



LAWRENCE COUNTY HEALTH DEPARTMENT

2122 So. 8th Street
Ironton, OH 45638
740-532-3962



Prevent. Promote. Protect.

Lawrence County Health Department

Tony Virgin, MD
Health Commissioner

Jim Meadows, MD
Medical Director

Temporary Food Packet Guidance

How to apply:

1. Submit the Temporary Plan Review Questionnaire with Attached Drawing.
2. Submit License Application (Separate state form).
3. Submit the Temporary Food Licensing Fee.
 - 2025 Temporary Food Fee - \$82.00

Please note: The above requirements must be submitted at least **10 days prior** to the event.

Some Common Questions:

- **How long is a temporary license good for?** May only operate for 5 days (except for fairs) as allowed by Ohio Revised Code (ORC) 3717.01(K) &(E).
- **How many temporary licenses may I obtain each year?** Max is ten licenses per licensing period to the same person or government entity to operate at different events within Lawrence County. For each particular event, only one temporary FSO/RFE license can be issued to the same person/government entity. See ORC 3717(E) & ORC 3717.43(E).
- **According to the Ohio Uniform Food Safety Code 3717-1-09 (E):** The operator of a proposed temporary FSO or RFE shall provide to the licensor, prior to opening, a drawing showing the facility layout and a letter of intent providing pertinent information such as:
 - Foods to be prepared and served
 - Sources of Food
 - Hot Holding Facilities
 - Cold Holding Facilities
 - Handwashing Facilities
 - Equipment and Utensils
 - Support Facilities
 - Any other information requested by licensor
- **When will I get my license?** An inspection of your food booth will be conducted on the day of your event to verify that your booth is in compliance. Your license will be delivered to you at that time if your facility is in compliance.
- **When can I start preparing and selling food?** You may start preparing and serving food on the day of the event prior to our licensing inspection only if your facility meets all requirements and safe food handling practices are in place.

SET-UP & OPERATION GUIDELINES.

Food Booth

- ☆ **STRUCTURE:** Floors, walls, ceilings cannot be a source of contamination to the food/equipment. A roof and an easily cleanable floor may be required. If a roof and cleanable flooring is not available the food operation may be limited to fair weather only. The operation should set up on pavement whenever possible.
- ☆ **LIGHTING:** If required, needs to be shielded over food preparation and service areas.
- ☆ **FANS:** If provided, direct away from food & food preparation areas.
- ☆ **Pest control:** If chemicals are needed, the product must comply with the food code and be applied per manufacturer's recommendations. Protect food & food contact surfaces from contamination.
- ☆ **Trash receptacles:** Provide enough to handle waste generated. Make sure they are emptied frequently enough to prevent nuisances from insects and other pests.



Water Supply

- ☆ Water must be from an EPA approved source (from a municipal supply or bottled water) and shall be under pressure or gravity flow.
- ☆ A hot water source must be provided in most cases.
- ☆ A food-grade/potable drinking water safe hose (i.e. camper or RV type hose) with backflow prevention device (ASSE 1012 or 1024) must be used. No garden hoses allowed.

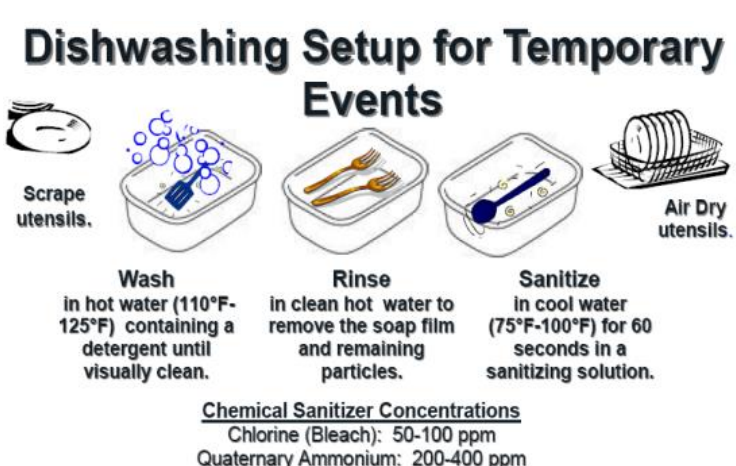
Waste

- ☆ Waste water disposal must be done in an approved manner. Check with event coordinator to find out where to dispose of gray water from hand wash and dishwashing set-ups.
- ☆ Trashcans or receptacles need to be emptied at a frequency to prevent it from overflowing and becoming a nuisance. Garbage should be taken to a licensed landfill. Burning trash is not allowed.

Hand Washing Facilities

	<p>REMIND FOOD EMPLOYEES TO FREQUENTLY WASH THEIR HANDS</p> <ul style="list-style-type: none">• BEFORE starting work or putting on clean gloves• WHEN hands are soiled by work.• AFTER using the restroom or any work break.
 <p>Portable Handsinks must be equipped with:</p> <ul style="list-style-type: none">○ Warm Running Water○ Hand Soap○ Waterwater Container○ Paper Towels○ Garbage Can	<ul style="list-style-type: none">☆ Bowls are not allowed to be used to wash hands in.☆ Must be separate from utensil washing sinks.☆ Must be available in each booth and within 10ft of food preparation areas.☆ Must be equipped with warm running water, soap, paper towels, and a trash receptacle.☆ If a regular hand sink is not available, a temporary hand washing system would be warm water from an insulated thermos-type jug (~5- gal capacity) with a spigot. A bucket should be placed beneath the jug to catch the waste water (see diagram). Note: If a coffee maker will be used to heat water and then later to dispense warm water for hand washing <u>CAUTION</u> must be taken to make sure unit is unplugged to prevent accidental burns. Hot water temp should be a minimum of 85°F.☆ Hand sanitizer/ hand wipes: Only permitted as primary means of hand washing if menu only consists of prepackaged food/beverages. Also, prior approval from this office.

Dishwashing and Wiping Cloths

 <p>Dishwashing Setup for Temporary Events</p> <p>Scrape utensils.</p> <p>Wash in hot water (110°F-125°F) containing a detergent until visually clean.</p> <p>Rinse in clean hot water to remove the soap film and remaining particles.</p> <p>Sanitize in cool water (75°F-100°F) for 60 seconds in a sanitizing solution.</p> <p><u>Chemical Sanitizer Concentrations</u> Chlorine (Bleach): 50-100 ppm Quaternary Ammonium: 200-400 ppm</p> <p>Air Dry utensils.</p>	<ul style="list-style-type: none">☆ Provide a 3-compartment sink set-up for cleaning soiled utensils and food containers.☆ Containers (dish pans/buckets) should be big enough to hold your largest piece of equipment.☆ Set-up:<ul style="list-style-type: none">(1) washing- soapy water(2) rinsing-clear water(3) sanitizing solution(4) air dried☆ Approved sanitizers: Bleach (regular), quaternary ammonia, and iodine.☆ Sanitizing test kit: Must be available to check sanitizer concentration.☆ Wiping cloths: Wiping cloths that are used to clean tables, countertops, etc. must be placed in a container of sanitizing solution between uses.
--	---

Equipment

- ☆ Provide enough equipment for cooking/hot holding/cold holding to maintain safe food temperatures.
- ☆ Provide adequate refrigerators or ice chests to protect foods from cross contamination.
- ☆ Refrigeration must be available for temporary operations that will be operating for 2 or more days unless otherwise approved by this office.
- ☆ Check with the local fire dept. for safety guidelines if deep fryers will be used.
- ☆ Thermometers: Based on your menu a metal stem probe thermometer (0-220°F) is required to check cooking/holding/temperatures. Ice chests or refrigerators are required to have a thermometer inside.
- ☆ Gloves or utensils: Disposable gloves, serving utensils, or deli tissue paper must be used when handling unwrapped ready-to-eat foods. Gloves must be Latex free.
- ☆ Produce washing station - Provide separate containers if washing vegetables and fruits.
- ☆ Provide plenty of clean utensils and containers. Never place cooked food on a surface that previously held raw meats, poultry, seafood, and/or eggs.
- ☆ All equipment needs to be kept clean and in good repair.

Food Storage and Protection

- ☆ Keep food & single-use items (paper towels, cups, plates, plastic utensils, etc.) at least **6 inches** above the floor or ground surface. Pallets, tables, shelving units work well.
- ☆ Food must be **protected at all times** from dirt, dust, sneezes, coughs, rodents, ice and water in coolers.
- ☆ All utensils must be stored with handles up, individually wrapped, or lying down with handles all in the same direction.
- ☆ All food & food contact items must be **covered and protected** from dust, rain, cross contamination, etc. Make sure to have adequate foil, plastic wrap, lids, etc. on hand.
- ☆ Serving utensils need to be protected from sources of contamination during service. Utensils not stored in food should be properly cleaned **every 4 hours** of use.
- ☆ Handled scoops/utensils must be used to dispense ice and other bulk foods.
- ☆ Ice used for consumption cannot be used for anything else (i.e. food storage).

Food Source

- ☆ Food must be from inspected and approved sources, such as a grocery store.
- ☆ Make sure all TCS food is properly cooked, cooled, reheated and held hot/cold. (See chart)
- ☆ ALL foods must be prepared ON SITE or be from an approved source. NO home-cooked or home-canned foods.

The exception to this is cottage food items.

- Guidelines for cottage food items including proper labeling can be found at www.agri.ohio.gov
- Cottage Foods:
 - ✓ Non-potentially hazardous bakery products
 - ✓ Fruit Jams; Fruit Jellies; Fruit Butters
 - ✓ Candy
 - ✓ Granola, granola bars, granola bars dipped in candy
 - ✓ Popcorn, flavored popcorn, kettle corn, popcorn balls, caramel corn
 - ✓ Unfilled, baked donuts
 - ✓ Waffle cones, Pizzelles
 - ✓ Dry cereal and nut snack mixes with seasonings; Roasted coffee
 - ✓ Dry baking mixes in a jar, including cookie mix in a jar
 - ✓ Dry herbs and herb blends; Dry seasoning blends; and Dry tea blends.

Key Food Temperatures

Hot Holding

- 135°F or Above

Cold Holding

- 41°F or Below
- Note: Once cut/processed – tomatoes & cut leafy greens are considered a TCS food and must be held cold.

Cooling

- Cooked TCS food must be cooled from 135°F to 70°F in 2 hrs, then 70°F to 41°F in 4 hrs.
- TCS food items (ie tuna salad, cole slaw) made from ambient temperature ingredients: 41°F in 4 hrs. or less.

Reheating

- TCS food reheated for hot holding must be rapidly reheated to 165 °F (15 sec.) within 2 hrs.
- TCS food reheated in a microwave for hot holding: food rotated or stirred, covered, and allowed to stand for 2 minutes.

Cooking (see OAC 3717-1-03.3 for a complete list of temperatures)

☆ <u>145°F (hold at this temp for at least 15 sec)</u> Fish, Meat (whole beef, whole pork)
☆ <u>155°F (hold at this temp for at least 15 sec)</u> Eggs, comminuted (ground) fish, ground meat (HAMBURGER, SAUSAGE)
☆ <u>165°F (hold at this temp for at least 15 sec)</u> Poultry, stuffed fish, meat, pasta, poultry, stuffing containing fish, meat, poultry.
(see OAC 3717-1-03.3 for a complete list of temperatures) Note: Make sure thermometers are working and check temperatures frequently!

Employees

- ☆ A “person-in-charge” (PIC) must be present during all hours of operation. The PIC must be knowledgeable and responsible concerning all areas of this temporary food operation. The PIC is also responsible for ensuring that all employees comply with the rules.
- ☆ Employees are not permitted to have bare hand contact with unwrapped ready-to-eat foods.
- ☆ Disposable gloves must be worn by all food employees who wear jewelry on their hands, have fake nails, or use nail polish. NOTE: Only medical alert bracelets and plain rings (such as a wedding band) are permitted jewelry.
- ☆ Employees are required to wash their hands frequently.
- ☆ Hand washing must be done after the following: handling raw meats, changing tasks, going to the restroom, touching body parts (face, hair, etc.), coughing, sneezing, eating, drinking, using tobacco products, before putting on clean disposable gloves, & any other process that may contaminate the hands.
- ☆ Hair restraints (hair nets, ball hats, etc.) must be worn by all food employees.
- ☆ All food employees are to be healthy when working in the operation.
- ☆ Employees should be free of colds, runny noses/eyes, excessive coughing, sore throats, diarrhea, open seeping wounds, and diseases that are transmittable through food.
- ☆ Unauthorized people and animals are not allowed in the food service area. Store personal items, chemicals, pesticides, etc. away from food.

SOME OTHER AGENCIES THAT MAY NEED TO BE CONTACTED: (based on location and proposed processes).

- ☆ Local fire authority

Aid Twp Vol Fire Dept	Willow Wood	740-643-2198
Fayette Twp Fire Dept	South Point	740-894-5300
Chesapeake-Union Twp Fire Dept	Chesapeake	740-867-5988
Coal Grove Fire Dept	Coal Grove	740-532-0778
Decatur Vol Fire Dept	Pedro	740-643-0404
Elizabeth Twp Fire Dept	Pedro	740-532-5075
Fayette Twp Fire Dept	South Point	740-894-4656
Hamilton Twp Vol Fire Dept	Ironton	740-532-3055
Ironton Fire Dept	Ironton	740-532-6463
Lawrence Twp Vol Fire Dept	Kitts Hill	740-532-3824
Proctorville Community Vol Fire Dept	Proctorville	740-886-8579
Rome Vol Fire Dept	Proctorville	740-886-8097
South Point Vol Fire Dept	South Point	740-377-4443
Upper Twp Fire Dept	Ironton	740-532-4800
Windsor Twp Fire Dept	Chesapeake	740-867-5019
Perry Twp Vol Fire Dept	Ironton	740-532-4131

- ☆ City of Ironton – City Ordinance
 - Ironton Fire Inspector, Jeff Joseph - (740) 532-0043 or fireinspector@ironton-ohio.com.