



Public Health
Prevent. Promote. Protect.

Washington County Health Department

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**342 MUSKINGUM DRIVE
MARIETTA, OHIO 45750**

GUIDELINES FOR TEMPORARY FOOD SERVICE OPERATION OR RETAIL FOOD ESTABLISHMENT LICENSE

1. Applications must be made at least one week prior to the event on a form provided by the Washington County Health Department (see attached). All information on the form must be completed prior to inspection and issuance of the license.
2. Payment for the license is made at the time of application. The fee is \$35.00 per calendar day of the event.
3. Many operations will require a pre-licensure inspection. If it is determined that an inspection of the facility is necessary prior to the opening, we will inform you of such, and schedule a time for the inspection. Your license will be issued after the inspection.

Operational Guidelines

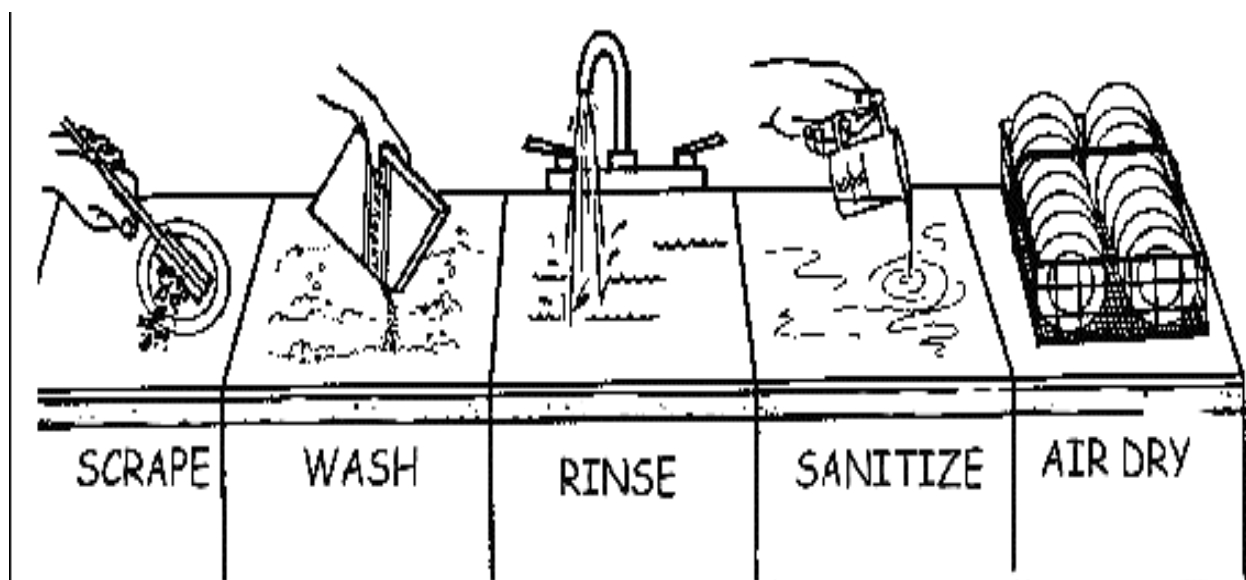
- A. Potentially hazardous foods, such as meat, poultry, eggs, milk, and products containing these items must be held at or below 41 degrees Fahrenheit. If ice is used instead of mechanical refrigeration, ice must be drained. Any leftover potentially hazardous foods should be discarded at the end of the day. A thermometer is needed for each cold holding unit.
- B. Perishable hot foods must be heated rapidly and held at or above 135 degrees Fahrenheit. A metal stem thermometer is needed to properly monitor the hot and cold food temperatures.
- C. Condiments such as cream, sugar, ketchup, mayonnaise, etc., must be served in single service packets or from a tightly covered dispenser/squeeze bottle. Single use straws and coffee stirrers must be either individually wrapped or dispensed to prevent contamination from consumer hands.
- D. Under no circumstances is it acceptable to thaw food at room temperature. Thaw foods only in refrigeration, under cool running water, as part of the cooking process, or in the microwave if cooking is to follow immediately.
- E. Ice which will be consumed or which comes into contact with food shall be obtained from an approved source and stored in a clean container. Ice for drinks will be dispensed with a scoop with a handle. Nothing may be stored in contact with the ice that will be used for beverages.
- F. Adequate hand washing facilities must be provided and include soap, paper towels, and warm running water. An ideal temporary hand washing system would be warm dispensed from an insulated

beverage cooler or coffee urn. A bucket should be placed beneath the jug to catch the wastewater (See page 4 for diagram).

- G. Hands shall be washed thoroughly with soap and warm water before starting work, during work, after eating, drinking, and smoking, using the restroom facilities and as required throughout the event.
- H. All food utensils, equipment and single service items must be stored off the floor or ground on a clean, dry surface.
- I. Employees shall be clean, and have their hair adequately controlled. Tobacco products are not to be used by employees during the preparation or serving of food. Eating and drinking is not permitted within the temporary food operation.
- J. Bare-hand contact with unwrapped ready to eat foods is prohibited. Food employees must use suitable utensils such as deli-tissue, tongs, spatulas, single use gloves, or other dispensing equipment to prevent bare-hand contact with ready-to-eat foods.
- K. A three step procedure for cleaning and sanitizing must be used: Warm water with soap/detergent in the first tub or basin, clean warm water rinse in the second basin, and a sanitizer solution in the third basin. If using household bleach as your sanitizer, use approximately ½ tablespoon of (regular unscented) bleach per gallon of water. Change the water in the basins as needed to maintain warm clean water (See page 3 for diagram).
- L. A roof and easily cleanable floor may be required for the operation. Without a roof and easily cleanable flooring, an operation may be limited to fair weather only. Smooth cleanable or paved surfaces are recommended.
- M. Public water must be used unless prior arrangements for water testing have been made. Public sewers must be used for all wastewater disposal, unless prior inspections/arrangements have been made.
- N. Protection of food and drink from all possible sources of contamination including rain, dust, and flies is needed.
- O. Garbage and trash must be removed promptly and stored in leak proof containers with tightly fitting lids.
- P. All food is to be prepared at a licensed facility or at the site of the temporary event. All food is to be acquired from an approved food source. Home cooked food will not be permitted in a temporary food service for sale to consumers.

Equipment and Utensil Sanitizing Set-up for Temporary Food Operations

Equipment and utensils must be washed, rinsed, and sanitized as shown below.

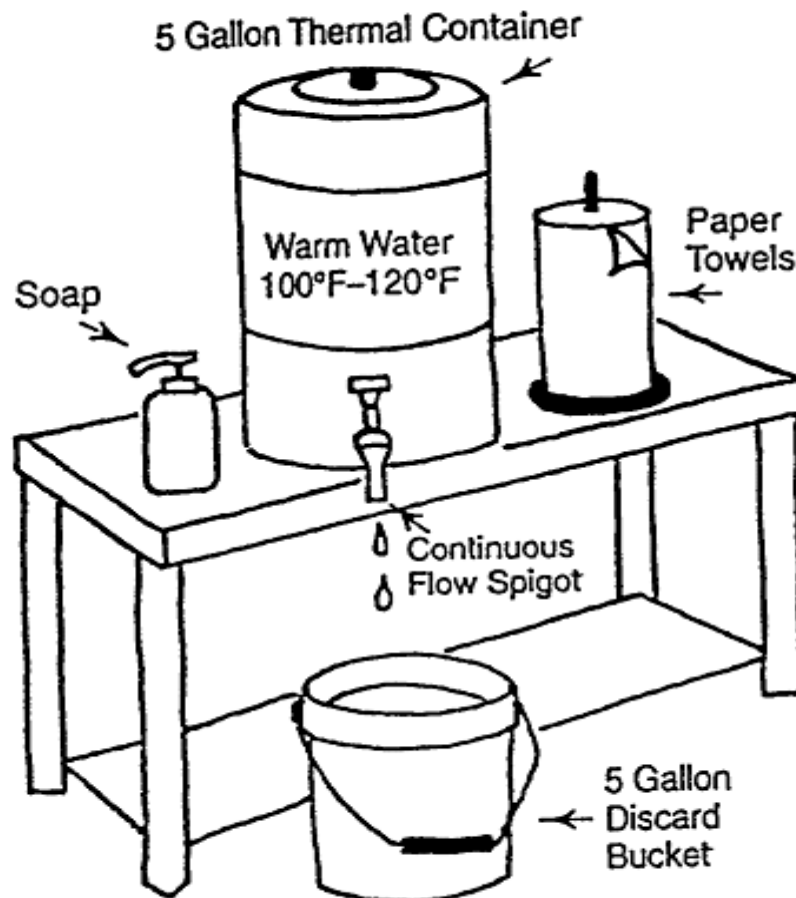


- Dishpans or clean buckets may be substituted, provided that an adequate potable water supply is available and the water is changed frequently.
- Buckets must not have been previously used for toxins.

Hand Wash Set Up for Temporary Food Operations

A hand washing station must be provided with the following:

- Potable hot and cold running water or one source of warm water.
- Water container- must be clean and have a valve or spigot that remains open while hand washing takes place.
- Soap.
- Paper towels
- Catch bucket to collect all wash and rinse water



APPLICATION FOR A TEMPORARY FOOD OPERATION

Time will be arranged for inspection

Event Name

Event Address

Event Dates

Applicant's Name

Applicant's Phone #

Applicant's Address

Sponsoring Group

Time Operation Will Begin
Each Day

Contact Person

Contact's Phone #

1. List all foods and beverages to be sold. Include condiments, toppings, ice, etc. All items must be purchased from an approved source and all food must be prepared on site or at a licensed facility and transported to the site. Please indicate what facility you will use to prepare food if not prepared on site.

2. How will the food be heated and kept hot?

3. How will foods be kept cold or frozen?

4. Every temporary operation must have hand-washing facilities. How will this be accomplished?
(See note F and page 6 for details)

5. You must have the ability to clean and sanitize any equipment, tongs, spoons, spatulas, etc. that you may use. Describe how you will accomplish this. (See note K and page 5 for details)

6. How will hot water for washing and clean-up be provided and kept hot?

7. Bare hand contact with ready to eat food is prohibited. Describe methods to be used to prevent bare hand contact with foods.(See note J for details)

Please draw a layout of your operation, include your hand washing station, utensil cleaning area, serving area, and any cooking/holding equipment.

I have read the guidelines on pages 1 and 2, I have completed the application on pages 3 and 4, and reviewed the diagrams on pages 5 and 6. I understand that my inspection and licensing is dependent on fulfilling these requirements completely.

Signature: _____

Print Name: _____

Date: _____

Return both completed applications to: Washington County Health Department, 342 Muskingum Drive, Marietta, Ohio 45750. Applications should be received at least one week in advance of the date of the event. (Return pages 5, 6, & 7 and retain pages 1 - 4 for your reference)

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

Food Service Operation
 Retail Food Establishment

Instructions:

1. Complete the application section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: **Washington County Health Department**
4. Return check and signed application to:

Washington County Health Department
342 Muskingum Dr.
Marietta, OH 45750

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		

Mailing address for annual renewal if different than above:

<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:
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Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.