



1843 Oakwood Avenue
Napoleon, OH 43545

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www.henrycohd.org

Instructions for Applicants of Temporary Food Facilities

***** **APPLICANT: KEEP THIS PAGE AT THE FOOD EVENT** *****

1. Fill out complete information on pages 5 - 7 of this packet which include:

*Page 5: Application for a License to Conduct a Temporary
Food Service Operation or Retail Food Establishment*

Page 6 Application Plan for Temporary Food Event

Page 7 Temporary Food Event Layout

- a. Be sure that you sign and date page 5 where indicated at the bottom. Complete all of the information on these forms (except where indicated for the licensor to complete).
- b. *Separate and keep pages 1 - 4 of this packet for use at your event.
The checklist on page 2 will help you to meet all of the requirements.*
- c. Submit (at least 10 days prior to your event) the completed forms with a license fee equal to \$26.95 for each day you will operate. Make checks or money orders payable to Henry County Health Department. We now can accept credit cards for payment of the license fee however an additional usage fee will apply. Credit card payments can be accepted in person or over the phone.

2. Provide equipment and facilities for your food event as described and pictured in this packet.

3. Display the required handwashing instructions (page 4 of this packet) on or near the water dispenser or sink that you will provide for handwashing.

4. If you need assistance completing the application forms or have any other questions, please contact our office.

5. The inspector (Sanitarian) will deliver your license to the event. It is not necessary to wait for the license to be delivered or inspection to be done in order to begin operation.

6. **IMPORTANT**: If you must cancel your temporary event before it begins, please inform us by email or text a message to env@henrycohd.org so we are aware of the cancellation. If you contact us before we arrive, the license fee may be refunded. If you do not contact us before we arrive, your fee will not be refunded.

7. For additional copies of this packet and other useful food safety Information go to:
<http://www.henrycohd.org/> .

8. Have a safe and successful event.

Temporary Food Event Requirements Checklist

***** **APPLICANT: KEEP THIS PAGE AT THE FOOD EVENT** *****

Foods and Beverages

- ☐ Food, ice, and beverages are only from a licensed food retail store, food distributor or restaurant.
- ☐ NO HOME PREPARED FOODS. Ask the Health Department about selling baked goods.
- ☐ All food must be prepared on site during the event, or from approved source (see previous 2 items).
- ☐ Food must be stored a minimum of 6 inches above the ground/floor and protected while on display.
- ☐ All water used for drinking, ice, cooking and handwashing must be from a municipal source.

Handwashing (*see next page for drawing of minimum required setup*)

- ☐ Water dispenser used for handwashing must have a spigot that stays open without holding or pressing it. A large coffee urn is a good choice for handwashing clean water dispenser.
- ☐ A properly plumbed sink with faucet may be used if it is close to food preparation and serving.
- ☐ A container to collect wastewater from handwashing (or properly plumbed sink).
- ☐ Paper (single use) towels for drying hands.
- ☐ Liquid or bar handwashing soap.
- ☐ Display handwashing instructions sign included in this packet on or near the clean water dispenser or sink.

Food Preparation/Storage

- ☐ Raw meats cooked to required temperatures (Chicken: 165°F, Ground meats: 155°F, Fish: 145°F).
- ☐ Equipment capable of holding hot food at 135°F or above.
- ☐ Equipment capable of holding cold food at 41°F or below. Mechanical refrigeration for multi-day events.
- ☐ A metal stem thermometer must be used monitor the temperatures of food.
- ☐ Tongs, scoops, deli tissue, or single use gloves to prevent bare hand contact with ready-to-eat food (e.g. sandwich buns, cookies, chips, cooked food, etc.).
- ☐ Food covered when stored, single use articles pre-wrapped or adequately protected and stored.

Cleaning and Sanitation (*see next page for drawing of minimum required setup*)

- ☐ Utensils properly washed, rinsed and sanitized in 3 basins or buckets or a 3 compartment sink.
- ☐ Wet wiping cloths must be kept in a container with sanitizer solution when not in use.
- ☐ Leak-proof trash cans of sufficient capacity must be provided. No liquid wastes are to be dumped onto ground.

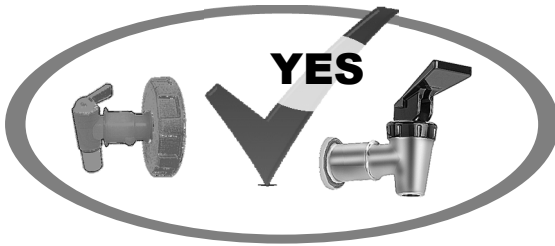
Food workers **WASH YOUR HANDS OFTEN!**

- ☐ **IMPORTANT! All workers must be in good health and free from illness that is transmissible through food.**
- ☐ Food workers must clean and bandage any cuts or sores on hands and wear clean gloves at all times. Painted or false nails and jewelry on hands also requires single use gloves to be worn at all times.
- ☐ A person-in-charge must be present at all times of operation to ensure workers perform required food safety and sanitation measures during the event.
- ☐ Hair restraints are required for all food preparation workers (hat, hairnet, visor, bandana).
- ☐ No smoking, eating or non-essential people in food prep/serving or utensil washing areas.

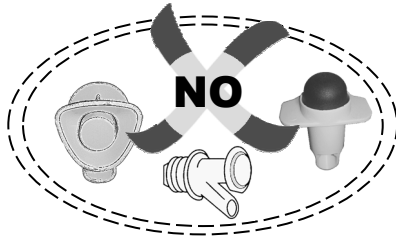
Work Area

- ☐ Locate on concrete when possible. ☐ Provide canopy/shelter when possible.
- ☐ Food preparation/service work surfaces must be smooth and easily cleanable.

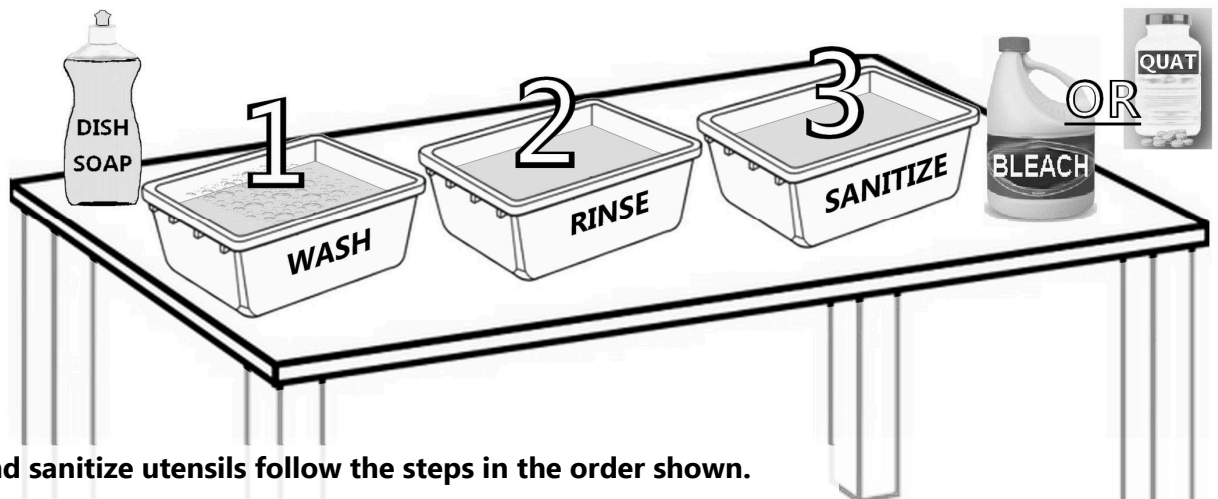
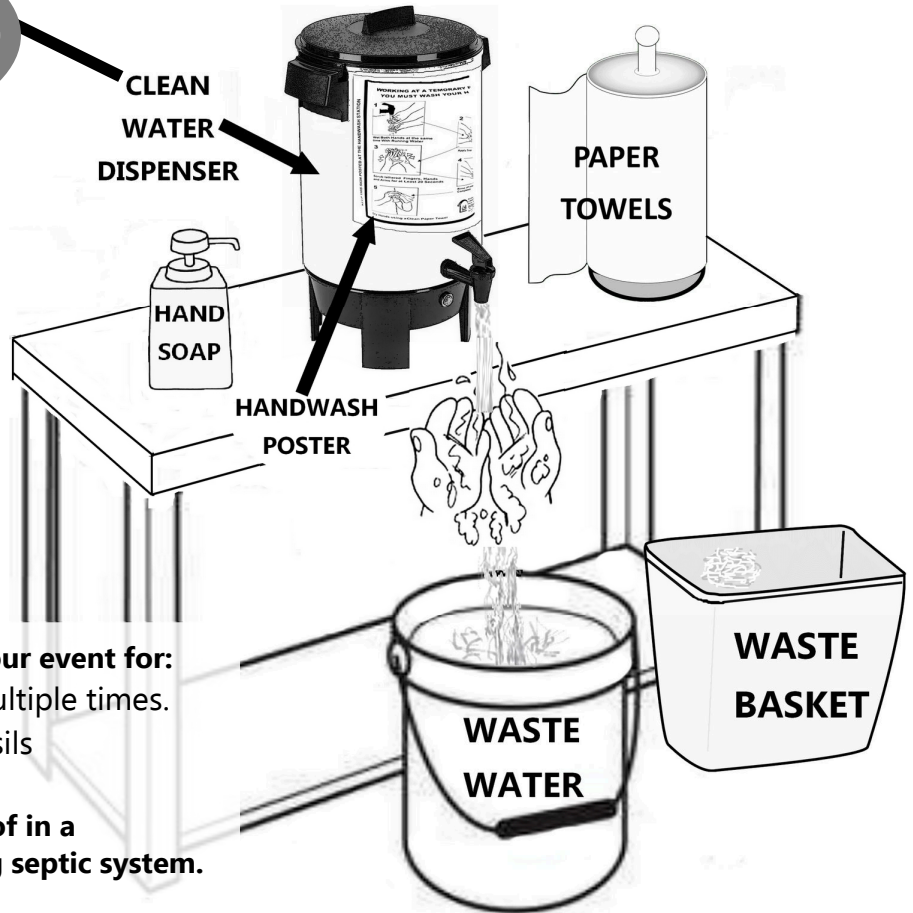
REQUIRED MINIMUM SETUP FOR HAND AND UTENSIL WASHING AT TEMPORARY FOOD EVENTS



- ♦ Water dispenser used must have a spigot that stays open without holding or pressing it.



- ♦ Provide plenty of clean water at your event for:
 - ♦ workers to wash their hands multiple times.
 - ♦ cleaning and sanitizing of utensils
- ♦ All waste water must be disposed of in a sanitary sewer drain or functioning septic system.



- ♦ To clean and sanitize utensils follow the steps in the order shown.
- ♦ For sanitizing, mix one tablespoon of bleach OR one quat tablet (DONT MIX CHEMICALS TOGETHER) in one gallon of water and be sure to allow utensils to sanitize for at least one minute.
- ♦ Any wiping cloths used must be stored in the sanitizer solution while not in use.



**HENRY
COUNTY
HEALTH
DEPARTMENT**

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WORKING AT A TEMPORARY FOOD EVENT? YOU MUST WASH YOUR HANDS!



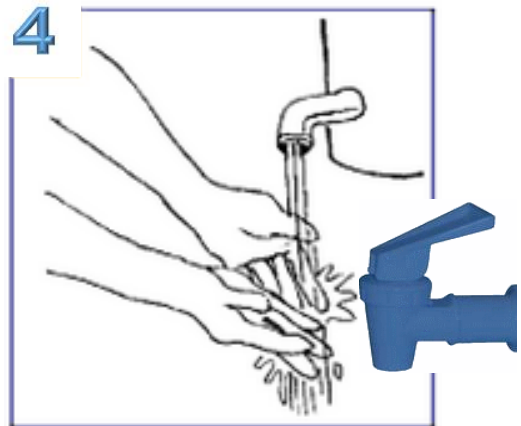
**Wet Both Hands at the same
time With Running Water**



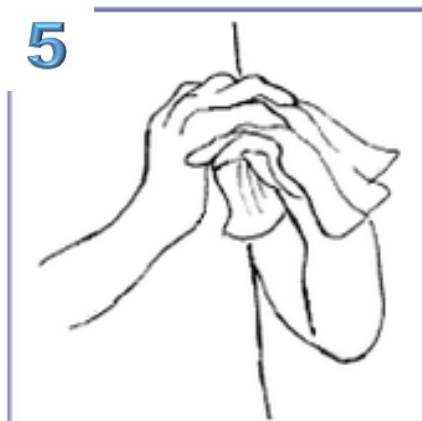
Apply Soap



**Scrub lathered Fingers,
Hands and Arms for at
for at Least 20 Seconds**



**Rinse off soap
Completely**



Dry Hands Using a Clean Paper Towel



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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:
4. Return check and signed application to:

- ☐ Food Service Operation
☐ Retail Food Establishment

Henry County Health Department
1843 Oakwood Avenue
Napoleon, Ohio 43545

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 organization/company to conduct the operation/establishment		
Name & 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		
<hr/>		
<hr/>		

<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: _____ = Total amount due
	\$26.95 per day = \$

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

By	Date
Audit no.	License no.

Please provide complete information below

Describe the menu: *Food must be prepared on site at your event site or other licensed location only. No home cooked foods will be permitted.*

Identify the equipment and supplies used at your temporary food establishment. Check all boxes below that apply.

- ☐ Metal stem thermometer
- ☐ Disposable food gloves
- ☐ Hair restraints (hats, hairnets, bandanas)
- ☐ Electricity available
- ☐ Propane

Temporary Food Event Layout

Name of your organization/company	Date event begins
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Please draw in the box below (or attach a separate sheet) which shows the layout of the area you will operate in and how the following will likely be set up:

- Handwashing station
- Cold food holding
- Grill/ cooking equipment
- Utensil washing area
- Food preparation tables
- Customer serving area
- Hot food holding
- Trash receptacles
- Tables

Your temporary food event layout (see example below):

Example:

