



BELMONT COUNTY HEALTH DEPARTMENT

68501 Bannock Road • St. Clairsville, Ohio 43950 • Phone (740) 695-1202 • Fax (740) 695-8890
www.BelmontCountyHealth.com

TEMPORARY FOOD LICENSE INFORMATION SHEET

You must complete and submit the following prior to your event to complete the application process:

1. Temporary Food License Application
2. Supplemental Information
3. Payment

General Information

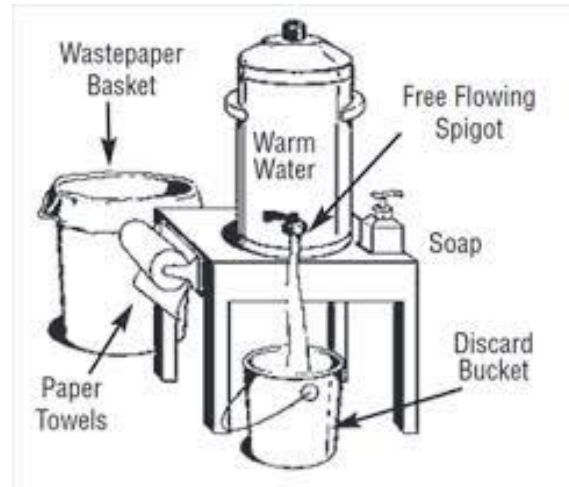
- A temporary food service license is required for any food service operation or retail food establishment that operates at an event and prepares/sells food for a charge.
- A temporary food service license is valid for the dates listed on the license **ONLY** (and for no more than 5 consecutive days at a single event).
- Your operation can receive a maximum of 10 temporary food licenses per licensing year (only one temporary license can be issued to the same person or government entity for each particular event).
- Review this information sheet to complete the supplemental information form and prepare for inspection at your event.
- An inspection will be conducted the day of your event to ensure compliance with food safety requirements. You can operate at your event prior to receiving your food inspection. Sometimes there are multiple events on the same day and can't always inspect the temporary food facility prior to your event time.
- Display your temporary food license at the event.

Equipment Checklist

- ☐ Handwashing station: warm running water (coffee urn or container with spout is acceptable) bucket to catch waste water, soap, and disposable paper towels
- ☐ Disposable gloves
- ☐ Serving utensils
- ☐ A 3-compartment system setup for cleaning reusable utensils (3 large containers can be used)
- ☐ Sanitizer and appropriate sanitizer test strips
- ☐ Probe thermometer
- ☐ Food grade hose and backflow prevention device if applicable
- ☐ Hot and cold holding equipment (hot foods must be held at 135 °F or above, cold foods must be held at 41 °F or below)
- ☐ Ice scoop with a handle, if applicable

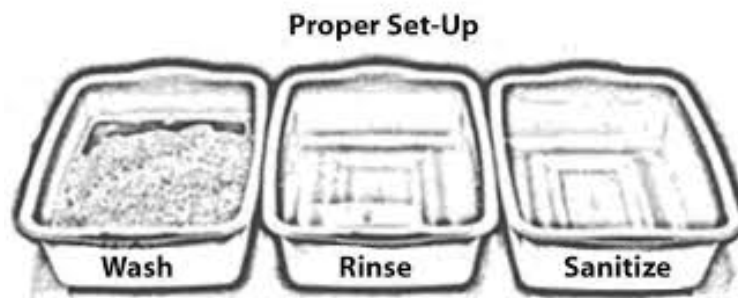
Handwashing

- It is essential that proper handwashing procedures are being followed and all necessary handwashing supplies are available.
- A handwashing station must be able to provide warm water in a continuous flow (ex. coffee urn, Gatorade jug with spout, etc.), soap, disposable paper towels, and a bucket to collect waste water.
- Employees must wash hands:
 - Prior to starting food activities
 - After using the restroom
 - After touching their clothes and any body part
 - After sneezing, coughing, and blowing your nose
 - After eating or drinking
 - After handling raw foods, dirty utensils, chemicals, trash, and money
 - After the use of cell phones



Dishwashing

- A means to wash, rinse, and sanitize utensils & equipment is required. Large bus tubs or plastic bins that are large enough to fully submerge your largest utensil and/or piece of equipment can be used.
- Warm water and dish soap must be available to wash any dishes. Items must be air dried. The handwashing station cannot be used to wash any dishes.
- An approved sanitizer must be used. Sanitizer tablets (quaternary ammonium) or unscented bleach are permitted.
- Appropriate sanitizer test strips are required to check the concentration.
 - 50 ppm is required for bleach-based sanitizer.
 - 200 ppm is required for quaternary ammonium-based sanitizer.



Fresh Water Source and Liquid/Solid Waste Information

- If using a hose for potable water, it must be a food grade hose. A backflow prevention device must be used to prevent back-siphonage into potable water system.
- If fresh water is obtained from a private water system (ex. homeowner's well), a safe water sample must have been collected in the past year. Otherwise, all fresh water from private water system must be boiled in order to be used for the temporary event.
- All waste water must be disposed of properly – not on the ground, storm sewer, street, creek/stream, etc.
- Solid waste and trash must be disposed of in a trash can or transported to an approved waste disposal area.

Food Handling and General Hygiene

- The use of gloves, clean utensils, deli tissue, spatulas, and/or tongs are required to be used to handle ready-to-eat foods. Bare hand contact with ready-to-eat foods is prohibited. Examples of ready-to-eat foods include buns, cheese, cut fruit, lettuce, etc.
- Food workers must be healthy and are not showing symptoms of illness or disease such as diarrhea, nausea, fever, sore throat, have any open sores or have any infected wounds.
- Food handlers must restrain their hair. Hats, hair nets, or visors may be used.
- No eating or smoking is permitted within the temporary space. Drinks may be consumed, if they are in a covered container with a straw, and stored in a manor to prevent contamination risks.

Food Preparation and Protection

- All food must be purchased from a licensed grocery store or restaurant.
- All food must be prepared on site or in a licensed food service operation and transported in an approved method.
- **Food may NOT be prepared or cooked at home unless the foods comply with cottage food or home bakery regulations.**
- Food preparation must be conducted with the use of clean utensils, and on smooth/cleanable surfaces (ex. cutting boards).
- Food and utensils must be stored off the ground. This includes, drinks, oils, fruits, and vegetables. Pallets, crates, or tables are acceptable means to keep items off the ground.
- All areas of the temporary food service operation must be protected from the environment. Tents and other types of overhead structures are acceptable. Any open flame grills or fryers must be placed outside the overhead covering in accordance with local fire codes.
- Food products on display (ex. condiments) must be shielded or covered to protect from possible contamination. This includes the use of lids, covers, etc.

Food Temperatures

- Foods must be cooked according to the proper temperatures below:

Minimum Internal Cooking Temperatures

Product	Temperature
Poultry and Ground Poultry	165 °F for 15 seconds
Stuffing and Casseroles	165 °F for 15 seconds
Ground Meats	155 °F for 15 seconds
Injected Meats	155 °F for 15 seconds
Pork, Beef, Veal, Lamb, Goat	145 °F for 15 sec.; Roast 145 °F for 4 min.
Fish	145 °F for 15 seconds
Shell Eggs for Immediate Service	145 °F for 15 seconds

- All foods must be transported and held at the proper temperature.
- Ice coolers are allowed to maintain cold temperatures. If ice is used to keep food and packaged drinks cold, it cannot be used for consumption.
- All cold TCS (Temperature Controlled for Safety) foods such as meat, eggs, cut leafy greens, and dairy products must be held at an internal temperature of 41 °F or below at all times.
- All hot TCS foods such as cooked meats, soups, and nacho cheese must be held at an internal temperature of 135 °F or above at all times.
- A calibrated probe thermometer is required to be onsite to ensure proper holding and cooking temperatures.

Food Allergens

- The Ohio Uniform Safety Code requires that food service operators inform consumers of allergens present in both packaged **AND** unpackaged food. This will **ALSO** apply to temporary license holders at events.
- This can be achieved by a **VERY** visible sign posted near their point of sale (for packaged or unpackaged food) that reads something like: “The following major food allergens are used as ingredients in our menu items: Milk, Eggs, Soy, and Sesame. Please ask one of our employees for more information about these ingredients.”
- Only allergens actually used in the menu should be included in the posted notice.
- The major food allergens are: 1) Milk; 2) Eggs; 3) Fish; 4) Crustacean Shellfish; 5) Tree Nuts; 6) Peanuts; 7) Wheat; 8) Soy; and 9) Sesame



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Temporary Food Facility Supplemental Information Form

You must complete and submit this supplemental information form along with your temporary food license application and license fee payment at least 5 days prior to your event. Use the information sheet for temporary food operations to assist you in completing this form.

Forms can be mailed to Belmont County Health Department (68501 Bannock Road St. Clairsville, OH 43950); or emailed to dshook@belmontcountyhealth.com. Payment can be made by check, cash, or money order. Make a check or money order payable to Belmont County Health Department. A \$25 fee per day is required for facilities classified as tax-exempt non-profit. A \$50 fee per day is required for all other facilities.

Your Temporary Facility Name: _____

Name of Event: _____

Address of Event: _____

Date(s) of Event: _____

Food Service Start/End Times: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

All food must be purchased from a licensed food facility. All food must be prepared on site or in a licensed food facility and transported to the event by an approved method. Cooking and preparing food at home or in an unlicensed facility is not permitted!

1. Where did you purchase the food and/or ingredients for the food items you will be selling at the event? List all vendors, suppliers, and/or licensed facilities.

2. Please list all menu items below.

3. Will you be selling any cottage food items or home bakery products? If so, please list the food items, and include if you have a home bakery license with the Ohio Department of Agriculture.

4. Describe the hand washing station you will use.

5. Describe your 3-compartment dish washing system and list the sanitizer and sanitizer test strips you will use on site to properly clean/sanitize equipment and utensils. (Large tubs can be used if sink system is not available).

6. List equipment you will use to keep cold food at 41 °F or below and hot foods at 135 °F or above.

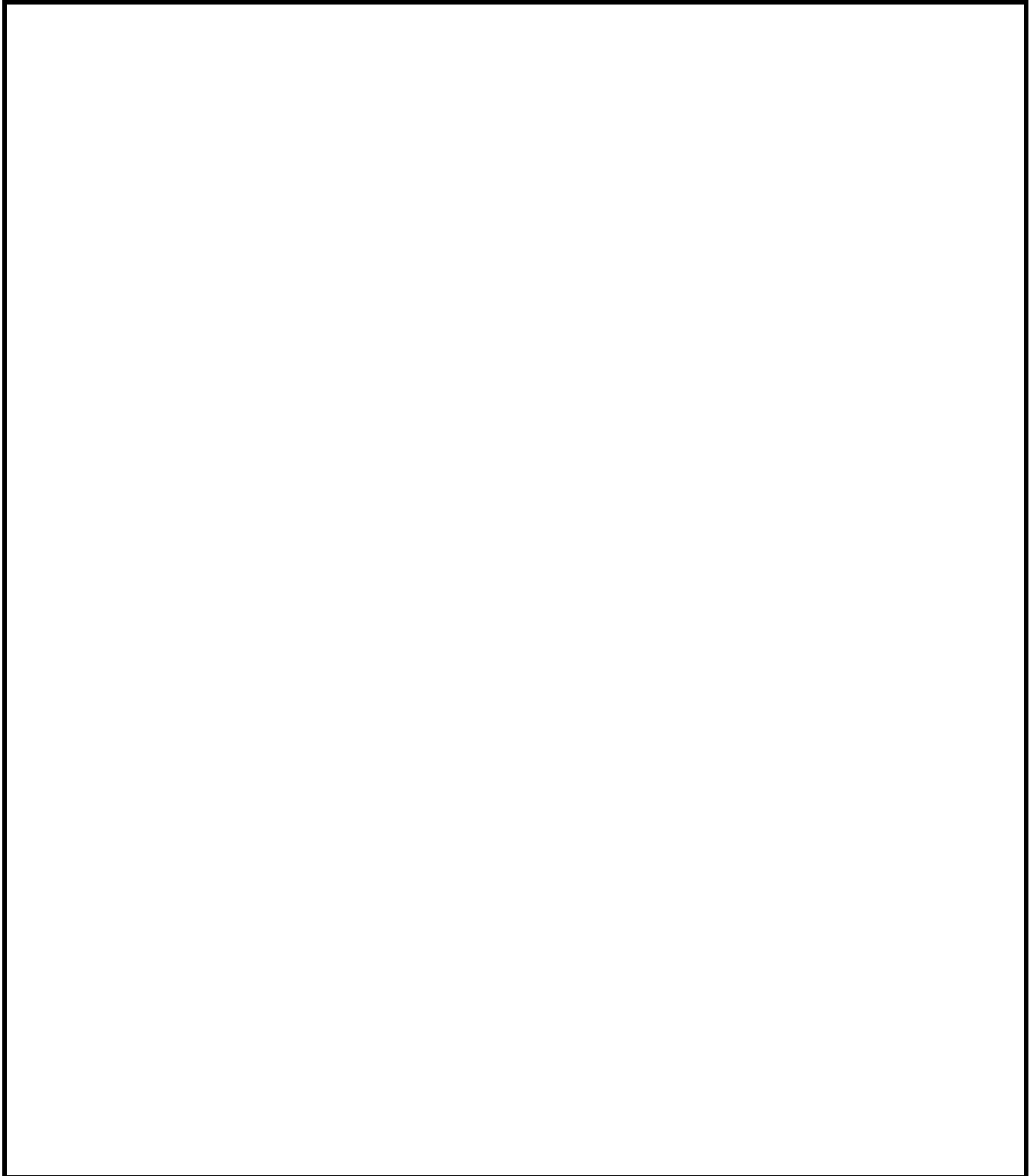
7. List the cooking equipment and utensils you will be using on site.

8. What will be the source of clean water and where will it be stored?

9. Where will waste water from washing hands and equipment be stored? Where will the waste water be dumped?

10. Describe how you will cover your food preparation areas if outdoors (ex. tent).

Please draw an overhead view of how you will set up your temporary food operation. Include hand washing station, 3-compartment dish washing system, cold holding equipment, hot holding equipment, food preparation tables, food storage areas, serving areas, and trash cans.





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Temporary Food Operation Checklist

In order to be prepared for your inspection, please make sure that all requirements have been met.

- ☐ The Application to Conduct a Temporary Food Operation has been completed and submitted to the Belmont County Health Department 5 days prior to the event along with the fee per day (up to 5 consecutive days per temporary license; up to 10 temporary licenses per licensing year)
- ☐ Foods are obtained from approved sources or prepared in a licensed food operation.
- ☐ Hair restraints are available.
- ☐ Disposable gloves, tongs and/or utensils are available to ensure that there is NO bare hand contact with ready-to-eat foods.
- ☐ A working and properly calibrated probe thermometer is available to check food temperatures.
- ☐ All workers are healthy, wear clean outer garments, and do not smoke in the temporary food operation.
- ☐ A protective covering is available to cover the entire food operation, exclusive of equipment with open flames.
- ☐ A means to transport and hold all TCS hot foods at 135 °F or above, and all cold TCS foods at 41 °F or below.
- ☐ Three basins large enough to submerge your largest piece of equipment must be available along with dish soap, warm water, sanitizer, appropriate sanitizer test strips.
- ☐ A handwashing station that dispenses water in a continuous flow container is available along with hand soap and single-use paper towels.
- ☐ A means to keep all food at least 6 inches off the ground.
- ☐ A food grade hose is available with a backflow prevention device, if water will be supplied through a hose.
- ☐ Hot holding equipment to keep temperatures at 135 °F or above. Cold holding equipment to keep temperatures at 41 °F or below. Keep coolers out of direct sunlight to help maintain cold food at the proper temperature.
- ☐ All wastewater must be poured into a holding tank or a sink drain that goes into a sanitary sewer. Do not pour water on the ground or down a storm drain.