

Pickaway County Public Health

110 Island Rd., Suite C, P.O. BOX 613 CIRCLEVILLE, OH 43113
Phone 740-477-9667 | Fax 740-474-5523 | Clinical Health Fax 740-420-6102



**PICKAWAY COUNTY
PUBLIC HEALTH**
We Care.

GUIDELINES FOR TEMPORARY FOOD SERVICE LICENSE

Prior to conducting a temporary food service operation / retail food establishment in Pickaway county, you must submit the following at least 10 days before the first day of the event:

1. Application for temporary food license with payment of license fee
 - a. Commercial Temporary Food License (up to 5 days) = **Check Fee Schedule**
 - b. Non-Commercial Temporary food License (up to 5 days) = **Check Fee Schedule**
2. Temporary questionnaire
3. Drawing of the facility.

REQUIREMENTS FOR TEMPORARY FOOD OPERATIONS

- (A) **A temporary food service operation**, as defined in paragraph (EE) of rule 3701-21-02 of the Administrative code, shall comply with the applicable requirements of Chapter 3701-21 of the Administrative Code, except as otherwise specifically provided.
- (B) **License.** Before opening a temporary food service operation, the operator shall make application for license to the Board of Health of the health district in which the operation will be conducted.
- (C) **Approval of plans, equipment, menu.** Before opening a temporary food service operation, the operator shall provide, if required by the licensor, a drawing showing the layout of the facility and a letter of intent providing pertinent information such as:
- a. Food to be prepared and served
 - b. Source of food
 - c. Hot holding facilities
 - d. Cold holding facilities
 - e. Handwashing
 - f. Equipment and utensils
 - g. Support facilities
 - h. Any other information requested by the licensor
- (D) **Food storage** shall be in such a manner that all foods are protected at all times and kept a minimum of 6 inches off the floor.
- (E) **Food – approved source.** Potentially hazardous foods no prepared at the temporary food service operation shall be prepared in a license food service

Pickaway County Public Health

110 Island Rd., Suite C, P.O. BOX 613 CIRCLEVILLE, OH 43113
Phone 740-477-9667 | Fax 740-474-5523 | Clinical Health Fax 740-420-6102



- (F) operation and transported to the temporary food service operation by method approved by licensor.
- (G) **Food protection.** All potentially hazardous foods shall be maintained at forty-one degrees Fahrenheit (41⁰F) and below OR one hundred thirty-five degrees Fahrenheit (135⁰F) and above by a method approved by the licensor. Mechanical refrigeration shall be used for overnight storage of potentially hazardous foods.
- (H) **Equipment and utensils.** A three compartment sink system or another method approved by the licensor shall be provided or made available and used only for manual washing, rinsing, sanitizing of equipment and multiple-use utensils (i.e. three plastic tubs).
- (I) **Hand washing facilities.** A handwashing facility or an alternate method approved by the licensor shall be available for employee hand washing (i.e. 5 gallon Coleman beverage cooler with spout).
- (J) **Support facilities.** The operator of a temporary food service operation shall demonstrate, to the satisfaction of the licensor, a safe water supply, sewage wastewater disposal system, toilet facilities, and garbage and refused disposal system.
- (K) **Floors, walls, ceilings.** The requirements for floors, walls and ceilings shall be determined by the licensor. If it is determined that a floor and/or ceiling and/or walls are necessary, the materials used for the floors or ceilings or walls and the construction thereof shall be approved by the licensor.
- (L) **Materials** for counters and tables shall be smooth and easily cleanable.
- (M) **Lighting** shall be provided on all working surfaces such as sinks, counters, and cooking equipment.
- (N) **Raw fruits and vegetables** must be washing before use in a separate area/sink from the hand washing and utensil washing area. Raw fruits and vegetables may be purchased pre-washed and pre-cut from an approved source.
- (O) **Hot and cold storage and thawing of foods:**
 - a. All potentially hazardous foods must be stored at less than 41⁰F or below for cold foods and 135⁰F or above for hot foods at all times
 - b. Cold storage will be accomplished by means of mechanical refrigeration, unless otherwise approved by licensor

Pickaway County Public Health

110 Island Rd., Suite C, P.O. BOX 613 CIRCLEVILLE, OH 43113
Phone 740-477-9667 | Fax 740-474-5523 | Clinical Health Fax 740-420-6102



**PICKAWAY COUNTY
PUBLIC HEALTH**
We Care.

- c. Hot storage may be accomplished by means of warming ovens or hot food warming equipment
 - d. Metal food thermometer (probe thermometer) must be available to determine that proper temperatures are being maintained.
 - e. A household refrigerator thermometer may be used for cold storage facilities
 - f. Frozen foods must be thawed by any of the following methods:
 - i. Under refrigeration of 41^oF or below
 - ii. As part of the cooking process
 - iii. Microwave
 - iv. Under cold running water
 - g. Ice to be used for drinks must be stored in a container which is self-draining.
- (P) **Smoking, eating and drinking** is not permitted within the food booth.
- (Q) **Clothing and hair control.** Personnel must wear clean clothing and hair must be controlled to prevent contact with food.
- (R) **Water supply** shall be adequate, of safe quality, and from an approved source.
- (S) **Waste storage and disposal.** Disposal of liquids and wastes shall be in the flowing manner:
 - a. Liquid wastes shall be held in water-tight containers until final disposal in a sanitary sewer or sewage treatment system, such wastes shall not be discharged onto the surface of the ground
 - b. Garbage and refuse shall be stored in metal or plastic containers with plastic liners and tight-fitting lids. These containers shall be emptied and cleaned daily.
- (T) **Condiments** must be stored in squeeze bottles, pump dispensers, or individual packets to protect the product.
- (U) **Wiping cloths** must be stored in sanitizing solution of 50ppm to 100ppm of chlorine or 200ppm to 400ppm of ammonia quaternary.
- (V) **Food Protection.** Food on display to the public must be protected by food shields or packaging.

Failure to follow guidelines can result in invalidating license to operate