

# LAWRENCE COUNTY HEALTH DEPARTMENT



2122 South 8<sup>th</sup> Street  
Ironton, Ohio 45638  
TELEPHONE: 740-532-3962  
FAX NUMBER: 740-532-1014



## Temporary Food License Information

### LICENSING

A temporary food service license is required for any food service operation that operates at an event for no more than five consecutive days, and serves and/or prepares food for a charge or donation. You are limited to ten temporary food service licenses per licensing period (March 1 – February 28). Operations that have a valid mobile license from any Ohio local health department do not have to obtain a temporary license.

### GETTING STARTED

#### **Step 1 – COMPLETE THE APPLICATION FORM**

- Complete the attached Temporary Food Service Application.
- Submit the completed application at least **10 days prior** to the event along with the license **fee of \$25.00**.

#### **Step 2 – PREPARE FOR YOUR INSPECTION**

- Prior to the event, be informed of all temporary food service license requirements (see the attached “Requirements for a Temporary License”).
- Ensure that you meet all requirements. Applicants that do not meet all requirements will NOT be licensed.
- Contact Lawrence County Health Department at 740-532-3962, if you have any questions.
- Complete the Temporary Event Food Operation Checklist to ensure that you meet ALL requirements. If all of the requirements are not met, a license may not be granted.

#### **Step 3 - THE INSPECTION**

- A sanitarian will perform an inspection of your temporary stand the day of the event to ensure all requirements are met.
- Upon successful completion of the inspection you will be issued a temporary food service license.
- Display your license in plain view for your customers.

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## Requirements for a Temporary License

### PREPARATION AND TEMPERATURES

- All food must come from an approved source and it must be prepared in a licensed food service operation OR at the site of your temporary food service operation during the event. **FOOD PREPARED AT HOME WILL NOT BE PERMITTED.**
- Food preparation on site must be conducted with the use of clean utensils, and on smooth, cleanable surfaces (e.g., cutting boards).
- Foods must be cooked according to the proper temperatures below:

Product	Temperature
Poultry and ground poultry	165°F for 15 seconds
Stuffing and casseroles	165°F for 15 seconds
Ground meats	155°F for 15 seconds
Injected meats	155°F for 15 seconds
Pork, beef, veal, lamb, goat	145°F for 15 seconds; roast 145°F for 4 minutes
Fish	145°F for 15 seconds
Shell eggs for immediate service	145°F for 15 seconds

- All foods must be transported and held at the proper temperature.
- All cold Temperature Controlled for Safety (TCS) foods such as meat, eggs, cut leafy greens, and dairy products must be maintained at 41°F or below.
- All hot TCS foods such as cooked meats, soups, hot sandwiches, hot dogs, must be maintained at an internal temperature of 135°F or above.
- If ice is used to keep food and packaged drinks cold, it cannot be used for consumption.
- A calibrated food thermometer is required to be onsite to ensure proper holding and cooking temperatures.

### FOOD PROTECTION AND STORAGE

- Food and utensils must be stored off the ground. This includes drinks, oils, fruits, and vegetables. Pallets, crates and tables are acceptable means to keep items off the ground.
- All areas of the temporary food service operation must be protected from the weather. Tents and other types of overhead structures are acceptable. Any open flame grills or fryers must be placed outside the overhead covering in accordance to local fire codes.
- Food products on display (i.e. condiments) must be shielded or covered to protect from possible contamination. This includes the use of lids, covers and sneeze guards.

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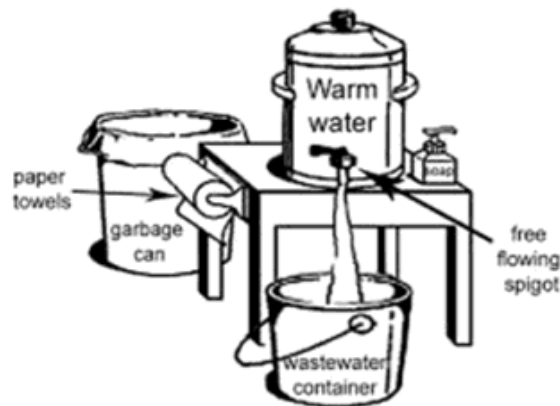


## FOOD HANDLING AND GENERAL HYGIENE

- The use of gloves, clean utensils, deli tissue, spatulas, and tongs may be used to handle ready-to-eat foods. Bare hand contact with ready-to-eat foods is prohibited. Examples of ready-to-eat foods include buns, cheese, cut fruit, and lettuce.
- Food workers must be healthy and are not showing symptoms of illness or disease such as diarrhea, nausea, fever, sore throat, or have open sores or infected wounds.
- Food handlers must restrain their hair. Hats, hair nets and visors may be used.
- No eating or smoking is permitted within the temporary space. Drinks may be consumed, if they are in a covered container with a straw, and stored in a manner to prevent contamination risks.

## HAND WASHING AND DISHWASHING

- It is essential that proper handwashing procedures are being followed and all necessary handwashing supplies are present.
- This includes a handwashing station that is able to provide warm water in a continuous flow (e.g. coffee urn), soap, single-use towels and a bucket to collect unclean waste water.



Employees must wash their hands:

- Prior to starting food handling activities
  - After using the restroom
  - After touching their clothes and any body part
  - After sneezing, coughing, blowing your nose, eating and drinking.
  - After handling money or other soiled items
  - After handling the trash
  - After the use of cell phones
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- A means to wash-rinse-sanitize utensils and equipment is required. Large bus tubs or plastic basins that are large enough to submerge your largest piece of equipment, are required.

- Warm water and dish soap must be available to wash any dishes or utensils. Items must be aired dried. The hand washing station may not be used to wash any dishes or utensils.

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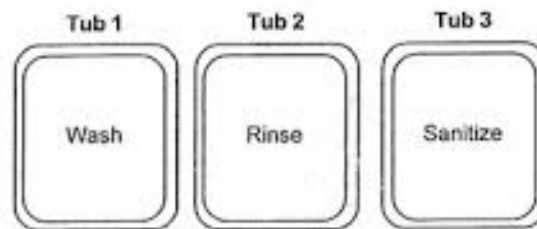


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### HAND WASHING AND DISH WASHING (CONTINUED)

- An approved sanitizer must be used. You are permitted to use sanitizer tablets (quaternary ammonium) or regular unscented bleach. You must also have the proper sanitizer test strips to test the concentration of sanitizer solution.



- The most common sanitizer is regular unscented bleach • Using 1 cap full of bleach to 1 gallon of water. That is equal to about 100 ppm.
- If you use tablets, the proper concentration should be 200 ppm.
- Quaternary sanitizer can be used per manufacturer instructions to equal 200 ppm.
- Vendors must use a food grade hose when accessing potable water.

### LIQUID AND SOLID WASTE

- All waste water must be disposed of properly. Do not dispose of liquid or solid waste in creeks/streams or directly on the ground. Solid waste and trash must be disposed of in trash cans and transported to an approved waste disposal area.

# Application for a License to Conduct a Temporary:

(check only one)

- Food Service Operation
- Retail Food Establishment

## 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: Lawrence County Health Department
4. Return check and signed application to: Lawrence County Health Department  
2122 South 8<sup>th</sup> Street  
Ironton, OH 45638

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:		
_____		
_____		
_____		

<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 <b>\$25</b>
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit Number	License Number

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**Please take notice: No home-produced foods will be permitted unless you comply with cottage foods regulations or have a home baker's license from the Ohio Department of Agriculture. All foods must be prepared and/or cooked on site or in a licensed facility.**

- Where did you purchase the food and/or ingredients for the food items you will be selling at the event? List all vendors, suppliers and/or licensed facilities.

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- Will you be selling any cottage food items or bakery products produced at home? If so, please list the food items, and include if you have a home bakery license with Ohio Department of Agriculture.

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- Please list your menu items below.

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- Please draw an overhead view of how you will set up your temporary food operation. Include your handwashing station and location(s) of food storage, food preparation, all cooking equipment and refrigerated units and shelving.

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## Temporary Event Food Operation Checklist

\*In order to be prepared for your inspection, please make sure that all requirements have been met\*

### Keep This Page for Your Use

- The Application to Conduct a Temporary Food Operation has been completed and submitted to Lawrence County Health Department 10 days prior to the event along with the fee of \$25 (up to 5 consecutive days per temporary license).
- Foods are obtained from approved sources or prepared in a licensed food operation.
- Hair restraints are available.
- Disposable gloves, tongs and/or utensils are available to ensure that there is NO bare hand contact with ready to eat foods.
- A working and properly calibrated food thermometer are available.
- All workers are healthy; wear clean outer garments and do not smoke in the temporary food operation.
- A protective covering is available to cover the entire food operation, exclusive of equipment with open flames.
- A means to transport and hold all TCS hot foods at least 135°F, and all cold TCS foods at or below 41°F are available.
- Three basins large enough to submerge your largest piece of equipment must be available along with dish soap, warm water, sanitizer and the correct sanitizer test strips. For sanitizer, regular (unscented) bleach may be used. Use one tablespoon of bleach per gallon of water.
- A handwashing station that dispenses water in a continuous flow container, hand soap, and single use paper towels are available.
- A means to keep all food at least six inches off the ground.
- A food grade hose is available with a backflow prevention device, if water will be supplied by a hose.
- Hot-holding temperatures must be maintained at 135°F or more. Cold holding temperatures must be maintained at 41°F or less. Keep coolers out of direct sunlight to help maintain cold food at the proper temperature.
- All wastewater must be poured into a holding tank or a sink drain that goes to a sanitary sewer. Do not pour water on the ground or down a storm drain.