



TEMPORARY FOOD OPERATION

INSTRUCTIONS AND REQUIREMENTS

An application for a temporary food operation license must be submitted and approved by the department with jurisdiction over the event's location. Events held in the Vermilion City portion of Lorain County are not under the jurisdiction of Lorain County Public Health. It is required that the completed application is submitted *ten days* (10 days) or more prior to the event.

A Lorain County Public Health Environmental Health Sanitarian will review the completed application and approve or deny the application. The determination is based on the health department staffing availability and the operator's ability to meet minimum health code requirements. Incomplete applications will delay the approval process.

A qualified *person-in-charge** shall be designated on the application. The *person-in-charge* shall demonstrate knowledge about: the complete food preparation processes of all menu items, health code requirements as they relate to the specific operation, and be present at the temporary food operation during all hours of operation. *Person-in-charge* duties include ensuring that the health code requirements are implemented. Therefore, a *person-in-charge* must have the authority and the ability to supervise the food service operation workers.

The daytime telephone number for the *person(s)-in-charge* shall be entered on the license application form. This person may need to be contacted to obtain additional information or notify that person of changes that must be made to comply with the health code. The *person-in-charge* is responsible for informing persons working at the temporary food operation of the requirements of the health department.

Inquire with local authorities for additional requirements to operate (ie: Fire, Police, and Building).

The license fee for a **commercial** temporary food operation license is \$40.00 per day. The license fee for a **non-commercial** (non-profit organization that files a 501-C3 with the IRS) temporary food operation license is \$20.00 per day.

Please see the accompanying information on health code requirements.

*Ohio Administrative Code 3717-1-02.4 (available upon request).

REQUIRED EQUIPMENT for TEMPORARY FOOD OPERATIONS

1. The valid health department license to operate your temporary food operation for the specific event.
2. A person-in-charge shall be present during all hours of operation.
3. A hand washing facility is required if food or food equipment is handled. A water container that dispenses potable water without requiring hand operation to keep the valve open, soap, disposable towels, receptacles to collect dirty water. Trash containers and trash bags to be used for the operation's trash.
4. Adequate food storage equipment to maintain *safe internal food temperatures*: **cold food at 41°F and below or hot food at 135°F and above**. Ample food storage equipment to separate different types of raw animal foods from each other. Separate storage equipment is required for raw animal foods, raw, ready-to-eat food, and cooked ready-to-eat foods.
5. Additional clean utensils stored in a clean, covered, washable container. Disposable gloves, deli tissue or proper utensils to prevent direct hand contact with ready-to-eat food. Hair coverings such as caps, hairnets or head scarves for people working around exposed food. Hair shall be effectively restrained.
6. Non-fragranced bleach, quaternary ammonium, or iodophor sanitizer.
7. Sanitizer test kit with color chart for the specific sanitizer used (chlorine, quaternary ammonium, or iodine). Refer to "I" on page 3 for required concentrations.
8. If dishwashing is not performed at a licensed, off-site facility, three dishpans and a clean dish drainer must be provided. See "I" on page 3.
9. A metal stem pocket thermometer with a **temperature range of 0-220°F**.
10. Equipment to store all food and food equipment at least 6 inches above the ground. Food and food contact equipment must be protected from dust, insects, rodents and consumer contamination at all times.
11. Overhead protection may be necessary to prevent overhead contamination from trees, birds and weather. A "floor" or plywood on top of pallets or similar set-up may be necessary to prevent working in puddles and mud.
12. Provide weights to hold down items that can blow away. A fireproof wind shield to prevent the wind from blowing out burners. Covers and lids to prevent dirt and dust contamination of food and food contact surfaces.

TEMPORARY FOOD OPERATION REQUIREMENTS

- A) Good Hygiene practices- Individuals in good health, clean clothes, hair shall be effectively restrained. Individuals are not permitted to wear jewelry on their hands/ arms (except for a plain wedding band), no artificial or painted fingernails when working with exposed foods. Hands shall be washed upon working with foods/ related equipment and as work required. **If handling unprotected food, then exclude workers that are ill, have open sores, or infected wounds.**
- B) The probe thermometer shall be clean and sanitized before inserting into the food.
- C) A *labeled* spray bottle of sanitizing solution should be available to sanitize the thermometer and to sanitize work surfaces after they have been cleaned.
- D) Do not dump garbage, grease or dirty water on the ground or into **storm sewers**. Plan how to dispose of these items ahead of time into a sanitary sewer system, or a dump station provided by the event organizers (know its location).
- E) **Home preparation of foods* is prohibited.** All foods must be prepared on location at the temporary food operation location or in a **licensed food service operation**. *cakes, cookies, and pies that do not require refrigeration may be prepared at home and sold to the public as long as there is adequate labeling: **“This product is home produced”** the name and address of the preparer clearly marked on the product. As well as a listing of ingredients.
- F) Workers at the operation shall not smoke, eat or drink while working or near the operation. Take breaks where food or food equipment will not be contaminated and wash hands before returning to work.
- G) Do not thaw, store, or display potentially hazardous foods at outdoor or room temperatures.
- H) Locate non-glass thermometers in all coolers, refrigerators, refrigerator trucks, and hot holding cabinets. Know how to immediately correct a problem with storage equipment that is not hot or cold enough.
- I) Three dishpans/ wash basins large enough for soiled equipment will be used to:
- wash food contact equipment
 - rinse with clean water to remove all soap and soil
 - sanitize food contact equipment by immersion for at least one minute

Bleach or chlorine sanitizer shall be used at a concentration of 100 parts per million. Quaternary ammonium sanitizers shall be used at 200 parts per million or the concentration stated on the products' label. Air dry equipment in a dish drainer, protected from contamination.

QUESTIONS YOU MAY NEED TO ASK OF THE EVENT ORGANIZER

Is a potable water supply available to vendors for filling water storage containers? If so, where is it located in relation to your operation? Note: This source must be protected from contamination (i.e. not a hose laying on the ground). If you connect to a potable water source a potable hose and proper backflow prevention are required. Otherwise, bring enough water (potable water) with you for all your needs.

If you need electricity, will it be supplied and will you have enough to run your appliances? Does the electrical inspector have requirements you must meet to be able to hook-up to power? Do you need to have your own generator? What considerations will be necessary in the event of a power outage?

Are trash containers supplied for each operation for customer use? How often will trash be picked up?

Is an approved waste water dumping facility or sanitary sewer opening available for your use and where is your operation in relation to it? **DO NOT DUMP WASTE WATER OR GREASE ON THE GROUND OR IN A STORM DRAIN.** You are responsible for disposing your waste water in a sewer or septic system and grease in the garbage for pick-up.

Please contact Lorain County Public Health if you have any questions at (440) 322.6367.

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