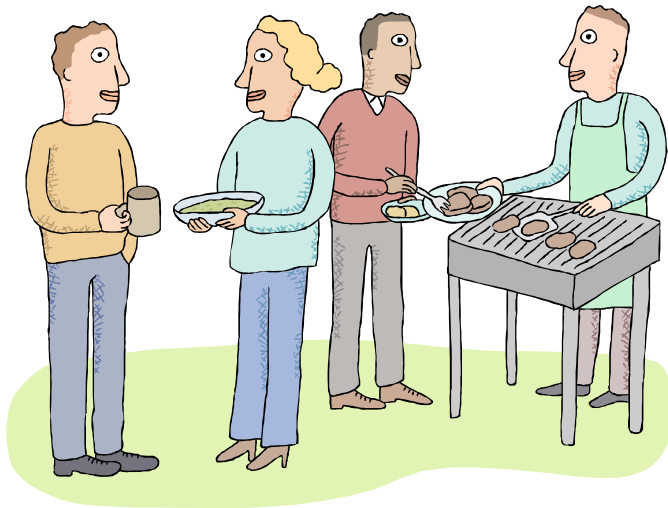


# TEMPORARY FOOD OPERATION



## Requirements

### Hancock Public Health

2225 Keith Parkway  
Findlay, Ohio 45840

**PHONE**

**419-424-7870**



**FAX**

**419-424-7872**

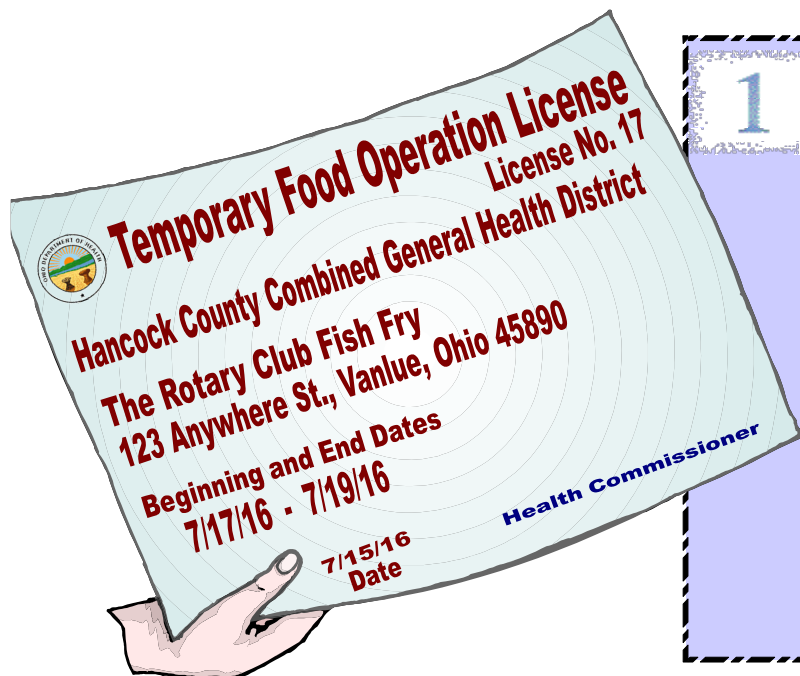
**EMAIL**

**[environmental@hancockpublichealth.com](mailto:environmental@hancockpublichealth.com)**

# Hancock Public Health

## TEMPORARY FOOD OPERATION REQUIREMENTS

### Obtaining a Temporary Food Operation License



1

A temporary food operation license must be obtained for any event where foods are being prepared or served for a charge or required donation.

A temporary event is an event that operates over a period of 5 days or less. If an event spans a period longer than 5 days, a separate license must be obtained for each 5-day period.

Only 10 temporary licenses are permitted to be taken out by one person or group per year.

2






To obtain a temporary food operation license, the attached application must be completed and submitted with the fee listed below to the Hancock County Health Department at least ten (10) days prior to the planned event.

#### TEMPORARY FOOD OPERATION FEE

**\$55.00 Per Day**

3

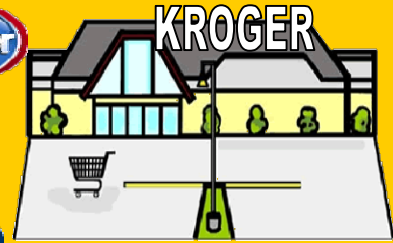
The application outlines information that is necessary for obtaining the license. Listed below is a listing of some of the information necessary for completing the application.

-  A diagram of the layout of the temporary location
-  A list of foods served. The source for each food must also be listed.
-  Equipment used to keep foods hot and cold.
-  Water source and how hot water will be provided.
-  Setups used for dishwashing and handwashing.

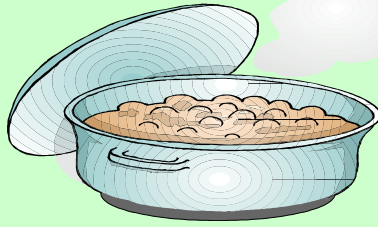
# CRITICAL REQUIREMENTS

## APPROVED SOURCES

All foods must be obtained from approved sources



## PREPARATION



All foods **MUST** be prepared at the licensed temporary location or in a licensed food operation.



Foods **CANNOT** be prepared in the home and transported to the site.



Home-canned foods **CANNOT** be used as ingredients in foods or sold at the temporary location.

## HOT HOLDING

Hot foods must be held at **135° F** or higher at all times. The following items may be used for hot holding of foods.

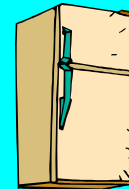


## COLD HOLDING

Cold foods must be held at **41° F** or colder at all times. The following items may be used for cold holding of foods.

Ice chests must have a sufficient amount of ice to keep all parts of the food at 41°F or less.

Store raw meats separate from ready to eat foods to prevent cross contamination.



Refrigerators



Ice Chests

## THERMOMETER

A proper thermometer (dial, digital, etc.) must be provided for checking cooking, hot holding, cold holding, and storage temperatures. Any thermometer used must contain a range of 0° - 220° F.



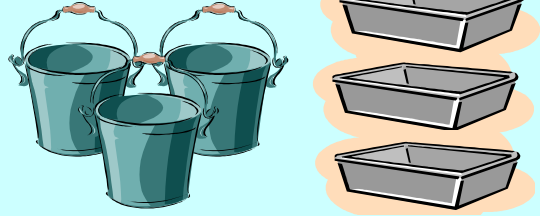
# DISHWASHING

Proper dishwashing of utensils must occur through the use of a three (3) bin sink system. This may be accomplished in several ways.



Using an actual three-bin sink

OR



Using a three bucket or dishpan setup

## Proper Three-Compartment Sink Setup

 <p><b>WASH</b> Dishwash Liquid</p>	 <p><b>RINSE</b> Clear Water</p>	<p><b>SANITIZE</b></p>  <p>Bleach Quaternary Tablets</p>
--	---	---

## SANITIZER

A proper sanitizer must be used in the 3-bin sink setup and a proper test kit must be used to test the sanitizer level.

### SANITIZERS



Bleach



Quaternary Tablets



**Bleach = Chlorine Test Kit**  
Concentration: 50 - 100 ppm



**Quaternary Tablets = Quaternary Test Kit**  
Concentration: 200 ppm

H  
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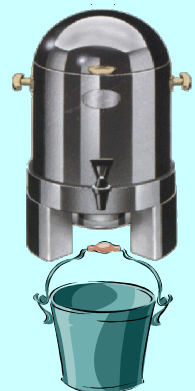
## HANDWASHING

Handwashing facilities must be provided to ensure all persons working at the temporary location have the ability to wash hands frequently. Acceptable hand washing facilities:

**Handwash Sink with Hot & Cold Water**



**Coffee Urn for Hot Water and Bucket underneath for water collection**



**Both of These Options Require Soap & Disposable Towels**



## BARRIERS

Barriers must be used when handling **READY-TO-EAT** foods. Examples of acceptable barriers include:



## HAIR RESTRAINTS

Hair Restraints must be worn when preparing and serving foods. Acceptable hair restraints include:



## STORAGE

Ensure all food storage is up and off the ground and that all foods are kept covered.



Use Crates, Tables, Etc. to elevate food and food equipment



Use Foil, Plastic Wrap or similar coverings for foods

## FOOD HANDLING

Ensure the following are also adhered to when preparing, handling and serving foods:



**Do not smoke.** Smoking is not permitted in any area where foods are prepared, handled, stored, and served.



**Do not prepare, handle or serve foods with any open wounds or burns on the hands, arms, or face.**



**Do not prepare, handle or serve foods with a cold or any other contagious illness. Never serve foods with symptoms of diarrhea or vomiting.**



**Do not handle the food-contact portions of dishes, glasses, and flatware directly with hands. Either handle the non-food contact areas of these items or handle these items with gloved hands.**

## WASTEWATER DISPOSAL

Ensure all wastewater from handwashing, dishwashing, and cleaning procedures is properly disposed of in a sanitary sewer system or in a watertight container until proper disposal can be achieved.



Toilet



## GARBAGE DISPOSAL

All garbage and refuse must be stored in cleanable containers with tight-fitting lids.

Garbage and refuse are not permitted to accumulate on the ground.

These measures are to aid in the control of insects and rodents.



## Outdoor Events

The food prep area and food storage should be protected from the elements by a roof or covering. The local fire department should be consulted regarding cooking under any covering or roof.



**The flooring of the area needs to be either concrete, asphalt, or non-absorbent, cleanable mats to control dust and mud.**

## Person-In-Charge

A Person-In-Charge must be present at the Temporary Food Service at all times with knowledge of proper and safe food handling practices.

## Food Employee Health

**If a food employee is ill or a family member has been diagnosed with a food-borne illness then they are not allowed to handle food.**

**The Person-In-Charge is responsible in making sure ALL employees read and sign the Temporary Food Employee Health Policy. The completed form must be kept at the licensed location for review during the inspection.**



## HANCOCK PUBLIC HEALTH TEMPORARY FOOD SERVICE/FOOD ESTABLISHMENT

Today's Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Event Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Event Location: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date(s) Food Is To Be Sold: \_\_\_\_\_

Time Food Ready For Inspection: \_\_\_\_\_

Serving Time: \_\_\_\_\_

**A Person-In-Charge must be present at the Temporary Food Service at all times with knowledge of proper and safe food handling practices and making sure all food handlers have read and signed the Temporary Food Employee Health Policy.** Please list the name(s) of the person-in-charge if different than the license holder.

\_\_\_\_\_

Same as License Holder

**ALL FOOD MUST BE PREPARED ON SITE (NOT AT HOME) OR IN A LICENSED FOOD SERVICE OPERATION.**

Prepared on Premises: \_\_\_\_\_

Prepared in a Licensed Kitchen: \_\_\_\_\_

Location of Kitchen: \_\_\_\_\_

**COMPLETE LISTING OF EVERY FOOD OFFERED FOR SALE (INCLUDING LIQUID REFRESHMENTS)**

**ALL FOOD TO BE FROM AN APPROVED, LICENSED SOURCE**

FOOD ITEM	WHERE PURCHASED?	FOOD ITEM	WHERE PURCHASED?

**PROVIDE AND USE A METAL STEM-TYPE PRODUCT THERMOMETER 0° TO 220°F.**

**TIME/TEMPERATURE CONTROL FOR SAFETY FOODS (TCS) MUST BE HELD AT 41°F OR BELOW OR AT 135°F OR ABOVE; THEREFORE:**

CHECK HOW ALL HOT FOODS WILL BE KEPT AT 135°F OR ABOVE:

Cooked to Order     
  Hot Boxes     
  Held on Grill  
 Steam Tables     
  Electric roaster     
  Crock Pots  
 Other (Explain): \_\_\_\_\_

CHECK HOW ALL COLD FOODS WILL BE KEPT AT 41°F OR BELOW:

Electric Refrigeration Units     
  Other (Explain): \_\_\_\_\_  
 Iced Coolers

CHECK HOW AN ADEQUATE SUPPLY OF HOT WATER WILL BE SUPPLIED:

Hot Water Heater       Coffee Pot       Thermos       Heated on Stove

CHECK THE TYPE OF HANDWASHING FACILITY THAT WILL BE USED ON SITE:

Hand sink       Container with spigot/hot water/bucket to catch water

\*SOAP AND DISPOSABLE HAND TOWELS MUST BE PROVIDED!!!!!!

CHECK HOW UTENSILS WILL BE WASHED, RINSED, AND SANITIZED:

Three-Compartment Sink       Three Individual Pans/Buckets/Tubs

CHECK HOW YOU WILL CHECK SANITIZER STRENGTH:

Chlorine Test Papers are for Plain Chlorine Bleach  
 pHydrion QT-10 Test Papers are for QuatAmmonia Liquid and Sanitabs

CHECK HOW ALL FOOD WILL BE PROTECTED FROM ACCIDENTAL SNEEZING, COUGHING, BIRDS, BUGS, FLIES, ETC.:

Locate All Food Away from Customers       Sneeze Guard  
 Covered with Saran Wrap or Foil       Overhead Tarp

CHECK HOW ALL EATING UTENSILS ARE TO BE STORED:

Individually Wrapped       In Sanitized Containers With Handles Up

CHECK HOW ALL WASTE ITEMS WILL BE STORED AND REMOVED FROM THE SITE:

Picked up by Organization       Covered Trash Cans/Bags  
 Removed and Properly Disposed of by Applicant

CHECK HOW ALL RAW FOOD PRODUCTS OR COMMERCIALY PREPARED FOODS WILL BE TRANSPORTED TO THE SERVING SITE PRIOR TO THE EVENT:

Refrigerated Truck       Iced Coolers       Hot Boxes       Other \_\_\_\_\_

EVERYONE IN THE TEMPORARY STAND MUST HAVE HIS/HER HAIR COMPLETELY RESTRAINED. CHECK WHICH TYPE OF RESTRAINTS WILL BE USED.

Baseball hats       Hair Nets       Visors

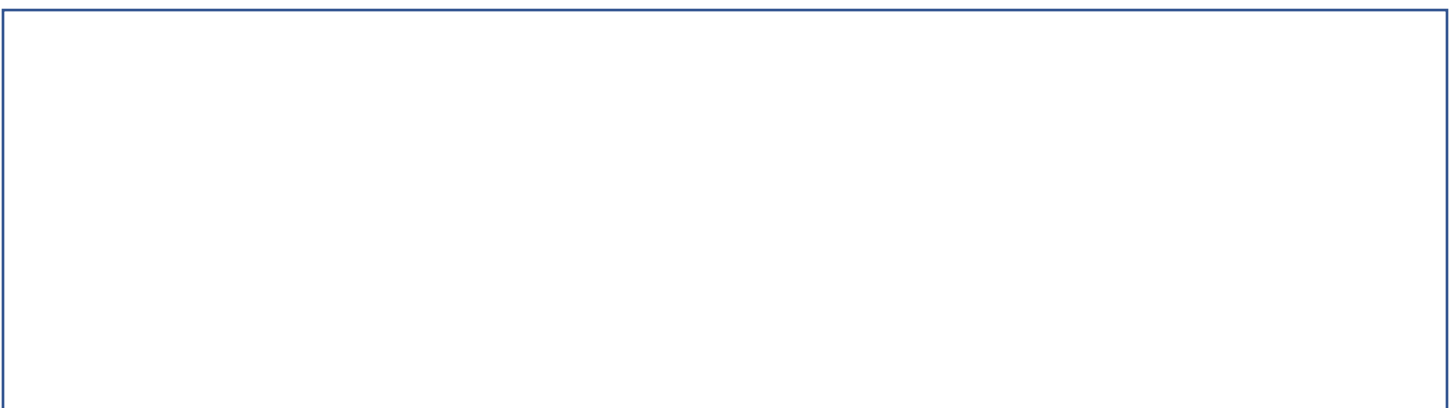
NO BARE HAND CONTACT IS TO BE MADE WITH READY TO EAT FOODS. HOW WILL BARE HAND CONTACT BE ELIMINATED:

Single Use Gloves       Tongs, Spoons, Utensils       Other(Explain): \_\_\_\_\_

TEMPORARY FOOD STANDS MAY NOT SET UP ON GRASS, DIRT OR GRAVEL. CHECK WHAT TYPE OF FLOORING YOU WILL BE SETTING UP ON:

Asphalt(Parking Lot)       Concrete       Plywood       Other \_\_\_\_\_

**Draw a Diagram of food preparation/service areas (hand wash, sinks, cooking equipment, serving area, etc.)**





## TEMPORARY FOOD EMPLOYEE HEALTH POLICY

### PURPOSE

The purpose of the Food Employee Illness Reporting Policy is to ensure that all food workers notify the “person-in-charge” (PIC) when you experience any of the conditions listed so that appropriate steps are taken to preclude transmission of foodborne illness or communicable diseases.

### POLICY

All food workers shall report if they are experiencing any of the following symptoms to the PIC:

- ☆ Diarrhea
- ☆ Fever [Especially if accompanied by Sore Throat]
- ☆ Vomiting
- ☆ Jaundice
- ☆ Infected Cuts, Boils or Lesions [regardless of size] containing pus on fingers, hands or any exposed body part
- ☆ Any acute Gastrointestinal Symptoms

Food employees should also notify their PIC whenever diagnosed by a healthcare provider as being ill with any of the following diseases that can be transmitted through food or person-to-person by casual contact:

- |                            |                    |
|----------------------------|--------------------|
| ➤ Campylobacter            | ➤ Norovirus        |
| ➤ Cryptosporidium          | ➤ Salmonella spp.  |
| ➤ Cyclospora               | ➤ Salmonella Typhi |
| ➤ Entamoeba Histolytica    | ➤ Shigella         |
| ➤ Escherichia Coli 0157:H7 | ➤ Vibrio Cholerae  |
| ➤ Giardia                  | ➤ Yersinia         |
| ➤ Hepatitis A              |                    |

In addition to the above conditions, food employees shall notify their PIC if they have been exposed to the following high-risk conditions:

- Exposure to or suspicion of causing any confirmed outbreak involving the above illnesses.
- A member of their household is diagnosed with any of the above illnesses.
- A member of their household is attending or working in a setting that is experiencing a confirmed outbreak of the above illnesses.

### FOOD EMPLOYEE RESPONSIBILITY

All food workers shall follow the reporting requirements specified above involving symptoms, diagnosis and high-risk conditions specified. All food workers subject to the required work restrictions or exclusions that are imposed upon them as specified in Ohio law, the regulatory authority or PIC, shall comply with these requirements as well as follow good hygienic practices at all times.



# 2025 Application for a License to Conduct a Temporary: (check only one)

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

- Food Service Operation  
 Retail Food Establishment

**Hancock Public Health  
 2225 Keith Parkway  
 Findlay, Ohio 45840**

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>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:</i>	
Signature	Date

### Licensors to complete below

Valid date(s)	License fee: \$55.00 per day
---------------	---------------------------------

Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.