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# Conneaut City Health Department

327 Mill Street  
Conneaut, Ohio 44030  
Phone: (440) 593-3087  
Fax: (440) 593-6026



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## TEMPORARY FOOD OPERATIONS REQUIREMENTS

Ohio Revised Code defines a temporary retail food establishment or temporary food service operation as a facility that is operated at an event for not more than five consecutive days. A retail food establishment means a premises or part of a premise where food is stored, processed, prepared, manufactured, or otherwise held or handled for retail sale. A food service operation means a place, location, site, or separate area where food intended to be served in individual portions is prepared or served for a charge or required donation. As used in this division, "*served*" means a response made to an order for one or more individual portions of food in a form that is edible without washing, cooking, or additional preparation and "*prepared*" means any action that affects a food other than receiving or maintaining it at the temperature at which it was received.

### Applications

Ohio Law requires that each person or government entity seeking a temporary food service operation license or a temporary retail food establishment license apply for a license. A copy of this application is included in this packet. Please be reminded that this license is only valid:

- For a single event
- In one location
- For a period of no longer than five consecutive days

A temporary license is not renewable and may not be transferred. Not more than ten temporary retail food establishment/temporary retail food service operation licenses will be issued per licensing period to the same person or government entity to operate at different events within Conneaut City. For each particular event, the Conneaut City Health Department will issue only one temporary retail food establishment/ temporary retail food service operation license to the same person or government entity at a single event.

When a licensed retail food establishment or licensed food service operation leaves their facility and operates at another location they **must** obtain a temporary food service operation license in the health district where the operation will be conducted.

A temporary license is **not** a mobile license. A mobile food service is defined as "a food service operation that is operated from a movable vehicle, portable structure or watercraft, routinely changing location, and does not remain at any one location for more than **forty (40)** consecutive days."

### License Fee

The temporary license fees for the Conneaut City Health Department are charged per day per event. A temporary food license cost \$28.00 per day.

## **General Information**

A regular or catering food service operation license cannot be substituted for a temporary license.

Each operator must provide a safe and sanitary operation. The enclosed checklist can be used to help you meet this intent.

When your application is approved, the license will be brought to you the day of the event.

Be sure to allow **seven business days** or more for processing. While our department will make every attempt to process late applications, if the application is received less than 7 business days prior to the start of the event, CCHD cannot assure a temporary food license will be issued and **you cannot operate without the temporary food license.**

The license must be displayed in a conspicuous and public manner in your operation during the event.

**If you have any questions, please contact the Food Safety Program at 440-593-3087.**

**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: **Conneaut City Health Department  
\$28.00 Per Day**
4. Return check and signed application to: **Conneaut City Health Department  
327 Mill Street  
Conneaut, Ohio 44030**

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. **Please note: Temporary licenses cannot be transferred nor refunded, even if the event is cancelled.**

Name of temporary food facility		
Location of the 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	

**Licensors 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.

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## TEMPORARY FOOD OPERATION CHECKLIST

**This checklist is to be used to help you meet licensing requirements.**

Items Marked with a (\*) are required for every temporary food service operation. Failure to comply with items marked with a (\*) can result in suspension of your license and your ability to sell regulated food items at the event you are applying for.

For further clarification of requirements, see enclosed **Planning for Food Safety Document**.

**You must return this signed checklist with your signed application and your letter of intent to conduct a temporary operation before a license will be issued. Please make a copy if you need one.**

- [ ] All non-prepackaged foods (meat, poultry, fish, cooked vegetables, dairy products, etc.) **will be prepared at the event or in an existing licensed food operation.** All food products must come from an approved source (\*).
- [ ] All foods not in their original containers and readily identifiable must be labeled as to identity or common name (\*).
- [ ] All food products packaged for retail sale must be labeled with the name of the food and a list of ingredients at a minimum. Additional labeling may be required. Please see the enclosed **Planning for Food Safety Document** for additional information.
- [ ] Potentially hazardous food will be kept hot (135°F) or cold (41°F) at the event and during transportation to the event by using insulated containers or mechanical means (\*).
- [ ] All raw foods will be stored in a manner that minimizes cross contamination of ready to eat foods (\*).
- [ ] Mechanical refrigeration will be used for overnight storage of potentially hazardous food (\*).
- [ ] A metal stem-type thermometer will be used to assure proper temperatures. This thermometer is required for all operations selling potentially hazardous foods.
- [ ] All food will be protected from dirt, dust, flies, sneezing, or customers (\*).
- [ ] Three sinks or containers will be provided for the necessary washing, rinsing, and sanitizing of utensils and cookware. These containers must be large enough to submerge the largest pot, bowl or utensil in (\*).
- [ ] Test papers and a comparison chart will be used for checking chemical sanitizer strength. Please make sure that you have the appropriate papers and comparison chart for the type of sanitizer that you are utilizing (\*).
- [ ] A method for disinfecting hands will be provided within the operation. Hand sanitizers cannot be used as a substitute for an approved method of hand washing (\*).
- [ ] Disposable gloves and hair restraints are required of all food handlers (\*).
- [ ] Water from a safe, tested source will be used (\*).

- [ ] Sanitary toilet and hand washing facilities will be available within 300 feet of the unit (\*).
- [ ] Wastewater will be disposed into a sanitary sewer (\*).
- [ ] Refuse will be stored in covered, moisture resistant containers until disposal at an approved facility. The operation will be free of unnecessary items and litter (\*).
- [ ] **A person in charge will be present in the operation at all times that the operation is open.** This person must demonstrate knowledge of safe food preparation and handling methods (\*).
- [ ] The presence of insects, rodents and other pests shall be controlled to minimize their presence (\*).
- [ ] Live animals will be excluded from the area under the control of the operator of the temporary operation (\*).
- [ ] Containers of poisonous or toxic materials and personal care items will be kept to a minimum and will bear a legible manufacturers label (\*).
- [ ] The Letter of Intent to Operate a Temporary Food Operation and a drawing of your facility is included.
- [ ] CCHD has a **NO REFUND** policy regarding Temporary licenses and events. If your event is cancelled for any reason, a refund cannot be issued. Additionally, event dates cannot be transferred.

**The undersigned agrees to comply with all of the provisions stated above:**

Name: \_\_\_\_\_

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

**Please complete, sign and return both pages of this form.**

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## **Letter of Intent to Conduct a Temporary FSO/RFE**

What foods do you intend to prepare or serve?

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What is the source of the food (where did you get the food from)?

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Describe any hot holding and/or cold holding facilities that you are proposing to use.

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Describe your proposed hand washing facilities and warewashing facilities (hand washing facilities are required).

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Describe any equipment and utensils that you are using.

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Describe any support facilities that are available (restrooms, refuse collection/disposal, wastewater disposal, potable water supply etc.).

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**Please complete and return this form.**

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Conneaut City  
Health Department



Public Health  
Prevent. Promote. Protect.

## **Facility Layout Drawing:**

Please draw the proposed layout for your temporary food facility. This drawing should be a “bird’s eye view” of the layout, as though you were looking down onto the area from above. Identify and describe all equipment including cooking equipment and hot and cold holding equipment, handwashing facilities, worktables, warewashing facilities, food and single service storage, garbage containers, and customer service areas. See example (on page 11) if you have any questions.

**Please complete and return this form.**

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**This section is provided to help explain the requirements of operating a temporary food service location. Please review this section carefully and retain it for your reference.**

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## **Planning for Food Safety:**

### **If applicable, have methods for adequate refrigeration of foods.**

This can be done with a refrigerator, or closed cooling chest containing ice or dry ice. If ice is used, keep foods above or out of melted ice water.

#### **Food must be kept below 41°F to prevent unnecessary bacteria growth.**

Mechanical refrigeration must be used for overnight storage of potentially hazardous food.

### **If applicable, have methods for adequate heating of foods.**

This can be done with grill, barbecue, deep fryer or conventional heating method.

Foods prepared may be kept in a covered electric rotisserie but keep the product stirred so that the temperature of all the food stays constant and keep the temperature setting as high as possible (at least 135°F).

A metal stem-type thermometer is required to assure the attainment and maintenance of proper temperature.

### **Avoid offering higher risk food items for sale to the public.**

This would include:

- cream-filled pastries (homemade)
- cream-filled pies (homemade)
- any readily perishable dairy products in crock pots
- shredded chicken or meat products in crock pots
- home-canned foods are not to be displayed, sold or distributed in any manner
- salad-type sandwich spreads such as ham or chicken salad
- creamed macaroni or potato salad dishes
- raw, raw marinated, or partially cooked beef, poultry, pork, fish, mollusks or shellfish
- unpasteurized juices

### **Use foods from approved sources.**

Generally, foods purchased from your local grocery stores are from an approved source.



**Food packaged in a temporary food service operation or temporary retail food establishment and offered for self-service must be labeled.**

Label information shall include:

- the common name of the food, or absent a common name, an adequately descriptive identity statement;
- if made from two or more ingredients, a list of ingredients in descending order of predominance by weight, including a declaration of artificial color;
- flavor and chemical preservatives, if contained in the food;
- an accurate declaration of the quantity of contents;
- the name and place of business of the manufacturer, packer, or distributor;

**All food offered for sale must be protected from contamination, other foods, toxic or poisonous materials, dirt, dust, flies, sneezing, coughing or handling by customers, etc.**

This can be accomplished by keeping all displayed foods covered with wax paper, cellophane, clear plastic lids, etc. A food shield consisting of an intercepting pane of clear plastic or glass situated between the customers and the food to be protected is also acceptable.

Do not set up your stand so the cooking surface (grill, etc.) is to the front since this can result in customers leaning over prepared foods with the potential of contamination of food with dirt, sneezes, etc.

**All raw fruits and vegetables must be thoroughly washed in water or an approved vegetable wash before being served, cut or combined with other ingredients.**

**All potentially hazardous food products must be cooked to heat all parts of the food to the following temperatures:**

- ONE HUNDRED FORTY-FIVE (145) DEGREES FAHRENHEIT or above for fifteen seconds for raw shell eggs, beefsteaks, veal, mollusks, shellfish and fish.
- ONE HUNDRED FIFTY-FIVE (155) DEGREES FAHRENHEIT or above for fifteen seconds for pork, ground beef, and other ground meat/fish.
- ONE HUNDRED SIXTY-FIVE DEGREES (165) FAHRENHEIT or above for fifteen seconds for poultry, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, stuffed ratites, or stuffing containing fish, meat, poultry, or ratites.

**All food products must be stored a minimum of six inches off the ground or floor.**

**Only persons in good health should prepare or serve food.**

**Under no circumstances should persons with colds, sore throats, skin infections, upset stomachs, diarrhea, cuts or boils, prepare or serve foods.**

**Persons handling food should wear clean clothes and wash hands frequently.**

**No smoking or use of tobacco is permitted while preparing or serving foods.**

**Hand washing facilities for persons handling food is important to reduce the possibility for food contamination and consist of one of the following:**

- Warm, running water under pressure with soap and single-use disposable paper towels and posted with sign instructing employees to wash hands;
- Coffee urn (or something similar) containing warm water with soap and single-use disposable paper towels. This is required of all operators preparing food;
- Disposable towelettes that contain an approved sanitizer (Benzethonium chloride, dimethyl benzyl ammonium chloride, chlorine, citric acid, etc.) may be used in certain, approved situations where NO exposed food will be handled. Air dry your hands after using these products, do not dry them with a paper towel. Always use all products per manufacturer's recommendations;
- Hand sanitizers cannot be used as a substitute for one of the above methods of hand washing;
- See example handwashing station below, on page 12.

**Multiple use equipment and utensils must be smooth, easily cleanable and free of pits, chips, dents, etc.**

**Single service or single use articles may not be reused.**

**All multi-use utensils and food contact surfaces must be cleaned and sanitized as often as needed to minimize the potential for cross-contamination.**

**Disposable gloves and hair restraints are required of all food handlers. In addition, handle food with tongs or single-service paper and serve to customer on single service, disposable tableware.**

**Ensure that all ketchup, mustard, sugar and similar condiments are dispensed from pump-type containers, squeeze-type containers or individual serving packets.**

**Pour-type products should not be dispensed from uncovered containers with spoons, knives or forks used for application.**

**Use (dry) non-dairy products instead of milk or cream for coffee creamer.**

**Avoid use of insecticides or other hazardous chemicals.**

**If you have reusable utensils (pots, pans, spatulas, etc.) they should be properly washed before reusing. This requires three sinks or containers (5 gallon buckets are commonly used).**

1. Wash with detergent.
2. Rinse with clear, clean water.
3. Sanitize with an approved sanitizer (i.e. Chlorine at 25-100ppm, Quaternary ammonia at 200 ppm or Iodine at 12.5-25ppm).

**Test papers are required for checking concentration of chemical sanitizer.**

**Wiping cloths must be rinsed frequently in a sanitizing solution and stored in the sanitizing solution between uses.**

**Use only water and ice from a safe, approved source.**

**Dispose of all wastewater into a sanitary sewer.**

**Have sanitary toilet and hand washing facilities within 300 feet of operation, during all hours of operation.**

**Store refuse in covered, moisture resistant containers until it can be properly disposed.**

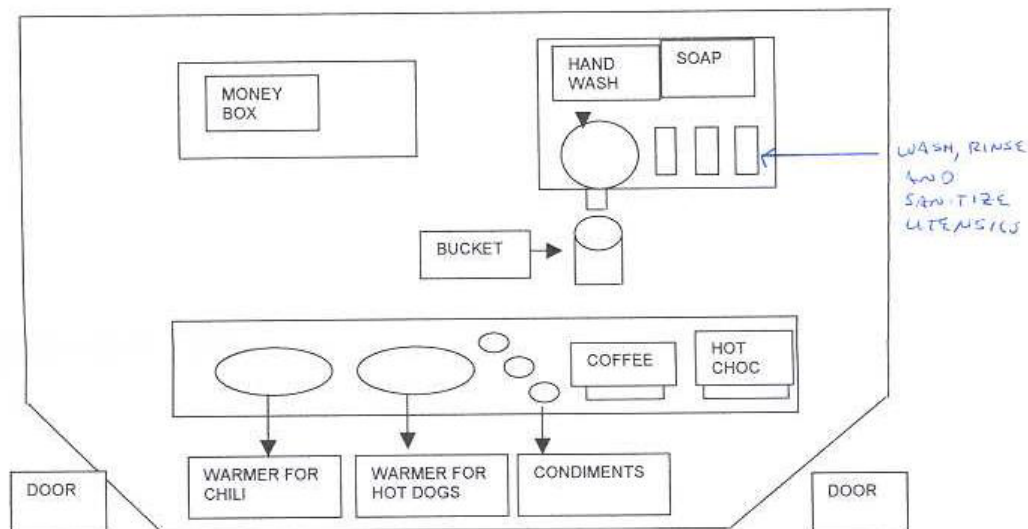
### **Food Security:**

Food security is a vital element of planning for outdoor events. Unless personnel apply proper security practices to all areas of the outdoor food operation, food may become a target for contamination and intentional tampering and present a danger to public health.

The key to protecting food is to make it as difficult as possible for even a single tampering to occur. An effective food security program should consider all points where food is vulnerable to intentional contamination. It is important to remember that human intervention is required before contamination can take place.

Therefore, precautionary measures should focus on eliminating any opportunities for contamination or product tampering throughout the entire outdoor food operation, from receiving to serving food to the customers.

### **Example of Facility Layout Drawing**



## HAND WASHING AND DISHWASHING

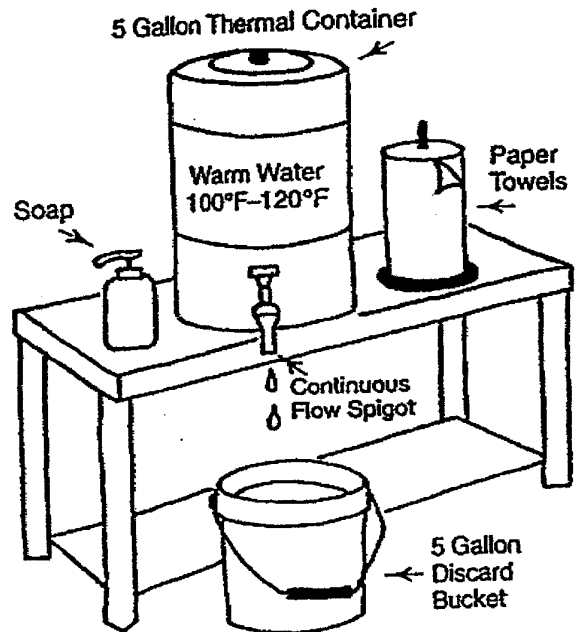
•It is essential that proper handwashing procedures are being followed and all necessary handwashing supplies are present.

•This includes a handwashing station that is able to provide warmwater in a continuous flow (e.g. coffee urn), soap, single-use towels and a bucket to collect unclean wastewater.

### Employees must wash their hands:

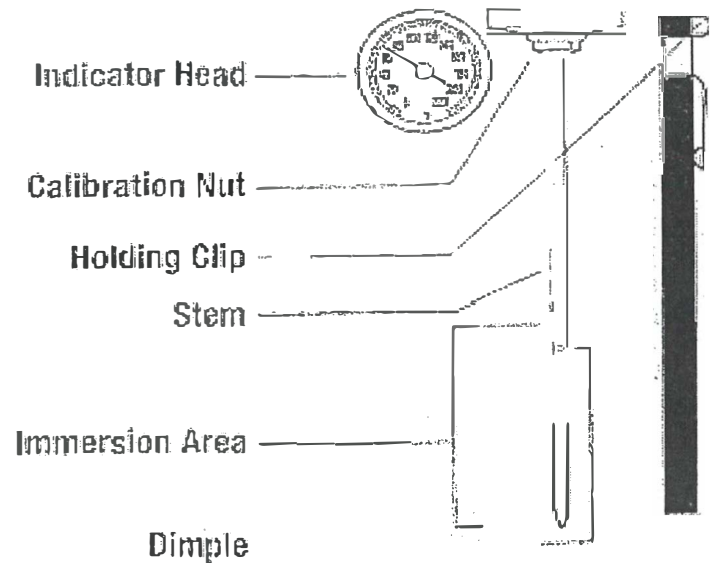
- Prior to starting food handling activities
- After using the restroom
- After touching their clothes and any body part
- After sneezing, coughing, blowing your nose, eating and drinking.
- After handling money or other soiled items
- After handling the trash
- After the use of cell phones
- A means to wash-rinse-sanitize utensils and equipment is required. Large bus tubs or plastic basins that are large enough to submerge your largest piece of equipment, are required.
- Warm water and dish soap must be available to wash any dishes or utensils. Items must be aired dried. The hand washing station may not be used to wash any dishes or utensils.
- An approved sanitizer must be used. You are permitted to use sanitizer tablets (quaternary ammonium) or regular unscented bleach. You must also have the proper sanitizer test strips to test the concentration of sanitizer solution.

*Proper Hand Wash Station*



- The most common sanitizer is regular unscented bleach
- Using 1cap full of bleach to 1gallon of water. That is equal to about 100 ppm
- If you use tablets, the proper concentration should be 200ppm.
- Quaternary sanitizer can be used per manufacturer instructions to equal 200 ppm
- Vendors must use a food grade hose when accessing potable water.

# Thermometers



- At least one bi-metallic stem thermometer that reads 0° - 220°F must be present.  
The bi-metallic stemmed thermometer has a calibration nut just below the dial face. (If there is no calibration nut, the thermometer cannot be calibrated.)
- An end point sensor thermometer is also required. This is used to check temperatures of "thin" foods. i.e. Chicken nugget, hamburger, chicken wing etc. (Not all end point sensor thermometers can be calibrated.)
- A maximum registering thermometer is required for use in high temperature dish machines to measure the surface temperatures of utensils to insure they reach at least 160°F.

## Calibration Methods

Calibrate your thermometer daily and after it has been dropped.

### Cold Water

- ❶ Fill a small container with crushed ice and enough cold water to cover the ice.
- ❷ Place the bi-metallic stem of the thermometer into the ice water without touching the sides of the container. After 30-60 seconds, the ice water should have reached a consistent temperature of 32° F.
- ❸ If the thermometer does not read 32° F, while still in the ice water, use the storage sleeve or a small wrench or pliers to turn the calibration nut. Turn the calibration nut until the needle on the dial face reaches 32° F.

### Boiling Water

- ❶ Fill a pot with water and place it on the stove. Bring the water to a rolling boil.
- ❷ Place the bi-metallic stem of the thermometer into the boiling water without touching the sides of the container.
- ❸ The thermometer should read 212° F. If it does not, while still in the boiling water, use the storage sleeve or a small wrench or pliers to turn the calibration nut. Turn the calibration nut until the needle on the dial face reaches 212° F.

# Cooking Temperatures

135°F

- Ready to eat/processed foods & produce (& hot holding)

145°F

- Raw cuts of beef, pork, fish, lamb, veal, & eggs
- Raw corned beef, roast beef, pork roast & prime rib but must hold at 145°F for 4 min.

155°F

- Raw ground beef, pork, fish; pinned & injected meats; pooled eggs

165°F

- Raw chicken, turkey, casseroles, stuffed foods; meat, fish, & poultry in a microwave (& reheating all foods w/in 2 hrs)