

## Temporary Food Facility Packet

A temporary food license is required at any temporary site, location, or separate area where food is stored, processed, manufactured, or otherwise held or handled for sale.

### General Information

- The application must be submitted no less than 7 days prior to the event.
- The application must be completely filled out or it cannot be processed. This also means the diagram on the back page. The Diagram must include the handsink, three compartment sink set-up, cold holding equipment, hot holding equipment, and cooking equipment.
- The license fee must be submitted at the time of application.
- Temporary Food Licenses are issued for a maximum of five consecutive (5) days.
- The sanitarian will deliver the license on the first day of the event, after an approved inspection.
- The temporary food license must be available during operation.

Please review page 3 for helpful tips and what will be checked during inspection.

### Exemptions from licensing

The following types of events are commonly exempt from licensing;

- Selling food that is non-potentially hazardous (such as whole fresh fruits or vegetables, bags of chips, candy bars, cans/bottles of pop or water) and in an areas less than two hundred (200) cubic feet.
- Serving for “donations only”; the following specific guidelines must be met;
  - 1) A sign must be posted stating “Donations Only” or “Donations Accepted”.
  - 2) No “Suggested” price or amount is permitted.
  - 3) All advertising must state the wording and requirements as listed above.
  - 4) No patron may be denied food based on the amount of or lack of a donation.

The current price for a Commercial Temporary Food license is: **\$60.00**

The current price for a Noncommercial Temporary Food license is: **\$30.00**

A noncommercial food license can be purchased if you are one of the following:

501C3

Non-profit organizations or events

Or as determined by Environmental Health Director

# MARION PUBLIC HEALTH DEPARTMENT

## TEMPORARY Food Service Operation/Retail Food Establishment REQUIREMENTS

FOOD SOURCES	All food must be prepared on-site or in a food service or retail establishment licensed to do so. All water, milk, and milk products shall be from a licensed source. Only government inspected meats shall be served.
HOT AND COLD FOOD STORAGE	Adequate means shall be provided to keep all <b>COLD FOODS BELOW</b> 41°F and <b>HOT FOODS ABOVE</b> 135°F. An accurate deep-probe type thermometer shall be available to determine if the suitable temperatures are being maintained. Make sure you are periodically checking your food temperatures. Mechanical refrigeration shall be used for overnight storage of potentially hazardous foods.
WATER SUPPLY	The water supply shall be adequate and from an approved source.
UTENSIL WASHING AND SANITIZING	Provide adequate facilities to wash, rinse, and sanitize utensils and equipment. Adequate facilities shall include three wash bins; hot water, detergent, and an approved sanitizer. <b>Washing and sanitizing must be done in this order: 1) Wash in detergent, 2) Rinse in clear water, 3) Sanitize in *approved sanitizer.</b> *Common household bleach may be used as a sanitizer. <b>Sanitizer strips must be on hand</b> and used to determine proper sanitizer concentration.
HAND WASHING	Hand washing may be accomplished by using hot water, soap, and sanitary towels.
LIQUID WASTE	No liquid waste shall be discharged onto the surface of the ground. All liquid waste shall be discharged to a sanitary sewer or held in a water tight container until proper disposal can be made. Grease or hazardous chemicals shall not be disposed of in a sanitary sewer.
GARBAGE	Garbage and refuse shall be stored in cleanable containers with tight fitting lids and be covered when full or between use. The container shall be emptied and cleaned daily.
SINGLE-USE GLOVES	<b>Ready-to-eat foods <u>shall not</u> be handled by bare hands.</b> Ready- to-eat foods shall be handled with utensils such as deli tissue, spatulas, tongs, single use gloves, or dispensing equipment.
HAIR RESTRAINTS	Individuals working with unpackaged food, food equipment, or utensils shall wear hair restraints such as hats, hairnets, and beard restraints.
FLOORING	When the temporary operation is on dirt or gravel, the ground shall be covered with mats, removable platforms, temporary flooring, or other suitable material to control dust and mud and allow for easy cleaning.
RESTROOM FACILITIES	Must have access to a restroom at a reasonable distance.

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

**Instruction:**

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: **Marion Public Health**
4. Return check and signed application to: **Marion Public Health**

- Food Service Operation  
 Retail Food Establishment

**181 S. Main St  
 Marion, OH 43302**

Before the 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 faculty:				
Location of event:				
Address of event				
City		State	Zip	Email
Start date:	End date:		Operation time(s):	
Name of license holder.				Phone number:
Address of License holder				
City		State	Zip	Email
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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**Licenser 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.

***Please complete this application and return to the Marion Public Health Department at least 7 days prior to the date of the event.***

Name of the Temporary Operation: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Event Address: \_\_\_\_\_  
Organization Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_  
Date(s) of Event setup: \_\_\_\_\_ Time of setup: \_\_\_\_\_

For any of the following items, if additional space is needed, you may attach additional information.

Name and Address of licensed location where food is to be prepared (if other than at event site):  
\_\_\_\_\_

COMPLETE listing of every food/beverage to be offered for sale (include ice if using for human consumption):

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List source(s) of food (Must be from a licensed grocery store or restaurant):  
\_\_\_\_\_  
\_\_\_\_\_

Explain how each menu item will be prepared (**Do not prepare, cook, or bake food at home**):

_____
_____
_____
_____

Explain how HOT FOODS will be kept at 135°F or above: \_\_\_\_\_

\_\_\_\_\_

Explain how COLD FOODS will be kept at 41°F or below: \_\_\_\_\_

\_\_\_\_\_

NOTE: Potentially hazardous (perishable) foods are NOT allowed to remain in the 41°-135°F range. **A stem type thermometer (0-220°F±2°F) is required to measure internal food temperatures. You must monitor temperatures with the thermometer. Once cooked, minimal holding temperature is 135°F.**

List all equipment and utensils that will be used at the event site for preparation, display, storage, and serving of food items (Examples: grill, roaster, tongs, spoons, cooler, etc): \_\_\_\_\_

\_\_\_\_\_

Explain how all food will be protected from possible contamination by dust, insects, the public (accidental sneezing, coughing) and other possible contaminants. (Example: wrapping items individually in saran wrap, stored away from customers): \_\_\_\_\_

\_\_\_\_\_

Explain how workers will protect ready-to-eat foods from bare-hand contact (Examples: gloves, tongs, deli-tissue paper, etc): \_\_\_\_\_

\_\_\_\_\_

Explain how workers will provide hair control (Example: Hats, Hair nets, Visors): \_\_\_\_\_

\_\_\_\_\_

Describe the method that workers at the event site will use to wash their hands: \_\_\_\_\_

\_\_\_\_\_

Explain how all utensils, equipment, or food contact surfaces will be washed, rinsed, and sanitized during the event: \_\_\_\_\_

\_\_\_\_\_

Type of sanitizer used (note: if bleach is used, it must be unscented): \_\_\_\_\_

**Note: Test strips are required for chemical sanitizers to measure sanitizer concentration.**

Explain where food and equipment will be stored and protected from contamination during the event: (Note that everything must be stored at least 6 inches above the floor): \_\_\_\_\_

\_\_\_\_\_

Water source (check one): Public \_\_\_\_\_ Private (well) \_\_\_\_\_ **Note: if private, MPHD will require a test of the water supply at our current fee at least one week prior to event. If unable to obtain a safe sample, an alternate water supply will be required or event will not be licensable.**

Explain how all garbage/trash will be stored and removed from the event site: \_\_\_\_\_

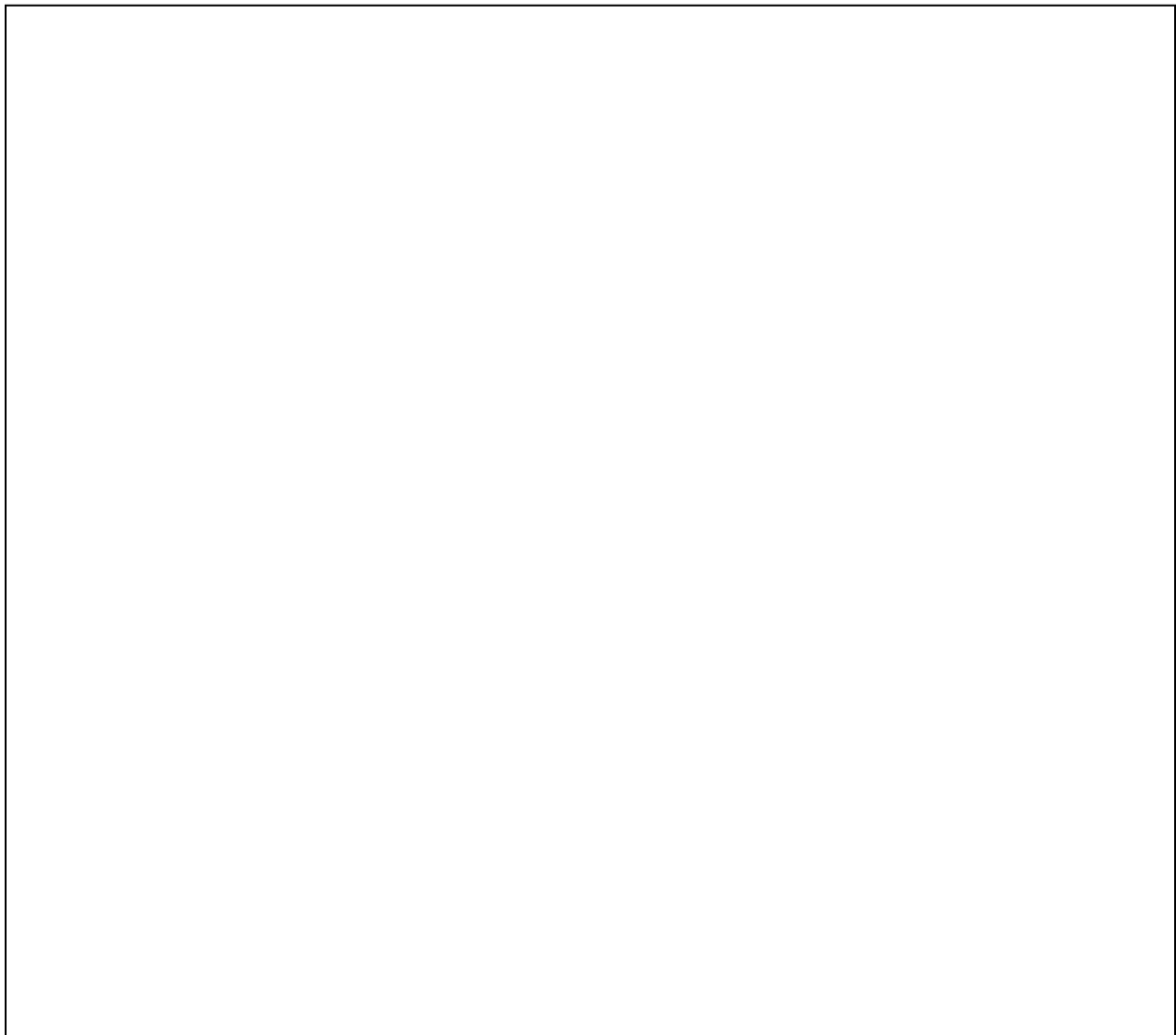
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List the surface finishes of floors, walls, and ceilings at the location where the food will be prepared/sold (note: outdoor locations typically require at least a canopy for overhead protection):

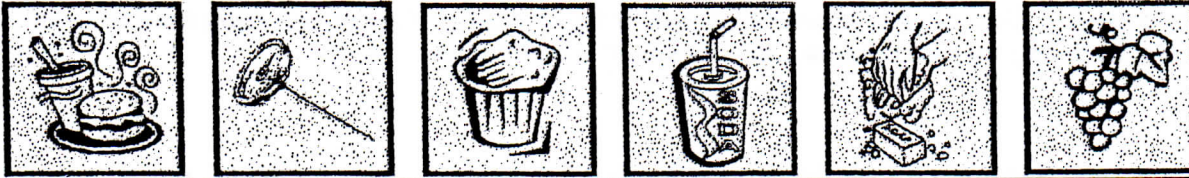
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In the space below, provide a floor sketch of the operation showing where the equipment will be placed, food stored, preparation areas, serving area, dishwashing area, handwashing location:



# Food Safety at Temporary Events



**Food safety is the most important aspect at any food service business. Temporary events are special situations and require their own rules, licenses, and guidelines to follow. Use the 14 step guide on the inside of this booklet and the checklists on the back to ensure the safety of the foods you serve.**

## THE TOP 6 CAUSES OF FOOD POISONING:

- Poor personal hygiene and sick food employees
- Not keeping cold foods at 41 °F (or below)
- Not keeping hot foods at 135°F (or above)
- Not reheating leftovers foods to 165°F
- Not cooling hot foods quickly or properly
- Contaminated raw foods and ingredients

## CLEAN HANDS FOR SAFE FOOD:

### WHEN WASHING HANDS -

- Use soap and water
- Wash all surfaces including: the back of your hands, wrists, between your fingers, and under your fingernails
- Rinse your hands well
- Dry your hands with a paper towel
- Turn off water using a paper towel, not your bare hands

# 14 Steps to Safe and Sanitary

## 1. Permits

You must fill out and return the Temporary Food Event application/information form with payment to the Marion City Health Department. This will let the Marion Health Department know where the event will be held, what you plan to serve, where the food will come from, how you will prepare and transport the food, and the precautions that you will take to keep your food safe.

## 2. Booth

Design your booth with food safety in mind. The ideal booth will have an overhead covering and be entirely enclosed, except for the serving window, and have only one door flap for entry. Remember: *Only food workers may be permitted inside the food preparation area ...no animals or children.*

## 3. Menu

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, potato salad, cut fruits, and vegetable, etc.) to a minimum. Cook to order, so as to avoid the potential for food poisoning. Use only foods from approved sources. *It is a violation to use home-canned foods, un-inspected meats, other food that has been prepared at home.*

## 4. Cooking

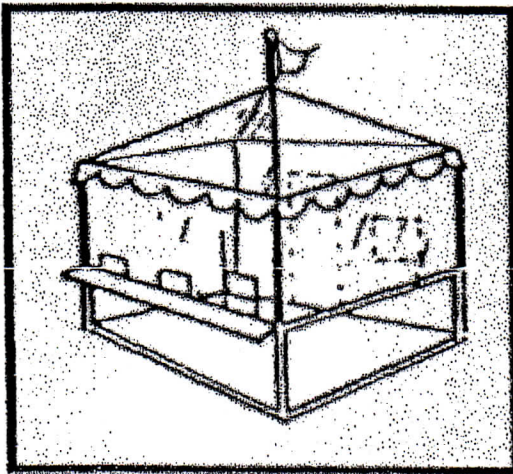
Use a deep-probe food thermometer to check cooking temperatures and to frequently monitor the hot and cold holding temperatures of all food. Hamburgers and other ground beef are to be cooked to 155°F; poultry to 165°F; whole pork, whole beef and seafood to 145°F. Pre-processed foods such as hot dogs, bologna, or salami and pepperoni must be cooked to 145°F before serving.

## 5. Reheating

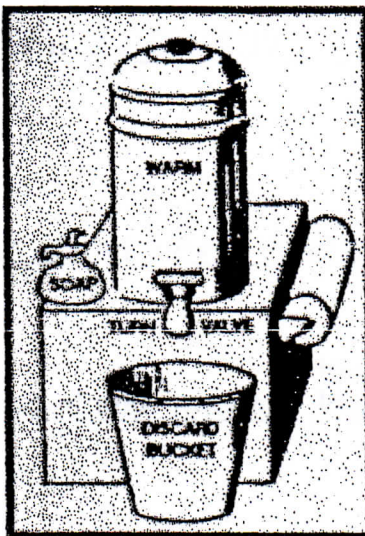
Heat all leftovers to 165°F within 2 hours. Do not heat foods in slow-cookers, crock pots, steam tables, or other hot holding devices, or over sterno, as these devices are not made to heat rapidly.

## 6. Cooling and Cold Storage

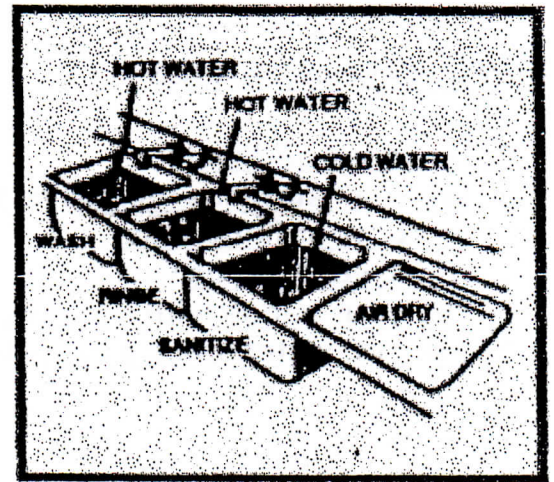
Foods that need refrigeration must be held at 41°F or less until ready to serve. To cool hot foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 2 inches deep. Foods should be cooled from 135°F to 70°F in two hours and then from 70°F to 41°F in four hours. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly.



Typical tent setup



Temp. setup for Washing hands



3 comp. sink.



# Food Safety at Temporary Food Events - *continued*

## **7. Transportation**

If food needs to be transported, use refrigerated trucks or insulated containers to keep hot foods *hot* (above 135°F) and cold foods *cold* (below 41 °F).

## **8. Handwashing.**

You must have a hand washing facility available at all times. It must have warm running water under pressure, or gravity flow (such as a large urn full of water) for hand washing. Soap dispenser, a roll of paper towels and a bucket to collect waste water must also be provided.

## **9. Health and Hygiene**

Only healthy workers can prepare and serve food. Anyone who show symptoms of disease - nausea, vomiting, fever, fever with sore throat, diarrhea, jaundice, - or who have open sores or infected cuts on the hands are not allowed in the food booth. Workers must wear clean outer garments and must not smoke in the booth.

## **10. Food Handling**

Food employees must not touch ready-to-eat food with their bare hands. Use disposable gloves, tongs, napkins or other tools to handle food.

## **11. Dish Washing**

Whenever possible use disposable utensils for food service. Wash equipment and utensils in a 4-step sanitizing process: 1) wash in hot, soapy water; 2) rinse in clean, clear hot water; 3) rinse in an approved chemical sanitizer; 4) air dry.

## **12. Ice**

Ice used to cool cans and bottles must not be used in drink cups. Ice used for drinks should be stored separately. Use a scoop to serve ice, never use hands or a cup.

## **13. Wiping Cloths**

Rinse and store your wiping cloths in a bucket of sanitizer (for example, 1 capful of bleach in 2 gallons of water). Change the solution every hour.

## **14. Insect Control and Trash**

Keep foods covered to protect them from insects. Place garbage in a trash can with a tight fitting lid.