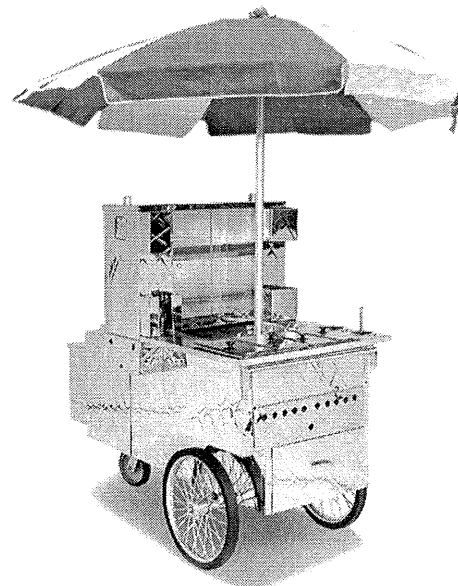


Temporary Food Service and Retail Food Establishment Licensing and Operational Requirements

Provided by:



4800 Ledgewood Drive
Medina, Ohio 44256
(330) 723-9523
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www.medinahealth.org



Temporary Retail Food Establishment and Food Service Operation License Requirements

PROCEDURE TO OBTAIN A TEMPORARY FOOD LICENSE:

To obtain a license for a temporary food establishment or a temporary food service operation, a license application and an information application form must be completed, the proper fee paid, and both forms returned to the Medina County Health Department for review and approval.

Only Checks with Medina County addresses, cashier's checks, money orders (made payable to the MEDINA COUNTY HEALTH DEPARTMENT), Visa, MasterCard, or cash will be accepted.

The license fee is \$18.00 for a noncommercial license, or \$36.00 for a commercial license per event.

REQUIREMENTS:

The following requirements apply to all temporary operations:

1. THE PERSON-IN-CHARGE MUST READ THIS FORM, BE FAMILIAR AND COMPLY WITH ALL LAWS AND RULES OF THE OHIO UNIFORM FOOD SAFETY CODE.
2. NO HOME PREPARED FOODS (OTHER THAN BAKED GOODS) OR ICE ARE PERMITTED TO BE USED OR OFFERED FOR SALE. All foods prepared and/or served must be from an approved source. Foods prepared in home kitchens are not from an approved source since the Health Department cannot observe or regulate the handling of the food and cleanliness of the preparation area. Ice used for any purpose must be made from water which comes from an approved source.
3. Water provided or used on-site for cooking, drinking, cleaning, hand washing, etc., must be from an approved source. All non-municipal water (e.g. well, cistern, hauled water, etc.) must be sampled by the Health Department at least 10 DAYS PRIOR TO THE EVENT for bacteria testing. The sampling fee is \$30.00.

PLEASE NOTE:

If a hose is needed to obtain water, the hose must be of a food grade material and a backflow prevention device must be provided on the spigot.

4. The license holder shall be the person-in-charge or shall designate a person-in-charge and shall ensure this person is present during all hours of operation.

The person-in-charge must be able to demonstrate knowledge of food borne illness prevention. A person certified in food protection by the Ohio Department of Health meets this requirement. In a situation where the person-in-charge is not certified, he/she is required to demonstrate knowledge by responding correctly to the inspector's questions as they relate to the specific operation.

5. Mechanical refrigeration shall be used for overnight storage of potentially hazardous foods (PHF).
6. Portable coolers may be used for food storage provided the food is stored on drained ice and a thermometer is in the cooler to assure 41°F or below is maintained.

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7. Pasteurized eggs or egg products shall be substituted in the preparation of foods such as Caesar salad, hollandaise or Bearnaise sauce, mayonnaise, eggnog, ice cream, and egg-fortified beverages that are not fully cooked.
8. Different types of raw animal foods shall be stored separate from each other and ready-to-eat foods to prevent cross-contamination.
9. Hand washing must be provided through the use of soap, warm potable (drinkable) water, and paper towels, or individually dispensed alcohol-based moist towelettes.
10. Food employees that have direct contact with food may not wear fingernail polish or artificial fingernails when working with exposed food.
11. While preparing food, food employees may not wear jewelry on their arms or hands. This prohibition does not apply to a plain ring such as a wedding band.
12. Food employees may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli tissues, spatulas, tongs, single-use gloves, or other dispensing equipment.
13. Potentially hazardous foods shall be held cold at 41°F or below, or hot at 135°F or above, to reduce microbial growth. Potentially hazardous foods shall be cooked or reheated to minimum internal temperatures as follows:
 - 145°F or above for 15 seconds: Raw shell eggs that are broken and prepared in response to a consumer's order for immediate service; fish; meat; pork; and commercially-raised game animals.
 - 155°F or above for 15 seconds: Injected meats; comminuted meats (i.e. hamburger); raw egg.
 - 165°F or above for 15 seconds: Poultry and stuffed fish, meat, pasta, or stuffing containing these foods.
14. Potentially hazardous foods prepared from ingredients at ambient room temperature, such as canned tuna, shall be cooled to an internal temperature of 41°F or below within 4 hours.
15. If using time only, rather than time in conjunction with temperature, as the public health control for a working supply of PHF before cooking, or for ready-to-eat PHF that is displayed or held for immediate consumption:
 - (a) The food shall be marked or otherwise identified to indicate the time that is four (4) hours past the point in time when the food is removed from temperature control;
 - (b) Food shall be cooked and served, served if ready-to-eat, or discarded, within four (4) hours from the point in time when the food is removed from temperature control;
 - (c) Food in unmarked containers or packages or marked to exceed a four (4) hour limit shall be discarded; and
 - (d) Written procedures shall be maintained in the operation and made available to the Health Department Inspector.

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Temporary Retail Food Establishment and Food Service Operation License Requirements

16. PHF shall be received at 41°F or below. This requirement does not apply to: Shell eggs that may be received at an ambient temperature of 45°F; milk which may be received at an internal temperature of not more than 45°F; or any other PHF for which another temperature is specified by law governing its distribution, such as red meat and molluscan shellfish.
 17. Consumers who order raw or partially-cooked foods of animal origin are to be informed by brochures, deli case or menu advisories, label statements, table tents, placards, or other effective means of the significantly increased risk associated with consumers eating such foods.
 18. Bulk refrigerated potentially hazardous foods shall be date-marked unless it is consumed within 24 hours except store bought/commercially processed deli salads (i.e. potato, macaroni, egg, or ham salad).
 19. A long stem thermometer, accurate to within +/- 2°F that registers 0°F to 220°F, must be provided in order to monitor food temperatures. A suitable small-diameter probe thermometer, that is designed to measure the temperature of thin masses, should be used when cooking thin foods such as meat patties and fish filets.
 20. Potentially Hazardous Foods shall be cooled rapidly as follows:
 - Within 2 hours from 135°F to 70°F; and
 - Within a total of 6 hours, from 135°F to 41°F or less.
 21. Food protection shields must be provided where food is displayed.
 22. No foods or equipment may be stored on the floor or ground.
 23. Food contact surfaces shall be sanitized using any one of the following sanitizing solutions and corresponding test kits are to be used to assure the correct parts per million (ppm) concentrations:
 - Chlorine 50 ppm - 100 ppm
 - Quaternary Ammonium Chloride - 200 ppm
 - Iodine 12.5 ppm - 25 ppm
- NOTE:** Wiping cloths used with raw animal foods must be stored in a separate sanitizing solution from wiping cloths used on other food contact surfaces.
24. Equipment and utensils shall be cleaned and sanitized using the following method:
 - a. Wash in soapy water in the 1st compartment or tub.
 - b. Rinse in water in the 2nd compartment or tub.
 - c. Sanitize for one (1) minute in sanitizing solution in the 3rd compartment or tub.
 - d. Air dry.
 25. In-use dispensing utensils, during pauses in food preparation or dispensing may be stored in a container of water if the water is maintained at a temperature of at least 135°F and the container is cleaned at least every 24 hours or at a frequency necessary to preclude accumulation of food soil residues.
 26. Leak-proof, vermin-proof trash containers with tight-fitting lids shall be provided.

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Temporary Retail Food Establishment and Food Service Operation License Requirements

27. No smoking, eating, and/or drinking is permitted while preparing foods. Exception: A food employee may drink from a closed beverage container if the container is handled to prevent contamination of: The employee's hands; the container; exposed food; clean equipment or utensils; or unwrapped single-service or single-use articles. Food handlers shall wash their hands after these activities before returning to work.
28. Food employees shall wear hair restraints such as hats, hair nets, beard restraints, and clothing that covers body hair so it will not contact exposed food; clean equipment, utensils, or linens; or unwrapped single-service or single-use articles. This requirement does not apply to food employees such as counter staff who serve beverages and wrapped or packaged foods, hostesses, and wait staff, if they present a minimal risk of contamination.
29. Equipment food contact surfaces and utensils used with PHF shall be cleaned throughout the day or at least every 4 hours, except:
- In storage, containers of PHF and their contents are maintained at temperatures of 41°F or below, or 135°F or above, and containers are cleaned when they are emptied.
30. The flooring, if graded to drain, may be concrete, machine-laid asphalt, or dirt or gravel if it is covered with a mat, removable platforms, duckboards, or other suitable approved materials that are effectively treated to control dust and mud.
31. The following is a list, not intended to be all inclusive, that may assist you in planning your event.
- Approved Water supply
 - Long stem thermometer that registers 0°F to 220°F.
 - Thermometers for the interior of all cold units (refrigerators and coolers) holding potentially hazardous foods.
 - Approved sanitizer (Chlorine, Quaternary Ammonium Chloride, or Iodine).
 - Corresponding test kit for sanitizer.
 - Wiping cloth container.
 - 3-Compartment dishwashing set-up
 - Hand washing facilities or alcohol-based moist wipes.
 - Trash containers with tight-fitting lids.
 - Self-draining coolers.
 - Ice from an approved source.
 - Hot-holding equipment.
 - Serving utensils.
 - Paper and plastic single-service articles.
 - Extension cords rated for the equipment used.
 - Food grade hose for connection to on-site water supply, if applicable.
 - Back-flow prevention device provided on spigot, if applicable.

- Attachments:

- Temporary Food Service/Retail Food Establishment Operation Information Application.
- Application for a license to conduct a Temporary Food Service Operation or Retail Food Establishment Operation.
- Proper Storage Arrangement of Food - According to Minimum Cooking Temperature Requirements.

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Temporary Retail Food Establishment and Food Service Operation Information Application

Complete the attached forms and the license application form. If there is a blank that does not apply to you or your proposed operation, write "N/A" in the blank. **This information should be submitted to the Medina County Health Department at least 10 days prior to the event.**

I. Event

- A. Name: _____
- B. Location: _____
- C. Date(s): _____
- D. Time(s): _____
- E. Sponsoring Organization: _____
- F. Coordinator: _____
- G. Coordinator Telephone Number: _____

II. Food Service/Retail Food Establishment Operation:

- A. Name: _____
- B. Operator's Name: _____
- C. Address: _____
- D. Home Telephone Number: _____
- E. Business Telephone Number: _____
- F. Signature of Operator:** _____

**** YOUR SIGNATURE ACKNOWLEDGES THE FOLLOWING:**

- 1. THE INFORMATION PROVIDED ON THE APPLICATION IS TRUE, AND
- 2. YOU HAVE RECEIVED A COPY OF THE COMPLETED FORM.

III. List of food, beverages proposed to be prepared, served and/or sold:

IV. Off Site Preparations:

- A. List food items that will be prepared off-site: _____
- B. Provide the location address, telephone number, and license number of the off-site kitchen(s): _____
- C. List the equipment that will be used to transport potentially hazardous foods at required holding temperatures: _____

V. On-Site Preparation, Storage, Service:

- A. How will potentially hazardous foods be stored?
 - 1. Cold at 41°F or below: _____
 - 2. Hold at 135°F or above: _____
- B. What methods of protection will be used for food storage and service? _____

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VI. If the event is more than one day in length, in what equipment and in which locations will the food be stored overnight?

VII. What type of hand washing facilities will be available/provided for proper hand washing?
NOTE: Alcohol-based moist wipes are permitted.

VIII. What easily cleanable, pest-proof, and non-absorbent containers will be used to handle/store garbage and trash?

IX. **Water Supply**

- A. Where will potable (drinkable) water be obtained for ice-making, food preparation, dishwashing, and/or handwashing? _____
- B. Is this water from a well? _____

NOTE: Non-municipal water MUST be tested at least 10 days prior to operating a temporary food service/retail food establishment operation.

X. **Flooring:**

- A. What type of flooring will be used? _____

XI. **Wastewater:**

- A. What holding facilities will be available for handling wastewater? _____
- B. How/where will the wastewater be disposed of? _____

XII. **Warewashing:**

How will food contact surfaces be washed, rinsed, and sanitized?

XIII. Draw in the box on the next page an on-site floor plan of the proposed operation. Include the location(s) of the following areas:

- A. Food Preparation.
- B. Food Storage.
- C. Hot and Cold Food Holding Facilities.
- D. Hand Washing.
- E. Garbage/Trash Disposal.
- F. Utensil/Equipment Washing.
- G. Toilet Facilities.
- H. Water Supply.
- I. Waste Water Disposal.

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Application for a License to Conduct a Temporary: (check only one)

Food Service Operation

Retail Food Establishment

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: MEDINA COUNTY HEALTH DEPARTMENT
4. Return check and signed application to: MEDINA COUNTY HEALTH DEPARTMENT
4800 LEDGEWOOD DRIVE
MEDINA OH 44256

TELEPHONE NUMBERS (330) 723-9523 TOLL FREE NUMBER (888) 723-9688 FAX (330) 723-9650

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 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
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Licensors to complete below

Valid date(s) THROUGH	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.