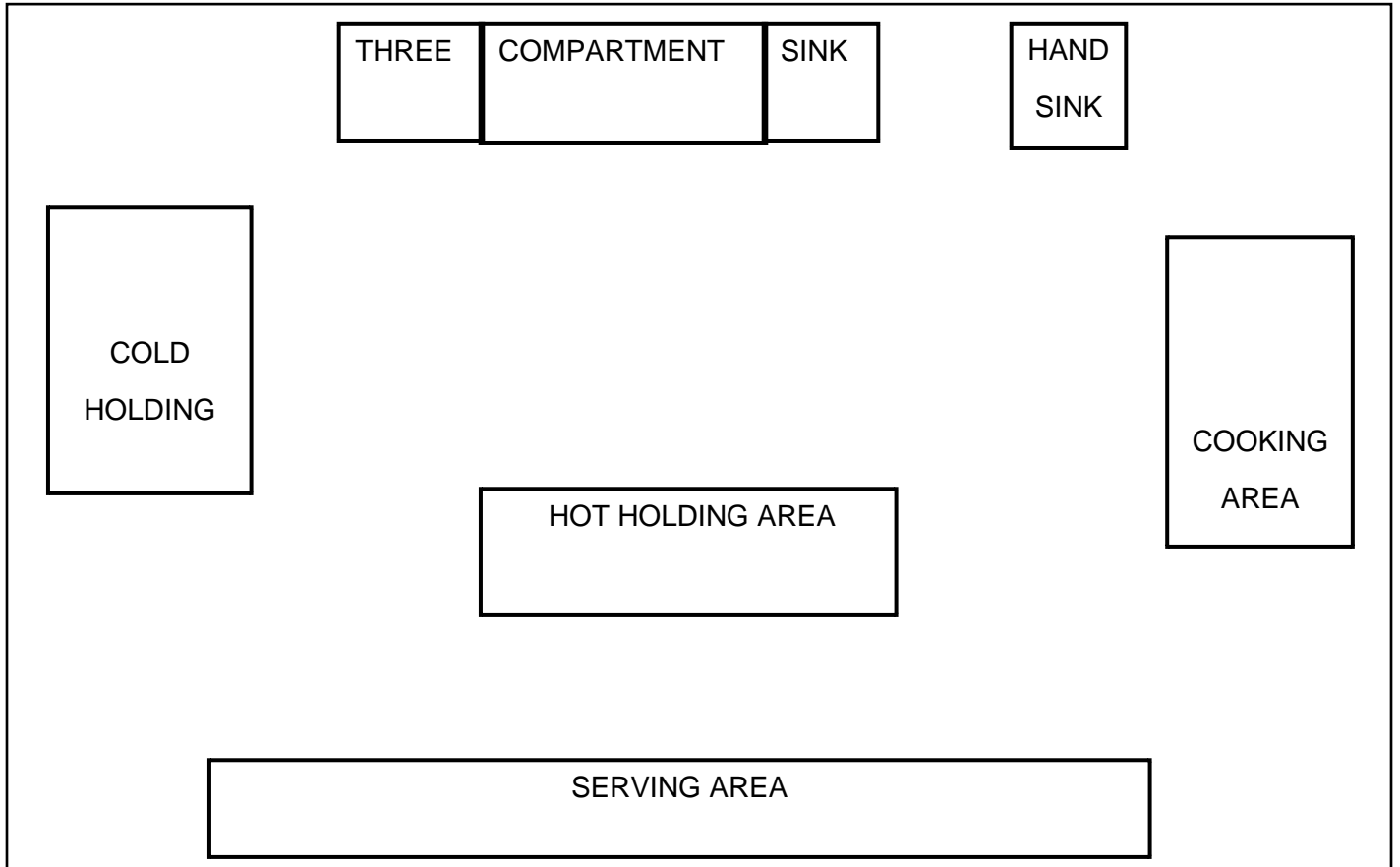
1	Food Preparation/Cooking	6	Equipment/Utensil Washing
2	Food/Paper Goods Storage	7	Toilet Facilities
3	Hot & Cold Food Holding Facilities	8	Water Supply (include location of water spigot if provided)
4	Hand Washing	9	Wastewater Disposal (sanitary sewer and/or holding containers)
5	Refuse Containers		

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### Example Layout

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