

East Liverpool City Health District



Temporary Food Service Operation & Temporary Retail Food Establishment Application Packet

126 West 6th Street
East Liverpool, OH 43920
Phone: (330) 385-7900
Fax: (330) 386-7403
www.eastliverpool.com

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 East Liverpool City. For each event, the East Liverpool City Health District 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.”

A list of menu items and a drawing of the facility layout and equipment list is required for all temporary licenses.

Fees:

The temporary license fees for the East Liverpool City Health District are charged per event. A commercial license is \$25.00 per day and a license for a non-commercial food operation is \$12.50 per day. "Non-commercial food operation" means a food operation as described in Chapter 3717 of the Revised Code, conducted by any of the following: an agency of the government, a church, school, non-profit youth group whose membership consists primarily of persons aged eighteen or younger, or an organization which is described in subsection 501(c)(3) and are tax exempt under subsection 501(a) of the Internal Revenue Code.

UPDATE: For temporary licenses issued between March 1, 2022 and February 28, 2023, the fee will be \$0.00.

General Information:

When a licensed operation leaves their facility and operated at another location, they **must** obtain a temporary license in the health district where the operation will be conducted.

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

When your application is approved, the license will be brought to you the day of the event. Be sure to allow three business days or more for processing. While our department will make every attempt to process late applications, if the application is received less than 3 business days prior to the start of the event, ELCHD 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.

ELCHD has a **NO REFUND** policy regarding temporary licenses and events. If the event is cancelled for any reason, a refund cannot be issued.

If you have any questions, please contact the Food Safety Program at (330) 385-7900 or email health@eastliverpool.com

Food Safety Requirements:

PERSON IN CHARGE:

- The license holder is considered the Person-In-Charge (PIC).
- The PIC must be capable of answering questions about the rules, requirements, and temperatures in this packet. Questions regarding these items may be asked by the inspecting sanitarian.
- The PIC must ensure food workers are healthy and not experiencing vomiting, diarrhea, sore throat with fever, nor have open wounds.

CLEAN WATER:

- All water used in a Temporary Food Service Operation **must be obtained from an approved source**. An approved source is considered a public water supply or commercially bottled water from an approved source. A private water well is not an approved source.
- Water connections through a community spigot **must be protected from the backflow** of water with an ASSE approved backflow prevention device, such as ASSE 1011 or 1012.
- Any water hoses must be food quality or drinking water quality hoses.

HAND WASHING:

- A temporary hand washing station **must be provided and have warm flowing water**.
- Hand soap and disposable paper towels must be provided at the hand washing station. Cloth towels may not be used to dry hands. A catch basin must be used for collecting wastewater. Wastewater must be properly disposed of into sanitary sewer.
- Hands must be washed prior to preparing food.
- Hand sanitizer is not a substitute for washing hands. Hand sanitizer may be used after properly washing your hands.
- Hand washing station should be labeled "Hand Wash Only."
- **Hands must be washed frequently throughout the day, especially:**
 - AFTER:
 - Using the restroom
 - Coughing or sneezing
 - Smoking
 - Handling money
 - Eating or drinking
 - Handling raw foods
 - Handling trash
 - BEFORE:
 - Putting on gloves
 - Handling food
 - Changing tasks

DISH WASHING:

- A temporary **dish washing station must be set up** if any utensils are used.
- All dishes and utensils used to serve TCS foods (cutting boards, ladles, knives, pizza cutters, etc.) must be washed, rinsed, sanitized, and air-dried before use and **at least every 4 hours**.
- Basins must be large enough to immerse your largest dish or utensil.
- Sanitizer must be at proper strength.
 - Chlorine level must be 50-99 ppm
 - Quaternary ammonium must be 150-400 ppm.
 - Please consult manufacturer's label for specific sanitizer strength.
- Wiping cloths must be stored in separate containers filled with sanitizer water.
- Appropriate test strips must be available to ensure proper sanitizer strength.

WASTEWATER AND SOLID WASTE:

- Wastewater from the hand washing station and 3-compartment sink setup must be collected and disposed of into an approved sewer.
- Wastewater may not be disposed of into a storm sewer drain. Storm drains convey water to our local waterways such as rivers, streams, and creeks.
- Trash must be disposed of in trash cans and transported to an approved waste disposal area.

WORK SURFACE MATERIALS:

- All work surface materials such as counters and tables must be **smooth and easily cleanable**.
- Porous items such as cardboard and unfinished wood may not be used as a food contact surface.

LIGHTING:

- Lighting shall be provided and sufficient for all working surfaces such as sinks, counters and cooking equipment.
- Bulbs in food preparation areas must be shatterproof.

FOOD PROTECTION:

- All areas of the Temporary Food Service Operation must be protected from the environment using a tent, covering, or building. Protection must be extended to the food preparation areas, service areas, handwashing station, produce washing station, and the dishwashing station.
- Food preparation areas must be kept covered and away from areas of contamination.
- All foods, drinks, and utensils must be stored at least 6 inches off the ground.
- Workers cannot smoke or eat inside the food booth.
- All food must be stored securely to prevent intentional and unintentional contamination. Food should only be accessible to authorized personnel.

FOOD PREPARATION:

- All food preparation must occur at the site of the licensed Temporary Food Service Operation.
- **You may not prepare food at home or another unlicensed location and transport it to the event.**

- Raw fruits and vegetables must be rinsed with clean water prior to preparation or use. You must provide flowing water to properly rinse all fruits and vegetables. Flowing water must be used to rinse fruits and vegetables. A separate produce washing station must be set up, if required.

FOOD HANDLING:

- **Food workers cannot touch exposed, ready-to-eat foods** (foods that will not be cooked or can be served without cooking) **with bare hands.**
- Food handlers may use clean utensils, deli tissue, spatulas, tongs, or single-use gloves to handle ready-to eat foods.
- Single-use gloves are not a substitute for washing hands. Food handlers must wash hands throughout the day even though they may be wearing single-use gloves.
- Food handlers working around exposed food or drink must wear a hair restraint.

COOKING AND HEATING OF FOODS:

- **All food must come from an approved source.**
- **A least one metal-stem thermometer must be on site for checking food temperatures.**
- The metal-stem thermometer must be washed, rinsed, and sanitized prior to using.
- Foods not meeting the proper cooking or heating temperatures must be discarded.
- All foods should be cooked according to minimum cooking temperatures and time.
- Foods cannot be cooled and reheated. All leftovers must be discarded at the end of the day.

THAWING OF FROZEN FOODS:

- Thawing must be done under refrigeration, during cooking, or in the microwave if it will be immediately cooked.
- **TCS food may not be thawed at room temperature.** Any food found thawing at room temperature will have to be discarded.
- **Keeping hot foods hot and cold foods cold.**
- Holding temperatures must be monitored with a metal-stem thermometer. The thermometer must be capable of checking both hot and cold temperatures.
- **Cold foods must be held at or below 41°F.**
- **Hot foods must be held at or above 135°F after being cooked or heated.**
- Store all raw foods in a separate cooler than cooked or ready-to-eat foods.
- Foods not meeting the proper holding temperatures must be discarded

Please Keep the previous pages and return the following page.

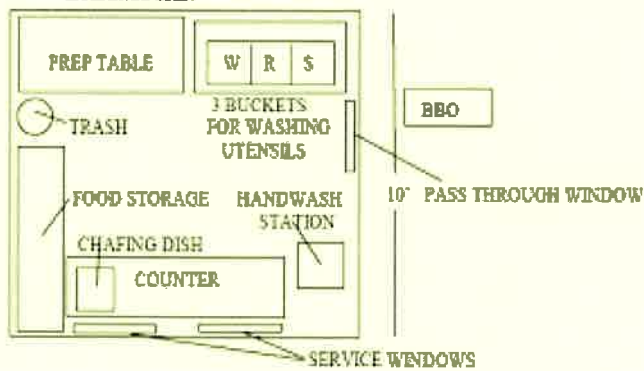
Menu Items:

Please list all items to be served.

Facility Layout:

Please draw the layout of your temporary facility below.

EXAMPLE:



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 payment in the amount indicated below: **CASH ONLY!**

- Food Service Operation
 Retail Food Establishment

East Liverpool Health Department
126 West 6th Street
East Liverpool, Ohio 43920

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 X		
Location of event X		
Address of event X		
City X	State X	Zip X
Start Date X	End Date X	Operation time(s) X
Name of license holder X		Phone number X
Address of license holder X		
City X	State X	Zip X
List all foods being served/sold X		
X		
X		

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 X	Date X
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Licensors to complete below

Valid date(s)	License fee \$ _____ per day X = _____
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CASH ONLY!! CASH ONLY!!

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

By	Date
Audit no.	License no.

YOU MUST TURN OVER AND COMPLETE THE BACK OF THIS FORM