

# WARREN COUNTY COMBINED HEALTH DISTRICT

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# TEMPORARY FSO/RFE PLAN REVIEW APPLICATION & GUIDELINES

A **Temporary Food Service Operation** is defined as: “any place that prepares and/or serves food, for a charge or required donation, for a period of not longer than 5 consecutive days. If you sell food in Warren County, you are required by Ohio law to apply for and obtain a temporary license from the county health department”.

## **How to Obtain a Temporary Food License**

1. Read the entire packet. Complete attached questionnaire form and license application. It is very important that you correctly indicate your operation’s start and end times.
2. Submit questionnaire and application along with the appropriate license fee to the Warren County Combined Health District Department at least 48 hours prior to the event. **Please contact our office for current cost of a license.**
3. You will receive your license after your application has been reviewed and approved. Also, the sanitarian may bring the license at the time of inspection, if necessary.
4. The sanitarian will conduct an inspection of your Temporary FSO during the hours of operation of the event. The representative will attempt to inspect the operation near the beginning of the operational period; however, this is not always possible due to the number of inspections that need to be conducted at a certain time or day. **You are not required to wait for the inspection before you begin to prepare and serve food.**

# Food Safety Requirements

## 1. Person-In-Charge Responsibility

- ❖ The license holder is considered the Person-In-Charge (PIC).
- ❖ As the PIC, you should be capable of answering questions about the rules, requirements, and temperatures in this packet. Be prepared, because you may be asked questions regarding these items from the inspecting health official.

## 2. Clean Water

- ❖ All water used in a temporary food service operation must be obtained from an approved source. An approved source is considered a public/municipal, city water supply or commercially bottled water from an approved source. **DO NOT USE WATER FROM A PRIVATE WATER WELL.**
- ❖ Water connections through a community spigot must be protected from the backflow of water with an ASSE-approved backflow prevention device, such as ASSE 1011 or 1012. You can usually find these two approved backflow devices in the hardware section of many stores.
- ❖ Water hoses, if used, must be food quality or drinking water quality hoses. (Not green water hoses.)

## 3. Hand Washing

- ❖ A temporary hand washing station must be provided and have warm flowing water. (No exceptions.) We suggest that you use a coffee urn to heat water. Once heated, pour the hot water from the coffee urn into a (1) large Igloo-type cooler and add cool water to achieve warm water 100°F.
- ❖ (2) Hand soap and (3) disposable paper towels must be provided at the hand washing station. Cloth towels may not be used to dry hands. There must be a (4) catch basin for collecting waste water (Waste water may not be dumped onto ground.)
- ❖ Hands **must** be washed **prior** to preparing food.
- ❖ Hand sanitizer is not a substitute for washing hands. You may only use hand sanitizer **after** washing your hands.
- ❖ Hand washing station should be labeled "Hand Wash Only."
- ❖ Hand wash setup must be set up as shown below:



*Handwashing must be done throughout the day, **especially**:*

*After...*

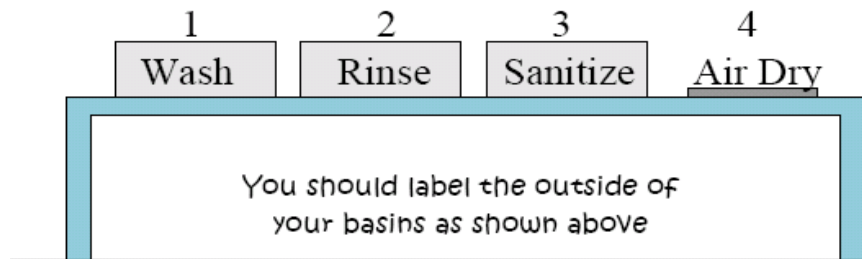
- Using the restroom*
- Coughing or sneezing*
- Smoking*
- Handling money*
- Eating or drinking*
- Handling raw foods*
- Handling trash*

*Before..*

- Starting to prep food*
- Putting on gloves*
- Touching clean items*

#### 4. Dish Washing

- ❖ A temporary dish washing station must be provided.
- ❖ All dishes and utensils must be washed, rinsed, sanitized, and air-dried before use and at least every 4 hours.
- ❖ Dish washing must be done using a three-compartment basin setup. We suggest that you use 3 plastic basins, large enough to immerse your largest dish/utensil.
- ❖ **You may not wash dishes at your hand wash station or hand wash at the dish wash station.**
- ❖ Dish washing station must be set up as follows:



#### 5. Waste Water and Solid Waste

- ❖ You should collect and dispose of waste water from your hand wash station, dish wash station, fruit/vegetable rinse station, and any other place where water is used.
- ❖ Waste water must be collected and disposed of into an established and approved sewer system or community collection basin.
- ❖ Waste water may not be disposed of into a storm sewer drain. Storm drains convey water to our local waterways such as rivers, streams, and creeks.
- ❖ Trash must be disposed of in trash cans and transported to an approved waste disposal area.

#### 6. Food Preparation

- ❖ All food preparation must occur at the site of the licensed temporary food service operation.
- ❖ **YOU MAY NOT PREPARE FOOD AT HOME OR ANOTHER UNLICENSED LOCATION AND THEN TRANSPORT IT TO THE EVENT.**
- ❖ Raw fruits and vegetables must be rinsed with clean water prior to preparation or use. You must provide flowing water to properly rinse all fruits and vegetables. If you have fruits and vegetable that need rinsed, you must have a similar setup to the hand wash station (flowing water with a catch basin). The hand wash station may not be used for rinsing fruits and vegetables.
- ❖ All food preparation must be done on cleanable surfaces such as cutting boards.

## 7. Food Protection

- ❖ All areas of the temporary food service operation must be protected from the weather and environment using a tent, covering, or building. Protection must be extended to the food preparation areas, service areas, the hand wash station, fruit and vegetable rinse station, and the dish wash station.
- ❖ Food must be kept covered and away from areas of contamination, such as the hand and dish wash stations.
- ❖ Food preparation areas must be set up near the back of the food operation and away from the public.
- ❖ All foods, drinks, and utensils must be stored at least 6 inches off the ground. We suggest using tables, crates, boxes, pallets, or skids to keep items off the ground.
- ❖ Workers may not smoke or eat inside the food booth.
- ❖ All food should be stored securely to prevent intentional and unintentional contamination. Food should only be accessible to authorized food workers and not to the general public.

## 8. Food Handling

- ❖ Food workers may not touch exposed, ready-to-eat foods with bare hands. Ready-to-eat foods are foods that will not be cooked before serving or have been cooked. Examples of ready-to-eat foods are sandwich buns, cheese, fruits, vegetables, etc.
- ❖ Food handlers may use clean utensils, deli tissue, spatulas, tongs, or single-use gloves to handle ready-to-eat foods.
- ❖ Single-use gloves are not a substitute for washing hands. Food handlers must wash hands throughout the day even though they may be wearing single-use gloves. Hands must be washed frequently, especially after changing gloves, handling money, or beginning food preparation.
- ❖ Unwashed hands can expose the outside of gloves to contamination as they are put onto the hands.
- ❖ All food workers must be healthy and not experiencing stomach-flu-like symptoms within the last week. Also, food handlers working around exposed food and/or drink must wear a hair restraint. Acceptable restraints include hair nets, hats, visors, bandanas, etc.

## 9. Cooking and Heating Foods

- ❖ All food must come from an approved, licensed source. If you have a question about a source, please contact the Health District.
- ❖ You must have at least one metal-stem (food) thermometer on site for checking cooking and heating temperatures.
- ❖ The metal-stem thermometer must be washed, rinsed, and sanitized prior to placing it into a food to check the temperature.
- ❖ Foods not meeting the proper cooking or heating temperatures must be discarded.
- ❖ All foods should be cooked according to the temperatures listed in the chart below.
- ❖ Precooked foods that are pre-packaged from a commercial manufacturer should be heated to at least 135F. The best example of this would be hot dogs.
- ❖ **Please note: You may not cool and reheat foods. All leftovers must be discarded at the end of the day.**

## **10. Thawing**

- ❖ Food may not be thawed by setting the food out at room temperature. Food found thawing at room temperature will have to be discarded.
- ❖ If necessary, thawing must be done by one of the following:
  - (a) Refrigeration – This is the best way to thaw foods; however, it may take several days to thaw.
  - (b) Cooking – Food may be thawed as part of the cooking process
  - (c) Microwave – If the food is cooked immediately, it may be thawed in a microwave.

## **11. Keeping Food Hot and Cold**

- ❖ Holding temperatures, both hot and cold, must be monitored with a metal-stem thermometer. Your thermometer should be capable of checking both hot and cold temperatures.
- ❖ Cold foods must be held at or below 41°F.
- ❖ After being cooked or heated, hot foods must be held at or above 135°F.
- ❖ Store all raw, cold foods in a separate cooler than cooked or ready-to-eat foods. For example, store raw hamburgers in one cooler with ice and store cooked hot dogs in a separate cooler with ice.
- ❖ Foods not meeting the proper holding temperatures must be discarded.

## **Temporary FSO Pre-operational Checklist**

Use this checklist to make sure that you are ready to operate your food service  
before you begin serving food!

- \_\_\_\_\_ Hand wash station set up correctly – warm running water, soap, paper towels, and catch basin.
- \_\_\_\_\_ Dish wash station (for utensils) set up correctly – ware wash, rinse, sanitize, and air dry.
- \_\_\_\_\_ Fruit and vegetable wash station set up correctly – running water and catch basin.  
(If applicable)
- \_\_\_\_\_ Workers/volunteers are frequently using the hand wash station.
- \_\_\_\_\_ Hot holding temperatures at or above 135°F.
- \_\_\_\_\_ Cold holding temperatures at or below 41°F.
- \_\_\_\_\_ Gloves, utensils, deli paper, etc. used – no bare hand contact with ready-to-eat foods.
- \_\_\_\_\_ Hair restraints for workers handling or working around food.
- \_\_\_\_\_ Good hygienic practices in place.
- \_\_\_\_\_ All workers are healthy and have not been experiencing any stomach-flu-like symptoms within the last week.
- \_\_\_\_\_ Sufficient sanitizer levels – one capful of bleach per gallon of water.
- \_\_\_\_\_ All food and utensils at least 6 inches off the ground.
- \_\_\_\_\_ Metal-stem thermometer available to monitor temperatures.
- \_\_\_\_\_ Tent or building covering the entire food service operation.
- \_\_\_\_\_ Waste water disposed of properly.
- \_\_\_\_\_ Person-In-Charge knowledgeable of food safety rules.

# LICENSE APPLICATION QUESTIONNAIRE

Please fully answer each question.

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Operating Hours: \_\_\_\_\_

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

Name and Date of Event: \_\_\_\_\_

Contact Person for Event: \_\_\_\_\_

1. Describe your hand washing station set-up. (You must have warm flowing water, catch basin and soap/disposable paper towels.)

\_\_\_\_\_  
\_\_\_\_\_

2. Describe your 3-compartment dish washing setup and the sanitizer that will be used for your third compartment.

\_\_\_\_\_  
\_\_\_\_\_

3. Where will you obtain all of your clean water?

\_\_\_\_\_  
\_\_\_\_\_

4. How will you prevent the backflow of water if you are connecting a food quality hose to a community spigot?

\_\_\_\_\_  
\_\_\_\_\_

5. Where will you dispose of all waste (gray) water generated by your handwashing station, dishwashing station, and food preparation activities? Note: Must be disposed of into an approved system.

\_\_\_\_\_  
\_\_\_\_\_

6. Where will you dispose of all trash generated by the food service operation?

\_\_\_\_\_  
\_\_\_\_\_



7. Where will all food, drinks, and ingredients be purchased?

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8. Where will food be prepared? Note: must be on site, in a church/school, or in a licensed facility.  
**NO HOME PREPARED FOODS PERMITTED!**

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9. Will you be using any raw fruits or vegetables? If yes, remember raw fruits and vegetables must be rinsed with flowing water in a setup similar to the handwashing setup.

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10. How will you protect your food preparation areas, service areas, and hand/dish wash stations from contamination, rain, dust, etc.?

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11. What will you use to keep all food, drink, and utensils at least 6" off of the ground/floor?

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12. What will you use to prevent bare hand contact with ready-to-eat foods?

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13. What cooking equipment will you use to cook or heat foods to the required temperatures?

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14. What heating equipment will you use to keep all hot foods at or above 135°F after cooking?

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15. What cooling equipment will you use to keep all cold foods at or below 41°F?

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16. How will you monitor cooking temperatures and hot and cold holding temperatures?

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17. If cooked hot food drops below the required 135°F holding temperature, or if the food rises above 41°F holding temperature, what will you do with the food?

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## LICENSE APPLICATION DRAWING/LAYOUT



Use the space on next page to create your drawing/layout.

### Minimum Drawing Requirements

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| 1.) Hand washing station        | 6.) Waste containers              |
| 2.) Ware washing station        | 7.) Fruit/vegetable rinse station |
| 3.) Food preparation areas      | 8.) Customer service area         |
| 4.) Cooking/reheating equipment | 9.) Overhead protection           |
| 5.) Hot/Cold holding equipment  |                                   |

# 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: **Warren County Combined Health District**
4. Return check and signed application to: **416 South East St.  
Lebanon, OH 45036**

- ☐ Food Service Operation  
☐ Retail Food Establishment

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		Phone number
Address of license holder		
City	State	ZIP
List all foods being served/sold		
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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 as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.