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CLERMONT COUNTY GENERAL HEALTH DISTRICT

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GUIDELINES FOR TEMPORARY FOOD SERVICE OPERATION OR RETAIL FOOD ESTABLISHMENT LICENSE

1. Application must be made at least 2 weeks prior to the event on a form provided by the Clermont County General Health District (see attached). All information requested on the form must be completed prior to inspection and license issuance.
2. Payment for the license is made at the time of application. The fee is \$36.00 per calendar day of event for Food Service Operation and Retail Food Establishment Licenses.
3. Many operations will require a pre-licensure inspection. If it is determined that an inspection of the facility is necessary prior to opening, we will inform you of such, and schedule a time for the inspection. Your license will be issued after the inspection.

OPERATIONAL GUIDELINES

- A. Potentially hazardous foods, such as meat, poultry, eggs, milk, and products containing these items must be held at **41° F** or lower. If ice is used instead of mechanical refrigeration, ice must be drained. Any leftover potentially hazardous foods should be discarded at the end of the day. A thermometer is needed in each cold holding unit.
- B. Perishable hot foods must be heated rapidly and held at **135° F** or higher. A metal stem thermometer accurate to $\pm 2^\circ$ F is needed to check hot and cold food temperatures.
- C. Condiments such as cream, sugar, and ketchup must be served in single service packets or from a tightly covered dispenser or squeeze bottle. Single use straws & stirrers must be individually wrapped or served from a dispenser.
- D. Under no circumstances is it acceptable to thaw food at room temperature. Thaw only in refrigeration, under cool running water, as part of the cooking process or in a microwave if cooking is to follow immediately.
- E. Ice which will be consumed or which comes in contact with food shall be obtained from an approved, commercial source, and stored in a clean container. A scoop with a handle must be provided. Nothing can be stored in ice used for drinks or for other consumption.
- F. All food must be obtained from an approved source, such as grocery store or licensed base of operation. Food must be prepared on site the day of the event. **Nothing sold at the temporary food service operation may be home produced**, with the exception of cottage foods. For information on what is considered a cottage food contact the Clermont County General Health District.
- G. Adequate hand washing facilities must be provided and include soap, paper towels, and warm running water. An ideal temporary hand washing system would be warm water from an insulated thermos-type

jug of about five gallons capacity, with a spigot. A bucket should be placed beneath the jug to catch the waste water. (See page 6 for diagram).

- H. Hands shall be thoroughly washed with soap and warm water before starting work, during work, after eating, drinking, smoking, or using the restroom facilities or as often as is necessary to keep them clean.
- I. All food utensils, equipment and single service items must be stored off the floor or ground on a clean, dry surface. Provide tables or other equipment to accomplish this.
- J. Employees shall be clean, and have adequate hair restraints. No tobacco shall be used by employees during the preparation or serving of food. Eating and drinking is not permitted within the temporary food operation.
- K. **Bare-hand contact with unwrapped ready-to-eat foods is prohibited.** Food employees must use suitable utensils such as deli-tissue, tongs, spatulas, single-use gloves, or other dispensing equipment to prevent bare hand contact with ready-to-eat foods.
- L. A three-step procedure for cleaning and sanitizing must be used: warm water with soap/detergent in first tub or basin, clean water rinse in second basin and sanitize rinse in third basin. If using household bleach as your sanitizer, use approximately ½ tablespoon of (**regular, unscented**) bleach per gallon of water. Change the water in the basins as needed to maintain warm, clean water. (See page 5 for diagram).
- M. A roof and an easily cleanable floor may be required for the operation. Without a roof and cleanable flooring an operation may be limited to fair weather only. The operation should set up on pavement whenever possible.
- N. Public water must be used unless prior arrangements for water testing have been made. **Public sewers must be used for all waste water disposal**, unless prior inspections/arrangements have been made.
- O. Protection of food and drink from all sources of contamination including rain, dust and flies is needed. Fans or screens can be used to control flies.
- P. Garbage and trash must be removed promptly and stored in leak proof containers with tight lids.

APPLICATION FOR TEMPORARY FOOD OPERATION

Time arranged for inspection

Event _____

Address of Event _____

Dates of Event _____

Your Name _____

Day Telephone # _____ Evening/Weekend Telephone # _____

Address _____

Sponsoring Group _____

What time will you begin operation each day? _____

Contact person or organizer for the event _____

_____ Telephone # _____

1. List all foods and beverages to be sold. Include condiments, toppings, ice, etc. All items must be commercially purchased – nothing can be prepared at home.

2. Where will food be prepared? _____
If it will not be prepared on-site the other option is a licensed facility such as a restaurant or school.

3. How will food be heated and kept hot? _____

Grills, stoves and microwaves are acceptable for heating; crockpots and steam tables are not. After rapid heating, hot food can be placed in a crockpot or steam table for hot holding only.

4. How will cold foods be kept cold (below 41 F) or frozen?

5. Every temporary operation must have hand washing facilities. How will this be accomplished? (See note F and page 6 for suggestions)

6. You must have the ability to clean and sanitize any equipment, tongs, spoons or spatulas you use. Describe the way you will accomplish this. (See note K and page 5 for suggestions)

7. How will hot water for hand washing and clean-up be provided?

When other facilities are not available a coffee pot can be used to heat water.

8. Bare hand contact with ready to eat food is prohibited. Describe methods to be used (see note J for suggestions). _____

Please draw a layout of your operation, include your hand washing station, utensil wash area, serving area and equipment. (Also make note of any landmarks to help us locate your operation).

I have read the guidelines on pages 1 & 2; I have completed the application on pages 3 & 4, and reviewed the diagrams on pages 5 & 6. I understand that my inspection and licensing is dependent on fulfilling these requirements completely.

Signature: _____

Print Name: _____

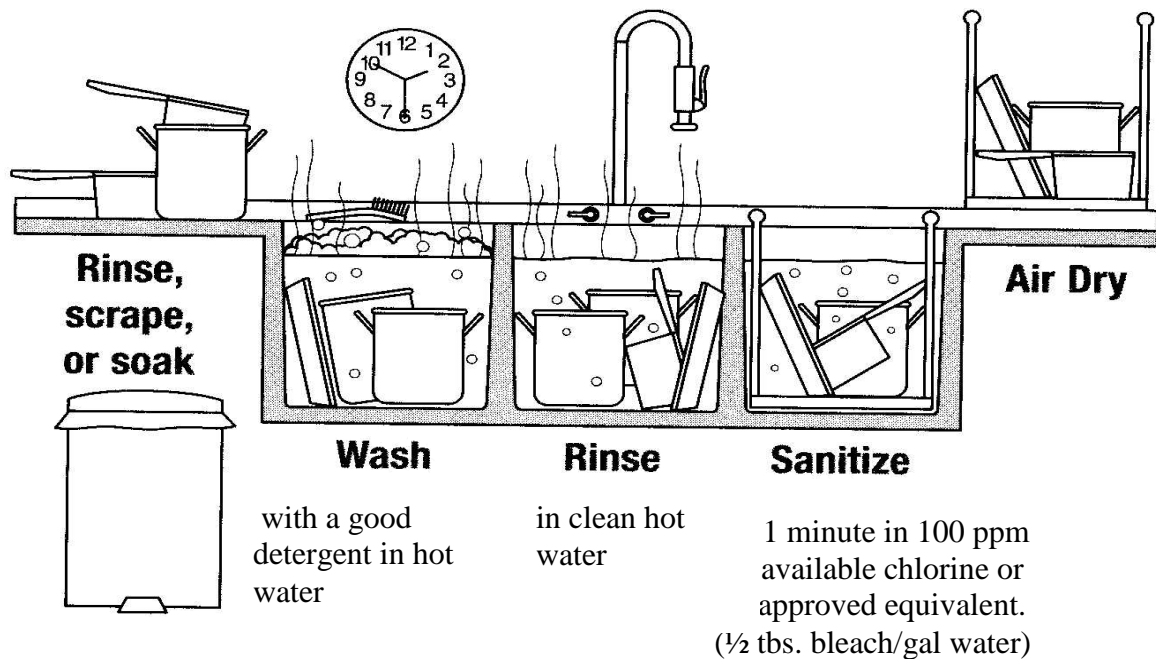
Date: _____

Return **both** completed applications and the fee to: Clermont County General Health District, 2275 Bauer Road, Suite 300, Batavia, Ohio 45103. Applications should be received at least 2 weeks prior to the event. (Return pages 3 & 4, application and fee, keep pages 1, 2, 5 & 6 for future reference.)

Sanitizing Methods

Temporary Food Booths

Equipment and utensils must be washed, rinsed, and sanitized as follows:



Clean 5 gallon buckets may be substituted, provided that an adequate potable water supply is available and water is changed frequently.

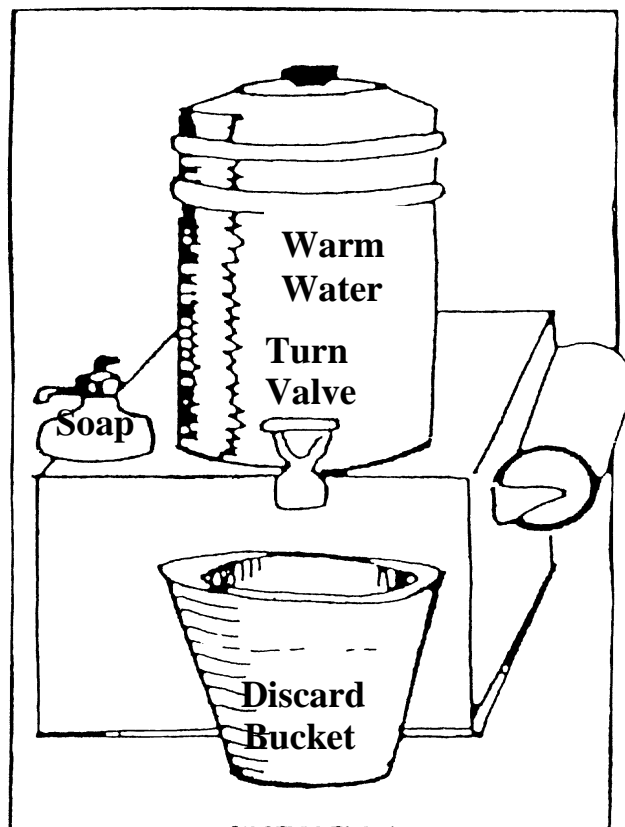
Buckets must not have been previously used for toxins.

Hand Washing

Temporary Food Booths

A hand washing station must include:

- Potable hot & cold running water or warm water
Water container - must be clean and have valve or spigot that remains open when in use to allow for adequate hand washing
- Soap
- Paper Towels
- Container for waste water



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: **Clermont County Treasurer**
4. Return check and signed application to: **Clermont County General Health District**

- Food Service Operation
 Retail Food Establishment

2275 Bauer Road, Suite 300
 Batavia OH 45103

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		

<i>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:</i>	
Signature	Date

Licenser 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.