

# TEMPORARY FSO/RFE APPLICATION

<b>Festival/Event Info</b> Festival/Event Name _____ Festival/Event Location _____ Festival/Event Address _____ Start Date _____ Stop Date _____	<b>Operator Info</b> Name _____ Street Address _____ City/State/Zip _____ Home Phone _____ Cell Phone _____ Email Address _____
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### PERSON-IN-CHARGE

You must designate a Person-in-Charge who is knowledgeable about proper and safe food handling practices and can answer questions correctly regarding food safety as asked by your Inspector. A Person-in-Charge must be present at the Temporary Food Service at all times.

LIST THE NAME(S) OF THE PERSON IN CHARGE AT YOUR SITE.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

What time will you start setting up? \_\_\_\_\_  
 What time will you start preparing food? (hours of operation) \_\_\_\_\_  
 What is the desired time for inspection to take place? \_\_\_\_\_

### MENU

All food must be purchased from a licensed grocery store or restaurant. All food must be prepared on site or in an Ohio licensed food service operation or retail food establishment and transported to the temporary food service location by a method approved by the Health Department. **Do not prepare or cook food at home.** Please use the below boxes to indicate your menu and ingredients.

#### Menu

Food Items	Source?	How will you keep food cold (below 41F) or food hot (above 135F)?

Office use only: Sanitarian district _____	Initials of person who received paperwork _____
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## HAND WASHING FACILITIES

A hand washing system shall be used whenever exposed food is available. This shall consist of warm water, soap, paper towels, and trash. Water shall come from an approved source.

Where will you be getting your water? \_\_\_\_\_

Check off what you will provide:

- Insulated Thermos-style container with free-flowing spout
- Portable hand sink, provide make & model #: \_\_\_\_\_
- Other, please describe in detail: \_\_\_\_\_

*Providing hand sanitizer to use after hand washing is recommended. Hand Sanitizer is to be used as an addition to hand washing, not as a replacement.*

## FOOD STORAGE

How will food be protected from contamination: \_\_\_\_\_

Bare Hand Contact is not allowed with ready-to eat and cooked foods. A barrier shall be in place between the handler and the food.

Check off what items you will provide to accomplish this:

- Single-use disposable gloves
- Tongs, spoons, utensils
- Deli tissue
- Other, please describe in detail: \_\_\_\_\_

## EQUIPMENT AND UTENSILS

A metal stem thermometer will need to be available to take temperatures of the food. Please indicate below what kind of thermometer you will be using:

Check off which style you have:

- Digital thermometer 0°F to 220°F
- Dial-face thermometer 0°F to 220°F



A 3-Compartment sink or bucket system shall be provided and used with an approved sanitizer for washing, rinsing and sanitizing of equipment and utensils.

Check off which type of containers you will provide:

- Dishpans
- Buckets
- Other, please describe in detail: \_\_\_\_\_



*The use of disposable dishes & utensils is recommended whenever possible.*

Check off which chemical sanitizer you will provide:

- Plain chlorine bleach
- Quat ammonia liquid and Sanitabs

Check off which sanitizer test paper you will provide:

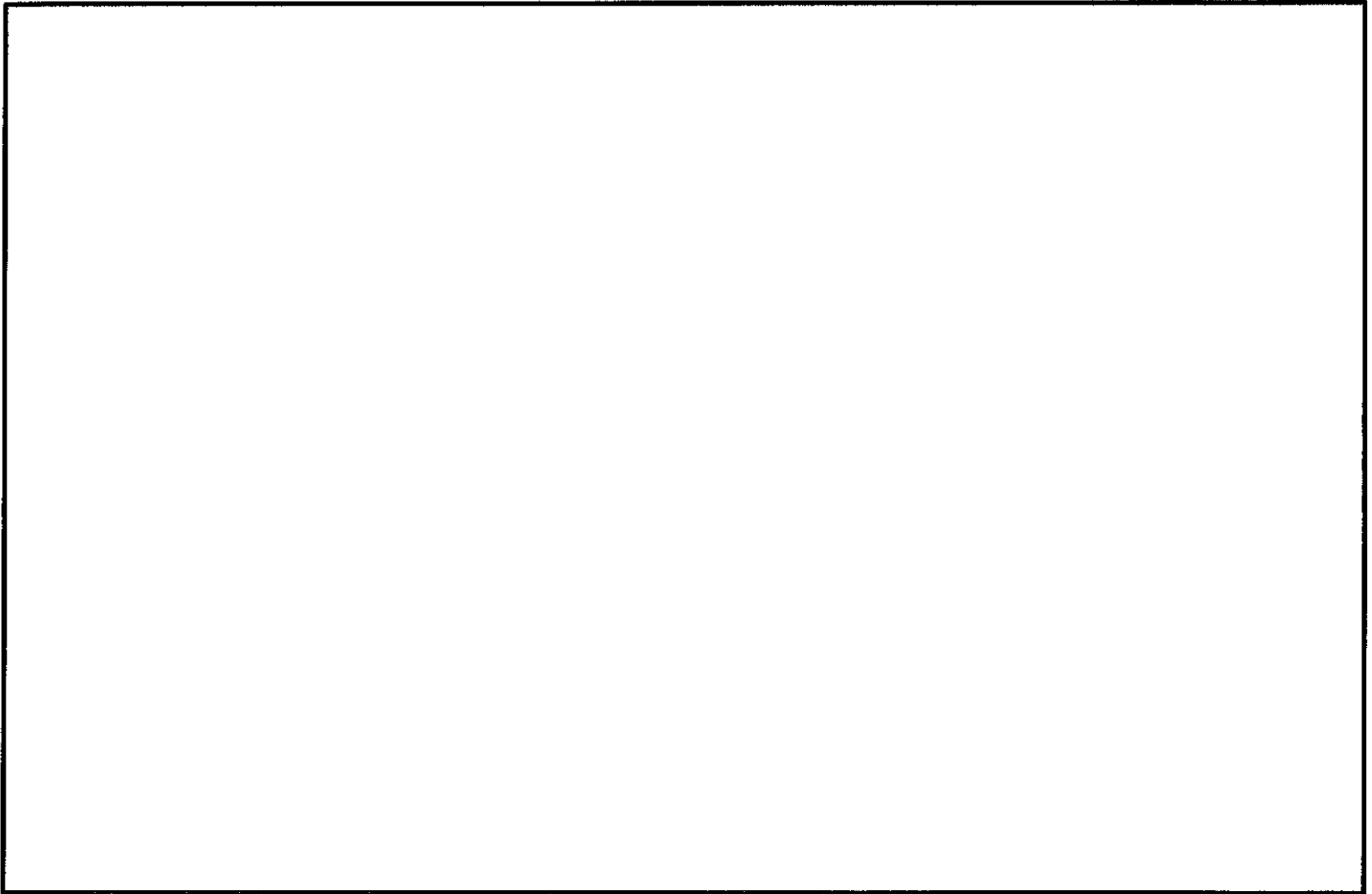
- Chlorine Test Papers are for Plain Chlorine Bleach (50-100ppm is required)
- pHydrion QT-10 or QT-40 Test Papers are for Quat Ammonia liquid and Sanitabs (150-400ppm is required)

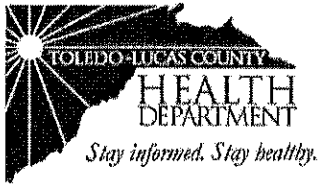
**TEMPORARY LAYOUT**

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In the box provided below, please draw a diagram of your temporary food booth. Make sure the following items are included:

- Hand washing station
- Dishwashing (3 buckets or sinks)
- Location of equipment, coolers, etc
- Prep tables
- Service area





# Top Ten Steps to Safe and Sanitary Temporary Food Events

## 1. Permits

You must fill out and return the Temporary Food Event Application/information form with payment to the Toledo-Lucas County Health Department. This will allow the Toledo-Lucas County Health Department to know where the event will be held, what you plan to serve, where the food will come from, how you will prepare and transport the food and the precautions that you will take to keep your food safe.

## 2. Booth

Design your booth with food safety in mind. Make sure that your booth is appropriate for the venue, and that equipment used for food safety is acceptable (e.g: Chafers with Sternos are not recommended in outdoor settings). The ideal booth will have an overhead covering, be entirely enclosed except for the serving window and have only one door flap for entry. Only food workers may be permitted inside the food preparation area. No animals or children allowed in the booth

## 3. Menu

Keep your menu simple, and keep TCS foods (meats, eggs, dairy products, potato salad, cut fruits, and vegetable, etc.) to a minimum. Cook to order, so as to avoid the potential for foodborne illness. Use only foods from approved sources. **Do not use food that has been prepared at home.** If food needs to be transported from a licensed facility, use refrigerated trucks or insulated containers to keep hot foods hot (above 135°F) and/or cold foods cold (below 41°).

## 4. Cooking

Use a food thermometer to check cooking and cold holding temperatures of all food. Whole pork, whole beef and seafood to 145°F; Hamburgers and other ground beef should be cooked to 155°F; poultry to 165°F.

## 5. Hand Washing/Food Handling

You shall have a hand washing facility available at all times. It must have warm running water under pressure, or gravity flow (such as a large urn full of water) for hand washing. Soap dispenser, a roll of paper towels and a bucket to collect waste water shall also be provided.

## 6. Health and Hygiene

Only healthy workers can prepare and serve food. Anyone who shows symptoms of disease: nausea, vomiting, fever, fever with sore throat, diarrhea, jaundice, or who have open sores or infected cuts on the hands are not allowed in the food booth. Workers shall wear clean outer garments and shall not smoke in the booth.

## 7. Dish Washing

Use disposable utensils for food service. Wash equipment and utensils in a 3-step process: wash in hot, soapy water, rinse in hot water, rinse in chemical sanitizer. Utensils and dishes shall be air dried.

## 8. Ice

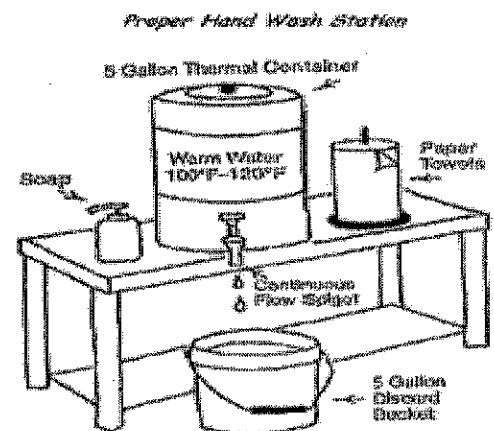
Ice used to cool cans and bottles should not be used in drink cups. Ice used for drinks should be stored separately. Use a scoop to serve ice, never the hands or cup.

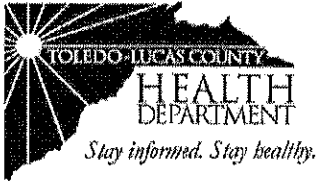
## 9. Wiping Cloths

Prepare sanitizing solution according to manufacturer's specifications. Use proper test strips to make sure that solution is at the proper concentration (50-100ppm for chlorine, 150-400ppm for Quat). Check the solution every hour and change if it is not the proper concentration.

## 10. Insect Control and Trash

Keep foods covered to protect them from insects. Place garbage in a trash can with a tight fitting lid.





# Food Safety Checklist for Temporary Events

## Equipment Checklist

- Hand washing supplies
  - Continuous flow of warm running water of 100°F or greater
  - Bucket to catch waste water
  - Soap
  - Paper towels
- Gloves
- Thermometer that reads 0°F to 220°F
- Extra utensils
- 3-compartment sink set up for cleaning utensils, with compartments big enough to hold your largest piece of equipment
- Sanitizer and sanitizer test kit
- Hot and cold holding equipment for ALL TCS foods
- Mechanical refrigeration for overnight storage
- Separate containers for washing vegetables
- Ice scoop with handle, if you are using ice
- Bucket for sanitizing wiping cloths
- All fryers and grills must have a metal covering such as a lid or metal awning

**Application for a License to Conduct a Temporary:** (check only one)

**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:
4. Return check and signed application to:

- Food Service Operation  
 Retail Food Establishment

**Toledo Lucas County Health Department  
 Toledo-Lucas County Health Department  
 635 N Erie  
 Toledo, OH 43604**

Before the 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	Email
Start date: / /	End date: / /	Operation time(s):	
Name of license holder:			Phone number:
Address of License holder			
City	State	Zip	Email
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
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**Licenser to complete below**

Valid date(s):	License fee:
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.