

# Pickaway County Public Health

110 Island Road, Suite C, 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)**
  - b. **Non-Commercial Temp. Food License = (up to 5 days)**
    - i. **Must show proof of 501(C) 3 for Non-Commercial Temp.**
2. **Temporary questionnaire.**
3. **Drawing of the facility.**
4. **Fees can be found on our Webpage at [www.pchd.org](http://www.pchd.org) or by calling 740-477-9667 ext. 225.**

## 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 a 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:
  1. Food to be prepared and served.
  2. Source of food.
  3. Hot holding facilities.
  4. Cold holding facilities.
  5. Handwashing.
  6. Equipment and Utensils.
  7. Support facilities; and
  8. 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 6 inches off the floor.

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- (E) **Food – approved source.** Potentially hazardous foods not prepared at the temporary food service operation shall be prepared in a license food service operation and transported to the temporary food service operation by a method approved by the licenser.
- (F) **Food Protection.** All potentially hazardous foods shall be maintained at forty-one degrees (41°) Fahrenheit and below or one hundred forty degrees (140°) Fahrenheit and above by a method approved by the licenser. Mechanical refrigeration shall be used for overnight storage of potentially hazardous foods.
- (G) **Equipment and Utensils.** A three-compartment sink system, or another method approved by the licenser shall be provided or made available and used only for manual washing, rinsing, sanitizing of equipment and multiple-use utensils. (Example 3 plastic tubs)
- (H) **Hand washing Facilities.** A hand washing facility, or an alternate method approved by the licenser shall be available for employee hand washing. (Example 5-gallon Coleman beverage cooler with spout.)
- (I) **Support Facilities.** The operator of a temporary food service operation shall demonstrate, to the satisfaction of the licenser, a safe water supply, sewage wastewater disposal system, toilet facilities, and garbage and refuse disposal system.
- (J) **Floors, Walls, Ceilings.** The requirements for floors, walls and ceilings shall be determined by the licenser. 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 licenser.
- (K) **Materials** for counters and tables shall be smooth and easily cleanable.
- (L) **Lighting** shall be provided on all working surfaces such as sinks, counters, and cooking equipment.
- (M) **Raw Fruits & Vegetables** – must be washed 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.
- (N) **Hot and Cold** – storage and thawing of foods.
  - 1. All potentially hazardous foods must be stored at less than 41° F or 135° F or above at all times.
  - 2. Cold storage will be accomplished by means of mechanical refrigeration, unless otherwise approved by licenser.
  - 3. Hot storage may be accomplished by means of warming ovens or hot food warming equipment.

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4. Metal food thermometer (probe thermometer) must be available to determine that proper temperatures are being maintained.
  5. A household refrigerator thermometer may be used for cold storage facilities.
  6. Frozen foods must be thawed by any of the following methods:
    - a. Under refrigeration of 41° F or below.
    - b. As part of the cooking process
    - c. Microwave
    - d. Under cold running water
  7. Ice to be used for drinks must be stored in a container which is self-draining.
- (M) **Smoking, Eating and Drinking** – is not permitted within the food booth.
- (N) **Clothing & Hair Control** – Food Service personnel must wear clean clothing and hair must be controlled to prevent contact with food.
- (O) **Water Supply** – shall be adequate, of safe quality, and from an approved source.
- (P) **Waste Storage and Disposal** – Disposal of liquids and wastes shall be in the following manner:
  1. 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.
  2. 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.
- (Q) **Condiments** – must be stored in squeeze bottles, pump dispensers or individual packets to protect the product.
- (R) **Wiping Cloths** – must be stored in a sanitizing solution of 50 PPM to 100 PPM of chlorine or 200 PPM of ammonia quaternary.
- (S) **Food Protection** – Foods on display to the public must be protected by food shields or packaging.

**Failure to follow guidelines can result in invalidating license to operate.**



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## TEMPORARY FOOD SERVICE OPERATION QUESTIONNAIRE

1. All food items are required to be from an approved source. Please indicate where you will obtain food to prepare / see.

( ) Local Grocery Store (name) \_\_\_\_\_

( ) Other Supplier (name) \_\_\_\_\_

Please list all menu items that will be sold at the event:

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

2. Where will these items be prepared?

( ) On location the day of the event

( ) At a licensed food service operation - Specify (name of operation) \_\_\_\_\_

3. What equipment will be used to keep cold foods at or below 41° degrees Fahrenheit?

( ) Mechanical Refrigeration

( ) Cooler chest with ice

( ) Other - Specify \_\_\_\_\_

**\*\*Should the event exceed on day in length, mechanical refrigeration is required for overnight storage of potentially hazardous foods. \*\***

4. For events that are more than one day in length, specify the location of mechanical refrigeration. \_\_\_\_\_

5. What equipment will be used to cook and/or hold hot foods at or above 135° degrees Fahrenheit?

( ) Stove

( ) Electric roasters or skillets

( ) Charcoal/Gas Grills

( ) Gas camping stoves

( ) Other - Specify \_\_\_\_\_

6. What facilities will be provided for dishwashing? \_\_\_\_\_

7. Will a hand wash sink with running hot/cold water, soap, and paper towels be provided?

\_\_\_\_ Yes \_\_\_\_ No

If not, then what type of hand wash facilities will be provided? \_\_\_\_\_

8. Where will potable (drinkable) water be obtained for ice-making, food preparation, dishwashing and/or hand washing?

( ) Municipal/County water supply - Specify name of water authority \_\_\_\_\_

( ) Purchased bottled water - Specify name of supplier \_\_\_\_\_

( ) Private well

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**\*\*Private water well supply must be tested “safe” (total coliform negative) at least 10 days prior to the event\*\***

9. How will hot/warm water be provided for hand washing and/or dishwashing?

In line hot water heater

Stove top burner

Coffee urn

other - Specify\_\_\_\_\_

10. Draw a sketch of the on-site proposed food service area. Include the location of the following required items:

\*Water supply (bottled water or water spigots)

\*Hand wash sink / facility

\*Food Storage

\*Food Preparation Equipment

\*Hot and Cold food holding equipment

dishwashing facilities (3 comp. sink)

\*Prep areas

\*Trash Containers

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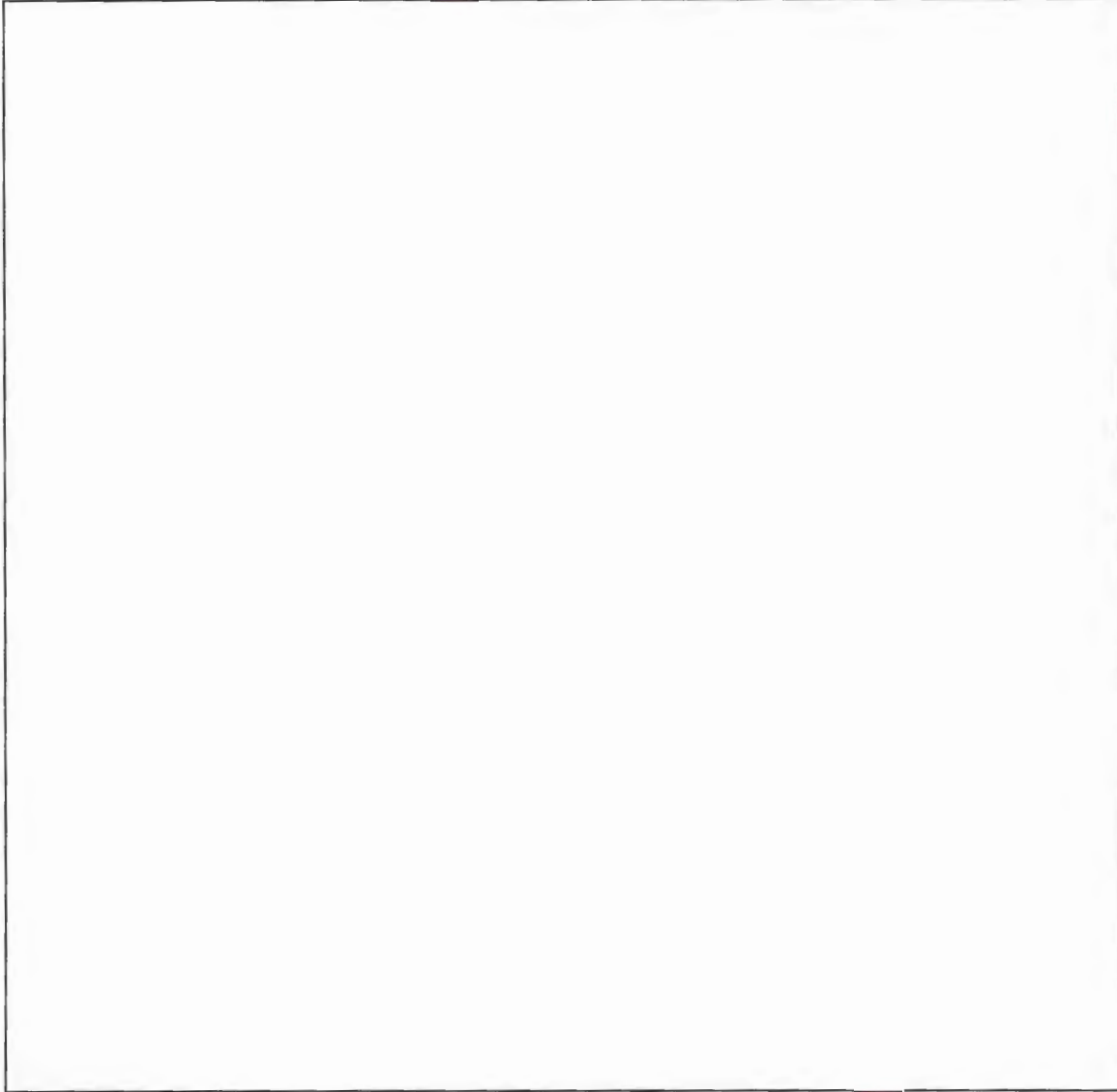
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Sanitarian \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ Application to Conduct a Temporary: (check one only)

- Food Service Operation
- Retail Food Establishment

Instructions:

1. Complete the applicable sections. (Make any corrections if necessary)
2. Sign and date the application
3. Make a check or money order payable to: **Pickaway County Public Health**
4. Return check or money order and signed application to: **Pickaway County Public Health**  
**110 Island Rd., Suite C, Circleville, OH 43113**

Before the license application can be processed the application must be completed and the fee submitted. Failure to complete this application and remit the fee will result in not issuing the license. This action is governed by Ohio Revised Code 3717.

ALL information is **Required**: Any information left blank will cause application to be sent back to applicant

<b>Name of Temporary food Facility:</b>			
<b>Location of Event:</b>			
<b>Address of Event (include city, state, zip)</b>			
<b>Start Date</b>	<b>End Date</b>	<b>Operation Start Time</b>	<b>Operation End Time</b>
<b>Name of License Holder:</b>			<b>Contact Phone Number</b>
<b>Address of License Holder include city, state and zip:</b>			
<b>List all foods being served or sold:</b>			

I HEREBY CERTIFY THAT I AM THE LICENSE HOLDER, OR AUTHORIZED REPRESENTATIVE, OF THE TEMPORARY FOOD SERVICE OPERATION OR TEMPORARY RETAIL FOOD ESTABLISHMENT INDICATED ABOVE.

**Signature:**

**Date:**

LICENSOR TO COMPLETE BELOW

<b>Valid Date(s):</b>	<b>License Fee:</b>
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APPLICATION APPROVED FOR LICENSE AND CERTIFIED AS REQUIRED BY CHAPTER 3717 OF THE OHIO REVISED CODE:

<b>BY:</b>	<b>DATE:</b>
<b>AUDIT NO.:</b>	<b>LICENSE NO.:</b>