

TEMPORARY FOOD LICENSE

Application for a
facility to sell food at
a single event



Developed by the Environmental Health Division
Revised January 2024

Table of Contents

Greeting.....	<u>1</u>
Guidance.....	<u>2-10</u>
Application for Temporary License.....	<u>A-1</u>
Equipment & Layout.....	<u>A-2</u>
Food Preparation & Menu.....	<u>A-3</u>
Commissary Agreement.....	<u>A-4</u>
Application for License to Conduct a Temporary, Plan Review	
Submission & Signature	<u>A-5</u>

Welcome!

The goal of this publication is to provide a clear path for selling food at a temporary event in Lucas County.

As defined by the Ohio Revised Code, Section 3717.01: "Temporary food service operation" means a food service operation that is operated at an event for not more than five consecutive days."

Unlicensed food operators must obtain a Temporary Food Service Operations license to operate at any event, and submit their application NO LATER than ten (10) days before the scheduled event.

We are here to help!

Guidance

Following this guidance will be helpful when applying for a temporary food license, and assist you in providing safe food handling procedures at your temporary food event.

Application Information:

Applicant/Business Contact Information:

This section provides the Toledo-Lucas County Health Department (TLCHD) with information about the organization applying for a temporary license (e.g., "Boy Scout Troop 555" or "St. Stephens Church"), and who to contact for additional information. This information is critical for the department to be able to issue the license.

Public Event Information:

This section assists the health department in locating your operation and the determining the best time to conduct the inspection.

Providing Safe Food at Your Temporary Food Event:

Refer to sections "A" through "N" to complete information under "Equipment List" and "Food Preparation and Menu" sections of the application.

1. Person-In-Charge

Any time the temporary facility is operating, the permit holder shall be the Person-in-Charge (PIC) (or shall designate a PIC), to ensure that a PIC is present at the temporary during all hours of operation. This PIC must be qualified and know Food Code and Food Law requirements, and will assure all of the requirements are followed.

The Person-in-Charge (PIC) must exclude Food Handlers who display any of the following symptoms:

- Diarrhea, vomiting, fever, sore throat or sore throat with fever, jaundice.
- **Note:** a Food Handler must be symptom free from diarrhea or vomiting for at least 24 hours prior to returning to their work station.
- Any Food Handler who is diagnosed with or exposed to Salmonella typhi, Shigella, E. coli 157:H7, Hepatitis A or Norovirus must be excluded until cleared by their personal doctor and by TLCHD.

Food Handlers must cover cuts, wounds or infected boils with a waterproof bandage. If the affected area is on a hand, the bandage must be covered with an impervious glove. The Food Handler must be restricted to activities not related to food, clean equipment or utensils or single use items.

2. Hand Washing:

Proper hand washing by food employees is critical to assure food safety. All people working in the temporary must wash their hands:

- upon entering the temporary or food preparation and service areas;
- immediately before engaging in food preparation;

- when switching between raw and ready-to-eat foods;
- after touching bare human body parts;
- after handling animals, coughing, sneezing, using a facial tissue, using tobacco in any form,
- eating, drinking, handling soiled equipment and utensils;
- after using the toilet room; and,
- as often as necessary to remove soil and contamination and to prevent cross contamination.

This procedure must include lathering with soap and water for 20 seconds, rinsing under warm running water, and drying with a disposable paper towel.

Hand Washing Station: See Application Section "A" (List the type of equipment you will be providing.) Hand washing facilities must be located to allow convenient use by food employees. Hand washing sinks are to only be used for hand washing. Soap and paper towels must be supplied at each hand washing facility.

Examples of hand washing facilities are:

- A self-contained portable unit with holding tanks for potable tempered water (warm water) and waste water. Hand soap, single-use dispensed paper towels and a waste receptacle must be provided. (Figure 1)
- A self-contained portable unit that provides gravity fed warm water. For example, a large insulated container with a spigot which can be turned on and off to allow a warm water flow over a person's hands into a waste receiving bucket of equal or larger volume. Hand soap, single-use paper towels and a waste basket must be provided. (Figure 2)



Figure 1

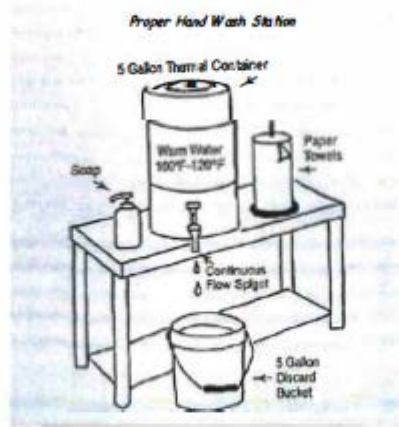


Figure 2



Figure 3

- Plumbed Hand Sink-Clean potable (drinking quality) hot and cold running water under pressure to provide water at a temperature of at least 100° F. Hand soap, single use paper towels and a waste basket must be provided. (Figure 3)
- Chemically treated towelettes are allowed if the menu is limited to pre-packed foods or if the foods are otherwise protected from contamination and if a proper hand washing sink is provided for use in the toilet room after toilet use. This option must be approved by the inspector prior to setting up the facility.

3. Hygiene:

Food Handlers must display a high degree of personal cleanliness, including clean outer garments and shoes and proper hair restraints. Food Handlers may not eat in a food preparation, storage or display area. Tobacco use by the public or by food handlers is prohibited in areas where foods are stored, prepared, displayed, served or consumed. Drinking may be allowed in a food area if the drink container is covered and provided with a straw or pour spout and if the Food Handler washes their hands after drinking and prior to returning to work.

Only employees (those scheduled to work at a specific time) are allowed in the food preparation and serving areas.

Bare Hand Contact with Ready-to-Eat Foods: Food handlers may not contact any exposed ready-to-eat foods with their bare hands. Barriers such as gloves, deli papers or suitable utensils must be used. Acceptable utensils include spatulas, tongs or scoops.

4. Food Source: See Application, Section "G"

- All foods must be obtained from sources that comply with the law.
- Meat and poultry must come from ODA or USDA-approved sources.
- Home canned foods are NOT allowed, nor can there be any home cooked/prepared foods served.

All foods that are prepared off-site for service at the temporary must be prepared in a licensed food establishment. See Application Section "H" and Addendum "A". A copy of **Addendum A - Commissary Agreement** must be completed for each off-site location where the food is prepared.

Ice must be from an approved source. For most temporaries this means commercially bagged ice.

Transportation: See Application Section "J"

Food is to be transported in a manner that protects the food from contamination. All hot foods must stay at or above 135° F and all cold foods must stay at or below 41 ° F.

5. Food Protection:

Food Contamination: All cooking and serving areas must be protected from contamination. Customers must be prevented from accessing areas of the temporary where food, food-contact surfaces, and equipment are located.

Produce Washing: Fresh fruit and vegetables must be washed with potable water prior to preparation.

Food Display: All food and food contact surfaces must be protected from consumer handling, coughing, sneezing or other contamination.

- Use sneeze guards or other effective barriers for food on display.
- Keep food covered, except for working containers of food.
- Condiments must be dispensed in single service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers or similar dispensers which prevent contamination of the food items by food employees, patrons, insects, or other sources.
- Knives, forks, and spoons that are not pre-wrapped must be presented so that only the handles are touched.

In-Use Utensils: Food dispensing utensils are to be stored in the food with their handles above the top of the food and container; on a clean portion of the food preparation table or cooking equipment; or in a container of water if the water is maintained at a temperature of at least 135°F and the utensil and container is cleaned as necessary to preclude accumulation of soil residues.

Storage of Food, Utensils & Related Items during Periods When Not Operating: Access to food storage areas should be protected from the public.

Cross Contamination: Food must be protected from cross contamination by separating raw animal foods from ready-to-eat foods and separating types of raw animal foods from each other during storage, preparation, holding, and display.

- TLCHD recommends that different types of raw meat be stored in different coolers. Thus all raw whole meats, raw ground meats, and raw poultry should be stored in their own separate coolers.
- Unwashed fruits and vegetables should be stored away from washed fruits and vegetables.
- Equipment and utensils (including knives, cutting boards, and food storage containers) are to be thoroughly washed, rinsed and sanitized after being used for raw animal foods and before being used for ready-to-eat food.

Handling of Unpackaged Time-Temperature Controlled for Safety (TCS) Food: During preparation, unpackaged food must be protected from contamination.

6. Safe Food Temperatures

Thawing: TCS food must be thawed either under refrigeration that maintains the food temperature at 41°F or less, or as part of a cooking process.

Cooking: see Application section "B" and "L"

Food must be cooked to the minimum temperatures and times specified below:

- 165°F for 15 seconds:** Poultry; stuffing containing fish, meat, poultry or stuffed fish, meat, pasta, poultry.
- 155°F for 15 seconds:** Mechanically tenderized and injected meats; the following if they are comminuted (ground up): fish (fish sticks/patties), meat (hamburgers), pooled raw eggs;
- 145°F for 15 seconds:** Fish and meat (pork chops), raw eggs that are broken and prepared in response to a consumer's order and for immediate service; wild game animals; ratites;
- 135° F for 15 seconds:** Commercially prepared food such as hot dogs, lunch meats, and canned goods.

***NOTE:** Temp operators should consult with the local regulatory authority if considering cooking roasts (whole beef, pork, cured pork (ham) and corned beef) or if serving or selling undercooked foods, to ensure compliance with the provisions of the Food Code.*

Consumer Advisory:

Raw animal foods are sometimes cooked to temperatures lower than those specified above when ordered that way by the customer. A proper consumer's advisory must be posted if you are going to serve undercooked food to the customer's liking.

****TLCHD does not recommend serving undercooked foods at a temporary food event.**

Cooling: See Application Section "M"

TCS food must be cooled by an approved method.

NOTE: You are encouraged to throw out any remaining cooked food at the end of each night. It is difficult to correctly cool food in a temporary. If you plan to cool any foods, contact your inspector to discuss proper cooling methods.

Reheating for Hot Holding: See Application Section "B" and "L"

TCS food that is cooked at a licensed food establishment prior to delivery to the temporary must be reheated so that all parts of the food reach at least 165°F for at least 15 seconds if hot held.

Reheating is to be done rapidly so that the food is between 41 °F and 165°F for no more than 2 hours.

Cooking Devices: See Application Section "B"

Additional regulations may apply with cooking equipment.

- For safety reasons, cooking equipment, such as BBQs, propane stoves, and grills, should be roped off or otherwise segregated from the public and may require approval from the local Fire Marshall.
- Charcoal, wood, propane stoves or grills may be approved as cooking devices.

7. Holding Foods at the Correct Temperatures

Holding of TCS FOOD: See Application Section "C", "K" and "N"

TCS foods must be maintained at 135°F or higher (for hot holding) or 41 °F or below (for cold holding).

Cooked and refrigerated food that is prepared in response to an individual consumer order may be served at any temperature.

Equipment: See Application Section "B" and "C"

Equipment used for cooking or for holding TCS food must be evaluated for approval based on a menu review, food service operations that will occur, and the length of the event.

Cold Storage: See Application Section "C" and "K"

An effectively insulated, hard sided, cleanable container with sufficient ice or other means to maintain TCS food at 41 °F or below may be approved for the storage of small quantities of cold food.

Unpackaged food may not be stored in direct contact with ice or water because the food would become wet and contaminated. If using an ice chest for cold holding, all food products must be tightly sealed in bags to prevent them from getting wet. Each refrigeration unit should have a numerically scaled thermometer accurate to ±3°F to measure the air temperature of the unit. Approved thermometers are available at grocery stores and other retailers that have kitchen sections.

Mechanical refrigeration units may be required in order to keep the food at 41°F or below.

Hot Storage: See Application Section "C" and "N"

Hot food storage units must be used to keep TCS food at 135°F or above. Electrical equipment, propane stoves, grills, etc. must be capable of holding foods at 135°F or above.

Time as a Public Health Control: Using time as a public health control will not be permitted.

Prepared, TCS foods brought from a licensed establishment must arrive to the temporary at 135°F or higher or 41 °F or below to be served no matter the length of the event.

Thermometers: See Application Section "E"

A thermocouple or metal stem thermometer is to be provided to check the internal temperatures of TCS hot and cold food items.

Food temperature measuring devices that are scaled in Fahrenheit must be accurate to $\pm 2^\circ$ F in the intended use of range. The thermometer should be able to accurately read at least 0-220 ° F.

Temperature measuring devices:



Figure 4



Figure 5

These types of thermometers can be found at most retail stores or Food Service Supply Stores. The thermometer in Figure 4 is used for pots of soup and foods that the thermometer may be inserted 3-6 inches into the food. The thermometer in Figure 5 is a small diameter probe thermometer, and only the bottom is inserted into the food -perfect for measuring temperatures of hamburgers and chicken.

NOTE: If a thermometer is not available at the temporary, a license may not be issued!

8. Food and Utensil Storage:

Dry Storage: All food, equipment, utensils, and single service items must be stored at least 6" off the ground or floor on pallets, tables, or shelving. Food and utensil storage must be protected from contamination and must have effective overhead protection.

Counters/Shelves: All food contact surfaces must be non-toxic, smooth, easily cleanable, durable, nonabsorbent, and free of seams and difficult to clean areas. All other surfaces must be finished so that they are easily cleanable.

9. Cleaning and Sanitizing:

Equipment food-contact surfaces and utensils must be cleaned and sanitized when:

- Changing from working with raw foods to working with ready-to-eat foods;
- Between uses with raw fruits and vegetables and with TCS food;
- Before using or storing a food temperature measuring device; and,
- At any time during the operation when contamination may have occurred.

If a thermometer is used with TCS food, it must be cleaned (washed, rinsed and sanitized) throughout the day, at least once every 4 hours.

Warewashing: See Application Section "E"

A commercial dishwasher or manual warewashing method should be used to wash, rinse and sanitize utensils coming in contact with food.

- The minimum requirements for a utensil warewashing set-up to wash/rinse/sanitize should consist of 3

basins, each large enough for complete submersion of all of the utensils; a hot water supply of potable (drinking quality) water, and an adequate disposal system for the wastewater. (Figure 6) OR

- A centralized three compartment sink that is supplied with hot and cold running potable (drinking quality) water and an approved disposal system for use by multiple vendors may be permitted by the regulatory authority. (Figure 7) OR
- A three compartment sink that is supplied with hot and cold running water and approved wastewater disposal system within the food establishment. (Figure 8)
- Wash, rinse and sanitizer water must be changed frequently to maintain effectiveness.



Figure 6



Figure 7



Figure 8

Sanitizing: See Application Section "E" and "E"

Chlorine bleach or other approved sanitizers should be provided for sanitizing food contact surfaces, equipment, and wiping cloths. **Sanitizers must be used in accordance with the EPA-registered label use instructions.**

To determine the EPA requirements look on the sanitizer label on the bottle. It should say something similar to: "concentration approved to sanitize food contact surfaces". A range of concentration should be given: (e.g., 100-200 ppm). Your sanitizer concentration must fall within that range. Always test the solution with your test strips.

- If you are using chlorine bleach, a rule of thumb is to add 1 teaspoon per gallon of water. Test with your test strips, and then add or dilute as necessary.
- **If the bottle of chlorine bleach or other sanitizer does not contain a sanitizing range for food contact surfaces, you may not use this to sanitize your food contact surfaces.**
- **Do not use scented bleach, ultra-bleach or swimming pool chlorine as sanitizer at your Temporary Food Event.**
- An approved test kit must be available to accurately measure the concentration of sanitizing solutions.

***NOTE:** If you do not have an approved sanitizer and the correct test strips to measure the sanitizer level on site, the regulatory inspector cannot issue your license.*

Examples of Test Strips to Measure Sanitizer: See Application Section "F"

These types of test strips can be found at most large food service supply stores, or can be ordered online.

If you are not sure which sanitizer to buy, and which test strips to use, ask someone at the food service supply store to explain the different types. These stores provide food and equipment to many stores and restaurants, and should be able to help you with this. If not, call your local health department for assistance.



Figure 9

Test strips for Quaternary Ammonium



Figure 10

Test strips for Chlorine (Bleach)

Wiping Cloths: Wiping cloths that are in use for wiping food spills must be used for no other purpose and be stored clean and dry or in a clean sanitizing solution at the approved sanitizer concentration. **For temporary events, it is sometimes easier to use paper towels to wipe up spills.**

10. Water Supply and Wastewater Disposal:

Water: See Application Section "E"

An adequate supply of potable (drinking quality) water must be available on-site for cooking and drinking purposes; for cleaning and sanitizing equipment, utensils, and food contact surfaces; and for hand washing.

- Water must come from an approved public water supply or an approved well water supply. **If you plan on using well water at this temporary food event, contact your licensing agency to determine testing requirements of the well water being used.**
- The water supply system and hoses carrying water must be constructed with approved food contact materials. TLCHD recommends looking for a label on a hose package that says it is intended for potable water or food contact surfaces. Then label this potable water hose to prevent using it for anything else, and save the package section that says this hose is for potable water. **You can find this type of hose at R.V. supply stores, or where camping supplies are sold.** As always, if in doubt, ask your inspector for advice.
- The water supply must be protected with backflow devices to preclude the backflow of contaminants into the potable water supply.
- All hose and other connections to the potable water supply must be maintained a minimum of 6" above the ground.
- A supply of commercially bottled drinking water or sanitary potable (drinking) water storage tanks may be allowed, if approved by the regulatory authority.

Wastewater Disposal:

- Wastewater must be disposed of properly in municipal sewer, flush toilet; portable toilet; gray water collection area; other as approved.
- Wastewater cannot be dumped on ground, into waterways, or into storm drains, but must be collected and disposed through an approved sewage disposal system.

11. Premises: See Application Section "D"

Floors: If graded to drain, a floor may be concrete or machine-laid asphalt. The "floor" may be grass, dirt or gravel if it is covered with mats, removable platforms, duckboards, or other approved materials that are effectively treated to control dust and mud.

Walls and Ceilings: The temporary must be covered with a canopy or other type of overhead protection, unless the food items offered are commercially prepackaged food items and dispensed in their original containers. If there is extensive food preparation (e.g., cutting, mixing, assembly) then walls or screens may be required to protect the food from pests, dust or debris.

- Walls and ceilings, when required, are to be of tight and sound construction to protect against the elements, windblown dust and debris, insects, or other sources that may contaminate food, food contact surfaces, equipment, utensils, or employees.
- If insects and/or rodents are present, window and door openings must be protected from insects and rodents by 16 mesh to 1 inch screen, properly designed air curtain, or other effective means.



Figure 11
Non-Screened in Set-Up



Figure 12
Screened Set-Up

Lighting:

- Adequate lighting by natural or artificial means must be provided.
- Light bulbs must be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment and utensils; or unwrapped single-service and single-use articles.

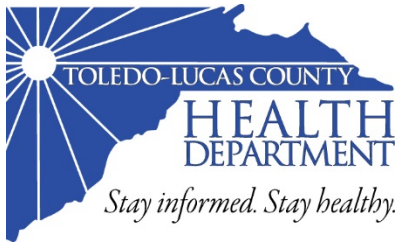
Refuse:

- An adequate number of non-absorbent, easily cleanable refuse containers must be provided both inside and outside of each temporary site.
- Refuse containers must be removed at a frequency that will minimize the development of objectionable odors and other conditions that attract or harbor insects and rodents.
- Dumpsters must be covered, rodent-proof, and non-absorbent.
- Grease must be disposed of properly and must not be dumped onto the ground surface.

Clothing Storage: Personal clothing and belongings should be stored at a designated place in the temporary away from food preparation, food service, and warewashing areas.

Toxic Materials: Poisonous or toxic materials must be properly labeled and stored so they cannot contaminate food, equipment, utensils, and single-service and single-use articles. Only those chemicals necessary for the food service operation are allowed.

Pests: You must protect food and food contact surfaces from insects and pests. If pests are present, the facility must be protected by walls or screening.



Application: Temporary Food License

419-213-4100 (option 4)
www.lucascountyhealth.com

APPLICANT/BUSINESS CONTACT INFORMATION:

Organization/Business Name: _____
Main Contact: _____ Email: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Primary Phone: _____ Cell Phone: _____
Alternative Contact: Name: _____ Phone: _____

PUBLIC EVENT INFORMATION:

Name of Public Event: _____
Event Location (Name & Address): _____
Event Start Date: ____/____/____ Stop Date: ____/____/____
Event Coordinator Name: _____ Phone: _____

APPLICANT'S OPERATION DETAILS

Food preparation: Onsite _____ Offsite _____ (If Offsite, Commissary Agreement must be completed)
When will food preparation begin? Date: ____/____/____ Starting Time: _____AM/PM
Food Service Start Date: ____/____/____ Food Service Start Time: _____AM/PM
Food Service End Date: ____/____/____ End Time: _____AM/PM
Estimated Number of Meals to be Served Each Day: _____

**TEMPORARY APPLICATION MUST BE SUBMITTED AT LEAST 10 BUSINESS DAYS
PRIOR TO EVENT.**

I AM AWARE THAT THE TEMPORARY MUST BE PROPERLY EQUIPPED AND READY TO OPERATE BY THE TIME INDICATED, AND THAT FAILURE TO DO SO MAY RESULT IN DENIAL OF MY LICENSE.

Applicant Name (Print): _____

Applicant Signature: _____ Date: _____

EQUIPMENT LIST:

Identify equipment used at your temporary food establishment. Check all boxes that apply.

A Hand Wash Station

- Large insulated container with a free-flowing spigot, warm water, hand soap, paper towels and a large catch bucket
- Hand sink
- Self-contained portable unit
- Other:

B Cooking/Reheating Equipment

- Grill/BBQ
- Fryer
- Oven
- Roaster
- Other:

C Cold/Hot Holding Equipment

- Ice chest/cooler with ice
- Refrigerator
- Freezer
- Steam table
- Grill/BBQ
- Chafing dish w/ fuel (indoor only)
- Slow cooker/roaster
- Other:

D Floor/Overhead Protection*

- Food is prepared & served indoors
- Floors are cleanable and water-proof
Describe: _____
- Canopy/tent
- Screening, if needed
- Other:

E Cleaning/Sanitizing

- Three basins to wash (dish soap), rinse (clear water) and sanitize (sanitizer)
- Extra utensils
- Bucket with sanitizing solution and wiping cloth(s)
- Sanitizer

F Other

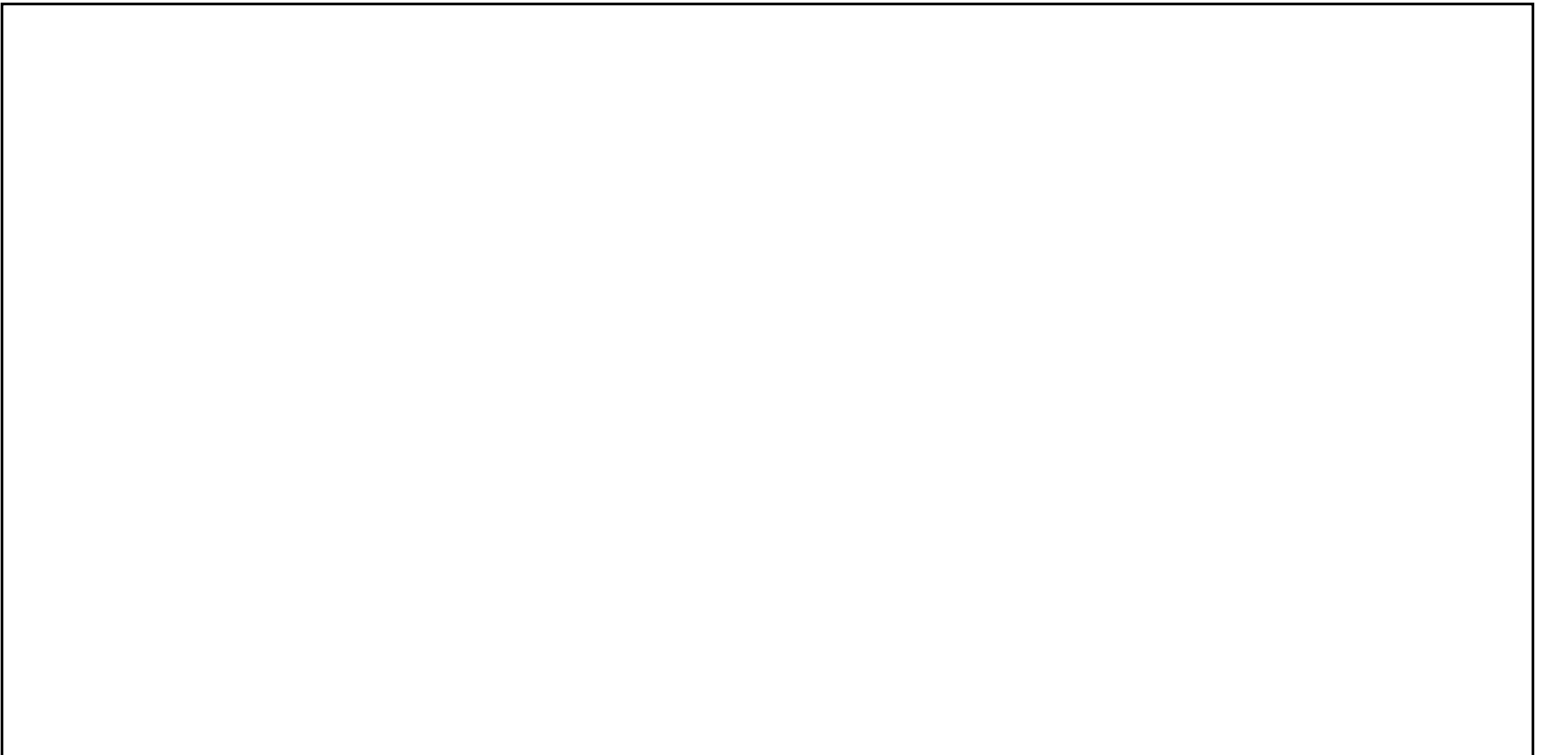
- Chemical test strips to test sanitizer solution
- Metal stem thermometer
- Gloves
- Hair restraints
- Electricity available
- Water source (circle all that apply)
City/Municipal Well Bottled

*If extensive food handling occurs, it must be done in a fully enclosed space.

TEMPORARY LAYOUT:

In the box provided below, draw a diagram of the temporary including the following items:

- Hand washing station
- Dishwashing station
- Equipment – cold/hot holding
- Food prep area
- Service area



**ADDENDUM A:
COMMISSARY AGREEMENT**

Organizations or individuals requiring the use of an off-site kitchen facility **MUST** obtain approval, by the licensing agency, of the off-site kitchen facility at the time of license application. Inspection fees may apply if the facility is **NOT** currently licensed as a permanent food establishment. If you change the commissary location prior to the event, notify the department to update the commissary agreement. It may be required that you provide a copy of the Commissary Food License.

Temporary Food Service Operator requiring the use of an off-site kitchen facility must complete the following information:

I, _____ allow _____
Licensed Food Service Operator/Owner *Organization*

to use _____
Name & Address of Licensed Facility Used *Facility License Number*

for: ___ Food Preparation ___ Cold Storage ___ Cooking ___ Cooling Food ___ Hot Holding

___ Dry Food Storage ___ Warewashing ___ Approved Water Supply ___ Wastewater Disposal

Date(s) Licensed Facility will be used for this event: ___/___/___ to ___/___/___

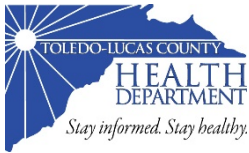
Time of use: _____AM/PM to _____AM/PM

Signature of Licensed Facility Owner/Operator *Date*

For Office Use Only

APPROVED _____ DENIED _____

COMMENTS:



Application: License to Conduct a Temporary

(Check only one)

- Food Service Operation
- Retail Food Establishment

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: Toledo-Lucas County Health Department
4. Return check and signed application to: Toledo-Lucas County Health Department
635 N. Erie Street, Room #352
Toledo, OH 43604

Before the license application can be processed, the application must be completed and the indicated fee paid. Failure to complete this application and remit the proper fee will result in denial of 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 Times:
Name of License Holder:		Phone Number:
Address of License Holder:		
City:	State:	Zip:
List All Foods to be Served:		
<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:

Licensors to complete:

<input type="checkbox"/> Application approved for license as required by Chapter 3717 of the Ohio Revised Code.	
Valid Date(s):	License Fee:
By:	Date:
Audit No.	License No.

As Per AGR 1271 (Rev, 11/00) CHC Software, Inc.
As Per HEA 5331 (Rev, 11/00) CHC S01tws1o, Inc.