



1843 Oakwood Avenue
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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 licenser 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 \$32.00 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 (Environmental Health Specialist) 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.

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:

Henry County Health Department
1843 Oakwood Avenue
Napoleon, Ohio 43545

- Food Service Operation
 Retail Food Establishment

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		

<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
	\$32.00 per day = \$

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

By	Date
Audit no.	License no.

Application Plan for Temporary Food Event

Please provide complete information below

Name of your organization/company		Date(s) to prepare or sell food	Time when setup will begin
Name & location of event (Describe or give directions to the event location)			
Name of the person(s) who will be in charge of directing the food operation			Person in charge phone number
1	Email:		
2	Email:		

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.*

FOOD ITEM	WHERE PURCHASED	WHO PREPARED	WHERE PREPARED	WHEN PREPARED
Continue this list on a separate sheet if there will be more menu items				

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

Hand Wash Station

- Large dispensing container with clean water & a free flowing type spigot with a large bucket to collect wastewater OR
- Handwashing sink

Hand Washing Supplies

- Handwashing soap
- Paper towels
- Waste paper basket

Cleaning/Sanitizing

- Three basins or buckets to wash, rinse and sanitize utensils
- 3 compartment sink
- Dishwashing soap
- Sanitizer chemical (bleach or approved sanitizer)
- Wiping cloth(s)/sanitizer bucket

Cooking/Reheating Equipment

- BBQ Grill
- Fryer
- Roaster
- Smoker
- Flat Top Griddle
- Stovetop with cookware
- Oven
- Other: _____

Cold & Hot Holding Equipment

- Ice chest/cooler with ice
- Ice used from a public water supply
- Refrigerator (Required for multi-day events)
- Freezer
- Steam table
- BBQ grill
- Chafing dish w/ fuel
- Slow cooker/roaster
- Other: _____

Floor & Overhead Protection*

- Food is prepared indoors
- Under a canopy or tent
- Within a screened enclosure
- On a blacktop, concrete or similar paved surface
- Other: _____

Other Items

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

Your temporary food event layout (see example below):

Example:

