

**20** Application for a License to Conduct a Temporary: (check only one)  Food Service Operation  
 Retail Food Establishment

**Instruction:**

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: **HIGHLAND COUNTY HEALTH DEPARTMENT**
4. Return check and signed application to: **Highland County Health Department, 1487 N. High St., Suite 400, Hillsboro Ohio 45133 Phone: (937)393-1941**

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 Ohio Revised Code 3717.

Name of Temporary food facility:			
Location of event:			
Address of event:			E-mail
City		State	ZIP
Start date: / /	End date: / /	Operation time(s):	
Name of License Holder			Phone #
Address of license holder			
City	State	Zip	E-mail
List all foods being served/sold:			

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:	
Signature	Date

**Licensors to complete below**

Valid date(s):	License fee: <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> NON-COMMERCIAL Refer to fee schedule.
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Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no

AGR 1271 (Rev. 5/13) Ohio Department of Agriculture

<b>Office use:</b>	
Date paid: _____	Receipt #: _____
<b>Circle type of payment:</b> Cash      Check      Money Order      Credit/Debit Card      Other	

<p><b>Highland County General Health District</b>  1487 N. High St. Suite 400  Hillsboro, OH 45133 Telephone: (937) 393-1941 Fax: (937) 393-4694  Email: <a href="mailto:info@highlandcountyhealth.org">info@highlandcountyhealth.org</a></p>		<p style="text-align: center;"><b>Temporary Food Packet &amp; Application</b>  for  <b>Food Service Operations (FSO) &amp; Retail Food Establishments (RFE)</b></p>
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**HOW TO APPLY:**  
**Submit the following 1 week prior to the event:**

1. Temporary plan review questionnaire with attached drawing,
2. Licensing application (separate state form), and
3. Licensing fee: - Refer to fee schedule for Commercial or Non-commercial (501C3) pricing

PLAN REVIEW QUESTIONNAIRE		
Facility name:		Event name: (if different from facility name.)
Set-up time:	Serving time:	Hours of operation:
A knowledgeable PIC must be on site at all times during of operation. List the name(s) of the Person-in-Charge (PIC) at your booth.		
<b>PIC Name</b>	<b>Best contact phone #</b>	
1.		
2.		
3.		
4.		
5.		
What type of set-up will you have? <input type="checkbox"/> Tent <input type="checkbox"/> Concession unit <input type="checkbox"/> Inside a building <input type="checkbox"/> Truck <input type="checkbox"/> Outside with no overhead covering <input type="checkbox"/> Other:		
<input type="checkbox"/> Yes <input type="checkbox"/> No Will you have electric?		<input type="checkbox"/> Yes <input type="checkbox"/> No Will a generator be used?
<b>Water Supply:</b> Will water be utilized at your food booth? <input type="checkbox"/> Yes <input type="checkbox"/> No Water supply source: <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Commercially Bottled water <input type="checkbox"/> Other:  Will a water hose be needed? <input type="checkbox"/> Yes <input type="checkbox"/> No  How will hot water/warm water be provided for sanitation purposes (hand washing, dishwashing, cleaning, etc.)? <input type="checkbox"/> From approved water faucet on site; <input type="checkbox"/> Obtained hot from different location: _____; <input type="checkbox"/> Heated on site with: <input type="radio"/> Coffee maker <input type="radio"/> Stove/grill burner <input type="radio"/> Other: _____		<b>Notes regarding Water Supply:</b> → All facilities offering food or beverages that are not a pre-packaged product, must have an adequate supply of water for general sanitation & food preparation purposes from an approved source. → Garden hoses are not allowed for tap water. → If a well is to be used, a safe water sample from the current year must be available for review.
<b>Wastewater disposal:</b> <input type="checkbox"/> None will be generated <input type="checkbox"/> city sewer <input type="checkbox"/> septic system <input type="checkbox"/> other: _____		<b>Restrooms:</b> Describe toilet facilities: <input type="checkbox"/> portable <input type="checkbox"/> indoor  Who is responsible for the toilet facilities in regards to cleanliness and supplies: <input type="checkbox"/> Applicant <input type="checkbox"/> Event Coordinator

<p><b>Trash disposal:</b> Will there be adequate containers to collect waste? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Who is responsible for the removal of solid waste at the end of event? <input type="checkbox"/> Applicant <input type="checkbox"/> Event Coordinator</p>	<p><b>Notes regarding Staffing:</b></p> <ul style="list-style-type: none"> <li>→ Make sure each person is trained in their assigned duties.</li> <li>→ No unauthorized persons in the booth.</li> <li>→ Hair restraints should be in place for persons working with unpackaged foods and dishes.</li> <li>→ No smoking in the booth.</li> <li>→ Promote frequent handwashing.</li> <li>→ Eating and drinking in only designated areas.</li> <li>→ Personal items need to be separated from food booth items.</li> </ul>
<p><b>Food Source:</b> Where will you obtain your food? <input type="checkbox"/> Grocery Store <input type="checkbox"/> Food Delivery <input type="checkbox"/> Licensed Restaurant <input type="checkbox"/> Other:</p> <p>Will ice be used? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name of ice supplier:</p>	<p><b>Food Storage:</b> Indicate where food &amp; dry good items will be located? <input type="checkbox"/> in the booth <input type="checkbox"/> in a supply truck <input type="checkbox"/> at a licensed facility <input type="checkbox"/> other:</p> <p>Types of Cold-holding equipment to be utilized: <input type="checkbox"/> N/A <input type="checkbox"/> refrigerator (electric) <input type="checkbox"/> freezer <input type="checkbox"/> drained cooler(s) (with ice/ice packs)</p>
<p><b>Thawing:</b> Will your facility be thawing any food item prior to cooking or serving? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list applicable food item(s):</p> <p>How will food(s) be thawed: <input type="checkbox"/> Cooked frozen <input type="checkbox"/> thawed in refrigerator <input type="checkbox"/> thawed under continuously running cool water <input type="checkbox"/> thawed in microwave and immediately cooked.</p>	<p><b>Cooking:</b> Will any food items be cooked or assembled off site? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes where:</p> <p>Types of Cooking/Hot-holding equipment that will be utilized: <input type="checkbox"/> none <input type="checkbox"/> stove <input type="checkbox"/> oven <input type="checkbox"/> steam table <input type="checkbox"/> chafing dish <input type="checkbox"/> grill <input type="checkbox"/> crock pots <input type="checkbox"/> other: _____</p>
<p><b>Cooling:</b> Will your operation be cooling any food items to be reheated the next day such as leftovers, soups, Sloppy Joe mix, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:</p>	<p><b>Notes regarding Food Source/Storage/Handling</b></p> <ul style="list-style-type: none"> <li>→ Based on your menu multiple coolers may be required to prevent cross contamination between raw meats/poultry and ready-to-eat item (i.e., fruits, vegetables, cheese, hot dogs) and cross-contamination between poultry and other meats.</li> <li>→ Do not thaw out at room temperature</li> <li>→ NO food may be made at home.</li> <li>→ Probe thermometers must be available on site.</li> <li>→ Each cooler and freezer with TCS foods must have working thermometers in them.</li> </ul> <p><b>Notes regarding Handwashing/Glove-use</b></p> <ul style="list-style-type: none"> <li>→ No basins/bowls with undrained water are allowed for handwashing.</li> <li>→ No Latex gloves allowed.</li> <li>→ No bare-hand contact with ready-to-eat foods</li> </ul> <p><b>Notes regarding Dishwashing</b></p> <ul style="list-style-type: none"> <li>→ No hand drying of dishes/equipment</li> <li>→ Set-up needs to be at least 6 inches above the ground</li> </ul>
<p><b>Handwashing:</b> How will employees clean their hands? <input type="checkbox"/> hand wash sink with hot &amp; cold running water <input type="checkbox"/> portable (closed container with spigot) <input type="checkbox"/> Hand Sanitizer <input type="checkbox"/> Other: _____</p> <p>Based on your menu bare hand food contact will be minimized by: <input type="checkbox"/> there is no unpackaged food; <input type="checkbox"/> unpackaged foods will be handled/served with <input type="checkbox"/> gloves <input type="checkbox"/> tongs <input type="checkbox"/> spatulas <input type="checkbox"/> deli paper <input type="checkbox"/> napkins/paper towels <input type="checkbox"/> other:</p>	
<p><b>Dishwashing:</b> What kind of utensil and equipment cleaning facilities will you have? <input type="checkbox"/> 3-compartment sink <input type="checkbox"/> 3-buckets/dishpans</p>	

<input type="checkbox"/> none required based on type of menu and pre-approval of health department  Sanitizing Solution to be used? <input type="checkbox"/> Chlorine (bleach) <input type="checkbox"/> Quaternary Ammonium <input type="checkbox"/> Iodine	→ Gray water must be properly disposed → Test kit needs to be available → If using bleach, it needs to be original – no scented ones.
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**Draw in the space below or attach a general layout showing how food booth will be set-up**

<p><b><u>If applicable, make sure to indicate the following:</u></b></p> <input type="checkbox"/> Hand washing set up <input type="checkbox"/> Dishwashing set-up <input type="checkbox"/> Cooking equipment <input type="checkbox"/> Hot holding Equipment <input type="checkbox"/> Refrigerators, freezers or ice coolers <input type="checkbox"/> Tables <input type="checkbox"/> Storage of serving containers & utensils as well as additional shelf stable food items <input type="checkbox"/> Where you will be serving the food to the public <input type="checkbox"/> Entrance/exit(s) <input type="checkbox"/> Plumbing fixtures <input type="checkbox"/> Lighting fixtures <input type="checkbox"/> Any other equipment associated with your facility	<p align="center">Approximate size of booth: _____ x _____</p>
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**APPLICANTS' ACKNOWLEDGEMENT STATEMENT**

I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior approval from this office may nullify this approval. I understand that any approval of these plans and specifications by the Highland County Health Department does not indicate compliance with any other code, law or regulation that may be required-federal, state, tribal or local. It further does not constitute endorsement or acceptance of the completed operation (structure or equipment).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Operator or Responsible Representative

OFFICE USE ONLY: Plans & plan review application & if applicable - authorization from other agencies: <b>Revised 1/2020</b>		
Date Received:	Date Reviewed:	Approval/Disapproval Letter(s) sent:
Plan Approval Date:	Plan Disapproval Date:	
Waste water disposal Approval Date:	Drinking water: Approval Date:	Building Dept. Approval Date:
Fire Dept. – Approval Date:	Liquor Dept. Approval Date:	ODA Approval Date:

Highland County General  
Health District  
1487 N. High St. Suite 400  
Hillsboro, OH 45133  
Telephone: (937) 393-1941  
Fax: (937) 393-4694  
Email:

[info@highlandcountyhealth.org](mailto:info@highlandcountyhealth.org)



**Public Health**  
Prevent. Promote. Protect.

## Temporary Food Packet Guidance

### How to Apply:

1. Submit – HCHD Temporary plan review questionnaire with attached drawing,
2. Submit Licensing application (separate state form), and
3. Submit Licensing fee: - See current fee schedule

→ To avoid potential problems, you are encouraged to contact the Health Department as early as possible.

→ CODE: The Ohio Administrative Code Chapter 3717-1 Ohio Uniform Food Safety Code can be viewed under the final rules sections at: Ohio Dept. of Health [www.odh.ohio.gov](http://www.odh.ohio.gov) Ohio Dept. of Ag. [www.agri.ohio.gov](http://www.agri.ohio.gov)


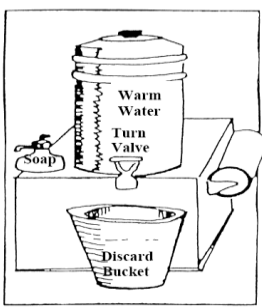
### SOME COMMON QUESTIONS:


- ☑ **What is a non-commercial temporary?** “...an agency of government, a church, school, fraternal organization, service club organization, veterans’ organization, volunteer fire organization, non-profit youth group whose membership consists primarily of persons aged eighteen or younger, volunteer emergency medical service organization, or an organization which is described in subsection 501(c)(3) and is tax exempt under subsection 501(a) of the Internal Revenue Code, or any individual or group raising all of its funds for the benefit of one of these organizations...” see Ohio Administrative Code (OAC) 901:3-4-01(M) & OAC 3701-21-01(N)
- ☑ **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 Highland County. For each particular event, only one temporary FSO/RFE license can be issued to the same person/government entity. See ORC 3717(E) & ORC3717.43(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:

(1) Foods to be prepared and served;	(5) Handwashing facilities;
(2) Source of food;	(6) Equipment and utensils;
(3) Hot holding facilities;	(7) Support facilities; and
(4) Cold holding facilities;	(8) Any other information requested by the licensor

- ☑ **When will I get my license?** An inspection of your food booth will be made 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.**

<b>Food Booth</b>	<ul style="list-style-type: none"> <li>☆ <b>STRUCTURE:</b> 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.</li> <li>☆ <b>LIGHTING:</b> if required, needs to be shielded over food preparation and service areas.</li> <li>☆ <b>FANS:</b> If provided, direct away from food &amp; food preparation areas. <b>Pest control:</b> If chemicals are needed, the product must comply with the food code and be applied per manufacturer's recommendations. Protect food &amp; food contact surfaces from contamination.</li> <li>☆ <b>Trash receptacles:</b> Provide enough to handle waste generated. Make sure they are emptied frequently enough to prevent nuisances from insects and other pests. If boxes are used, they should be lined with trash bags to contain waste.</li> </ul>	
<b>Water Supply</b>	<ul style="list-style-type: none"> <li>☆ Water must be from an EPA approved source (from a municipal supply or bottled water) and shall be under pressure or gravity flow.</li> <li>☆ In some cases, wells may be used if a recent safe water sample result is submitted to this department. A visual inspection of the well may be required by this office. If a water sample is needed make sure to contact this office several weeks in advance. <b>2022 Water samples</b> cost \$66.20 per sample (Total Coliform – Quanti-Tray taken by the health dept.). Testing is done on Monday afternoons and results generally come in Thursday of that week.</li> <li>☆ A hot water source must be provided in most cases.</li> <li>☆ 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. <b>No garden hoses allowed.</b></li> </ul>	
<b>Waste</b>	<ul style="list-style-type: none"> <li>☆ 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.</li> <li>☆ 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 of trash is not allowed.</li> </ul>	
<b>Hand Washing Facilities</b>		<p style="text-align: center;"><b>REMINDE FOOD EMPLOYEES TO FREQUENTLY WASH THEIR HANDS</b></p> <ul style="list-style-type: none"> <li>☆ <b>BEFORE</b> starting work or putting on clean gloves</li> <li>☆ <b>WHEN</b> hands are soiled by work.</li> <li>☆ <b>AFTER</b> using the restroom or any work break.</li> </ul>
	<p><b>Bowls are not allowed to be used to wash hands in.</b></p> 	<ul style="list-style-type: none"> <li>☆ Must be separate from utensil washing sinks.</li> <li>☆ Must be available in each booth.</li> <li>☆ Must be equipped with warm running water, soap, paper towels, and a trash receptacle.</li> <li>☆ 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 (<i>see diagram</i>). <b>Note: If a coffee maker will be used to heat water and then later to dispense warm water for hand washing CAUTION must be taken to make sure unit is unplugged to prevent accidental burns.</b> Hot water temp should be a minimum of 100 F.</li> <li>☆ <b>Hand sanitizer/ hand wipes:</b> only permitted as primary means of hand washing if menu only consists of prepackaged food/beverages. Also, prior approval from this office.</li> </ul>

Dishwashing & Wiping Cloths	<p style="text-align: center;"><b>Dishwashing Setup for Temporary Events</b></p>  <p style="text-align: center;"><b>Wash</b> In hot water (110°F-125°F) containing a detergent until visually clean.</p> <p style="text-align: center;"><b>Rinse</b> In clean hot water to remove the soap film and remaining particles.</p> <p style="text-align: center;"><b>Sanitize</b> In cool water (75°F-100°F) for 60 seconds in a sanitizing solution.</p> <p style="text-align: center;"><u>Chemical Sanitizer Concentrations</u> Chlorine (Bleach): 50-100 ppm Quaternary Ammonium: 200-400 ppm</p>	<ul style="list-style-type: none"> <li>☆ Provide a 3-compartment sink set-up for cleaning soiled utensils and food containers.</li> <li>☆ Containers (dish pans/buckets) should be big enough to hold your largest piece of equipment.</li> <li>☆ Set-up: (1) washing- soapy water, (2) rinsing-clear water, (3) sanitizing solution and (4) air dried.</li> <li>☆ <u>Approved sanitizers:</u> Bleach (regular), quaternary ammonia, and iodine.</li> <li>☆ <u>Sanitizing test kit:</u> Must be available to check sanitizer concentration. If needed sample kits are <i>available from this office.</i></li> <li>☆ <u>Wiping cloths:</u> Wiping cloths that are used to clean tables, countertops, etc. must be placed in a container of sanitizing solution between uses.</li> </ul>	☆
Equipment	<ul style="list-style-type: none"> <li>☆ Provide enough equipment for cooking/hot holding/cold holding to maintain safe food temperatures.</li> <li>☆ Provide adequate refrigerators or ice chests to protect foods from cross contamination.</li> <li>☆ Refrigeration must be available for temporary operations that will be operating 2 or more days unless otherwise approved by this office.</li> <li>☆ Check with local fire dept. for safety guidelines if deep fryers will be used.</li> <li>☆ <u>Thermometers:</u> Based on your menu a metal stem probe thermometer (0-220F) is required to check cooking/holding/temperatures. Ice chests or refrigerators are required to have a thermometer inside.</li> <li>☆ <u>Gloves or utensils:</u> Disposable gloves, serving utensils, or deli tissue paper must be used when handling unwrapped ready-to-eat foods. Gloves must be Latex free.</li> <li>☆ <u>Produce washing station</u> - Provide separate containers for washing vegetables and fruits.</li> <li>☆ Provide plenty of clean utensils and containers. Never place cooked food on a surface that previously held raw meats, poultry, seafood, and/or eggs.</li> <li>☆ All equipment needs to be kept clean and be in good repair.</li> </ul>	☆	

<b>Food Source</b>	<p><b>TCS means Time Temperature Controlled for safety foods or potentially hazardous foods.</b></p> <p><b><u>SOURCE &amp; PREPARATION</u></b></p> <ul style="list-style-type: none"> <li>☆ Food must be from <u>inspected and approved sources</u>, such as a grocery store.</li> <li>☆ <b>ALL foods must be prepared ON SITE or be from an approved source. NO home-cooked or home-canned foods. <u>The exception to this is cottage food items.</u></b></li> <li>☆ Make sure all TCS food is properly cooked, cooled, reheated and held hot/cold. <i>(See chart)</i></li> </ul>	<p>Guidelines for cottage food items including proper labeling can be found at <a href="http://www.agri.ohio.gov">www.agri.ohio.gov</a></p> <p><b><u>Cottage Foods:</u></b></p> <ul style="list-style-type: none"> <li>✓ Non-potentially hazardous bakery products;</li> <li>✓ Jams; Jellies; Fruit butters;</li> <li>✓ Candy;</li> <li>✓ Granola, granola bars, granola bars dipped in candy;</li> <li>✓ Popcorn, flavored popcorn, kettle corn, popcorn balls, caramel corn;</li> <li>✓ Unfilled, baked donuts;</li> <li>✓ Waffle cones, Pizzelles;</li> <li>✓ Dry cereal and nut snack mixes with seasonings; Roasted coffee, whole beans or ground;</li> <li>✓ Dry baking mixes in a jar, including cookie mix in a jar;</li> <li>✓ Dry herbs and herb blends; Dry seasoning blends; and Dry tea blends.</li> </ul>
<b>Food : STORAGE/PROTECTION</b>	<ul style="list-style-type: none"> <li>☆ Keep food &amp; single-use items (paper towels, cups, plates, plastic utensils, etc.) at least <b><u>6 inches up</u></b> off of the floor or ground surface. Pallets, tables, shelving units work well.</li> <li>☆ <b><u>Food must be protected at all times</u></b> from dirt, dust, sneezes, coughs, rodents, ice and water in coolers.</li> <li>☆ All utensils must be stored with handles up, individually wrapped, or lying down with handles all in the same direction</li> <li>☆ All food &amp; food contact items must be <u>covered and protected</u> from dust, rain, cross contamination, etc. Make sure to have adequate foil, plastic wrap, lids, etc. on hand.</li> <li>☆ Serving utensils need to be protected from sources of contamination during service. Utensils not stored in food should be properly cleaned <b><u>every 4 hours</u></b> of use.</li> <li>☆ Handled scoops/utensils must be used to dispense ice and other bulk foods.</li> <li>☆ Ice used for consumption cannot be used for anything else (i.e. food storage).</li> </ul>	☆



Food : Key temperatures:	<p><b><u>HOT holding</u></b></p> <p>135°F OR ABOVE</p> <p><i>(raw roast beef =130°F or above)</i></p> 	 <p><b><u>COLD holding</u></b></p> <p>41°F or BELOW</p> <p><i>Note: Once cut/processed – tomatoes &amp; cut leafy greens are considered a TCS food and must be held cold.</i></p>	<p><b><u>COOLING</u></b></p> <ul style="list-style-type: none"> <li>◦ Cooked TCS food must be cooled from 135°F to 70°F in 2 hrs, then 70°F to 41°F in 4 hrs.</li> <li>◦ TCS food items (ie tuna salad, cole slaw) made from ambient temperature ingredients: 41°F in 4 hrs. or less.</li> </ul>	☆
	 <p><b><u>COOKING</u></b></p> <p><b><u>(see OAC 3717-1-03.3 for a complete list of temperatures)</u></b></p> <ul style="list-style-type: none"> <li>◦ <b><u>135°F</u></b> Fruits, foods cooked in a microwave oven; food rotated, stirred, covered or covered and allowed to stand for 2 minutes. <b><i>See code for cooking</i></b> vegetables, commercially packaged ready-to-eat foods (i.e. hot dogs, canned soups)</li> <li>◦ <b><u>145°F (hold at this temp for at least 15 sec)</u></b> Fish, Meat (whole beef, whole pork)</li> <li>◦ <b><u>155°F (hold at this temp for at least 15 sec)</u></b> Eggs, comminuted (ground) fish, ground meat (HAMBURGER, SAUSAGE)</li> <li>◦ <b><u>165°F (hold at this temp for at least 15 sec)</u></b> Poultry, stuffed fish, meat, pasta, poultry, stuffing containing fish, meat, poultry. Animal food <b><i>guidelines for roasted beef, pork, corn beef, and cured pork.</i></b></li> </ul>	<p><b><u>REHEATING</u></b></p> <ul style="list-style-type: none"> <li>◦ TCS food reheated for hot holding must be rapidly reheated to 165 °F (15 sec.) within 2 hrs</li> <li>◦ TCS food reheated in a microwave for hot holding: food rotated, stirred, covered or covered and allowed to stand for 2 minutes.</li> </ul>	☆	
			 <p style="color: red;">Make sure thermometers are working and check temps frequently</p>	

Employees	<ul style="list-style-type: none"> <li>☆ A <b>“person-in-charge” (PIC) must be present</b> 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.</li> <li>☆ <b>Employees are not permitted to have bare hand contact with unwrapped ready-to-eat foods.</b></li> <li>☆ Disposable gloves must be worn by all food employees who wear excessive jewelry on their hands, have fake nails, or use nail polish.</li> <li>☆ <b>Employees are required to wash their hands frequently.</b></li> <li>☆ 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, &amp; any other process that may contaminate the hands.</li> <li>☆ <b>Hair restraints</b> (hair nets, ball hats, etc.) must be worn by all food employees.</li> <li>☆ <b>All food employees are to be healthy</b> when working in the operation.</li> <li>☆ Employees should be free of colds, runny noses/eyes, excessive coughing, sore throats, diarrhea, open seeping wounds and diseases that are transmittable through food.</li> <li>☆ Unauthorized people and animals are not allowed in the food service area. Store personal items, chemicals, pesticides, and the like, away from food. COVID PRECAUTIONS AND GUIDANCE MUST BE INCORPORATED INTO YOUR EVENT. VISIT <a href="https://coronavirus.ohio.gov">https://coronavirus.ohio.gov</a></li> </ul>	☆
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# FIRST AID FOR FOOD CHOKING

Victim Cannot Cough, Speak, or Breathe

Rescuer must act quickly. Choking is a life threatening condition. Call 911 immediately.

## 1 GIVE 5 BACK BLOWS

Back blows: stand behind the victim and place arm across their chest for support; bend the victim slightly at the waist; firmly strike the victim between shoulder blades with the heel of your hand.



## 2 GIVE 5 ABDOMINAL THRUSTS

Abdominal thrusts: stand behind the victim and wrap your arms around the victim's waist; place your fist thumb-side in against victim's abdomen below rib cage, slightly above the navel; grasp your fist with the other hand; press your fist forcefully with quick upward thrust into the victim's abdomen.



Repeat steps 1 and 2 until the object is forced out, the person can cough forcefully or breathe, or the person becomes unconscious.

If the person becomes unconscious, begin CPR starting with chest compressions. Each time you open the airway, look in the airway and remove the object if you see it.

Distributed by:  
**Ohio** Department of Health  
246 N. High St., Columbus, Ohio 43225  
or your local health department

Rev 04/17



And remember to:

# WASH YOUR HANDS!



- Before starting work
- After using the toilet
- After any work break
- When soiled by work
- Before putting on clean gloves
- Before eating

**PROTECT YOUR FELLOW WORKERS,  
YOUR CUSTOMERS, YOUR JOB, YOURSELF**

*Hand washing helps prevent the spread of foodborne diseases and other illnesses.*



Provided by:  
**HIGHLAND COUNTY GENERAL HEALTH DISTRICT**  
1487 N. High St., Suite 400, Hillsboro, Ohio 45133  
Phone: (937)393-1941 www.highlandcountyhealth.org

## CORONAVIRUS PREVENTION



The following website offers posters, Ohio sector specific information, public health orders as they relate to the to COVID pandemic:

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/responsible-restart-ohio>

**SOME OTHER AGENCIES THAT MAY NEED TO BE CONTACTED:**

<ul style="list-style-type: none"> <li>Department of Commerce - Bureau of Construction Compliance Reynoldsburg Central Office, <i>Building, Electrical, Liquor licensing</i></li> </ul>	6606 Tussing Rd., PO 4009, Reynoldsburg, Ohio 43068 Customer Service: (614)644-2622 or (800)523-3581 Division of Liquor Control: (614)644-3155 City of Greenfield Building Inspector: (937)981-3048 City of Hillsboro: (937)393-5219 Clinton County for Lynchburg area: (937)382-5134
<ul style="list-style-type: none"> <li>Ohio EPA – Division of Surface Water – SW District Office</li> </ul>	401 E. Fifth St., Dayton, Ohio 45402 (800)686-8930 or (937)285-6357
<ul style="list-style-type: none"> <li>Ohio Dept. of Agriculture <i>Labeling requirements, Whole sale items, Home Bakeries, Farm/farmers markets, Dairy</i></li> </ul>	8995 E. Main St., Reynoldsburg, Ohio 43068 Phone: (800)282-1955 or (614)728-6250 – Food Division
<ul style="list-style-type: none"> <li>Plumbing Highland County currently contracts commercial plumbing</li> </ul>	*Applications & fees are submitted to the Highland County Health Department
<ul style="list-style-type: none"> <li>Your Local fire authority or the State Fire Marshall <i>Fire Code Requirements and inspections</i></li> </ul>	State Fire Marshall (614) 728-5460 Paint Creek Joint EMS/Fire District (937)981-3394
<ul style="list-style-type: none"> <li>Bureau of Motor Vehicles, Sheriff’s office or other agencies for the road worthiness of mobile food units</li> </ul>	
<ul style="list-style-type: none"> <li>Highland County Auditor <i>Vendor licenses</i></li> </ul>	Phone: (937) 393-1915
<ul style="list-style-type: none"> <li>Ohio Job &amp; Family Services – Child Day Cares <i>Day care requirements</i></li> </ul>	Phone: (614)466-1213
<ul style="list-style-type: none"> <li>Solicitor Permits Contact event jurisdiction to see if they have zoning or require additional permits.</li> </ul>	

**FOOD SECURITY - Recommendations Only Things to do or ask to help protect your food product from intentional tampering by terrorists or disgruntled staff or patrons**

Employees: <ul style="list-style-type: none"> <li>△ Background checks of event staff.</li> <li>△ Do employees have visible identification while on duty?</li> <li>△ Is a list posted of employees working on any given day?</li> <li>△ Are employees trained on food safety and food security?</li> </ul>	Food: <ul style="list-style-type: none"> <li>△ Is there a Person-in-charge available at all times to monitor the food operation?</li> <li>△ Was the delivery company and driver verified by the food operation?</li> <li>△ Is incoming food and ice inspected for evidence of tampering?</li> <li>△ Are storage trucks or trailers locked and secured?</li> <li>△ Are food and supplies located in secure areas?</li> <li>△ Are tamper resistant and tamper evident packaging used to protect food?</li> </ul>	Operational Procedures: <ul style="list-style-type: none"> <li>△ Do you properly restrict customers and non-employees from the operation?</li> <li>△ Does your operation have effective security during non-operating hours?</li> <li>△ Does the food operation have an action plan to respond to incidents involving water interruption, power outages and adverse weather? Have the following areas been inspected and found to be safe and secure? Water, Lighting, and Electricity.</li> </ul>
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**PROPER FOOD HANDLING IS THE MOST IMPORTANT THING YOU CAN DO TO ENSURE THE SAFETY OF YOUR CUSTOMERS. The top causes of food poisoning are poor personal hygiene, sick food handlers, improper food temperatures (holding, cooling, cooking, reheating), and contaminated food.**